**BUSINESS STUDIES SCHEMES OF WORK FORM 2**

**TERM 2**

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| **WK** | **LSN** | **TOPIC** | **SUB-TOPIC** | **OBJECTIVES** | **T/L ACTIVITIES** | **T/L AIDS** | **REFERENCE** | **REMARKS** |
| 1 | **Opening and Revision** |
| 2 | 1 | GOVERNMENT & BUSINESS TRANSPORT | Methods of consumer protection.Importance of transport to business. Elements of transport.  | By the end of the lesson, the learner should be able to: Describe various methods used by the government to protect consumers.Identify functions & limitations of consumer associations and NGOs.Define the term place utility. Explain the importance of transport to business.Identify essential elements of transport.  | Exposition of new concepts.Brief discussion;Topic review. Brain storming;Brief discussion.  | newspaperstudent book  | New Inventor KLB BOOK II Pg 39-40  |  |
| 2 | TRANSPORT  | Land transport; Human porterage & cart transport.  | By the end of the lesson, the learner should be able to: State merits & demerits of human porterage & cart transport.  | Brain storming;Brief discussion.  | Chart- modes of transport.  | New Inventor KLB BOOK II Pg 44-45  |  |
| 3 | TRANSPORT  | Road transport.  | By the end of the lesson, the learner should be able to: State merits & demerits of road transport.  | Brain storming;Probing questions;Brief discussion.  | student book  | New Inventor KLB BOOK II Pg 46-47  |  |
| 3 | 1 | TRANSPORT  | Railway transport.Pipeline transport.  | By the end of the lesson, the learner should be able to: State merits & demerits of railway transport.State merits & demerits of pipeline transport.  | Brain storming;Brief discussion.Probing questions;  | newspaper  | New Inventor KLB BOOK II Pg 47-48  |  |
| 2 | TRANSPORT  | Water transport.  | By the end of the lesson, the learner should be able to: describe inland waterway transport & sea transport.State merits & demerits of Sea transport.Give examples of water vessels. | Exposition of new concepts; Detailed discussion.  | student book  | New Inventor KLB BOOK II Pg 49-52  |  |
| 3 | TRANSPORT  | Containerization & Air transport.Choosing means of transport.  | By the end of the lesson, the learner should be able to: State merits & demerits of containerized transport. State merits & demerits of air transport.Highlight some factors for choosing means of transport.  | Probing questions;Brief discussion.Brain storming;  | student book  | New Inventor KLB BOOK II Pg 52-53  |  |
| 4 | 1 | TRANSPORT  | Current trends and emerging issues in transport.  | By the end of the lesson, the learner should be able to: Analyse the current trends and emerging issues in transport.  | Probing questions;Discussion;Topic review questions.  | student book  | New Inventor KLB BOOK II Pg 56-57  |  |
| 2 | COMMUNICATION  | Meaning and importance of communication.  | By the end of the lesson, the learner should be able to: Define the term communication.State purposes of communication. | BrainstormingBrief discussion.  | student book  | New Inventor KLB BOOK II Pg 59-60  |  |
| 3 | COMMUNICATION  | Lines of communication.Essentials of effective communication.  | By the end of the lesson, the learner should be able to: Classify lines of communication on basis of level of communicating parties.Classify lines of communication on basis of nature of message.Identify essential elements of effective communication.  | Probing questions on vertical, horizontal & diagonal communications.Exposition of formal & informal communications.Exposition of new terms e.g. encoding, decoding, feedback.Brief discussion.  | newspaperChart: block diagram of essential components of effective communication.  | New Inventor KLB BOOK II Pg 60-61  |  |
| 5 | 1 | COMMUNICATION  | Forms and means of communication. Oral communication.  | By the end of the lesson, the learner should be able to: State merits and demerits of face-to-face communication.State merits and demerits of telephones and mobile phones. | Oral questions;Discussion.  | student book  | New Inventor KLB BOOK II Pg 63-65  |  |
| 2 | COMMUNICATION  | Radio calls & paging.Written communication.  | By the end of the lesson, the learner should be able to: Outline features of a radio call and a pager.State merits & demerits of radio calls and paging.State merits and demerits of written communication.Identify means of written communication.  | Exposition.Brief discussion.Q/A to review office equipment;Brain storming;Exposition of new terms;  | newspaperstudent book  | New Inventor KLB BOOK II Pg 65-66  |  |
| 3 | COMMUNICATION  | Audio ?visual and other forms of communication.  | By the end of the lesson, the learner should be able to: Define audio-visual form of communication.Identify and Explain some audio-visual forms of communication.  | Exposition of new concepts.Identifying common signs, e.g. road signs, signs of danger, HIV/Aids etc. | Diagrams of signs used in communication.  | New Inventor KLB BOOK II Pg 71-75  |  |
| 6 | 1 | COMMUNICATION  | Choosing means of communication.  | By the end of the lesson, the learner should be able to: State factors considered when choosing means of communications.  | Oral questions;Brief discussion.  | student book  | New Inventor KLB BOOK II Pg 74-75  |  |
| 2 | COMMUNICATION  | Barriers to effective communication.Services facilitating communication. -mailing services.  | By the end of the lesson, the learner should be able to: Highlight some barriers to effective communication.Mentions some mailing services.  | Brief discussion and questions.Exposition of new ideas of communication;Brief discussion.  | student book  | New Inventor KLB BOOK II Pg 75-76  |  |
| 3 | COMMUNICATION  | Telephone and broadcasting services.  | By the end of the lesson, the learner should be able to: Explain how telephones, broadcasting & telecasting facilitate communication.  | Oral questions;Brief discussion.  | newspaper  | New Inventor KLB BOOK II Pg 79-80  |  |
| 7 | 1 | COMMUNICATION  | E-mail & Internet.  | By the end of the lesson, the learner should be able to: Explain emerging issues relating to use of e-mails & internet.  | Exposition of new terms such as e-mail address, on-line, cyber caf?, etc.Practical activities: accessing the internet, opening e-mail address. | Computer, modem, mobile phone. | New Inventor KLB BOOK II Pg 80-82  |  |
| 2 | WARE-HOUSING  | Importance of warehouses to a business.  | By the end of the lesson, the learner should be able to: Define the term warehouse.Explain the importance of warehousing to a business. | Probing questions;Exposition;Discussion.  | text book  | Pg 83-84  |  |
| 3 | WARE-HOUSING  | Essentials of a warehouse.  | By the end of the lesson, the learner should be able to: Identify important features and resources of a warehouse. | Exposition;Discussion.  | text book  | Pg 85-86  |  |
| 8 | **Mid Term Exams and Break** |
| 9 | 1 | WARE-HOUSING  | Private warehouse.  | By the end of the lesson, the learner should be able to: Classify private warehouses on basis of ownership.State merits & demerits of a private warehouse. | Exposition;Oral questions;Discussion.  | Chart ? classification of warehouses.  | Pg 85-86  |  |
| 2 | WARE-HOUSING  | Public warehouse.  | By the end of the lesson, the learner should be able to: Identify services provided by public ware houses.State merits & demerits of a public warehouse. | Brain storming;Oral questions;Discussion.  | newspaper,magazines  | Pg 86-87  |  |
| 3 | WARE-HOUSING  | Bonded warehouses.  | By the end of the lesson, the learner should be able to: Classify warehouses on goods stored.Outline features of a bonded warehouse.State merits and demerits of bonded warehouse. | Expose new concepts.Discussion.  | newspaper  | Pg 88-89  |  |
| 10 | 1 | WARE-HOUSING  | Free warehouses.  | By the end of the lesson, the learner should be able to: Outline features of free warehouses.State merits and demerits of free warehouses. | Exposition;Oral questions;Discussion.  | text book  | Pg 89-90  |  |
| 2 | WARE-HOUSING  | Free warehouses.  | By the end of the lesson, the learner should be able to: Outline features of free warehouses.State merits and demerits of free warehouses. | Exposition;Oral questions;Discussion.  | text book  | Pg 89-90  |  |
| 3 | INSURANCE  | Introduction. Definitions.Importance of insurance. The theory of Pooling of risks.  | By the end of the lesson, the learner should be able to: Explain the terms contingencies, hazards or perils.Define the terms insurance.Give meanings of terms used in insurance.Explain the importance of insurance.Explain the law of large numbers in operations of an insurance business.Outline benefits of pooling of risks to an insurance company.  | Exposition,Detailed discussion.Brain storming;Exposition of new concepts;Discussion.  | text booknewspaper  | Pg 91,94-96  |  |
| 11 | 1 | INSURANCE  | Principles of Insurance:  | By the end of the lesson, the learner should be able to: Explain the principles of insurance.  | Expository Approaches;Explanations;Discussion.  | magazines,text book  | Pg 97-99  |  |
| 2 | INSURANCE  | Classes of insurance: Life assurance.General insurance or property insurance.  | By the end of the lesson, the learner should be able to: Describe various types of life assurance contracts.State characteristics of life assurance.Give examples of risks insured under general insurance cover.Outline characteristics of general insurance.  | Brain storming;Exposition of new concepts;Discussion.Oral questions;  | Chart ? types of insurance covers.business enviroment  | Pg 100-1  |  |
| 3 | INSURANCE  | Accident insurance.  | By the end of the lesson, the learner should be able to: Identify covers offered under motor policies and general accident policies.  | Exposition of new concepts;Oral questions;Discussion.  | text book  | Pg 102-3  |  |
| 12 | 1 | INSURANCE  | Marine insurance.  | By the end of the lesson, the learner should be able to: Identify policies offered under  | Exposition of new concepts;Discussion.  | text book  | Pg 104-5  |  |
| 2 | INSURANCE  | Premiums & Re-insurance.  | By the end of the lesson, the learner should be able to: Outline factors considered when determining premiums to be charged. Identify factors that may necessitate re-insurance.  | Brain storming;Discussion.  | text book  | Pg 107  |  |
| 3 | INSURANCE  | Obtaining an insurance policy & compensation.  | By the end of the lesson, the learner should be able to: Describe the procedure for taking an insurance policy Describe the procedure for claiming compensation.  | Exposition;Discussion.  | newspaper  | Pg 108-9  |  |
| 13-14 | **End Term Exams and closing** |