

BHARATHI COLLEGE OF EDUCATION



AN ABODE OF EDUCATION

KANDRI, MANDAR, RANCHI

B.ED (1st YEAR)

SESSION – (2020-2022)

MICRO TEACHING SUBJECT – COMMERCE

Guided By –

Prof. Rakesh Kumar Rai

Submitted By -

Name- Saroj Nimi Noel

Roll No. – 5

Attested

Principal
Bharathi College of Education
Kandri, Mandar, Ranchi

SHARATH COLLEGE OF ENGINEERING



RAJESH K. RAO

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ACKNOWLEDGEMENT

Every project work requires guidance of someone who is an expert in that field. Firstly, I would like to thank the Principal of our College for giving us the opportunity of preparing the project and allowing us to use the resources of the institution during this project.

I am extremely thankful to all the teachers of the B. ED Department of Bharathi College Of Education, Kandri, Mandar, Ranchi for their precious guidance regarding the preparation of the project report.

Their guidance has proved to be useful and without it, the preparation of this report might not have been possible.

I am also thankful to the other faculty members of the B.ED Department of Bharathi College Of Education, Kandri, Mandar, for extending their valuable support for this project.

Last but not the least, I would also like to thank my family for their support and encouragement.

Regards,

Saroj Nimi Noel

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LESSON PLAN

Date - 21/02/2022

Period - 2nd

Duration - 10 mins

Name of School -

Class - 11

Subject - Commerce (Business Studies)

Topic - Sole Proprietorship

Sub Topic -

Pupil Teacher Name - Sanjay Kumar Nool

Teaching Objectives - i) To develop knowledge regarding business studies.

ii) Students will be able to state the meaning of sole-proprietorship.

Teaching aids - i) chalk ii) duster
iii) blackboard

Methods of teaching - i) Lecture
ii) Discussion
iii) Questioning

Previous knowledge - It is assumed that the students have some knowledge about the term 'business'.

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TEACHING POINT	PUPIL-TEACHER'S ACTIVITY
Class Entry	The pupil teachers enters the class enthusiastically, she accepts the greetings by the students and asks them to settle down.
Introductory Questions	Q1) what do you mean by business? Q2) what does a business run by a few persons are called? Q3) what is a business run by a single person called?
Announcement of the topic	Today, students we shall learn about sole proprietorship.

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STUDENT'S ACTIVITY

The students greet the teacher and proceed to settle down.

- Production or purchase and sale of goods and services for earning profits

- Partnership

- Problematic

- Students will listen carefully.

BLACK BOARD WORK

TOPIC - SOLE PROPRIETORSHIP

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TEACHING POINT	PUPIL-TEACHER ACTIVITY
Meaning of sole-proprietorship	A sole proprietorship is an enterprise owned exclusively by one natural person and in which there is no legal distinction between the owner and the business entity.
Features of Sole proprietorship.	Following are the features of sole-proprietorship - 1) Single ownership 2) Individual risk bearing 3.) No separate legal entity. 4.) Freedom of operation 5.) Unlimited liability 6.) Complete control. Attested  Principal Bharathi College of Education Kandri, Mandar Ranchi

STUDENT'S ACTIVITY

Students will listen carefully and make notes.

Students will carefully listen and make notes.

BLACKBOARD WORK

Meaning:

Business owned by and controlled by a single person.

Features:

- single ownership
- Individual risk bearing
- Freedom of operation
- Unlimited liability
- Complete control

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TEACHING POINT	PUPIL-TEACHER'S ACTIVITY
Merits of sole-proprietorship	These are the merits of sole proprietorship - → Motivation → Flexibility → Retains the full profit → Personal touch → Complete Control → Sole decision makes
Demerits of sole proprietorship.	These are the demerits of sole proprietorship - → single risk bearer → Unlimited liability → Difficulty in expansion → Lack of resources → Dependence on owners → Single hand management
Summary	Today we studied about sole proprietorship, features, merits and demerits

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STUDENT'S ACTIVITY

Students like carefully and make notes.

Students listen carefully and make notes

Students listen carefully.

BLACK BOARD WORK

Merits:

- Motivation
- Flexibility
- Retains the full profit
- Personal Control
- Sole decision maker

Demerits:

- single risk bearer.
- Unlimited liability
- Difficulty in expansion
- Lack of resources
- dependence on owners
- single hand management.

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Evaluation:

- Q1. What is sole proprietorship?
- Q2. What are the features of sole-proprietorship?
- Q3. What are the merits of sole-proprietorship?
- Q4. What are the demerits of sole-proprietorship?

Homework:

Write short note on sole proprietorship.

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LESSON PLAN

Date - 22/2/2022

Period - 3rd

Duration - 10 mins

Name of School -

Class - 11th

Subject - Commerce (Business Studies)

Topic - Business

Sub-Topic - Features of Business

Pupil Teacher Name - Saroj Nimi Noel

Teaching objectives - i) To develop student's interest towards business studies.

(ii) The students will be able to define business.

Teaching Aids - i) chalk (ii)uster
(iii) ~~Blackboard~~

Method of teaching - i) ~~Lecturing~~
ii) Questioning
iii) Discussion

Prior knowledge - The students are assumed to know the meaning of the 'term' business.

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TEACHING POINT	PUPIL-TEACHER'S ACTIVITY
Class Entry	The pupil teacher enters the class enthusiastically, greets the students and accepts their greetings and asks them to settle down.
Introductory Question.	Q1-) How do we satisfy our needs? Q2-) From where do we purchase goods? Q3-) What we give in exchange of goods? Q4-) Sale + purchase of goods and services in a market is called? Q5-) What are the features of business?

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[Signature]

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STUDENT'S ACTIVITY	BLACK BOARD WORK
Students greet the teacher and proceed to settle down. - By purchasing goods - from market - we give/make payments - Business - Problematic.  Attested Principal Bharathi College of Education Kandri, Mandar, Ranchi	

TEACHING POINT	PUPIL-TEACHER'S ACTIVITY
Announcement of topic.	So, students today we shall get to know about business and its features.
Concept of Business	The word 'business' has been derived from the term 'busy'. Thus business means being busy.
Meaning of Business.	Business is an economic activity which involves regular production or exchange of goods and services to earn some profit by satisfying human wants and serving society as well.

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STUDENT'S ACTIVITY

Students will listen carefully.

Students will listen carefully.

Students will listen carefully and make notes

BLACKBOARD WORK

TOPIC —
BUSINESS &
ITS FEATURES

Meaning :
It is an economic activity involving goods & services done for profit.

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TEACHING POINT	PUPIL-TEACHER'S ACTIVITY
meaning of Business	Business is an economic activity which involves production or exchange of goods and services to earn some profit by satisfying human wants and securing society as well.
Definition of Business	"Business is the exchange of goods, services or money for mutual benefit or profit." - Skinner and Tuaneouch.
Question	How do we identify a business?

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STUDENT'S ACTIVITY

Students will listen
carefully and
make notes.

Students will listen
and make notes

By ~~its~~ features.

BLACK BOARD WORK

Definition

"Business is the
exchange of goods,
services or money
for mutual benefit
or profit."

- Skinner & Tuanoorich

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TEACHING POINT	PUPIL TEACHER'S ACTIVITY
Features of a business.	The features of a business are - → An economic activity. → Production of goods & services → Exchange of goods & services. → dealing in goods and services on a regular basis → Profit Earning → Satisfying human needs & wants → Involves risk.
Objectives of a business.	The objectives of a business are as follows :- → creation of customer → continuous innovations → Best possible use of resources → Adoption of fair trade practices → Economic well-being of employees. → Development of human resources.

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STUDENT'S ACTIVITY

Students listen carefully and make notes.

Students listen carefully
make notes.

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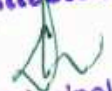
BLACKBOARD WORK

Features:

- economic activity.
- Production of goods & services.
- Exchange of goods & services.
- Profit earning
- Involves risk.

Objectives:

- creation of customs
- continuous innovations
- best possible use of resources.
- Economic well-being of employees.

TEACHING POINT	PUPIL-TEACHER'S ACTIVITY
Summary	So students, today we learnt about the features and objectives of a business.  Attested  Principal Bharathi College of Education Kandri, Mandar, Ranchi

STUDENT'S ACTIVITY

Students will listen
carefully.



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BLACK BOARD WORK.

Evaluation -

- Q1. What is a business, give its definition?
- Q2. What are the features of a business?
- Q3. What are the objectives of the business?

Homework-

Explain briefly the features of a business.

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LESSON PLAN

Date - 23/2/2022

Period - 4th

Duration - 10 mins

Name of School -

Class - 11

Subject - Commerce (Business Studies)

Topic - TYPES OF SERVICES

Sub-Topic - TRANSPORT AND IT'S TYPES

Teaching objectives - i) To impart the knowledge to students about commercial conditions and problems of the country.
ii) Students will know about the transport and its services.

Teaching Aids - i) chalk ii) Duster
iii) Blackboard

Methods of ~~Teaching~~ - i) Questioning
ii) Lecture
iii) Discussion

Previous Knowledge - The students are assumed to ~~have some knowledge about transport services.~~

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TEACHING POINT	PUPIL-TEACHER'S ACTIVITY
Class Entry	The teacher enters the class enthusiastically, accepts the greeting of the students and asks them to settle down
Introductory Questions	Q1.) Where do we go to buy goods Q2.) How does the shopkeeper bring goods to his shop? Q3.) Which facility is needed to move goods from one place to another?
Announcement of the topic	Today, students we shall study about transportation services and its types. Attested  Principal

STUDENT'S ACTIVITY

Students greet the teacher and proceed to settle down.

- market

- he/she brings goods and products by tempo, tractor, etc.

- problematic

Students will listen carefully.

BLACK BOARD WORK

TOPIC -
TRANSPORTATION AND
ITS TYPES

Attested



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TEACHING POINT	PUPIL TEACHER - ACTIVITY
Types of Transportation	There are 3 types of transportation - a) Land Transportation b) Water Transportation. c) Air Transportation. i) Types of Land Transportation - → Roadways → Railways. ii) Types of Water Transportation - → Inland → Ocean iii) Types of Air Transportation → Domestic → International

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STUDENT'S ACTIVITY

BLACKBOARD WORK.

Students listen carefully and make notes

- a) Land
- b) water
- c) air

Students listen carefully & take note

- Land
- Roadways
- Railways

Students listen ~~carefully~~ and take notes

- water
- Inland
- Ocean

Students listen ~~carefully~~ and take notes

- Air
- Domestic
- International

Attested



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TEACHING POINT	POPULI-TEACHER'S ACTIVITY
Summary	So today students we studied about transposition and its types.   Attested Principal Bharathi College of Education Kandri, Mandar, Ranchi

STUDENT'S ACTIVITY

Students listen
carefully.



BLACK BOARD WORK

Attested

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Evaluation:

- Q1. What do you mean by means of transportation?
- Q2. What are the 3 means of transportation?
- Q3. What are the 2 means of land transportation?

Homework:

- a. Write short notes on means of Transportation and its types.

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LESSON PLAN

Date - 18/2/2022

Period - 1st

Duration - 10 mins

Name of School -

Class - 11

Subject - Commerce (Business Studies)

Topic - Insurance

Sub topic - Insurance and its types.

Pupil Teacher Name - Saroj 'Amu' Noel

Teaching Objective - i) Students will develop an interest towards insurance sector.

ii) Students will be able to define the different types of insurance.

Teaching Aids - i) chalk ii) duster
iii) blackboard

Methods of Teaching - i) Questioning
ii) Lecture
iii) Discussion

Prior Knowledge - Pupil teacher assume that students have knowledge about insurance.

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TEACHING POINT	PUPIL-TEACHER'S ACTIVITY
Class Entry.	The pupil teacher will enter the class enthusiastically she accepts the greetings by the students and asks them to settle down.
Introductory Questions	Q1. what is insurance? Q2. what are the types of insurance?
Announcement of the topic.	So / today we will study about the types of insurance.

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STUDENT'S ACTIVITY

The students greet the teacher and proceed to settle down.

- An agreement under which one party agrees to return another party to make good or compensate for damaged goods and services.

- Problematic

Students listen carefully.

BLACK BOARD WORK

TOPIC - INSURANCE

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TEACHING POINT	PUPIL TEACHER'S ACTIVITY
Types of Insurance	Following are the few types of insurance - A. Life Insurance - - It can be defined as a contract between an insurance policy holder and an insurance company where the insurer promises to pay a sum of money in exchange for a premium, upon the death of an insured person or after a set time period. B. Business Insurance - - It will guard business against losses due to events that may happen during the regular course of business, for an exchange of premium.

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STUDENT'S ACTIVITY

Students listen and make notes.

Students listen and make notes.

BLACKBOARD WORK

Types of Insurance

- Life
- Business
- Vehicle
- Fire

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TEACHING POINT	Pupil-Teacher's Activity
	C. Vehicle Insurance - - This type of insurance provides cover for loss or damage to any vehicle like car, two-wheeler, or commercial vehicle. D. Fire Insurance - It is a legal contract between an insurance company and the policy holder which guarantees that any loss or damages caused to the policy holder's property in a fire will be paid by the insurance company.
Summary	So today students we learnt about the principles and types of insurance

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STUDENT'S ACTIVITY

Students listen and
make notes -

Students listen and
make notes

Students listen
carefully.

Attested



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BLACK BOARD WORK

Evaluation:

- Q1. What is insurance? Name its types
- Q2. What is life insurance?
- Q3. What is vehicle insurance?
- Q4. What is business insurance?

Homework:

- Write short notes on-
- a. Warehouse insurance
 - b. Marine insurance

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LESSON PLAN

Date - 24/2/2022

Period - 5th

Duration - 10 mins

Name of School -

Class - 11

Subject - Commerce

Topic - Accounting

Sub-topic - Concept of Accounting

Pupil teacher Name - Saroj Nimi Nael

Teaching objectives - i) To develop interest of the students in commerce stream.

ii) Recall the term 'Accounts'

Teaching aids - chalk, duster, blackboard

Methods of teaching - i) Lecturing

ii) Discussion

iii) Questioning

Prior knowledge - The students are familiar with the word account.

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TEACHING POINT	PUPIL-TEACHER'S ACTIVITY
Class Entry	The pupil teacher will enter the class enthusiastically, she accepts the greetings of the students and asks them to settle down.
Introductory Questions.	Q1. What do you mean by the term accounts? Q2. What type of transactions are recorded in accounts? Q3. What do you mean by debit and credit?
Announcement of the topic.	Well, students today we will study about meaning of accounts and classification of accounts. Attested Principal Bharathi College of Education Kandri, Mandar, Ranchi

STUDENT'S ACTIVITY

Students greet the teacher and proceed to settle down.

- Accounts is the recording of transactions
- debit and credit
- Problematic

Students will listen carefully.

BLACK BOARD WORK

TOPIC

- ACCOUNTS & ITS CLASSIFICATION

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TEACHING POINT	PUPIL TEACHER'S ACTIVITY
Meaning of Accounts.	An account is an summarised record of relevant transactions at one place, relating to a particular head. It records not only the amount of transactions but also their effect and direction.
Classification of Accounts.	Two Approaches:— I → Traditional Approach a. 2 → Personal A/c. (Rules of personal A/c) → Debit - debit the receiver → Credit - Credit the giver b. 1 → Impersonal A/c → Real A/c → Nominal A/c. II → Modern Approach → Assets A/c → Liabilities A/c.

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STUDENT'S ACTIVITY

Students will listen carefully and make notes.

Students will listen and make notes.

BLACKBOARD WORK

TOPIC -
ACCOUNTING
Meaning:
It is a summarised record of relevant transactions at one place.

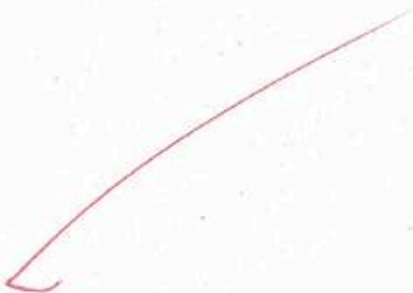
Traditional Approach
Personal A/c
- Impersonal A/c

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Kandri, Mandar, Raichoti

TEACHING POINT	PUPIL-TEACHER'S ACTIVITY
Summary,	→ Capital A/c → Revenue A/c → Expense A/c. So students today we studied about accounts and its types.  Attested  Principal Bharathi College of Education Kandri, Mandar, Ranchi

STUDENT'S ACTIVITY

- Students listen carefully and make notes

- Students listen carefully.

BLACK BOARD WORK

Modern Approach

- Asset A/c
- Liability A/c
- Capital A/c
- Revenue A/c
- Expense A/c

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Evaluation :

- Q1. what are accounts?
- Q2. what are the 2 approaches?
- Q3. what are the types of A/c's according to these 2 approaches.

Homework :

→ Write short notes on assets and liabilities A/c.

R. K. Singh

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