**BUSINESS STUDIES SCHEMES OF WORK**

**FORM TWO 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 | 1-3 | **REPORTING AND REVISION** | | | | | |  |
| 2 | 1-2 | Home Trade | Terms of Payment | By the end of the lesson, the learner should be able to  Explain the terms of payment used in home trade and circumstances in which they are used | Discussions  Analyzing case studies  Visits to relevant business environment  Talks from a resource person  Writing essays  Story telling  Explanations | Resource persons  Relevant business environment  Suitable charts/diagrams/pictures  Relevant newspaper cuttings  Documents such as cheques etc | Longman explore book 1 pages 90-94  Inventor KLB book 1 pages 108-114  Certificate business studies book 1 pages  147-148  KLB Top Mark series business studies page 23 |  |
|  | 3 | Home Trade | Emerging Issues | By the end of the lesson, the learner should be able to  Identify emerging issues in trade | Discussion on relevant case studies  Visits to relevant local environment  Talks from a resource persons  Other suitable resources | Diagrams  Pictures  Resource persons  Relevant business environment  Relevant case studies | Longman explore book 1 page 95 |  |
| 3 | 1 | Forms Of Business Units | Definition and classification of business units | By the end of the lesson, the learner should be able to  Define the term business unit  Identify the various form of business units | Story telling  Review form 1 work” Business and its environment  Definitions  Discussions | Resource persons  Magazines  Newspapers  Journals  Radio  Pictures  Photographs | Inventor KLB book 2 page1  Certificate business studies book 2 page 1  Dynamics of business studies Bk 2 pg 1-4  Gateway sec. Revision pg 77 |  |
|  | 2-3 | Form Of Business Units | Sole Proprietorship | By the end of the lesson, the learner should be able to  Define the term sole proprietorship  Discuss features of sole proprietorship  Discuss formation, management and source of capital of sole proprietorship | Debating  Talks from resource persons  Story telling  Explanations  Listening to business programmes on radio and television  discussions | Photographs  Pictures  Journals  Case studies  Radio& TV  Resource persons | Inventor KLB book 2 page 1-2  Certificate business studies book 2 page 1-4  Dynamics of business studies Bk 2 pg 5-7  Gateway sec. Revision pg 78 |  |
| 4 | 1-2 | Form Of Business Units | Sole Proprietorship | By the end of the lesson, the learner should be able to:  Discuss factors favoring establishment of sole proprietorship  Discuss merits, demerits and dissolution of sole proprietorship | Discussions  Debating  Talks from resource persons  Story telling  Explanations  Listening to business programs on radio and television | Journals  Radio & T.V  Case studies  Pictures  Photographs | Inventor KLB book 2 page 2-3  Certificate business studies book 2 page 4-5  Dynamics of business studies Bk 2 pg 8-11  Gateway sec. Revision pg 79-80 |  |
|  | 3 | Forms Of Business Units | Partnership | By the end of the lesson, the learner should be able to  Define the term partnership  Identify and discuss features of partnership | Story telling  Listening to radio and television  Explanations  Definitions  Suggestions  Discussions  Talks from resource persons  Reading journals, newspapers and magazines | Case studies  Newspapers  Journals and magazines  Business environment  Student’s book chapter 1 & 2  Pictures  Photographs  Radio, T,V | Inventor KLB book 2 page 3-4  Certificate business studies book 2 page 6-8  Dynamics of business studies Bk 2 pg 13-14  Gateway sec. Revision pg 80 |  |
| 5 | 1-2 | Forms Of Business Units | Partnership | By the end of the lesson, the learner should be able to discuss the following on partnership  Ownership  Formation  Management  Source of capital | Story telling  Talks from resource persons  Reading journals, magazines and newspapers  Listening to radio and television  Observing pictures | Resource persons  Journals, newspapers & magazines  Radio and television  Pictures  Photographs | Inventor KLB book 2 page 4-6  Certificate business studies book 2 page 7-9  Dynamics of business studies Bk 2 pg 14-16  Gateway sec. Revision pg 82 |  |
|  | 3 | Forms Of Business Units | Partnership | By the end of the lesson the learner should be able to discuss  Types of partnerships  Classification of partners | Discussions  Case studies  Reading journals, magazines and newspapers  Listening to radio business programs  Watching business videos  Doing exercises | Magazines  Journals  Relevant business environments  Video disks | Inventor KLB book 2 page 4  Certificate business studies book 2 page 10-13  Dynamics of business studies Bk 2 pg 17-19  Gateway sec. Revision pg 81 |  |
| 6 | 1-2 | Form Of Business Units | Partnership | By the end of the lesson the learner should be able to:  Discuss factors that favour establishment of partnership  Discuss reasons which lead to dissolution of partnership  Discuss merits and demerits of partnership | Explanations  Reading journals, newspaper magazines  Listening to business programs on radio  Story telling  Talks from resource persons  Discussions | Resource persons  Newspaper, journals magazines  Radio  Case studies  Pictures | Inventor KLB book 2 page 6-7  Certificate business studies book 2 page 14-16  Dynamics of business studies Bk 2 pg 20-22  Gateway sec. Revision pg 81 |  |
|  | 3 | Form Of Business Units | Co-operatives | By the end of the lesson, the learner should be able to:  Define the term co-operatives  Identify and discuss features of co-operative societies | Discussions  Explanations  Definitions  Story telling  Talks from a resource persons  Listening to business programs on radio  Reading journal, newspapers and magazines  Doing short texts | Relevant business environment  Pictures  Photographs  Case study  Radio  Resource persons  Newspapers, magazine, journals | Inventor KLB book 2 page 7-8  Certificate business studies book 2 page 38  Dynamics of business studies Bk 2 pg 42-44  Gateway sec. Revision pg 88-89 |  |
| 7 | 1 | Form Of Business Units | Co-operatives | By the end of the lesson, the learner should be able to  Discuss the role of co-operatives societies | Discussions  Explanations  talks from resource persons  Story telling  Studying relevant case studies  Reading, journals, magazines and newspapers | Journals  Resource persons  Pictures  Magazines  newspapers | Inventor KLB book 2 page 9  Certificate business studies book 2 page 33  Dynamics of business studies Bk 2 pg 58  Gateway sec. Revision pg 90 |  |
|  | 2-3 | Form Of Business Units | Co-operatives | By the end of the lesson the learner should be able to discuss the following  Formation  Ownership  Management  Source of capital | Talks from resource persons  Story telling  Discussions  Reading journal, magazines and newspapers  Listening to business programs on radio | Resource persons  Pictures  Newspapers  Journals  Magazines  Radio  Student’s book chapter 1 & 2 | Inventor KLB book 2 page 8- 9  Certificate business studies book 2 page 35-37  Dynamics of business studies Bk 2 pg 45-47  Gateway sec. Revision pg 91 |  |
| 8 | 1 | Form Of Business Units | Co-operatives | By the end of the lesson the learner should be able to  Identify and explain the principles of co-operative societies | Explanation  Emphasis  Discussions  Story telling  Talks from resource persons | Pictures  Newspapers  Journals  Magazines  Resource persons | Inventor KLB book 2 page 8  Certificate business studies book 2 page 39-40  Dynamics of business studies Bk 2 pg 44  Gateway sec. Revision pg 89 |  |
|  | 2-3 | Form Of Business Units | Co-operatives | By the end of the lesson, the learner should be able to  Name and discuss different types of co-operatives  Point out functions of each type of co-operative | Talks from resource personnel  Explanations  Discussions  Identification  reading journals, newspapers and magazines  Story telling | Journals  Magazines  Newspapers  Pictures  Resource persons  Radio | Inventor KLB book 2 page 10-14  Certificate business studies book 2 page 40-43  Dynamics of business studies Bk 2 pg 48-50  Gateway sec. Revision pg 89-90 |  |
| 9 | 1-2 | Form Of Business Units | Co-operatives | By the end of the lesson, the learner should be able to discuss  Structure  Problems  Dissolution of co-operative societies | Talks from resource persons  Reading, journal newspapers and magazines  Observing pictures and photographs  Explanations  Discussions | Pictures  Photographs  Newspapers  Journals  Magazines  Resource persons | Inventor KLB book 2 page 15  Certificate business studies book 2 page 43, 46 and 48  Dynamics of business studies Bk 2 pg 56-57  Gateway sec. Revision pg 92 |  |
|  | 3 | Forms Of Business Units | Co-operatives | By the end of the lesson, the learner should be able to identify and discuss advantages and disadvantages of co-operative societies | Explanation  Talks from resource persons  Doing short tests  Discussions | Photographs  Pictures  Resource person  Magazine | Inventor KLB book 2 page 14-15  Certificate business studies book 2 page, 47- 48  Dynamics of business studies Bk 2 pg 54-55  Gateway sec. Revision pg 91 |  |
| 10 | 1 | Form Of Business Units | Companies | By the end of the lesson, the learner should be able to:  Define the term company  Name and discuss its features | Discussions  Explanations  Talks from resource persons  Reading journal, news paper & magazines  Observation of picture and photographs | Resource persons  Newspapers  Magazines  Journals  Student book chapter 1& 2 | Inventor KLB book 2 page 15  Certificate business studies book 2 page, 20-21  Dynamics of business studies Bk 2 pg 23  Gateway sec. Revision pg 82-83 |  |
|  | 2-3 | Form Of Business Units | Companies | By the end of the lesson, the learner should be able to  Discuss formation of companies | Explanations  Observation of pictures  Reading, journals, magazines and newspapers  Watching business T V programs  Listening to radio programs  Discussion  Explanations  Observation of pictures | Photos & Pictures  Newspapers  Magazines  Journals  Radio & T.V  Resource persons | Inventor KLB book 2 page 16-19  Certificate business studies book 2 page, 22-28  Dynamics of business studies Bk 2 pg 36-38  Gateway sec. Revision pg 83-84 |  |
| 11 | 1 | Form Of Business Units | Private Limited  Company | By the end of the lesson, the learner should be able to:  Describe private limited company  Discuss the advantages and disadvantages of private limited company | Reading journal magazine and newspapers  Listening to radio business programs  Discussions  Explanations  Descriptions | Pictures  Radio  Newspapers  Magazine  Journals | Inventor KLB book 2 page 19-20  Certificate business studies book 2 page, 29  Dynamics of business studies Bk 2 pg 24-27  Gateway sec. Revision pg 84 |  |
|  | 2 | Form Of Business Units | Public Limited Company | By the end of the lesson, the learner should be able to:  Describe public limited company  Discuss the advantages and disadvantages of public limited company | Discussions  Observing pictures  Watching television programs  Listening to business radio programs  Reading business journals and magazines | Pictures  Radio  Newspapers  Magazines  Journals | Inventor KLB book 2 page 21-22  Certificate business studies book 2 page, 29  Dynamics of business studies Bk 2 pg 28-32  Gateway sec. pg 85-87 |  |
|  | 3 | Form Of Business Units | Role of Stock Exchange | By the end of the lesson, the learner should be able to:  Discuss stock exchange  State roles of stock exchange as a market for securities | Discussions  Observing pictures  Watching television programs  Listening to business radio programs  Reading business journals and magazines | Pictures and photos  Television  Radio  Magazines  Journals | Inventor KLB book 2 page 23-24  Dynamics of business studies Bk 2 pg 28 |  |
| 12 | 1-2 | Form Of Business Units | Dissolution of companies and difference between private and public limited companies | By the end of the lesson, the learner should be able to:  Discuss the circumstances leading to dissolution of public limited company  State the differences between private and public limited companies | Listening to business programs on radio and T,V  Discussions  Reading business journals and magazines  Explanations  Observing pictures | Pictures and Photos  Television  Radio  Magazines  Journals  Case studies | Inventor KLB book 2 page 25  Dynamics of business studies Bk 2 pg 40-41  Certificate business studies book 2 page, 30-31  Gateway sec. Revision pg 88 |  |
|  | 3 | Form Of Business Units | Public Corporation | By the end of the lesson, the learner should be able to  Define public corporation  Discuss its main features  Describe a parastatal | Discussions  Observing pictures and photos  Definitions  Story telling  Studying relevant case studies  Talks from resource persons | Journals  Magazines  Resource persons  Pictures and photos  Radio  Television | Inventor KLB book 2 page 26  Dynamics of business studies Bk 2 pg 66-67  Certificate business studies book 2 page, 49  Gateway sec. Revision pg 93 |  |
| 13 | 1-2 | Form Of Business Units | Public Corporation | By the end of the lesson, the learner should be able to discuss:  Formation  Ownership Management  Dissolution, advantages and disadvantages of public corporation | Listening to business programs on radio  Reading business journals and magazines  Discussions  Observations of pictures  Studying relevant case studies | Magazines  Resource persons  Pictures and photos  Radio  Television  Journals  Case studies | Inventor KLB book 2 page 27-29  Dynamics of business studies Bk 2 pg 67-74  Certificate business studies book 2 page, 49-5, Gateway sec. Revision pg 93 |  |
|  | 3 | Form Of Business Units | Trends in Forms of Business Units | By the end of the lesson, the learner should be able to discuss trends observable today in business ownership | Observation  Explanations  Talks from resource persons  Discussions  Listening to business programs on radio and television | Pictures & Photos  Resource persons  Radio  Television  Case studies | Inventor KLB book 2 page 29  Dynamics of business studies Bk 2 pg 60 and 76  Certificate business studies book 2 page, 53-56 Gateway sec. pg 95-96 |  |
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**BUSINESS STUDIES SCHEMES OF WORK**

**FORM TWO 2016**

**TERM II**

**REFERENCES:**

1. Longman Explore Book
2. Inventor KLB Book
3. Certificate Business Studies Book
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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 | Government And Business | Definition and levels of Government participation | By the end of the lesson, the learner should be able to:  Define the term Government  Identify the levels of government participation | Definition  Discussions  Doing short tests  Talks from a resource persons  Reading relevant newspaper cuttings and magazines | Students book (certificate) chapter 3  Resource persons  Relevant case studies  Newspapers  Journals | Inventor KLB book 2 page 31  Dynamics of business studies Bk 2 pg 81  Certificate business studies book 2 page, 58  Gateway sec. Revision pg 98 |  |
|  | 2 | Government And Business | Reasons for Government involvement in business | By the end of the lesson, the learner should be able to  Identify and explain reasons for government involvement in business | Citing examples from local environment  Explanations  Discussing relevant case studies  Visits to relevant business environment e.g (KEBS) office | Resource persons  Case studies  Relevant business environment  Journals | Inventor KLB book 2 page 31  Dynamics of business studies Bk 2 pg 81-82  Certificate business studies book 2 page, 59-60  Gateway sec. Revision pg 98 |  |
|  | 3 | Government And Business | Methods of government involvement in business | By the end of the lesson the learner should be able to:  Give reasons why regulation of business activities is necessary  Mention reasons why government trains business people | Discussions  Explanation  Studying and discussion on relevant case studies and local examples  Talks from resource persons  Citing examples | Relevant case studies  Relevant resources  Newspapers and business journals  Resource persons | Inventor KLB book 2 page 32-33  Dynamics of business studies Bk 2 pg 83-84  Certificate business studies book 2 page, 60-61  Gateway sec. Revision pg 98 |  |
| 3 | 1-2 | Government And Business | Trade Promotion and Public Utilities | By the end of the lesson the learner should be able to:  Describe what trade promotion is  Discuss main public utilities | Description  Discussions on relevant case studies  Talks from resource person  Explanations  Identification  Reading relevant newspaper cuttings and magazines  Visits to relevant business environment | Resource persons  Relevant business environment  Newspapers  Magazines  Relevant case studies | Inventor KLB book 2 page 34-36  Dynamics of business studies Bk 2 pg 85-89  Certificate business studies book 2 page, 62-65  Gateway sec. Revision pg 98 |  |
|  | 3 | Government And Business | Merits and demerits of Government involvement in business | By the end of the lesson the learner should be able to discuss merits, and demerits of government involvement in business | Discussions  Talks from resource persons  Explanations  Reading relevant newspaper cuttings and magazines  Citing examples | Newspapers  Magazines  Relevant business environment  Resource persons | Inventor KLB book 2 page 34-36  Dynamics of business studies Bk 2 pg 91-92  Certificate business studies book 2 page, 67-68  Gateway sec. Revision pg 99 |  |
| 4 | 1 | Government And Business | Consumer Protection | By the end of the lesson, the learner should be able to :  Define consumer protection  Discuss why consumers need protection | Studying relevant case studies  Reading relevant newspaper cuttings and magazines  Talks from resource persons  Visits to relevant business environment  Discussions | Resource persons  Relevant case studies  Newspapers  Magazines  Relevant business environment | Inventor KLB book 2 page 38  Dynamics of business studies Bk 2 pg 93-95  Certificate business studies book 2 page, 68  Gateway sec. Revision pg 99-100 |  |
|  | 2-3 | Government And Business | Methods of Consumer Protection | By the end of the lesson, the learner should be able to:  Identify and discuss methods of consumer protection  Discuss how consumers can protect themselves | Talks from resource persons  Reading relevant newspaper cuttings and magazines  Discussing various concepts  Discussing relevant case studies | Relevant case studies  Resource persons  Newspapers  Magazines  Resource persons | Inventor KLB book 2 page 39-40  Dynamics of business studies Bk 2 pg 96-103  Certificate business studies book 2 page, 69-70  Gateway sec. Revision pg 99-101 |  |
| 5 | 1-2 | Transport | Meaning and importance of transport | By the end of the lesson, the learner should be able to  Define transport  Identify and explain importance | Discussions among learners  Studying relevant case studies  Talks from resource persons  Relevant local environment visit | Relevant environment  Resource person  Relevant case studies | Inventor KLB book 2 page 42  Dynamics of business studies Bk 2 pg 109-110  Certificate business studies book 2 page, 72  Gateway sec. Revision pg 103 |  |
|  | 3 | Transport | Essentials of Transport | By the end of the lesson, the learner should be able to  List essentials of transport  Explain the essentials elements of transport | Discussions  Studying relevant case studies  Talks from resource persons  Observing pictures | Relevant case studies  Resource person  Pictures | Inventor KLB book 2 page 43  Dynamics of business studies Bk 2 pg 110-113  Certificate business studies book 2 page, 72  Gateway sec. Revision pg 103 |  |
| 6 | 1-3 | Transport | Land and Water Transport | By the end of the lesson the learner should be able to  Define land and water transport  State merits and demerits of land and water transport | Definitions  Discussions  Visits to relevant local environment such as bus stations  Talks from resource persons  Studying and discussing relevant case studies | Resource persons  Relevant local environment  Relevant studies  Pictures  Photos  Realie | Inventor KLB book 2 page 44-52  Dynamics of business studies Bk 2 pg 114-140  Certificate business studies book 2 page, 74-83  Gateway sec. Revision pg 104-108 |  |
| 7 | 1 | Transport | Air Transport and Containerization | By the end of the lesson, the leaner should be able to:  Describe air transport and containerization  Discuss merits and demerits of air transport and containerization | Relevant discussions amongst the learners  Discussing relevant case studies  Talks from resource persons  Visits to relevant local environment such as  *© Education Plus Agencies* | Resource persons  Relevant case studies  Pictures  Photos | Inventor KLB book 2 page 52-55  Dynamics of business studies Bk 2 pg 140-145  Certificate business studies book 2 page,83-84  Gateway sec. Revision pg 109 |  |
|  | 2 | Transport | Selection of means of Transport | By the end of the lesson, the learner should be able to  Identify and discuss factors which influence choice of an appropriate means of transport | Identification  Relevant discussions amongst the learners  Talks from resource person  Discussing relevant case studies | Local environment  Resource persons  Relevant case studies  Pictures | Inventor KLB book 2 page 55-56  Dynamics of business studies Bk 2 pg 153-155  Certificate business studies book 2 page,84-85  Gateway sec. Revision pg 111 |  |
|  | 3 | Transport | Trends in Transport | By the end of the lesson, the learner should be able to  Identify trends in transport | Discussion of current trends amongst learners  Illustrating local examples  Talks from resource persons  Discussing relevant case studies | Resource persons  Relevant case studies  Pictures  Charts  photos  Relevant local examples | Inventor KLB book 2 page 56-57  Dynamics of business studies Bk 2 pg 146-152  Certificate business studies book 2 page,85-87  Gateway sec. Revision pg 112 |  |
| 8 | 1-2 | Communication | Meaning and importance of communication | By the end of the lesson, the learner should be able to  Define communication  Identify and explain the importance of communication | Definitions  Questioning and answers  Discussions  Lectures for explanations | Local case studies  Relevant business environment  Relevant business environment | Inventor KLB book 2 page 59-60  Dynamics of business studies Bk 2 pg 163-164  Certificate business studies book 2 page,90-91  Gateway sec. Revision pg 115 |  |
|  | 3 | Communication | Lines of Communication | By the end of the lesson, the learner should be able to  State and describe lines of communication | Oral questions and answers  Discussions  Talks from resource persons  Story telling  Studying relevant case studies  Role-play simulation and demonstration | Resource persons  case studies  Pictures  Radio  Relevant business environment | Inventor KLB book 2 page 61  Dynamics of business studies Bk 2 pg 171-173  Certificate business studies book 2 page, 92  Gateway sec. Revision pg 116 |  |
| 9 | 1 | Communication | Essential of effective communication | By the end of the lesson, the learner should be able to identify and explain essentials of effective communication | Discussions  Study relevant case studies  Oral questions and answers  Visits to areas of interest  Talks from resource persons | Resource persons  Local case studies  Computers  Radio  Relevant case study | Inventor KLB book 2 page 61-62  Dynamics of business studies Bk 2 pg 166  Certificate business studies book 2 page, 99-100  Gateway sec. Revision pg 116 |  |
|  | 2-3 | Communication | Oral and Written Communication | By the end of the lesson, the learner should be able to:  Define oral and written communication  Identify and discuss merits and demerits of oral and written communication | Role-play, simulation and demonstration  Story telling  Visits to area of interest  Listen to radio  Reading newspapers, magazines  Definition | Relevant newspaper cuttings  Radio  Television  Relevant business environment  Magazines  Resource persons  Pictures  Photographs | Inventor KLB book 2 page 63-70  Dynamics of business studies Bk 2 pg 174-175  Certificate business studies book 2 page, 94-98  Gateway sec. Revision pg 117-118 |  |
| 10 | 1-2 | Communication | Audio-visual Communication | By the end of the lesson, the learner should be able to  Define audio-visual communication  Discuss merits and demerits | Viewing television  Browsing the internet  Visits to areas of interest for instant cyber cafes  Talks from resource persons  Discussions  Lectures for explanation | Cyber café  Media house  Resource persons  Television  Mobile phone  Computer | Inventor KLB book 2 page 71-74  Dynamics of business studies Bk 2 pg 176-181  Certificate business studies book 2 page, 104-105  Gateway sec. Revision pg 118 |  |
|  | 3 | Communication | Choosing appropriate means of communication | By the end of the lesson, the learner should be able to  Identify factors that influence choice of appropriate means of communication | Oral questions and answers  Lecture for explanation  Discussions  Talks from resource persons  Studying relevant case studies | Resource persons  Relevant case studies  Local case studies  Pictures  Relevant business environment | Inventor KLB book 2 page 74  Dynamics of business studies Bk 2 pg 182-183  Certificate business studies book 2 page, 103  Gateway sec. pg 119 |  |
| 11 | 1-2 | Communication | Barriers to effective communication | By the end of the lesson, the learner should be able to identify and discuss barriers to effective communication | Lecture for explanations  Reading newspaper, listening to radio and viewing television programs  Discussions  Role-plays, simulation  Study relevant case studies  Story telling | Local case studies  Resource persons  Relevant business environment  Newspapers  Radio  Television  Computers  Mobile phones | Inventor KLB book 2 page 75-76  Dynamics of business studies Bk 2 pg 167-169  Certificate business studies book 2 page, 101-102  Gateway sec. Revision pg 116 |  |
|  | 3 | Communication | Services that facilitate communication | By the end of the lesson, the learner should be able to identify and discuss services that facilitate communication | Discussion  Studying relevant case studies  Story telling  Lecture for explanations  Listening to radio | Relevant case studies  Pictures  Letters  Cell phones  Telephones  Radio | Inventor KLB book 2 page 77-80  Dynamics of business studies Bk 2 pg 184-190  Certificate business studies book 2 page, 104-106  Gateway sec. Revision pg 119-120 |  |
| 12 | 1-2 | Communication | Trends in communication | By the end of the lesson, the learner should be able to:  Identify current trends in communication  Discuss the importance of current trends of communication | Visiting cyber cafes  Browsing the internet  Studying relevant case studies  Media houses may be visited  Talks from resource persons  Discussions  Oral questions for explanations | Pictures  Local case studies  Mobile phones  Computers  Relevant business environment  Resource persons | Inventor KLB book 2 page 80-82  Dynamics of business studies Bk 2 pg 191-192  Certificate business studies book 2 page, 107-110  Gateway sec. Revision pg 121 |  |
|  | 3 | Communication | Revision | By the end of the lesson, the learner should be able to  Answer questions related to communication | Doing short test  Oral questions and answer  Talk from resource persons |  |  |  |
| 13 |  | **END TERM EXAMINATION** | | | | | | |
| 14 |  | **CLOSING OF SCHOOL** | | | | | | |

**BUSINESS STUDIES SCHEMES OF WORK**

**FORM TWO 2016**

**TERM III**

**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 | 1-3 | Warehousing | Definition and importance of warehouse | By the end of the lesson, the learner should be able to:  Define warehousing  Explain the importance of warehousing of business | Discussion and brainstorming sessions  Visits to relevant business environment e.g local warehouse  Talks from resource persons  Story telling by students of relevant local experiences | Relevant business environment  Resource persons e.g warehouse manager  Pictures  Charts  Newspaper cuttings | Inventor KLB book 2 page 83-84  Dynamics of business studies Bk 2 pg 197-198  Certificate business studies book 2 page, 112  Gateway sec. Revision pg 124 |  |
| 3 | 1-2 | Warehousing | Types of Warehouses | By the end of the lesson, the learner should be able to  Identify various types of warehouses  Discuss merits and demerits of each type of warehouse | Visits to relevant business environment  Discussions  Talks from resource persons  Story telling  Studying and discussing case studies | Relevant business environments  Pictures  Photos  Charts  Diagrams  Resource persons  Newspaper cuttings | Inventor KLB book 2 page 85-90  Dynamics of business studies Bk 2 pg 202-208  Certificate business studies book 2 page, 114-118  Gateway sec. Revision pg 125-128 |  |
|  | 3 | Warehousing | Essentials of Warehouse | By the end of the lesson, the learner should be able to:  Define the term essentials  Illustrate fundamental features of warehouse | Explanations  Definitions  Illustrations  Discussions  Talks from resource person  Visits to relevant business environment  Observing pictures | Newspaper cuttings  Resource persons  Diagrams  Charts  Relevant case studies  Pictures | Inventor KLB book 2 page 85  Dynamics of business studies Bk 2 pg 199  Certificate business studies book 2 page, 119-120  Gateway sec. Revision pg 125 |  |
| 4 | 1 | Insurance | Meaning of Insurance and its importance | By the end of the lesson, the learner should be able to  Explain the concept of insurance  Discuss the meaning of insurance  Discuss the importance of insurance | Discussions  Definitions  Talks from resource persons  Explanations of relevant terms associated with insurance  Illustrating the “pooling of risk” clearly | Relevant case studies  Resource persons  Relevant newspaper cuttings | Inventor KLB book 2 page 91-92  Dynamics of business studies Bk 2 pg 212-215  Certificate business studies book 2 page, 122-123  Gateway sec. Revision pg 132 |  |
|  | 2-3 | Insurance | Purpose and Principles of Insurance | By the end of the lesson, the learner should be able to:  Explain the purpose of insurance  Identify and explain principles of insurance | Studying case studies  Visits to relevant business environment such as an insurance company  Talks from resource persons  Discussions  Explanations  Filling insurance documents | Insurance document  Resource persons  Relevant business environment  Relevant case studies  Relevant newspaper cuttings | Inventor KLB book 2 page 93-98  Dynamics of business studies Bk 2 pg 216-221  Certificate business studies book 2 page, 125-127  Gateway sec. Revision pg 135 |  |
| 5 | 1 | Insurance | Life Assurance | By the end of the lesson, the learner should be able to:  Define life assurance  Explain the risk covered by life assurance | Explanations  Discussions  Observing insurance documents  Reading newspaper cuttings  Visits to relevant business environment  Viewing pictures, diagrams | Pictures  Relevant business environment  Relevant newspaper cutting  Diagrams  Charts  Insurance document | Inventor KLB book 2 page 99-100  Dynamics of business studies Bk 2 pg 229-232  Certificate business studies book 2 page, 128  Gateway sec. Revision pg 140-141 |  |
|  | 2-3 | Insurance | General or Property Insurance | By the end of the lesson, the learner should be able to  Define general insurance  Explain the risks insured by general insurance | Definitions  Discussions  Viewing pictures, charts and diagrams  Visits to relevant business environment  Illustrations  Watching films | Videos  Newspaper cuttings  Pictures, diagrams and charts  Relevant business environment  Case studies | Inventor KLB book 2 page 99-100  Dynamics of business studies Bk 2 pg 223-228  Certificate business studies book 2 page, 128-130  Gateway sec. Revision pg 137-140 |  |
| 6 | 1 | Insurance | Re-insurance and co-insurance | By the end of the lesson, the leaner should be able to  Define re-insurance and co-insurance  Discuss re-insurance and co-insurance | Talks from resource persons  Viewing diagrams, charts, pictures  Illustrations  Explanations  Definitions  Discussions  Visits to relevant business environment | Diagrams  Charts  Resource persons  Relevant business environment  Relevant cutting  Relevant case studies  Pictures | Inventor KLB book 2 page 99-100  Dynamics of business studies Bk 2 pg 239  Certificate business studies book 2 page, 130  Gateway sec. Revision pg 143 |  |
|  | 2-3 | Insurance | Obtaining Insurance and compensation | By the end of the lesson, the learner should be able to:  Describe procedure for obtaining an insurance policy  Describe the procedure for making insurance claim | Discussions  Talk from people who have taken up policies and have made claims  Studying case studies  Filing insurance document  Visits to relevant business environment  Description | Resource persons  Relevant newspaper cutting  Relevant business environment  Relevant insurance documents  Relevant case studies | Inventor KLB book 2 page 108-109  Dynamics of business studies Bk 2 pg 232-133  Certificate business studies book 2 page, 132-133  Gateway sec. Revision pg 141-142 |  |
| 7 | 1-2 | Product Promotion | Meaning and importance of product promotion | By the end of the lesson the learner should be able to  Define product  Explain the importance of product promotion | Definition of terms  Sharing experiences through story telling  Brainstorming sessions  Studying relevant case studies  Discussions | Case studies  Relevant local environment  Student’s book chapter 8 (certificate b/studies | Inventor KLB book 2 page 111  Dynamics of business studies Bk 2 pg 244  Certificate business studies book 2 page, 136  Gateway sec. Revision pg 147 |  |
|  | 3 | Product Promotion | Publicity and public Relations | By the end of the lesson, the learner should be able to  Define publicity and public relations  Discuss merits and demerits of publicity and public relations | Talks from resource persons  Dramatizing or role playing  Studying relevant case studies  Listening and watching various relevant programs  Brainstorming sessions | Radio  Television  Photos  Resource persons  Case studies  Relevant business environment | Inventor KLB book 2 page 128-129  Dynamics of business studies Bk 2 pg 257  Certificate business studies book 2 page, 159-161  Gateway sec. Revision pg 155-156 |  |
| 8 | 1-2 | Product Promotion | Personal selling | By the end of the lesson, the learner should be able to  Define personal selling  Discuss ways of carrying out personal selling | Discussions  Watching and listening to relevant programs  Talks from resource persons  Dramatizing role-playing  Sharing experiences  Studying relevant case studies | Case studies  Resource persons  Radio television  Newspapers  Photos  Charts  Relevant business environment | Inventor KLB book 2 page 112-118  Dynamics of business studies Bk 2 pg 252-260  Certificate business studies book 2 page, 154-158  Gateway sec. Revision pg 154 |  |
|  | 3 | Product Promotion | Advertising and its Importance | By the end of the lesson, the learner should be able to:  Define advertisement  State importance of advertising | Discussions  Definitions  Explanation  Talks from resource persons  Story telling  Visits to relevant business environment | Newspapers  Resource persons  Radio  Televisions  Relevant business environment | Inventor KLB book 2 page 118  Dynamics of business studies Bk 2 pg 246  Certificate business studies book 2 page, 141-142  Gateway sec. Revision pg 147-148 |  |
| 9 | 1 | Product Promotion | Types of advertisement | By the end of the lesson, the learner should be able to identify and discuss types of advertising | Talks from resource persons  Dramatizing/role playing  Listening and watching relevant advertisements on radio and television  Sharing experience through story telling  Discussions | Resource persons  Newspapers  Posters  Brochures  Billboards  Relevant business environment  Radio  Television | Inventor KLB book 2 page 119  Dynamics of business studies Bk 2 pg 247  Certificate business studies book 2 page, 143  Gateway sec. Revision pg 149 |  |
|  | 2-3 | Product Promotion | Advertising Media | By the end of the lesson, the learner should be able to discuss different types of media for advertising | Listening and watching advertisement on radio and television  Sharing experience through story telling  Discussions  Reading newspapers  Visits to relevant business environment  Talks from resource persons  Dramatizing or role play | Radio  Television  Newspapers/ magazines  Posters  Brochures  Billboards  Resource persons  Relevant business environment | Inventor KLB book 2 page 119  Dynamics of business studies Bk 2 pg 247  Certificate business studies book 2 page, 143  Gateway sec. Revision pg 156-159 |  |
| 10 | 1 | Product Promotion | Merits and demerits of advertising and advertising agencies | By the end of the lesson, the learner should be able to:  State functions of advertising agencies  Discuss merits and demerits of advertising | Discussions  Talks from resource persons  Reports on visits and talks  Dramatizing on role playing  Listening and watching various advertisements on radio and television  Visits to relevant business environment | Relevant business environment  Radio  Television  Resource persons  Case studies  Newspapers  Posters  Billboards | Inventor KLB book 2 page 126-127  Dynamics of business studies Bk 2 pg 249-250  Certificate business studies book 2 page, 153-154  Gateway sec. Revision pg 149 |  |
|  | 2-3 | Product Promotion | Other types of product promotion | By the end of the lesson, the learner should be able to  Identify and discuss other types of product promotions | Viewing pictures  Discussions  Sharing experience through story telling  Talks from resource persons  Visits to relevant business environment  Role playing relevant product promotion activities | Resource persons  Radio  Television  Credit cards  Newspapers  Relevant business environment | Inventor KLB book 2 page 129-133  Certificate business studies book 2 page, 166-167 |  |
| 11 | 1 | Product Promotion | Choice of a promotion method | By the end of the lesson, the learner should be able to  Discuss the factors which influence choice of promotion method | Talks from resource persons  Discussions  Sharing experience through story telling  Listening and watching various advertisement and television | Resource persons  Radio  Television  Newspapers  Posters  Relevant business environment | Inventor KLB book 2 page 134  Dynamics of business studies Bk 2 pg 249-250  Certificate business studies book 2 page, 162-164  Gateway sec. Revision pg 160 |  |
|  | 2-3 | Product Promotion | Ethical issues in product promotions | By the end of the lesson, the learner should be able to  Recognize the need for ethical practices in product promotion | Discussion  Talks from resource person  Listening and watching various advertisement on radio and television  Dramatizing or role-playing various product promotion activities  Story telling | Resource persons  Radio  Television  Posters  Billboards  Relevant business environment  Case studies | Inventor KLB book 2 page 135-136 | Dynamics of business studies Bk 2 pg 278-279  Certificate business studies book 2 page, 164-165  Gateway sec. Revision pg 161 |  |
| 12 | 1-3 | **END – TERM EXAMINATION** | | | | | | |