

BUSINESS STUDIES, F1, T1

REFERENCES: Longman Explore Book , Inventor KLB Book, Certificate Business Studies Book, KLB Top Mark Series Business Studies

W K	LS N	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	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	Talk from resource persons Doing short tests Writing essays Discussions	Talk by resource persons Pictures Photographs Diagrams Relevant business	Longman explore book 1 pages 10-11 Inventor KLB book 1 pages 9 Certificate business studies	

				business	Asking and answering questions	environment Newspapers Magazines	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 Charts 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	Discussion on features of various types of economic resources Practical work	Business environment Relevant case studies	Longman explore book 1 pages 20-22 Inventor KLB book 1 pages	

				discuss all types of economic resources	Story telling Studying and discussing relevant case studies Visits to relevant business environment	Charts Pictures Resource persons	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, F1, T2

REFERENCES: Longman Explore Book , Inventor KLB Book, Certificate Business Studies Book, KLB Top Mark Series Business Studies

W K	LS N	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 charts 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	Resource persons Suitable charts and diagrams Relevant business environment	Longman explore book 1 pages 29 Inventor KLB book 1 pages 27-29 Certificate business studies book 1 pages 35-37	

					Discussions	Pictures	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	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	

					Brainstorming sessions		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	By the end of the lesson, the learner should be able to Define business ethics	Explanations Discussions on relevant topical issues Definitions	Resource person Relevant business environment Relevant case studies	Longman explore book 1 pages 47 Inventor KLB book 1 pages 46-47	

			business	Identify and discuss the role of ethical practices in business	Listening to a resource person Story telling of relevant local examples by students	Local environment Relevant newspaper cuttings			
	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							

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1	1-3	REPORTING AND REVISION 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	Relevant office environment Resource persons Relevant case studies	Longman explore book 1 pages 61 Inventor KLB book 1 page 55 Certificate business studies	

					Talks from a resource persons Studying case studies	Diagrams/charts pictures Realie	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	Newspapers Photographs Magazines Pictures Diagrams Resource persons	Longman explore book 1 pages 74-78 Inventor KLB book 1 pages 77-81 Certificate business studies book 1 pages 117-123	

					studies Visits to relevant business environment	Relevant case studies	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							