

## **BLOOM PUBLIC SCHOOL**

C-8 Vasant Kunj, New Delhi

Syllabus for the Session 2025-26

## Class: XI

## Subject: Salesmanship

|       | SYLLABUS  |   |  |  |
|-------|---|---|--|--|
| MONTH | CHAPTER<br>(CBSE Study<br>material)   | CONTENT (Topics)  | Practical/Activities   |  |
| April | PART B:<br>Salesmanship<br>Unit 1: Salesmanship                                     | <ul> <li>✓ Introduction to<br/>Personal Selling -<br/>Introduction, Meaning<br/>&amp; Definition of<br/>Personal.</li> <li>✓ Nature of Personal<br/>Selling.</li> <li>✓ Need &amp; Importance<br/>of Personal Selling</li> <li>✓ Approaches to<br/>Personal Selling<br/>Salesmanship.</li> <li>✓ Qualities of a<br/>salesperson.</li> </ul> | Activity - Take a company of<br>your choice and understand<br>its complete communication<br>mix and analyse effect of<br>mass communication and<br>personal communication<br>(personal selling) activities<br>adopted.   |  |
|       | <b>PART A:</b><br><b>Employability Skills</b><br>Unit 1:<br>Communication<br>Skills | <ul> <li>✓ Methods of<br/>communication –<br/>Verbal, Non- verbal<br/>&amp; Visual</li> <li>✓ Communication<br/>styles - assertive,<br/>aggressive, passive<br/>aggressive,<br/>submissive, etc.</li> <li>✓ Writing skills.</li> </ul>  | Activity - Role Play on the<br>communication process.<br>Students will play the role of<br>a buyer and seller. Students<br>will list out the elements of<br>the communication process<br>and also highlight the<br>communications barriers<br>which may exist, |  |
| May   | <b>PART B:</b><br>Salesmanship<br>Unit 2: Essential<br>of Sales                     | <ul> <li>✓ Knowledge of</li> <li>Industry &amp; Company -</li> <li>Introduction, Benefits</li> <li>of acquiring</li> </ul>  | Activity - Introduction of<br>knowledge of Industry with<br>its significance and sources<br>Discussion of how to<br>collect information  |  |

|      | PART C: Practical<br>File  | <ul> <li>✓ Knowledge to<br/>salesmen, Knowledge<br/>of Industry, Knowledge<br/>of Company.</li> <li>✓ Knowledge of<br/>products/ services-<br/>Introduction, Meaning<br/>of Products Goods &amp;<br/>Services, Categories of<br/>products, Product<br/>features to be<br/>highlighted by the<br/>salesperson.</li> <li>✓ Knowledge of<br/>customers- Different<br/>types of consumers in<br/>sales, Benefits of<br/>knowledge of<br/>customers.</li> </ul>  | regarding firm from various<br>sources and its significance   |
|------|--|---|---|
| July | PART A:<br>Employability Skills<br>Unit 2: Self –<br>Management Skills<br>Unit 3: ICT Skills | <ul> <li>Projects to be assigned</li> <li>✓ Strength &amp; Weakness<br/>analysis, Grooming</li> <li>✓ Personal hygiene<br/>Teamwork<br/>Networking skills</li> <li>✓ Self-motivation –<br/>Types of motivation,</li> <li>✓ Goal setting, Time<br/>management.</li> <li>✓ Introduction to ICT-<br/>Introduction to ICT-<br/>Introduction to Vortex<br/>word processing.</li> <li>✓ Software packages<br/>for word<br/>processing.</li> <li>✓ Opening &amp; exiting<br/>the word processor.<br/>Creating a<br/>document.</li> <li>✓ Basic interface<br/>LibreOffice Writer -</li> </ul> | Activity - Students will<br>prepare their interest and<br>abilities worksheet. Based on<br>this, they will think of a<br>career they can have.<br>Activity: Identify different<br>types of customers for<br>manufacturing or service<br>industries. Prepare a sales<br>presentation addressing<br>their mindset and convert<br>them into buyers.<br>Activity: Students will form<br>groups and perform the<br>practice exercises, |

|           |                       | Saving, closing,                         |   |
|-----------|-----------------------|--|---|
|           |                       | opening & printing                       |   |
|           |                       | document                                 |   |
|           |                       | $\checkmark$ Formatting text in a        |   |
|           |                       | word document                            |   |
|           |                       | ✓ Checking spelling &                    |   |
|           |                       | grammar Inserting                        |   |
|           |                       | lists, tables,                           |   |
|           |                       | pictures & shapes                        |   |
|           |                       | Header, footer &                         |   |
|           |                       | page number                              |   |
|           |                       | Tracking changes in                      |   |
|           |                       | Libre Office Writer                      |   |
|           |                       |  |   |
|           | PART C –<br>Practical | Projects to be                           |   |
|           |                       | discussed                                |   |
|           | PA1                   |  |   |
|           | Examination           |  |   |
|           | PART B:               | ✓ Meaning and                            | Activity: Students will go to                 |
|           | Salesmanship          | definition of                            | a automobile dealer outlet                    |
|           | Llait 2 . Dualizzio - | prospecting                              | and observe the process of                    |
|           | Unit 3 : Preliminary  | characteristics of                       | presentation and demonstration the salesman   |
|           | States of Personal    | prospects methods of                     |   |
|           | Selling Process       | prospecting.                             | employs to sell a car.                        |
|           | (Contd.)              | ✓ Meaning of pre –                       | Identify if there are                         |
| August    |                       | approach importance of                   | differences in approach                       |
|           |                       | pre – approach sources<br>of information | while selling high priced or economical cars. |
|           |                       |  | economical cars.                              |
|           | PART C:               | Discussion of projects.                  | Activity: Visit a mall and                    |
|           | Practical File        | r-J                                      | observe the common                            |
|           |                       |  | objections raised by                          |
|           |                       |  | customers while purchasing                    |
|           |                       |  | branded shirts.                               |
|           | PART B:               |  | Activity – Students will give                 |
|           | Salesmanship          |  | presentation on the concept                   |
|           |                       | $\checkmark$ Define the meaning          | of Approach and the methods                   |
|           | Unit 3 : Preliminary  | of approach                              | of approach.                                  |
| September | Statesof Personal     | ✓ Identify the                           |   |
|           | Selling Process       | importance of                            |   |
|           |                       | approach                                 |   |
|           | TERM 1                | ✓ Methods of approach                    |   |
|           | Examination           | 1  | 1   |

| DetoberSalesmanship<br>Unit 4: Advanced<br>Stages of Personal<br>Selling Process<br>(Contd.)in the process of<br>demonstration and<br>presentation<br>Y Objection Handling<br>Y Techniques of<br>closing a Salesand observe at least<br>five salespersons in<br>different stores and list<br>the method employed<br>for closing the deal.DetoberPART B:<br>SalesmanshipY Aftersales service -<br>Understand the<br>concept and<br>sales service and<br>sales service and<br>selling ProcessActivity - Interview at least<br>five salesperson and ask<br>them the widely used<br>methods in the aftersales<br>service of consumer durables.NovemberPART B:<br>SalesmanshipY Aftersales service -<br>Understand the<br>concept and<br>importance of after<br>sales service and<br>selling ProcessActivity - Interview at least<br>five salespeople and ask<br>them the widely used<br>methodsNovemberPART A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>SkillsY Introduction to<br>Entrepreneur<br>Attivide of an<br>entrepreneur<br>thinking like an<br>entrepreneurActivity - In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business idea<br>Understanding the<br>market Business<br>Planning.Activity - In groups,<br>students will select any one<br>sector of the green economy,<br>its elect any one<br>sector of the green economy,<br>Policies for a green<br>economyActivity - In groups,<br>students will select any one<br>sector of the green economy,<br>its inportance and career<br>onomy   |          | DADEE            |                      | · · · · · · · · · · · · |
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| DetoberInit 4: Advanced<br>Stages of Personal<br>Selling Process<br>(Contd.)demonstration and<br>presentation<br>Y Objection Handling<br>Y Techniques of<br>closing a Salesfive salespersons in<br>different stores and list<br>the method employed<br>for closing the deal.NovemberPART B:<br>Salesmanship✓ Aftersales service -<br>Unit 4: Advanced<br>Stages of Personal<br>Selling Process✓ Aftersales service -<br>understand the<br>concept and<br>importance of after<br>sales service and<br>steps involved in the<br>after sales service.Activity - Interview at least<br>five salespeople and ask<br>them the widely used<br>methodsNovemberPART A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>Skills✓ Introduction to<br>Entrepreneur<br>Attivude of an<br>entrepreneur<br>Attivity = In groups,<br>students will research and<br>present on the leasing<br>starups, discuss their<br>business idea<br>Understanding the<br>market Business<br>Planning.Activity - In groups,<br>students will research and<br>present on the leasing<br>starups, discuss their<br>business model and<br>entrepreneurPart A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>Skills✓ Introduction to<br>Entrepreneur<br>Attivity = In groups,<br>students will research and<br>entrepreneurPart A:<br>Employability Skills<br>Unit 5: Green Skills✓ Sectors of Green<br>Economy<br>Y Policies for a green<br>economy -<br>Y Stakeholders in green<br>economy -Activity - In groups,<br>students wills elect any one<br>sector of the green economy,<br>is importance and caree   |          | PART B:          | 20001100 1110 500800 | Activity – Visit a mall |
| DetoberUnit 4: Advanced<br>Stages of Personal<br>Selling Process<br>(Contd.)presentation<br>Y Objection Handling<br>Y Techniques of<br>closing a Salesdifferent stores and list<br>the method employed<br>for closing the deal.NovemberPART B:<br>SalesmanshipY Aftersales service -<br>Understand the<br>concept and<br>importance of after<br>sales service and<br>Stages of Personal<br>Selling ProcessY Aftersales service -<br>Understand the<br>concept and<br>importance of after<br>sales service and<br>Stages of Personal<br>Selling ProcessActivity - Interview at least<br>five salespeople and ask<br>them the widely used<br>methodsPorcemberPART A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>SkillsY Introduction<br>to<br>Entrepreneur<br>Values of an<br>entrepreneurActivity - In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurDecemberPART A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>SkillsY Sectors of Green<br>Economy<br>Y Policies for a green<br>economy -<br>Oportunities provided by<br>each of thes sectors.Activity - In groups,<br>students wills elect any one<br>sector of the green economy,<br>is importance and career<br>opportunities provided by<br>each of these sectors.   |          | Salesmanship     |                      |                         |
| Stages of Personal<br>Selling Process<br>(Contd.)· Objection Handling<br>Techniques of<br>closing a Salesthe method employed<br>for closing the deal.OctoberPART 6:<br>Salesmanship· Aftersales service -<br>Understand the<br>concept and<br>sales service of after<br>sales service and<br>steps involved in the<br>after sales service.Activity - Interview at least<br>five salespeople and ask<br>them the widely used<br>methods in the aftersales<br>service of consumer durables.NovemberUnit 4: Advanced<br>Stages of Personal<br>Selling Process· Aftersales service -<br>Understand the<br>concept and<br>steps involved in the<br>after sales service.Activity - Interview atleast<br>five salespeople and ask<br>them the widely used<br>methodsPART A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>Skills· Introduction to<br>Entrepreneur<br>Attivide of an<br>entrepreneur<br>thinking like an<br>entrepreneurActivity - In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business idea<br>Understanding the<br>market Business<br>Planning.PA2 Examination·Sectors of Green<br>Economy<br>· Policies for a green<br>economy -<br>Government &Activity - In groups,<br>students will select any one<br>sector of the green economy,<br>its importance and career<br>opportunities provided by<br>each of these sectors.  |          |                  |                      | -                       |
| Detober       Selling Process<br>(Contd.) <ul> <li>Techniques of<br/>closing a Sales</li> <li>For closing the deal.</li> <li>Activity - Interview at least<br/>five salesperson and ask<br/>them the widely used<br/>methods in the aftersales<br/>service of consumer durables.</li> </ul> November     PART B:<br>Salesmanship <ul> <li>Aftersales service -<br/>Understand the<br/>concept and<br/>importance of after<br/>sales service and<br/>setps involved in the<br/>after sales service.</li> </ul> Activity - Interview at least<br>five salesperson and ask<br>them the widely used<br>methods           PART A: <ul> <li>Employability Skills<br/>Unit 4: Entrepreneurial<br/>Skills</li> </ul> <li>PART A:</li> <ul> <li>Employability Skills<br/>Unit 4: Entrepreneurial<br/>Skills</li> <li>Coming up with a<br/>entrepreneur</li> <li>Coming up with a<br/>business idea<br/>Understanding the<br/>market Business<br/>Planning.</li> </ul> <ul> <li>PART A:</li> <li>PART A:</li> <li>PART A:</li> <li>Scoring up with a<br/>business idea<br/>Understanding the<br/>market Business<br/>Planning.</li> </ul> <ul> <li>PART A:</li> <li>PART A:</li> <li>Employability Skills<br/>Unit 5: Green Skills</li> <li>Sectors of Green<br/>Economy</li> <li>Policies for a green<br/>economy -<br/>Government &amp;</li> </ul> <ul> <li>Activity - In groups,<br/>students will select any one<br/>sector of the green economy,<br/>its importance and career<br/>opportunities provided by<br/>each of these sectors.</li> </ul> <ul> <li>Mater and the sectors.</li> <li>Mater and the sectors.</li> </ul> <ul> <li>Stakcholders in green<br/>economy -</li>             &lt;</ul>   |          |                  | -                    |                         |
| October(Contd.)closing a SalesActivity - Interview at least<br>five salesperson and ask<br>them the widely used<br>methods in the aftersales<br>service of consumer durables.NovemberPART B:<br>SalesmanshipAftersales service -<br>Understand the<br>concept and<br>sitess involved in the<br>after sales service.Activity - Interview at least<br>five salesperson and ask<br>them the widely used<br>methodsNovemberUnit 4: Advanced<br>Stages of Personal<br>Selling ProcessAftersales service -<br>understand the<br>concept and<br>steps involved in the<br>after sales service.Activity - Interview at least<br>five salespeople and ask<br>them the widely used<br>methodsPART A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>SkillsActivity - In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business idea<br>Understanding the<br>market Business<br>Planning.Activity - In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business idea<br>Understanding the<br>market Business<br>Planning.JanuaryPART A:<br>Employability Skills<br>Unit 5: Green Skills< Sectors of Green<br>Economy<br>< Stakeholders in green<br>economy -<br>Stakeholders in green<br>economy -<br>Government &Activity - In groups,<br>students will select any one<br>sector of the green economy,<br>its importance and career<br>opportunities provided by<br>each of these sectors.   |          | -                | •                    |                         |
| PART B: <ul> <li>Aftersales service – Understand the concept and importance of after sales service and selling Process</li> <li>Salesmanship</li> <li>Unit 4: Advanced Stages of Personal Selling Process</li> <li>PART A:</li> <li>Employability Skills Unit 4: Entrepreneurial Skills</li> </ul> <ul> <li>Modentiation to Entrepreneur Attitude of an entrepreneur Attitude of an entrepreneur Attitude of an entrepreneur</li> <li>Activity – In groups, students will research and present on the leasing startups, discuss their business idea Understanding the market Business Planning.</li> </ul> <ul> <li>Activity – In groups, students will select any one sector of the green economy, its importance and career oportunities provided by each of the select any one sector of the select any one sector of the select any one sectors.</li> </ul>  | October  | -                |                      | for closing the deal.   |
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| PART B:<br>Salesmanship✓ Aftersales service –<br>Understand the<br>concept and<br>importance of after<br>sales service and<br>Stages of Personal<br>Selling Process✓ Aftersales service –<br>Understand the<br>concept and<br>steps involved in the<br>after sales service.Activity – Interview atleast<br>five salespeople and ask<br>them the widely used<br>methodsPART A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>Skills✓ Introduction to<br>Entrepreneurship<br>Values of an<br>entrepreneur<br>thinking like an<br>entrepreneurActivity – In groups,<br>students will research and<br>present on the leasing<br>starups, discuss their<br>business idea<br>Understanding the<br>market Business<br>Planning.PART A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>Skills✓ Coming up with a<br>business idea<br>Understanding the<br>market Business<br>Planning.PA 2 Examination✓ Sectors of Green<br>Economy<br>✓ Policies for a green<br>economy<br>✓ Stakeholders in green<br>Government &Activity – In groups,<br>students will select any one<br>sector of the green economy,<br>its importance and career<br>opportunities provided by<br>each of these sectors.   |          |                  |                      | -                       |
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| NovemberUnit 4: Advanced<br>Stages of Personal<br>Selling Processimportance of after<br>sales service and<br>steps involved in the<br>after sales service.methodsPART A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>Skills✓ Introduction<br>Entrepreneurship<br>Values of an<br>entrepreneur<br>Attitude of an<br>entrepreneur<br>thinking like an<br>entrepreneurActivity – In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurDecemberPA 2 Examination✓ Coming up with a<br>business<br>Planning.Activity – In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurPA 2 Examination✓ Sectors of Green<br>Economy<br>✓ Policies for a green<br>economy –<br>   |          | Salesmanship     |                      |                         |
| Stages of Personal<br>Selling Process       sale service and<br>steps involved in the<br>after sales service.         PART A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>Skills <ul> <li>Introduction to<br/>Entrepreneurship<br/>Values of an<br/>entrepreneur</li> <li>Activity – In groups,<br/>students will research and<br/>present on the leasing<br/>startups, discuss their<br/>business model and<br/>entrepreneur</li> <li>V Coming up with a<br/>business idea<br/>Understanding the<br/>market Business<br/>Planning.</li> </ul> Activity – In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business model and<br>entrepreneur           PA 2 Examination <ul> <li>Sectors of Green<br/>Economy</li> <li>Policies for a green<br/>economy</li> <li>Stakeholders in green<br/>economy –<br/>Government &amp;</li> </ul> <ul> <li>Activity – In groups,<br/>students wills elect any one<br/>sector of the green economy,<br/>its importance and career<br/>opportunities provided by<br/>each of these sectors.</li> </ul>   |          |                  | -                    | ·                       |
| Selling Processsteps involved in the<br>after sales service.PART A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>SkillsIntroduction<br>Entrepreneurship<br>Values<br>Attitude<br>entrepreneur<br>thinking like an<br>entrepreneurActivity – In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurDecemberY Coming up with a<br>business idea<br>Understanding the<br>market Business<br>Planning.Activity – In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurPA 2 ExaminationY Coming up with a<br>business idea<br>Understanding the<br>market Business<br>Planning.Activity – In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurs.JanuaryPART A:<br>Employability Skills<br>Unit 5: Green SkillsY Sectors of Green<br>Economy<br>Y Policies for a green<br>economy<br>Y Stakeholders in green<br>economy –<br>Government &Activity – In groups,<br>students wills elect any one<br>sector of the green economy,<br>its importance and career<br>opportunities provided by<br>each of these sectors.  | November |                  | -                    | methods                 |
| PART A:       Employability Skills <ul> <li>Introduction to Entrepreneurship</li> <li>Values of an entrepreneur</li> <li>Attivity – In groups, students will research and present on the leasing startups, discuss their</li> <li>business model and entrepreneur</li> <li> <li>Coming up with a business idea Understanding the market Business Planning.</li> </li></ul> <li>PART A: Employability Skills Unit 5: Green Skills</li> <li>Y Sectors of Green economy</li> <li>Y Stakeholders in green economy</li> <li>Y Stakeholders in green economy – Government &amp;</li>   |          | -                |                      |                         |
| PART A:<br>Employability Skills<br>Unit 4: Entrepreneurial<br>Skills✓ Introduction<br>Entrepreneurship<br>Values<br>of<br>an<br>entrepreneur<br>Attitude<br>of<br>an<br>entrepreneur<br>thinking<br>like<br>an<br>entrepreneurActivity – In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurDecemberYComing<br>up with a<br>business<br>Planning.Activity – In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurDecemberYComing up with a<br>business<br>planning.Activity – In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurs.DecemberYComing up with a<br>business<br>planning.Activity – In groups,<br>students will research and<br>present on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurs.DecemberYComing up with a<br>business<br>planning.Activity – In groups,<br>students wills elect any one<br>sector of the green economy,<br>its importance and career<br>opportunities provided by<br>each of these sectors.   |          | Selling Process  | -                    |                         |
| DecemberEmployability Skills<br>Unit 4: Entrepreneurial<br>SkillsIntroduction<br>Entrepreneurial<br>SkillsIntroduction<br>Entrepreneurship<br>Values<br>Attitude<br>entrepreneur<br>thinking<br>like an<br>entrepreneurStudents will research and<br>present on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurDecemberValues<br>Attitudeof<br>an<br>entrepreneur<br>thinking<br>Understanding<br>the<br>market<br>Planning.an<br>entrepreneur<br>thinking<br>like an<br>entrepreneurPA 2 ExaminationV<br>Coming up with a<br>business<br>Planning.Activity – In groups,<br>students will select any one<br>sector of the green economy,<br>its importance and career<br>opportunities provided by<br>each of these sectors.JanuaryImage: Communication of the green economy and the sectors of the green economy and the sectors.Activity – In groups,<br>students wills elect any one<br>sector of the green economy,<br>its importance and career<br>opportunities provided by<br>each of these sectors.   |          |                  | after sales service. | A                       |
| DecemberEntrepreneurial<br>Unit 4: Entrepreneurial<br>SkillsEntrepreneurship<br>Values<br>of an<br>entrepreneur<br>Attitude of an<br>entrepreneur<br>thinking like an<br>entrepreneurpresent on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurs.DecemberValues<br>Values<br>of an<br>entrepreneur<br>thinking like an<br>entrepreneurpresent on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurs.DecemberValues<br>Values<br>of an<br>entrepreneurpresent on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurs.DecemberValues<br>Attitudeof an<br>entrepreneur<br>thinking like an<br>entrepreneurpresent on the leasing<br>startups, discuss their<br>business model and<br>entrepreneurs.DecemberPart A:<br>Employability Skills<br>Unit 5: Green SkillsSectors of Green<br>Economy<br>Y Policies for a green<br>economy<br>Y Stakeholders in green<br>economy -<br>Government &Activity - In groups,<br>students wills elect any one<br>sector of the green economy,<br>its importance and career<br>opportunities provided by<br>each of these sectors.   |          |                  | ✓ Introduction to    |                         |
| Skills       Values of an entrepreneur       startups, discuss their business model and entrepreneur         Attitude of an entrepreneur       Attitude an entrepreneur       business model and entrepreneurs.         Volues of an entrepreneur       Values of an entrepreneur       business model and entrepreneurs.         Volues of an entrepreneur       Values of an entrepreneur       business model and entrepreneurs.         Volues of an entrepreneur       Values of an entrepreneur       business idea Understanding the market Business Planning.         PA 2 Examination       Values of a green economy       Activity – In groups, students wills elect any one sector of the green economy, its importance and career opportunities provided by each of these sectors.         January       Values of an entrepreneur       Stattups, discuss their  |          |                  | Entrepreneurship     |                         |
| December       entrepreneur       Attitude of an entrepreneur       business model and entrepreneurs.         V Coming up with a business idea Understanding the market Business Planning.       V Coming up with a business planning.       V         PA 2 Examination       V Sectors of Green Economy       Activity – In groups, students wills elect any one sector of the green economy, its importance and career opportunities provided by each of these sectors.         January       V Stakeholders in green economy – Government &       Stakeholders in green economy – Government &  |          | -                | Values of an         |                         |
| December       Attitude of an entrepreneur thinking like an entrepreneur       entrepreneurs.         ✓ Coming up with a business idea Understanding the market Business Planning.       ✓ Coming up with a business idea Understanding the market Business Planning.       ✓ Coming up with a business idea Understanding the market Business Planning.         PA 2 Examination       ✓ Sectors of Green Economy       ✓ Activity – In groups, students wills elect any one sector of the green economy, its importance and career opportunities provided by each of these sectors.         January       Value Skills       ✓ Stakeholders in green economy – Government &  |          | Skills           | entrepreneur         | -                       |
| December       entrepreneur  |          |                  | Attitude of an       |                         |
| December       entrepreneur         entrepreneur       ✓ Coming up with a         business       idea         Understanding the       market Business         PA 2 Examination       PART A:         Employability Skills       ✓ Sectors of Green         Employability Skills       ✓ Sectors of Green         Unit 5: Green Skills       ✓ Policies for a green         V Policies for a green       students wills elect any one         economy       ✓ Stakeholders in green         economy –       Government &  |          |                  | entrepreneur         | entrepreneurs.          |
| Image: Sector of Green Employability Skills Unit 5: Green Skills       ✓ Sectors of Green Economy       Activity – In groups, students wills elect any one sector of the green economy, its importance and career opportunities provided by each of these sectors.         January       ✓ Stakeholders in green economy – Government &       ✓ Stakeholders in green economy – Government &   | D        |                  | thinking like an     |                         |
| January       business       idea         Warden and the market business Planning.       Market Business Planning.         PA 2 Examination       Market Planning.         PART A:       Sectors of Green Economy         Unit 5: Green Skills       ✓ Sectors of Green Economy         V Policies for a green economy       ✓ Stakeholders in green economy         Stakeholders in green economy – Government &       Opportunities provided by each of these sectors.   | December |                  | entrepreneur         |                         |
| January       business       idea         Warden and the market business Planning.       Market Business Planning.         PA 2 Examination       Market Planning.         PART A:       Sectors of Green Economy         Unit 5: Green Skills       ✓ Sectors of Green economy         V Policies for a green economy       ✓ Stakeholders in green economy         Stakeholders in green economy – Government &       Opportunities provided by each of these sectors.   |          |                  | Coming up with a     |                         |
| JanuaryUnderstanding the<br>market Business<br>Planning.Image: Description of the green sectors of Green<br>Employability Skills<br>Unit 5: Green SkillsImage: Description of the green sector |          |                  | 0 1                  |                         |
| Manuarymarket<br>market<br>PA 2 Examinationmarket<br>Business<br>Planning.PA 2 ExaminationPA 2 ExaminationActivity – In groups,<br>students wills elect any one<br>sector of the green economy,<br>its importance and career<br>opportunities provided by<br>each of these sectors.JanuaryV<br>Stakeholders in green<br>economy –<br>Government &Activity – In groups,<br>students wills elect any one<br>sector of the green economy,<br>its importance and career<br>opportunities provided by<br>each of these sectors.   |          |                  |                      |                         |
| PA 2 Examination       Planning.         PA 2 Examination       Planning.         PART A:       ✓ Sectors of Green         Employability Skills       ✓ Sectors of Green         Unit 5: Green Skills       ✓ Policies for a green         V Policies for a green       sector of the green economy,         its importance and career       opportunities provided by         economy –       Government &  |          |                  | •                    |                         |
| PA 2 Examination       ✓         PART A:       ✓         Employability Skills       ✓         Unit 5: Green Skills       ✓         V Policies for a green economy       ✓         Stakeholders in green economy –       opportunities provided by each of these sectors.   |          |                  |                      |                         |
| PART A:<br>Employability Skills<br>Unit 5: Green Skills✓ Sectors of Green<br>Economy<br>✓ Policies for a green<br>economy<br>✓ Stakeholders in green<br>economy –<br>Government &Activity – In groups,<br>students wills elect any one<br>sector of the green economy,<br>its importance and career<br>opportunities provided by<br>each of these sectors.   |          | PA 2 Examination |                      |                         |
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| Unit 5: Green Skills       ✓ Policies for a green economy       sector of the green economy, its importance and career         January       ✓ Stakeholders in green economy – Government &       opportunities provided by each of these sectors.   |          | -                |                      |                         |
| January✓ Policies for a green<br>economyits importance and career<br>opportunities provided by<br>each of these sectors.   | January  |                  | •                    |                         |
| January ✓ Stakeholders in green<br>economy –<br>Government & Opportunities provided by<br>each of these sectors.   |          |                  | •                    |                         |
| economy – each of these sectors.<br>Government &   |          |                  | •                    | -                       |
| Government &   |          |                  | •                    |                         |
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|            | PART C:            | File Presentation                                    |  |
|            | Practical          |  |  |
|            | Revision           |  |  |
|            | Annual Examination |  |  |
| February   | Practical          |  |  |
|            | Examination        |  |  |
|            |                    |  |  |
| March      | Results            |  |  |
| ivitui chi |                    |  |  |
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|            | ASSESSMENT SY      |  |  |
| PERIODIC A | ASSESSMENT -1      | Employability Skills                                 |  |
|            |                    | Unit 1: Communication                                |  |
|            |                    | Skills   |  |
|            |                    | Salesmanship   |  |
|            |                    | Unit 1: Salesmanship                                 |  |
| PERIODIC   | ASSESSMENT -2      | Employability Skills                                 |  |
|            |                    | Unit 4: Entrepreneurial<br>Skills                    |  |
|            |                    | SKIIIS   |  |
|            |                    | Salesmanship   |  |
|            |                    | Unit 4: Advanced Stages                              |  |
|            |                    | of Personal Selling                                  |  |
|            |                    | Process  |  |
| MID TERM   | EXAM               | <b>Employability Skills</b><br>Unit 1: Communication | <b>Practical – 40 Marks</b><br>Viva Voce |
|            |                    | Skills   | Role Play                                |
|            |                    | Unit 2: Self –                                       | Kole I lay                               |
|            |                    | Management Skills                                    |  |
|            |                    | Unit 3: ICT Skills                                   |  |
|            |                    |  |  |
|            |                    | Salesmanship   |  |
|            |                    | Unit 1: Salesmanship<br>Unit 2: Essentials of        |  |
|            |                    | Sales  |  |
|            |                    | Unit 3: Preliminary                                  |  |
|            |                    | Stages of Personal                                   |  |
|            |                    | Selling Process                                      |  |
| FINAL EVA  | MINATION           | Employability Skills                                 | Practical – 40 Marks                     |
| TINAL EAA  |                    | Unit 1: Communication                                | Viva Voce                                |
|            |                    | Skills   | Role Play                                |
|            |                    | Unit 2 : Self –                                      |  |
|            |                    | Management Skills                                    |  |
|            |                    | Unit 3: ICT Skills                                   |  |
|            |                    | Unit 4 : Entrepreneurial                             |  |
|            |                    | Skills   |  |

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| Unit 5 : Green Skills  |
|                        |
| Salesmanship           |
| Unit 1: Salesmanship   |
| Unit 2 : Essentials of |
| Sales                  |
| Unit 3: Preliminary    |
| Stages of Personal     |
| Selling Process        |
| Unit4: Advanced Stages |
| of Personal Selling    |
| Process                |