

TEACHING PRACTICE NOTE BOOK

Session. 2020-2021.....

Name. MOHD. ATHAR JALIL Class. B.ED. 2ND YEAR

College Roll No. 270 University Roll No. 204007645

Practising School. MADAN MEMORIAL PUBLIC SCHOOL, INDR

Teaching Subject:- TEACHING OF COMMERCE

CERTIFICATE

This is to certify that I have delivered :-

1. Micro Teaching Lessons
2. Mega/Simulated Teaching Lessons
3. Discussion Lesson
4. Teaching Practice Lessons
5. Criticism Lesson
6. Observation Lessons & School report

Signature of Pupil Teacher

Alhar Jalil

Attested

Signature

Lecture Supervisor

Countersigned

ATTENDANCE CHART

School MADAN MEMORIAL PUBLIC SCHOOL, LAIDR

Class VIII, IX, XI, XII Subject : COMMERCE

OCTOBER - 2021

| Name & Roll | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1. Ankesh | | | | P | | P | | P | P | P | P | | P | P | P | P | P | P | |
| 2. Azam | | | | P | | P | | A | P | P | P | | P | P | P | P | P | P | |
| 3. Abhinav | | | | P | | P | E | P | P | P | P | | P | P | P | P | P | P | |
| 4. Ashish | | | | P | | P | I | P | P | P | P | S | P | P | P | P | P | P | |
| 5. Ayush | | | | P | S | P | D | P | P | P | P | U | P | P | P | P | P | P | |
| 6. Ashwin | | | | P | U | P | E | P | P | P | P | N | P | P | P | P | P | P | S |
| 7. Babita | | | | P | N | P | | P | P | P | P | D | P | P | P | P | P | P | U |
| 8. Babul | | | | P | D | P | M | P | P | P | P | A | P | P | P | P | P | P | N |
| 9. Bikash | | | | P | A | P | E | P | P | P | P | Y | P | P | P | P | P | P | D |
| 10. Chaitanya | | | | P | Y | P | L | P | P | P | P | | P | P | P | P | P | P | A |
| 11. Deepthi | | | | P | | P | A | P | P | P | P | | P | P | P | P | P | P | Y |
| 12. Divya | | | | P | | P | D | P | P | P | P | | P | P | P | P | P | P | |
| 13. Garima | | | | P | | P | U | P | P | P | P | | P | P | P | P | P | P | |
| 14. Gaurav | | | | P | | P | N | P | P | P | P | | P | P | P | P | P | P | |
| 15. Gyani | | | | P | | P | N | P | P | P | P | | P | P | P | P | P | P | |
| 16. Harshit | | | | P | | P | A | P | P | P | P | | P | P | P | P | P | P | |
| 17. Harsh N. | | | | P | | P | B | P | P | P | P | | P | P | P | P | P | P | |
| 18. Harsh Kr. | | | | P | | P | I | P | P | P | P | | P | P | P | P | P | P | |
| 19. Mohanish | | | | P | | P | | P | P | P | P | | P | P | P | P | P | P | |
| 20. Manish | | | | P | | P | | P | P | P | P | | P | P | P | P | P | P | |
| 1. Sanket | | | | P | | P | | P | P | P | P | | P | P | P | P | P | P | |
| 2. Sashwat | | | | P | | P | | P | P | P | P | | P | P | P | P | P | P | |
| 3. Shrishti | | | | P | | P | | P | P | P | P | | P | P | P | P | P | P | |
| 4. Shreya | | | | P | | P | | P | P | P | P | | P | P | P | P | P | P | |
| 5. Tanaya | | | | P | | P | | P | P | P | P | | P | P | P | P | P | P | |
| 6. Tanuja | | | | P | | P | | P | P | P | P | | P | P | P | P | P | P | |
| 7. Vikram | | | | P | | P | | P | P | P | P | | P | P | P | P | P | P | |
| 8. Vijay | | | | P | | P | | P | P | P | P | | P | P | P | P | P | P | |

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**MICRO TEACHING
LESSONS**

Lesson No : 1

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class..... XII

Average Age of the pupils..... 17 yrs

Subject..... Commerce

Topic..... Nature & Significance of management

Skill of Introduction

| Pupil Teacher's Activity | Students Activity |
|---|---|
| Pupil Teacher's write a sentence on Black Board. | Students see on the Black Board. |
| "Anything - Management = ?" | zero (0) |
| Then, the teacher explain the answer of this sentence. | Anything - Management is totally equal to Null (0). |
| The teacher ask what is the meaning of management | Students reply, management means getting things done through others. |
| Then, the teacher explain the correct meaning of management | "management is a process of getting things done through others with the aim to achieve organizational objectives" |

| Frequencies | Components of skill of Introducing the lesson | Rating scale |
|-------------|--|------------------|
| | Use of Previous Experience | 0, 1, 2, 3, 4, 5 |
| | Proper Use of Device | 0, 1, 2, 3, 4, 5 |
| | Appropriate Sequence | 0, 1, 2, 3, 4, 5 |
| | Appropriate Use of relevant situation | 0, 1, 2, 3, 4, 5 |
| | Duration of Time | 0, 1, 2, 3, 4, 5 |
| | Relevance of verbal & Non-Verbal Behaviors | 0, 1, 2, 3, 4, 5 |
| | Overall analyzation about Introducing lesson | 0, 1, 2, 3, 4, 5 |

Lesson No : 2

Date..... Duration of the period.....
 Pupil Teacher's Name..... Pupil Teacher's Roll No.....
 Class: XII Average Age of the pupils: 17 yrs.
 Subject: Commerce Topic.....

Skill of stimulus variation:-

| PT's Activity | Pupils Activity |
|--|---|
| <p>Well! Students today we are going to discuss about activities or principles of management.</p> <p>These are given by:</p> <p style="text-align: center;">FATHERS</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Henry Fayol</p> </div> <div style="text-align: center;"> <p>F.W. Taylor</p> </div> </div> | <p>students listen carefully and thus understanding</p> <p>students are writing everything in their notebook.</p> |
| <p>Principles of management are general guidelines for managing men and things.</p> | |
| <p>P.T. write some examples of Principles on Black Board.</p> | |
| <p>a.) Equity b.) Order</p> | <p>Unity Initiative</p> |

| PT'S Activity | Pupil's Activity |
|---|---|
| Principles of management are developed on the basis of observation and experience of managers. | students notedown everything in their notebook. |
| Pupil Teacher starts talking about the Fathers of Principles of management | students listen carefully |
| Pupil Teacher write sentence or information about fathers. | |
| <ul style="list-style-type: none"> • Henry Fayol: <ul style="list-style-type: none"> → Born in 1841 → Died in 1935 → Born at France → Popularly known as Father of General Management | Students notedown carefully. |
| <ul style="list-style-type: none"> • F.W. Taylor: <ul style="list-style-type: none"> → Born in 1856 → Died in 1915 → Born at USA → Popularly known as Father of Scientific Management | students asking some deep knowledge about his life. |

| Components | Rating Score |
|--------------------------------------|-------------------------|
| movements | 0, 1, 2, (3), 4, 5, 6 |
| change in voice | 0, 1, 2, (3), (4), 5, 6 |
| change in interaction style | 0, 1, 2, (3), 4, 5, 6 |
| gestures | 0, 1, (2), 3, 4, (5), 6 |
| Focusing | 0, 1, 2, (3), 4, (5), 6 |
| Pausing | 0, 1, 2, 3, (4), (5), 6 |
| oral-visual switching | 0, 1, (2), 3, (4), 5, 6 |
| Physical involvement of the students | 0, 1, 2, (3), 4, (5), 6 |

Lesson No : ...3.....

Date.....

Duration of the period... 35 min.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class... XII.....

Average Age of the pupils... 17 yrs.....

Subject... Business Studies.....

Topic... Business environment.....

Skills of Explaining

Pupil's Teacher Activity

Students Activity

Well! students today a small brief about Business Environment.

Pupil will give oral drill when required.

Business Environment - is the sum total of all those forces which are outside the control of the Business but it may affect our performances.

The students noted down from black board.

Pupil Teacher write some examples on Black Board:

Students are participative and adding their examples.

a) investors

a) Suppliers

b) competitors

b) Debtors

c) customers

c) Taste & preferences.

d) govt.

e) Technology

The study of Business Environment is known as Environmental scanning.

Students are listening.

P.T. Explain the Dimensions of Business Environment

- a) Social Environment
- b) Technological Environment
- c) Political Environment
- e) Legal Environment
- f) Economical Environment

Students noted down carefully from the Board.

Now P.T. Explain the impact of these dimensions on Business.

Students reply on impacts.

OBSERVATION SCHEDULE

| Components | Rating scale |
|---|-------------------------|
| Questions relating to previous knowledge | 0, 1, 2, (3), (4), 5, 6 |
| Questions which students give right response. | 0, 1, 2, (3), (4), 5, 6 |
| Unsequence. Appropriate questions | 0, 1, 2, (3), 4, (5), 6 |
| Unsequence Questions | 0, 1, (2), 3, (4), 5, 6 |
| maximum of. Scores Appropriate Use | 0, 1, 2, 3, (4), (5), 6 |

Lesson No : 4

Date

Duration of the period

Pupil Teacher's Name

Pupil Teacher's Roll No.

Class Xth

Average Age of the pupils 17 yrs

Subject Business Studies

Topic Planning

Skill of Questioning

Pupil Teacher Activity

Dear students Yesterday we studied about Planning. So today I will ask some questions about articles and give planning and you will give answers.

First of all P.T. write some examples of Planning.

- a) A trip to Goa
- b) An idea to finish a task
- c) A Plan for match
- d) Strategy Against competitors

P.T. Ask one student to write 2 Examples of planning in Business.

Pupil Activity

students will listen to the pupil teacher carefully.

- a) Plan for New Branch in London.
- b) Plan for overseas investment

- Define Planning? "Planning is a process of setting objectives"
- Advantages of Planning? a.) Provides Direction b.) Guided Activities c.) Decision
- Is Planning Actually worth the cost involved in it? Students Reply "YES"
- How many Types of Plans in Planning?
 - a.) Single Use plans:
 - Budget
 - Programme
 - b) standing plans
 - objectives
 - Policy
 - strategy
 - methods.
 - Rule
- "Planning is a Time consuming process" why? Not a one Time process

Observation schedule:

| Components | Rating Scale |
|---|------------------|
| Questions related to previous knowledge. | 1, 2, 3, 4, 5, 6 |
| Questions which students give right response. | 1, 2, 3, 4, 5, 6 |
| Unsequence appropriate questions. | 1, 2, 3, 4, 5, 6 |
| Unsequence Questions. | 1, 2, 3, 4, 5, 6 |
| Maximum & source appropriate use. | 1, 2, 3, 4, 5, 6 |

Date

Pupil Teacher's Name

Duration of the period 35 min

Class XII

Pupil Teacher's Roll No

Subject Business Studies

Average Age of the pupils 17.48

Topic Organising

Skill of Illustration with Examples:

Pupil's Teacher Activity

Pupil's Activity

Well! Students today we are going to discuss about organising.

Students Responses Yes:

"organising is a process of identification and division of work, creating departments and assigning duties"

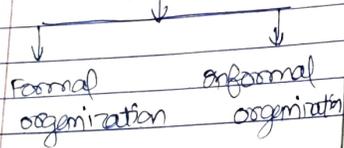
- identification of work
- Division of work
- Departmentalization
- Assignment of Duties
- Establishing Relationship

- cutting, stitching
- cutting, Pressing
- Production, Processing
- Form - cutting
- Ramkull Reprota
Sita

P.T. ask the students about if they have any doubt.
Now P.T. give some more examples

Students reply, no doubt.

There are two types of organization.



students note down for Black Board.

Illustration 2:

- coffee shop
- office
- Park
- workplace

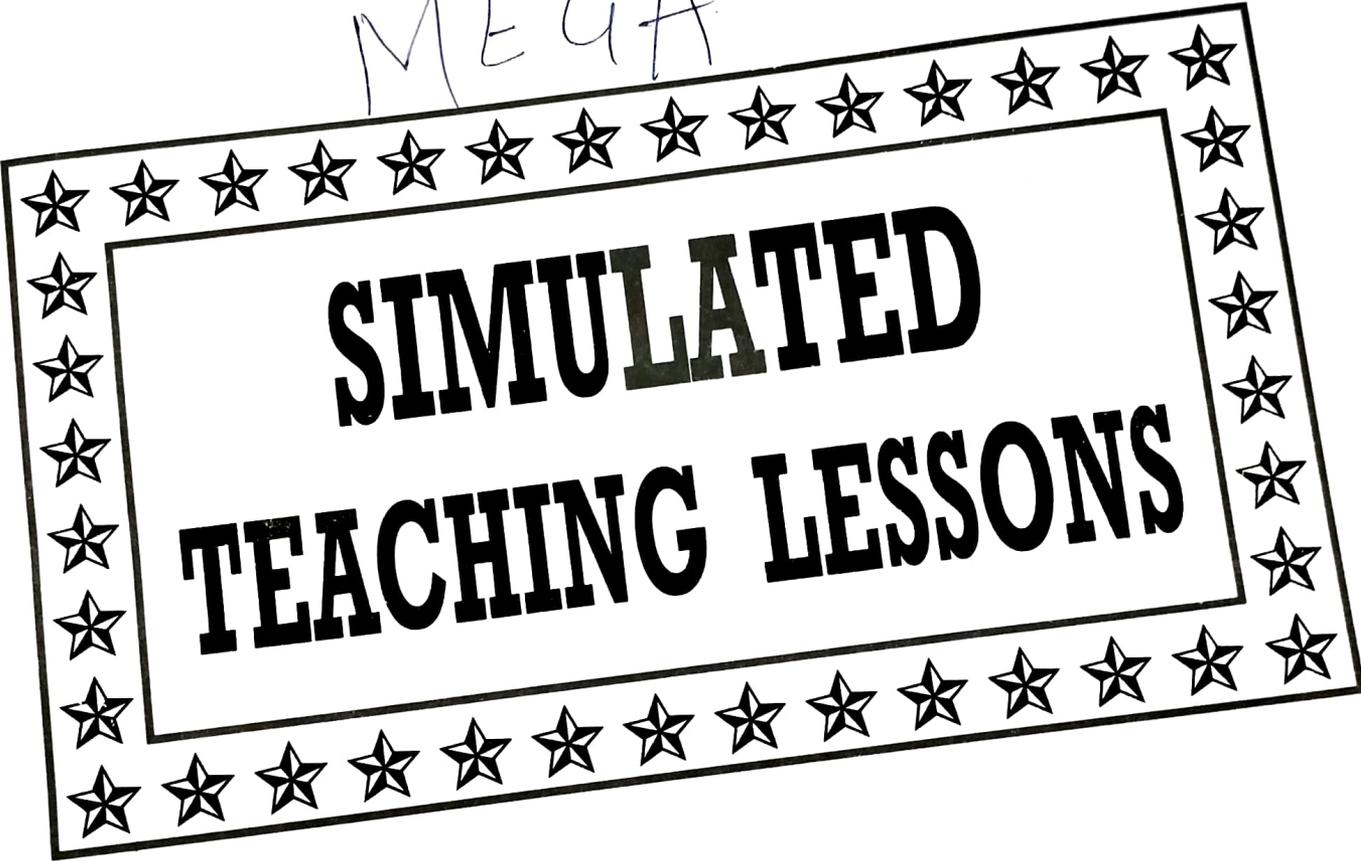
students write:

- informal
- formal
- informal
- workplace

observation schedule

| Components | Rating scale |
|---|--------------------------------------|
| Relevant Examples Simple Examples | 1, ②, 3, 4, ⑤, 6 1, 2, 3, ④, ⑤, 6 |
| interrogative Examples | 1, 2, ③, ④, 5, 6 |
| Using Appropriate media for Examples | 1, 2, ③, 4, ⑤, 6 |
| Appropriate Method of Examples | 1, ②, ③, 4, 5, 6 |
| Appropriate lectures for Examples | 1, 2, ③, 4, ⑤, 6 |

MEGA



**SIMULATED
TEACHING LESSONS**

Lesson No : 1

Date

Duration of the period

Pupil Teacher's Name

Pupil Teacher's Roll No

Class XII

Average Age of the pupils 17 yrs

Subject Commerce

Topic Principles of management

Instructional Objectives :

Knowledge : children will be able to understand the use of principles in management.

Understanding : children will be able to understand the importance or relevance of principles of management.

Application : children will be able to apply principles in their day to day life.

Skills : children's skill will be improved in managing their work.

Instructional Aids : chalk, Blackboard, Duster, Pointer.

P.K. Assumed

students are able to familiar with management and its importance.

Recapitulation

Principles of management are very useful for managers.

These are given by Henry Fayol and F.W. Taylor.

Homework

Make a Flowcharts on the Life of Henry Fayol and F.W. Taylor.

Lesson No : ...2.....

Date.....

Duration of the period.....

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class..... XII.....

Average Age of the pupils... 17 yrs.....

Subject... Business Studies.....

Topic... Management.....

Instructional objectives:

Knowledge: children will be able to know about meaning of management.

Understanding: children will be able to understand about various importance of manage.

Application: children will be able to apply management in daily life.

Skills: children's skill will be improved in managing their work.

Instructional Aids:

General Aids: chalk, chalk Board, Ruler and pointer.

Specific Aids: Flash Card & showing planning.

P.K. Assumed:

Students are already familiar with simple word meaning and they can easily understand.

P.K. Testing:

- Q. What is management?
- Q. Importance of management.
- Q. Objectives of management.
- Q. Levels of management.

Announcement of the Topic:

P.T. finds that the students are not able to give response. Then P.T. announce that today our topic is management.

Presentation:

P.T. present the lesson with the help of discussion method and with exploring skill.

| Content | P.T.'s Activity | Student Activity | CBW |
|----------------------------|--|--|-----|
| Content | In this chapter management will be discussed in detail. Management is a process of designing and maintaining an environment in which individuals are working together to achieve group goals. | Students are listening carefully. | |
| Performance of the content | Designing the environment is not so much important maintaining the environment is important. | Students are noting down in copy from Black Board. | |
| Model reading | P.T. reading the management with book of the students closed. | | |
| Explanation | P.T. Explain the phrase of management and show the flash. - management - as managing the men managing the things | | |

Loud
Reading

P.T. observe loud reading
of student and make
correction whenever is
required.

students read the
textbook with
better pronunciation
with the help of
gen. study notes.

Silent
Reading

P.T. now observe the
silent reading by the
students.

students are doing
silent reading.

Recapitulation:

What do you mean by management

What do you mean by objectives of management

What do you mean by levels of management

Homework:

Make a flow chart on meaning, objectives
and levels of management.

Lesson No : 3

Date

Duration of the period 35 min

Pupil Teacher's Name

Pupil Teacher's Roll No

Class XII

Average Age of the pupils 17 yrs

Subject Business studies (commerce) Topic Organising

Instructional Objectives:

Knowledge: children will be able to know about meaning of organising.

Understanding: children will be able to understand about various importance of organising.

Application: children will be able to apply organising and its principles.

Skills: children's skill will be improved in managing and organising resources.

Instructional Aids:

General Aids: Chalk, chalk Board, Ruler and Pointer

Specific Aids: organizational chart.

P.K. Assumed:

Students are already familiar with simple meaning of organising and they can easily understand.

P.K. Testing:

a) Do you know 4m.

b) Do you know about the Departments.

c) How to create departments.

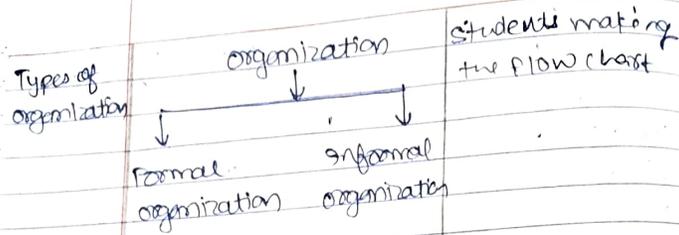
Announcement of the Topic:

P.T. Finds that the students are not able to give response then P.T. announced that Today our Topic is organising.

Presentation:

P.T. Present the lesson with the help of the chart.

| Content | PT's Activity : | Students Activity | CBW |
|---------------------------------|---|--|-----|
| Introduction of the Topic | This chapter will explain the types of organization and organizational structure. | Pupil will listen carefully. | |
| Question | What do you understand by Organising? | Organising is a process of arranging 4m. | |
| Types of structures | Organising have two types of structure ↓ Functional structure Divisional structure | Students note down from BlackBoard. | |
| Example of functional structure | Production Department Marketing Department Finance Department HR Department | Students listen carefully. | |
| Divisional structure | Footwear Division Garments Division Cosmetic Division | Students are writing in the notebook | |



Guided Reading P.T. observe the loud reading of the concepts students are listening

Silent Reading P.T. observes the students students are reading.

Doubts P.T. asks from the students regarding the various doubts and resolve it properly. what is the full form of (A.M).

Examples P.T. Asks from Pupils about the examples of formal and informal organization A.) Cricket match B.) Cantren

Recapitulation:

Q. what is the meaning of Am.

Q. what is the importance of organising

Q. what is the features of organising

Q. what are the Two Types of organizational structure?

Q. Tell me the Examples of

- Functional structure

- Divisional structure

Q. Tell me the meaning and Examples of formal and informal organization

Example 1:

Example 2:

Homework:

a) Draw flowchart of Functional structure

b) Draw flowchart of Divisional structure

c) Differentiate:

(A) Formal & ~~informal~~

(B) Functional & Divisional

Lesson No : 4

Date

Duration of the period 35 mins.

Pupil Teacher's Name

Pupil Teacher's Roll No.

Class : XII

Average Age of the pupils : 17 yrs.

Subject : Commercial P.S.T.

Topic : Staffing

Instructional objectives:

Knowledge: children will be able to know about meaning of Staffing.

Understanding: children will be able to understand about importance of Staffing.

Application: children will be able to know about hiring process and various aspects of Staffing.

Skills: children will acquire hiring and interview skills.

Instructional Aids:

General Aids: chalk, chalk board, Ruler

Specific Aids: Advertisement cuttings.

P.R. Assumed:

students are already familiar with simple meaning of staffing and they can easily understand.

P.R. Testing:

a) Have you ever watched Advertisement in newspaper.

b) Do you know about the HR Department.

c) Do you know the aspects of staffing.

Announcement of the Topic

P.T finds that the students are unaware of lot of details then P.T announced to today our topic is staffing.

Presentation:

P.T present the topic with the help of Advertisement of the vacancy in the newspaper.

| Content | P.T.'s Activity | Students Activity | Observ |
|---------------------------|--|---|--------|
| Introduction of the topic | well! Today we will discuss about the use of Human Resources and how they can be employed. | students listening carefully | |
| Meaning | "staffing is a process of placing the right people on the right job" | students going down in the notebook. | |
| Aspects | P.T discuss about the various Aspects about staffing one by one. → Recruitment → Selection → Training & Development | students are participating by giving reference to the topics | |
| Steps of selection | P.T asked from students about the steps to select the Best employee. | a) Preliminary Screening b) Selection Test c) Interview d) Selection Decision e) Medical Exam e) Job offer | |

Recruitment and its types

P.T. discussed about various sources of recruitment which are available Recruitment

Internal sources

External sources

students making the flow chart

Types of training

P.T. teacher gives examples of various types of training:

students are participating

→ On the Job

- Apprenticeship
- Internship
- Induction

→ Off the Job

- Vestibule
- Job Rotation

Loud Reading

P.T. observe the loud Reading of the concepts

students are listening

Silent Reading

P.T. observe the students

students are reading

Recapitulation:

- Q. what do you mean by HR.
- Q. what do you understand by Staffing.
- Q. what do you know about various aspects of Staffing.
- Q. Tell me the types of Recruitments
 - Internal sources
 - External sources
- Q. Tell me the steps in Staffing process
- Q. Tell me the steps in Selection process
- Q. explain various types of plans.

Homework

- a.) make a flow chart of staffing and its elements
- b.) write down the steps of staffing in the notebook.
- c.) learn various sources of Recruitment.

Lesson No : 5.....

Date..... Duration of the period 35 min.
Pupil Teacher's Name..... Pupil Teacher's Roll No.....
Class XII..... Average Age of the pupils 17 yrs
Subject Commerce (Bst.)..... Topic Disecting

Instructional objectives:

Knowledge: children will be able to know about the meaning of Disecting.

Understanding: children will be able to know about the importance of Disecting.

Application: children will be able to apply the leadership and communication skills in life.

Skills: children will be able to grab various leadership skills and communication pattern.

Instructional Aids:

General Aids: chalk, chalk board, Rules and pointer

specific Aids: Articles on various successful leaders.

P.K. Assured!

students are already familiar with simple meaning of Directing and they can easily understand.

P.K. Testing

a) Have you ever watched a good leader.

b) Do you know about motivation and its theory

c) Do you know about communication.

Announcement of Topic

P.T. finds that the students are not able to give answers then P.T. announces the Today's Topic is Directing.

Presentation:

P.T. present the Articles of various successful leaders and start the class

| Content | P.T.'s Activity | Students Activity | CBW |
|---------------------------|--|---|-----|
| Introduction of the Topic | Well! Today we will discuss about the most important function of management i.e. Directing. | Students are excited. | |
| meaning | P.T. Explain the meaning of Directing. "Directing is a process of guiding, instructing and inspiring people to achieve org. goals". | Students are listening and noting down from blackboard. | |
| elements of Directing | P.T. asks from students that do you know the elements of Directing. | Students give dissatisfactory answers. | |
| elements | → Supervision + → Leadership + → Communication + → Motivation = Directing | Students are noting down and participating | |

Incentives P.T. asks from students that do you know the power of incentive in performance
students reply yes.

Types of Incentives (A) Financial
(B) Non financial

Leadership P.T. Discuss about the various styles of leaders
a) Autocratic
b) Democratic
c) laissez-faire

Motivation P.T. Discuss the meaning of motivation
students are noting down
"motivation is a process of influencing people"

Communication P.T. Discuss about that communication is a latin word "communis"
students are participating

Asks for doubts P.T. asks for doubts
students had no doubts

Recapitulation

Q. What do you mean by Directing?

Q. Tell me the meaning of:

(a) Supervision

(b) Leadership

(c) Motivation

(d) Communication

Q. Tell me about the styles of leadership:

(a) Autocratic

(b) Democratic

(c) laissez-faire

Q. Explain the motivation and communication process

Q. What are the kinds of incentives?

Homework:

- a) explain the kinds of incentives.
- b) make a flowchart of motivation process.
- c) make 5 diagrams of various styles of leadership.

**DISCUSSION
LESSON**

Lesson No : 1

Date.....

Duration of the period..... 35 mins

Pupil Teacher's Name.....

Pupil Teacher's Roll No.....

Class..... XII

Average Age of the pupils..... 17 years

Subject..... Business Studies

Topic..... BUSINESS ENVIRONMENT

Instructional objectives:

- To ensure that the students are able to explain the Business Environment.
- To ensure that the students are able to define Definition of Business Environment
- To ensure that the students are able to know the various Dimension of Business Environment.
- To ensure that the students are able to know the meaning and features of CPC.
- To ensure that the students are able to know the meaning of Environmental scanning.
- To ensure that the students understand the various features of Business environment
- To ensure that the students are able to understand the impact of CPC on local economy.

Instructional Aids:

General Aids: Chalk, chalk Board, Duster

Specific Aids: charts and PPT for various Dimensions.

P.K. Assume:

People students are already familiar with Business and Environment separately.

P.K. Testing

- 1) Students can differentiate various Dimensions.
- 2) students can write various features of LPG.

Announcement of the Topic:

P.T. find that the students are not able to correlate the Business and Environment. Then P.T. Announces the Topic that today we will discuss about Business Environment.

| Content | PT's Activity | Student's Activity |
|-----------------------|--|---|
| Introduction of topic | PT introduces the main discussing topic with students | students are cheerful. |
| Meaning | PT ask about the meaning of Business Environment * Business environment is the sum total of all those forces which are outside the control of the business but through which its performance is affected. | students are getting down. |
| Example | PT writes some examples of Black Board: <ul style="list-style-type: none"> ① Customers ② Suppliers ③ Investors ④ Debtors ⑤ Govt ⑥ Tax Authorities ⑦ Trade Unions | students participate and give some more examples. |

| | | |
|-----------------------------------|---|--|
| Advantage of Business Environment | PT Discuss about various importance of B E <ul style="list-style-type: none"> A) First name Advantage B) Easy working C) More Planning D) capital with respect change E) Supply and Demand F) Supply Performance | students listen carefully. |
| Disadvantage | PT tells how business are the disadvantage from Board point of view. <ul style="list-style-type: none"> A) Economical environment B) social environment C) Political environment D) legal environment | students become serious and attentive. |

e) Technological Environment

Examples

P.T. asks various examples of various dimensions

students participate and give relevant examples:

NEP

P.T. start Discussion on various features of New Economic Policy.

students listening

- Liberalization
- Privatization
- Globalization

Impacts

P.T. discuss the impacts of New Economic Policy

students are participating by giving their examples

Recapitulation:

- Q. What is the meaning of Business Environment
- Q. Tell me the importance of Business Environment
- Q. Give Examples of various dimensions:
 - (a) Economical
 - (b) social
 - (c) legal
 - (d) Political
 - (e) Technological
- Q. Explain the meaning of:
 - (a) Liberation
 - (b) Privatization
 - (c) Globalization

Homework

- a) make a list of Examples of various dimensions
- b.) make a list of impacts of NEP on Indian economy.
- c.) write down the importance of B/E in notebook.

REAL

**SCHOOL TEACHING
PRACTICE LESSONS**

Lesson No : 1

Date

Duration of the period 2.5 hrs

Pupil Teacher's Name

Pupil Teacher's Roll No

Class XII

Average Age of the pupils 17.5

Subject Commerce (P.S.T.)

Topic Controlling

Instructional objectives:

Knowledge: Students will be able to know about the meaning of Controlling.

Understanding: Students will be able to understand about the importance of Controlling.

Application: Students will be able to apply the principles of Controlling in daily life.

Skills: Students will be able to acquire various techniques of Controlling.

Useful: This topic is very useful for Board Exams.

Instructional Aids:

The instructional aids are as follows.

1) General Aids:

- (a) Chalk
- (b) Chalk Board
- (c) Pointer
- (d) Ruler

2) Specific Aids:

- Teacher will use PPTs to clarify the importance of controlling.
- Teacher will use controlling techniques of Business Theories.

P.K. Assumed:

Students are already familiar with the topic controlling and can understand easily in detail.

P.K. Testing:

- Do you know controlling?
- Do you know any relation b/w Planning & Controlling?
- Importance of controlling.

Announcement of the Topic:

P.T. finds that the students are not able to give answers then P.T. announces the topic.

Presentation:

P.T. present the P.P.T to start and discuss the topic.

| Content | P.T's Activity | Students Activity |
|---------------------------|--|--------------------------------------|
| Introduction of the Topic | well! Students today we will discuss about the last but not the least topic of management. | students use Chalking. |
| Meaning: | "Controlling is a process of corrective deviations to achieve organizational goals" | students use listening |
| Steps: | <ol style="list-style-type: none"> (A) setting Performance standards. (B) measurement of Actual Performance (C) Comparison (D) Analyzing deviation (E) Taking corrective Action | students noted down from Black Board |
| Relationship | P.T. Explain the relationship b/w Planning and controlling with a flow chart | students draws that flow chart. |

Recapitulation

- Q. what do you mean by Controlling?
- A. Tell me the steps in detail:
- (a) setting Performance standards.
 - (b) measurement of Actual Performance.
 - (c) Comparison
 - (d) Analyzing deviation
 - (e) Taking corrective Actions.
- Q. Tell me the Relationship b/w:
- (A) Planning
 - (B) Controlling
- "Importance of Controlling" comment.

Homework:

- a) make A Diagrammatic presentation on Relationship b/w Planning and controlling
- b) Explain the various steps in the notebook.
- c) Learn steps for oral Test.

Lesson No : 2

Date: Duration of the period: 25 minutes
Pupil Teacher's Name: Pupil Teacher's Roll No.
Class: XII Average Age of the pupils: 17 yrs.
Subject: Commerce (PST) Topic: Financial management

Instructional objectives

Knowledge: students will be able to know about meaning of Financial management.

Understanding: students will be able to understand about various importance of financial management.

Skills: students will be able to get skills on financial management.

Application: students will be able to manage finance.

Usefulness: This topic is very useful for exam point of view.

Instructional Aids

The Instructional Aids are as follows:

1) General Aids!

- ① Chalk
- ② Chalk Board
- ③ Pointer
- ④ Duster

2) Specific Aids!

Teacher will use Balance Sheet and Financial statements of various Companies of India and outside India.

P.K. Assumed!

Students are already familiar with the topic and can easily understand the Topic.

P.K. Testing:

- Do you know about Finance in Business?
- What is the task of Financial manager?
- Types of Investment?
- Do you know about sources of Finance?

Announcement of the Topic:

P.T. Finds that the students are not able to give answers and are not able to discuss any example, then P.T. announces that our Today's topic is Financial management.

Presentation:

P.T. Present the various Balance sheet, Financial statements to start the Topic and class.

| Content | P.T.'s Activity | Student's Activity |
|---------------------------|---|--------------------------------------|
| Introduction of the Topic | well students Finance plays an very important Role in the organization Today we will discuss it. | students were happy and excited. |
| Meaning | "Financial management is a process of Procurement as well as usage of Finance" | students are listening |
| Financial decisions | <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;">Financial Decisions</div> <pre> graph TD A[Financial Decisions] --> B[Investment Decision] A --> C[Financing Decision] A --> D[Dividend Decision] </pre> | students note down form black board. |
| Doubt | P.T. asks doubts on various financial decision | students resolve their doubts |

Repapularization

- Q. What is the need of Finance in Business?
- Q. "Financial Decisions are very crucial" How?
- Q. Discuss the Following:
 - (a) Investment Decision
 - (b) Financing Decision
 - (c) Dividend Decision
- Q. Tell me the Types of Investments and its factors.
- Q. Tell me the Dividends and its factors.

Homework

a.) make a flow chart on financial management.

b.) Find out the various sources of finance.

c.) write down the various factors affecting financing decision.

Lesson No : 3

Date : Duration of the period : 25 mins

Pupil Teacher's Name : Pupil Teacher's Roll No. :

Class : XII Average Age of the pupils : 17 yrs

Subject : Commerce Topic : Financial market

Instructional objectives:

Knowledge: students will be able to know about meaning of financial market.

Understanding: students will be able to understand various importance of financial market.

Application: students can use the various forms of savings in financial market.

skills: Students will be able to get skill on financial investment and markets.

Usefulness: This topic is very important for Boards

Structural Aids:

Some of the basic structural Aids are as follows

i) General Aids

- 1) Chalk
- 2) Chalk Board
- 3) Maps
- 4) Projector

ii) Spelling Aids

Teacher will use list of Spelling words and its tendency to Foster the knowledge

P.K. Assumed

Students are already familiar with the topic and can understand it easily

P.K. Testing

Announcement of the Topic

P.T. finds that the students are not able to give answers than he announced the today's topic is Financial market

Presentation

P.T. will present some friends of share market

| | P.T.'s Activity | Students Activity |
|----------------------|---|--|
| content of the Topic | Introduction: we will discuss about the share market and its related terms. | students are very happy |
| meaning | "Financial market is market where investors and saver interact with each other for location and exchange of financial securities". | students are listening |
| Types | <p style="text-align: center;">Financial market</p> <pre> graph TD FM[Financial market] --> CM[Capital market] FM --> MM[money market] </pre> | students are note down from Black Board. |
| instruments | P.T. Explain the various instruments used in these markets. | students are answering |
| Doubts | P.T. asks for doubts | No Doubts |

Recapitulation:

- Q. Tell me the meaning of Financial market.
- Q. Tell me the types of Financial market.
 - ① Capital market
 - ② money market
- Q. Tell me the instruments of money market:
 - Treasury Bill.
 - call money
 - Commercial Bill.
 - Certificate of Deposits
 - Commercial Paper.
- Q. Tell me the instruments of capital market.
 - Debt
 - Equity
- Q. what is share market?

Homework:

- a.) Explain Trading Procedure in notebook
- b.) Differentiate capital and money market in notebook
- c.) Learn Today's classwork.

Lesson No : 1

Date Duration of the period 85 mins.
Pupil Teacher's Name Pupil Teacher's Roll No.
Class XII Average Age of the pupils 17 yrs.
Subject Commerce (BST) Topic Marketing

Instructional objectives:

Knowledge: students will be able to know about the meaning of marketing management.

Understanding: students will be able to understand the various importances of marketing management.

Application: students will be able to apply the various marketing factors and functions in the other business.

Skills: students will be able to get marketing skills.

Usefulness: This chapter is very helpful for Boards as well as practicals.

Instructional Aids:

Some of the major instructional Aids are

1) General Aids:

- a) chalks
- b) Black Board
- c) Projector
- d) Pointer

2) Specific Aids:

P.T. will use various marketing techniques to start the session and to attract the students

P.K. Assumed:

Students are already familiar with simple topic and can understand easily

P.K. Testing:

Announcement of the Topic:

P.T. finds that the students are not able to give answers then he announces about today's topic & marketing management

Presentation:

P.T. will present the various marketing techniques.

| content | P.T.S Activity | Student's Activity |
|---------------------------|---|--|
| Introduction of the Topic | well. students today we will discuss about the biggest chapter of Business Studies. | students are cheerful. |
| meaning | "marketing is a social process of identification and satisfaction of human needs and wants" | listening by students |
| Functions | Gathering information marketing planning Product designing Branding Packaging labelling Standardization pricing Transportation Ranking | students are noting down from Black Board. |
| Doubts | P.T. asks for doubts | Students resolve their doubts |

Recapitulation:

- Q. what is marketing?
- Q. How is it different from selling?
- Q. Explain the Following.
 - a.) Branding
 - b.) Packaging
 - c.) labelling
 - d.) Standardization
 - e.) Pricing
 - f.) Transportation
- Q. Tell me the various philosophies of marketing.

Homework:

a) make a list of various functions of marketing.

b) make a project on marketing management.

Lesson No: 5

Date: _____

Duration of the period: 55 minutes

Pupil Teacher's Name: _____

Pupil Teacher's Roll No.: _____

Class: XII

Average Age of the pupils: 17 yrs

Subject: Commerce (BSE)

Topic: Consumer Protection

Instructional objectives:

Knowledge: Students will be able to know about meaning of consumer protection.

Understanding: Students will be able to know about various importance of consumer protection.

Application: Students are also the consumers they will be able to use rights and responsibilities of a consumer.

Usefulness: This topic is very useful because it is very easy as well as scoring.

Skills: Students will be able to get skills on Consumer Rights and how to use it.

Instructional Aids:

Some of the basic instructional Aids are as follows:

1) General Aids:

- a) Chalk
- b) Chalk Board
- c) Dustor
- d) Pointer...

2) Specific Aids:

Teachers will use charts and cases for consumers for reference

P.K. Assumed

Students are familiar to the simple topic and can understand it easily

P.K. Testing:

Announcement of the Topic:

P.T. finds that the students are not able to give answers then he announces our today's topic is consumers Protection

Presentation:

P.T. will use charts and cases for explain.

Homework:

- a) Write down the Rights available to Consumers.
- b) Research on a case of any consumer.
- c) Learn the Responsibilities of a consumer.

Lesson No : 6

Date..... Duration of the period 25 mins.
Pupil Teacher's Name..... Pupil Teacher's Roll No.....
Class XII..... Average Age of the pupils 17/18.
Subject Commerce (B.T.) Topic Planning

Instructional objectives:

Knowledge: students will be able to know about the meaning of planning.

Understanding: students will be able to understand the importance of planning.

Application: students will be able to apply the planning in their daily life.

Skills: students will be able to get skills in proper planning and its implementation.

Usefulness: students can score high marks in this chapter.

Instructional Aids:

Some of the Basic Instructional Aids are as follows:

1) General Aids:

- a) Chalk
- b) Chalk Board
- c) Eraser
- d) Pointer
- e) Ruler

2) Specific Aids:

Teachers will use PPTs.

3) P.K. Assumed:

Students are already familiar to the simple topic and can understand it easily.

Recapitulation: P.K. Testing

Enhancement of the Topic:

P.T. finds that students are not able to give correct answers then he announces our today's topic is planning.

Presentation:

P.T. will present PPTs.

| Content | P.T's Activity | Students Activity |
|--------------------------|--|--|
| Introduction after topic | well! Today we will start planning and its features. | students are exiting |
| meaning | "Planning is a process of deciding in advance what to do, how to do, when to do and who is to do it." | students are listening |
| Features | P.T Explains the various features of planning. a) mental exercise b) Primary Function c) All Pervasive d) Decision making e) Goal-oriented. | students are noting down from black board. |
| doubts | P.T asks for doubts and examples | No doubts and give suitable examples |

Recapitulation:

- Q. What is the meaning of Planning.
 - Primary Function
- Q. Tell me the various Features of Planning.
 - mental exercise
 - All Pervasive
 - Continuous Process
 - Decision-making
 - Goal-oriented
- Q. Tell me the advantages of Planning.

Homework

- 1) Learn the Features of Planning
- 2) Make a plan for a Trip to school
- 3) Make a plan on Budget Expenses of Nov.

Lesson No. 3

Date

Pupil Teacher's Name

Class XII

Subject Commerce (CIS)

Duration of the period 1.5 hrs

Pupil Teacher's Roll No.

Average Age of the pupils 17 yrs.

Topic Controlling

Instructional objectives:

Knowledge: Students will be able to know about the meaning of Controlling.

Understanding: Students will be able to understand the various advantages of Controlling.

Application: Students will be able to apply the principles of Controlling in Daily life.

Skills: Students will be able to get skills on control systems.

Usefulness: This topic and chapter is easy and short.

Instructional Aids:

Some of the basic instructional Aids are

1) General Aids:

- a.) chalk
- b.) chalk Board
- c.) Dustor
- d.) Pointer
- e.) Ruler

2) Specific Aids:

Teacher will use PPTs and charts

P.K. Assumed:

Students are already familiar to the simple topic and can understand it properly

P.K. Testing:

Announcement of the Topic:

P.T. finds that the students are not able to give the correct answers then he announces our today's topic is condensation.

Presentation:

P.T. will present charts and PPTs.

| Content | P.T.S Activity | Students Activities |
|-----------------------|--|--|
| Introduction of Topic | well students today we will discuss about the process and importance of controlling | students are happy |
| meaning | "controlling is a process of setting objectives and finding out the deviations to take corrective actions" | Students are listening |
| steps: | a.) setting standards b.) measurement c.) comparison d.) Analysing Deviations e.) corrective Actions | Students are noting down from black Board. |
| Doubt | P.T. asks for Doubts if any | No Doubts |

Recapitulation:

- Q Define the term "controlling"
- Q Tell me the steps of Controlling Process
 - a.) setting standards
 - b.) measurement
 - c.) comparison
 - d.) Analysing deviation
 - e.) Taking corrective Actions
- Q Tell me the importance of controlling function of management

Homework:

- a.) make a flow chart on controlling function
- b.) learn importance of controlling function for oral test.

Lesson No : 8

Date..... Duration of the period... 35 mins.
Pupil Teacher's Name..... Pupil Teacher's Roll No.....
Class... XI..... Average Age of the pupils... 15 yrs.
Subject Commerce (B.S.) Topic... Nature of Business

Instructional Objectives:

Knowledge: students will be able to know about the meaning of Nature of Business

Understanding: students will be able to understand about the various importance of Business.

Application: students will be able to use or apply the tactics of Business in daily life.

Skills: students will be able to get skills on Business.

Usefulness: This chapter is very useful because it creates the base for other lessons

Instructional Aids:

Some of the instructional aids are as follows:

1) General Aids:

- a.) Chalk
- b.) Chalk Board.
- c.) Pointers
- d.) Ruler
- e.) Duster

2) Specific Aids:

P.T. will use various videos and ppt to show the real Business.

P.K. Assumed:

Students are already familiar to the simple topic and can understand it easily.

P.K. Testing:

Announcement of the Topic

P.T. finds that students are not able to give answer then he announces our today's topic is nature and purpose of Business.

Presentation:

P.T. will use various videos to show various Businesses.

| | | |
|--|---|---|
| content Introduction of the Topic | P.T.'s Activity well. Students today we will discuss about the 'Business' and its nature. | student's Activity Students were cheerful |
|--|---|---|

| | | |
|----------|--|--------------------------|
| meaning: | "Business is an economic Activity of producing and processing goods and services with the main motive is to earn profit" | Listening by Students |
|----------|--|--------------------------|

| | | |
|---------|--|--|
| Nature: | P.T. discusses about the Nature of Business | Students are noting down from black board. |
|---------|--|--|

a.) An Economic Activity

b.) Regularly

c.) Risk

d.) Dynamic

Doubt
P.T asks for doubts
if any!

No Doubt

Recapitulation:

Q. What do you mean by Business?

a. Tell me the various nature of
Business:

(a) An Economic Activity

(b) Production or processing

(c) Distribution or exchange

(d) Profit objective

(e) Element of Risk

(f) Unstability

(g) Dynamic

Homework:

- a) Define Business and explain its all features in notebook.
- b) make a flow chart on Business Activities.
- c) Learn Difference b/w Business Profession and employment.

Lesson No : 9

Date

Duration of the period 35 mins.

Pupil Teacher's Name

Pupil Teacher's Roll No

Class X.1

Average Age of the pupils 16 yrs.

Subject (Commerce, C.B.S.T.)

Topic Forms of Business org.

Instructional objectives:

Knowledge: students will be able to know about meaning of Forms of Business organization.

Application: students will be able to know and apply various forms in doing their businesses in future.

Understanding: students will be able to understand the various advantages of various forms of Business.

Skills: students will be able to get skills on various forms.

Usefulness: This topic or chapter is largest chapter so work on it properly.

Instructional Aids:

Some of the instructional Aids are as follows:

1) General Aids:

- a) Chalk
- b) Chalk Board
- c) Pointer
- d) Poster

2) Specific Aids:

P.T. will show the examples of various forms of business by charts.

P.K. Assumed:

Students are already familiar to the simple topic and can understand it properly.

P.K. Testing:

Announcement of the Topic:

P.T. finds that students are not able to give answers that he announces our today's topic is forms of business organizations.

Presentation:

P.T. will present various examples of various companies.

| Content | PT's Activity | Student's Activity |
|---------------------------|---|--|
| Introduction of the topic | Students today we will discuss about very important and big chapter, i.e. Forms of Business organizations. | Students are excited. |
| <u>Forms</u> | <p>(a) Sole Proprietorship</p> <p>(b) Partnership</p> <p>(c) Joint Hindu Family Business or Hindu Undivided Family Business</p> <p>(d) Cooperative Society</p> <p>(e) Joint Stock Company</p> | Students are not down from Black Board |
| Doubt: | PT's Ask for Doubt No Doubt if any | |

Recapitulation:

Q Tell me the various Forms of Business organization

(a) Sole Proprietorship
→ Also explain its Advantages

(b) Partnership
→ Also explain its types

(c) Joint Hindu Family Business
- Also explain its Features

(d) Cooperative Society
- Also explain its types

(e) Joint Stock Company
- Also explain its steps in the formation.

Homework:

- make a Flowchart on various forms of Business.
- make a Table of Difference b/w. them.
- Learn the steps involved in the formation of the company.

Lesson No : 10

Date

Pupil Teacher's Name

Duration of the period 25 mins.

Class XI

Pupil Teacher's Roll No.

Subject: Commerce (Bst.)

Average Age of the pupils 16 yrs.

Topic: Public, Private, Global

Instructional Objectives:

Knowledge: Students will be able to know about various meanings of Public, Private and Global Enterprises.

Understanding: Students will be able to know about understanding of these enterprises.

Application: Students will be able to apply the features on MNCs in local Business.

Skills: Students will get various skills of various enterprises.

Usefulness: This topic is very useful from exam point of view.

Instructional Aids:

Some of the Instructional Aids are:

1) General Aids:

- a) Chalk
- b) Chalk Board.
- c) Pointer
- d) Pointer
- e) Ruler

2) Specific Aids:

P.T. will use charts to explain the Business services.

P.K. Assumed:

Students are already familiar to the simple topic and can understand it easily.

P.K. Testing:

Announcement of the Topic

P.T. finds that students are not able to give answers then he announces that ~~our~~ today's topic is Public, private and Global enterprises.

Presentation:

P.T. will present various examples.

| Content | P.T.'s Activity | Student's Activity |
|---------------------------|--|---|
| Introduction of the topic | Students today we will discuss about the Public, Private and Global Enterprises. | Students are happy |
| Types | <div data-bbox="81 316 422 786"> <pre> graph TD A[Enterprises] --> B[Public] A --> C[Private] A --> D[Global] B --> B1[Departmental undertakings] B --> B2[Statutory corporations] B --> B3[Govt. Company] </pre> </div> | Students are noting down from black board |
| doubts | P.T. asks for Doubts if any | No Doubt |

Recapitulation:

- c. what do you mean by Public enterprises.
- d. what do you mean by Private enterprises.
- d. what do you mean by Global enterprises.

Homeworks !

- a.) make a Table of Difference on Public Private and Global enterprises
- b.) learn the Types of Public Enterprises
- c.) Problems faced by Indian companies