**LESSON PLAN FOR WEEK 8 ENDING 10th March, 2023**

Subject Business Studies

Topic: Business Letters

Sub Topic: Basic Keyboarding Skills

Date: 7th/9th March, 2023

Duration: 70minutes

Period: 12.30 - 1.00pm, 11.50am -12.30pm

Class: J.S.S. 3

Number in Class: 13

Average Age: 13

Sex: Mixed

**Learning Objectives**: By the end of the class, students should be able to;

I Explain the meaning of keyboarding business letters

Ii. Operate the printer.

**Rationale/Importance**: To enable pupils know the parts of business letters, its heading, opening, body, closing, layout and be able to print assignments.

**Previous Knowledge:** Pupils have been taught balance sheet, its meaning, contents, uses, classification of items and the preparation of a simple balance sheet.

**Instructional Resources:** Pupils were taken to the school computer laboratory to practicalize, what have been learnt and samples in their textbooks for further study at home.

**Reference Materials:** WABP Junoir Secondary Business Studies 3 by Egbe T. Ehiametalor et al. And metropolitan Business Studies for Junoir Secondary school Book 3 by Anjorin Olajumoke Adeola.

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| **STEPS** | **TEACHER’S ACTIVITIES** | **STUDENT’S ACTIVITIES** | **LEARNING POINT** |
| Introduction | Asks pupils to differentiate between assets and liabilities. | They respond by explaining them. | To review previous knowledge and arouse pupils interest. |
| Step 1 | Asks pupils to explain what business letters are? | Pupils responds to the questions | To know the meaning of a business letter. |
| Step 2 | Asks pupils to explain the different business layout and styles. | Pupils participate in the discussion. | To encourage critical thinking. |
| Summary | Summarizes lesson with the key points;  What is a Business letter?  A business letter is any letter written to inquire or inform or as a request to a business entity.  It is also written for business purposes to a private individual or co-operations.  Business letters are written to inform readers of specific information, create proposals for clients, make an arrangement, request a price list, thank someone for a service or apply for a job.  **PARTS OF A BUSINESS LETTER**  A business letter contains the following parts;   1. Date: A business letter must always be dated. 2. Name/Address: This is the address of the party or person that the letter is directed to. 3. Reference line(optional): This is a statement of the main focus of the letter, or number of an account, invoice, or other pertinent quick reference for the recipient to identify the matter about which you are writing. 4. Salutation: This is the opening greetings e.g Dear Madam, Dear Sir, Dear Mr. Ayo. 5. Body of the letter: The first paragraph states the reason for writing the letter, the second paragraph gives the facts of your inquiry, request or the information necessary to support reason for the letter. The last paragraph is the conclusion, if you are expecting a response or action taken, then you must state what you expect. You must include clear contact information, if further inquiries are necessary. 6. Closing:Traditional closing statements include, yours faithfully, yours sincerely, yours truly above your name but you can use a phrase of your own if you choose. 7. Typed name and title: your name/title should be typed or printed under this closing with enough space between for you to sign the letter. 8. Enclosure Notation: An enclosure notation should be included if any item is attached to the letter.   Note: All business letters should be keyboarded on a company’s letterhead.  Sample page 118. f their textbook. | Copy down lesson in their note books | For reference point while studying. |
| Evaluation | Asks pupils to preview the printed letters and ask questions, where they do not understand. | Pupils participate in the review | For proper understanding of the topic. |
| Conclusion | Rounds off lesson by checking the work done by the pupils, marking and making corrections. | Identify their mistakes and do the needful | For better recognition of the concept. |
| Assignment (Home -work) | Asks scholars to type a document and print out and submit for marking on or before the next meeting. | Pupils note down assignment in their note books | For onward study at home. |



10TH MARCH 2023

**DEPUTY HEAD INSTRUCTOR ADMIN**

NB: APPROVED BUT AVOID REPETITION OF THE SAME WORDS LIKE “ THE TEACHER ASKS”, BE MORE CREATIVE. CHECK THE COLOURED SPOTS FOR CORRECTION.