



## Trimester Planner

### Term one for 2017/2018

#### Business

#### Grade 10 General

Week No	Period	Chapter	Lesson	Pages
1	1	<b>Unit 1</b>	My skills and I	14 - 47
	2		My skills and I	
2	1		My skills and I	
	2		My skills and I	
3	1		My skills and I	
	2		Teamwork	
4	1		Teamwork	
	2		Teamwork	
5	1		Welcoming visitors	68 - 77
	2		Welcoming visitors	
6	1	<b>Unit 2</b>	Making & receiving calls	78 - 91
	2		Making & receiving calls	
7	1		Making & receiving calls	

Week No	Period	Chapter	Lesson	Pages
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	2		Using email	92 - 111
8	1		Using email	
	2		Using email	
9	1		Presentations	112 - 135
	2		Presentations	
10	1		Presentations	
	2		Presentations	
11	1	<b>Unit 3</b>	Money matters	138 - 165
	2		Money matters	
12	1		Money matters	
	2		Money matters	

## Grade 11 General

Week No	Period	Chapter	Lesson	Pages
1	1	<b>Unit 1</b>	My skills and I	14 – 49
	2		My skills and I	
2	1		My skills and I	
	2		Teamwork	
3	1		Teamwork	50 - 74
	2		Teamwork	
4	1		Teamwork	
	2		Welcoming Visitors	
5	1	Welcoming Visitors		
	2	Making and Receiving Calls	86 - 101	
6	1	Making and Receiving Calls		
	2	Presentations		
7	1	Presentations	102 - 132	
	2	Presentations		
8	1	Presentations		
	2	Presentations		
9	1	<b>Unit 3</b>	Applying foW a Job or a Course	134- 166

Week No	Period	Chapter	Lesson	Pages
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	2		Applying foW a Job or a Course	
10	1		Applying foW a Job or a Course	
	2		Applying foW a Job or a Course	
11	1	<b>Unit 4</b>	Using Email	168 - 211
	2		World Wide Web (www)	
12	1		World Wide Web (www)	
	2		Website Builder	

## Grade 12 General

Week No	Period	Chapter	Lesson	Pages
1	1	<b>Unit 1</b>	My skills and I	14 – 45
	2		My skills and I	
2	1		My skills and I	
	2		Teamwork	
3	1		Teamwork	
	2		Teamwork	
4	1		Teamwork	
	2		<b>Unit 2</b>	Welcoming Visitors
5	1	Welcoming Visitors		
	2	Making and Receiving Calls		84 – 99
6	1	Making and Receiving Calls		
	2	Presentations		100 - 132
7	1	Presentations		
	2	Presentations		
8	1	Presentations		
	2	Presentations		
9	1	<b>Unit 3</b>	Money Matters	134- 162
	2		Money Matters	

Week No	Period	Chapter	Lesson	Pages
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10	1		Money Matters	
	2		Money Matters	
11	1	<b>Unit 4</b>	Using Email	164 - 212
	2		World Wide Web (www)	
12	1		World Wide Web (www)	
	2		Website Builder	