University Roll No. 5128255

INDEX

Teaching Subject COMMERCE

Sunil

Micro Lesson

MICRO LESSON PLAN - 1

Pupil Teacher's Roll No. 1666
Subject : Commerce
Topic : Communication
Skill : Introducing a lesson

Class : XI
Duration : 5mins
Date : 18.11.13

Pupil Teacher Activity	Pupil Activity
What does the word 'communis' mean ?	The word 'communis' means common.
What is communication ?	Communication is a circular process of exchanging, ideas, facts and information.
What is encoding ?	Express, ideas, facts and information of words is called encoding
What are the various elements of communication ?	Sender, message, channel of communication and receiver are the elements of communication.
What are different channels of communication ?	Problematic Question

OBSERVATION SCHEDULE :

Name of the Observer

Tallies	Components	Rating Scale
	Use of introductory statement	0 1 2 3 4
	Use of suitable language	0 1 2 3 4
	Change in form of speech	0 1 2 3 4
	Change in voice	0 1 2 3 4 5
	Use of gestures	0 1 2 3 4 5
	Continuity in narration	0 1 2 3 4 5
	Movement in the class	0 1 2 3 4 5
	Use of visual technique	0 1 2 3 4 5

Signature of observer :

EVALUATION SCHEDULE :

Name of the evaluator

Tallies	Components	Rating Scale
	Use of introductory statement	0 1 2 3 4 5 6
	Use of suitable language	0 1 2 3 4 5 6
	Change in form of speech	0 1 2 3 4 5 6
	Change in voice	0 1 2 3 4 5 6
	Use of Gestures	0 1 2 3 4 5 6
	Continuity in narration	0 1 2 3 4 5 6
	Movement in the class	0 1 2 3 4 5 6
	Use of visual technique	0 1 2 3 4 5 6

Signature of evaluator :

MICRO LESSON PLAN-2

Pupil Teacher Roll No 1666 class : X
Subject : Commerce Duration :
Topic : Social Responsibility of Business Date : 19.1

Pupil Teacher Activity	Pupil Activity	Componen
What is responsibility ?	Doing one's duty	prompting
What is social responsibility ?	Its means responsibility towards society.	Seeking fu information
What is social responsibility of business ?	It means satisfaction of various groups	Seeking fu information
What are the various groups of society ?	Owners, employees, employer, consumer, suppliers, competitors, govt. community	Seeking f information
Why is it necessary to take care of social responsibility towards govt. ?	To establish new industries and help the govt. in economic development.	Redirectin

Pupil Teacher Activity	Pupil Activity	Components
what happens when business is not responsible for employees ?	Employees are not satisfied and create problem of industrial disputes .	Prompting
In what way, they are satisfied .	To pay proper salary to give share of profit to provide clean working atmosphere to fulfil their needs	Refocusing
What should a business do in increase its profit .	To make good quality goods at cheap rates to the consumers .	Prompting
What should be done by the businessman to satisfy customers	No response	Refocusing
How can you say that social responsibilities cann't be ignored ?	Business is a part of society so that they must have positive attitude towards the needs of society to ensure the success of organisation in future	increasing critical awareness .

OBSERVATION SCHEDULE :

Name of the Observer

Tallies	Components	Rating Scale
	Body Movements	0 1 2 3 4
	Gestures	0 1 2 3 4
	Change in Speech	0 1 2 3 4
	Focusing	0 1 2 3 4
	Pausing	0 1 2 3 4
	Changing in interaction style	0 1 2 3 4
	Change in audio-visual sequence	0 1 2 3 4

Signature of observer :

MICRO LESSON PLAN - 3

Pupil's Teacher Roll No. 1666
Subject : Commerce
Topic : Recruitment & Selection

class :
Duration
Date :

Pupil's Teacher Activity	Pupil's Activity	Compone
What is recruitment	It is a process of searching prospective employee & stimulate them to apply for job.	student's involveme
Recruitment Process involves a) Identification of Source b) Assess their validity c) Invites application from suitable candidates		
What are the sources of recruitment ? (pointing student)	Internal sources External sources	Use of gest Student in ment.

OBSERVATION SCHEDULE :

Name of the observer

Tallies	Components	Rating Scale
	Body Movements	0 1 2 3 4 5
	Gestures	0 1 2 3 4 5
	Change in speech	0 1 2 3 4 5
	focusing	0 1 2 3 4 5
	Pausing	0 1 2 3 4 5
	Change in interaction style	0 1 2 3 4 5
	Change in audio-visual sequence	0 1 2 3 4 5

Signature of observer.

EVALUATION SCHEDULE

Tallies	Components	Rating Scale
	Body Movements	0 1 2 3 4 5 6
	Gestures	0 1 2 3 4 5 6
	Change in speech	0 1 2 3 4 5 6
	focusing	0 1 2 3 4 5 6
	Pausing	0 1 2 3 4 5 6
	change in interaction style	0 1 2 3 4 5 6
	change in audio-visual sequence	0 1 2 3 4 5 6

Signature of evaluator

MICRO LESSON PLAN - 4

Pupil Teacher Roll No. 1666
Subject : Commerce
Topic : Retailer

Class :
Duration
Date :

Pupil Teacher Activity	Pupil's Activity
Who is called retailer	Any person who purch goods inlarge amount sell them in small qua to the consumer
(very good) (you are right)	
How many types of retailer are there ?	There are two types Itinewants fixed
What do you mean by itinewants ?	These traders who have nodefinite selling points
So, students we will study today about Retailers	No response

OBSERVATION SCHEDULE

Name of the observer

Tallies	Components	Rating Scale
	Body Movements	0 1 2 3 4 5 6
	Gestures	0 1 2 3 4 5 6
	Change in speech	0 1 2 3 4 5 6
	Focusing	0 1 2 3 4 5 6
	Pausing	0 1 2 3 4 5 6
	Change in interaction style	0 1 2 3 4 5 6
	change in audio-visual sequence	0 1 2 3 4 5 6

Signature of observer

EVALUATION SCHEDULE

Tallies	Components	Rating Scale
	Body Movements	0 1 2 3
	Gestures	0 1 2 3 4
	Change in speech	0 1 2 3 4
	focusing	0 1 2 3 4
	Pausing	0 1 2 3 4
	change in interaction style	0 1 2 3 4
	change in audio-visual sequence	0 1 2 3 4

Signature of evaluator :

MICRO LESSON PLAN - 5

Pupil's Teacher Roll No. 1666 Class: XI
Subject : Commerce Duration : 5mi
Topic : Management Date 22.11.13

Pupil Teacher Activity	Pupil's Activity	Components
showing a chart of different level of management. Pupil teacher asks. How many levels of management there are?	Students reply, there are four levels of management.	Positive verbal statement
What are they?	They are : Top level Middle level Lower level	Write on blackboard
What are the works of the managers?	Planning Organising Directing staffing	positive verbal statement

OBSERVATION SCHEDULE

Tallies	Components	Rating Scale
	Using of Praising word	0 1 2 3 4 5 6
	Using of statement acc. to pupil	0 1 2 3 4 5 6
	Summarising Pupil's Response	0 1 2 3 4 5 6
	Writing Response on Blackboard	0 1 2 3 4 5 6
	Using Gesture	0 1 2 3 4 5 6
	Use of negative reinforce	0 1 2 3 4 5 6
	Use of appropriate reinforcement	0 1 2 3 4 5 6
	Use of discouraging words	0 1 2 3 4 5 6

Signature of observer :

EVALUATION SCHEDULE

Tallies	Components	Rating Scale
	Using of Praising word	0 1 2 3 4 5
	using of statement acc. to pupil	0 1 2 3 4 5
	Summarising Pupil's Response	0 1 2 3 4 5
	Writing response on blackboard	0 1 2 3 4 5
	Using Gesture	0 1 2 3 4 5
	Use of negative reinforce	0 1 2 3 4 5
	Use of appropiate reinforcement	0 1 2 3 4 5
	Use of discouraging words	0 1 2 3 4 5

Signature of Evaluator :

Mega Lesson

MEGA LESSON PLAN - 1

Pupil Teacher Roll No. 1666 class: XI
Subject: Commerce Duration: 30min
Topic: Accounts Date: 26.11.13

Content Analysis: Meaning of Accounts
Defination of Accounts
classification of Accounts
Explanation of Accounts

General Objectives:

1. To develop the students to habitat to understand the importance of nature.
2. To develop logic power among students.
3. To help the students to increase their self confidence.
4. To develop the student knowledge about the various practices.
5. To develop the students interest in commerce stream.

Instructional Aids: chalk, duster, pointer, rollerboard, chart etc

Instructional Objectives :

Knowledge Objectives :

1. Recall the term 'Accounts'.

2. Recognise the classification of Accounts .

Understanding Objectives :

1. The students will be able to illustrate about the various type of accounts .

2. The students will be able to explain about the classific of accounts.

Application Objectives :

1. The students will be able to discuss the rules of account

2. The students will be able to use the rules of debit and credit in recording the transaction .

Skill Objectives :

1. The students will be able to compare the accounts .

2. The students will be able to critically analyse the type of accounts .

Previous Knowledge assumed : The students have some Knowledge about the word 'Account'.

Introduction

Pupil Teacher Activity	Pupil's Activity
What do you mean by term accounts ?	Accounts is the recording of transactions
What type of transaction are recorded in accounts ?	Debit & Credit
What do you mean by term Debit & Credit ?	Problematic Question

Announcement Of the Topic :

Well students, Today we will study about meaning of accounts & classification of accounts.

Presentation :

Teaching Points	Pupil Teacher Activity	Pupil Activity	Blackboard Summary
Meaning of Accounts	An account is a summarised record of relevant transactions at one place relating to a particular head.	students listen carefully	It is a summarised record of relevant transactions at one place

Teaching Points	Pupil's Teacher Activity	Pupil Activity	B-Boo Summ
	9t records not only the amount of transactions but also their effect and directions.	students listen carefully and notedown in their notebook.	stude copy d from blackb
Forms of Accounts	The two columns of which is the form of an account. 9t is also called the 'T' fon		
	Cash A/C Increase Amt. Decrease Amt Rent - Purchase -		
classification of Accounts	Two Approaches 1) Modern Approach 2) Traditional Approach		Traditi Approa 1) Persona 2) 9mpers A/C

Modern Approach	According to Modern Approach : A/c are classified into five categories : 1) Assets A/C 2) Liabilities A/C 3) Capital A/C 4) Revenue A/C 5) Expense A/C	students listen carfully and note down in their note book .	A/c to Mod. Approach 1. Assets A/c 2. liabilities A 3. Capital A/C 4. Revenue A/ 5. Expense A/
Assets A/c	These accounts are A/c of assets & properties such as land & building, Plants & Machinery, furniture .		Assets : 1) land & Buil 2) Plant & Mach 3) furniture 4) fitings
Liabilities A/c	These accounts are accounts of lender, creditors for goods, creditors for expenses etc .		
Capital A/c	These refer to the accounts of the partners who invested money in the business .		
Revenue A/c	These are accounts of income and gains . e.g. are sales, interest received etc.		

Expense A/c	The account which show the amount spent on even last in carrying one business operation e.g. Purchase, wages paid		capital Shares Debenture equity share capital Preference share capit
Traditional Approach	It is classified into two categories 1) Personal 2) Impersonal	students listen carefully	
Personal Accounts	Rules of Personal Accounts Debit : Debit the receiver Credit : Credit the giver		
Impersonal Accounts	Impersonal Accounts ↓ Real Account Nominal Account		Impersonal ↓ Real Nomi
Real Account	Account which will relate to tangible or non tangible assets of the firm. Rule of real Accounts Debit - what comes in. credit - what goes out.		

Nominal Account	Rule of the Nominal Accounts Debit . All expenses are losses. Credit : All gainsare income	Listen carefully	

Evaluation

Ques1 what do you mean by accounts ?
Ques2 what are the classification of accounts ?
Ques3 Give the examples of tangible assets ?

Homework :

Ques1 Write down the approaches of accounts ?
Ques2 Write the different types of accounts ?
Ques3 Write the classification of accounts ?

Reference :

This topic has been taken from the text book of class XI prescribed by NCERT.

Manju

MEGA LESSON PLAN - 2

Pupil's Teacher Roll No- 1666 Class: XI
Subject : Commerce Duration : 20
Topic : Human Activities Date : 27.11.1

Content Analysis : Meaning of human activities
Types of human activities
Example of human activities

General Objectives :

1. To develop the students to habitat to understand the importance of nature.

2. To develop the students knowledge about various busine practices and procedure.

3. To develop the student interest in commerce stream.

4. To develop the logic power among the students.

5. To develop the student to increase their self confidence

Instructional Aids: Chalk, duster, pointer, rollerboard, chart et

Introduction :

Pupil Teacher Activity	Pupil Activity
What are the things which satisfy our need ?	Good & services
How do we get goods & services ?	By Producing sellin goods & services
What does process of producing & selling called ·	Activities done by h being ·
What is called ?	Problematic Questio

Announement of the topic :

Well students, Today we will study about the various human activities done by the human beings .

Presentation

Teaching Points	Pupil Teacher Activity	Pupil Activity	Black bo summa
Meaning of Human activities	Human activities are those activities which are performed by the ~~performed~~ human being for their livelihood ·	students listen care-fully	Human ac are thos activities are perfor by human

Teaching Points	Pupil Teacher Activity	Pupil Activity	Blackb summa
Define business	What is business ? It is concerned with the production and sale of goods & services.		
	What is the main aim behind all business activity	To earn profit	
	If a teacher teaching in School this is which activity ?	economic activity	
	If a teacher teaching his own Son at home.	Non-economic activity	
Profession	Profession is an economic activities that required special knowledge & skill to be applied by individual for earning their profit. e.g. Lawyer, Doctor etc		Professi Lawyer Doctor C.A.
Employment	It is an economic activity in which people work for others and get remuneration. e.g. clerk, Peon, Salesman		

Evaluation :

Q:1 What is human activity ?
Q 2. What are the different types of human activity
Q:3 · What are the types of economic activity ·

Fill ups :

1. Business is the key of economic activity .
2. Social welfare is an Non- economic activity ·
3. The main aim of economic activity is earn Profit

Homework :

- Make a list of economic activity .
- What do you mean by human activity . What are its types ?
- Make a list of non- economic activities !

Reference :

This topic is taken from text book of Business studies of class XI by V. Wason (S. Chand)

Manju

MEGA LESSON PLAN-3

Pupil Teacher Roll No. 1666
Subject: Commerce
Topic: Nature of Management

class : XI
Duration : 3
Date : 28-

Content Analysis: Define Management
Characteristics of Management
Objectives of Management
Functions of Management

General Objectives:

1. To develop the students to habitat to understand the importa of nature.
2. To develop the students knowledge about various business prac and procedure.
3. To develop the students interest in commerce stream.
4. To develop the logic power among the students.
5. To help the students to increase their selfconfidence

Instructional Aids: chalk, duster, roller board, pointer, chart et

Instructional Objectives :

Knowledge Objectives

1. Recall the term management .
2. Recognise the different level of management .

Understanding Objectives :

1. The students will be able to explain about management .
2. The students will be able to illustrate about the functions of management

Application Objectives :

1. The students will be able to discuss about the Management .
2. The students will be able to use the term management in their life

Skill Objectives :

1. The students will be able to compare the types of management .
2. The students will be able to critically analyse the functions of management.

Previous knowledge Assumed : The students have som knowledge with the term management.

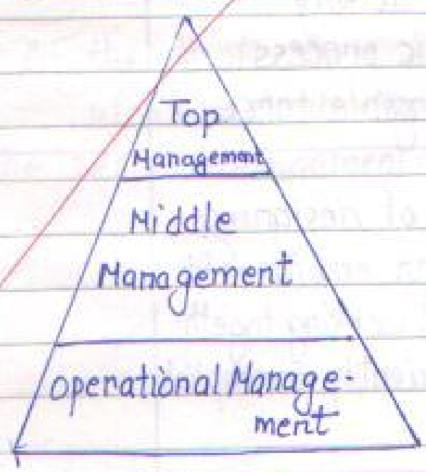
Introduction :

Pupils Teacher Activity	Pupil's Activity
Why do we do business ?	for Profit maximisatior
How can we increase our profit ?	By Producing & sellin goods.
How do we produce goods ?	with the help of worker supervisors, manag
What is the topic all about ?	Management

Announcement of the topic : Well students, today we are going to study about the term Management.

Presentation :

Teaching Points	Pupil Teacher Activity	Pupil Activity	Black board summary
Meaning of management	It is a process of getting things done with the aim of achieving goals efficiently and effectively	students listen carefully and write down in their notebook	It is a process of getting things done.
characteristics of Management	Basic characteristics of Management		
	1. It is a goal oriented 2. It is all Persasive 3. It is multidimensional 4. It is a continuous process 5. It is a group activity 6. It is a dyamic process 7. It is an intangible force		Goal oriented Persasive Multidimension Continuous pro. Group Act. Dynamic Pro- Intangible Force
	It is a process of designing and maintaining an environment in which individual working together in groups, efficiently accomplish selected aims		

Teaching Points	Pupil Teacher Activity	Pupil Activity	Blac sum
Objectives of Management	Organisational Objectives Survival - Basic Objectives Profit = Revenue - Cost Growth Social Objectives It involves the creation of benefit for society. Personal Objectives Organisations are made of people who have different personalities background e.g. Salaries	students listen carefully and write down in their notebook	Obj 1. Org 2. So 3. Pe
Level of Management			

Teaching points	Pupil Teacher Activity	Pupil Activity	Blackboard summary
Functions of Management	Functions of Management		
	Planning : It is determining in advance what is to be done and who is to do it. It implies setting goals in advance.	students listen carefully and write down in their notebook	functions : Planning Organising Staffing Directing Controlling
	Organising : It is a function of assigning duties, grouping task, establishing authority.		
	Staffing : It simply for right people for the right job. It is an important aspect of management.		
	Directing : It involves leadiing, influencing & motivating employees.		
	Controlling : It is the management function of monitoring organisation. Performance towards the goals.		

Evaluation :

Q1 What do you mean by the term Management ?

Q2 What are the characteristics of Management ?

Q3 Write the functions of Management ?

Homework :

Q1 What are the levels of Management ?

Q.2 Write the examples of level of Management ?

Q3 What are the functions of Management ?

Reference Books :

This topic has been taken from text books of business studies of class XI of NCERT .

Manju

MEGA LESSON PLAN - 4

Pupil Teacher Roll No. 1666
Subject : Commerce
Topic : Business ethics

class : XI
Duration : 20min
Date : 29.11.13

Content Analysis : Defination of Business ethics
Examples of Business ethics
Elements of Business ethics

General Objectives :

- To develop the students to habitat to understand the importance of nature.
- To develop the students knowledge about various business practices and Procedure.
- To develop the students interest in commerce stream.
- To develop the logic power among the students.
- To help the students to increase their self confidence.

Instructional Aids : Chalk, duster, rollerboard, pointer, chart etc.

Instructional Objectives :

Knowledge Objectives

1. Recall the term 'business ethics'.

2. Recognise the term 'business ethis'.

Understanding Objectives :

1. The students will be able to understand the meaning of business ethics.

2. The students will be able to understand the elements of busi ethics.

Application Objectives :

1. To enable the students to discuss the elements of business ethics.

2. To enable the students to use the term 'business ethics'.

Skill Objectives :

1. The students will be able to compare the elements Of business et

2. The students will be critically analyse the elements of business ethics.

Previous knowledge assumed :
The students have some knowledge about the term 'business ethics'.

Introduction

Pupil Teacher Activity	Pupil Activity
Q. What is the main objectives of any business ?	Profit
Q. What are the moral values of any society	Honesty & Helping attitude
Q. Is there any responsibilities of a business towards society ?	Yes
Q. What do you mean by business ethics ?	Problematic Question

Announcement of the Topic:
Well students, today we will study about the ideal Business, concepts of Business ethics .

Presentation

Teaching Points	Pupil's Teacher Activity	Pupil's Activity	Black summ
Concept of Business ethics	What do you mean by ethics?	It means to ideals which are follow in life	It mea ideals are fol in life
	Ethics means the ideals which motivate an individual to work with honesty in his life. Ethics can be related to different fields like medical, law and business etc	students listen carefully and write down in their notebook.	
Business ethics	It means ~~learn~~ less changing of responsibilites in respect of all problems the parties related with business.		
	e.g. making goods on fair Price		
	Some more examples are: 1. Living enough dividend to the shareholders on their investment		
	2. Making timely Payment to the Supplier.		

Teaching Points	Pupil's Teacher Activity	Pupil's Activity	Blackboard summary
	3. Making employment available to the people.	students listen carefully and write down in their notebook	
Definition of Business ethics	Acc. to W.O Wheelen, "Business ethics is an art and science of maintaining a proper harmonious relationship with society. Its various groups & institution at well or recognising the moral responsibilities for the rightness or wrongness of business		
Elements of Business ethics	What are the chief elements or components of Business ethics?		Main elements are honesty, equality, self imposed discip lined
	Self imposed discipline is the first imp. feature of business ethics.		
	Honesty Equality - It means that there should not be any difference on the basis of richness, poverty, caste or religion.		

Teaching Points	Pupil Teacher Activity	Pupil activity	Black... Sum...
	Guiding force - It acts as a guiding force while making laws.	students listen carefully and write down in their notebook	selfi...
	Helping attitude : It gives importance to the need of people & organisation		Hones... Equal... Guidin... Helping...
Evaluation :			
Ques 1	What do you mean by business ethics		
Ques 2	Give some e.g. of business		
Ques 3	What are the elements of business ethics ?		
Homework :			
Ques 1	What do you mean by business ethics		
Ques 2	What are the elements of business ethics ?		

Reference book : NCERT Textbook of Commerce Class XI

MEGA LESSON PLAN-5

Pupil Teacher Roll No. 1666
Subject : Commerce
Topic : Trade

Class : XI
Duration : 30min
Date : 30.11.13

Content Analysis : Meaning of Retail Trade
Features of Retail Trade
Functions of Retail Trade

General Objectives :

To develop logic power among students

To develop interest in commerce stream.

To develop the knowledge of student about various business procedure and practices.

To help the students to increase their self confidence.

To develop the students to habitat to understand the importance of nature.

Instructional Aids : Chalk, duster, rollerboard, pointer, chart etc.

Instructional Objectives

Knowledge Objective :

1. Recall the term Retail Trade.
2. Recognise the term Retail Trade

Understanding Objectives :

1. The students will be able to explain the term 'Retail Trade.'

2. The students will be able to illustrate the term 'Retail Trade.'

Application Objectives :

1. The students will be able to discuss the term 'Retail Trade.'

2. The students will be able to use the term 'Retail Trade'.

Skill Objectives :

1. The students will be able to compare the term 'Retail Trade.

2. The students will be able to critically analyse the term 'Retai[l] Trade.

Previous knowledge assumed :
The students have knowledge about Trade & some export and import materials.

Introduction :

Pupil Teacher Activity	Pupil's Activity
What do you understand by the term trade ?	Trade refers to th sale exchange or transfer of goods & services.
Who are called traders ?	The Person who are engaged in trade are called traders
What do you understand by Retail Trade ?	Problematic Question

Announcement of the Topic :
Well students, Today we will study about the meaning features and functions of Retail Trade.

Teaching Points	Pupil Teacher Activity	Pupil Activity
Arranging storage	The retailer make arrangement for holding stocks to meet the needs of ultimate consumers from time to time.	
Trading & Packing	The retailers sort out the product according to their quality or size and pack the goods in convenient lots.	Students listen carefully and write down in their notebook.
Physical distribution	The retailers facilities the physical distribution of goods.	
Risk bearing	The retailer have to bear the risk of loss.	
Financing	The retailer provide credit facilities to the regular customer.	
Sales Promotion	The retailers display the goods in alternative manner to promote the sales.	

Evaluation :

Ques 1 What do you mean by Retailer ?

Ques 2. Who are called Retailer ?

Ques 3 List the features of Retail Trade ?

Homework :

Ques 1 Define Retailers, Consumers, Trade, Business

Ques 2 Explain the features of Retailers ?

Ques 3 Explain the functions of Retail Trade ?

Reference :

This topic is taken from NCERT Textboo of Commerce of XI class.

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