

Peicai Secondary School
 Subject Overview for Semester 2 2023
 Elements of Business Skills | Secondary 3 | Normal Technical

TERM 3			
Week	Chapter/Topic/Skill/Area	Assignment/ Homework	Weighted Assessment
Week 1 <i>(Wed) Follow odd Thu Hari Raya Haji 29 Jun</i>	Topic: Marketing Mix <ul style="list-style-type: none"> ● Effective Communication 	Activity Book Activity 4F Chap 4 Terms	Class Test Chap 4(Marketing Mix)
Week 2	OBS	NA	
Week 3 <i>HBL #9 (Wed)</i>	Topic: Communication with Customer <ul style="list-style-type: none"> ● Effective Communication 	Activity Book Activity 5A Activity 5B Activity 5C	
Week 4	Topic: Communication with Customer <ul style="list-style-type: none"> ● Communication Skills ● Communication Methods ● Personal Grooming 	Activity Book Activity 5E Activity 5F Activity 5G Activity 5H Business Terms	Class Test Chap 5 (Communication with Customer)
Week 5 <i>HBL #10 (Wed)</i>	Topic: Customer Service <ul style="list-style-type: none"> ● Quality Customer Service ● Provide Customer Service ● Product Knowledge 	Activity Book Activity 6A Activity 6B Activity 6C Activity 6D Activity 6E	
Week 6	Topic: Customer Service <ul style="list-style-type: none"> ● Customer Experience ● After-sales service Service Recovery	Activity Book Activity 6F Activity 6G Activity 6H	
Week 7 <i>(Wed) NDP Holiday</i>	Revision & Class Test Error Analysis Chap 6		Class Test Chap 6 Customer Service
Week 8	Revision Chap 4 Marketing Mix Chap 5 Communication		Weighted Assessment 3 Chapter 4: The Marketing Mix

			Chapter 5: Communication with the Customer
Week 9 <i>HBL #11 (Wed)</i>	WA 3 Analysis & Feedback		
Week 10	Timed Practice	BPSS 2020 EYE	

TERM 4			
Week	Chapter/Topic/Skill/Area	Assignment/ Homework	Weighted Assessment
Week 1 <i>Follow even Mon (Wed)</i>	Timed Practice	CAIE 2021	
Week 2	Timed Practice	CAIE 2022	
Week 3 <i>EYE</i>			EYE P1 Chap 1 to 6 Texbook
Week 4 <i>EYE</i>			EYE
Week 5 <i>Error Analysis</i>			
Week 6 <i>Post Exam</i>			
Week 7 <i>Post Exam</i>			
Week 8 <i>School Break</i>			
Week 9 <i>School Break</i>			
Week 10 <i>School Break</i>			

The subject overview is tentative and is subject to changes.