**BUSINESS STUDIES SCHEMES OF WORK**

**FORM ONE 2016**

**TERM I**

**REFERENCES:**

1. Longman Explore Book
2. Inventor KLB Book
3. Certificate Business Studies Book
4. KLB Top Mark Series Business Studies

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| **WK** | **LSN** | **TOPIC** | **SUB-TOPIC** | **OBJECTIVES** | **L/ACTIVITIES** | **L/T AIDS** | **REFERENCE** | **REMARKS** |
| 1-4 |  | **REPORTING** | | | | | |  |
| 5 | 1-2 | Introduction To Business Studies | Meaning and importance of business studies | By the end of the lesson, the learner should be able to  Explain the meaning of business studies  Explain the importance of business studies in the society | Teacher/learner discussions  Visit to relevant business ventures in the immediate environment  Answering relevant questions  Group work on relevant tasks | Relevant business environment  Student’s book chapter 1  Photos | Longman explore book 1 pages 1-2  Inventor KLB book 1 pages 1-3  Certificate business studies book 1 pages 1-2  KLB Top Mark series business studies pages 1 |  |
|  | 3 | Business And It’s Environment | Meaning and purpose of a business | By the end of the lesson, the learner should be able to  Explain the meaning and purpose of a business | Discussions  Definitions  Visits to relevant business environment  A talk by a relevant resource person  Asking and answering questions | Relevant business environment  Relevant resource persons  Pictures/photographs and diagrams  Charts | Longman explore book 1 pages 4  Inventor KLB book 1 pages 5  Certificate business studies book 1 pages 4-5  KLB Top Mark series business studies pages 4 |  |
| 6 | 1 | Business And It’s Environment | Business Activities | By the end of the lesson, the learner should be able to  identify and explain various business activities | Visits to relevant business environment  Talks from resource person  Watching relevant business activities on television  Viewing pictures, photos/diagrams | Newspaper cuttings  Diagrams  Photographs  Pictures  Television  Resource persons  Relevant business environment | Longman explore book 1 pages 5  Inventor KLB book 1 pages 6  Certificate business studies book 1 pages 7  KLB Top Mark series business studies pages 5 |  |
|  | 2-3 | Business And It’s Environment | Business Environment  Internal  External | By the end of the lesson, the learner should be able to identify various types of business environment | *© Education Plus Agencies*  Asking and answering quizzes  Discussion  Viewing pictures/photos/diagrams  Visits to relevant business environment  Talks by resource person | Resource person  Relevant newspaper cuttings  Photographs  Pictures  Diagrams  Relevant business environment | Longman explore book 1 pages 5-8  Inventor KLB book 1 pages 7-10  Certificate business studies book 1 pages 8-14  KLB Top Mark series business studies pages 4 |  |
| 7 | 1-2 | Business And It’s Environment | Effects of various business environment on a business | By the end of the lesson, the learner should be able to explain how the various environments influence a business | Talk from resource persons  Doing short tests  Writing essays  Discussions  Asking and answering questions | Talk by resource persons  Pictures  Photographs  Diagrams  Relevant business environment  Newspapers  Magazines | Longman explore book 1 pages 10-11  Inventor KLB book 1 pages 9  Certificate business studies book 1 pages 8-14  KLB Top Mark series business studies pages 4 |  |
|  | 3 | Business And It’s Environment | Emerging issues and healthy environment | By the end of the lesson, the learner should be able to recognize the need for maintaining a healthy environment | Visits to business environment  Discussions  Asking and answering questions  Watching relevant videos  Talk by a resource person | Talk by resource persons  Pictures  Photographs  Diagrams  Relevant business environment  Newspapers  Magazines | Longman explore book 1 pages 12-13  Inventor KLB book 1 pages 9  Certificate business studies book 1 pages 17-18  KLB Top Mark series business studies pages 4 |  |
| 8 | 1-2 | Satisfaction Of Human Wants | Human Wants | By the end of the lesson, the learner should be able to explain the meaning and characterization of human wants | Discussions  Citing of relevant examples  Story telling | Suitable charts and diagrams  Chalkboard  Pictures  Photographs | Longman explore book 1 pages 16-17  Inventor KLB book 1 pages 12-13  Certificate business studies book 1 pages 20-21  KLB Top Mark series business studies pages 6 |  |
|  | 3 | Satisfaction Of Human Wants | Types of Human Wants | By the end of the lesson, the learner should be able to classify human wants | Discussions  Explanations  Story telling on relevant events  Asking and answering questions  Studying relevant case studies | Case studies  Suitable charts  Diagrams  Pictures  Models  Photographs | Longman explore book 1 pages 17-18  Inventor KLB book 1 pages 14  Certificate business studies book 1 pages 20  KLB Top Mark series business studies pages 7 |  |
| 9 | 1-2 | Satisfaction Of Human Wants | Goods and Services | By the end of the lesson, the learner should be able to:  Define goods and services  Discuss characteristics of goods and services  Differentiate between goods and services | Definitions  Discussions  Observations  Doing exercises  Asking and answering questions | Diagrams  Pictures  Chards  Models  Chalkboard  Student’s book | Longman explore book 1 pages 18-20  Inventor KLB book 1 pages 15-16  Certificate business studies book 1 pages 23  KLB Top Mark series business studies page 6 |  |
|  | 3 | Satisfaction Of Human Wants | Economic Resources | By the end of the lesson, the learner should be able to  Define economic resources  Explain characteristics of economic resources | Definitions  Discussions  Doing exercises  Asking and answering questions  Talks from resource person | Resource persons  Relevant business environment  Photographs  Pictures  Models  Chalkboard  Charts | Longman explore book 1 pages 20-22  Inventor KLB book 1 pages 17-18  Certificate business studies book 1 pages 23  KLB Top Mark series business studies page 6 |  |
| 10 | 1-2 | Satisfaction Of Human Wants | Classification of human Wants | By the end of the lesson, the learner should be able to discuss all types of economic resources | Discussion on features of various types of economic resources  Practical work  Story telling  Studying and discussing relevant case studies  Visits to relevant business environment | Business environment  Relevant case studies  Charts  Pictures  Resource persons | Longman explore book 1 pages 20-22  Inventor KLB book 1 pages 18-21  Certificate business studies book 1 pages 24  KLB Top Mark series business studies pages 24 |  |
|  | 3 | Satisfaction Of Human Wants | Scarcity and Choice | By the end of the lesson, the learner should be able to define and explain the concepts of scarcity and choice | Story telling on choice  Practical work for example learner writing his/her scales of preference  Discussions  Talks from resource persons | Resource persons  Relevant environment  Suitable charts, and diagrams (case studies) | Longman explore book 1 pages 20-22  Inventor KLB book 1 pages 18-21  Certificate business studies book 1 pages 24  KLB Top Mark series business studies pages 24 |  |
| 11 | 1 | Satisfaction Of Human Wants | Opportunity Cost | By the end of the lesson, the learner should be able to:  Define opportunity cost  Discuss opportunity cost | Story telling on opportunity cost  Practical work e.g students writing their scales of preferences  Discussions of the relevant issues from the topic  Definition  Illustration | Charts  Diagrams  Chalkboard  Pictures  Photographs  Real life experiences | Longman explore book 1 pages 23  Inventor KLB book 1 page 22  Certificate business studies book 1 page 25  KLB Top Mark series business studies page 7 |  |
|  | 2-3 | Satisfaction Of Human Wants | The relationship between scarcity choice and opportunity cost | By the end of the lesson, the learner should be able to relate the concepts of its scarcity choice and opportunity cost to real-life situation | Illustrations  Story telling, relevant events e.g scarcity and opportunity cost  Modifying practical work to suit learner’s understanding  Discussion of the relevant issues from the topic | Real-life experiences  Diagrams  Charts  Photographs  chalkboard  Pictures | Longman explore book 1 page 23  Inventor KLB book 1 page 22  Certificate business studies book 1 pages 26-27 |  |
| **12** | **1-3** | **TOPICAL REVISION** | | | | | | |
| **13** | **1-3** | **TOPICAL REVISION** | | | | | | |
| **14** | **1-3** | **END-TERM EXAMINATION** | | | | | | |
| **15** | **1-3** | **CLOSING OF SCHOOLS** | | | | | | |

**BUSINESS STUDIES SCHEMES OF WORK**

**FORM ONE 2016**

**TERM II**

**REFERENCES:**

1. Longman Explore Book
2. Inventor KLB Book
3. Certificate Business Studies Book
4. KLB Top Mark Series Business Studies

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| **WK** | **LSN** | **TOPIC** | **SUB-TOPIC** | **OBJECTIVES** | **L/ACTIVITIES** | **L/T AIDS** | **REFERENCE** | **REMARKS** |
| 1 | 1-3 | **REPORTING AND REVISION OF LAST TERM’S EXAMS** | | | | | |  |
| 2 | 1 | Production | Meaning of Production | By the end of the lesson, the learner should be able to explain the meaning of production | Discussions on relevant topical issues  Visits to nearby factories to witness the production process  Talks from a resource person | Resource persons  Relevant business environment  Suitable chars and diagrams  Case studies | Longman explore book 1 page 26  Inventor KLB book 1 page 23  Certificate business studies book 1 page 30  KLB Top Mark series business studies page 8 |  |
|  | 2-3 | Production | Utility | By the end of the lesson, the learner should be able to  Define utility  Distinguish between the different types of utility | Definition  Discussions  Talk by resource person  Classification of utility | Pictures  Diagrams  Charts  Resource persons  Chalkboard and pieces of chalk | Longman explore book 1 page 27  Inventor KLB book 1 page 24  Certificate business studies book 1 page 31  KLB Top Mark series business studies page 8 |  |
| 3 | 1-2 | Production | Direct and Indirect Production | By the end of the lesson, the learner should be able to distinguish between direct and indirect production | Discussion of relevant topical issues  Visits to relevant business environment  Talks from a resource persons  Distinguishing between direct and indirect production | Resource persons  Relevant business environment  Relevant topical issues  Pictures  Diagrams  Charts | Longman explore book 1 pages 26-27  Inventor KLB book 1 pages 24-25  Certificate business studies book 1 pages 32  KLB Top Mark series business studies pages8 |  |
|  | 3 | Production | Levels of production and related occupation | By the end of the lesson, the learner should be able to  describe the levels of production and occupation related to each other | Discussions  Talks from a resource persons  Observing charts and diagrams  Visits to nearby factories to witness production activities  Sharing experience through story telling | Resource person  Suitable charts and diagrams  Relevant business environment  Other relevant text books  Pictures | Longman explore book 1 pages 29  Inventor KLB book 1 pages 25-26  Certificate business studies book 1 pages 32-34  KLB Top Mark series business studies pages 8 |  |
| 4 | 1-2 | Production | Factors of Production | By the end of the lesson, the learner should be able to  discuss factors of production and reward for each | Explanation  Talks from a resource person  Visit to a relevant business  Classification of factors of production  Discussions | Resource persons  Suitable charts and diagrams  Relevant business environment  Pictures | Longman explore book 1 pages 29  Inventor KLB book 1 pages 27-29  Certificate business studies book 1 pages 35-37  KLB Top Mark pages 8-9 |  |
|  | 3 | Production | Division of Labour and Specialization | By the end of the lesson, the learner should be able to:  Explain the role of division of labour in the production process | Explanations  Discussions  Talks by a resource persons  Doing exercises  Writing essays  Visits to nearby towns to witness the manufacturing process | Relevant environment  Resource person  Suitable charts and diagrams  Pictures  Relevant newspaper cuttings | Longman explore book 1 pages 32-33  Inventor KLB book 1 pages 29-31  Certificate business studies book 1 pages 37-39  KLB Top Mark series business studies pages 8-9 |  |
| 5 | 1-2 | Production | Classification of goods and services produced in an economy | By the end of the lesson, the learner should be able to  Classify goods and services produced in an economy. | Classification of goods and services  Visits to relevant business environment  Discussions  Talks from resource persons  Questioning and answering  Doing exercise | Suitable charts and diagrams  Relevant business environment e.g filling stations to see long diagrams trucks  Resource persons  Newspaper cuttings | Longman explore book 1 pages 32-33  Inventor KLB book 1 pages 29-31  Certificate business studies book 1 pages 37-39  KLB Top Mark series business studies pages 8-9 |  |
|  | 3 | Production | Emerging Issues | By the end of the lesson the learner should be able to  identify emerging issues in the production process | Visits to the relevant environment  Talks from resource persons  Doing exercise  Writing essays  Discussion | Pictures  Newspaper cuttings  Relevant local environment  Resource persons  Diagrams and charts | Longman explore book 1 pages 34  Inventor KLB book 1 pages 33 |  |
| 6 | 1-2 | Entrepreneurship | Meaning and importance of entrepreneurship | By the end of the lesson, the learner should be able to  Explain the meaning of entrepreneurships  Discuss the importance of entrepreneurship of an economy | Relevant discussions  Visits to relevant business environment  Examining case studies  Listening to a resource person  Story telling of relevant local examples by the students | Newspaper cuttings  Diagrams  Resource persons  Pictures | Longman explore book 1 pages 38-39  Inventor KLB book 1 pages 34-35  Certificate business studies book 1 pages 48  KLB Top Mark series business studies pages 11 |  |
|  | 3 | Entrepreneurship | Characteristics of an Entrepreneur | By the end of the lesson, the learner should be able to  describe the characteristics of an entrepreneur | Sharing experience through story telling  Discussions  Talk from a resource person  Examining case studies  Descriptions  Reading newspapers | Guest speakers  Diagrams  Pictures  Newspaper cuttings  Relevant case studies | Longman explore book 1 page 40  Inventor KLB book 1 pages 36-37  Certificate business studies book 1 pages 48-49  KLB Top Mark series business studies pages 11 |  |
| 7 | 1-2 | Entrepreneurship | Business Idea | By the end of the lesson, the learner should be able to  generate business idea | Visits to relevant business idea  Talk by a resource person e.g Jua kali artisan  Reading magazines and newspapers  Examining and discussing case studies  Brainstorming sessions | Resource persons  Relevant newspaper cuttings  Relevant business environment  Relevant case studies | Longman explore book 1 pages 40-41  Inventor KLB book 1 pages 37-39  Certificate business studies book 1 pages 49-52  KLB Top Mark series business studies page 11 |  |
|  | 3 | Entrepreneurship | Business Opportunity | By the end of the lesson, the learner should be able to  Identify a business opportunity | Discussions  Writing essays  Doing tests  Asking and answering questions  Talks by a resource person  Reading newspapers  Listening to radio  Watching television | Resource person  Newspapers  Magazines  Radio/television  Relevant business environment  Relevant case studies | Longman explore book 1 pages 42  Inventor KLB book 1 pages 39  Certificate business studies book 1 pages 52  KLB Top Mark series business studies page 11 |  |
| 8 | 1-2 | Entrepreneurship | Evaluating a business opportunity | By the end of the lesson, the learner should be able to  Evaluate business opportunity | Relevant discussions  Examining case studies  Listening to resource persons  Asking and answering questions  Doing tests | Relevant case studies  Relevant newspaper cuttings  Suitable diagrams/pictures  Any other suitable resource | Longman explore book 1 pages 43-44  Inventor KLB book 1 pages 39-41  Certificate business studies book 1 pages 52-55  KLB Top Mark series business studies page 12 |  |
|  | 3 | Entrepreneurship | Need for Business Plan | By the end of the lesson, the learner should be able to  Explain the importance of a business plan to entrepreneur | Description  Discussions on relevant topical issues  Asking and answering questions  Talk by resource person  Writing essay  Observing sample business plan | Resource persons  Sample plans  Relevant newspaper cuttings  Diagrams/pictures | Longman explore book 1 pages 44  Inventor KLB book 1 pages 39-41  Certificate business studies book 1 pages 41-42  KLB Top Mark series business studies page 58 |  |
| 9 | 1-2 | Entrepreneurship | Factors that influence entrepreneurial practices | By the end of the lesson, the learner should be able to:  Discuss factors that may influence entrepreneurial practices | Talks by resource person  Discussions  Examining of relevant case studies  Asking and answering questions  Story telling of relevant local examples | Relevant case studies  Guest speaker  Relevant newspaper cuttings  Suitable diagrams/pictures | Longman explore book 1 pages 45-46  Inventor KLB book 1 pages 42-44  Certificate business studies book 1 pages 55-56  KLB Top Mark series business studies page 12 |  |
|  | 3 | Entrepreneurship | Causes of business success | By the end of the lesson, the learner should be able to  Discuss causes of business success | Discussion  Asking and answering  Examining and discussing relevant local case studies  Talks by resource persons  Visits to relevant business environment | Relevant business environment  Relevant guest speakers  Local case studies/environment  Relevant newspaper cuttings | Longman explore book 1 pages 46  Inventor KLB book 1 pages 44-46  Certificate business studies book 1 pages 56-57  KLB Top Mark series business studies page 12 |  |
| 10 | 1 | Entrepreneurship | Ethical issues and role of ethical practices in business | By the end of the lesson, the learner should be able to  Define business ethics  Identify and discuss the role of ethical practices in business | Explanations  Discussions on relevant topical issues  Definitions  Listening to a resource person  Story telling of relevant local examples by students | Resource person  Relevant business environment  Relevant case studies  Local environment  Relevant newspaper cuttings | Longman explore book 1 pages 47  Inventor KLB book 1 pages 46-47 |  |
|  | 2-3 | Entrepreneurship | Emerging issues | By the end of the lesson, the learner should be able to:  Identify and discuss modern development in business | Discussion  Asking and answering questions  Story telling of relevant local example by the students  Talks by a resource person  Studying case studies | Resource persons  Relevant case studies  Pictures  Diagrams  Charts  Relevant business environment | Longman explore book 1 pages 47-48 |  |
| 11 | 1 | The Office | Meaning and importance of an office | By the end of the lesson, the learner should be able to,  Define an office  State the functions of an office | A visit to the school office  Discussions on the meaning and importance of an office  Story telling  Exemplification  Illustrations | Suitable pictures/charts/diagrams  Case studies  Relevant office environment | Longman explore book 1 pages 51  Inventor KLB book 1 pages 49  Certificate business studies book 1 pages 87  KLB Top Mark series business studies page 16 |  |
|  | 2-3 | The Office | Functions of an office | By the end of the lesson, the learner should be able to  explain the functions of an office | Talks by a resource person  Discussion  Visit to the relevant office environment  Studying case studies  Doing short tests | Suitable charts/pictures/diagrams  Case studies  Relevant office environment  Real-life experience  Resource person | Longman explore book 1 pages 51-52  Inventor KLB book 1 pages 49-55  Certificate business studies book 1 pages 87-88  KLB Top Mark series business studies page 16 |  |
| 12 | 1-3 | The Office | Office planning and layout | By the end of the lesson, the learner should be able to discuss the various office layouts | Discussions  Doing tests  Observing suitable charts/diagrams/pictures  Talk from resource person  Visits to relevant office environment | Relevant office environment  Suitable charts/ pictures/diagrams  Case studies  Resource persons | Longman explore book 1 pages 52-54  Inventor KLB book 1 pages 56-58  Certificate business studies book 1 pages 88-92  KLB Top Mark series business studies page 16 |  |
| 13 |  | **END TERM EXAMINATION** | | | | | | |
| 14 |  | **CLOSING OF SCHOOL** | | | | | | |

**BUSINESS STUDIES SCHEMES OF WORK**

**FORM ONE 2016**

**TERM III**

**REFERENCES:**

1. Longman Explore Book
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3. Certificate Business Studies Book
4. KLB Top Mark Series Business Studies

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| **WK** | **LSN** | **TOPIC** | **SUB-TOPIC** | **OBJECTIVES** | **L/ACTIVITIES** | **L/T AIDS** | **REFERENCE** | **REMARKS** |
| 1 | 1-3 | **REPORTING AND REVISON OF LAST TERM’S EXAMS** | | | | | |  |
| 2 | 1 | The Office | Office Equipment | By the end of the lesson, the learner should be able to  Explain the meaning of office equipment and discuss office equipment | Talks by a resource person  Classification of equipment used in an office  Discussions  Sharing experience through story telling  Visit to relevant office environment | Pictures  Photographs  Diagrams  Charts  Resource persons  Relevant office environment  Real life experience | Longman explore book 1 pages 54-55  Inventor KLB book 1 pages 58  Certificate business studies book 1 pages 94  KLB Top Mark series business studies page 16 |  |
|  | 3-2 | The Office | Communication Equipment | By the end of the lesson, the learner should be able to  Explain the uses of various communication equipment | Demonstration  Dramatization or role-play  Listening to a guest speaker  Visit to relevant office environment  Browsing the internet | Resource person (computer)  Mobile phones  Telephones  Fax machines  Telex machine  Radio call receivers  Pictures  Models | Longman explore book 1 pages 58  Inventor KLB book 1 pages 55-58  Certificate business studies book 1 pages 94-96  KLB Top Mark series business studies page 17 |  |
| 3 | 1 | The Office | Correspondence Machines | By the end of the lesson, the learner should be able to  Explain the use of various correspondence machines | Demonstration  Discussions  Talks from resource person  Visits to relevant office environment | Diagrams  Charts  Resource persons  Relevant office environment  Models  Realie  Pictures | Longman explore book 1 page 58  Inventor KLB book 1 page 59  Certificate business studies book 1 pages 95-96  KLB Top Mark series business studies page 16 |  |
|  | 2-3 | The Office | Mail room, reprographic and filing equipment | By the end of the lesson, the learner should be able to explain each of these equipments |  |  | Longman explore book 1 pages 59-61  Inventor KLB book 1 pages 59  Certificate business studies book 1 pages 96-98  KLB Top Mark series business studies page 16 |  |
| 4 | 1 | The Office | The role of filing in an office | By the end of the lesson, the learner should be able to  Discuss the role of filing in an office | Illustrating the meaning of filing  Discussions  Relevant office environment  Talks from a resource persons  Studying case studies | Relevant office environment  Resource persons  Relevant case studies  Diagrams/charts pictures  Realie | Longman explore book 1 pages 61  Inventor KLB book 1 page 55  Certificate business studies book 1 page 98  KLB Top Mark series business studies page 16 |  |
|  | 2-3 | The Office | The role of manager and supervisor | By the end of the lesson, the learner should be able to  Discuss the duties of a manager and a supervisor  Describe essential qualities of a manger and a supervisors | Talk by resource person e.g manager  Discussions  Visits to relevant office or business environment  Studying relevant case studies | Relevant cases studies  Pictures  Diagrams  Charts  Relevant resource persons  Relevant resource person | Longman explore book 1 pages 62-63  Inventor KLB book 1 pages 62  Certificate business studies book 1 pages  103  KLB Top Mark series business studies page 17 |  |
| 5 | 1-3 | The Office | Clerk, Secretaries, Receptionist and Messenger | By the end of the lesson, the learner should be able to  Discuss the duties of clerk, secretary, receptionist and messenger  Describe essential qualities of clerk, secretary receptionist and messenger | Talks from resource person e.g clerical office secretary  Discussions  Visits to relevant business environment e.g school office  Studying relevant case studies  Asking and answering questions  Doing short tests | Guest speaker  Picture/charts/diagrams  Relevant business environment  Case studies | Longman explore book 1 pages 63-64  Inventor KLB book 1 pages 63-64  Certificate business studies book 1 pages  103-105  KLB Top Mark series business studies page 18 |  |
| 6 | 1-2 | The Office | Qualities of an office worker | By the end of the lesson, the learner should be able to  Describe personal attributes, office etiquette and professionalism | Discussions  Visits to relevant office environment  Asking and answering questions  Listening to guest speakers  Studying and examining relevant case studies | Relevant business environment  Pictures  Charts  Diagrams  Newspaper cuttings  Guest speaker  Relevant case studies | Longman explore book 1 pages 64-65  Inventor KLB book 1 pages 64-65  Certificate business studies book 1 pages  104  KLB Top Mark series business studies page 18 |  |
|  | 3 | The Office | Trends in Office Management | By the end of the lesson, the learner should be able to  Discuss trends in office management | Asking and answering questions  Visits to relevant office environment  Listening to guest speaker  Examining case studies | Resource person  Relevant case studies  Suitable charts/diagrams and pictures  Newspapers  Magazines | Longman explore book 1 pages 65  Inventor KLB book 1 pages 65-68  Certificate business studies book 1 pages  105-106  KLB Top Mark series business studies page 12 |  |
| 7 | 1-2 | Home Trade | Meaning, importance and classification of home trade | By the end of the lesson, the learner should be able to  Explain the meaning and importance of trade  Classify trade | Analyzing case studies  Talks by a resource persons  Visits to relevant business environment  Story telling  Discussions | Relevant case studies  Resource persons  Relevant case studies  Suitable charts/diagrams/pictures | Longman explore book 1 pages 67-68  Inventor KLB book 1 pages 70  Certificate business studies book 1 pages  109-110  KLB Top Mark series business studies page 19 |  |
|  | 3 | Home Trade | Forms of Home trade | By the end of the lesson, the learner should be able to  Explain form of home trade | Talks by a resource person  Studying local case studies  Story telling  Visits to relevant business environment  Discussions | Case studies  Doing exercise  Suitable charts and diagrams  Pictures  Resource person  Relevant business environment | Longman explore book 1 pages 67-68  Inventor KLB book 1 pages 70  Certificate business studies book 1 pages  110-111  KLB Top Mark series business studies page 19 |  |
| 8 | 1 | Home Trade | Small scale retailers | By the end of the lesson, the learner should be able to  Explain the meaning and importance or small scale retailers | Talks by a resource person  Sharing experience through story telling  Visits to relevant local environment  Analyzing case studies | Models  Pictures  Newspapers  Magazines  Relevant business environment  Resource persons  Relevant case studies | Longman explore book 1 pages 69  Inventor KLB book 1 pages 71  Certificate business studies book 1 pages  113  KLB Top Mark series business studies page 20 |  |
|  | 2-3 | Home Trade | Small scale retailers without shops | By the end of the lesson, the learner should be able to  Discuss retailers without shops | Analyzing case studies  Talks from a resource persons  Visits to relevant business environment  Sharing experience through story telling  Discussions based on relevant issues on this topic | Guest speakers  Case studies  Relevant business environment  Real life experience  Suitable diagrams/charts/pictures | Longman explore book 1 pages 69-74  Inventor KLB book 1 pages 71-74  Certificate business studies book 1 pages  113-116  KLB Top Mark series business studies page 20 |  |
| 9 | 1 | Home Trade | Large scale retailers | By the end of the lesson, the learner should be able to  Explain the meaning of and features of large scale retailers | Visits to relevant business environment  Analyzing case studies  Talk from resource persons  Discussions based on relevant issues | Relevant business environment  Resource persons  Diagrams  Pictures  Charts | Longman explore book 1 pages 74  Inventor KLB book 1 pages 76  Certificate business studies book 1 pages  117-122  KLB Top Mark series business studies page 20 |  |
|  | 2-3 | Home Trade | Large scale retailers | By the end of the lesson, the learner should be able to discuss various types of large scale retailers | Talks from a resource person  Analyzing case studies  Asking and answering questions  Writing essays  Discussions on relevant case studies  Visits to relevant business environment | Newspapers  Photographs  Magazines  Pictures  Diagrams  Resource persons  Relevant case studies | Longman explore book 1 pages 74-78  Inventor KLB book 1 pages 77-81  Certificate business studies book 1 pages  117-123  KLB Top Mark series business studies page 20 |  |
| 10 | 1 | Home Trade | Functions of retailers | By the end of the lesson, the learner should be able to  Discuss functions of retailer | Asking and answering questions  Visits to relevant case studies  Talks from a resource person  Discussions on relevant case studies | Newspapers  Case studies  Relevant business environment  Magazines  Pictures | Longman explore book 1 pages 78  Inventor KLB book 1 pages 82  KLB Top Mark series business studies page 21 |  |
|  | 2-3 | Home Trade | Types and functions of wholesalers | By the end of the lesson, the learner should be able to  Discuss the types and functions of the office | Analyzing case studies  Visits to relevant business environment  Discussion on relevant topical issues  Classification of wholesalers  Listening to guest speakers | Case studies  Business environment  Resource persons  Pictures  Diagrams  Photographs  Newspapers | Longman explore book 1 pages 79-80  Inventor KLB book 1 pages 83-86  Certificate business studies book 1 pages  128-130  KLB Top Mark series business studies page 22 |  |
| 11 | 1 | Home Trade | Documents used in Home Trade | By the end of the lesson the learner should be able to  Describe the documents used in home trade | Demonstrations  Visits to relevant office environment  Discussions  Listening to resource persons  Story telling  Analyzing case studies | Relevant documents  Relevant newspaper cuttings  Diagrams  Charts  Pictures  Resource persons  Relevant business environment | Longman explore book 1 pages 83  Inventor KLB book 1 pages 86-100  Certificate business studies book 1 pages  KLB Top Mark series business studies page 22 |  |
|  | 2-3 | Home Trade | Means of Payment | By the end of the lesson, the learner should be able to  Explain the means of payment used in home trade and the circumstances under which they are used | Explanations  Discussion  Analyzing case studies  Visits relevant business environment  Demonstrations | Relevant case studies  Resource persons  Relevant business environment  Suitable charts/diagrams/pictures | Longman explore book 1 pages 83-90  Inventor KLB book 1 pages 100-107  Certificate business studies book 1 pages  153-159  KLB Top Mark series business studies page 22 |  |
| 12 | 1-3 | **END-YEAR EXAMINATION** | | | | | | |