



**TERM 1**

**SCHOOL:**

**LEARNING AREA:** PRE-TECHNICAL STUDIES

**NAME OF THE TEACHER:**

**GRADE:** 8

**TERM:** 1

| WEEK | STRAND                               | WORK COVERED  | REFLECTION | SIGN |
|------|--------------------------------------|---|------------|------|
| 1    | Foundation of Pre-Technical Studies. | Fire and Data Safety.<br>a) Identify the possible causes of fire in a work environment.<br>b) Discuss the possible causes of fire in a work environment.<br>c) Search the internet for videos on possible causes of fire in the work environment.<br>d) Recognize the possible causes of fire in a work environment.                |            |      |
|      | Foundation of Pre-Technical Studies. | Fire and Data Safety.<br>a) State ways of preventing fire outbreak in the environment.<br>b) Discuss the ways of preventing fire outbreak in the environment.<br>c) Prepare posters showing the ways of preventing fire outbreak at the work environment.<br>d) Appreciate the ways of preventing fire outbreak in the environment. |            |      |
|      | Foundation of Pre-Technical Studies. | Fire and Data Safety.<br>a) Identify fire fighting methods/techniques to stop fire in a work environment.<br>b) Describe the fire fighting methods applicable in a work environment.<br>c) Search the internet for videos clips on fire fighting methods applicable in a work environment.  |            |      |

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|   |                                      | d) Acknowledge the fire fighting methods applicable in a work environment.   |  |  |
|   | Foundation of Pre-Technical Studies. | <p>Fire and Data Safety.</p> <p>a) Discuss fire fighting methods</p> <p>b) Demonstrate the fire fighting methods to put out fire.</p> <p>c) Enjoy role playing the fire fighting methods to put out a fire outbreak in a work environment.</p>   |  |  |
| 2 | Foundation of Pre-Technical Studies. | <p>Fire and Data Safety.</p> <p>a) Outline the need for observing fire safety in the work environment.</p> <p>b) Discuss the importance of observing fire safety in the work environment.</p> <p>c) Acknowledge the need for fire safety in work environment.</p>  |  |  |
|   | Foundation of Pre-Technical Studies. | <p>Fire and Data Safety.</p> <p>a) Define the terms;Data safety,Data privacy and Data threats.</p> <p>b) Identify the data threats in electronic devices.</p> <p>c) Search the internet for information on data threats and their causes.</p> <p>d) Acknowledge data threats in electronic devices.</p>  |  |  |
|   | Foundation of Pre-Technical Studies. | <p>Fire and Data Safety.</p> <p>a) Identify ways of securing data stored in electronic device.</p> <p>b) Discuss ways of securing data stored in electronic devices.</p> <p>c) Prepare posters showing ways of securing data from data threats in electronic devices.</p> <p>d) Appreciate the ways of securing data stored in electronic devices.</p> |  |  |

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| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Download this and other FREE revision materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a></p> | <p>Foundation of Pre-Technical Studies.</p> | <p>Computer Hardware.</p> <ol style="list-style-type: none"> <li>a) Define the term computer hardware.</li> <li>b) Identify the categories of computer hardware.</li> <li>c) Discuss the functions of the computer hardware.</li> <li>d) Draw a flowchart on manila paper showing the categories of computer hardware and their functions.</li> <li>e) Value the importance of computer hardware in a user environment.</li> </ol>                          |  |  |
| <p>3</p>  | <p>Foundation of Pre-Technical Studies.</p> | <p>Computer Hardware.</p> <ol style="list-style-type: none"> <li>a) Identify the categories of input devices in a user environment.</li> <li>b) Discuss the categories of input devices.</li> <li>c) Search the internet for pictures and information on the categories of input devices.</li> <li>d) Use the different input devices to perform simple tasks.</li> <li>e) Appreciate the uses of the the different categories of input devices.</li> </ol> |  |  |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Download this and other FREE revision materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a></p> | <p>Foundation of Pre-Technical Studies.</p> | <p>Computer Hardware.</p> <ol style="list-style-type: none"> <li>a) Identify examples of output devices in computer user environment.</li> <li>b) Discuss the functions of the output devices.</li> <li>c) Search the internet for more information on output devices.</li> <li>d) Perform tasks using computer output devices in user environment.</li> <li>e) Appreciate the uses of output devices in a user environment.</li> </ol>                     |  |  |
|   | <p>Foundation of Pre-Technical Studies.</p> | <p>Computer Hardware.</p> <ol style="list-style-type: none"> <li>a) Identify the categories of computer output devices in a computer user environment.</li> <li>b) Discuss the categories of computer output devices in a computer user environment.</li> </ol>   |  |  |

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|   |                                      | <p>c) Search the internet for more information on the categories of computer output devices.</p> <p>d) Acknowledge the categories of output devices in computer user environment.</p>  |  |  |
|   | Foundation of Pre-Technical Studies. | <p>Computer Hardware.</p> <p>a) Mention examples of storage devices in a computer user environment.</p> <p>b) Identify the categories of storage devices.</p> <p>c) Search the internet for information on the Fixed storage devices.</p> <p>d) Locate fixed storage devices in a computer.</p>  |  |  |
| 4 | Foundation of Pre-Technical Studies. | <p>Computer Hardware.</p> <p>a) Identify the types of removable storage devices used in the computer user environment.</p> <p>b) State reasons for using removable storage devices in a computing environment.</p> <p>c) Search the internet for factors considered when selecting removable storage device for use.</p> <p>d) Appreciate the uses of the removable storage devices.</p>   |  |  |
|   | Foundation of Pre-Technical Studies. | <p>Consumer and Investor Protection.</p> <p>a) Define the terms Consumer and Investor protection.</p> <p>b) State the importance of consumer and investor protection in Kenya.</p> <p>c) Discuss the importance of consumer and investor protection in Kenya.</p> <p>d) Search the internet for information on the importance of consumer and investor protection in the country.</p> <p>e) Appreciate the need for consumer and investor protection in a country.</p> |  |  |

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| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Download this and other FREE materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a></p>          | <p>Foundation of Pre-Technical Studies.</p> | <p>Consumer and Investor Protection.</p> <ol style="list-style-type: none"> <li>a) Outline ways in which consumers and investors protect themselves.</li> <li>b) Discuss ways in which consumers and investors protect themselves.</li> <li>c) Search the internet for ways in which consumer and investors protect themselves.</li> <li>d) Appreciate ways in which consumers and investors protect themselves.</li> </ol>   |  |  |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Download this and other FREE materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a></p>          | <p>Foundation of Pre-Technical Studies.</p> | <p>Consumer and Investor Protection.</p> <ol style="list-style-type: none"> <li>a) Identify ways in which the government protects consumers and investors.</li> <li>b) Discuss ways in which the government protects consumers and investors.</li> <li>c) Search the internet for information on ways in which government protects consumers and investors.</li> <li>d) Appreciate the role of government in protecting consumers and investors in a country.</li> </ol>  |  |  |
| <p>5</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Download this and other FREE materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a></p> | <p>Foundation of Pre-Technical Studies.</p> | <p>Consumer and Investor Protection.</p> <ol style="list-style-type: none"> <li>a) Search the internet for ways in which non-governmental organizations protect consumers and investors.</li> <li>b) Identify ways in which Non-Governmental organizations protect consumers and investors.</li> <li>c) Discuss the ways in which non-governmental organizations protect consumers and investors.</li> <li>d) Appreciate the roles played by non-governmental organizations in protecting consumers and investors.</li> </ol> |  |  |
|   | <p>Materials for Production.</p>            | <p>Composite Materials.</p> <ol style="list-style-type: none"> <li>a) Define the term Composite material.</li> <li>b) Identify composite materials in the locality.</li> <li>c) Search the internet for pictures of common composite materials.</li> </ol>  |  |  |

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|   |                           | d) Collect some of the composite materials in the locality.  |  |  |
|   | Materials for Production. | Composite Materials.<br>a) List the common composite materials in the locality.<br>b) Describe the composition of composite materials in the locality.<br>c) Prepare charts showing the composition of the different composite materials.<br>d) Acknowledge the constituent substances in composite materials.   |  |  |
|   | Materials for Production. | Composite Materials.<br>a) State the unique characteristics of composite materials.<br>b) Relate the composite materials to their uses in work environment.<br>c) Acknowledge the importance of composite materials used in the locality.  |  |  |
| 6 | Materials for Production. | Composite Materials.<br>a) Identify the careers associated with composite materials in the locality.<br>b) Describe the careers associated with composite materials in the locality.<br>c) Prepare posters/flashcards showing the careers related to use of composite materials.<br>d) Appreciate the different careers related to use of composite materials in the locality. |  |  |
|   | Materials for Production. | Composite Materials.<br>a) Identify the importance of composite materials used in the locality.<br>b) Discuss the importance of composite materials.<br>c) Acknowledge the importance of composite materials used in the locality .  |  |  |
|   | Materials for Production. | Ceramic Materials.   |  |  |

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|  |                                  | <p>a) Identify the common ceramic materials in the locality.</p> <p>b) Describe the common types of ceramic materials in the locality.</p> <p>c) Search the internet for information and pictures of ceramic materials.</p> <p>d) Appreciate the common ceramic materials in the locality.</p>   |  |  |
| <p>Download this and other FREE revision materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a></p>          | <p>Materials for Production.</p> | <p>Ceramic Materials.</p> <p>a) Identify the physical properties of ceramic materials in the locality.</p> <p>b) Discuss the physical properties of ceramic materials in the locality.</p> <p>c) Conduct simple experiments to investigate the physical properties of ceramic materials.</p> <p>d) Acknowledge the properties of ceramic materials.</p>            |  |  |
| <p>7</p> <p>Download this and other FREE revision materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a></p> | <p>Materials for Production.</p> | <p>Ceramic Materials.</p> <p>a) State the uses of ceramic materials in the locality.</p> <p>b) Discuss the uses of ceramic materials in the locality.</p> <p>c) Search the internet for more information on uses of ceramic materials.</p> <p>d) Appreciate the uses of ceramic materials in the locality.</p>   |  |  |
|  | <p>Materials for Production.</p> | <p>Ceramic Materials.</p> <p>a) Identify the careers related to use of ceramic materials in the locality.</p> <p>b) Discuss the careers related to use of ceramic materials in the locality.</p> <p>c) Prepare posters showing the careers related to use of ceramic materials in the locality.</p> <p>d) Appreciate the careers related to ceramic materials.</p> |  |  |
|  | <p>Materials for Production.</p> | <p>Ceramic Materials.</p>  |  |  |

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|  |                       | <ul style="list-style-type: none"> <li>a) State the importance of ceramic materials used in the locality.</li> <li>b) Discuss the importance of ceramic materials in the locality.</li> <li>c) Search the importance for more information on importance of ceramic materials used in locality.</li> <li>d) Acknowledge the importance of ceramic materials used in the locality.</li> </ul>  |  |  |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Download this and other FREE materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a></p> | <p>Communication.</p> | <p>Business Communication.</p> <ul style="list-style-type: none"> <li>a) Define the terms: Communication, Business Communication and Communication Channel.</li> <li>b) Identify the forms of communication in a work environment.</li> <li>c) Discuss oral/verbal communication channels in a work environment.</li> <li>d) Search the internet for advantages and disadvantages of oral communication in a work environment.</li> <li>e) Appreciate the use of oral communication channels in a work environment.</li> </ul> |  |  |
| <p>8</p>   |                       | <p><b>MID-TERM BREAK</b></p>   |  |  |
| <p>9</p>   | <p>Communication.</p> | <p>Business Communication.</p> <ul style="list-style-type: none"> <li>a) Identify written channels of communication used in a work environment.</li> <li>b) Discuss the advantages and disadvantages of written communication channels in a work environment.</li> <li>c) Prepare one type of written communication to communicate with different audiences in a business.</li> <li>d) Appreciate the use of written communication channels in work environment.</li> </ul>  |  |  |



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| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Download this and other FREE materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a></p> | <p>Communication.</p>        | <p>Business Communication.</p> <ol style="list-style-type: none"> <li>a) Define the term audio-visual channels of communication.</li> <li>b) Identify the audio-visual forms of communication used in a business.</li> <li>c) Discuss the advantages and disadvantages of audio-visual forms of communication.</li> <li>d) Search the internet for information on the audio-visual forms of communication.</li> <li>e) Appreciate the use of audio-visual forms of communication in a business.</li> </ol>   |  |  |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Download this and other FREE materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a></p> | <p>Communication.</p>        | <p>Business Communication.</p> <ol style="list-style-type: none"> <li>a) Identify factors considered when selecting channels of communication in a work environment.</li> <li>b) Explain the factors considered when selecting channels of communication in a work environment.</li> <li>c) Search the internet for more information on the factors considered when selecting channels of communication.</li> <li>d) Acknowledge the factors considered when selecting channels of communication.</li> </ol> |  |  |
|  | <p>Communication.</p>        | <p>Business Communication.</p> <ol style="list-style-type: none"> <li>a) State the ethical and unethical practices in business communication.</li> <li>b) Analyze the ethical and unethical practices in business communication.</li> <li>c) Acknowledge the ethical and unethical practices in business communication.</li> </ol>   |  |  |
| <p>10</p>  | <p>Tools and Production.</p> | <p>Cutting Tools.</p> <ol style="list-style-type: none"> <li>a) Define the term Cutting tool.</li> <li>b) Identify the common cutting tools used in a work environment.</li> <li>c) Describe the cutting tools used in a work environment.</li> </ol>  |  |  |

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|   |                       | <p>d) Draw the common cutting tools used in a work environment.</p> <p>e) Appreciate the different cutting tools used in the work environment.</p>  |  |  |
| Download this and other FREE materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a> | Tools and Production. | <p>Cutting Tools.</p> <p>a) Identify the uses of the different cutting tools used in work environment.</p> <p>b) Discuss the uses of the cutting tools used in work environment.</p> <p>c) Search the internet for audio-visual aids to observe the use of cutting tools in work environment.</p> <p>d) Appreciate the uses of the cutting tools in work environment.</p> |  |  |
|   | Tools and Production. | <p>Cutting Tools.</p> <p>a) Select one cutting tool in a user environment.</p> <p>b) Outline instructions on how to use the selected cutting tool safely.</p> <p>c) Carry out a task using the selected cutting tool in a work environment.</p> <p>d) Enjoy carrying out the task using a cutting tool.</p>   |  |  |
|   | Tools and Production. | <p>Cutting Tools.</p> <p>a) Identify ways of caring for cutting tools in the work environment.</p> <p>b) Discuss the ways of caring for cutting tools in the work environment.</p> <p>c) Practise how to care for any of the cutting tool in work environment.</p> <p>d) Acknowledge the need for caring the cutting tools in work environment.</p>                       |  |  |
| 11  | Tools and Production. | <p>Cutting Tools.</p> <p>a) State the importance of cutting tools in the work environment.</p> <p>b) Discuss the importance of cutting tools in the work environment.</p>   |  |  |

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|   |                       | c) Recognise the importance of cutting tools in the work environment.   |  |  |
| Download this and other FREE materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a> | Tools and Production. | <p>Production Unit.</p> <p>a) Define the term Production unit as used in business.</p> <p>b) Identify the factors to consider when locating a production unit.</p> <p>c) Discuss the factors to consider when locating a production unit.</p> <p>d) Prepare posters to show factors to consider when locating a production unit.</p> <p>e) Acknowledge the factors to consider when locating a production unit.</p> |  |  |
| Download this and other FREE materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a> | Tools and Production. | <p>Production Unit.</p> <p>a) Identify the factors that determine the size of a production unit.</p> <p>b) Explain the factors that determine the size of a production unit.</p> <p>c) Search the internet for factors that determine the size of a production unit.</p> <p>d) Recognise factors that determine the size of a production unit.</p>  |  |  |
| Download this and other FREE materials from <a href="https://teacher.co.ke/notes">https://teacher.co.ke/notes</a> | Tools and Production. | <p>Production Unit &amp; Cutting Tools.</p> <p>Assessment.</p> <p>a) Answer the questions on the sub-strand correctly.</p>  |  |  |
| 12-13   |                       | <b>END OF TERM TWO EXAMINATION</b>  |  |  |