**PROPSED LESSON PLAN FOR WEEK VI 17th Feb. 2023**

Term: 2nd Term

Week: Week 6

Date: 16TH FEB 2023

Class: J.S.S 1

Subject: History

Topic: Tertiary sources of history

Sub- Topic: Bulletins, Memoranda and other sources

Period: 1st

Time: 8:10-8-50am

Duration: 40minutes

Number in class: 18  
Average Age: 10years

Gender: Mixed

**Behavioral Objectives**: By the end of the lesson students should be able to

1. State the meaning Bulletin and memoranda
2. State the meaning of manuals and directories
3. State the meaning of guide books and fact books

**Rationale:**  To be able to understand the tertiary sources of history

**Previous Knowledge:** Students had been taught students research work

**Instructional Material:** Charts showing bulletins, memoranda, manual and directories

**Reference materials:** Victor Osaro Edo eta’l Effective History for junior

secondary school book 1

**LESSON DEVELOPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| STAGES | Teacher’s Activities | Learners’ activities | Learning Point |
| Introduction | Introduces the lesson by asking students some question from previous topic | Actively participate and respond to the question asked | To arouse learners interest to learn |
| Step 1 | Guides the students to state the meaning of bulletin and memos | State the meaning of bulletins and memoranda | For proper understanding |
| Step 2 | Guides the students to state the meaning of manuals and directories | State the meaning of manuals and directories | For enhance better knowledge of the topic |
| Step 3 | Guides the students to state the meaning of guide books and fact books | State the meaning of guides books and fact books | For better understanding |
| Summary | Summarizes the lesson thus:  **Bulletins**  Bulletins are short official statements or reports issued by an organization or an institution. Bulletins also serve as a newsletter that gives brief information about an important issue. They are usually issued from an authoritative source they are also periodicals publications they could be daily, weekly and monthly. Bulletins are also secondary sources of history.  **Memoranda**  Memoranda are documents that pass important messages within an organization or an institution. Memoranda are written message used to establish records, request, responsibilities, result and concerns. They are also known as Memo. Memoranda are written for internal purpose such as to request information, to make announcements, to outline policies and to transmit minutes of meeting. They are very useful secondary sources of history  **Manuals**  Manuals are handbooks or booklets of instructions. They provide information about the usage of particular items. Manuals are also referred to as users document.  **Directories**  Directorates are books that contain detailed pieces of information such as names, address and telephone numbers about persons, organization or institution.  **Guide books**  Guides books are books of information about places mainly designed for the use of visitors or tourists. Guide books are also referred as to travel guides. They usually includes information about sight hotels e.t.c  **Fact books**  Fact books are books that provide piece of information on different aspect of life such as people, government, economy, telecommunications and military issues. Fact books are reference sources. They are secondary sources of history. | Copy the given note | For reference purpose |
| Evaluation | Evaluates the students thus:   1. Define bulletins and memoranda 2. Explain manuals and directories 3. State the meaning of guide books and fact books | Respond to the question | To ascertain the attainment of the stated specific objectives |
| Conclusion | Concludes the lesson by marking and correction the scholars notebook | Do the necessary corrections | For conclusion purpose |
| Assignment | List the tertiary sources of history you know | Do the given assignment | For continuity of learning. |



17TH FEBRUARY 2023

DEPUTY HEAD INSTRUCTOR ADMIN

NB: APPROVED