**BUSINESS STUDIES – JSS TWO**

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| **WEEKS** | **TOPICS** | **CONTENTS** | **BEHAVIOURAL OBJECTIVES** | **PRACTICE QUESTIONS** |
| 1 | Office Correspondence | -Meaning.  -Types of correspondence records. | At the end of this topics students should be able to:  -define the meaning of correspondence;  -state and explain types of correspondence records | 1a. Define office  Correspondence.  b. Mention four types of office correspondence records. |
| 2 | Office Correspondence | -Handling incoming mails.  -Handling outgoing mails. | -mention the ways incoming mails are receive;  -mention the ways outgoing mails are sent. | 2. Mention two ways mails are sent out and receive in the office. |
| 3 | Market | -Market.  -Types of market.  -Features of market.  -Institutions and instruments traded in each market. | -define market;  -types of market and their features; | 3a. Define market.  b. Mention two types of market and their features. |
| 4 | Market | -Career in the capital market.  -Buying and Selling.  -Transactions. | - identify the prospects available in capital market;  -mention the goods traded in capital market. | 4a. Mention three examples of goods traded capital market.  b. Mention two career opportunities available in capital market. |