**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

Compiled by Schools Net Kenya (SNK) in partnership with Jospa Publishers | P.O. Box 3029 – 00200 Nairobi |

Coordinated by KENPRO, Macjo Arcade, 4th Floor, Suite 15E, Off Magadi Road, Ongata Rongai |Tel: +254202319748 |

E-mail: infosnkenya@gmail.com | Website: [www.schoolsnetkenya.com/](http://www.schoolsnetkenya.com/)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 toExplain the meaning of business studiesExplain the importance of business studies in the society | Teacher/learner discussionsVisit to relevant business ventures in the immediate environmentAnswering relevant questionsGroup work on relevant tasks | Relevant business environmentStudent’s book chapter 1Photos | Longman explore book 1 pages 1-2Inventor KLB book 1 pages 1-3Certificate business studies book 1 pages 1-2KLB 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 | DiscussionsDefinitionsVisits to relevant business environmentA talk by a relevant resource personAsking and answering questions | Relevant business environmentRelevant resource personsPictures/photographs and diagramsCharts | Longman explore book 1 pages 4Inventor KLB book 1 pages 5Certificate business studies book 1 pages 4-5KLB 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 environmentTalks from resource personWatching relevant business activities on televisionViewing pictures, photos/diagrams | Newspaper cuttingsDiagramsPhotographsPicturesTelevisionResource personsRelevant business environment | Longman explore book 1 pages 5Inventor KLB book 1 pages 6Certificate business studies book 1 pages 7KLB Top Mark series business studies pages 5 |  |
|  | 2-3 | Business And It’s Environment | Business EnvironmentInternalExternal | By the end of the lesson, the learner should be able to identify various types of business environment | *© Education Plus Agencies*Asking and answering quizzesDiscussionViewing pictures/photos/diagramsVisits to relevant business environmentTalks by resource person | Resource personRelevant newspaper cuttingsPhotographsPicturesDiagramsRelevant business environment | Longman explore book 1 pages 5-8Inventor KLB book 1 pages 7-10Certificate business studies book 1 pages 8-14KLB 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 personsDoing short testsWriting essaysDiscussionsAsking and answering questions | Talk by resource personsPicturesPhotographsDiagramsRelevant business environmentNewspapersMagazines | Longman explore book 1 pages 10-11Inventor KLB book 1 pages 9Certificate business studies book 1 pages 8-14KLB 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 environmentDiscussionsAsking and answering questionsWatching relevant videosTalk by a resource person | Talk by resource personsPicturesPhotographsDiagramsRelevant business environmentNewspapersMagazines | Longman explore book 1 pages 12-13Inventor KLB book 1 pages 9Certificate business studies book 1 pages 17-18KLB 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 | DiscussionsCiting of relevant examplesStory telling | Suitable charts and diagramsChalkboardPicturesPhotographs | Longman explore book 1 pages 16-17Inventor KLB book 1 pages 12-13Certificate business studies book 1 pages 20-21KLB 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 | DiscussionsExplanationsStory telling on relevant eventsAsking and answering questionsStudying relevant case studies | Case studiesSuitable chartsDiagramsPicturesModelsPhotographs | Longman explore book 1 pages 17-18Inventor KLB book 1 pages 14Certificate business studies book 1 pages 20KLB 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 servicesDiscuss characteristics of goods and servicesDifferentiate between goods and services | DefinitionsDiscussionsObservationsDoing exercisesAsking and answering questions | DiagramsPicturesChardsModelsChalkboardStudent’s book | Longman explore book 1 pages 18-20Inventor KLB book 1 pages 15-16Certificate business studies book 1 pages 23KLB 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 toDefine economic resourcesExplain characteristics of economic resources | DefinitionsDiscussionsDoing exercisesAsking and answering questionsTalks from resource person | Resource personsRelevant business environmentPhotographsPicturesModelsChalkboardCharts | Longman explore book 1 pages 20-22Inventor KLB book 1 pages 17-18Certificate business studies book 1 pages 23KLB 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 resourcesPractical workStory tellingStudying and discussing relevant case studiesVisits to relevant business environment | Business environmentRelevant case studiesChartsPicturesResource persons | Longman explore book 1 pages 20-22Inventor KLB book 1 pages 18-21Certificate business studies book 1 pages 24KLB 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 choicePractical work for example learner writing his/her scales of preferenceDiscussionsTalks from resource persons | Resource personsRelevant environmentSuitable charts, and diagrams (case studies) | Longman explore book 1 pages 20-22Inventor KLB book 1 pages 18-21Certificate business studies book 1 pages 24KLB 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 costDiscuss opportunity cost | Story telling on opportunity costPractical work e.g students writing their scales of preferencesDiscussions of the relevant issues from the topicDefinitionIllustration | ChartsDiagramsChalkboardPicturesPhotographsReal life experiences | Longman explore book 1 pages 23Inventor KLB book 1 page 22Certificate business studies book 1 page 25KLB 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 | IllustrationsStory telling, relevant events e.g scarcity and opportunity costModifying practical work to suit learner’s understandingDiscussion of the relevant issues from the topic | Real-life experiencesDiagramsChartsPhotographschalkboardPictures | Longman explore book 1 page 23Inventor KLB book 1 page 22Certificate 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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 issuesVisits to nearby factories to witness the production processTalks from a resource person | Resource personsRelevant business environmentSuitable chars and diagramsCase studies | Longman explore book 1 page 26Inventor KLB book 1 page 23Certificate business studies book 1 page 30KLB Top Mark series business studies page 8 |  |
|  | 2-3 | Production | Utility | By the end of the lesson, the learner should be able toDefine utilityDistinguish between the different types of utility | DefinitionDiscussionsTalk by resource personClassification of utility | PicturesDiagramsChartsResource personsChalkboard and pieces of chalk | Longman explore book 1 page 27Inventor KLB book 1 page 24Certificate business studies book 1 page 31KLB 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 issuesVisits to relevant business environmentTalks from a resource personsDistinguishing between direct and indirect production | Resource personsRelevant business environmentRelevant topical issuesPicturesDiagramsCharts | Longman explore book 1 pages 26-27Inventor KLB book 1 pages 24-25Certificate business studies book 1 pages 32KLB 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 | DiscussionsTalks from a resource personsObserving charts and diagramsVisits to nearby factories to witness production activitiesSharing experience through story telling | Resource personSuitable charts and diagramsRelevant business environmentOther relevant text booksPictures | Longman explore book 1 pages 29Inventor KLB book 1 pages 25-26Certificate business studies book 1 pages 32-34KLB 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 todiscuss factors of production and reward for each | ExplanationTalks from a resource personVisit to a relevant businessClassification of factors of productionDiscussions | Resource personsSuitable charts and diagramsRelevant business environmentPictures | Longman explore book 1 pages 29Inventor KLB book 1 pages 27-29Certificate business studies book 1 pages 35-37KLB 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 | ExplanationsDiscussionsTalks by a resource personsDoing exercisesWriting essaysVisits to nearby towns to witness the manufacturing process | Relevant environmentResource personSuitable charts and diagramsPicturesRelevant newspaper cuttings | Longman explore book 1 pages 32-33Inventor KLB book 1 pages 29-31Certificate business studies book 1 pages 37-39KLB 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 servicesVisits to relevant business environmentDiscussionsTalks from resource personsQuestioning and answeringDoing exercise | Suitable charts and diagramsRelevant business environment e.g filling stations to see long diagrams trucksResource personsNewspaper cuttings | Longman explore book 1 pages 32-33Inventor KLB book 1 pages 29-31Certificate business studies book 1 pages 37-39KLB 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 environmentTalks from resource personsDoing exerciseWriting essaysDiscussion | PicturesNewspaper cuttingsRelevant local environmentResource personsDiagrams and charts | Longman explore book 1 pages 34Inventor 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 toExplain the meaning of entrepreneurshipsDiscuss the importance of entrepreneurship of an economy | Relevant discussionsVisits to relevant business environmentExamining case studiesListening to a resource personStory telling of relevant local examples by the students | Newspaper cuttingsDiagramsResource personsPictures | Longman explore book 1 pages 38-39Inventor KLB book 1 pages 34-35Certificate business studies book 1 pages 48KLB 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 tellingDiscussionsTalk from a resource personExamining case studiesDescriptionsReading newspapers | Guest speakersDiagramsPicturesNewspaper cuttingsRelevant case studies | Longman explore book 1 page 40Inventor KLB book 1 pages 36-37Certificate business studies book 1 pages 48-49KLB 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 ideaTalk by a resource person e.g Jua kali artisanReading magazines and newspapersExamining and discussing case studiesBrainstorming sessions | Resource personsRelevant newspaper cuttingsRelevant business environmentRelevant case studies | Longman explore book 1 pages 40-41Inventor KLB book 1 pages 37-39Certificate business studies book 1 pages 49-52KLB 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 | DiscussionsWriting essaysDoing testsAsking and answering questionsTalks by a resource personReading newspapersListening to radioWatching television | Resource personNewspapersMagazinesRadio/televisionRelevant business environmentRelevant case studies | Longman explore book 1 pages 42Inventor KLB book 1 pages 39Certificate business studies book 1 pages 52KLB 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 discussionsExamining case studiesListening to resource personsAsking and answering questionsDoing tests | Relevant case studiesRelevant newspaper cuttingsSuitable diagrams/picturesAny other suitable resource | Longman explore book 1 pages 43-44Inventor KLB book 1 pages 39-41Certificate business studies book 1 pages 52-55KLB 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 | DescriptionDiscussions on relevant topical issuesAsking and answering questionsTalk by resource personWriting essayObserving sample business plan | Resource personsSample plansRelevant newspaper cuttingsDiagrams/pictures | Longman explore book 1 pages 44Inventor KLB book 1 pages 39-41Certificate business studies book 1 pages 41-42KLB 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 personDiscussionsExamining of relevant case studiesAsking and answering questionsStory telling of relevant local examples | Relevant case studiesGuest speakerRelevant newspaper cuttingsSuitable diagrams/pictures | Longman explore book 1 pages 45-46Inventor KLB book 1 pages 42-44Certificate business studies book 1 pages 55-56KLB Top Mark series business studies page 12 |  |
|  | 3 | Entrepreneurship | Causes of business success | By the end of the lesson, the learner should be able toDiscuss causes of business success | DiscussionAsking and answeringExamining and discussing relevant local case studiesTalks by resource personsVisits to relevant business environment | Relevant business environmentRelevant guest speakersLocal case studies/environmentRelevant newspaper cuttings | Longman explore book 1 pages 46Inventor KLB book 1 pages 44-46Certificate business studies book 1 pages 56-57KLB 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 toDefine business ethicsIdentify and discuss the role of ethical practices in business | ExplanationsDiscussions on relevant topical issuesDefinitionsListening to a resource personStory telling of relevant local examples by students | Resource personRelevant business environmentRelevant case studiesLocal environmentRelevant newspaper cuttings | Longman explore book 1 pages 47Inventor 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 | DiscussionAsking and answering questionsStory telling of relevant local example by the studentsTalks by a resource personStudying case studies | Resource personsRelevant case studiesPicturesDiagramsChartsRelevant 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 officeState the functions of an office | A visit to the school officeDiscussions on the meaning and importance of an officeStory tellingExemplificationIllustrations | Suitable pictures/charts/diagramsCase studiesRelevant office environment | Longman explore book 1 pages 51Inventor KLB book 1 pages 49Certificate business studies book 1 pages 87KLB 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 personDiscussionVisit to the relevant office environmentStudying case studiesDoing short tests | Suitable charts/pictures/diagramsCase studiesRelevant office environmentReal-life experienceResource person | Longman explore book 1 pages 51-52Inventor KLB book 1 pages 49-55Certificate business studies book 1 pages 87-88KLB 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 | DiscussionsDoing testsObserving suitable charts/diagrams/picturesTalk from resource personVisits to relevant office environment | Relevant office environmentSuitable charts/ pictures/diagramsCase studiesResource persons | Longman explore book 1 pages 52-54Inventor KLB book 1 pages 56-58Certificate business studies book 1 pages 88-92KLB 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
2. Inventor KLB Book
3. Certificate Business Studies Book
4. KLB Top Mark Series Business Studies

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 personClassification of equipment used in an officeDiscussionsSharing experience through story tellingVisit to relevant office environment | Pictures PhotographsDiagramsChartsResource personsRelevant office environmentReal life experience  | Longman explore book 1 pages 54-55Inventor KLB book 1 pages 58Certificate business studies book 1 pages 94KLB 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 | DemonstrationDramatization or role-playListening to a guest speakerVisit to relevant office environmentBrowsing the internet | Resource person (computer)Mobile phonesTelephonesFax machinesTelex machineRadio call receiversPicturesModels | Longman explore book 1 pages 58Inventor KLB book 1 pages 55-58Certificate business studies book 1 pages 94-96KLB 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 | DemonstrationDiscussionsTalks from resource personVisits to relevant office environment | DiagramsChartsResource personsRelevant office environmentModelsRealiePictures | Longman explore book 1 page 58Inventor KLB book 1 page 59Certificate business studies book 1 pages 95-96KLB 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 59-61Inventor KLB book 1 pages 59Certificate business studies book 1 pages 96-98KLB 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 filingDiscussionsRelevant office environmentTalks from a resource personsStudying case studies | Relevant office environmentResource personsRelevant case studiesDiagrams/charts picturesRealie | Longman explore book 1 pages 61Inventor KLB book 1 page 55Certificate business studies book 1 page 98KLB 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 toDiscuss the duties of a manager and a supervisorDescribe essential qualities of a manger and a supervisors | Talk by resource person e.g managerDiscussionsVisits to relevant office or business environmentStudying relevant case studies | Relevant cases studiesPicturesDiagramsChartsRelevant resource personsRelevant resource person | Longman explore book 1 pages 62-63Inventor KLB book 1 pages 62Certificate business studies book 1 pages 103KLB 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 toDiscuss the duties of clerk, secretary, receptionist and messengerDescribe essential qualities of clerk, secretary receptionist and messenger | Talks from resource person e.g clerical office secretaryDiscussions Visits to relevant business environment e.g school officeStudying relevant case studiesAsking and answering questionsDoing short tests | Guest speakerPicture/charts/diagramsRelevant business environmentCase studies | Longman explore book 1 pages 63-64Inventor KLB book 1 pages 63-64Certificate business studies book 1 pages 103-105KLB 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 | DiscussionsVisits to relevant office environmentAsking and answering questionsListening to guest speakersStudying and examining relevant case studies | Relevant business environmentPicturesChartsDiagramsNewspaper cuttingsGuest speakerRelevant case studies | Longman explore book 1 pages 64-65Inventor KLB book 1 pages 64-65Certificate business studies book 1 pages 104KLB 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 toDiscuss trends in office management | Asking and answering questionsVisits to relevant office environmentListening to guest speakerExamining case studies | Resource personRelevant case studiesSuitable charts/diagrams and picturesNewspapersMagazines | Longman explore book 1 pages 65Inventor KLB book 1 pages 65-68Certificate business studies book 1 pages 105-106KLB 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 toExplain the meaning and importance of tradeClassify trade | Analyzing case studiesTalks by a resource personsVisits to relevant business environmentStory tellingDiscussions | Relevant case studiesResource personsRelevant case studiesSuitable charts/diagrams/pictures | Longman explore book 1 pages 67-68Inventor KLB book 1 pages 70Certificate business studies book 1 pages 109-110KLB 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 personStudying local case studiesStory tellingVisits to relevant business environmentDiscussions | Case studiesDoing exerciseSuitable charts and diagramsPicturesResource personRelevant business environment | Longman explore book 1 pages 67-68Inventor KLB book 1 pages 70Certificate business studies book 1 pages 110-111KLB 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 personSharing experience through story tellingVisits to relevant local environmentAnalyzing case studies | ModelsPicturesNewspapersMagazinesRelevant business environmentResource personsRelevant case studies | Longman explore book 1 pages 69Inventor KLB book 1 pages 71Certificate business studies book 1 pages 113KLB 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 toDiscuss retailers without shops  | Analyzing case studiesTalks from a resource personsVisits to relevant business environmentSharing experience through story tellingDiscussions based on relevant issues on this topic | Guest speakersCase studiesRelevant business environmentReal life experienceSuitable diagrams/charts/pictures | Longman explore book 1 pages 69-74Inventor KLB book 1 pages 71-74Certificate business studies book 1 pages 113-116KLB 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 environmentAnalyzing case studiesTalk from resource personsDiscussions based on relevant issues | Relevant business environmentResource personsDiagramsPicturesCharts | Longman explore book 1 pages 74Inventor KLB book 1 pages 76Certificate business studies book 1 pages 117-122KLB 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 personAnalyzing case studiesAsking and answering questionsWriting essaysDiscussions on relevant case studiesVisits to relevant business environment | NewspapersPhotographsMagazinesPicturesDiagramsResource personsRelevant case studies | Longman explore book 1 pages 74-78Inventor KLB book 1 pages 77-81Certificate business studies book 1 pages 117-123KLB 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 questionsVisits to relevant case studiesTalks from a resource personDiscussions on relevant case studies | NewspapersCase studiesRelevant business environmentMagazinesPictures | Longman explore book 1 pages 78Inventor KLB book 1 pages 82KLB 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 studiesVisits to relevant business environmentDiscussion on relevant topical issuesClassification of wholesalersListening to guest speakers | Case studiesBusiness environmentResource personsPicturesDiagramsPhotographsNewspapers | Longman explore book 1 pages 79-80Inventor KLB book 1 pages 83-86Certificate business studies book 1 pages 128-130KLB 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 | DemonstrationsVisits to relevant office environmentDiscussionsListening to resource personsStory tellingAnalyzing case studies | Relevant documentsRelevant newspaper cuttingsDiagramsChartsPicturesResource personsRelevant business environment | Longman explore book 1 pages 83Inventor KLB book 1 pages 86-100Certificate 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 | ExplanationsDiscussionAnalyzing case studiesVisits relevant business environmentDemonstrations  | Relevant case studiesResource personsRelevant business environmentSuitable charts/diagrams/pictures | Longman explore book 1 pages 83-90Inventor KLB book 1 pages 100-107Certificate business studies book 1 pages 153-159KLB Top Mark series business studies page 22 |  |
| 12 | 1-3 | **END-YEAR EXAMINATION** |