



**BLOOM PUBLIC SCHOOL**  
**C-8 Vasant Kunj New Delhi**  
**Syllabus for the Session 2023-24**

**Class: XII**

**Subject: Salesmanship**

<b>TERM-1 SYLLABUS</b>		
<b>MONTH</b>	<b>CHAPTERS (CBSE STUDY MATERIAL)</b>	<b>CONTENT</b>
<b>April</b>	<b>Subject Specific Skills</b> Unit 1: Sales Organisation  <b>Employability Skills</b> Unit 1: Communication Skills-IV	Functions and Factors affecting Sales Structure Classification of Sales Organization  Meaning of Active Listening and its stages Parts of Speech Written Communication
<b>May</b>	<b>Subject Specific Skills</b> Unit 2: Inside Selling / Store Based Selling  <b>Project Work</b>	Retailing in India Retail formats in India Functions of Facilitator Sales career in Retail
<b>July</b>	<b>Employability Skills</b> Unit 2: Self-Management Skills IV  <b>Project Work</b>  <b>PA 1 Examination</b>	Motivation and Positive Attitude Ways to manage Stress Result orientation Self – Awareness Common Personality Disorders
<b>August</b>	<b>Subject Specific Skills</b> Unit 3: Field Selling (contd.)  <b>Employability Skills</b> Unit 3: ICT Skills-IV	Sales Territories – Purpose and procedure of setting a sales territory Sales Quotas – Meaning and procedures for setting sales volume quotas Field Selling – Prerequisites for field sales  Introduction to types of spreadsheet Performing Basic Operations in a Spreadsheet Working with Data and Formatting Text

	<b>Project Work</b>	Advanced Features in Spreadsheet Presentation Software Opening, Closing, Saving and Printing a Presentation. Working with Slides and Text in a Presentation. Advanced Features used in Presentation
<b>September</b>	<b>Subject Specific Skills</b> Unit 3: Field Selling  <b>Project Work</b>  <b>PA 2 Examination</b>	Sales Territories – Purpose and procedure of setting a sales territory Sales Quotas – Meaning and procedures for setting sales volume quotas Field Selling – Prerequisites for field sales
<b>October</b>	<b>Employability Skills</b> Unit 4: Entrepreneurial Skills-IV  <b>Project Work</b>  <b>Mid Term Examination</b>	Introduction to Entrepreneurship Types of Entrepreneurs Barriers to Entrepreneurship Entrepreneurial Attitudes
<b>November</b>	<b>Subject Specific Skills</b> Unit 4: Motivation & Compensation for Salesperson  <b>Project Work</b>  <b>Pre-Board I Examination</b>	Motivation – Dimensions of motivation and characteristics of motivated salesmen. Importance of motivation in salesmanship. Compensation Rewards – Types of compensation, Advantages and Disadvantages Non- Compensation Rewards – Different types of non- compensation rewards
<b>December</b>	<b>Revision</b>  <b>Pre-Board II Examination</b>	
<b>January</b>	<b>Revision</b>	
<b>February</b>	<b>Revision</b>	
<b>March</b>	<b>Board Exams</b>	
<b>ASSESSMENT SYLLABUS</b>		
<b>PERIODIC ASSESSMENT -I (May)</b>		<b>Subject Specific Skills</b> Unit 1: Sales Organisation Unit 2: Inside Selling / Store Based Selling

	<b>Employability Skills</b> Unit 2: Self-Management Skills IV Unit 3: ICT Skills-IV
<b>PERIODIC ASSESSMENT -II (August)</b>	<b>Subject Specific Skills</b> Unit 1: Sales Organisation Unit 2: Inside Selling / Store Based Selling Unit 3: Field Selling  <b>Employability Skills</b> Unit 2: Self-Management Skills IV Unit 3: ICT Skills-IV
<b>MID TERM EXAMINATION (September)</b>	<b>Subject Specific Skills</b> Unit 1: Sales Organisation Unit 2: Inside Selling / Store Based Selling Unit 3: Field Selling Unit 4: Motivation & Compensation for Salesperson  <b>Employability Skills</b> Unit 1 : Communication Skills Unit 2: Self-Management Skills IV Unit 3: ICT Skills-IV
<b>PRE-BOARD – I EXAMINATION (November)</b>	<b>Subject Specific Skills</b> Unit 1: Sales Organisation Unit 2: Inside Selling / Store Based Selling Unit 3: Field Selling Unit 4: Motivation & Compensation for Salesperson  <b>Employability Skills</b> Unit 2: Self-Management Skills IV Unit 3: ICT Skills-IV Unit 4: Entrepreneurial Skills-IV
<b>PRE-BOARD – II EXAMINATION (December)</b>	<b>Subject Specific Skills</b> Unit 1: Sales Organisation

	Unit 2: Inside Selling / Store Based Selling Unit 3: Field Selling Unit 4: Motivation & Compensation for Salesperson  <b>Employability Skills</b> Unit 2: Self-Management Skills IV Unit 3: ICT Skills-IV Unit 4: Entrepreneurial Skills-IV
--	--