Chapter in a Textbook. 31

Methods of Teaching

BUSINESS AND SOCIAL SCIENCE SUBJECTS

IN NIGERIAN SECONDARY SCHOOLS

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CONTENTS

CHAPTER 1: Lesson Notes Preparation in Business Subjects
A. A.Tijani *Ph.D*.....1

CHAPTER 2: Post- Analysis of Peer Teaching and Observation Exercise
A. A. Atolagbe *Ph.D* & **A. T. Muritala** *Ph.D*.....9

CHAPTER 3: Examination of the school Certificate Syllabus in Business Studies Subjects
N. B. Oyedeji *Ph.D*.....14

CHAPTER 4: Current Innovations in the Business Studies Subjects
A. A. Atolagbe *Ph.D*.....22

CHAPTER 5: Guiding Principles for Selection of books Business Studies Subjects
A. A. Atolagbe *Ph.D* & **A. O. Sofoluwe** *Ph.D*.....27

CHAPTER 6: Problems and Prospects of Teaching Business Education Courses
A. T. Murtala *Ph.D*, **O. J .Ojo** *Ph.D* & **A. A. Umar** *Ph.D*.....31

CHAPTER 7: Methods of Teaching Book Keeping & Accounting
N. B. Oyedeji *Ph.D* . **O.J. Ojo** *Ph.D*, **H. A. Umaru** *Ph.D* &
A. A. Atolagbe *Ph.D*.....35

Teaching Social Science subjects

Economics.....57

Geography.....99

Government.....144

Social Studies.....171

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CHAPTER ONE

LESSON NOTES PREPARATION IN BUSINESS SUBJECTS

A. A.Tijani *Ph.D*

Introduction

Lesson notes preparation is the process of putting together all teaching activities involved for effective teaching and learning. A lesson note therefore, consists various activities expected to be performed by teacher and learners, the method of teaching and instructional materials to be used in a lesson. Lesson note preparation is an important tool for effective teaching as it serves as a guide in presenting content that provides a suitable instructional environment for the learners. Lesson notes preparation brings about a standard instruction, logical and sequential list of events of the lesson and time schedule for each activity. This suggests that quality of lesson note preparation will eventually leads to quality lesson delivery.

A good lesson note involves a number of important steps prepared in a learners logical orders to achieve the stated plans, Business education teachers are required to communicate, teach, direct, motivate the learners and make a follow up. It is necessary as a business teacher to make a careful inventory of available teaching materials at his disposal. To be able to deliver a successful lesson therefore, a business educator needs to take time to prepare adequately for a class interm of the subject matter to be taught, instruction of materials, and methods of instruction. Lesson notes should be written in the appropriate format, be suitable and be able to achieve objectives.

Types of Lesson - Notes

There are two commonly used formats of lesson notes preparation. They are prose and tabular formats. In university education, emphasis in often laid on the tabular format. It is important that students should be acquainted with both formats and they are advised to adopt tabular one in lesson notes preparation. It is on this premise that this write up contains a detailed analysis of a tabular lesson notes format.

A typical lesson notes are expected to contain three main parts.

A- Preliminary information.
B- Body of the lesson
C- Conclusion

a. **Preliminary information:** This first part of a lesson note is referred to as the 'clerical section'. It contains some basic information about the student-teacher, the class and the lesson among others. Examples of such information are.

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Name of the Student.....
Matriculation Number.....
Department.....
Level of the Student.....
Course of Study.....
Name of School.....
Class.....
Subject.....
Lesson Topic.....
Sub Topic .....
No of Student in the Class .....
Average Age .....
Date .....
Duration of Lesson .....
Period of the Lesson .....
Behavioural Objectives .....
Instructional Strategy .....

b. Body of the lesson

This is the second part of the lesson notes that contains the actual presentation of the lesson it include, the following.

- Introduction of the lesson
- Presentation of the lesson. This includes.

Step I
Step II
Step III
Step IV
Step V
Evaluation

c. Conclusion

This is the third and last part of lesson notes which contains the following:

- Summary of the lesson
- Assignment/home work
- References

A PRACTICAL EXAMPLE OF A COMPLETE LESSON NOTE IN BUSINESS EDUCATION

Name of student:	Adebayo, Mohammed Tijani
Matric Number:	99/250E066
Department:	Educational Management
Level:	300L
Course of study:	Business Education
Name of the school:	Government High School, Ilorin
Class:	Basic 8

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B

Subject: Business Studies
Lesson topic: Office Equipment
No of students in the class: 45
Average age of the students: 13 years
Date : 6th March, 2016
Duration of the lesson: 40 minutes
Period of the lesson: 6th period
Behavioural objective : At the end of the lesson, students should to

(a) Define office equipment
(b) List factors to be considered when buying office equipment
(c) Identify types of office equipment

Previous knowledge: The learners have ideas about some of the office equipment like Desk computer, Photostat machine and Laptop.
Instructional strategy: The teacher uses demonstration method by showing the students in the business education laboratory how to use some of the office equipment. Various parts of equipment will be shown to the students
Instructional materials: Desk computer, laptop and photocopy machine were drawn on the cardboard and labeled.

Stages of lesson	Teachers activities	Students activities	Duration
Introductio n	The teacher begins the lesson by introducing office equipment such as Desk computer, Laptop computer, Photocopier, Filling cabinet, Stapling machine, Cash safe, Perforating machine	The pupils pay attention	5minutes
Step I	The teacher gives examples of Photocopy machine and computer and their uses	Pupils pay more attention and note	3munites
Step ii	The teacher identifies factors to be considered when buying office equipment as follows: Quality, time, price etc	Pupils pay adequate attention and note	2munites
Step iii	The teacher lists the advantage of office equipment as follows: (i) it saves time; (ii) it promotes accuracy; and (iii) it reduces mutilation	Pupils read and write along with the teacher	2minutes
Step iv	The teacher highlights the disadvantages of the office equipment as follows: (i) it creates noise ; (ii)	Pupils read along with teacher and note	3minutes

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	high cost of maintenance		
Step v	Teacher displays on the chalkboard, the office equipment like Desk computer and photocopy machine	Pupils pay keen interest and note the differences among the equipment shown.	10minutes
Evaluation	Teacher asks the following questions: 1. What are office equipments 2. Mention 5 advantages of Desk computer 3. List 5 disadvantages	Pupils respond accordingly	5minutes
Summary and Conclusion	Teacher correct mistakes and summarizes the lesson as Office equipment are essential to functioning of office and they are of different types with different functions. They include: Computers, Photocopiers, Filling cabinets, cash safes etc.	Pupils take note of correction made by teacher and copy notes from the chalkboard	8minutes
Home work	Teacher asks pupils to draw a computer and label the parts	Pupils copy down assignment given	2minutes

Reference: Oyedeji, N.B. (2014). Aspects of Business education. Ilorin. Success Educational Services, Ilorin. Page 46-48

Some terms used in lesson notes preparation

(i) **Aim**: This is referred to as the purpose of the lesson and is what the teacher sets out to achieve in the duration of the class. .

(ii) Behavioural objectives: These are the expected learning outcomes which are referred to as the specific, measurable and observable changes which take place in a learning experience. Behavioural objectives are those things which learners are expected to have known, be able to do, etc. At the end of a lesson. They are usually stated in behavioural terms.

(iii) Previous knowledge: This is sometimes referred to as the entry behaviour and it refers to the learners' background knowledge about the topic to be introduced to them. It assumes, in most cases, that learners have some ideas or knowledge about the concept to be taught, either from previous lesson or from experiences in their day to day activities.

(iv) Instructional strategy: This refers to the way or technique the teacher intends to use to carry out a lesson. Specifically, it refers to those activities the teacher is expected to carry out during the course of the lesson. It could also be the teaching methods which the teacher intends to use in a lesson.

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(v) **Instructional materials/teaching Aids:** These are the equipment, materials, objects, etc. which facilities teaching and make learning more interesting and permanent e.g. charts, pictures, diagrams, maps, models, real life object, etc.

(vi) **Evaluation:** To evaluation is to find out the value or amount of something. Evaluation refers to the process of finding out how much the learners have learnt after a lesson or to find out if the stated behavioural objectives have been achieved or not. It can be carried out verbally or in writing by giving class exercises.

Point to note on lesson plan implementation

1. It is important to note that although time has been allocated to each stage of the lesson, in practice it may be difficult to stick to these times strictly. This is because the amount of time to be spent on each stage will depend on how quickly or easily learners understand and assimilate the lesson taught them. Student teacher thus need to allocate time to each lesson stage bearing in mind the limited amount of time available for the entire lesson. This means that time must be properly managed.
2. Another important thing to note for student teacher is the need to improvise where the necessary instructional materials (teaching aids) may not be freely available especially, considering the present state of most public secondary schools across the country.
3. Instructional materials are indispensable for affective teaching and learning to take place it is in this regards that the usage of these aids will form part of student teacher lesson delivery and part of assessment of teacher's performance in teaching-practice exercise.

Importance of the lesson plans

The following are some of the importance of a good lesson note.

1. It gives the student teacher enough time to prepare well ahead of the class in terms of setting the necessary facilities and materials in place before the commencement of the actual lesson
2. The teacher is able to crosscheck all fact and information on the subject matter to ensure their correctness, before presenting them to students
3. It assists the teachers for logical presentation of the lesson.
4. It gives room for effective teaching and learning
5. It becomes a good record for the schools, visitors, administrators, supervisors and external examiners to make use of
6. Substituted teacher could make use of well prepared lesson note to teach when the actual teacher is unavoidably
7. Lesson plan provides for active participation of pupils during the conduct of the lesson and makes teaching student centred

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How to determine the effectiveness of lesson notes after the lesson

Lesson is said to be effectively carried out when the teacher is able to achieve the stated behavioural objectives. That is, he is able to bring about a positive change in the behaviours of the students.

Under normal condition, a lesson should end with a conclusion. However, a lesson note is said to be effectively prepared when the teacher is able to ask and answer the following questions

a. **Preparation**
   - Is the lesson notes written in the appropriate form?
   - Are the objectives suitable?
   - Was the timing of the lesson correct?
   - Were instructional materials available and adequately prepared before the lesson?
   - Was the homework in the lesson plan appropriate to the topic taught?
   - Was a review of previous lesson made and adequately linked with the new topic?

b. **Contents**
   - Was the content sufficient?
   - Was it appropriate to the stated objectives?
   - Was it meaningful and challenging?
   - Was it simplified sufficiently for the ability of the students?

c. **Class Activity**
   - Were students grouping used where appropriate?
   - The teacher talk too long to the extent that time was wasted?
   - The teacher involves as many students as possible in the teaching and learning processes?
   - The teacher make provision for different abilities within the class
   - Is the conclusion appropriate for the lesson?

d. **Questioning and Answering**
   - Were the varieties in the question encourage all students to answer?
   - Were the questions averagely distributed around the class?
   - Were the questions appropriate to the topic?
   - The teacher answer the questions asked by the students adequately?
   - Were the answers to the questions raised by the students adequate and relevant?
   - Did the teacher use positive reinforcement to motivate students for correct response to questions?

e. **Instructional Materials**
   - Did the teacher use chalkboard appropriately for lesson delivery?
   - Were the teaching aids adequately, effectively and appropriately utilized for the lesson.
   - Were my teaching aids neat, visible and correctly labelled?

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f. **Teacher personal appraisal**

- Did the teacher have adequate knowledge of the subject taught?
- Was the teacher confident in the teaching of the topic?
- Was the teacher voice audible and clear?
- Did the teacher teach with good English?
- Did the teacher pronounce words clearly and accurate?
- Was the teacher appearance neat and moderate?

It is believed that the moment a teacher who prepared the lesson note could find answers to these questions, the lesson note is said to be effective.

Conclusion

The lesson note is an important work tool to facilitate effective teaching and learning in the class room. Adequate lesson note preparation will in no little measures contribute to the successful lesson delivery. Lesson should be explicit enough and contain the general information on the three parts (preliminary, body and conclusion) about the lesson to be taught.

This write up has presented a comprehensive example of a lesson plan. An attention has been focused on a tabular format which arose the attention of scholars of education in university system.

Review Question

1. Describe a typical lesson plan format
2. Using a tabular format, prepare a lesson note in your area of specialization which will include.
   (i) Basic or preliminary information
   (ii) Body of the lesson
   (iii)Conclusion.
3. As a student teacher, what steps would you take to determine whether you have succeeded in the lesson delivery to the learners?
4. Highlight five importance of lesson Notes in the teaching and learning processes of business subjects.

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