



PGP8311-Teaching Practice - Postgraduate Diploma in Biological Education

Document Reference No. 04 - Information on completed lessons during the Teaching Practicum

Instructions: All students must complete this form and hand it over to the respective Supervisor. The Supervisor will hand over this form along with the marks and other related documents of the respective students to the PGIE.

- Student-Teacher candidate is required to obtain the signature of her/his Principal certifying that s/he has completed the lessons planned for the day.
- The respective Master Teacher must hand over the completed document with her/his certification.

Name of the Student-Teacher Candidate: G. W. Koran

Registration No: _____

Name of the School where Practicum is conducted: Mahinda Rajapaksa College

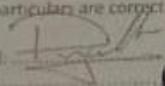
Subject taught: (i) Business Studies (ii) _____

Date	Class & Day	Topic and lesson	No. of periods	Topic for a Lesson Plan Book/File	Signature & Date	
					Supervisor	Principal
09-19	210	7. Creating a firm of cheques	01	01		

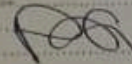
09-17	1200	01 Introduction to e-money	01	02		
	1200	02 Types of e-money	01	03		
09-22	1200	01 Cash card	01	04		
		02 Parties in cashless ^{and} _{them}	01	05		
09-22	1200	01 Advantages & disadvantages of e-money	01	06		
		02 Significant of each type of e-money	01	07		
09-23	1200	01 Understanding risk	01	08		
		02 Introduction to insurance	01	09		
		03 Insurable & Non insurable risks	01	10		
		04 Insurance agreement	01	11		
09-24	12N	01 Business	02	12+13		
	120	02 Introduction to Insurance	01	14		

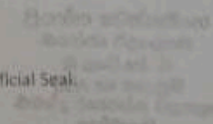
		01 Principle of Indemnity's 21	01	15		
09-25	12N	01 Product	01	16		
		02 Characteristics of business	01	17		
	120	03 Principle of Causation's Continuity	01	18		
		04 Principle of Proximate cause	01	19		
09-26	12N	01 Activities of business	01	20		
		02 Goals of business	01	21		
	120	03 Insurance & writing	01	22		
		04 Importance of Principle of insurance	01	23		
09-29	12N	01 Contribution of economy	01	24		
		02 Self sufficient economy	01	25		

I certify that the above particulars are correct.

Signature of the Principal: 

Date: 20/08/2023

Signature of the Supervisor: 

Official Seal: 

09-29	120	Insurance policies & managed by a trust	01	26	
	120	Different business life	01	27	
09-30	12N	01 Evaluation of business	01	28	
	12N	01 Direct & Indirect	01	29	
09-30	120	01 Give a motor claim	01	30	
	120	01 Marine Insurance	01	31	
10-01	12N	01 Evolution of Agency	01	32	
	12N	01 Commerce & Banking	01	33	
10-01	120	01 Insurance policies that can be damaged	01	34	
	120	01 Introduction to communication & impact	01	35	
10-02	12N	01 E-commerce	01	36	
	12N	01 Criteria for classification	01	37	

10-02	120	01 Communication process	01	38	
	120	01 Characteristics of effective communication	01	39	
10-03	12N	01 Classification by function	01	40	
	12N	01 Classification by sector	01	41	
10-03	120	01 Overcoming barriers to effective communication	01	42	
	120	01 msg preparation	01	43	
10-07	12N	01 Classification by goal		44	
	12N	01 Classification by scale		45	
10-09	120	01 Modes & methods of communication		46	
	120	01 electronic vs non electronic		47	
10-08	12N	01 Classification by sector		48	

I certify that the above particulars are correct

Signature of the Principal: _____

Date: 20/25/11/07

Signature of the Supervisor: _____

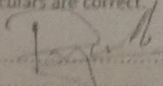
Official Seal

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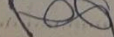
10 08	12N	01 Input of a business	01	49	
10 08	120	1 Internal & external communication	01	50	
	120	2 Barrier & avoidance	01	51	
10 09	120	3 Advantages & disadvantages of com	01	52	
	120	4 Introduction to transportation	01	53	
10 09	12N	01 Function of a business	01	54	
	12N	01 Output of a business	01	55	
10 10	120	10 Introduction to transport	01	56	
	120	10 Highway transport	01	57	
10 10	12N	01 Input-Output function of a business	01	58	
	12N	01 Type of business inputs	01	59	
10 13	120	10 Railway transport	01	60	

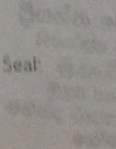
	120	10 Airway transport	01	61	
10 13	12N	01 Variation of business function	01	62	
	12N	01 Stake holders	01	63	
10 14	12N	01 Reason for interest	01	64	
	12N	01 Reason for interest each party	01	65	
10 14	120	10 Important of transport	01	66	
	120	10 modes & suitability of tran	01	67	
10 15	12N	10 Important of Interest parties	01	68	
	12N	How business fulfill the expectation	01	69	
10 15	120	10 Selecting suitable transport	01	70	
	120	10 Introduction to w/h	01	71	

I certify that the above particulars are correct.

Signature of the Principal: 

Date: 20.11/11/2021

Signature of the Supervisor: 

Official Seal: 

10 16	11N	Wally of marketing	01	72		
	12N	Decision for the organization to be	01	73		
	120	Factors relating with	01	74		
	120	Market factors	01	75		
10 17	12N	Introduction to life	01	76		
	12N	various Programs and	01	77		
10 18	120	Decision	01	78		
	120	ways of storing	01	79		
	120	goods in with	01	80		
10 27	120	storing goods	01	81		
	120	importance of goods	01	82		
10 28	12N	Introduction of	01	83		
	12N	external and internal	01	84		
10 28	12N	Task end forces	01	85		
	12N	Task end forces	01	86		
10 28	120	Introduction logistics	01	87		
	120	Necessity of logistics	01	88		
10 29	12N	Strength & weak	01	89		
	12N	opportunities & threats	01	90		
10 29	120	Necessity of logistics	01	91		
	120	benefits of logistics	01	92		
	12N	Influence of external	01	93		
	12N	Influence of task end forces	01	94		
10 30	120	Introduction of task	01	95		

I certify that the above particulars are correct

Signature of the Principal

Date: 20/10/2022

Signature of the Supervisor

[Handwritten Signature]
[Handwritten Signature]

Official Seal

