

MICRO TEACHING LESSONS

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject..... Commerce

Topic..... Levels of Management.

Skill of Narration

The term of management refers to a line of demarcation between various management position in an organisation. It is aided with further level.

It has 3 levels:-

1) Top level

2) Middle level

3) Lower level

→ Top level: Top level includes the board of directors, chief executive officers and can be a single person or a group of persons.

→ Middle level: It is a level between the top level and the lower level. It is further divided:

- 1) Upper level middle management
- 2) Lower level middle management.

Pupil Teacher's Activities

Management is divided into how many levels.

What do you mean by top level management?

What is the second level of management?

Who are included in the lower level of management?

Students Activities

It is divided into 3 levels

- 1) Top level
- 2) Middle level
- 3) Lower level

Top level includes the board of directors and chief executive officers.

Middle level management.

Clerks and down the supervisors and various foremen.

Components Cum Rating Scale

S.No.	COMPONENTS	0	1	2	3	4	5
1.	Language appropriate to them.			✓			
2.	Language appropriate situation		✓				
3.	Change in voice				✓		
4.	Change in forms		✓				
5.	Continuity in narration.				✓		

[Signature]

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject.....

Topic..... Source of financing

Skill of Probing Question

P.T.'s Activity

Students Activity

Q. what do you mean by business organisation?

An organisation when so many people work together to earn money.

Q. who invests money in business?

Owner of the business.

Q. Very good, only one person can invest money?

No, more than one person can invest money.

Q. The audit money is known as?

Borrowed capital.

Q. The money invested by the owner.

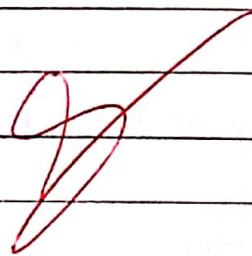
Credit Money

Q. Money required for programming of business.

Middle term requirement.

Observation cum Rating Scale

S.No.	COMPONENTS	0	1	2	3	4	5	6
1.	Promptness		✓					
2.	Seeking further information			✓				
3.	Re-focussing				✓			
4.	Re-direction							
5.	Increasing critical information		✓					



Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject... CommerceTopic... sole Proprietors

Skill of Stimulus Variation

P.T.'s Activities

Student's Activities

Q What is proprietorship?

A business around a single person is called sole proprietorship.

A businessman managed and controlled by a single motive is called sole proprietor.

Students listen carefully.

Q What are the merits of sole proprietorship?

It is easy to form.

Yes, Chetan you tell

Full control

Very good (change the interaction)

Students listen carefully.

P.T-1's Activities

In this chapter,
there are other
merits of sole
proprietorship.
What are they?
Ravi, read them.

Very Good,
sit down.

Is there freedom
of operation
on sole
proprietorship?

Student's Activities

Easy to focus
Freedom of
operations
Sole beneficiary

Yes.

Observation Cum Rating Scale

S.No.	Components	0	1	2	3	4	5	6
1.	Movements		✓					
2.	Gesture					✓		
3.	Change in Voice				✓			
4.	Focussing				✓			
5.	Audio and Video aids					✓		
6.	Change in interaction				✓			
7.	Pause.					✓		
		2						

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject.....

Topic..... Wages

Skill of Probing Questions.

P.T's Activity

Student Activity

Q. A person do some work and earn some money. What is it called?

It is salary and wages.

Q. What is the method of paying wages?

wages are paid on the basis of monthly, hourly and day to day basis.

Q. It is the times wage paying method? what is another method?

On the other method, wages are paid on the basis of their work and also by motivating them.

P.T.'s Activity

This is the
monetary method.
What is the
non-monetary
incentive method?

Is additional
motivation helpful?

Student's Activity

praise, job
promotion,
security etc.

Yes.

Observation cum Ranking Scale.

S.No.	Components	0	1	2	3	4	5	6
1)	Promptness		✓					
2)	Seeking further information			✓				
3)	Re-focussing		✓		✓			
4)	Re-directing						✓	
5)	Increasing critical analysis.		✓					

UNITED SECULAR SOCIETY

✓

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject.....Commerce.....Topic.....Types of incentives.....Skill of Stimulus VariationsP.T.'s ActivityStudents Activity

Q What is incentive?
(pause)

No answer

Q Incentives create
desire to work
in a person
through this
person starts a
working with
his full
Capacity.

Students write
in their
Notebooks.

By using chart,
using audio
and video aid.

Students look
at the chart
and listen
carefully.

P.T.'s Activity

What do you understand by monetary incentives?

Yes, you tell.

Very good.
Sit down.

Non-monetary are directly related to money.
Non-monetary include accommodation, praise and promotion.

Student's Activity

Those incentives which are given in the terms of money.

Observation	Cum Rating	Scale
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S.No	Components	0	1	2	3	4	5	6
1.	Movements.		✓					
2.	Gesture				✓			
3.	Change in voice					✓		
4	Focussing		✓					
5	Audio - video aid					✓		
6	Physical movement			✓				
7	Pause -							

MEGA TEACHING LESSONS

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject.....Commerce.....

Topic.....Types of insurance.....

Instructional Objective

- Students will be able to define the different types of insurance.
- Students will be asked to categorise the different types of insurance.
- Students will be able to analyse them.

Instructional Aids

General aids :- chalk, duster, black-board, etc.

Specific aids :- Charts
(Showing types of insurance)

Subject Matter.	P.T.'s Activity	Student's Activity
Meaning.	The person who agrees to indemnify is called insurance insurer.	Students are listening carefully.
	The consideration paid to the insurer is called premium.	
	Types:- 1) when Life Insurance.	
	2) Indowment Life Time.	
	Types of insurance	
	① Health Insurance	
	It is the insurance which transfers the burden of the cost of illness or accident.	

Subject Matter	P.T.'s Activities	Student's Activities
Fidelity Insurance	It is used to protection by employer from the dishonesty of an employees.	
Field Insurance	Under a fire insurance contract, the insurance return for the undertaking to pay or make good any loss suffered as a result of damage.	
	What type of loss is covered by field insurance?	The damage caused by fire can be insured.

Evaluation

- State different types of Insurance.
- who is an insurer?
- List out the different coverage of health insurance.
- Define fire insurance.

Home - work.

- Write the different types of insurance in your homework notebook and learn it.

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject...Commerce.....

Topic...Co-operative Organisation.....

Instructional Objective

Students will be able to define co-operative organisation.

Students will be able to explain the meaning of co-operative organisation.

Students will be able to define the characteristics of co-operative organisation and explain it.

Instructional Aids

General aids : chalk, duster, blackboard and pointer.

Specific aids : Chart (Showing different types of co-operative organisation).

Previous knowledge assumed:

Pupil teacher assumes that the students have knowledge about the partnership and organisation.

Previous Knowledge Testing:

<u>Pupil Student Activities</u>	<u>Students' Activities</u>
Q. what is sole proprietorship?	A business owned and managed and controlled by a single individual is known as sole proprietorship.
Q. what is partnership?	Partnership of two or more persons who agree jointly permits a business activity
Q. what is an organisation?	Unsatisfactory.

Announcement of the topic

The answer of the last question was unsatisfactory, then the pupil teacher announce the topic that today we will discuss about cooperative organisation.

Presentation of the topic.

Pupil Teacher presents the lesson cooperative Organisation with the active participation of students.

Topic	P.T. Activity	S.A.
Meaning.	It is a voluntary association of persons for mutual benefits and its aim are accomplished through self help and collective efforts.	Students are listening carefully.
Types of Co-operative organisations	Co-operative societies may be classified into different co-operative categories to accomplish nature of active performance by them.	
	Q: What is the work of producers of co-operative societies?	To help the measure in production of goods.

P.T.'s

Activity

Student's activity

Consumer Co-operative Societies

These societies are formed by consumers to ensure a steady and good source of high quality at reasonable price.

Students are listening carefully.

Co-operative marketing Societies

Marketing association of small producers, who find it difficult to individually sell products at profit.

Evaluation

Q What is the meaning of co-operative organisation?

Q What are the procedures of co-operative organisation?

Q What is co-operative housing societies?

Homework

Q Write a note on Cooperative organisation and write in your notebook.

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject Commerce

Topic Organisation

Instructional Objectives

- Students will be able to define the meaning of organisation
- Students will be also give definition of organisation.
- Students will be able to classify characteristics of organisation.

Instructional Aids.

General aids : chalk, duster, blackboard, pointer etc.

Special aids : Charts (showing characteristics of organisation)

Previous knowledge assumptions

Pupil teacher assumes that students have knowledge about the management and the first function is planning.

Previous knowledge testing

P-T-A-

S-A-

Q What is management?

The act of getting work done through others is called management.

Q What is the first function of management?

Planning is the first function of management.

Q What is organization?

Unsatisfactory.

Announcement of Topic.

The answer of the last question given by the students is unsatisfactory. So the pupil teacher announce that today we will discuss the topic on Organisation.

Presentation of the topic;

Pupil teacher presents the topic on the organisation and with the active participation of the students.

T.P.	P.T.A.	S.A.
Meaning	Organisation has been abiding about the various departments and the relationship between them.	Students listen carefully.
Definition	Organisation is harmonious adjustment of specialised parts for the accomplishment of some common purpose.	
Characteristics.	Various characteristics of organisation are:-	

Pupil Teacher Activity

Student Activity

① Division of work.

It is the basis of an organisation. There can't be an organisation without division of work. The entire work of business is divided into many departments.

Students listen carefully.

② Coordination

Under organisation, different departments are assigned different work but the aim of all those persons happen to be the same attainment.

Evaluation .

Q. What is the meaning of organisation ?

Q. Write and make a list of different characteristics of organisation .

Q. How can you say that organisation is a universal process ?

Homework .

Q. Write the meaning of organisation with its characteristics in your own words .

✓

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject..... Commerce

Topic..... Delegation of authority

Instructional objectives

→ Students ~~are~~ will be able to explain the meaning of delegation of authority.

→ Students will be able to classify the meaning of delegation of authority.

→ Students will be able to explain the definition of delegation of authority.

Instructional Aids

General aids : chalk, duster, blackboard and pointer.

Specific aids : chart (showing delegation of authority)

Previous knowledge Assumption

Pupil teacher assumes that students have knowledge about the function of management.

Previous knowledge Testing

P.T.A.

S.A.

Q. What is the different function of management?

planning, organising, staffing, directing ^{are} the functions of management.

Q. What do you mean by organisation?

Organisation means deciding about the parts in the department.

Q. What do you mean by delegation of authority?

Un-satisfactory.

Announcement of the topic:

The answer of the last question given by the students was unsatisfactory so the pupil teacher announced that today we will discuss the topic "Delegation of authority".

Presentation of the topic

The pupil teacher presents the topic and with the active participation of the students.

Topic	P.T.A -	S.A.
Meaning of Delegation	Delegation is the important part of the organisation process. It is needed when the manager is not in the position to perform his function himself. because he is not able to do his work himself. So, he divides his work in the lower department.	Students listen carefully
Meaning of authority	The process of taking decisions in order to guide the various activities of others is called authority	

P.T.A.

S.A.

Authority has the following inherent elements :-

- ① To use one's wisdom to take decision
- ② To get the decision independently.
- ③ To influence conduct of subordinates.

Authority has the key to managerial job because a job without authority

Evaluation

Q. What do you understand by delegation of authority?

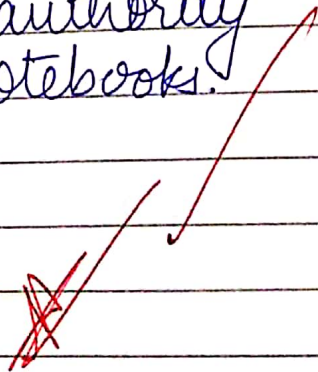
Q. What is J. A. Moore says about authority?

Q. What is the meaning of authority?

Q. What is the meaning of responsibility?

Homework

Q. Write a note on delegation of authority in your notebooks.



Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject..... CommerceTopic..... Source of Recruitment

Instructional Objective

- Students will be able to define the meaning of recruitment.
- Students will be able to classify the process of recruitment.
- Students will be able to analyse the source of recruitment.

Instructional Aids

General aids : chalk, duster, blackboard, pointer etc.

Specific aids : chart (showing source of recruitment).

Topic.	P.T.'s Activities	S. A.
Meaning.	Recruitment of staff is the process of searching for prospective employee and simultaneously then to apply what are the source of recruitment.	Students listen carefully.
Source.	To attract employees to business organization usually - two kinds of source of recruitment are:- ① Internal Source ② External Source.	Students are writing in their Notebooks

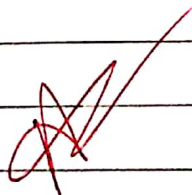
Topic	P.T. Is Activities	S. A.
Internal Source $\Rightarrow$		
	Promotion :- Promotion is a process by which a client or an individual is promoted or sent to the upper level and the responsibility and the salary and status increases.	Students listen carefully.
	Transfer :- Transfer of employee from one department to another.	

Evaluation

- ① What do you mean by recruitment?
- ② What are the two sources of recruitment?
- ③ What are the 2 internal source of recruitment?
- ④ What are the external source of recruitment?

Homework

- ① Write the source of recruitment in your home-work notebook.



DISCUSSION LESSON - I

Lesson No :1.....

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject..... Commerce.....

Topic..... Communication Process.....

Instructional Objectives

- Students will be able to define the communication process.
- Students will be able to list out the meaning of communication process.
- Students will be able to classify the characteristics of communication process.

Instructional Aids

General aids : chalk, duster, black-board and pointer.

Specific aids : chart (showing details of communicating process).

Previous knowledge assumptions:

Pupil teacher assumes that students have knowledge about the communication.

Previous knowledge testing:

P.T.'s Activities

Student's Activities

Q. What is communication?

Communication is the exchange of ideas, emotions.

Q. What are types of communication?

Communication is divided into 2 parts :-

- 1) Oral
- 2) Written.

Q. What is communication process?

Unsatisfactory.

Announcement of the topic:

The answer of the last question given by the students is unsatisfactory. So the pupil teacher announces that today we will discuss the -topic communication process.

Presentation of the topic:

The pupil teacher presents the topic on communication process and with the active participation of the students.

Topic.	P.T.'s Activity	Stu. Activity
--------	-----------------	---------------

Meaning.	Communication has a process that has not beginning and no silence.	
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	Everyone involves in this process acts as both as source or receive any information process is concerned with sharing and understanding.	
--	--	--

		Students are listening carefully.
--	--	-----------------------------------

Sender :-

Sender is a person who ~~stand~~ sends the message or the one who starts the communication first. He is a sender.

P.T.'s Activity

Message:-

It is the idea on the written form of the physical form of that has a meaning and the receiver can read and listen this.

Receiver:-

It is the person who gets the message and reacts on behalf of it.

Student's Activity

Students listen carefully.

Evaluation

→ what is communication?

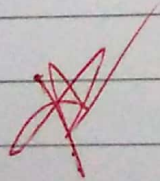
→ what do you mean by communication?

→ what is the process of communication?

→ how communication starts?

Homework.

Q. write a note on communication and learn it.



SCHOOL TEACHING PRACTICE LESSONS

Lesson No :1.....

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject.....Commerce.....

Topic.....Training.....

Instructional Objectives

- Students will be able to define training
- Students will be able to classify the characteristics of training.

Instructional Aids.

General aids : chalk, pointer, chalk board, duster.

~~Specific aids~~ : chart (define the characteristics of training)

Previous knowledge assumption:

Pupil teacher assumes that students have knowledge about the staffing and directing.

Previous knowledge testing

P.T.'s Activity

Student's Activity

Q. What do you mean by staffing?

The staffing function pertains to the recruitment, selection, development and selection.

Q. Define Recruitment.

It is the process of setting employees to the company.

Q. What is the meaning of training?

Unsatisfactory.

Announcement of the topic

The answer of the last question given by the students was unsatisfactory. So the pupil teacher announces that today we will discuss the topic on training.

Topic	P.T. Activity	Student's Activity
Meaning.	Development is necessity for employees at any level and it is possible by training alone. Training therefore, plays an important role at all levels keeping this fact in view, training is explained in this chapter and term development has been associated with managerial class alone.	Students listen carefully.

P.T.'s Activity

Student's Activity

(According to Flippo)

Training is the act of incurring the knowledge for doing a particular job.

Students listen carefully.

It relates to a special job. Training is a continuous process.

There is no difference between training and development. It is essential for both the new and old employees.

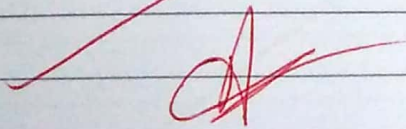
Training is necessary for all managerial levels.

Evaluation

- Give the definition of training.
- Make a list of characteristics of training.
- Explain any three characteristics of training.
- Explain the difference between training and development.

Homework.

1. Write a short note on the training. Write in the home-work notebook and also learn it.



Date

Pupil Teacher's Name

Duration of the period

Pupil Teacher's Roll No

Class

Average Age of the pupils

Subject: Commerce

Topic: Directing

Instructional Objectives

→ Students will be able to define directing

→ Students will be able to classify the characteristics of directing.

Instructional Aids

General aids: chalk, blackboard, duster and pointer.

Specific aids: chart (showing characteristics of directing)

Previous knowledge assumption

Pupil teacher assumes that students have knowledge about training and selection.

Previous knowledge testing:

Pupil teacher assumes or presents the topic on directing and the active participation of the students.

Presentation of the Topic:

The pupil teacher announces the topic on directing.

Topic	P.T.'s Activities	Student's Activities
Meaning	Directing is related to human factor. Directing means consist of issuing instructions to the subordinates and guiding them both those actions are directing related to the human factor. Directing is a group of various functions Directing is not a single function but consists of a number of functions.	Students listen carefully.

P.T. Activity

Student Activity

Directing is necessary for a manager to perform at every level.

Students listen carefully.

Directing is required but at every level of management, from lower to top level of management.

Evaluation

Q. Directing is the _____ function of management comes _____ after _____ process.

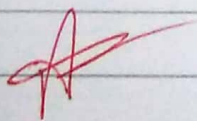
Q. What is the meaning of directing?

Q. State any 5 features of directing.

Q. Explain the meaning of directing.

Homework.

Q. Write a note on directing in your notebook and learn it.



Lesson No : 3

Date.....

Pupil Teacher's Name.....

Class.....

Subject... Commerce

Duration of the period.....

Pupil Teacher's Roll No.....

Average Age of the pupils.....

Topic... Leadership

Instructional Objective

→ Students ~~write~~ will be able to explain the meaning and characteristics of good leadership.

→ Students will be able to discuss the function of leadership.

Instructional Aids

General aids : Chalk, blackboard, and duster.

Specific aids : Charts (showing details of leadership).

Topic	P.T. 15 Activities	Students Activities
Meaning	According to Darnu,	
	Leadership may be defined as the ability to pay in interacting inter-personal influence by means of communication towards the achievement of a goal.	Students listen carefully.
	Ability to motivate leadership needs motivation of the followers to follow the leaders. ✓ The lead should have the different method	

P.T.'s Activity

Student Activity

The chief formation of a leader to have communication with the employees of other individuals regarding various motivation.

Students listen carefully.

1. Define Leadership.

The ability to influence people to strongly feel mutual aspects.

A leader has to focus many difficulties.

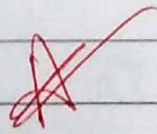
Evaluation

Q. What is the meaning of leadership?

Q. What ~~is~~^{are} the characteristics of a good leader?

Homework

Q. Write a note on leadership in your homework notebook



Date

Pupil Teacher's Name

Class

Subject : Commerce

Duration of the period

Pupil Teacher's Roll No.

Average Age of the pupils

Topic : Trade and its types

Instructional Objectives.

→ Students will be able to explain the meaning of trade.

→ Students will be able to discuss the meaning of trade.

Instructional Aids.

General aids : Chalk, duster, pointer and blackboard.

Specific aids : Chart (showing types of trade)

Previous knowledge assumed:

Pupil teacher assumes that students have knowledge about the industry and business.

Previous knowledge testing.

P.T. Activity

Q. What is business?

Q. What is industry?

Q. What is trade and its types?

Student Activity

Business may be defined as an activity which involve production of goods.

Industry is the place where all the products are getting ready for the trade.

Unsatisfactory

Announcement of the topic

The answer of the last question given by the students was unsatisfactory, so the pupil teacher will announce that today we will discuss about the topic trade and its types.

Presentation of the topic:

Pupil teacher presents the topic trade and its types and writes the active participation of the students.

Topic	P.T. & Activity	Student's Activity
Meaning	Trade refers to the sale, transfer and import - export of goods from one place to another.	Students listen carefully
Types.	Types of Trade: (a) Internal Trade (b) External Trade.	
Internal Trade.	Internal trade is the trade which is done inside the country. It is also known as domestic trade	

P.T.'s Activity

Student's Activity

Types of internal trade :-

- (a) Retail trade
- (b) Wholesale trade

External trade

The trade which is done outside the country is called the external trade.

Students listen Carefully.

It is also of 2 types:-

- (a) Import trade
- (b) Export trade.

Evaluation

Q. What is trade?

Q. What are the types of trade?

Q. What are the types of internal trade?

Q. What are the types of external trade?

~~A~~

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject..... Commerce

Topic..... levels of Management

Instructional Objectives

→ Students will be able to know about the levels of management.

→ Students will be able to classify the levels of management with the help of example.

Instructional Aids.

General aids : chalk, duster, pointer, Chalkboard.

Specific aids : Chart (showing different levels of management)

Previous knowledge Assumed

Pupil teacher assumes that students have knowledge about the management.

Previous knowledge testing

P.T-1s Activities

Student's Activity

Q. What is management?

The art of getting work done through others is called management.

Q. What are the functions of management?

Controlling, directing, processing and planning are the functions of management.

Q. What are the different levels of management?

Unsatisfactory.

Announcement of topic

The answer of the last question given by the students was unsatisfactory. So the pupil teacher announces that today we will discuss about the levels of management.

Presentation of topic

Pupil teacher presents the topic on the levels of management and with the active participation of the students.

Topic	P.T.'s Activity	Student Activity
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Meaning

"The term management levels of the organisation and the democratic between various managers with different positions in an organisation

Students listen carefully and understand.

Management is divided into three levels :-

- 1) Top level
- 2) Middle level
- 3) Lower level

Higher level

It includes the member like board of directors chief executive officers.

P.T.'s Activity

to lay down the
adjective of organi-
sation.

To select the chief
executive officer.

State the level of
function of top
level management.

Middle level

It is placed in
between the top
level and the
lower level
management.

Implementation of
decision and policies
of decision making.

Student Activity.

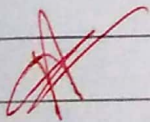
Decision making
and lay down
objectives

Evaluation

- State the different levels of management.
- State any two functions of middle level management?
- In which level of management the long term policies lay down?

Homework

- Q. Write a note on the level of management in your notebook.



Date.....

Pupil Teacher's Name.....

Class.....

Subject..... Commerce

Duration of the period.....

Pupil Teacher's Roll No.....

Average Age of the pupils.....

Topic..... Nature and types

of Financial Services

Instructional Objective

- Students will be able to define the types of financial services.
- Students will be able to classify the types of financial services and example.

Instructional Aids

General aids : chalk, duster and pointer.

Simple aids : chart (showing details of financial services)

Topic	P.T.'s Activity	Student Activity
Meaning	All the types of activities with which are financial in nature would be brought to make the term financial services function. ① Mobilise Savings. Allocation of various irreversible channels. Promote industrial development etc. Q who is lessee?	Students listen carefully The user of the assets.

P.T.'s Activity

Student Activity

- ① Leasing
- ② Mutual funds
- ③ Merchant Banking
- ④ Venture Capital
- ⑤ Factoring.

Students
listen
carefully.

Merchant Banking

It refers to the services of an intermediary in the stock market prior to issue of securities for management under right corporate.

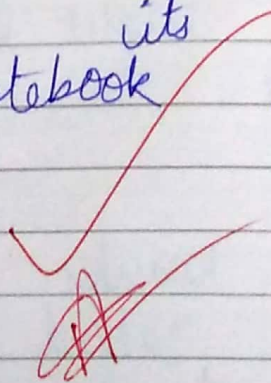
Merchant banks are also called investment bank.

Evaluation

- Q. Define financial services
- Q. What are the functions of financial service?
- Q. What do you understand by mutual funds?
- Q. Define venture capital.

Homework

- Q. Write the meaning of financial services and write its types in your notebook and learn it.



Lesson No : 9.

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject.....

Topic..... Types of Insurance

Instructional Objective

→ Students will be able to define the different types of insurance.

→ Students will be able to categorise the different types of insurance.

Instructional Aids

General aids: Chalk, duster, blackboard pointer etc.

~~Specific aids:~~ Chart (different types of insurance)

Previous knowledge Assumption

Pupil Teacher assumes that students have knowledge about insurance.

Previous knowledge testing

<u>P.T.'s Activity</u>	<u>Student's Activity</u>
Q. What is insurance?	An agreement under which one party agrees in return for a consideration to another party to make good a loss, damage or injury or something else.
Q. What is the meaning of policy?	The agreement of contract to put in writing is known as policy.
Q. What are different types of insurance?	Unsatisfactory ✓

Announcement of the topic

The answer of the last question given by the students was unsatisfactory so the teacher announces that today we will discuss about the types of insurance.

Topic	P.T.'s Activity	Student's Activity
Types of Insurance	Insurance contracts have been classified in varied ways. The most common and widely perceived insurance business is divided into following balances. Types of insurance ① Life Insurance It is a contract under which one person is consciously paid premium either in lump sum or by monthly.	Students listen carefully.

Pupil Teacher's Activity

Student's Activity

The person who agree to identify is called insures. The consideration paid to insures is called as premium.

Students listen carefully

Types:

- ① whole life insurance
- ② Endowment life insurance

Define premium

The consideration paid to the Insurer is called premium.

Health insurance

It is against insurance of health.

Evaluation.

- a. State different types of insurance
- a. who is insurer?
- e. List out different coverage area of health insurance.
- d. Define fire Insurance.

Homework

- d. Write types of insurance in given notebook in your home work notebook and learn it.

A

Date.....

Pupil Teacher's Name.....

Class.....

Subject.....

Duration of the period.....

Pupil Teacher's Roll No.....

Average Age of the pupils.....

Topic..... Partnership

Instructional

Objective

① Students will be able to define partnership

② Students will be able to classify the partnership.

Instructional Aids

General aids : chalk, duster, pointer and blackboard.

Specific aids : chart (showing the types of partnership).

Previous knowledge assumed:

Pupil teacher assumes that students have knowledge about the partnership.

Previous knowledge testing:

P.T.'s Activity	Student's Activity
Q. What is business organisation?	Every business adopts some form of business organisation to carry out business activity.
Q. What is sole partnership?	A business and managed and controlled by a single individual is known as sole proprietorship
Q. What do you mean by partnership?	Unsatisfactory

Announcement of the topic:

The answer of the last question given by the students was unsatisfactory. So the pupil teacher announces to discuss the topic on the partnership.

Presentation of the topic:

Pupil teacher presents the topic partnership and active students take part in it.

Topic	P.T.'s Activity	Student's Activity
Meaning.	Partnership is an association of two or more person who agree to jointly pursue a business activity	Students listen Carefully.
	Characteristics:	
	① Agreement — There must be an agreement between the parties to form a partnership	
	② Business — A partnership may undertake any careful business.	

Pupil Teacher Activity

Liability :

The liability of partner is unlimited as in the case of sole proprietorship

Non-transferability of share.

Types of partnership

- particular partnership
- partnership at will
- partnership for a fixed period
- partnership can be divided into _____ types.

Student's Activity

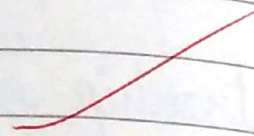
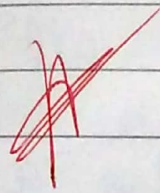
Students listen carefully.

Evaluation

- Define partnership
- State any 3 characteristics of partnership
- What do you understand by partners?

Homework

1. Explain partnership with its characteristics and types in your notebook and learn it.



Date.....

Pupil Teacher's Name.....

Class.....

Subject.....

Duration of the period.....

Pupil Teacher's Roll No.....

Average Age of the pupils.....

Topic..... Co-operative
organisation

Instructional Objectives

→ Students will be able to define co-operative organisation.

→ Students will be able to explain different types of co-operative organisation.

→ Students will be able to analyze the co-operative organisation.

Instructional Aids

General aids - Chalk, duster, blackboard, pointer etc.

Specific aids - chart (showing Characters of co-operative organisation)

Previous knowledge assumed:

Pupil teacher assumes that students have knowledge about organisation and partnership.

Previous knowledge testing:

P.T.'s Activity

Q. What is partnership?

Q. What do you mean by joint Hindu family?

Q. What is co-operative organisation?

Student's Activity

A business owned, managed and controlled by a single individual is known as sole proprietorship.

Hindu family business to a business when it is owned by the members of a joint family.

Unsatisfactory

Announcement of the topic

The answer of the last question given by the students was unsatisfactory then the pupil teacher announces the topic that today we will discuss about co-operative organisation.

Presentation of the topic

Pupil teacher presents the topic on the lesson co-operative organisation with the active participation of students.

Topic	P.T.'s Activity	Student's Activity
Joint Family	It is a voluntary association of persons for mutual benefits of its aim and accomplished through self help of collective efforts. Types of co-operative securities These securities are formed for the consumer to ensure a steady supply of goods and services of high quality at reasonable prices.	Students listen carefully

P.T.'s Activity

Student's Activity

Producers :-

Cooperative Societies

Such societies are formed to help the members in producing inputs for production of goods and services.

Students
listen
carefully.

Cooperative marketing societies

Such societies are voluntary association of small producers who find it difficult to sell their products at profit.

Evaluation

- Explain the meaning of co-operative organisation
- What is producer's co-operative organisation?
- What is co-operative societies?
- Make a list of characteristics of co-operative organisation

Homework

- Q. Explain co-operative organisation with its types and characteristics in your notebook.

Date.....

Pupil Teacher's Name.....

Class.....

Subject.....

Duration of the period.....

Pupil Teacher's Roll No.....

Average Age of the pupils.....

Topic.....

Organisation

Instructional Objectives

- Students will be able to define the meaning of organisation.
- Students will be able to classify characteristics of organisation along with example

Instructional Aids

General aids : chart, blackboard, duster, pointer etc.

Specific aids : chart (showing characteristics of organisation)

Topic	P.T.'s Activity	Student's Activity
Meaning	The word organisation is divided from the word organism which means that a ritual which manage parts of it and each part of it, though working independently has a definite interrelationship with the main unit. Organisation means discussing about the various departments and the post in these departments and the relationship between them. Q. The word "org" is described from which word?	Students listen carefully and writing in their notebook The word organisation is described from the word organism

P.T.'s Activity

Student's Activity

Nature of an organisation

Division of work

Division of work in the basis of an organisation. There can be organisation without division of work, the entire work of business is divided into many ways.

Co-ordinate under

Organisation different persons but all the aims of all the persons happen to be.

Evaluation

Q. What is the meaning of organisation?

Q. How can you say that organisation is a universal process?

Q. How can you say that organisation?

Q. Define the concept of organisation.

Homework

Q. Write the meaning of organisation with the characteristics and concept in your homework and learn it.

Lesson No : 13

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject.....

Topic.....

Delegation of
authority -

Instructional Objectives

→ Students will be able to explain the meaning of delegation of authority.

→ Students will be able to classify the meaning of delegation of authority.

Instructional Aids

General Aids : Chalk, blackboard, duster, pointer etc -

Specific Aids : Charts (showing process of delegation)

Presentation of the topic

Pupil teacher assumes that the students have knowledge about the functions of management.

Previous knowledge testing

P.T.'s Activity

Q. What are the functions of management?

Q. What do you mean by organisation?

Q. Definition of authority

Student's Activity

Planning, staffing, organising and controlling.

Organisation means deciding about the parts in their departments and relationship between them.

unsatisfactory.

Announcement of the topic

The answer of the last question given by the students is unsatisfactory then the pupil teacher announces the topic that today we will discuss the topic on the delegation of authority.

Presentation of the topic

Pupil teacher presents the lesson delegation of authority and with the active participation of the students.

Topic.	P.T. is Activity	Student's Activity
Meaning of delegation	Delegation is an important part of organisational persons. It is headed when a manager is performing his function himself because of the work load. In such a situation, he divide his work. Dividing of work and giving the necessary authority for work performance is known as delegation of authority.	Students listen Carefully.

PT's Activity

Student's Acc. ✓

It is important to clearly understand the meaning of responsibility with reference to authority.

Students
listen
carefully.

Authority

The power of taking decision in order to guide the activity of others is called authority.

Authority has the following inherent elements:-

- ① To use one's wisdom and take decision.

Evaluation.

→ what do you mean by delegation of authority?

→ what is F.G. More says about delegation of authority?

→ what is the meaning of authority?

→ State any 4 characteristics of delegation.

Home work

9

✓

Lesson No : 14

Date.....

Pupil Teacher's Name.....

Class.....

Subject.....

Duration of the period.....

Pupil Teacher's Roll No.....

Average Age of the pupils.....

Topic.....

Sources of Recruitment.

Instructional Objectives

- Students will be able to define the meaning of sources of recruitment.
- Students will be able to classify the different methods of recruitment.

Instructional Aids

General aids : chalk, black board, duster and pointer.

Specific aids : charts (showing sources of recruitment).

Topic	P.T-15 Activity	Students Activity
Definition of Recruitment.	Recruitment is the process of searching for prospective employee and stimulating them to apply for jobs in organisation	Students listen carefully and write in their notebooks
Sources of Recruitment.	To attract employees to business organisation Kinds of sources of recruitment a) Internal Source b) External Source.	

P.T.'s Activity

Student's Activity

Internal Source:

Promotion

Promotion is the process by which an employee working in the lower job, his responsibilities increase his status and salary.

Students listen carefully

Transfer :

This process involves the transfer of an employee from one department to another.

Q. How many types of sources are there for recruitment?

There are mainly 2 types of sources for recruitment.

Evaluation

Q. what is the meaning of recruitment?

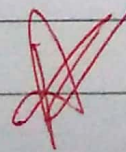
Q. what are the sources of recruitment?

Q. State two internal sources of recruitment.

Q. what are the external source of recruitment?

Homework

Q. write a note on recruitment in your home-work notebook and learn it.



Lesson No : 15

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject.....

Topic..... Training

Instructional Objectives

→ Students will be able to define training.

→ Students will be able to list the different characteristics of training or nature

Instructional Aids

General Aids : chalk, blackboard, duster, pointer etc.

Specific Aids : charts (showing nature of training)

Previous knowledge assumed

Pupil teacher assumed that students have knowledge about staffing and selection.

Previous knowledge testing

P.T.'s Activity	Student's Activity
Q. What do you mean by staffing?	The staffing function pertains to the recruitment, selection, development and compensation of subordinate managers.
Q. Define recruitment	It is a process of attracting potential employees to the company.
Q. Define training	Unsatisfactory

Announcement of the topic

The answer of the last question given by the students was unsatisfactory. So the pupil teacher announce to discuss that today we will discuss the topic training.

Presentation of the topic

The pupil teacher presents the topic training and with the active participation of the students.

Topic.	P.T. is Activity	Student's Activity
Meaning of training	Development is necessary for employees at all levels and it is possible by training along. Therefore, training plays major role at all levels keeping this fact in view, training is explained in this chapter and the term development has been associated with managerial class.	Students listen carefully.
Define training	Training is the act of increasing the knowledge and skill of an employee.	

P.T.'s Activity

It relates to a special job.

Training does not mean increase in the general knowledge of the employees rather it is meant to increase the skill of the employees to perform well.

Specific jobs.

Training is a continuous when there is any change in business. There is a need for training and in business changes do occur continuously.

Student's Activity

Students listen carefully -

Characteristics of training :-

- ① It relates to a specific job.
- ② Training is a continuous process.
- ③ There is different type of training and development.

Evaluation

- Q. Give the meaning of training
- Q. Make the list of advantages of the enterprises.
- Q. state the characteristics of training

Homework

- Q. Use the note on the topic your training in your homework notebook.

Date.....

Pupil Teacher's Name.....

Class.....

Subject.....

Duration of the period.....

Pupil Teacher's Roll No.....

Average Age of the pupils.....

Topic.....

Leadership

Instructional Objectives

→ Students will be able to explain the meaning of leadership.

→ Students will be able to classify the characteristics of leadership.

Instructional Aids

General aids : chalk, blackboard, duster and pointer.

Specific aids : charts (showing characteristics of leadership)

Topic.	P.T. & Activity	Student's Activity
Meaning.	Communication guides the employees by impressing them with his conduct in such a manner that they without any pressure automatically start working at their full capacity for achieving the objective of the enterprise.	Students listen carefully.
Definition leadership	Leadership may be defined as the ability to execute and influence the ideas by communication.	

Pupil Teacher's Activity

Students Activity

Characteristics :-

- 1) Followers
- 2) Personal identity
- 3) Influencing process
- 4) Effect of situations
- 5) Women of corrects
- 6) Full capacity of utilisation.

Students
listen
carefully.

Ability to motivate
by leadership to
followers to follow
the leader.

The leader should
be at different
level of motivation

Evaluation

→ what do you mean by leadership?

Q. Make the characteristics of leadership.

Q. Explain how a communication skill is helpful for a leader?

Q. State five characteristics of a good leader.

Homework

→ write the definition of characteristics of leadership and learn it. ✓

Lesson No : 18

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class.....

Average Age of the pupils.....

Subject.....

Topic..... Communication

Instructional Objective

- Students will be able to define the meaning of communication.
- Students will be able to classify the meaning of communication.

Instructional Aids

General aids — chalk, duster, pointer and blackboard.

Specific aids — charts (showing characteristics of the communication)

Topic	P.T.'s Activity	Student's Activity
Meaning	The word communication is derived from the word communis which means Community thereby communicating two or more than two people, in equal measures. In this word communication means sharing thoughts among two or than two people.	Students listen Carefully.
Definition	According to Keith Davis. Communication is the process of passing information and understanding from one person to another person.	

P.T.'s Activity

Two or more persons.

The first person starts the communication and the other responds to it.

A listener is necessary to receive any ideas.

Exchange of ideas

In communication the exchange of ideas takes place. It is the exchange of ideas also takes place.

Student's Activity

Students listen carefully.

Nature of communication:

① Two or more persons.

② Exchange of ideas.

③ Mutual understanding.

④ Continuous Process.

⑤

Evaluation

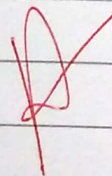
Q. what do you mean by communication?

Q. Communication word is derived from the word _____?

Q. Make a list of characteristics of communication.

Homework

Q. Explain communication in your homework notebook and learn it.



Date.....

Pupil Teacher's Name.....

Class.....

Subject.....

Duration of the period.....

Pupil Teacher's Roll No.....

Average Age of the pupils.....

Topic.....

Controlling ProcessInstructional Objectives

- ① Students will be able to explain the meaning of controlling.
- ② Students will be able to classify elements of controlling process.

Instructional Aids

General Aids : chalk, duster, pointer etc.

Specific Aids : chart (showing controlling process)

Previous knowledge assumed

Pupil teacher assumes that students have knowledge about the function of management.

Previous knowledge Testing

<u>P-T's Activity</u>	<u>Student's Activity</u>
Q. What are the different functions of management?	planning, organising, staffing, directing and controlling.
Q. Define organising	Organising is adjustment of specialities for the accomplishment of some common goals.
Q. Define controlling	unsatisfactory

Announcement of the topic

The answer of the last question given by the students ~~is~~ was unsatisfactory. So the pupil teacher announce that today will discuss the topic on the controlling process.

Presentation of the topic

Pupil teacher presents the lesson on controlling process with the active participation of the students.

Topic	P.T.'s Activity	Students Activity
Meaning	The chief function of controlling is the to assume actual process with relevance to the objectives.	Students listen carefully.
Define.	Controlling is the processing of bringing actual results and desired results closure together.	
Control Process		
① <u>Setting Standards</u>		
The first step in process of control is setup standard is down under the managerial functions of planning		

P.T-18 Activity

Students Activity

Also it is an important part of control process.

Q. What do you mean by Controlling?

Controlling is the managerial function which brings the actual results closer to desired results.

Measurement of actual performance

Evaluation

Q. What do you mean by controlling?

Q. What is the first element of controlling process?

Q. Explain briefly controlling process

Q. Give any example of controlling.

Homework

Q. Write a short note on controlling and write it on your notebooks.

Date.....

Pupil Teacher's Name.....

Class.....

Subject.....

Duration of the period.....

Pupil Teacher's Roll No.....

Average Age of the pupils.....

Topic FinancialManagement

Instructional Objectives.

- Students will be able to describe the meaning of management.
- Students will be able to explain aspect of financial management with examples.

Instructional Aids.

~~General~~ Aids : Chalk, blackboard, duster and pointer.

Specific Aids : Charts (showing functions of financial management)

Revised

Previous knowledge assumed:

Pupil teacher assumes that students have knowledge about financial management.

Previous knowledge testing:

P-T- is Activity

Define management.

Student's Activity

The ~~art~~ ^{art} of getting work done through others is called management.

What is the main objective of management?

to make profits.

What is financial management?

Unsatisfactory.

Announcement of the topic

The answer of the last questions given by the students is unsatisfactory. So the pupil teacher describes that today we will discuss the chapter on financial management.

Presentation of the topic

Pupil teacher presents the topic financial management and with the active participation of the students.

Topic	P.T.'s Activity	Student's Activity
Finance Management.	The major activities of any business concern is to make profit for its owners on goods or services to reach their finance management refer to that part of management activity which is concerned with the efficient planning controlling of financial affairs of the enterprise.	Students listen carefully.
Definition	financial management is the organisational activity of a business.	

P.T.'s Activity

That is impossible for obtaining and effectively utilization with the funds necessary for efficient operations.

— J.L. Moosic

Regarding finance functions, the aspects of financial approaches are two.

- Traditional Approach
- Modern Approach

According to traditional approach procedure of necessary finance for business called financial management.

Student's Activity

Students listen carefully.

Evaluation

Q. What do you understand by financial management?

Q. Give definition of financial manager.

Q. What are the two approaches of financial management?

Q. Explain the function of financial management.

Homework

Q. Write a note on finance of management in your notebook.

FINAL DISCUSSION LESSON

UNITED SECULAR SOCIETY

Date

Pupil Teacher's Name

Class

Subject

Duration of the period

Pupil Teacher's Roll No

Average Age of the pupils

Topic Motivation

Instructional Objective

Students will be able to define the meaning of motivation.

Students will be able to classify the characteristics of motivation.

Students will be able to describe Maslow's need hierarchy theory also.

Instructional Aids

General aids : Chalk, duster, blackboard and pointer etc -

Specific aids : Chart (showing motivation process and Hierarchy diagram)

Previous knowledge assumed

Pupil teacher assumes that students have knowledge about the functions of Management.

Previous knowledge testing

P.T.'s Activity

Define Management

State different functions of Management.

What do you mean by motivation?

Student's Activity

Management is the art of getting work done through others.

Different functions of management are planning, controlling and directing, organising.

Unsatisfactory

Announcement of topic

The answer of the last question given by the students was unsatisfactory. So the teacher announces that today we will discuss on the topic of motivation.

Presentation of topic

Pupil teacher presents the topic on motivation. So with the active participation of the students.

Topic	P.T.'s Activity	Student's Activity
-------	-----------------	--------------------

Meaning

Motivation means inspiring the employees to work with the greater enthusiasm and more efficiently for the accomplishment of the objectives of the enterprise.

Students listen Carefully

The progress of work depends on the quality of motivation.

Characteristics

① Motivation is a continuous process:-

process of a job doesn't get completed without motivating an employee.

② Motivation is an internal feeling. It is based on the psychology.

Evaluation

- Define the term motivation
- Explain any four characteristics of motivation
- State importance of motivation
- Express the process of motivation.

Homework

- Explain motivation in your homework notebook.