**2024 RATIONALIZED PRE-TECHNICAL STUDIES GRADE 8 RECORDS OF WORK - TERM 1**

**SCHOOL:**

**LEARNING AREA**: PRE-TECHNICAL STUDIES

**NAME OF THE TEACHER:**

**GRADE:** 8

**TERM:** 1

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| **WEEK**  | **STRAND** | **WORK COVERED** | **REFLECTION** | **SIGN** |
| 1 | Foundation of Pre-Technical Studies. | Fire and Data Safety.1. Identify the possible causes of fire in a work environment.
2. Discuss the possible causes of fire in a work environment.
3. Search the internet for videos on possible causes of fire in the work environment.
4. Recognize the possible causes of fire in a work environment.
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|  | Foundation of Pre-Technical Studies. | Fire and Data Safety.1. State ways of preventing fire outbreak in the environment.
2. Discuss the ways of preventing fire outbreak in the environment.
3. Prepare posters showing the ways of preventing fire outbreak at the work environment.
4. Appreciate the ways of preventing fire outbreak in the environment.
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|  | Foundation of Pre-Technical Studies. | Fire and Data Safety.1. Identify fire fighting methods/techniques to stop fire in a work environment.
2. Describe the fire fighting methods applicable in a work environment.
3. Search the internet for videos clips on fire fighting methods applicable in a work environment.
4. Acknowledge the fire fighting methods applicable in a work environment.
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|  | Foundation of Pre-Technical Studies. | Fire and Data Safety.1. Discuss fire fighting methods
2. Demonstrate the fire fighting methods to put out fire.
3. Enjoy role playing the fire fighting methods to put out a fire outbreak in a work environment.
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| 2 | Foundation of Pre-Technical Studies. | Fire and Data Safety.1. Outline the need for observing fire safety in the work environment.
2. Discuss the importance of observing fire safety in the work environment.
3. Acknowledge the need for fire safety in work environment.
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|  | Foundation of Pre-Technical Studies. | Fire and Data Safety.1. Define the terms;Data safety,Data privacy and Data threats.
2. Identify the data threats in electronic devices.
3. Search the internet for information on data threats and their causes.
4. Acknowledge data threats in electronic devices.
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|  | Foundation of Pre-Technical Studies. | Fire and Data Safety.1. Identify ways of securing data stored in electronic device.
2. Discuss ways of securing data stored in electronic devices.
3. Prepare posters showing ways of securing data from data threats in electronic devices.
4. Appreciate the ways of securing data stored in electronic devices.
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|  | Foundation of Pre-Technical Studies. | Computer Hardware.1. Define the term computer hardware.
2. Identify the categories of computer hardware.
3. Discuss the functions of the computer hardware.
4. Draw a flowchart on manila paper showing the categories of computer hardware and their functions.
5. Value the importance of computer hardware in a user environment.
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| 3 | Foundation of Pre-Technical Studies. | Computer Hardware.1. Identify the categories of input devices in a user environment.
2. Discuss the categories of input devices.
3. Search the internet for pictures and information on the categories of input devices.
4. Use the different input devices to perform simple tasks.
5. Appreciate the uses of the the different categories of input devices.
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|  | Foundation of Pre-Technical Studies. | Computer Hardware.1. Identify examples of output devices in computer user environment.
2. Discuss the functions of the output devices.
3. Search the internet for more information on output devices.
4. Perform tasks using computer output devices in user environment.
5. Appreciate the uses of output devices in a user environment.
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|  | Foundation of Pre-Technical Studies. | Computer Hardware.1. Identify the categories of computer output devices in a computer user environment.
2. Discuss the categories of computer output devices in a computer user environment.
3. Search the internet for more information on the categories of computer output devices.
4. Acknowledge the categories of output devices in computer user environment.
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|  | Foundation of Pre-Technical Studies. | Computer Hardware.1. Mention examples of storage devices in a computer user environment.
2. Identify the categories of storage devices.
3. Search the internet for information on the Fixed storage devices.
4. Locate fixed storage devices in a computer.
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| 4 | Foundation of Pre-Technical Studies. | Computer Hardware.1. Identify the types of removable storage devices used in the computer user environment.
2. State reasons for using removable storage devices in a computing environment.
3. Search the internet for factors considered when selecting removable storage device for use.
4. Appreciate the uses of the removable storage devices.
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|  | Foundation of Pre-Technical Studies. | Consumer and Investor Protection.1. Define the terms Consumer and Investor protection.
2. State the importance of consumer and investor protection in Kenya.
3. Discuss the importance of consumer and investor protection in Kenya.
4. Search the internet for information on the importance of consumer and investor protection in the country.
5. Appreciate the need for consumer and investor protection in a country.
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|  | Foundation of Pre-Technical Studies. | Consumer and Investor Protection.1. Outline ways in which consumers and investors protect themselves.
2. Discuss ways in which consumers and investors protect themselves.
3. Search the internet for ways in which consumer and investors protect themselves.
4. Appreciate ways in which consumers and investors protect themselves.
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|  | Foundation of Pre-Technical Studies. | Consumer and Investor Protection.1. Identify ways in which the government protects consumers and investors.
2. Discuss ways in which the government protects consumers and investors.
3. Search the internet for information on ways in which government protects consumers and investors.
4. Appreciate the role of government in protecting consumers and investors in a country.
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| 5 | Foundation of Pre-Technical Studies. | Consumer and Investor Protection.1. Search the internet for ways in which non-governmental organizations protect consumers and investors.
2. Identify ways in which Non-Governmental organizations protect consumers and investors.
3. Discuss the ways in which non-governmental organizations protect consumers and investors.
4. Appreciate the roles played by non-governmental organizations in protecting consumers and investors.
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|  | Materials for Production. | Composite Materials.1. Define the term Composite material.
2. Identify composite materials in the locality.
3. Search the internet for pictures of common composite materials.
4. Collect some of the composite materials in the locality.
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|  | Materials for Production. | Composite Materials.1. List the common composite materials in the locality.
2. Describe the composition of composite materials in the locality.
3. Prepare charts showing the composition of the different composite materials.
4. Acknowledge the constituent substances in composite materials.
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|  | Materials for Production. | Composite Materials.1. State the unique characteristics of composite materials.
2. Relate the composite materials to their uses in work environment.
3. Acknowledge the importance of composite materials used in the locality.
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| 6 | Materials for Production. | Composite Materials.1. Identify the careers associated with composite materials in the locality.
2. Describe the careers associated with composite materials in the locality.
3. Prepare posters/flashcards showing the careers related to use of composite materials.
4. Appreciate the different careers related to use of composite materials in the locality.
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|  | Materials for Production. | Composite Materials.1. Identify the importance of composite materials used in the locality.
2. Discuss the importance of composite materials.
3. Acknowledge the importance of composite materials used in the locality .
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|  | Materials for Production. | Ceramic Materials.1. Identify the common ceramic materials in the locality.
2. Describe the common types of ceramic materials in the locality.
3. Search the internet for information and pictures of ceramic materials.
4. Appreciate the common ceramic materials in the locality.
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|  | Materials for Production. | Ceramic Materials.1. Identify the physical properties of ceramic materials in the locality.
2. Discuss the physical properties of ceramic materials in the locality.
3. Conduct simple experiments to investigate the physical properties of ceramic materials.
4. Acknowledge the properties of ceramic materials.
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| 7 | Materials for Production. | Ceramic Materials.1. State the uses of ceramic materials in the locality.
2. Discuss the uses of ceramic materials in the locality.
3. Search the internet for more information on uses of ceramic materials.
4. Appreciate the uses of ceramic materials in the locality.
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|  | Materials for Production. | Ceramic Materials.1. Identify the careers related to use of ceramic materials in the locality.
2. Discuss the careers related to use of ceramic materials in the locality.
3. Prepare posters showing the careers related to use of ceramic materials in the locality.
4. Appreciate the careers related to ceramic materials.
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|  | Materials for Production. | Ceramic Materials.1. State the importance of ceramic materials used in the locality.
2. Discuss the importance of ceramic materials in the locality.
3. Search the importance for more information on importance of ceramic materials used in locality.
4. Acknowledge the importance of ceramic materials used in the locality.
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|  | Communication. | Business Communication.1. Define the terms: Communication, Business Communication and Communication Channel.
2. Identify the forms of communication in a work environment.
3. Discuss oral/verbal communication channels in a work environment.
4. Search the internet for advantages and disadvantages of oral communication in a work environment.
5. Appreciate the use of oral communication channels in a work environment.
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| 8 |  | **MID-TERM BREAK** |  |  |
| 9 | Communication. | Business Communication.1. Identify written channels of communication used in a work environment.
2. Discuss the advantages and disadvantages of written communication channels in a work environment.
3. Prepare one type of written communication to communicate with different audiences in a business.
4. Appreciate the use of written communication channels in work environment.
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|  | Communication. | Business Communication.1. Define the term audio-visual channels of communication.
2. Identify the audio-visual forms of communication used in a business.
3. Discuss the advantages and disadvantages of audio-visual forms of communication.
4. Search the internet for information on the audio-visual forms of communication.
5. Appreciate the use of audio-visual forms of communication in a business.
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|  | Communication. | Business Communication.1. Identify factors considered when selecting channels of communication in a work environment.
2. Explain the factors considered when selecting channels of communication in a work environment.
3. Search the internet for more information on the factors considered when selecting channels of communication.
4. Acknowledge the factors considered when selecting channels of communication.
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|  | Communication. | Business Communication.1. State the ethical and unethical practices in business communication.
2. Analyze the ethical and unethical practices in business communication.
3. Acknowledge the ethical and unethical practices in business communication.
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| 10 | Tools and Production. | Cutting Tools.1. Define the term Cutting tool.
2. Identify the common cutting tools used in a work environment.
3. Describe the cutting tools used in a work environment.
4. Draw the common cutting tools used in a work environment.
5. Appreciate the different cutting tools used in the work environment.
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|  | Tools and Production. | Cutting Tools.1. Identify the uses of the different cutting tools used in work environment.
2. Discuss the uses of the cutting tools used in work environment.
3. Search the internet for audio-visual aids to observe the use of cutting tools in work environment.
4. Appreciate the uses of the cutting tools in work environment.
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|  | Tools and Production. | Cutting Tools.1. Select one cutting tool in a user environment.
2. Outline instructions on how to use the selected cutting tool safely.
3. Carry out a task using the selected cutting tool in a work environment.
4. Enjoy carrying out the task using a cutting tool.
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|  | Tools and Production. | Cutting Tools.1. Identify ways of caring for cutting tools in the work environment.
2. Discuss the ways of caring for cutting tools in the work environment.
3. Practise how to care for any of the cutting tool in work environment.
4. Acknowledge the need for caring the cutting tools in work environment.
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| 11 | Tools and Production. | Cutting Tools.1. State the importance of cutting tools in the work environment.
2. Discuss the importance of cutting tools in the work environment.
3. Recognise the importance of cutting tools in the work environment.
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|  | Tools and Production. | Production Unit.1. Define the term Production unit as used in business.
2. Identify the factors to consider when locating a production unit.
3. Discuss the factors to consider when locating a production unit.
4. Prepare posters to show factors to consider when locating a production unit.
5. Acknowledge the factors to consider when locating a production unit.
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|  | Tools and Production. | Production Unit.1. Identify the factors that determine the size of a production unit.
2. Explain the factors that determine the size of a production unit.
3. Search the internet for factors that determine the size of a production unit.
4. Recognise factors that determine the size of a production unit.
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|  | Tools and Production. | Production Unit & Cutting Tools.Assessment.1. Answer the questions on the sub-strand correctly.
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| 12-13 |  | **END OF TERM TWO EXAMINATION** |  |  |