

# **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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## **UNIT 1: PERSONAL DEVELOPMENT**

### **Explain the term self-esteem.**

Self-esteem is the level to which a person values himself or herself. It comes after a person takes a self assessment of their attributes and determines their worthiness.

### **Explain what is meant by the term positive or high- self-esteem.**

Positive or high self-esteem indicates that you feel worthy and you have positive opinions about yourself.

### **Describe the characteristics of a person with positive self-esteem.**

- ✓ **Self-confidence-** This indicates that you believe in yourself and you are assured in what you do. You do not doubt your ability.
- ✓ **Sense of security and belonging –** This means that you feel loved by those who surround you. You also feel connected to and accepted by the people around you. You are satisfied with what and who you have.
- ✓ **Full of respect and appreciation-** This indicates that you show regard or honour to your worth and you are pleased about other people's qualities.
- ✓ **Takes risks –** This indicates that you are willing to take up challenges or risks. In other words, you are risk taker.
- ✓ **Optimism-** This means that you are full of hope. You always look forward to a bright future. You tend to have an opening mind of succeeding in what you want to undertake.
- ✓ **Ability to deal with emotions-** This indicates that you are able

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

to deal with situations which bring about different feelings.

- ✓ **Ability to trust others-** This indicates that you do not feel insecure neither do you feel that people are judging you.
- ✓ **Able to recognize their potential**
- ✓ **Takes responsibility-** This means that you do not hold others responsible for the misfortunes or trouble that befalls you.
- ✓ **Self-directed-** This means that you are self- determining and you are able to make personal and independent choices.
- ✓ **Problem solver-** This means that you deal with issues as they come and seek for assistance when you need it. You trust your capacity to solve problems.
- ✓ **Sense of good feeling-** This means that you are caring and you comfort other people when they are feeling down by boosting their morale.
- ✓ **You accept criticisms and you do not become defensive.** This means that you can accommodate negative comments directed at you.
- ✓ **You are able to set obtainable goals-** This means that you are realistic in what you do.
- ✓ **You have a good sense of personal limitations-** This means you have the ability to say no.
- ✓ **You can accept other people's mistake-** This indicates that you understand that, 'to err is to human'. You do not engage in unhealthy competition to outsmart others.
- ✓ **You take responsibility for your actions-** This means that you do not hold others responsible for the misfortunes or trouble

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

that before you.

- ✓ **You are aware of your personal strengths-** This means that you are able to identify your unique talent or natural capacity for achievement that you can use to your advantage. You are able to point out what you are good at as well work towards sharpening your skills.

**Explain what is meant by the term negative self-esteem or low self-esteem.**

Negative self-esteem or low self-esteem is when you dislike or you do not love yourself; both inside and the outside. This means that you do not feel good, valuable or worthy about yourself. In other words, you feel unworthy and have low opinions about yourself.

**Discuss the characteristics of a person with negative self-esteem.**

- ✓ **Blames others-** This means that you have blaming behavior when things go wrong and you do not accept responsibility.
- ✓ **Pleases others-** when you have negative self-esteem, you spend much of your time and energy in pleasing others. This is because you want to feel accepted and part of a group.
- ✓ **Negative view of life-** This means that you criticize issues from only one perspective, that is, the bad side. You do not believe that anything good can come out of a situation. You always predict failure before you attempt the activity.
- ✓ **Perfectionist-** This is where you do not accept failure, making mistakes or having any shortcomings. Whatever you plan to do, you want it to come out as planned without any problems.

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

- ✓ **Insecure**- You always feel unsecured in what you do.
- ✓ **Feelings of not being loved**- This means you feel unloved or unlovable. Due to shortcomings, you feel that people are judging you even when they are not.
- ✓ **Dependence**- This means that you show qualities of dependence. You will lack ability to make personal decisions. This means that you let others make decisions on your behalf.
- ✓ **Fear of ridicule**- This is where you are not able to handle mockery from other people because you lack ability to deal with a wide range of emotions.
- ✓ **Fear taking risks**- This means that you do not believe that you can succeed by taking up new challenges or doing what others have done or not done.
- ✓ **You will not trusting others**. This means that you do not open up to your peers and share.

### Discuss seven stages in developing positive self-esteem.

#### ✓ **Knowing yourself**

This means that a person with low or negative self-esteem should have self-awareness or self-identity. You should make an effort towards discovering your personal uniqueness regarding your potential or your strength.

- ✓ **Analysis of personal feelings**- This involves an assessment of thoughts and beliefs about you. Feelings about yourself can either be positive.
- ✓ **Assessment of self-worth** – This will require you to determine your worthiness. It means that you should establish how much

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

you value yourself.

- ✓ **Self-acceptance-** This indicates that you should accept and love yourself just the way you are. Recognise the good and bad attributes that you possess.
- ✓ **Defining priority areas-** You need to set the goals that you want to accomplish. Arrange these goals in the order in the order of importance or urgency.
- ✓ **Get surrounded by supportive people-** You should surround yourself with likeminded or urgency.

**What are the skills for overcoming negative self-esteem?**

**Or ‘A person can apply a number of skills to overcome negative self-esteem’ discuss.**

- ✓ **You should avoid comparing yourself to other people.** People are not the same and each human being is unique in his or her own respect.
- ✓ **You should not put yourself down all the time.** Avoid thinking and uttering negative phrases about yourself or yourself or your abilities.
- ✓ **You should accept compliments with a thank you.** Appreciate when you are praised or told kind words. Whenever someone recognizes your deeds, acknowledge by appreciating when too as a way of showing gratitude.
- ✓ **Use affirmations to enhance your self-esteem.** Replace negative thoughts and statements with positive ones about yourself or on what you are planning to do.
- ✓ **Read and learn more on self -esteem.** This can be attained

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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through attending talks or workshops on self-esteem, reading books or articles on self-esteem and watching or listening to programs on self-esteem.

- ✓ **Associate with people who accept and encourage you.** Identify with persons who recognize your abilities and appreciate you. Seek enriching relationships. Seek those who affirm your gifts and talents.
- ✓ **Use the past successes as a yardstick for your present undertaking.** Identify things or activities which you have undertaken in the past and you have excelled.
- ✓ **Perform tasks that will benefit and make a positive contribution to others.** Touch someone's life positively.
- ✓ **Get involved in work and activities you like.** Identify things that you enjoy doing and make the most of yourself.
- ✓ **Accept the person you are.** Be true to yourself and live your own life.
- ✓ **Take action to bud your weaknesses.** Constant complaints about your weaknesses will not solve any problem. Do not sit and wait for the weaknesses to take care of themselves. Instead, make an effort to reverse the situation.
- ✓ **Take up new challenges.** Accept new challenges, conquer them and give yourself credit.
- ✓ **Be optimistic.** Do not get discourage after the first fall. Rise up and continue the fight. Be hopeful that the future is bright for you and you are looking forward for success.

**Explain five factors that a person should consider when setting personal goals.**

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## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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- ✓ Determine easy goals and hard goals. It is advisable to start with simple goals that can easily be accomplished then move to complex goals.
- ✓ Identify the skills you have that you will use to accomplish the goals.
- ✓ Find out about what you love doing. Make your goals to be in line with your personal interests.
- ✓ Estimate the time the goal will take to be achieved. Goals should be time-bound.
- ✓ Arrange the goals in order of urgency. Those goals to be achieved earlier should come first followed by those that will follow later.
- ✓ Write down pointers or indicators that will help you track the progress of the activities in order to determine achievement.
- ✓ Identify the things or items that you need or have that will be utilized to achieve the goals. The resources can be finances, personnel, equipments and time among others.
- ✓ When developing goals, it should have the following characteristics. It should be specific, measurable, achievable, realistic and time bound

**Explain how to plan goals on the basis of one's strengths or talents.**

- ✓ Consider what you want to achieve. When you plan your goals on the basis of your strengths, you have a chance of achieving them; this is because talents or strengths can be developed when appropriate knowledge and skills are added.
- ✓ Consider your strengths and talents. Recognizing strengths or

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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talents that you bring into the learning environment helps you to develop and apply them to new challenges.

- ✓ Determine the effective way of achieving the goal. It will help you build self efficiency.
- ✓ Identify your passion or what you want to do. This will motivate you to perform tasks properly as you will be intrinsically motivated
- ✓ Passion will also help generate positive emotions that will enhance your problem solving skills and build capacity for creativity.

### **What is the importance of setting goals on the basis of one's strengths or talents?**

- ✓ It helps you have self-awareness and acceptance hence building self-esteem.
- ✓ You will be able to understand others for who they are and what they can become.
- ✓ It will assist you to use and maximize your strengths to achieve your targets.
- ✓ You will be able to understand your life in terms of vocation and calling. This means that you will be able take a career that reflects your passion.
- ✓ It will help you improve your interpersonal relationships. You will find it easier to identify with other group members.
- ✓ It will assist you to become a useful member of the community more readily.

### **Identify five factors that a student should consider when selecting subjects**

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## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

Figure below shows factor to consider when choosing subjects

- ✓ **Career aspirations**- you should think of what you want to do after school.
- ✓ **Personal interests.** It is important that you select a subject that will build your personal interests.
- ✓ **Personal strengths and talents.** You should select a subject that you are good at.
- ✓ **Learning experiences.** You may select a subject based on the kind of jobs you have seen other people do.
- ✓ **Availability of resources or facilities.** The subject you select should have the necessary resources to help you understand and perform it better.
- ✓ **Background knowledge.** You should choose subjects basing on prior knowledge of the subject.

**Explain the importance of seeking educational guidance and counseling.**

- ✓ **Confidence building.** It will help build the confidence of the student whereby he or she will develop feelings of assurance especially in tasks undertaken
- ✓ **Empowerment.** When the student is empowered, he or she becomes well equipped with the knowledge necessary to deal with issues as they occur.
- ✓ **Easier management and planning of goals.** Educational guidance and counseling will also help students manage and plan their goals whereby they can determine what they want and prioritize the goals.

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

- ✓ **Motivates the individual.** Educational guidance and counseling will make the student feel that they are cared for. This will motivate them and help them to emulate them
- ✓ **Determines future career.** Educational guidance and counseling will help the students determine their strengths as well as personal interests that will shape what they will do in future.
- ✓ **Reduces wastage.** Some students may drop out of school because some subjects are hard for them. When they seek educational guidance, they will be able to determine why they are performing poorly. Therefore, they will be advised on what to do in order to improve their grades.

### UNIT 2: GROWTH AND DEVELOPMENT

**Identify five challenges that people face during growth and development. Or describe the challenges the young people faced as they are growing.**

- ✓ **Shyness** – As the develops into puberty, the body changes. For example, girls will grow breasts; their hips will broaden while the boys develop a coarse voice and have pimples among other things. These changes, sometimes, make them feel uncomfortable and therefore they shy away from being seen in the public.
- ✓ **Dressing** – the dressing of young people may not conform to societal expectations. This may lead to disagreement between the young person and their guardians or parents.
- ✓ **Self-consciousness** –This means that the person growing up

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

feels that people are always looking at them. This is because a number of changes have occurred on their body and the person assumes that everyone has also noticed them.

- ✓ **Being selective-** As people grow up, they tend to be selective in various aspects. They choose specific friends or they want to eat a particular type of food.
- ✓ **Gender roles –** As young person grows, he or she comes to understand that their roles are structured depending on one's gender.
- ✓ **Expectations or conformity-** A person growing up encounters a conflict between what he or she wants and what is expected of him or her. For example a person may want to be a fashion designer but his family or her family wants the person to be a lawyer.
- ✓ **Change of reference points-** At some point, young people stop seeking advice from their parents and they shift to getting that advice from their peers. Unfortunately , the peers may end up misleading them
- ✓ **Independence and increased decision making skills -** During the stages of growth, a person may demand to be given space to make independent decisions.
- ✓ **New social demands-** In some instances, a person growing up may come across a situation where they have to fit into someone's shoes. For example, after the death of a parent, the eldest child is expected to play a parental role to his or her siblings.

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

- ✓ **Rebellion-** As young people continue, there comes a time when they want to do the opposite of what they are instructed to do by their seniors.
- ✓ Attraction to the opposite sex
- ✓ **Idols-** At the onset of adolescence, an individual starts to identify with famous personalities regardless of whether their ideals conform to societal expectations or not.

### **Explain six factors that can affect interpersonal relationships.**

- ✓ **Differences in values-** When you hold different values compared to other people, you will have differences in opinion. This will destroy your interpersonal relationship because you are unable to agree on issues.
- ✓ **Dishonesty-** Dishonesty means that a person is not truthful or cannot be trusted. Therefore, lying will destroy interpersonal relationship because the individual cannot be trusted. Therefore, lying will destroy interpersonal relationship because the individual cannot be relied upon.
- ✓ **Gossip-** Gossip involves the spread of unfounded information against another person. Gossip destroys interpersonal relationships since it involves spreading of rumours which are rumours which are harmful in a relationship. They hurt the pep
- ✓ **Gender inequality-** This occurs when one gender feels more important than members of the other gender. When persons of the opposite gender realize that they are being looked down upon by the other gender, then their interpersonal relationships is also affected.

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

- ✓ **Comparison-** Some people may consider themselves superior or better than others. This may occur when a person feels that they are the only ones who are able to undertake tasks better than others. The person who is viewed not to have the ability to do the same task feels left out. This will indeed affect their interpersonal relationships.
- ✓ **Intolerance-** Intolerance refers to a situation where a person is not patient or not able to recognize and respect differences in opinions and ideas. When only one person dominates in a conversation or does not give other people a chance to give their thoughts the other people may not feel as part of the group.
- ✓ **Jealousy-** Jealousy is when a person envies others due to who they are or what they are doing. Jealousy destroys interpersonal relationships that you will not think or wish others well.
- ✓ **Abuse of other people's rights.** Abuse of peoples' rights entails disrespect for others which lead to poor interpersonal relationships. This is because the abuser only cares about themselves. He/she
- ✓ **Selfishness**
- ✓ **Poor communication**

### How can one overcome the challenges associated with interpersonal relationships?

- ✓ **Interact with persons with similar values and interests-** This is because people with common values can complement each other.
- ✓ **Always be honest and truthful.** This will help build trustworthy

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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relationship where people can have confidence with each other. Transparency is important in nurturing interpersonal relationships.

- ✓ **Do not gossip. It is wrong to speak ill of other people.** Therefore, avoid engaging in giving information about other people that may affect their image negatively.
- ✓ **Treat everyone equally and with respect regardless of their gender.** One gender should not feel more important over the other gender. Instead, allow everyone to try their hand on activities they want to undertake.
- ✓ **Recognize that every person is important and unique in their own way.** People have diverse abilities. Give each person a chance to give their contributions. No one is superior to other people.
- ✓ **Appreciate and respect other people's opinions and values.** Each individual may have different perspectives about the issues which do not necessarily mean that are social misfits.
- ✓ **It is not good to be envious of other people.** Make good wishes to other people.
- ✓ **Allow others to enjoy the same rights that you enjoy.** Rights have responsibilities.
- ✓ **Share with others what you have.** When you feel happy about the people's achievements they will have a sense of belonging and feel appreciated. Therefore be cheerful when others excel to help build good interpersonal relationships.
- ✓ **Conflicts may arise in interpersonal relationships.** Conflicts

# **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

occur when people have mindsets, opinions and interests and none of them is willing to compromise. Conflicts bring negativity and spoil relationships stunted.

## **UNIT 3: HEALTH PROMOTION**

### **What is blood donation?**

Blood donation involves collection blood from donors so that it can be used to treat someone else.

### **Blood donor and blood donation**

- ✓ Blood donor is a person who is willingly accepts to give blood to a patient in need or to a healthy facility.
- ✓ Blood donation is undertaken when a person voluntarily agrees to have his blood drawn with the intention of helping someone else.

### **Identify groups of people who can donate blood.**

The following are the categories of people can donate blood.

- ✓ **A person with ideal body weight.** A donor is recommended to weigh about 50KG and above. A person who is underweight and participates in blood donation may have health complications.
- ✓ **A healthy person.** This means that the person should be disease-free. Blood from a sick person will infect the recipient and therefore do more harm than good. A person on medication due to sickness cannot be allowed to donate blood.
- ✓ **A person whose age bracket is within acceptable ranges.** The person should be between the age of 16 and 65 years. Anyone below or above the said age bracket will not be allowed to donate.

### **State and explain three factors that can be used to determine the groups of people who qualify to donate blood.**

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

- ✓ **Health status of the donor.** The person should be disease-free. The donor should not have diseases like malaria, hepatitis, HIV and others.
- ✓ **Age of the donor.** The blood donor should be aged between 16 years and 65 years.
- ✓ **The weight of the donor.** A blood donor should weigh at least 50Kg.

### **Explain what to do after donating blood.**

After donating blood, the donor should do the following:

- ✓ The donor should take a soft drink.
- ✓ The donor should take a rest to avoid fainting/or collapsing. The donor is advised to lie down for a while after donating blood.
- ✓ The blood donor should eat well to replenish the body.
- ✓ The donor should not engage in a rigorous exercise or lift heavy weights after donating blood.
- ✓ In case of complications seek medical advice.

### **Discuss the benefits of blood donation to the community.**

The following are the benefits of blood donation to community:

- ✓ Donated blood can save life. Some life-saving medical procedures require doctors to transfuse the patient with blood, for example, during surgery.
- ✓ The blood donor will allow the body to renew or produce more new blood cells compared to the one who has not donated.
- ✓ Those who participate in blood donation get the benefit of having free blood screening. The donor will have the opportunity to know whether they are suffering from any disease.

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

- ✓ Regular blood donors have a reduced risk of having heart disease. Blood donation helps reduce levels of iron hence reducing chances of suffering from a heart attack.
- ✓ Donating blood will help in weight reduction. It helps the donor to burn calories therefore improving the physical fitness of the person.
- ✓ Blood donation may help reduce risk of developing cancer associated to blood.
- ✓ Blood donors will have the opportunity of having their blood types documented and known to them.

### **STIs, HIV AND AIDS/VENEREAL DISEASES**

The abbreviation STIs stands for Sexually Transmitted Infections. They are sometimes abbreviated as STDs which stands for Sexually Transmitted Diseases.

#### **Define STIs/STDs.**

These are diseases that are passed on from one person to another mainly through sexual contact with an infected person. They are caused by bacteria, virus and parasites.

#### **Identify modes of transmission of STIs.**

Sexually transmitted infections can be transferred from one person to another through the following means

- ✓ **Sexual contact with an infected person.** When a person engages in sexual activities with an infected person, they will also get STIs
- ✓ **Patients receiving blood from an infected donor.** If a person is given unscreened blood that is infected, then they will also be

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

infected with STIs

- ✓ **Transmission from mother to child.** A pregnant mother infected with an STI can transmit the disease to the child during pregnancy, delivery or breast feeding.
- ✓ **Sharing of sharp objects like needles, razor blades with infected persons.** If you use a razor blade or any sharp object used by an infected person you risk contracting the disease.
- ✓ **Occupational hazards.** Some professions require that you work with patients infected with STIs, accidents may occur in the process of treating or taking care of the patient which may put you at risk of getting the disease.

### Explain how STIs can be prevented.

- ✓ **Avoid risky sexual activity.** This includes having multiple sexual partners, engaging in prostitution, among others.
- ✓ **Shy away from risky cultural activities.** People must evaluate and avoid cultural practices which may put them at risk of getting infected.
- ✓ **Do not share underclothes or towels.** Do not share personal items with other people if they have an STI to avoid exposing yourself to the disease.
- ✓ **Get vaccinated against Hepatitis.** Some STIs can be prevented through vaccination and therefore it is important to get vaccinated to protect yourself against preventable STIs.
- ✓ **Avoid drug abuse.** A person needs to have self control. When an individual engages in drug abuse, the ability to make wise judgment is impaired. Therefore, there is a likelihood that they

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

may engage in activities that will put them at risk of getting infected.

- ✓ **Use protective devices and equipment.** People who work in risky areas like nurses should always ensure that they put on gloves when dressing patients. This will protect them from infections.
- ✓ **Cover open wounds.** It is advisable to cover open wounds. This is because they can be potential avenues for infections.
- ✓ **Abstinence until marriage.** Abstinence is the surest way of protecting yourself against STIs as well as HIV and AIDS.

**Explain the precautions one can take to avoid getting infected with STIs.**

- ✓ **Avoid risky sexual activity.** This includes having multiple sexual partners, engaging in prostitution, among others.
- ✓ **Shy away from risky cultural activities.** People must evaluate and avoid cultural practices which may put them at risk of getting infected.
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## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

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### Define the term vulnerability.

It refers to being at a high risk of getting infected with HIV and AIDS.

### Identify groups of people who are vulnerable to HIV and ADIS infection. Or state five categories of persons who are in danger of getting infected with HIV and AIDS.

- ✓ **Persons with risky sexual behavior.** People with risky behavior catching the virus. These include people with multiple sexual partners, those who do not use protection during intimacy, adolescents experimenting on sex and people engaging in prostitution.
- ✓ **Rape victims.** A rape victim is at risk of getting HIV and AIDS. The perpetrators of the crime may be infected therefore they also infect the victim.
- ✓ **Drug abusers.** Those who are addicted to drugs especially the ones who share needles are also in danger of contracting HIV and

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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AIDS.

- ✓ **Children born to infected mothers.** Children born to mothers who are infected with the HIV virus. The mothers can infect the child during pregnancy, delivery and after birth, especially when breast feeding.
- ✓ **People practicing risky cultural practices.** Some cultural practices aid in the spread of HIV. Therefore, communities with such practices are prone to infection and spread the disease.

### **Explain ways of caring for people living with HIV and AIDS.**

- ✓ People with HIV and AIDS need care and love. Be devoted to them, spend time with them and make them feel your affection and care.
- ✓ Those taking care of patients living with HIV and AIDS should show the patients empathy.
- ✓ Family members and public should offer their support to the patients. This can be in form of cooking for them, ensuring they take medication as indicated, and encouraging among others.
- ✓ Advise the victim of HIV and AIDS to take adequate rest.
- ✓ Prepare a proper diet rich in proteins, and vitamins for the victim.
- ✓ The patient should be advised not to donate blood or organs.
- ✓ They should try to stop habits like drinking of alcohol, and smoking among others.
- ✓ Advise the patient to do regular exercise.
- ✓ There should be early detection and treatment of opportunistic infections as well as common problems such as fever, cough etc.

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

- ✓ Ensure that they take their drug regularly. This will help them to boost their immunity and hence give their body ability to fight back other diseases.
- ✓ They should also receive regular counseling in order to come to terms with current situation.
- ✓ Advise them to embrace spiritually. It will give them hope and strength to live positively.

### **Explain how the community can take good care of people living with HIV and AIDS.**

- ✓ People with HIV and AIDS need care and love. Be devoted to them, spend time with them and make them feel your affection and care.
- ✓ Those taking care of patients living with HIV and AIDS should show the patients empathy.
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## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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### **Discuss the importance of good nutrition to people living with HIV and AIDS.**

- ✓ Good nutrition should be adhered to alongside anti-retroviral drugs. People living with HIV and AIDS may require a larger amount of energy giving foods to protect them from the dangers of HIV-related malnutrition such as increased reduction in immunity and muscle wasting.
- ✓ It can help to reduce side effects of medications and reinforce the effect of the drug taken by the patient.
- ✓ It helps to slow down the development of the opportunistic infections due to the weakening of the immune system which exposes the body to other diseases.
- ✓ It will help the HIV patients to build up a healthy eating habit by adhering to good nutrition.
- ✓ It can help to extend the period when the person with HIV and AIDS is well and working hence the person productive.
- ✓ It will save the family the burden of caring for them when sick; paying for their health care and absorbing loss of earnings whiles the patient is unable to work.

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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- ✓ It helps to maintain body weight and strength of the patient.
- ✓ It helps replace lost victims and minerals.
- ✓ It helps extend the period from infection to the development of AIDS disease.
- ✓ It helps keep HIV infected people active, allowing them to take care of themselves, and their family.
- ✓ It will keep HIV infected people productive.

**What is the significance of good nutrition to person living with HIV and AIDS? Give six reasons.**

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### **UNIT 4: SOCIAL AND MORAL RESPONSIBILITIES IN THE SCHOOL**

#### **Identify eight relationships in the school**

##### **✓ Student- Student relationship**

This refers to the relationship between two or more students who interact in a school.

##### **✓ Student- Teacher relationship**

This refers to the relationship between a student and a teacher in a school.

##### **✓ Teacher- Teacher relationship**

This is the relationship between a teacher of a school and a parent whose child is in the school.

##### **✓ Teacher- Parent relationship**

This is the relationship between and a parent whose child is in the school.

##### **✓ Teacher- Non-Teaching staff relationship**

This refers to the relationship which exists between a teacher of a school and another member of staff who does other duties that

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

do not include teaching in the school.

### **✓ Non-Teaching staff - Non teaching staff relationship**

This refers to the relationship that exists between two members of staff of a school who are not teachers but perform other supporting duties in a school.

### **✓ Student- Non-teaching staff relationship**

This refers to the relationship between a student of a school and non-teaching member of staff who works in the school.

### **✓ School- Sponsor relationship**

This refers to the relationship that exists between the school community and the sponsors of a school. A sponsor may be a body such as a church that guides operations in the school.

**Describe social and moral responsibilities of the following different members in school.**

#### **1. Responsibilities of a teacher**

- ✓ Offer lessons to students in their respective subjects.
- ✓ Guide students in all ways while they are at school
- ✓ Instill discipline among students
- ✓ Mentor the students and ensure they become responsible citizens
- ✓ Be role models to students
- ✓ Engage students in extra-curricular activities.
- ✓ Play parental role to the students

#### **2. Responsibilities of a student**

- ✓ Work hard in their studies
- ✓ Obey the school rules and regulations

# **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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- ✓ Attend all classes
- ✓ Obey and respect other members of the school
- ✓ Be ready to learn from the teachers
- ✓ Be disciplined to make the teachers work easier.
- ✓ Establish good relationships with each other
- ✓ Pay attention to the instructions given at school.

## **3. The responsibility of parents**

- ✓ Pay school fees
- ✓ Guide the students
- ✓ Act as a link between the school and home
- ✓ Buy materials needed by the students
- ✓ Co-operate with the teachers in matters concerning their children
- ✓ Attend meetings at school

## **4. The responsibilities of the school management**

- ✓ Ensures there is order in the school
- ✓ Co-operate with the entire school community
- ✓ Provide the facilities required by the students and the rest of the staff such facilities required classrooms, offices, books, pens, chalk and cleaning materials among others.
- ✓ Maintain peace within the school in order to make the school environment conducive for learning and teaching.

## **5. The responsibilities of the non-teaching staff**

The non-teaching staff includes the workers of the school such as clerks, accountants, secretaries, messengers, and cleaners among others

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

Their responsibilities include the following

- ✓ Support the school in their capacities by performing their duties
- ✓ Obey the school authority at all times
- ✓ Maintain respect between themselves, students and other members of the school community.
- ✓ Work for the interest of the school.

### **6. The responsibilities of the sponsors of a school**

- ✓ Guide operations of a school
- ✓ Provide support to school where necessary

### **Explain the importance of exercising one's responsibilities in the school.**

- ✓ To make the school environment conducive for learning. The school has enough facilities, adequate teachers, enough workers.
- ✓ To promote peaceful co-existence. This means that people do not make it difficult for others to undertake their responsibilities as some demand on the role others.
- ✓ Enhances good interpersonal relationships between members and makes them to respect each other in all that they do.
- ✓ Achievements of objectives and this are done when each member of a team plays his or her part.
- ✓ Retention of staff. When the staffs are given an opportunity to carry out their duties, they get motivated. They remain in a school for a long since they are motivated.
- ✓ The school will have improved reputation. This will help to attract more parents and students and sponsors.

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

### Identify factors that influence peaceful co-existence in the school.

- ✓ **Honesty-** A person who is honest will live at peace with others as he will be truthful, trustworthy and fair in all ways.
- ✓ **Love-** A person who loves others is kind, patient, tolerant and accepts others despite their weaknesses.
- ✓ **Empathy-** a person must have the ability to understand and share feelings with people who may be going through difficult situations.
- ✓ **Tolerance.** A person must bear with all types of people regardless of their weaknesses. This will make him or her to work with anybody hence peace prevails in a school.
- ✓ **Co-operation.** This will promote peaceful co-existence in the school.
- ✓ **Self-discipline.** A disciplined person does what is required of him without supervision and is in control of whatever he or she does.
- ✓ **Respect.** When members of a school community respect each other, it promotes peaceful co-existence between.

### Explain the factors that affect relationships in the school.

- ✓ The culture of the members of a school community affects relationships in a school in that the time children go to school; they are already familiar with rules set out by their cultures.
- ✓ Values of the members. If students hold respect as a value, they ensure that they respect all those they interact.
- ✓ The school management. They set rules and ensure that they are

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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followed

- ✓ Members' background. The attitudes we hold towards others are based on our grounds.
- ✓ Parental influence- This determines how the parents and their children relate with others at school.
- ✓ School rules. They indicate how people should work and relate with each other.
- ✓ Government policy. This regulates the kind of relationships that exist between members of a school.
- ✓ School traditions. This makes people keep doing what they have learnt to do and may not be ready to change.

**Explain the ways that promote acceptable morals and values in the society.**

- ✓ Educating children on acceptable morals and responsibilities.
- ✓ Establishing rules that protect the interests and rights of all people
- ✓ Helping people especially children and young people to understand the reason behind rules and explain involving young people in setting rules and explain why one behavior is preferable to another three,

**Explain the importance of engaging in acceptable morals and values in the society.**

- ✓ It promotes good character
- ✓ It enhances respect
- ✓ It promotes a sense of responsibility
- ✓ It promotes order in the society

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

- ✓ It enhances good interpersonal relations
- ✓ Increase productivity
- ✓ It promotes social and emotional growth
- ✓ It promotes happiness in the society.

### **Identify cultural practices that promote the spread of HIV and AIDS.**

#### **✓ Sexual cleansing**

This takes place after funerals, burials and initiation ceremonies. It is practiced on widows as they are considered to be unclean after death of their husbands and remain so until they have had sexual intercourse with a sexual cleanser. In such cases, both the widow and the cleanser run the risk of contracting HIV hence it promotes the spread of the virus.

#### **✓ Initiation ceremonies**

They are conducted for both boys and girls to mark the transition from childhood to adulthood. Where circumcision takes place in the bush, the young people are circumcised with one knife; something that could lead to the spread of HIV. At the end of initiation ceremonies, the young men are encouraged to have sex with any partner of their choice to demonstrate their adulthood.

#### **✓ Polygamy-mitala**

It is a practice where a man marries more than one wife. Such marriages promote the spread of HIV in the society if one partner is infected as it involves sharing of partners.

#### **✓ Widow inheritance**

It refers to a situation where a woman whose husband dies

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

remarries a relative of her deceased husband. This practice is believed to help the woman to avoid immorality and also appease the spirit of the deceased husband and hence avoid punishment that might befall the family.

This practice promotes the spread of HIV since the widow or the inheritor may be infected especially if the husband of the woman died of AIDS or the inheritor may already be infected with HIV.

### ✓ **Death cleansing- kulowakufa**

It is the practice where a woman whose husband or son has died sleeps with a man to put to rest the spirit of the deceased. This practice promotes the spread of HIV among the parties involved if one of them is infected with HIV.

### ✓ **Fisi**

It is a practice where young boys and girls are taught about sex and encouraged to experiment. This practice promotes the spread of HIV in that in the course of experimentation, they engage sexually with many people hence the spread of the virus.

### ✓ **Bonus wife**

It is cultural practice where a man is given his wife's sister to marry. This is done as a reward or appreciation to the man for taking good care of his parents-in-law and the wife. It promotes the spread of HIV in the society in that the husband and wife may be infected or the sister herself may infect them.

### ✓ **Kusasa fumbi**

It is practiced during initiation ceremonies for girls. The girls dance while naked and everyone is allowed to watch. The best

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

dancers are cheered through ululations. Any person is allowed to touch the breasts of any initiate during the dance upon giving her a present e.g. money. After a dance, the girls are advised to identify any boy to have sex with to avoid getting pale and hence the practice is called removing dust. This practice promotes the spread of HIV as it encourages boys and girls to engage in promiscuity.

### **Identify the special legal provisions for vulnerable people.**

#### **1. The Disability Act**

- ✓ It promotes the rights of the persons with disability and allows them to play a participatory role in the country
- ✓ It ensures that the persons with disabilities access the same fundamental rights and have the same responsibilities as any other citizen of Malawi
- ✓ It seeks to ensure that people with disabilities have access to all places including buildings

#### **2. The ant-trafficking law enforcement**

- ✓ It prohibits all forms of trafficking through various laws including the Employment Act though the country lacks specific ant- trafficking laws.

#### **3. Child Care, Protection and Justice Act(2010)**

- ✓ It was enacted to improve the protection of children in Malawi
- ✓ It outlines responsibilities and roles of parents on how to raise their children in their respective homes
- ✓ It deals with issues of child abduction, trafficking, harmful cultural practices among others.

# FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

- ✓ It recognizes principles that are in the best interest of children.

## 4. Protection of rights of people living with HIV

- ✓ It protects HIV-positive persons against discrimination based on HIV status from the rest of the community.

## 5. The Protection against domestic violence

- ✓ It is meant to curb domestic violence perpetrated against women and children.
- ✓ It is meant to prevent and eliminate all forms of violence against women and children.

## 6. The deceased Estates(wills, inheritance and protection) law

- ✓ It ensures that a husband always has his wife and children included in a will as a matter of law.
- ✓ It has also made grabbing of property of a deceased person an offence.
- ✓ It is hoped to reduce the practice of depriving widows and children of the deceased's property.

## UNIT 5: SEX AND SEXUALITY

### Describe the components of sexuality.

- ✓ **Biological sex-** This entails the fact that at the time of birth one is either male or female and therefore either secretes eggs if female or produces sperms if male. It includes internal and external sex organs.
- ✓ **Gender role-** These are roles assigned by the society. Some are associated with boys and others with girls. A person learns what kind of behaviour is expected of him or her.
- ✓ **Gender identity-** This means a person's feelings, thoughts and

## FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

behavior of being a male or female. In most societies, there is a basic division between attributes assigned to males and females.

- ✓ **Intimacy and relationships-** It means the ability and need to experience emotional closeness to another human being and have it returned.
- ✓ **Sexual health and reproduction-** This is the capacity to reproduce and behavior and attitude that contribute to the same.

### Explain how components of sexuality affect behavior.

#### ✓ **Sexualisation**

It often includes behavior that range from harmlessly manipulative to violent and illegal behavior. These include flirting, seduction, withholding sex from a partner, sexual harassment, sexual abuse and rape. You need to practice skills to avoid or fight against unhealthy sexualisation should it occur in your life.

#### ✓ **Sexual health and reproduction**

It affects behavior since having factual information is essential for making decisions about sexual behavior and health. It affects human health in that a person must think of the implications of sexual intercourse such as impregnating or getting pregnant.

#### ✓ **Sexual identity**

It determines how you view yourself. It determines sexual orientation i.e. whether you are attracted to people of the same gender, the other gender or both genders.

#### ✓ **Sexual intimacy and relationships**

This focuses on emotional closeness. It is an understanding

# FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

between two people. It influences your commitment in the relationship.

## **Explain the main factors that influence sexuality in the community.**

### **1. Role model**

The existence of the role models whose behavior can be copied by young people influences sexuality positively.

#### **✓ Correct information**

Availability of correct information on sexuality in the community influences sexuality in that the young people acquire the right information.

#### **✓ Family background**

The family from which a person is brought up influences sexuality as parents play an important role in guiding and monitoring children. The relationship that exists between children and their parents also influences sexuality.

#### **✓ Media**

Various media influence sexuality. For example, movies, television, internet and social media that young people come across contain a lot of information on sex. The sexual content in these media affect decisions young people make on sexuality.

#### **✓ Society**

The expectations the society has of the young people influences sexuality. Some young people make choices based on such expectations.

#### **✓ Peers**

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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Peers are people one associates with. They also tend to influence sexuality whether positively or negatively.

✓ **Culture**

Religion influences the sexuality of a person in the sense that each religious faith has a code of conduct about sexual behaviours and those who practice the religion make choices based on their religious teachings.

✓ **Biological factors**

Sexuality is sometimes influenced by biological factors.

### **Explain the effects of sexual harassment and abuse.**

✓ **Loss of self-esteem and confidence.**

It lowers the self-esteem of an individual. The person feels like he/she should have been worth enough to defend himself or herself.

✓ **It instills fear.**

It instills fear in a victim which may not have existed before. It may even lead to sleeplessness and nightmares.

✓ **Decreased work or school performance**

It leads to psychological problems which may result to decreased work or school performance.

✓ **Stress**

It leads to extreme and emotional disturbances.

✓ **Lack of trust in people**

It becomes difficult for the victim to trust people.

✓ **Shame and guilt**

It leads survivors feeling guilty or shameful because for the

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

victim because they feel like they made nor direct attempt to stop the abuse. It could even lead to suicidal thoughts or attempts.

- ✓ **Depression, anxiety and panic attack-** It may lead to psychological problems

- ✓ **Feeling betrayed**

If a person is sexually harassed or abused by another he or she trusts, feelings of betrayal develop.

- ✓ **Feeling angry or violent towards the perpetrator**

- ✓ Harassment and abuse may make a person have problems with sex- sexual dysfunction

### **State and explain the skills that can be used to overcome the effects of sexual harassment and abuse.**

- ✓ Seek guidance and counseling services from a professional helper or counselor.
- ✓ Share information with someone you trust. The person should be someone who will guide you positively.
- ✓ Boost your self-esteem. This will help you to regain your confidence and belief in yourself.
- ✓ Assertiveness. One should be confident and assertive enough to share the experiences with people who can be helpful.
- ✓ Effective communication. This will enable you to report the matter to authorities in the community.
- ✓ Keep a journal. This is one way of expressing the bad feelings and thoughts. This is a good way of addressing the effects of the abuse and moving on.
- ✓ Engage in creative activities that will occupy your mind hence

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

enable you to put the abuse to rest together with its effects.

- ✓ Work on negative feelings by forgiving even if you don't tell the offender that you have forgiven him or her.
- ✓ Use stress reduction techniques such as exercises, walking and relaxation techniques. These activities will help you to deal with stress caused by the harassment and abuse.
- ✓ Decision making. It is important that you make decisions that will concern you so that you can regain trust.

### **UNIT 6: ENTREPRENEURSHIP AND THE WORLD OF WORK**

#### **What is a business?**

A business is the activity of making money or producing or buying and selling goods or providing services.

#### **Define the term business idea**

A business idea refers to a thought that generates in the mind of a person which can be turned into a business activity.

#### **Identify the processes involved in generating a business idea.**

#### **Or discuss the steps followed in generating business ideas.**

#### **The following are the steps that should be followed in generating a business idea**

##### **✓ Think about idea**

Think about various areas on which the business may be based.

This enables you maintain your interest in coming up with a business idea. It also enables you to cover wide areas.

##### **✓ Take note of the ideas**

Take note of all ideas that come to your mind. This means that you record all the ideas that you come up with in the course of

# FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

thinking.

## ✓ **Follow your passion**

This means that you choose a business that suits your personality. Pursue the type of work you love, the role you would enjoy to play, hobbies, talents or passions you may have.

## ✓ **Keep your eyes and ears open**

Look for opportunities everywhere and in every day routines.  
Travel and read newspapers widely.

## ✓ **Brainstorm**

Brainstorming is a method of generating business ideas. Generate ideas from people in the form in the form of suggestions and you may end up with a long list of ideas.

## ✓ **Know what you want in life**

Keep your goals in mind and pursue ideas in line with your goals. This will enable you remain focused in order to attain your goals.

## ✓ **Explore new things**

Look for unfulfilled demand and needs that haven't been fulfilled. Think of anything that customers are demanding which is not available in the market. Think of a process that can be improved to increase sales, cut costs, after quick delivery or cheap products.

## ✓ **Consider available resources**

Consider your resources such as money, skills and time which will be needed.

## ✓ **Gather information on related business**

This will enable you to confirm viability of the idea.

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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**Explain any five business skills that a person starting a business needs to possess.**

✓ **Time management**

Time management means making the best of the time you have. It implies that as a business person, you need to spend your time in useful ways for the good of your business.

✓ **Organizational skills**

These refer to putting an effort to improve work space and efficiency so that work is done in the best way possible.

✓ **Networking skills**

Networking implies that a business person does not work alone. He or she requires skills to get people to help in the business.

✓ **Leadership skills**

It is important for a business person to be a good leader to the employees of the business. Leadership skills will also enable you to convince people to follow or believe in you.

✓ **Communication skills**

Communication skills are needed by a business person to help send messages as well as understand customers.

✓ **Numeracy skills**

As a good business person, you should possess the ability to deal with numbers. This skill helps an entrepreneur in stock taking, ensuring that customers are given the appropriate change and also balancing books of account.

✓ **Planning**

Planning means setting goals and objectives for business. It will

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

enable you to prioritise and organize the operations of the business.

### **✓ Decision making**

A business person is required to keep making decisions. He or she needs to recognize business opportunities and make decisions concerning them. Situations also arise for him or her to solve problems which requires decision making.

### **Define market survey.**

Market survey is a systematic collection, recording, analysis and interpretation of data relating to a market.

In other words, market survey is a tool used to gather information about existing or potential customers in a certain market or population. It entails gathering and evaluation of data regarding consumers' preferences for products or services.

### **State four reasons why market survey is important. Or state seven ways through which a businessperson will benefit by conducting a market survey.**

- ✓ It helps to know the purchasing power of the customers.
- ✓ It helps to know the age group of the customers
- ✓ It helps to know the target market of your products.
- ✓ It helps to know the right place to start a business.
- ✓ It helps to know the competitors of the business
- ✓ It helps to know the accessibility of the product.
- ✓ It helps to know the challenges that may be faced when doing business.

### **State and explain five skills that are required for conducting a market survey.**

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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- ✓ Ability to understand evidence, how the evidence and its sources were brought together, its strengths and weaknesses and what is missing.
- ✓ Ability to understand the information/evidence gathered
- ✓ Ability to translate results of analysis and recommend clear steps to be followed to improve business results.
- ✓ The ability to collect data using various skills. This is when a person is able to use a combination of methods to improve the reliability of the results.
- ✓ Communication skills to help collect data and report on the same. It will help such as person to give results of the survey they can be understood.

### **Define a customer, and explain why they are important in the business.**

A customer is an individual or business that purchases or consumes the goods or service produced by another business.

Customers are very important people for a business as they are the ones who determine the survival of the business.

### **Explain five ways through the business person may use to identify the suitable customers for a business.**

- ✓ Gather information on the needs of such customers so that you provide what they require.
- ✓ Identify the target customers of a business by identifying the specific characteristics of the people or businesses which are likely to buy from you.
- ✓ Understand your customers' shopping habits.

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

- ✓ Check which group of customers is most profitable.
- ✓ Keep track of customers who enquire about your products.
- ✓ Define the need that you expect your product or service to fill.
- ✓ Check on customers you can reach or those who can access your business.

**State and explain three types of resources that are required for the success of a business.**

**✓ Human resource**

Human resource is the people that work for a business. Such people should have right skills in order for them to help achieve the goals of the business.

**✓ Financial resources**

This refers to capital required to fund the operations of the business. Such capital is used to pay rent, buy any equipment, pay staff salaries and purchase any other materials needed for the business among other financial obligations.

**✓ Physical resources**

These include business premises, proper work space, working telephone lines and effective marketing materials among other resources.

**State and explain eight ways a businessperson will promote his or her business.**

**✓ Create a brand image**

Ensure that you create a brand image that is recognised by people. The logo and the name of your business should be on your products, vehicles etc. a brand image promotes customer

# FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES

loyalty which is key to success in business.

## ✓ **Networking**

This can be done through social media like Facebook, Twitter and YouTube among others. This creates brand visibility hence promoting a business.

## ✓ **Advertise**

This includes putting up a paid advertisement on such media like radio, televisions, newspapers and billboards to inform an audience about a product. This helps to acquire market for new products or services as well as enlarge market for existing products.

## ✓ **Develop relationship with your customers**

Put efforts to develop personal relationship with customers.

## ✓ **Good public relations**

This is a process of creating good relations between the business and the public. The public include customers, suppliers, shareholders, and the government among others. This can be done through press release.

## ✓ **Engaging in corporate social responsibility**

A business exists in the society hence it is important that it makes positive contributions to the society. This can be done through allowing communities to use business premises, supporting community activities and employing people from the surrounding communities among other things.

## ✓ **Sponsoring events**

The business can sponsor events in the surrounding

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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communities. These events include starting a foundation to sponsor needy children from the community and other social events among others.

### **✓ Taking part in exhibitions**

During exhibitions a business displays its products and is able to meet potential customers. Such exhibitions also provide opportunities to demonstrate how business products are used.

### **What is a customer care?**

Customer care refers to the activities carried out to look after the customers in a business. It is an approach of creating, maintaining and expanding customers.

### **Identify some strategies business people use to attract and retain customers in their business or ways of promoting customer care.**

- ✓ Provide quality products or services to your customers at all times.
- ✓ Effective communication with the customer; answer your phone, make sure someone answers the customers call
- ✓ Ensure you keep your promises to your customers that are reliable.
- ✓ Listen to your customers, allow them to talk and show them that you are listening.
- ✓ Respond to customer's complaints as soon as you receive them.
- ✓ Respond to customer recommendations.
- ✓ Hire competent staff to serve your customers.
- ✓ Make systems simple.

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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- ✓ Make it easier for your customers to contact you.
- ✓ Create a friendly environment.
- ✓ Identify loyal customers and give them incentives.
- ✓ Be helpful always, even if there is no immediate profit for you.
- ✓ Train your staff to be helpful, courteous and knowledgeable. Do it yourself or hire someone to do it.

### **Define the term aggressive competitors.**

These are businesses which are very competitive and make strong attempts to win.

### **State seven strategies that you will use to counter aggressive competitors. Or explain the strategies of dealing with aggressive competitors.**

- ✓ Learn your competitor's strengths and weaknesses. Imitate their strengths and use their weaknesses to your advantage.
- ✓ Constantly research and monitor your competitors and adapt to your customer's wants and needs.
- ✓ Use business information resources which provide new ways to outperform your rivals by giving you the right information.
- ✓ Try as much as possible to reduce expenses in the business by finding where you can cut back.
- ✓ Engage in active marketing and promotion of the product to create customer awareness.
- ✓ Create new markets for your products. Look for new, untapped markets that you and your competitors may have overlooked.
- ✓ Provide outstanding customer service. Go the extra mile to provide good service to make shopping in your business a

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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memorable experience that will make customers come back as well as making them tell others.

**Discuss five strategies which businesses can adopt in helping people who are physically challenged to access their services and goods. Or Explain how physically challenged people can access business services.**

- ✓ Ensure the physical facilities of the business allow access for people with physical disabilities e.g. providing lifts in storey buildings, providing ramps alongside staircase.
- ✓ Provide special parking space for people with disabilities.
- ✓ Widening doorways so that wheelchairs can pass through easily.
- ✓ Moving furniture or other obstacles to allow a clear way for people with mobility and visual impairment.
- ✓ Being patient with people with disabilities and expressing the willingness to support them e.g. people with difficulties in speaking should be given time to articulate their words.
- ✓ Provide proper lighting for people with eye problems.
- ✓ Keeping in mind that people with disabilities are just people and should be treated kindly.
- ✓ It is recommended that you hire persons skilled in sign language to cater for persons who do not speak or hear.

**Define the term income for the business.**

It refers to the amount of money that is earned from the business activities during a certain period of time. The major source of income for a business is sales.

**State four items that can be used to estimate a business income.**

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## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

- ✓ Customer base- This means the number of customers who buy from the business.
- ✓ Demand- when a product is sought by many customers, its sales go up hence increasing the income.
- ✓ Range of products- a business which provides different products is expected to have higher sales.
- ✓ The price set for a product should be such that the business gets some profit.

### **What is a business cost?**

It is the amount of money spent in producing a product or providing a service.

### **State two types of costs in a business.**

#### **✓ Start-up costs**

They include: available capital to acquire premises, purchasing equipment, paying employees, acquiring a business license as well as paying legal fees.

#### **✓ Expenses**

Expenses are the costs of operation during the start-up phase.

They include the following: rent, travel, office supplies, legal fees, bills like water, electricity, telephone etc. other expenses include advertising costs.

### **Explain how you can estimate the income of starting a business.**

- ✓ Estimate your maximum number of sales for a year.
- ✓ Estimate the local demand and re-evaluate your estimate.
- ✓ Estimate the appropriate price for your product or service.

## **FORM TWO LIFE SKILLS COMPREHENSIVE STUDY NOTES**

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- ✓ Multiply the price of your product or service by the expected sales.
- ✓ Estimate the cost of producing or purchasing the products you expect to sell.
- ✓ Subtract the estimated expenses from the estimated revenues.  
This will give you your expected income for the first year.