IBANGA 10-12

2021

IsiXhosa

Ukubhala nokunikezela

Ulwimi lwasekhaya

Ulwimi lokuqala olongezelelweyo

Ulwimi lwesibini olongezeleweyo

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Second Chance Matric Support Programme

2030 NDP

NATIONAL EDUCATION COLLABORATION TRUST

ETDP SETA

WOZA MATRICS 2021 CATCH UP

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1.1 Bhota mfundi webanga le-10-12

Esi sisikhokelo sokufunda soncwadi esibizwa ngokuba yiMind the Gap esenzelwe ukuncedisana nawe mfundi xa ulungiselela iimviwo zakho zebanga le-12 ukuphela konyaka.
Amaphepha eemviwo zolwimi lwesiXhosa ngokwemigangatho (Umz olwaseKhaya, olokuQala oloNgezeleweyo kunye nolwesiBini oloNgezeleweyo) mathathu: Iphepha lokuqala: Ukusetyenziswa kolwimi ngokusemxholweni, Iphepha lesi-2: Uncwadi, Iphepha lesithathu: Ukubhala.
Olu xwebhu mfundi lusisikokhelo sokufunda iphepha lesi-3 kwisakhono sokubhala nokunikezela nokuzilungiselela xa uza kubhala iimviwo.
Eli phepha lesi-3: Ukubhala nokunikezela liquka ezi tekisi zilandleyo:

- Izincoko
- Imihlathi emide
- Imihlathi emifutshane.

Esi sikhokelo sokufunda, ukuyila, ukubhala nokuhlola isakhono sokubhala nokunikezela ibanga 10-12 sigxile kwiindidi zezincoko, iindidi zemihlathi emide nemifutshane, ingcaciso, iimpawu/izakhiwo ngetekisi nganye.

Jonga kule theyibhile ingezantsi ekubonisa ukuba iitekisi zifundwa kowuphi umgangatho wesifundo

Umgangatho wesifundo	**Ibanga**	**Itekisi**
IsiXhosa Ulwimi lwaseKhaya	10-12	Isincoko
		Imihlathi
IsiXhosa ULwimi lokuQala oloNgezelelweyo	10-12	Isincoko
		Imihlathi emide
		Imihlathi emifutshane
IsiXhosa ULwimi lwesiBini oloNgezelelweyo	10-12	Isincoko
		Imihlathi emide
		Imihlathi emifutshane

1.2 Indlela yokusebenzisa esi sikhokelo

Kwesi sikhokelo mfundi uza kufumana oku kulandelayo:

- Amazwi obulumko abhalwe nguMphathiswa weSebe lemFundo esiSiseko kwilizwe loMzantsi Afrika.
- Indlela yokusebenzisa olu xwebhu.
- Iingcebiso eziphambili zokufunda.
- Omawukwenze ngomhla wokubhala iimviwo.
- Amagqabantshintshi ngephepha lesithathu.
- Imiyalelo eya kuwe mfundi efumaneka kwiphepha loviwo.
- Ingcaciso ngemibuzo efumaneka kweli phepha nendlela yokuyiphendula.
- Okulindelwe ngabavavanyi kumfundi xa ephendula imibuzo kweli phepha lesithathu.
- Okulindeleke kuwe mfundi ngexesha ubhala iiviwo zakho zeli phepha.

1.3 Iingcebiso ezisi-8 eziphambili zokufunda.

1.2.1 Cwangcisa ukufunda kwakho ngendlela elula ngokuthi uwahlule umsebenzi wakho ngokweziqendu, Umzekelo inkqubo yokubhala, iindidi zezincoko neempawu zazo, imihlathi nefomathi yomhlathi ngamnye. Oku kuya kukunceda ukuba uqeqeshe ingqondo yakho igxile.

1.2.2 Thabatha imizuzwana uphumle emva kokufunda isiqendu phambi kokuba ugqithele kwesinye.

1.2.3 Qinisekisa ukuba zonke izixhobo zakho zokufunda ziphelele phambi kokuba uqalise, umzekelo: ipensile, usiba lokubhala, amaphepha okubhalela, njalo njalo.

1.2.4 Zithembe ngesiqu sakho, loo nto iya kukunceda ukuba ingqondo yakho igcine zonke iinkcukacha zokufundileyo.

1.2.5 Ingqondo ifunda lula xa kusetyenziswe imibala kunye nemifanekiso. Zama ukuyisebenzisa kangangoko unakho.

1.2.6 Ukuphindaphinda oko ukufundileyo sisitshixo sokukhumbula iinkcukacha zokufundileyo. Qhubeka nokuphindaphinda umsebenzi owufundileyo kude kubelula ukuwukhumbula. Umzekelo ifomathi yemihlathi.

1.2.7 Fundisa omnye umntu /ugxa wakho le nto uyifundileyo ukuze ukwazi ukuyikhumbula lula. Iya kukunceda into yokufunda amanqwakwana oko okuzihlaziya ngokukhwaza/ ngokuvakalayo. Le ngcebiso iza kunceda kuyilo, ulungiso lweziphene njalo njalo.

1.2.8 Ukulala ngokwaneleyo ebusuku, utye ukutya okusempilweni nokusela amanzi zizinto eziyimfuneko kwingqondo yakho. Ukufundela iimviwo kufana nokuzilolonga kwaye kufuneka ube ukulungele ngokwasemzimbeni, emoyeni nasengqondweni.

1.4 Omawukwenze ngomhla wokubhala iimviwo

1.4.1 Qinisekisa ukuba uza nazo zonke izixhobo zokubhala ezifana nepensile, usiba lokubhala, njalo njalo. Phatha isazisi sakho kunye neleta yakho echazayo ukuba uvumelekile ukuba uchophele iimviwo. Fika ngexesha kwigumbi lokubhalela, umzekelo iyure phambi kokuba ziqale iimviwo.

1.4.2 Yiya kwigumbi langasese phambi kokuba uhlalele iimviwo ukuze ungachithi ixesha ngokuphuma sele ziqalile iimviwo.

1.4.3 Funda imiyalelo ekwiphepha lemibuzo yeli phepha lesi-3 phambi kokuba ubhale, usebenzisa imizuzu elishumi ufunde imiyalelo ngokuchanekileyo.

1.4.4 Fundisisa imibuzo yakho ngokwamacandelo. Umzekelo izincoko nemihlathi wandule ukukhetha eso sihloko okanye lo mhlathi unamanqaku ngawo.

1.4.5 Wufunde kwakhona umbuzo ngamnye ngokuwuqonda wandule ukuwucazulula ukuze uqiniseke ukuba uyayiqonda into ebuziweyo. Jonga amagama angundoqo embuzweni ukuze akuncede ukuphendula umbuzo. Ukuba umbuzo awuwuphendulanga ngokuchanekileyo awusayi kufumana manqaku.

1.4.6 Yaba ixesha lakho ngokwamacandelo njengoko ucetyisiwe kwiphepha lemibuzo. Umzekelo icandelo A, B no C. Sebenzisa ixesha lakho ngokuchanekileyo. Qwalasela amanqaku ombuzo ngamnye ukuze ukwazi ukuphendula ngokomthamo olindelekileyo. Umzekelo; Isincoko: 50 amanqaku, imihlathi;25 kuLwimi LwaseKhaya, imihlathi emide 30 Ulwimi lokuqala olongezelelweyo no20 imihlathi emifutshane.

1.4.7 Ingqondo yakho mayihlale izinzile ngalo lonke ixesha nokuba ngaba kukho umbuzo okunika ubunzima xa uqala ukuwujonga kuba kusenokubakho ukunxulumana komnye umbuzo obusele udibene nawo. Xa uxakiwe ngumbuzo, gqitha ukuze ubuyele kuwo ukuba ixesha liyakuvumela. Zama ukuphendula yonke imibuzo kangangoko unakho.

1.4.8 Bhala ngokucocekileyo, ngokucacileyo, ngocoselelo nangokulandelelana ukuze kube lula kubakokrekishi ukufunda iimpendulo zakho.

1.4.9 Phambi kokuba uwungenise umsebenzi wakho qinisekisa ukuba ulwenzile uhlelo khon'ukuze ungabinazo iziphene.

1.5 Amagqabantshintshi ngobume bephepha lesi-3: Ukubhala nokunikezela

Olu xwebhu mfundi lujolise kwiXhosa esiquka imigangatho emithathu eyile ilandelayo:

- IsiXhosa ULwimi lwaseKhaya
- IsiXhosa ULwimi lokuqala oloNgezelelweyo
- IsiXhosa ULwimi lwesibini oloNgezeleweyo

Le migangatho yohlukile ngokomthamo wamagama nangokwamanqaku kwicandelo ngalinye.

Qaphelo oku mfundi kulandelayo:

Imigangatho yolwimi yesiXhosa

ISIXHOSA ULWIMI LWASEKHAYA: AMANQAKU EWONKE (100)

. Eli phepha lemibuzo **LINAMACANDELO AMABINI**:

ICANDELO A: Izincoko: 50 amanqaku

ICANDELO B: Imihlathi: amanqaku: 50 amanqaku (2x25)

QAPHELA:Mfundi kulindeleke ukuba baphendule imibuzo emiBINI kwiCANDELO B.

ICANDELO	ITEKISI	IBANGA	INANI LAMAGAMA
Icandelo A	Isincoko	10	240-290
		11	290-340
		12	340-390
Icandelo B	Umhlathi	10	100-120
		11	100-120
		12	100-120

Phendula umbuzo ubeMNYE kwiCANDELO A, kunye nemibuzo emiBINI kwiCANDELO B.

ISIXHOSA ULWIMI LOKUQALA OLONGEZELELWEYO: AMANQAKU EWONKE (100)

Eli phepha lemibuzo **LINAMACANDELO AMATHATHU**

ICANDELO A: Izincoko: (50 amanqaku)
ICANDELO B: Imihlathi emide: (30 amanqaku)
ICANDELO C: Imihlathi emifutshane: (20 amanqaku)

ICANDELO	ITEKISI	IBANGA	INANI LAMAGAMA
Icandelo A	Isincoko	10	90-140
		11	140-190
		12	190-240
Icandelo B	Umhlathi omde	10	80-100
		11	80-100
		12	80-100
Icandelo C	Umhlathi omfutshane	10	60-80
		11	60-80
		12	60-80

Phendula umbuzo ubeMNYE kwiCANDELO ngalinye.

ISIXHOSA ULWIMI LWESIBINI OLONGEZELELWEYO: AMANQAKU EWONKE (80)

Eli phepha lemibuzo **LINAMACANDELO AMATHATHU**

ICANDELO A: Izincoko: (40 amanqaku)
ICANDELO B: Imihlathi emide: (20 amanqaku)
ICANDELO C: Imihlathi emifutshane: (20 amanqaku)

Qaphela: Umviwa kulindeleke ukuba aphendule umbuzo ube mNye kwiCandelo ngalinye.

ICANDELO	ITEKISI	IBANGA	INANI LAMAGAMA
Icandelo A	Isincoko	10	90-120
		11	120-150
		12	150-180
Icandelo B	Umhlathi omde	10	60-80
		11	60-80
		12	60-80
Icandelo C	Umhlathi omfutshane	10	40-60
		11	40-60
		12	40-60

1.6 Ingaba abavavanyi bafuna ntoni kuwe mfundi xa ubhala eli phepha?

Mfundi qaphela ezi zinto zilandelayo abaviwa abagxila kuzo:

- Makubekho ubungqina bokucwangcisa, bokuyila, bokuhlaziya, bokuhlela nobokulungisa iziphene kumsebenzi oza kuwunikezela kwiitekisi zonke, isincoko kunye nemihlathi.
- Yazi injongo yoko ukubhalayo, abantu ojolise kubo nomxholo – kwakunye nerejista, isimbo sokubhala nethoni.
- Ukusetyenziwa kolwimi ngokusemxholweni, upelo neempawu zobhalo.
- Ulwimi lusetyenziswe ngokuchanekileyo kwaye lwakhiwe ngokukuko.
- Izakhi zolwimi zibandakanya ulwazi olunzulu ngolwimi.
- Ukhetho magama nokusetyenziswa kwezafobe, izaci namaqhalo ngokufanelekileyo.
- Indlela obumba ngayo izivakalisi kuquka iindidi zazo; ezifutshane, ezimbaxa njalo njalo.
- Ukubhalwa kwemihlathi njengoko uyibonisile mfundi kwisicwangciso sakho osenze kwimephu yeengcinga okanye kwisazobe.
- Ukutolika kwakho isihloko eso uzikhethele okuveza umxholo ngokupheleleyo: intshayelelo, ukukhuliswa kwezimvo nesiphelo.
- Kulindeleke ukuba impendulo yakho ibeyegqwesileyo/ ibenomtsalane, ngaphezu koko bekulindelekile.
- Izimvo zakho mazibe zeziqiqisisiweyo, ezixhokonxa iingcinga ezivuthiweyo.
- Impendulo yakho yesincoko okanye yomhlathi mayilungelelaniswe kakuhle ngokugqwesileyo, ibenothungelwano (enonamathelwano) ukusuka kwintshayelelo, isiqu, ukuqukumbela/nesiphelo.
- Ifomathi obhala ngayo mayibe yeyamkelekileyo kwaye ichaneke.

1.7 Amanyathelo amawuwathabathe xa ubhala isincoko eluviweni

Xa mfundi ubhala isincoko eluviweni kulindeleke ukuba wenze ezi zinto zilandelayo:

- Eluviweni unikwa izihloko ngezihloko kunye nemifanekiso onokukhetha kuyo.
- Funda imiyalelo kuqala phambi kokuba ukhethe isihloko okanye umfanekiso oza kubhala ngawo isincoko sakho.
- Fundisisa zonke izihloko ozinikiweyo ukuze wazi ukuba kuthiwa bhala ngantoni/sifuna ntoni.
- Khetha isihloko oqinisekileyo ukuba unamanqaku awaneleyo onokubhala ngawo.
- Cwangcisa amanqaku oza kubhala ngawo usebenzisa imephu yengcinga. Imephu yakho yengcinga kulindeleke ukuba iveze amanqaku entshayelelo, awesiqu sesincoko nalawo esiphelo.
- Injongo yemephu yengcinga mfundi kukuncedisa wena kuthungelwano lwakho lwemihlathi leyo uza kuyibhala ngesincoko eso njengoko kulindeleke ukuba ubhale ngokwemihlathi.
- Amanqaku wakho wabhale kakuhle khon'ukuze abonakalise uthungelwano lwemihlathi nezivakalisi.
- Mfundi wakugqiba ukuyila, bhala isincoko sakho usebenzisa la manqaku akho akwimephu yeengcinga
- Yahlula isincoko sakho ngokubhala imihlathi usebenzisa izivakalisi ezifutshane, ezide nezimbaxa kodwa ungasebenzi izivakalisi ezide kakhulu, ezizakude zilahle umxholo woko ubhala ngako.
- Qinisekisa ukuba kukho uthungelwano kwimihlathi yakho, oko kukuthi isincoko sakho masivakale kulowo uza kusifunda ukuba intshayelelo yakho iyaphela ngoku ungena kwisiqu kwaye uyaphetha ngoku.
- Wakugqiba ukubhala isincoko sakho, sifunde ngeenjongo zokujonga iziphene kupelo magama, ukusetyenziswa kweempawu zokubhala ngokufanelekileyo njalo njalo.
- Ekugqibeleni wakube wanelisekile, ngenisa isincoko sakho.
- Xa ubuzwa imibuza lindela, amagama afana nala: **khetha,bhala.**

ISAHLUKO 2: IZINCOKO

ICANDELO A: IZINCOKO

1. **AMANQAKU AMALUNGA NEZINCOKO**

Ingcaciso emfutshane ngezincoko

Qaphela: Mfundi esiXhoseni sineendidi ezintlanu zezincoko ezifundwayo nezihlolwayo kwibanga 10-12 kwimigangatho yomithathu eyile ilandelayo:

- IsiXhosa ULwimi lwaseKhaya
- IsiXhosa ULwimi lokuQala oloNgezelelweyo
- IsiXhosa ULwimi lwesiBini oloNgezelelweyo

Kule migangatho mithathu izincoko zahluka ngokobude bomthamo wamagana alindelekileyo kunye namanqaku owabhalelayo.

Jonga kule theyibhile ingezantsi umahluko ngokomthamo wenani lamagama ngokwebanga:

Umgangatho wesifundo	Itekisi	Ibanga	Inani lamagama
IsiXhosa ULwimi lwaseKhaya	Isincoko	10	240-290
		11	290-340
		12	340-390
IsiXhosa ULwimi lokuQala oloNgezelelweyo	Isincoko	10	90-140
		11	140-190
		12	190-240
IsiXhosa ULwimi lwesiBini olongezelelweyo	Isincoko	10	90-120
		11	120-150
		12	150-180

Iindidi zezincoko

Zintlanu iindidi zezincoko ezifundiswayo nezifundwayo mfundi. Zezi zilandelayo:

- Isincoko esibalisayo
- Isincoko esichazayo
- Isincoko esicamngcayo
- Isincoko esivelela amacala omabini
- Isincoko esixoxayo

1.1 Isakhiwo sesincoko

Xa mfundi ubhala isincoko kulindeleke ukuba oku kulandelayo kwisakhiwo sakho:

- Intshayelelo
- Isiqu
- Isiphelo

Isincoko

Intshayelelo

Intshayelelo mayidlwengule umxhelo walowo uza kufunda isincoko sakho. Mayitsale umdla walowo uyifundayo, de angafuni ukwahlukana nayo, afune ukuyifunda rhoqo.

Isiqu

Isiqu siquka umxholo wesincoko ngokuph elelyo. Isiqu sesincoko masahlulwe sibe nemihlathi, ze umhlathi uqulathe ingongoma engundoqo nezo zixhasayo.

Isiphelo

Isiphelo siqukumbela isincoko sakho. Kufuneka siqhoboshe onke amasolotya umfundi abhale ngawo, kukwalapho uveza khona iingcebiso zakho ukuba kuyimfuneko.

ICANDELO A:

Irubrikhi yokuhlola isincoko/indlela ekwabiwa ngayo amanqaku esincoko imi ngolu hlobo lungezantsi ngokwamanqanaba esifundo:
Kumgangatho ngamnye wolwimi ubonisiwe apha ngezantsi okulindelekileyo, unikwe amanqaku akucacisela ngokuthe gca ukuba ukuze ufumane onke amanqaku akho xa ubhala isincoko gxila kweyiphi imiba. Qwalaselisa ezi theyibhile zingezantsi

ISIXHOSA ULWIMI LWASEKHAYA

IMIQATHANGO ESETYENZISELWA UVAVANYO	
IMIQATHANGO	**AMANQAKU**
UMXHOLO NOCWANGCISO Impendulo yakho mayiqqwese/ibenomtsalane, ngaphezu koko bekulindelekile. Izimvo eziqiqisisiweyo, ezixhokonxa iingcinga nezivuthiweyo. Impendulo elungelelaniswe kakuhle ngokugqwesileyo enothungelwano (enonamathelwano) ukuquka intshayelelo, isiqu, ukuqukumbela/nesiphelo	**30**
ULWIMI, ISIMBO SOKUBHALA NOKUHLELA Ithoni, irejista, isimbo sokubhala, isigama zifaneleke kakhulu kwinjongo, abantu ekujoliswe kubo nakwisimo sentlalo. Ulwimi lusetyenziswe ngokuzithemba, luyachukumisa ngokugqwesileyo. Ithoni edlwengula umxhelo nenobuciko. Iziphene zegrama nopelo azikho. Sixongxwe ngobugcisa obukhulu.	**15**
ISAKHIWO Isihloko sikhuliswe ngokugqwesileyo. Iinkcukacha ezigqwesileyo. Izivakalisi, imihlathi zakhiwe ngokugqwesileyo.	**5**
AMANQAKU EWONKE	**50**

ISIXHOSA ULWIMI LOKUQALA OLONGEZELELWEYO

IMIQATHANGO ESETYENZISELWA UVAVANYO	
IMIQATHANGO	**AMANQAKU**
UMXHOLO NOCWANGCISO Impendulo ebalaseleyo enomtsalane, ngaphaya kobekulindelekile Izimvo zihlakaniphile, zixhokonxa iingcinga kwaye zinemfezeko Isincoko sibekelelwe ngobuchule obungaqhelekanga kwaye intshayelelo, isiqu kwakunye nesiphelo zibonakalisa unamathelwano olunemfezeko	**30**
ULWIMI, ISIMBO SOKUBHALA NOKUHLELA Ithoni, irejista, isimbo, isigama zifanelene ngokugqwesileyo nenjongo, abantu ekujoliswe kubo kunye nemeko Ulwimi lusetyenziswe ngokuzithemba, luyathabathekisa Ithoni enomtsalane nezafobe zentetho eziphumeza injongo Akukho ziphene zolwakhiwo zivakalisi, upelo nokusetyenziswa kolwimi Sixonxwe ngobugcisa obukhulu	**15**
ISAKHIWO Isihloko sikhuliswe ngokuncamisayo. Iinkcukacha zibalasele ngokungaqhelekanga. Izivakalisi,imihlathi zakhiwe zaqiqisiswa ngokugqwesileyo	**5**
AMANQAKU EWONKE	**50**

ISIXHOSA ULWIMI LWESIBINI OLONGEZELELWEYO

IMIQATHANGO ESETYENZISELWA UVAVANYO	
IMIQATHANGO	**AMANQAKU**
UMXHOLO NOCWANGCISO Impendulo ebalaseleyo enomtsalane, ngaphaya kobekulindelekile. Izimvo zihlakaniphile, zixhokonxa iingcinga kwaye zinemfezeko. Isincoko sibekelelwe ngobuchule obungaqhelekanga kwaye intshayelelo, isiqu kwakunye nesiphelo zibonakalisa unamathelwano olunemfezeko.	**24**
ULWIMI, ISIMBO SOKUBHALA NOKUHLELA Ulwimi lugqwesile nezafobe zisetyenziswe ngethoni ephumeza ukudlulisa umyalezo. Phantse kube akukho nasinye isiphene solwakhiwo zivakalisi, upelo nesokusetyenziswa kolwimi. Sixonxwe ngobugcisa obukhulu.	**12**
ISAKHIWO Isihloko sikhuliswe ngokuncamisayo Iinkcukacha zibalasele ngokungaqhelekanga Izivakalisi, imihlathi zakhiwe zaqiqi siswa ngokugqwesileyo.	**04**
AMANQAKU EWONKE	**40**

1.2 Amanyathelo amawuwathabathe xa ubhala isincoko eklasini.

Xa ubhala isincoko eklasini kulindeleke ukuba ulandele le nkqubo yokubhala ilandelayo:

Amanqanaba alandelwayo kwinkqubo yokubhala

1.2.1. Ukucwangcisa / phambi kokubhala

- Wakube ukhethe isihloko eso uza kubhala ngaso qiniseka ukuba uyayazi injongo oyibhalelayo nabantu obabhalelayo.
- Qaphela imo, indlela yokubhalwa koko kubhaliweyo noluvo loko abhala ngako.
- Xoxa ngezimvo usebenzisa, umzekelo, isazobe sokucinga iiflowu-tshathi.
- Phanda ngoko uza kubhala ngako usebenzisa imithombo yolwazi/ qokelela amanqaku amalunga nesihloko eso uza kubhala ngaso.

1.2.2 Ukuyila / ukwenza iidrafti

- Sebenzisa izimvo ezingundoqo nezixhasayo ngokukuko xa ucwangcisa.
- Yenza idrafti yokuqala uthathele ingqalelo injongo leyo uyibhalelayo, abafundi bayo, isihloko nenohlobo loncwadi;
- Funda iidrafti ngokuvakalayo ukufumana uluvo lwabanye (oogxa bakho);
- Chonga isigama esisiso nesichanekileyo ngokusebenzisa izichazi ezifanelekileyo namagama namabinzana avusayo ukucacisa oko kubhaliweyo
- Qaphela isimbo esithile ngokusebenzisa ulwimi nethoni ehambelana ncakasana nabafundi obabhalelayo nenjongo yokubhala.
- Vakalisa uluvo lwakho gqibi, izithethe, iinkolelo namava akho.
- Bhala iinkcukacha ezichanekileyo zetekisi leyo (sebenzisa ucaphulo ukuxhasa izimvo zakho).

1.2.3 Ukuhlaziya, ukuhlela. ukulungisa iziphene, ukunikezela (ukungenisa isincoko sakho kutitshala wakugqiba ukusibhala)

- Sebenzisa imilinganiselo emiselweyo ukuphendla umsebenzi wakho nowabanye usenzela ukuwuphucula
- Phucula uchongo lwesigama, isakhiwo sesivakalisi nemihlathi.
- Nciphisa ubumbaxa, ukusebenzisa uphindaphindo, ulwimi olungasulungekanga nolungamkelekanga.
- Phononongа umxholo, isimbo sokubhala nerejista.
- Sebenzisa iimpawu zokubhala uze upele ngokuchanekileyo.
- Bhala idrafti yokugqibela.
- Ngenisa itekisi oyibhalileyo/isincoko osibhalileyo kutitshala azokukorekisha.

2. IINDIDI ZEZINCOKO

2.1 ISINCOKO ESIBALISAYO

2.1.1 Inkcaza: Isincoko esibalisayo sibalisa ibali elithile/isiganeko esenzekileyo okanye esehlileyo.

2.1.2 Injongo: Kukubalisa ibali/ ngesiganeko.

2.1.3 Abantu ekujoliswe kubo: Nabanina ofunda esi sincoko.

2.1.4 Iimpawu zesincoko esibalisayo

Mfundi xa ubhala isincoko esibalisayo :

- Bhala ngebali / ngesiganeko esenzekileyo / isiganeko esiqwetyiweyo.
- Bhala isakhiwo sebali esidlwengula umxhelo nesikholelekayo.
- Balisa usebenzisa ixesha elidlulileyo okanye ixesha langoku ukutsala umdla nokungqala kwebali.
- Umhlathi wokuqala oyintshayelelo mawubhalwe ngokudlwengula umxhelo.
- Kwintshayelelo yakho makuvele indawo ekuqhubeka kuyo ibali, ixesha eliqhubeka ngalo, abalinganiswa abakhoyo.
- Kwisiqu sakho sesincoko okwenzeka ebalini makulandelelaniswe ngokwamaxesha okwehla kwebali. Umzekelo ukuba ubalisa ngotyelelo eKapa, sukubalisa ngezinto ezenzeke ekhaya kanti sele useKapa okanye uthi sele usithi ndanxiba uphinde uthi ndathambisa.
- Ubukhulu becala sebenzisa izenzi ezibonisa intshukumo ukuze ibali lakho libe lelikholelekayo.
- Sebenzisa intetho-ngqo xa ufuna umlinganiswa abengathi ngophilayo kumfundi, ingxelo-ntetho ayikukhuthazi oko.
- Igama ngalinye olisebenzisayo lisebenzise ngenjongo ukwenzela ukuba isincoko sakho siyondelelane. Kulinge oku ngokubhala ibali elifutshane elinamagama angamashumi amahlanu.
- Ibali maliye kufika kuvuthondaba.(malifikelele kwesi siganeko singunobangela wokubaliswa kwebali)
- Qinisekisa ukuba isiphelo sesanelisayo kwaye sicacile.

2.1.5 Ulwimi/isigama sokubalisa:

- Mfundi kulindeleke ukuba usebenzise izichazi, izifanekisozwi, izaci namaqhalo ngokufanelekileyo
- Sebenzisa izihlanganisi ezibonisa isizathu nonobangela, isigama sokwakha imifanekiso-ngqondweni, izafobe, kunye nezimelabizo zoqobo ukunqanda ukuba ibali obhala ngalo lingabi nomdintshi.
- Qaphela ithoni, irejista, isimbo sokubhala, isigama esifanelene nenjongo okanye isimo sentlalo.

2.1.6 Isakhiwo

Ucwangciso zimvo/imephu yengcinga

- Qiniseka ukuba iingcinga neezimvo zakho ezikwimephu yakho yengcinga ziyathungelana.

Intshayelelo

- Kumhlathi wakho wokuqala apho wazisa khona ngesihloko sakho kunye nokubekela izimvo eziqulathwe sisihloko.
- Mayibe mfutshane kodwa imeme/itsale lowo umbhalelayo ukuze abanomdla koko uza kubhala ngako kwisiqu, ngeliphandle mayithi ndifunde.
- Mayiquke ixesha, isimo sentlalo sebali obhala ngaso kwaye iveze /yazise abalinganiswa abaphambili bebali lakho.
- Umqheba okanye isivakalisi sakho sokuvula sibalulukeke kakhulu.

Isiqu

- Masiquke uluhlu lwemihlathi ethungelanayo ebonisa ukukhula kwesihloko.
- Umhlathi ngamnye mawuqulathe ingongoma ethile.
- Ungasebenzisa amagama afana nala: ngokufanayo, ngaphandle, nangona kunjalo, naza kuthi enze ukuba intsingiselo icace gca kwaye uqiniseke ukuba kukho uthungelwano lwezimvo.
- Isiqu sikhokhelela kuvuthondaba lwesincoko.
- Imo mayibunjwe ngokusebenzisa ithoni enamandla nethe ngqo.

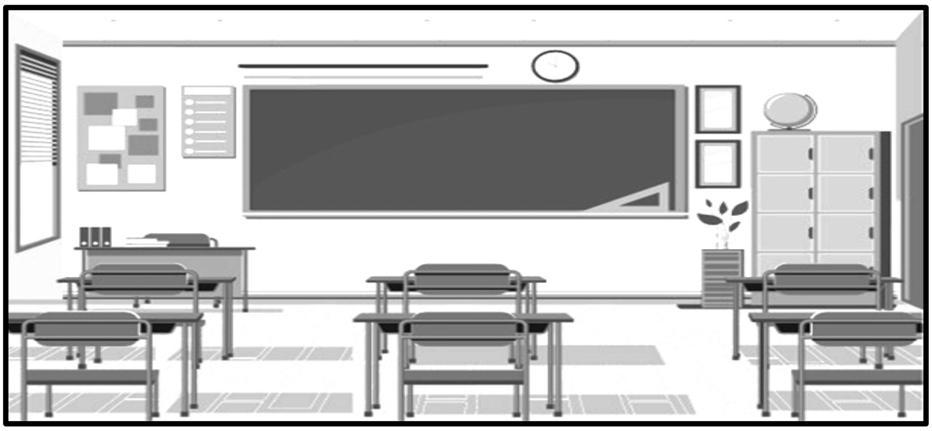
Isiphelo

- Lo ngumhlathi wokugqibela wesincoko oqhina onke amasolotya esincoko sakho.
- Kulapho uveza khona iimvakalelo zakho ngesihloko.
- Lowo ufunda isincoko sakho makeve ukuba ngoku uyaphetha. Amagama afana nala; elokuphetha,kuyabonakala ukuba, njalo, ngenxa yoko azakukuncedisa ukuze isincoko sakho usiphethe ngokufanelekileyo njengoko yokuba sigqwese.
- Isivakalisi sakho sokugqibela salo mhlathi masomelele ze sithi gqolo ukuhlale sihleli engqondweni yolowo funda isincoko sakho.

Umsebenzi

Jonga kwingcaciso engasentla malunga nesakhiwo sesincoko esibalisayo, ze ukhethe kwezi zihloko zilandelayo:

1. Nangoku ndisayiva loo ntsholo
2. Isala kutyelwa sibonwa ngolophu.



2.2 ISINCOKO ESICHAZAYO

2.2.1 Inkcaza

Kwisincoko esichazayo uzoba umntu, umba othile, imeko, indawo, nayo nayiphi na into, usebenzisa amagama. Olu didi lwesincoko lungachaza ubume, inkangeleko, isimo, iimpawu nenkqubo.

2.2.2 Injongo

Kukunika inkcaza malunga nalo nto kubhalwa ngayo.

2.2.3 Abantu ababhalelwayo

Sibhalelwa nawuphi na umntu oza kufunda isincoko. Qaphela ithoni, irejista, isimbo sokubhala, isigama esifanelenelekileyo nenjongo yokubhala isincoko.

2.2 4. Iimpawu

- Yila umfanekiso ngokusebenzisa amagama achaza oko kwenzeka kwesi sincoko sichazayo.
- Sebenzisa imifanekiso-ngqondweni kangangoko unako, umzekelo; oweliso, owendlebe, owencasa, owesikhumba nowempumlo.
- Olu didi lwesincoko lubhalwa kwixesha langoku okanye elidlulileyo.
- Amagama kunye neenkcazo zikhethe ngononophelo ukufikelela kwisiphumo esifunekayo.

2.2.5 Ulwimi/isigama sokuchaza:

- Mfundi kulindeleke ukuba usebenzise izichazi, izifanekisozwi, izihlomelo, izichazi, izaci namaqhalo ngokufanelekileyo.
- Sebenzisa isigama esibonisa iindlela zokulandelelana nokuthungelana kwengcamango nokulandelelana kwemiba, esifana umzekelo; okokuqala, kwakhona, okunye, lilonke, elokugqiba.
- Qaphela ithoni, irejista, isimbo sokubhala, isigama esifanelene nenjongo okanye isimo sentlalo.

2.2.6 Isakhiwo

Cwangcisa isincoko sakho. Ungacwangcisa ngokuthi wenze imephu yengqondo okanye ucwangcise ngokwemihlathi. Qiniseka ukuba uyilo lwakho luhambelana nesincoko sakho. Yahlula isincoko sakho sibe nentshayelelo, isiqu nesiphelo.

Intshayelelo -cazulula isihloko ukuze kuvele intsingiselo yaso nokusiqonda. Quka ukungathathi cala noluvo lwakho kwinkcazo yakho. Sive usiqonde isihloko osichazayo kangangoko ngendlela ecace gca.

- Yiveze kwalapha kwintshayelelo mfundi into oza kugxila kuyo kwisiqu sakho sesincoko.

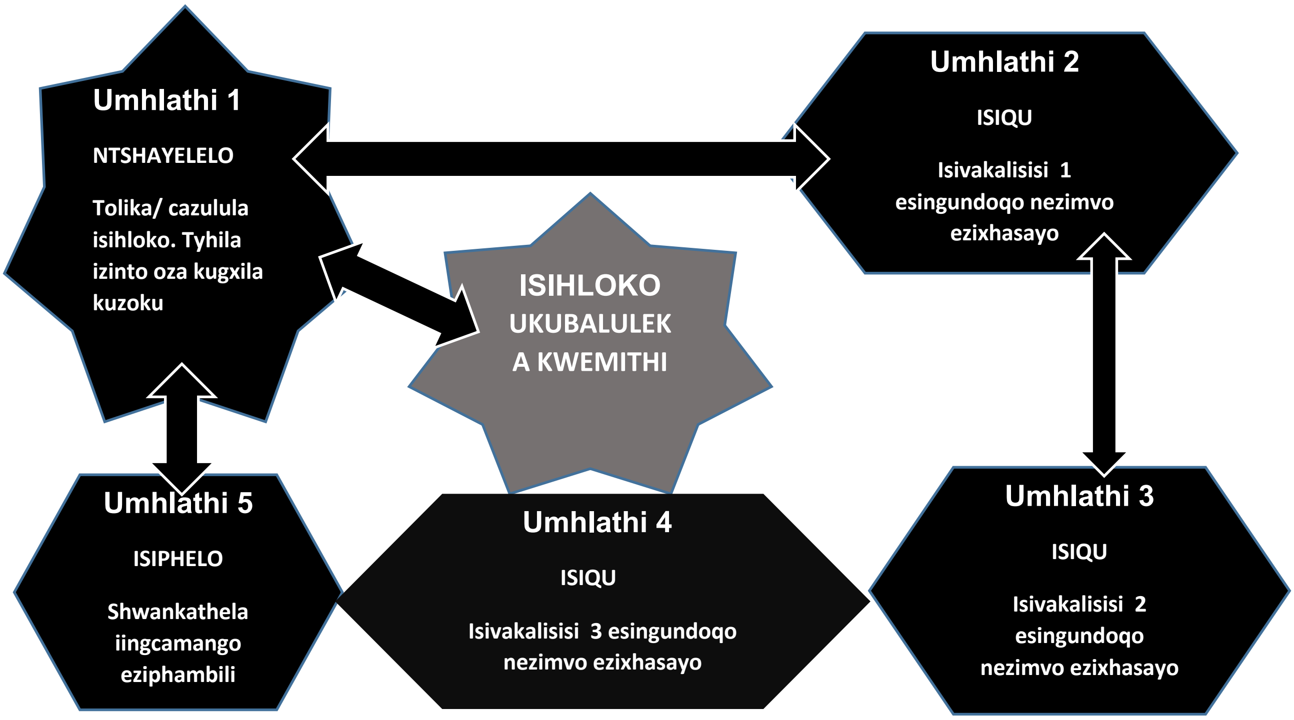
Isiqu- Masahlulwe ngokwemihlathi equka iingongoma/ imiba oza kunyathela kuyo ekuchazeni kwakho.

- Kunyanzelekile kumhlathi ngamnye ukuba ubenesivakalisi esingundoqo esiveza/ esinabisa ubuthumbu besihloko kunye nezivakalisi ezixhasayo.
- Izivakalisi zakho mazize nemizekelo okanye neenkcukacha ezixhasayo.
- Qinisekisa ukuba unesivakalisi esivala umhlathi ngamnye esibethelela oko ubukuthetha kuwo.

Isiphelo- Kumhlathi wakho wesiphelo shwankathela iingongoma eziphambili zoko ububhala ngako kumhlathi ngamnye. Usenokuphetha ngokuvakalisa iingcamango zakho okanye izindululo ngesihloko eso ubhalo ngaso.

2.2.7 Umsebenzi

Isihloko sesincoko: Ukubaluleka kwemithi



UMZEKELO WENDLELA YOKUBHALWA KWESISINCOKO

<u>**Ukubaluleka kwemithi.**</u>

Isicwangciso

Umhlathi 1- Tolika isihloko (Chaza ukuba iyintoni imithi, izinto ezenziwa ngemithi kubomi bethu)

Umhlathi 2- Izinto nezenziwa yimithi- ikhusela ukhukuliseko lomhlaba, umthunzi, iintaka zokha izindlu zazo

Umhlathi 3- Izinto ezenziwa ngemithi – ifenitshala, amaphepha, ukwakha izindlu neentlanti, ukubasa

Umhlathi 4- Izinto esizifumana emithini- amayeza iziqhamo

Umhlathi 5- Nika uluvo lwakho. Lilonke uthini kubantu abagawula nabatshisa imithi

UMZEKELO WEZIHLOKO

- Umntu ongumzekelo omhle ebomini bam
- Ukubaluleka kwendalo
- Ixesha lasehlotyeni

2.3 ISINCOKO ESIXOXAYO

2.3.1 Inkcaza

- Isincoko esixoxayo sityekela kwicala elinye; kubakho ukuxhaswa okanye ukuchaswa koluvo oluthile olukhabana nolunye.
- Uluvo ekuhanjiswana nalo luxoxelwa ngokupheleleyo.
- Umfundi kufuneka ethathe icala elithile apho adandalazisa khona icala awela ngakulo nesizathu sokuba enze oko, kwaye kufuneka uluvo lucace gca.
- Esi sisincoko apho umfundi anika uluvo lwakhe kuphela, ngendlela ezama ukuqinisekisa ukuba lowo ufundayo angabinasikrokro koko avumelane naye.

2.3.2 Injongo

- Isincoko esixoxayo sibhalwa ngenjongo yokudandalazisa izimvo zomfundi/zobhalayo kwisihloko eso athe umfundi wasinikwa, ukuze akwazi ukuxoxa ngokuzithemba nangokukhululekileyo, **ethatha icala.**

2.3.3 Iimpawu

- Isihloko sesincoko sikukhokelela ekubeni ukwazi ukusicingisisa.
- Khetha icala elinye ukuze ulixoxele ngocacileyo nangokupheleleyo
- Nika ingqwalasela kumanqaku angqinelana okanye achasana nenkcazelo.
- Bhala ngokwemihlathi kwaye umhlathi ngamnye mawucacise umba othile uze uwuqukumbele phambi kokuba udlulele komnye.
- Mabuvele ubungqina bophando olwenziweyo(kuviwo uya kusebenzisa ubugqina obuphathekayo nobuyinyani , ukuxhasa izimvo zakho, kuquka imizekelo, imicaphulo eyinyani)
- Qala ngokubhala intshayelelo ngesi isincoko ngokwandlala ezakho imbono ngesihloko ngendlela enika izimvo ezizezakho nezitsala umdla. Unokuza nolwazi olunika imvelaphi malunga noko kukwisihloko.
- Kwimihlathi yesiqu beka iingongoma oxoxela phezu kwazo ze ulandelise ngezivakalisi ezizathuzela okuthethwe kwizivakalisi eziyintloko kumhlathi ngamnye..
- Xa uzathuza nika imizekelo, inkcaza eyinyani.
- Isivakalisi esivala umhlathi sibethelela okuthethwa sisivakalisi esingundoqo/esiyintloko.
- Umhlathi wesiphelo kushwankathelwa ngokugxininisa konke ekunyathelwe kwingxoxo ekwimihlathi yesincoko ukuze ofunda isincoko angabinasikrokro sokuhambisana nolivo lwakho
- Usebenzisa ubungqina bophando obufana noluvu lweengcali. Ungazebenzisa noluvo lweengcali obufana nooGqirha, uPresidenti, umzekelo uPresidenti uCyril Ramaphosa uthi kwintetho yakhe…ungacaphula nobungqina obusukela kwimithombo evunyiweyo.

2.3.4 Abantu ekujoliswe kubo: Nabanina ofunda esi sincoko

2.3.5 Ulwimi

- Kusetyenziswa ulwimi lokuxoxa
- Sebenzisa ulwimi oluchukumisayo, olurhwebesha ingqondo, nolujija ingqondo.
- Sebenzisa isigama esenza ukuba ingxoko ithungelane/inxibelelane umzekelo; okukuqala, kwakhona, okulandelayo, kananjalo, nakubeni kunanjalo.
- Sebenzisa izikhuzo, ezisetyenziswa njengesilumkiso, imibuzo buciko eya kuvuselela isazela sothile nezenzi ezikuhlobo lokuyalela, ukunika imiyalelo.

2.3.6 Isakhiwo

Qiniseka ukuba uyasicwangcisa isincoko sakho. Ungasicwangcisa ngokuthi wenze **isazobe sengcinga** okanye ucwangcise ngokwemihlathi.
Yahlula imihlathi yesincoko sakho ngokweengongoma ezingundoqo ngolu hlobo:

Intshayelelo

Sebenzisa amazwi ambalwa nakhethekileyo

Isiqu

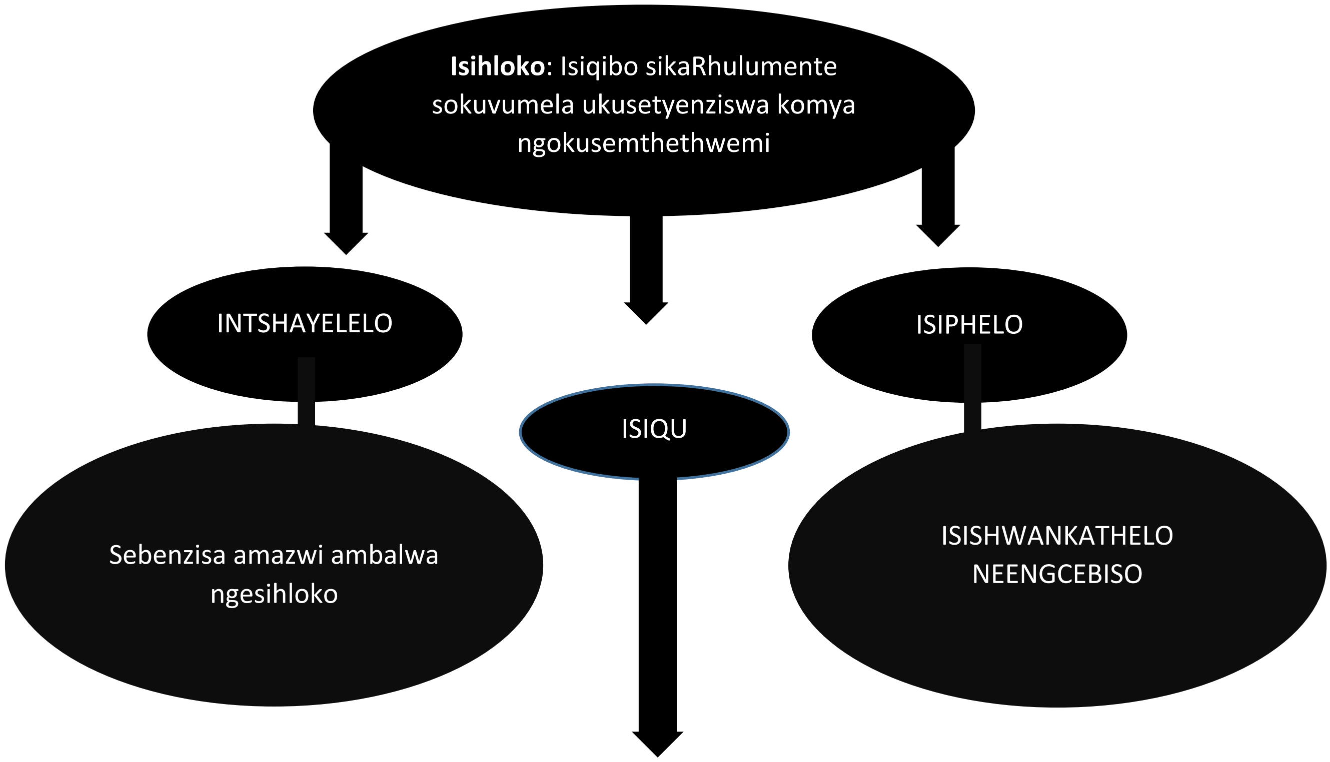
- Sahlulwa hlulwe ngokwemihlathi, mhlathi lowo oqulathe ingcamango eyahlukileyo.
- Xoxela okuthile unika ubungqina obuxhasayo.
- Chasa ngokunika ubungqina obuxhasayo.
- Intshukumo esukela kokuqhelekileyo ukuya kokuntsokothileyo.
- Qiniseka ukuba uyilo lwakho luhambelana nesincoko sakho.
- Makubekho uthungelwano nonxibelelwano lwezimvo okanye iziganeko.
- Qiniseka ngoyondelelwano lwezimvo, uqonde injongo, abantu ekujoliswe kubo kunye nesimo sentlalo.
- Qaphela ithoni, irejista, isimbo sokubhala, isigama esifanelene nenjongo okanye isimo sentlalo.
- Kwisihloko krwelela amagama angundoqo ukuqinisekisa ukuba usoloko uthetha ngokusemxholweni.

Isiphelo

Unika iingcebiso ngokubhekiselele kwisihloko.

Umzekelo wesicwangciso zimvo:

Isihloko: Isigqibo sikaRhulumente sokuvumela ukusetyenziswa komya ngokusemthethweni.



IMIHLATHI YESIQU	INGONGOMA EPHAMBILI	INGONGOMA EXHASAYO
1	Ifuthe elibi lomya	Umsebenzi weli cuba Ukunyashwa kwamalungelo Ukonwaba kwabantu
2	Ubungozi bokusebenzisa eli cuba	Uphando Izigulo onokuzifumana xa unokulisebenzisa
3	Ngabaphi abantu abachatshazelwa kokukusetyenziswa kweli cuba.	Zizathu zini ezibangela ukuba basebenzise eli cuba
4	Ukutshabalala kwabantu abalisebenzisayo	Ukutshabalala kwelizwe nokungabinathemba kwinkokheli zangomso.

2.3.7 Umsebenzi ongekho sesikweni

Fundisisa ezi zihloko zilandelayo, uqikelele ukuba ungabhala luphi udidi lwesincoko:

1. Ukunikwa kolutsha olungaphangeliyo inkxaso-mali nguRhulumente kuyalikunciphisa izinga lendlala.
2. Iingxaki ezibangelwa luqhawulo mtshato ebantwaneni.
3. Inxeba lendoda alihlekwa
4. Imithambo nezemidlalo zezona ndlela ziphambili ekunciphiseni umzimba
5. Kulilungelo lomntwana ukuxelela abazali ngendlela amababaphathe ngayo.
6. Hay'inkohlakalo yomntu emntwini.

2.4 ISINCOKO ESICAMNGCAYO

2.4.1 Inkcaza: Sisincoko esingamava, izimvo, iimbono, iingcinga neemvakalelo zomntu obhalayo.

2.4.2 Injongo: Kukucamngca uvakalisa iimbono, izimvo namava akho malunga nokuthile.

2.4.3 Abantu ababhalelwayo: Nguye nawuphi umntu ofunda isincoko

2.4.4 Iimpawu zaso:

- Kwesi sincoko wazisa umntu osifundayo/obhalelwayo ngamava akho, indlela ozibona ngayo izinto nendlela ovakalelwa ngayo malunga nesihloko osinikiweyo.
- Ungachaza indlela esakuchaphazele ngayo isiganeko esithile okanye umntu othile,okanye amava athile ngokwakhe kwakwehlela.
- Usenokubhala ucamngca ngokungekenzekii, okunqwenelayo okanye okuliphupha lakho elinokuba nefuthe kubomi bakho.
- Njengoko negama lisitsho xa usibhala uyacamngca (ucinga nzulu, uhluza) ngamava uvelela okuhle nokubi (xa kuyimfuneko).
- Unokucamngca ubuya umva okanye ucamngce malunga nokuthile okungekenzeki uvakalise iingcamango neemvakalelo zakho ngako.
- Xa ubhala isincoko esicamngcayo ubhala kumntu wokuqala kuba uvakalisa iingcamango namava akho.
- Xa ucamngca ubuya umva, ubalisa uphuhlisa iimvakaleko neembono zakho ngesihloko obhala ngaso.
- Isincoko socamngco esifuna ukuba ubani acamngce ngokungekenzeki ezithatha ezibeka ngeengcinga kwindawo angekho kuyo ngokweemeko zobomi bokwenyani, ucamngca ezibona ngeliso lengqondo nengqikelelo.
- Xa kubhalwa isincoko esicamngcayo kukwakho ukubalisa kodwa kolu hlobo lwesincoko akugxilwa nje kwiziganeko koko ikakhulu kutyhilwa iimvakalelo, imizwa, neembono ezihamba namava.

2.4.5 Ulwimi olusetyenziswa ekubhaleni olu hlobo lwesincoko:

- **Ithoni nerejista nesimbo sokubhala**: Mazibezezifanelene nenjongo yokubhalwa kwesincoko kunye nabantu ababhalelwayo
- Ngenxa yokuba iludidi lwesincoko esivakalisa iimvakalelo, iimbono, kukwabaliswa,ithoni nesigama siyatshintsha-tshintsha oko kubangele ukuba nerejista itshintsha-tshintshe.
- **Ixesha:** Kusetyenziswa ixesha eladlulayo, ixesha elidlulileyo xa kubhekiswa kwizehlo neziganeko ezadlulayo.
- Kusetyenziswa ixesha langoku xa kubhekiswa kwiimvakalelo amava neengcamango ezintsha
- Mawucace umahluko phakathi kwexesha lokwenzeka kwesiganeko esiyinxalenye yesincoko kunye nelokucamngca. Umzekelo: Ukuba isiganeko senzeke kwixesha elidlulileyo/eladlulayo masibaliswe kwelo xesha ze ukuba ucamngco olu lwenzeka ngeli xesha kusetyenziswe ixesha langoku.
- **Isigama esibhekiselele kwizinto eziphathekayo:** Makusetyenziswe amagama anjengezibizo ezibhekiselele kwizinto eziphathekayo ukuchaza nokuzoba amava (okwenzekayo) akho
- **Isigama esibhekiselele kwizinto eziphathekayo:** Izibizo ezibhekiselele kwizinto ezingaphathekiyo mazisetyenziselwe ukubhekisa kwiimbono, imizwa, neemvakalelo.
- **Isigama esidala imifanekiso-ngqondweni:** Kubalulekile ukuba kusetyenziswe izibizo ezinentsingiselo ekwanika inkcaza ngoko kuthethwa ngako, izichazi, izifanekisozwi, amagama azoba imifanekiso-ngqondweni iyonke (oweliso/owokubona, owendlebe/owokuva, oweempumlo/owevumba, owesikhumba/owokuphatha nowencasa). Oku kwenza isincoko sakho sibenomtsalane, siphile sivakale sinobunyani ngakumbi kulowo usifundayo.
- **Isigama sokuthungelanisa isincoko: Izihlanganisi** (xa, ukuba, kuba, nangona, kodwa, kwaye, ngaphezulu, nakubeni, nokuba, kanjalo, nezinye. **Izimelabiso**, **izihlomelo** (zendawo, zexesha, zobunjani nezobungakanani **nezivumelanisi**)

2.4.6 Isakhiwo

- Isincoko esicamngcayo njengezinye izincoko sahlulwe sanomhlathi oyintshayelelo, isiqu (esenziwa liqela lemihlathi) kunye nesiphelo (umhlathi wokuvala/wokuqukumbela)
- Umhlathi ngamnye unesivakalisi esiyintloko/esingundoqo kunye nezivakalisi ezixhasa oko kuthethwa kwisivakalisi esiyintloko/ezinika iinkcukacha ngako.

Umzekelo:

Isihloko:Loo mazwi abutshintsha ubomi bam

Okulindelekileyo:

- Sibanomhlathi oyintshayelelo, isiqu nesiphelo.
- Waxele la mazwi esithethi okanye utolike isihloko
- Kulindeleke ukuba ucinge ubhekisa emva kungenjalo ucamngce ngokungekenzeki.
- Unike ulwazi olungaphambili ngawe, okwakwenzekile/imeko owawukuyo
- Velisa iimvakalelo zakho, iimbono namava wakho
- Vakalisa utshintsho olwenzekayo, nonobangela walo
- Makuvele ukuba olo tshintsho lukhokelele njani kwimpumelelo/kwimeko okuyo ngoku
- Ukuba ucamngca ngokunqwenelayo/ngokuyingqikelelo okanye ngokuliphupha lakho nika izizathu,ungqiyame ngamava okwenzeka ngoku/ wemeko okuyo ngako konke okuziimbono (Naziphi izimvo ezisemxholweni ezihambelana nesihloko esincoko esicamngcayo ziyamkeleka)

Umhlathi oyintshayelelo:

- Akungeni mxholweni kulo mhlathi koko uhlahla indlela, ugabula izigcawu.
- Wazisa isihloko kofunda isincoko, unika inkcaza, utsala umdla wakhe ukuba arhalele ukusifunda isincoko sakho. Ungatshayelela njani:
  - Tsala umdla ngokuvula ngomcaphulo, isihlekiso,amanqakwana acacisa isihloko okanye ibalana elinomdla, elinxulumene noku uza kubhala ngako.
  - Landelisa ngamanqakwana akrobisa koku uza kubhala ngako.
  - Vala lo mhlathi ngesivakalisi esiphethe eyona ngongoma engundoqo oza kugxila kuyo xa ubhala isincoko sakho.

Umzekelo womhlathi oyitshayelelo:

Isihloko: **<u>Loo mazwi abutshintsha ubomi bam</u>**

	Isivakalisi esivulayo esingumcaphulo.
Ubomi ngumzamo abufuni magwala, latsho amaciko. Oku kukuthi ubomi abulula bufuna ubani owenza imigudu kwaye anganikezeli. Amazwi yintetha esuka kothethayo enokuqulatha myalezo uthile, onokude ubeyimfundiso.Akho mazwi abanobulumko ashiya umtshithi owenza ingququ kophulaphuleyo,ndinobungqina boko kobam ubomi.	Isivakalisi esichaza sicacisa ngakumbi isihloko.
Mini ndeva amazwi esithethi esikolweni, ndathatha isigqibo esitsha ngobomi bam, batsho batshintsha.	Isivakalisi esivalayo kumhlathi wentshayelelo nesiqulathe ingongoma endundoqo ekuza kubekelelwa kuyo

Imihlathi yesiqu sesincoko:

- Umhlathi ngamnye kule yesiqu umele kuvula ngesivakalisi esiyintloko/esingundoqo.
- Kulandele izivakalisi ezinika iinkcukacha ezixhasa okanye ezongeza ulwazi olomeleza oko kuthethwa sisivakalisi esiyintloko.
- Iinkcukacha ezixhasayo zingabandakanya amanqaku ayinyani okanye imizekelo kungenjalo iimbono nezimvo zeengcali okanye ezivunyiweyo. Izimvo ezisukela kumava akho wena ubhalayo angamkelwa.

(i) Umhlathi 1 (wesiqu):

La mazwi ngawo andenza ukuba ndamkele iziphumo zokungaphumeleli kwibanga lesibhozo, ndazimisela ukuvuka ndilinge kwakhona.	Isivakalisi esiyintloko somhlathi wesiqu sesincoko.
Phambi kokuba ndiweve, ndandiziva ukuba sendisiya nje esikolweni kodwa ndiyibona iluzizi impumelelo yam.	
Intetho yeso sithethi sasizokusikhuthaza esikolweni, loo mazwi aso atsho kwashukuma ithemba entliziyweni yam.	Izivakalisi ezixhasayo, ezinika iinkcukacha.
Ayitshintsha indlela endandizibona ngayo, ndaqonda ukuba ebomini umntu uyawa aphinde avuke.	Isivakalisi esiqukumbelayo

(ii) Umhlathi 2 (wesiqu):

a. Isivakalisi esiyintloko somhlathi.
b. Isivakalisi esinika iinkcukacha ezixhasa oku kuthethwa kwisivakalisi esiyintloko.

(iii) Umhlathi 3 (wesiqu):

a) Isivakalisi esiyintloko somhlathi.
b) Isivakalisi esinika iinkcukacha ezixhasa oku kuthethwa kwisivakalisi esiyintloko.

(iv) Umhlathi wokuqukumbela/isiphelo:

- Indlela yokuqukumbela kukuba uphinde esaa sivakalisi ibisesokuvala somhlathi wokuqala kodwa usibeke ngamanye amagama.
- Shwankathela iingongoma eziphambili ebekunyathelwa kuzo kwisiqu sesincoko (Oko kukuthi unokushwankathela izivakalisi eziyintloko zemihlathi yesiqu) usebenzisa amanye amagama.
- Vala ngokuzalanisa ukuqukumbela kobekuthethwe kumhlathi wentshayelelo kwisivakalisi esiyintloko/esokuvula. **Umzekelo:**

Lilonke, loo mhla amazwi eso sithethi andenza ndazikisa ukucinga, ndathatha ezinye izigqibo ngam.	Isivakalisi esifana nesiya sokuqukumbela somhlathi 1
Kumazwi esithethi ndakha ukuba ukuwa phantsi kukwasisiseko sempumelelo, tsho kwathi qwenge ndaziva ndisemandleni. Ndazimisela ukusebenza ngamandla am wonke, ndayeka ukusola abanye abantu, zatshintsha iimeko zam, ndaphumelela.	Izivakalisi ezisisishwankathelo kobekunyathelwa kuko kwisiqu sesincoko (izivakalisi eziziintloko)
Amazwi obulumko eso sithethi saloo mini, ndakujonga emva angena kum andikhuthaza ndathatha izigqibo ezitsha, namhlanje ndikule ndawo ndikuyo, ndiphumelele.	Elokugqiba, kuvalwa isincoko.

Umsebenzi 1: Gqibezela esi sincoko singentla esinesihloko:

<u>Loo mazwi abutshintsha ubomi ba</u>

Bhala umhlathi wesibini wesiqu ususela kumhlathi wokuqala ongumzekelo kule bhokisi ingezantsi:

Umsebenzi 2: Bhala umhlathi oyintshayelelo wesincoko esicamngcayo phantsi kwesi sihloko: **<u>Ndayibukela isimka ibhasi lo mini.</u>**

2.5 ISINCOKO ESIVELELA AMACALA OMABINI

2.5.1 Inkcaza:

Sisincoko esivelela amacala omabini nanjengoko sizichaza, kulindeleke ukuba kuvelelwe zonke iinkalo xa kuxoxwa ngomba othile (isihloko esinikiweyo). Ezi zinkalo ezibonisa icala lokungqinela isihloko kwakhona nelichasa isihloko. Ingxoxo kufuneka ilingane macala omabini.

2.5.2 Injongo

Kukubeka izimvo ezicacileyo malunga nesihloko osinikiweyo uvelela icala elingqinayo kunye nelo lichasa isihloko.

2.5.3 Iimpawu zesincoko ezivelela amacala amabini

- Khetha isihloko onolwazi oluphangaleleyo ngaso ukuze ukwazi ukuzixhasa ngobungqina obuvunyiweyo.
- Ubeka izimvo ezahlukileyo ezimalunga nesihloko eso usebenzisa ubungqina ngokwamanqaku, amanani, izazobe, iigrafu okanye ngemizekelo.
- Uxoxa ngezimvo ezimbini ezimalunga nesisihloko uzipha amandla alinganayo.
- Akufuneki uthathe icala.
- Usebenzisa ubungqina bophando obufana noluvu lweengcali, Ungazebenzisa noluvo lweengcali obufana nooGqirha, UPresidenti, umzekelo uPresidenti uCyril Ramaphosa uthi kwintetho yakhe…ungacaphula nobungqina obusukela kwimithombo evunyiweyo.
- Xa uphetha isincoko sakho ungaluvakalisa uluvo lwakho.
- Elokuvala ungenza izindululo neengcebiso/ungashwankathela ngokufutshane wenze ilizwi lokuvala.

2.5.4 Ulwimi olusetyenziswayo ukubhala isincoko esivelela amacala amabini

- Sebenzisa ulwimi oluxoxayo.
- Sebenzisa izenzi ezikwixesha langoku.
- Ulwimi malube lolundilisekileyo, oluqulathe unobangela nesiphumo.
- Sebenzisa uphindaphindo lwamagama ukugxininisa kumba lowo.
- Sebenzisa izichazi, imibuzo buciko eya kuvuselela isazela sothile, izivumelanisi zomntu wesithathu.
- Izihlanganisi ezihambelana nonobangela nesiphumo umzekelo: Iilonke, ngoko ke, kuba, kodwa, namanye.
- Amagama alikhonkco afana no- kuqala, okwesibini, okokugqibela, kwelinye icala, ngaphandle, okunye, okwahlukileyo

2.4.5 Isakhiwo

Isihloko: Imisebenzi yesikolo eyenziwa emakhaya.

Isicwangciso-zimvo

- Umzekelo wesicwangciso-zimvo esidakanca zonke iingongoma oza kuzikhankanya kwesi sincoko sakho, uzahlula ngokwemihlathi efanelekileyo.

Umhlathi otshayelelayo	Inkcaza ngesihloko:Inkcazelo ngemisetyenzana yasesikolweni eyenziwa emakhaya. Iindidi zale misetyenzana Ukulunga nokungalungi konikezelo lwale misetyenzana
Isiqu : Umhlathi wokuqala	Isivakalisi esiyintloko esivelela icala elibonisa ukulunga konikezelo lwemisebenzi yesikolo ukuze yenziwe emakhaya ngabafundi. Ukuxhasa kusetyenziswa izimvo zabafundi,abazali nootitshala Xhasa ngobungqina bamanani abonisa iziphumo ezihle zabafundi.
Isiqu: Umhlathi wesibini	Isivakalisi esiyintloko esivelela icala elibonisa ukungalungi konikezelo lwemisebenzi yesikolo ukuba yenziwe emakhaya ngabafundi. Ukuxhasa kusetyenziswa izimvo zabafundi, abazali nootitshala. Xhasa ngobungqina bamanani abonisa iziphumo ezingentle zabafundi.
Umhlathi oqukumbelayo	Isivakalisi esiveza uluvo lwakho ngokwala macala mabini. Iingcebiso Izindululo

Kungalandelwa oku xa kubhala esi sincoko:

Isihloko:Imisebenzi yasesikolweni eyenziwa emakhaya	
Intshayelelo	Sebenzisa amazwi ambalwa nakhethekileyo ukudlwengula umxhelo unika inkcazelo ngesihloko. Khankanya la macala omabini oza kunaba ngawo kwisiqu Umz: Imisebenzi yesikolo eyenziwa emakhaya iquka imisebenzi engekho sesikweni nesetyenziswa ukulola abafundi kwisihloko ebesifundiswa ngolo suku esikolweni.
Isiqu: Umhlathi 1 Imbono ebonisa ukulunga kwale misebenzi yasesikolweni yenziwe emakhaya	Ubungqina obuxhasayo: **Abafundi**: Udliwanondlebe lwabafundi olubonisa ukuncedakala kwabo kuba benethuba elaneleyo nelikhululekileyolokwenza umsebenzi. Ukuncediswa kwabo ngabalingani okanye abazali babo. **Abazali:** Iintetha zabo kwiintlanganiso zesikolo nalapho bebonisa ukukuvuyela le misebenzi ukuze igcine abantwana babo bexakekile bengenzi okungendawo. Indlela ekuye kwaphucuka ngayo unxulumano phakathi kwabo nabantwana. **Ootitshala**: Ubungqina obubonisa ukuqonda kwabafundi ngokukhawuleza. Ubungqina beziphumo zabo ezincumisayo.

Isiqu: Umhlathi 2 Imbono ebonisa ukungalungi kwale misebenzi yesikolo yenzelwa emakhaya	**Ubungqina obuxhasa imbono** **Abafundi:** Babeka ukudinwa nokungabi naxesha lakuphumla kunye nobuninzi bale misetyenzana. Ukungavakali kwengcaciso katitshala yasesikolweni ukuze kube lula ukuyenza le misebenzi. Ukungafumani ncedo lululo emakhaya ngenxa yeemeko zabo zasemakhaya.
	Abazali: Izimvo zabazali ezisukela kumakhasi onxibelelwano nezibonisa ukungabi nathuba lokuncedisa abantwana. Ukunzinyelwa yile misebenzi kuba bengafundanga kuyaphi.
	Ootitshala: Ukukopiselana kwababafundi xa besenza le misebenzi ekhaya. Ukuphakama kweqondo lokungenziwa kwale misebenzi emakhaya. Iziphumo ezingancumisiyo zabafundi.
Isiphelo	Uluvo lombhali ebonisa indima yabazali ekuncediseni abafundi nootitshala.
	Iingcebiso: Abazali bafune abantu abafundileyo bokuncedisa abantwana emakhaya. Ootitshala banike imisetyenzana ecaciswe kakuhle ukuze ilungele abantwana.

Imisebenzi elungiselela uviwo

1.Sebenzisa ezi zihloko zilandelayo ucubungule okulindelekileyo kwisihloko ngasinye.

a. Isihloko: Yivoti yakho kuphela enokuzisa umahluko kwimpilo yabemi beli loMzantsi Afrika

Kuthiwa bhala ngantoni? ____

Uthi itheni? ____

b. Isihloko: Isibonelelo semali kulutsha olungaphangeliyo

Kuthiwa bhala ngantoni? ____

Uthi itheni? ____

2. Sebenzisa izihloko ezingentla wenze isicwangciso-zimvo ngesihloko ngasinye.

ISAHLUKO 3: UKUBHALWA KWESINCOKO KUSETYENZISWA IMIFANEKISO

3.1 injongo

Kukuvuselela isakhono sobugcisa bokubhala kutolikwa okubonwayo.

3.2 Okulindelekileyo

- Phononga umfanekiso
- Qwalaselisisa okusemfanekisweni kwiinkalo zonke.
- Qwalasela zonke iinkcukacha ezibonakala emfanekisweni ezivuselele imvakalelo, imizwa nemifanekiso ngqondweni ekhokelela kwingcinga ngoko ungabhala ngako ngalo mfanekiso
- Qaphela ukuba ingaba okusemfanekiso kubonakala kukwimo yentshukumo okanye kuzinzile.
- Thathela ingqalelo imiqondiso okanye iimpawu ezithile ezinokuncedisa ukuqikelela isincoko sakho.
- Jonga indlela ezinxulumana ngayo zonke izinto ezikumfanekiso owunikiweyo.Iikhona na ikhonkco eliqhagamshela iindidi zezinto nemiqondiso neempawu ezithile naphakathi kwabantu nento ekhoyo.

3.3 Xa utolika umfanekiso zibuze le mbuzo ilandelayo:

- Ubona ntoni kulo mfanekiso uwunikiweyo?
- Yiyiphi eyona nto igqamileyo kwezi zikulo mfanekiso?
- Yintoni imbono ephambili etyhilwa ngulo mfanekiso?
- Zeziphi iingcinga/imvakalelo/iinkumbulo namava akufikelayo xa ujonge lo mfanekiso?
- Nguwuphi umyalezo odluliswa ngumfanekiso emva kokuba uwuhlalutyile?
- Luluphi udidi lwesincoko onokulubhala olungqamene nalo mfanekiso uwunikiweyo. (khumbula ukuba ungabhala naluphi na udidi lwesincoko).
- Thiya isihloko esihambelana nomfanekiso.

3.4 Isakhiwo

Xa ubhala isincoko usebenzisa la manqaku alandelayo:

- Landela inkqubo yokubhala nokunikezela ngokuthi wenze isazobe sengqondo ngokwesihloko sakho.
- Dandalazisa iingongoma oza kubhala ngazo kuquka intshayelelo, isiqu nesiphelo sesincoko sakho.
- Bhala isincoko sakho uqinisekisa ukuba silandela isazobe sakho sengcinga/ ngqondo.
- Sebenzisa ipensile yakho ukuhlela isincoko ujonga upelo, iimpawu zobhalo,

Imizekelo yemifanekiso

Qwalasela le mifanekiso ingezantsi wandule ukuphendula imibuzo elandelayo ngomfanekiso ngamnye:

Umfanekiso A

[Uthatyathwe kwi-www.blackpic/net.com]

Umfanekiso B

[Uthatyathwe kwi-www.blackpic/net.com]

Umfanekiso C

[Uthatyathwe kwi-www.blackpic/net.com]

Umsebenzi

- Bhala konke okubonakala kulo mfanekiso ungentla, uqwalasela okuphambili emacaleni, phakathi nasemva.
- Khanyanya zonke iintshukumo ezibonakala kulo mfanekiso.
- Bhala isixhobo sesandi esibonakala kulo mfanekiso
- Ingaba izinxibo ezibonakala kulo mfanekiso zingumqondiso wayiphi inkcubeko?
- Chaza imvakalelo onayo ngokujonga lo mfanekiso.
- Ucinga ukuba ngowuphi umyalezo odluliswa ngumfoti ngalo mfanekiso?
- Xela udidi lwesincoko oza kubhala ngaso.
- Nika isihloko esihambelana noku kusemfanekisweni.

ISAHLUKO 4: IZIHLOKO ZEZINCOKO EZIYIMICAPHULO/AMAQHALO/IZACI:

4.1 Ingcaciso ngezo:

- Imicaphulo ngokwalapha ziintetha zobulumko/zengqiqo ezithathelwe kubabhali abaziwayo, iinkokeli okanye abantu abahlupheza (abachukumisa) ingqondo yakho kubhalo lobugcisa (lwezincoko)
- Ngamaqhalo nezaci kunye neentetha ezinobuciko.
- Imicaphulo inegalelo elimandla ekuthabatheni inxaxheba kubhalo lobugcisa
- Ikunika umhlaba ophangaleleyo wokuba usivelele isihloko osinikiweyo ngobuchule nangokwendlela obona ngayo/elunge kuwe.
- Eminye imicaphulo ingazizicatshulwa ezithathwa kwimibongo, kwiinoveli, iidrama, nakumanqaku abhaliweyo, ijolise kumxholo, kwimbono, kumba/kwinto ethile

4.2 Omawukuqaphele mfundi:

- Ngamanye amaxesha isicatshulwa esisetyenziswe njengomcaphulo omawubhale ngawo, singamalunga neengongoma/imiba emibini ebhekisa kuyo.
- Lilonke ke mfundi, qiniseka ukuba xa uphendulo umbuzo osisihloko esingumcaphulo (esiliqhalo/ isaci/ intetho enentsingiselo efihlakeleyo) kubhalo lwesincoko; umxholo mawubandakanye zonke / uninzi lweengcamango okanye imiba evezwa ngumcaphulo lolwo uwunikiweyo. Ukuba awenzanga njalo oko kuyakwenza ukuba amanqaku wakho omxholo ungawafumani wonke.
- Khumbula ukuba makuhlale kukho unxulumano phakathi komcaphulo/iqhalo/isaci esinikiweyo njengombuzo wesincoko kunye nomxholo wesincoko osibhalayo/osibhalileyo

4.3 Naku okubalulekileyo omawukuqaphele mfundi xa uphendula isincoko esingumcaphulo/iqhalo/isaci:

- Qaphelisisa ingongoma/ingcamango ephambili yeqhalo/isaci/umcaphulo osetyenzisiweyo kulo mbuzo.
- Libeke ngamanye amagama/ngamagama akho iqhalo elo okanye umcaphulo
- Cingisisa nzulu malunga nokuba lo mcaphulo/iqhalo lingantoni-libhekisa entweni
- Luluphi udidi lwesincoko onokulubhala olungqamana/olunxulumana neli qhalo/ nesisaci/nalo mcaphulo?
- Qaphela: Kulindeleke ukuba uqale ulitolike eli qhalo/esi saci okanye ukuba ngumcaphulo unike inkcaza yawo.
- Umcaphulo ungawutolika ngokwentsingiselo yentsusa (xa ingelilo iqhalo nesaci)
- Kanti ungawutolika ngokwentsingiselo efihlakeleyo umchaphulo lowo.

4.4 Umzekelo wesihloko esiliqhalo:

Isihloko: <u>Akukho nkanga idubula ingethi</u>

Qaphela: Ungabhala naluphi udidi lwesincoko kwezi: Esibalisayo, esichazayo, esicamngcayo, esixoxayo nesivelela amacala omabini,

Okulindelekileyo:

- Sahlule ngokwentshayelelo, isiqu nesiphelo isincoko sakho
- Nika intsingiselo yeli qhalo
- Ungabalisa ibali elinesiganeko esinye elingqina okuthethwa leli qhalo
- Ungaveza ubunyani bala mazwi
- Ungazathuza uveze iimbono/izimvo malunga nokuthethwa leli qhalo
- Ungatyhila iimeko apho la mazwi asetyenziswa khona entlalweni/ngabantu

Umzekelo wentshayelelo yesincoko esinesihloko esiliqhalo:

Isihloko: <u>Akukho nkanga idubula ingethi</u>
Akukho nkanga idubula ingethi, watsho umXhosa, ethetha ukuthi akukho nto ingenasiphelo okanye ingafikeleli esiphelweni. Ubunyani bala mazwi bungqinwa kokwakhe kwehla kwilali yaseMzimvo, kwisithili saseQonce, ngonyaka wama-2000 kwinyanga kaEpreli. Loo mini uLuvo, injinga ekade igqugqisa ngobundlavini, isoyikwa nangamapolisa yahlangana neembila zithutha.

IMISEBENZI ENGEKHO SESIKWENI YEZINCOKO YOKUZILUNGISELELA

Fundisisa ezi zihloko zilandelayo uqikelele ukuba ungabhala luphi udidi lwesincoko.

Isihloko	Isincoko esibalisayo	Isincoko esichazayo	Isincoko esicamgcayo	Isincoko esixoxayo	Isincoko esivelela amacala amabini
Wahlukana loo mini nolwimi					
Iziyobisi					
Ukuba ndinganguPrezidente weli loMzantsi Afrika.					
Ngenene ngenene umthathi uyawuzala umlotha					
Urhwaphilizo kumaziko karhulumente					
Yivoti yakho kuphela engazisa umahluko kweli loMzantsi Afrika.					
Ukugonyelwa iKhorona Icovid-19 kweli.					

ITSHEKILISTI YOKUHLELA IDRAFTI (UKULUNGISELELA UVIWO)

		EWE	HAYI
Umyalelo	Ingaba iyilandele		
Umxholo	Ingaba usemxholweni		
Imo (Ifomathi)	Kulandelwe imo eyiyo yokubhala		
Imihlathi	Ingaba isincoko sahlulahlulwe ngokwemihlathi efanelekileyo Intshayelelo Isiqu esinemihlathi ezineengcamango ezahlukileyo. Isishwankathelo		
Izivakalisi	Ingaba zakhiwe ngokufanelekileyo Ingaba izivakalisi ziphelele Zinqandiwe izivakalisi eziphindaphindanayo.		
Izenzi	Izenzi zonke zikwixesha langoku		
Izivumelanisi	Ingaba zichanekile zonke izivumelanisi ezisetyenzisiweyo		
Uchongomagama	Amaqhalo nezaci asetyenziswe ngokuchanekileo na Lukho ubaxo lwezichazi (ukusetyenziswa ngokugqithisileyo) Ulwimi lundilisekile na		
Upelo	Ingaba iziphene zophelo zilungisiwe na		
Iimpawu zobhalo	Ingaba zonke izivakalisi ziqala ngonobumba omkhulu. Iimpawu zobhalo zisetyenziswa ngokuchanekilyo na, iziphumlisi izingxi. Funda ngokukhwaza umsebenzi wakho ukukhangela izinto orhalela ukuzitshintsha.		

ISAHLUKO 5: IMIHLATHI/IMIHLATHI EMIDE

ICANDELO B: IMIHLATHI/IMIHLATHI EMIDE

Imihlathi yahlulwe ngokwemigangatho yesifundo ngolu hlobo.

ISIXHOSA ULWIMI LWASEKHAYA

Kulo mgangatho kufundiswa, kufundwe ze kuhlolwe imihlathi kuphela ngolu hlobo lubonakaliswe kule theyibhile ingezantsi:

ICANDELO	ITEKISI	IBANGA	INANI LAMAGAMA	AMANQAKU
Icandelo B	Umhlathi	10	100-120	25 amanqaku
		11	100-120	25 amanqaku
		12	100-120	25 amanqaku

ISIXHOSA ULWIMI LOKUQALA OLONGEZELELWEYO KUNYE NOLWIMI LWESIBINI OLONGEZELELWEYO

Kule migangatho yomiBini imihlathi yahlulwe kabini; emide nemifutshane.

Jongisisa kuletheyibhile ingezantsi umahluko

ISIXHOSA ULWIMI LOKUQALA OLONGEZELELWEYO

ICANDELO	ITEKISI	IBANGA	INANI LAMAGAMA	AMANQAKU
Icandelo B	Umhlathi omde	10	80-100	30 amanqaku
		11	80-100	30 amanqaku
		12	80-100	30 amanqaku
Icandelo C	Umhlathi omfutshane	10	60-80	20 amanqaku
		11	60-80	20 amanqaku
		12	60-80	20 amanqaku

ISIXHOSA ULWIMI LWESIBINI OLONGEZELELWEYO

ICANDELO	ITEKISI	IBANGA	INANI LAMAGAMA	AMANQAKU
Icandelo B	Umhlathi omde	10	60-80	20 Amanqaku
		11	60-80	20 amanqaku
		12	60-80	20 amanqaku
Icandelo C	Umhlathi omfutshane	10	40-60	20 amanqaku
		11	40-60	20 amanqaku
		12	40-60	20 amanqaku

IINDIDI ZEMIHLATHI (IMIHLATHI/IMIHLATHI EMIDE)

- Imihlathi yahluke ngokwendlela ebhalwa ngayo, oko kukuthi ngefomathi kunye nomxholo.
- Ngezantsi apha luludwe lwemihlathi emide efundiswayo ngokwemigangatho yolwimi.

IMIHLATHI/IMIHLATHI EMIDE:

Ziimbhalo zoqhagamshelwano ezinobunyani ezinjongo yazo ikukunxibelelana/ukudlulisa ulwazi phakathi kwabantu ababini nangaphezulu.

5.1 ILETA YOBUHLOBO

5.1.1 Inkcaza:

- Olu didi lubhalelwa izihlobo, izalamane nabahlobo ngeenjongo ezahlukileyo.

5.1.2 Injongo

- Kukugqithisa umyalezo/ ulwazi nokugcina ubudlelwane.

5.1.3 Ifomathi/ iimpawu:

- Mayiqulathe idilesi enye ebhalwe ngendlela eyamkelekileyo iqalwe kwisiqingatha sephepha, ime, ingaxwesi. Umhla, inyanga nonyaka ebhalwe ngawo mawubhalwe ngasezantsi kwedilesi. (inyanga mayibhalwe ngokwamagama ingengawo amanani umz. 12 Matshi 2021)
- Uvumelekile ukuboleka igama lesiNgesi xa ubhala inyanga kodwa ulibhale ngesiXhosa (umz. Matshi) okanye usebenzise amagama entsusa. Umzekelo: (Kwindla).
- Emva kwedilesi kulandela isibuliso. (umz: Nokulunga endimthandayo)
- Shiya umgca phakathi kwedilesi nesibuliso (isibuliso sibhalwa ngesiXhosa).
- Akukho ziphumlisi kwidilesi, kwisibuliso nakwisiphelo.
- Kubalulekile ukuba imihlathi yakho yesiqu uyahlule ngokweengcamango ezahlukileyo
- Sebenzisa ulwimi olungekho sesikweni ukuya kolusesikweni. (olusesikweni ulusebenzisa xa uthetha nomntu omdala kunawe)
- Isiqukumbelo seleta yakho masibe neminqweno emihle.
- Kwisiphelo seleta yobuhlobo kubhalwa: “umhlobo wakho” kunye negama lakho elingenafani. (Akuvumelekanga ukuba ufake intsayino gama)
- **Qaphela:** Kwiileta zobuhlobo akubikho mmiselo uthe ngqo wokuba intshayelelo mayithini kuxhomekeke kulowo ubhalayo ukuba unga angahlahla indlela ngelithini. Umzekelo, angaqala mhlawumbi ngokubhekisa kwindaba ebebekhe bazincokola, okanye axolisele ukungaphenduli msinyane kwileta ebeyibhalelwe.
- Qiniseka ukuba uphendula ngokombuzo obuziweyo.
- Qaphela ukuba isiphelo sakho sihambelana nokuba ububhalela bani. Umzekelo: Ukuba ububhalela umakhulu/utatomkhulu kwisiphelo uya kuthi; “Umzukulwana wakho”, ukuba ubhalela umama wakho, uya kuthi: Intombi yakho/ Unyana wakho, wandule ukubhala igama lakho elingenafani ngasezantsi.

5.1.4 Ulwimi.

- Kusetyenziswa ulwimi olungandilisekanga, irejista engekho sesikweni kodwa xa kubhalelwa umntu omdala irejista iyaxuba, ibonakalise imbeko.
- Isigama sixhomekeka kwinjongo, lowo ubhalelwayo nomxholo. Umzekelo; kwileta yokuncoma, kulindeleke ukuba kusetyenziswe isigama sokuncoma.

Umzekelo weleta yobuhlobo/ engekho sesikweni:

PO BOX 2700
Mthatha
5100
21 Februwari 2025

Malume endimthandayo

Ndibhala le leta ngeenjongo zokucela imali yokuya kwithala leencwadi elisedolophini.

Utitshala wesifundo seNzulwazi usinike umsebenzi wophando ekufuneka sibe siwugqibile ngomhla we-19 Matshi 2021. Kufuneka ndiye edolophini kwithala leencwadi ukuze ndifumane iincwadi ezinokundincedisa ekwenzeni lo msebenzi. Ingxaki kukuba andinamali yokuya edolophini.

Ndicela undiphe imali yokuya nokubuya engangamakhulu amabini eerandi.
Ndibulisele Ndiyathembisa ukuba ndiza kuphumelela emagqabini kweli banga leshumi elinanye.

kumalumekazi noChulumanco.

Umtshana wakho
Nwabisa

UMSEBENZI 1:

Bhalela umhlobo wakho ileta umazise ngendlela oziva ukhuthazeke ngayo emva kwentetho yesithethi ebesize kwenza amazwi enkuthazo esikolweni senu.

5.2 ILETA ESESIKWENI/ YASEBURHULUMENTENI

5.2.1 Inkcaza:

- Olu didi lweleta lubhalelwa umntu osesikhundleni esithile. Umzekelo; kusenokubhalwa ngenjongo yokucela umsebenzi, inkaxaso-mali, ukukhalaza okanye umbulelo..

5.2.2 Injongo:

- Kukunxibelelana ngeenjongo zokudlulisa umyalezo/ ukwenza isicelo/ ukuvakalisa izimvo zakho/ ukushishina.

5.2.3 Ifomathi/iimpawu:

- Kunyanzelekile ukuba ulandele imigaqo eyiyo kuba kulindeleke ukuba kubuye impendulo ngokwengxam yoko kuphakathi eleteni.
- Ineedilesi ezimbini (eyokuqala yeyombhali weleta ikwicala lasekunene kumantla ephepha makulandele umhla ebhalwe ngawo ileta.
- Ushiya umgca emva kwedilesi yokuqala (yalo ubhala ileta), kwedilesi yesibini(umbhalelwa), kwesibuliso(mhlekazi),komcimbi,phambi kokuba ubhale umhlathi otshayelelayo,phambi naphakathi kwemihlathi yesiqu naphambi kwesiphelo.
- **Isiphelo.** (Ozithobileyo, ngezantsi kulandele igama kunye nefani yombhali, faka intsayino gama).
- [Khumbula ukuba akukho ziphumlisi kwidilesi, isibuliso nakwisiphelo]
- Qaphela ukuba eminye imixholo yeeleta ezisesikweni ingahambelana neyezo zingekho sesikweni. Umzekelo: Ileta yokubulela, ileta yokuncoma, ileta yokukhalaza kunye nelata yokukhuthaza.

UMZEKELO WELETA YASEBURHULUMENTENI:

2 Limpopo Drive
Laurie Dashwood Park
East London
5000
3 Matshi 2025

Inqununu
Nkwanca Senior Secondary School
P O Box 28
Komani
5200

Mhlekazi Obekekileyo

<u>Isicelo sendawo yokufunda ibanga leshumi elinesibini ngowama-2022</u>

Ndiyinkwenkwe eneminyaka elishumi elinesixhenxe. Ndifunda ibanga leshumi elinethoba kwisikolo semfundo ephakamileyo eBulelani. Ndicela indawo yokufunda ibanga leshumi elinesibini kwisikolo sakho kulo nyaka uzayo.
Ndenza ezi zifundo zilandelayo: IsiXhosa Ulwimi Lwasekhaya, ezeNzululwazi, iziBalo, ezobuGcisa, ezoLimo, isiNgesi kunye nezifundo ngezoBomi.

Ndililungu lequmrhu lengxoxo-mpikiswano, ndikwathabatha nenxaxheba kukhuphiswano lwentetho elungiselelweyo. Ndithabatha inxaxheba kwibhola ekhatywayo ukanti ndikwayiyo nenjuze.

Ndingavuya kakhulu ukuba isicelo sam sinokwamkeleka.
Ozithobileyo

bmgijima (intsayino-gama)

Sikelelwa Mgijima

UMSEBENZI 2:

Bhala ileta eya kuMphathi wesikhululo samapolisa ucele uncedo malunga nobugebenga obenzeka kwingingqi ohlala kuyo.

5.3 IAJENDA /ISICWANGCISONKQUBO NEMIZUZU

Qaphela: Zisoloko zihamba kunye xa ziphendulwa kuviwo, azohlulwa.

5.3.1 IAjenda (Isicwangcisonkqubo)

5.3.2 Inkcaza: Sisicwangciso senkqubo eza kulandelwa xa kuqhutywa intlanganiso.

5.3.3 Injongo: Kukwazisa abantu abaza kuba yinxalenye yentlanganiso ngemiba eza

kushukuxwa ukuze bazilungiselele. Kukunika abantu abakwintlanganiso uqikelelo ngexesha eliza kuthatyathwa kule ntlanganiso.

5.3.4 Abantu ababhalelwayo: Ngabantu abamenyiweyo entlanganisweni/ ngabantu abaselungelweni lokuthabatha inxaxheba entlanganisweni.

5.3.5 Ifomathi/ iiimpawu:

- Mayicwangcise inkqubo eza kulandelwa kwintlanganiso.
- Makubhalwe iingongoma kuphela
- Imibandela eza kuxoxwa mayinonjolwe (mayinambarishwe) ukuze icace nakubani na.
- Imiba idla ngokulandlelaniswa ngolu hlobo: Ukuvula nolwamkelo; Abakhoyo; izingxengxezo zabangekhoyo;Ukufundwa kwemizuzu yentlanganiso edlulileyo nolwamkelo lwayo, Imivuka (imiba engazange ixoxwe igqitywe kwintlanganiso edlulileyo);
  Imiba engundonqo(imiba eza kuxoxwa nesisizathu sokubizwa kwentlanganiso);
  Ukwaziswa komhla wentlanganiso elandlelayo; ukuvala.

5.4 IMIZUZU YENTLANGANISO

5.4.1 Inkcaza:
Imizuzu zizigqibo zentlanganiso ibibanjiwe.

5.4.2 Injongo:

- Kukuqinisekisa ukuba izigqibo zentlanganiso zicholacholwe, zabhalwa phantsi ukuze kubekho ubungqina obubhaliweyo kwabantu ababekho, abangekhoyo kunye nezigqibo zemiba yengxoxo.
- Kukusebenzisa imizuzu njengesiseko sentlanganiso eya kulandela.

5.4.3 Abantu ababhalelwayo:

- Nabani na oza kufunda imizuzu asebenzisa izigqibo zentlanganiso njengomkhombandlela.

5.4.4 Ifomathi/I impawu:

- Bhala igama lequmrhu elibambe intlanganiso.
- Umhla wentlanganiso, indawo kunye nexesha ebibanjwe ngayo.
- Kubhalwa kuphela izigqibo ezithatyathwe kwintlanganiso
- Uvumelekile ukuba usebenzise amagama athi “Kugqitywe ekubeni…..”
- Imizuzu mayibhalwa ilandele iingongoma zeajenda.
- Makuvele umhla, indawo nexesha engene ngalo intlanganiso
- Dwelisa amagama abantu abakhoyo kwintlanganiso
- Bhala amagama abantu abangxengxezileyo.
- Imibandela eza kuxoxwa mayinonjolwe.
- Sebenzisa izenzi ezikwixesha elidlulileyo.
- Bhala isaziso sentlanganiso eza kulandelwa.
- Makuvele ixesha ephume ngayo intlanganiso.
- Bhala umnqulunqi wemizuzu ohambelane nombuzo.
- Bhala umhla ekuqulunqwe ngayo le mizuzu.

5.4.5 Ulwimi olusetyenziswayo:

- Ulwimi olundilisekileyo
- Amagama afana no”kugqitywe”
- Kusetyenziswa ixesha elidlulileyo

5.4.6 Isakhiwo:

- Isivakalisi esivulayo esiqulathe: Abanini nabathabathi-nxaxheba (ababambe intlanganiso), indawo ebibanjelwe kuyo ixesha lokungena kwayo.
- **Isiqu** : Iingongoma ezihambelana nemizuzu yentlanganiso.
- **Isiphelo**: Umqulunqi wemizuzu (ohambelana nombuzo) nomhla equlunqwe ngayo. Umzekelo wesicwangcisonkqubo nemizuzu yentlanganiso

Umzekelo weajenda nemizuzu:

Umbuzo: NjengoNobhala webhunga labafundi ,yenza isicwangciso zimvo nemizuzu yentlanganiso. Landela lo mzekelo ungezantsi:

Isicwangciso zimvo:
Iajenda nemizuzu

ISICWANGCISOZIMVO SEAJENDA NEMIZUZU

• **Tshayelela ngolu hlobo:**	• Kwisiqu bhala ngolu hlobo.	• Qukumbela ngoku:
Igama lequmrhu elibambe intlanganiso **Umhla wentlanganiso** **Indawo yentlanganiso** **Ixesha ebibanjwe ngayo intlanganiso.**	Bhala iingongoma zeajenda ugxile kwimibandela yengxoxo. Bhala imizuzu (Izigqibo zentlanganiso) ehambelana neajenda	Umqulunqi wemizuzu Umhla ekuqulunqwe ngawo imizuzu

I-AJENDA/ ISICWANGCISO-NKQUBO EMIZUZU

YENTLANGANISO YESIGQEBA SABAFUNDI (RCL) SASETSHOTSHUVE S.S.S.

Umhla: 20 kuMatshi 2025

Indawo: Kwiholo yesikolo saseTshotshuve

Ixesha : Intsimbi yesibini malanga.

I-AJENDA/ ISICWANGCISO-NKQUBO

1. Uvulo nolwamkelo.
2. Abakhoyo nezingxengxezo.
3. Ufundo lwemizuzu yentlanganiso edlulileyo.
4. Imivuka.
5. Imiba yengxoxo:
5.1 Ukushokoxeka kweencwadi zokufunda
5.2 Ukongezwa komdlalo weqakamba kwimidlalo ekhoyo.
6. Eminye imiba
7. Isaziso sentlanganiso ezayo
8. Uvalo.

IMIZUZU YENTLANGANISO:

(Mayihambelane neengongoma zeAjenda/ Isicwangcisonkqubo)

Uvulo nolwamkelo
Intlanganiso ivulwe nguNobhala ngomthandazo ngentsimbi yesibini Malanga
Abakhoyo nezingxengxezo.
Abakhoyo, uSihlalo, uNobhala, uNondyebo, amalungu amabini esigqeba kunye nabafundi.
Izingxengxezo khange zibekho.
(Kuhanjiswe irejista abakhoyo batyikitya)
Ufundo lwemizuzu yentlanganiso edlulileyo.
Ifundiwe imizuzu yaza yamkelwa.
Imivuka
Khange ibekho.
Imiba yengxoxo
Ukushokoxeka kweencwadi zokufunda. Kugqitywe ekubeni kuncediswe ukunyusa ingxowa yemali yesikolo ngokubhala ileta eya koongxowankulu basekuhlaleni kucelwe amalizo ukuze kuthengwe iincwadi.Ukongezwa komdlalo weqakamba kwimidlalo ekhoyo.
Kugqitywe ekubeni lomdlalo wongezwe kwimidlalo ekhoyo.
Eminye imiba. Ayikhange ibekho
Isaziso sentlanganiso ezayo
Intlanganiso elandelayo iya kuba ngomhla we-15 kuMatshi ngentsimbi yesibini malanga
Ukuvala:
Ivalwe nguNondyebo ngomthandazo ngentsimbi yesiNe matshona.

Umqulunqi: S. Zabo (UNobhala)
Umhla : 20 kuMatshi 2025

UMSEBENZI 3

NjengoNobhala wolutsha kwinkonzo yakho, bhala iAjenda nemizuzu yentlanganiso apho benixoxa ngamalungiselelo egqungquthela yolutsha eniza kuba nayo.

5.4 ISIVI NELETA EYIKHAPHAYO

5.4.1 Inkcaza:

Yincwadana ekhapha iSivi engqamene nesicelo somsebenzi.

5.4.2 Injongo ngeleta ekhapha iSivi:

Ileta yesicelo somsebenzi isetyenziselwa ukushwankathela oko ukunqwenelayo xa usenza isicelo somsebenzi. Kungenjalo, kukushwanjathela ngokufutshane iinkcukacha eziphambili ezikwaqulethwe yiSIVI, kunikwa ingcaciso.

5.4.3 Abantu Ababhalelwayo: Ngumqeshi okhuphe isibhengezo somsebenzi

5.5.1. Inkcaza:

ISivi /isicwangciso ngobomi, ziinkcukhaca ezizeleyo zobomi kunye namava omntu ofuna umsebenzi. Ubomi bakhe buquka iinkcukhaca ngaye, akuzuzileyo kunye nezinto aye wazibandakanya kuzo ebomini bakhe**.**
Yindlela yokuzithengisa komntu kangangoko anakho khon'ukuze lo mntu ofuna ukumqesha aqonde ukuba ungumpondo zihlanjwe.

5.5.2 injongo ngesivi: Ukunika iinkcukhaca ngobomi bomntu neziqinisekiso zemfundo

5.5.3 Abantu ababhalelwayo: Ngumqeshi

5.5.4 Ifomathi /iimpawu

- Ileta esesikweni**.**
- Iidilesi ezimbini (eyokuqala isekoneni kwicala lasekunene yile yalo ubhala ileta, eyesibini isekhohlo yile yalo ileta ijolise kuye.
- Isibuliso esindilisekileyo
- Umcimbi okhankanya isicelo somsebenzi
- Umhlathi wokuqala ochaza injongo yale leta ihambelana nokubhalwe kumcimbi.
- Khankanya umthombo ebesibhengezwe kuwo esi sithuba.
- Xela eli candelo ulinqwenelayo. (qaphela awunabi kakhulu kuba iinkcukacha ezicacileyo zezo zifumaneka kwiSivi ehamba kunye neleta.
- Umhlathi olandelayo unika iinkcukhaca ngawe eziquphileyo kuba ingcaciso ethe vetshe yileyo ifumaneka kwiSivi.
- Umhlathi oqukumbelayo okhombisa lowo ufundayo ileta ngeenkcukacha ezibhalwe kwiSivi.
- Isiphelo: Isiphelo esichanekileyo esihambelana nomxholo weleta, sibandakanya igama lomntu ofaka isicelo.

5.5.5 Ulwimi:

- Sebenzisa imigaqo yolwimi efana noMhlekazi, Ozithobileyo
- Ulwimi olusesikweni

5.5.6 Ifomathi /iimpawu zeSivi:

- Yibhale kwiphepha elisemgangathweni.
- ISivi yakho mayithi ngqo ingajikelezi ibesemxholweni.
- Bhala kuphela izinto ezinokubangela ukuba umqeshi athabatheke nguwe.
- Bhala ngokunyanisekileyo.
- Yiguqule iSivi yakho ilungele iinkcukacha zodidi lomsebenzi owufunayo.
- ISivi yakho mayiquke ezi zinto zilandelayo:
  Iinkcukacha ngawe. :Umhla wokuzalwa, ubuzwe, inombolo yesazisi, idilesi,inombolo yemfonomfono,isini osiso, isimo sempilo.
- Iziqinisekiso zemfundo onazo.: Zihlengahlengiswe ngokweminyaka
- Amava onawo omsebenzi (ukuba akhona)
- Izinto onomdla kuzo.
- Thetha inyaniso yodwa.
- Abantu abanokunika ulwazi ngawe (abantu abanokukungqina).: Ngabantu abanokwenza ingxelo ngokuziphatha kwakho

5.5.7 Ulwimi:

- Ulwimi olusesikweni

Umzekelo weleta ekhapha isivi:

4 Jojweni Stalato
Aliwal North
2515
3 KuMatshi 2025

Umanejala
Edgars Stores
Aliwal North
2515

Mhlekazi Obekekileyo

<u>Umcimbi: Isicelo somsebenzi</u>

Esi sicelo singqamene nesithuba sexeshana sokuncedisa ekuphenduleni iimfonomfono. Isithuba endisibone sipapashwe kwiphephandaba i"Sakhumzi" langomhla woku-1 kuMatshi kulo nyaka.

Ndingumfana oneminyaka engama-20 ndiphumelele ibanga leshumi kunyaka wama2018 kwisikolo samabanga aphakamileyo iKhanyisa.Ndenza izifundo zoshishino kwiYunivesithi yaseFort Hare.

Iinkcukhacha ezipheleleyo ngobomi namava am zifumaneka kwiSivi ehambelana nale leta. Ndingavuya ukuba isicelo sam singamkeleka.

Ozithobileyo

Lhabe
Linamandla Habe

Umzekelo weSIVI

ISIVI KALINAMANDLA HABE

IINKCUKACHA NGAM

IFANI	Habe
IGAMA	Linamandla
IDILESI YASEKHAYA	Jojweni Street Aliwal North 2515
INOMBOLO YOCINGO	(051)955 5970
ISINI	Yindoda
INOMBOLO YESAZISI	8809265457083
UMHLA WOKUZALWA	26 kuSeptemba 1988
ULWIMI LWENKOBE	IsiXhosa
EZINYE IILWIMI	IsiNgesi, IsiBhulu
IMPILO	Intle
IZINTO ENDIZITHANDAYO	Ukufunda, umculo nezemidlalo
IPHEPHAMVUME LOKUQHUBA	Khowudi 14

INKCUKACHA NGEMFUNDO

ISIKOLO ESIPHAKAMILEYO	Khanyisa high School
IBANGA	Imatriki
UNYAKA	2000
IZIFUNDO ENDIZIPHUMELELEYO	IsiXhosa, isiBhulu, isiNgesi, IziBalo, ezeNzululwazi, UbuChwephesha
IZIKO ELIPHAKAMILEYO LEMFUNDO	Fort Hare
ICANDELO	Izifundo zoshishino
UNYAKA	Ndisaqhuba

IINKCUKACHA NGOMSEBENZI

IGAMA LEKAMPANI	PEP
OWONA MSEBENZI	Ukuhlawulisa abathengi
UNYAKA	2005-2008

ABANOKUNGQINA NGEENKCUKHACA:

1. H. Z Lunika- Imanejala kwaPEP
   Inombolo yomnxeba: (079 884 2670)

2. B. Zondo - Inqununu yesikolo
   Inombolo yomnxeba (061 7026392)

3.. P. Yamkelo - Umfundisi
   Inombolo Yomnxeba:(073 337 8960)

UMSEBENZI 4: Bhala isivi yesicelo somsebenzi wethutyana wokuba ngumabhalana neleta eyikhaphayo.

5.5 IOBHITSHWARI

5.5.1. Inkcaza

Iobhitshwari ngamagqabantshintshi ngobomi bomntu ongasekhoyo. (Isaziso)Yazisa ngokufa kwakhe. Ngokwenkcazelo yePolisi yeKharityhulam noHlolo iobhitshuwari, iquka isaziso, itribhyuthi neyuloji. **Itribhyuthi** yiintetho/isenzo sokubulela, ukunika imbeko, nokuwonga nokubuka(mhlawumbi ngezipho) lowo ungasekhoyo kanti nophilayo).
Iyuloji:Yintetho yokuthi ndlela ntle kongasekhoyo eyenziwa emngcwabeni wakhe. Iphalaza iingcinga ngaye, kuvakaliswa kusabelwana ngeemvakalelo eziwonga nezinika imbeko kuhlonitshwa lo ungasekhoyo. Uyanconwa, ebongwa kugxilwe kwizinto ayakukhunjulwa ngazo. (inokwenziwa ibesisibongo/umbongo). Oko kunokwenziwa lusapho, zizihlobo nezalamane.

5.5.2 Injongo:

Kukukhumbula lowo ungasekhoyo.

5.5.3 Abantu ababhalelwayo: Ngabantu abazimase umngcwabo nabamaziyo.

5.5.4 Ifomathi/ Iimpawu

Ibhalwa kumntu wesithathu HAYI kumntu wokuqala u(NDI) kuba iobhitshwari ibhekiselele kubomi bomntu ongasekhoyo hayi kumntu osaphilayo.

Umhlathi 1:
Amagama omfi; umhla wokuzalwa; indawo azalelwe kuyo; umnombo (abazali); umhla wokubhubha; indawo abhubhele kuyo; (unobangela wokubhubha angafakwa). (ISAZISO NGOBHUBHILEYO)
Umhlathi 2:
Imfundo yakhe: kumabanga asezantsi kunye naphakamileyo.
Amava wakhe kwezomsebenzi.
Igalelo lakhe ekuhlaleni; izinto abekholelwa kuzo; abezibalule ngazo nezinto ayakukhunjulwa ngazo. (ITRIBYUTHI)

Umhlathi 3:
Amabalana ngaye. Iinkumbulo abanazo abantu befemeli, izihlobo nezalamane zakhe ngaye, amazwi okukhapha lo ungasekhoyo (umfi). Kufuneka konke oku kuzobe umfanekiso ocace gca ngaye, ukuba ebengumntu onjani. (IYULOJI)

Umhlathi 4: Amazwi ovelwano kusapho lomfi nezalamane.

5.5.5 Indlela yokubhala iobhitshwari

Isicwangciso seobhitshuwari:

Umhlathi 1: Amagama omfi; umhla wokuzalwa; indawo azalelwe kuyo; umnombo (abazali); umhla wokubhubha; indawo abhubhele kuyo; (unobangela wokubhubha angafakwa).
Umhlathi 2: Imfundo yakhe: kumabanga asezantsi kunye naphakamileyo. Amava wakhe kwezomsebenzi. Igalelo lakhe ekuhlaleni; izinto abekholelwa kuzo; abezibalule ngazo nezinto ayakukhunjulwa ngazo.
Umhlathi 3: Amabalana neentetho zokumkhumbula, nezimchazayo. Amazwi okumncoma nokumkhapha lo ungasekhoyo (umfi).
Umhlathi 4: Amazwi ovelwano kusapho lomfi nezalamane

UMZEKELO WEOBHITSHWARI

UNOKUZOLA MGIJIMA: 15 Julayi 1987- 26 Februwari 2021

UNokuzola Mgijima wazalwa ngomhla we-15 kuJulayi 1987, ezalelwa kwilali yaseCala kuSifonondile. Uzalwa ngubawo uMzoli nomama uWendy Mongo.Ugule ixesha elifutshane wasweleka ngomhla wama-26 kuFebruawari 2021 eneminyaka engama-34, eswelekela eKapa. Ushiya ngasemva umyeni wakhe, abazali bakhe, udade wabo, abanakwabo kunye nabantwana bakhe.

Amabanga aphantsi uwafunde kwisikolo samabanga aphantsi iNtsokotha, waza wadlulela kwisikolo samabanga aphezulu iMazibuko. Apho uphumelele ibanga leshumi elinesibini. Ufumene umsebenzi kwaMasipala eKomani njengomabhalana. Ubonwe ngumfana wakwaMgijima balizwa emtshatweni wabo ngabantwana abathathu uSihle, uLona noThando. UNokuzola ngumntu obethanda ukucula kangangokuba wazimanya neqela lomculo lasekuhlaleni iSiyaphakama Adult Choir. Ubuye nembasa yokucula isolo kuMzantsi Afrika uphela. Sakumkhumbula njengomntu obeneliso elibanzi kulutsha, ebanceda kakhulu abantwana abahlala kumakhaya angenabazi.

Phumla ngoxolo Zikhali, Jojo. Ukwenjenje oku sithi ndlela-ntle. Ibisisisele senyathi kwabeneendlebe. UMdengeentonga kwezomculo. Umlonjikazi. Ukuba ebekhule mandulo ngeyinkxentsi nentshili edumileyo. Incoko zakhe eziphuphuma ulwazi nobuso obuhlala buhonjiswe luncumo nanamhla oku zithe thaa. Sohlala simkhumbula.

Kuni mzi wamaMpondo nakooZikhali sithi ngazwinye, thuthuzelekani, akuhlanga lungehlanga. Myekeni aphumle ngoxolo ningamlileli ngoba umzam' omhle uwuzamile, ugqatso ulufezile.

UMSEBENZI 4:

Bhala iobhitshwari yenkokeli eyaziwayo nezibalule ngokusebenzela uluntu kwingingqi ohlala kuyo.

5.6 UDLIWANONDLEBE

5.6.1 Inkcaza:

- Yingxoxo elungiselelweyo necwangcisiweyo ephakathi kwabantu ababini okanye komntu omnye neqela labantu

5.6.2 Abantu ababhalelwayo: Ngabantu abaludingayo ulwazi olo kubhalwa ngalo

5.6.3. Injongo:

- Kukufumana ulwazi malunga nomba othile/kukufumana ulwazi oluza kusetyenziselwa okuthile.

5.6.4 Ifomathi/iimpawu :

- Ingxoxo ibhalwa njengoko isenzeka.
- Shiya umgca phakathi kwezithethi.
- Imibuzo mayicace ingqale kwaye ibuzelwe iinjongo ezisekelwe ekufezeni iinjongo zokuqhutywa kodliwano-ndlebe.
- Ophendulayo makanike iimpenduo ezingqale kokubuzwayo angawanqi.
- Imibuzo mayibe yengathathi cala, engacaluliyo
- Imibuzo mayibeluhlobo lwemibuzo evulelekileyo
- Umntu omnye usenokubuzwa imibuzo yiphaneli.
- Iimpendulo mazibonise ulwazi oluphangaleleyo nolunzulu malunga nesihloko eso, kwaye zinike inkcaza nengcaciso kangangoko.
- Akusetyenziswa zimpawu zocaphulo
- Obuzayo nophendulayo banakho ukuthetha kumntu wokuqala (Basebenzise u-ndi)

5.6.5 Ulwimi olusetyenziswayo kudliwanondlebe:

- Kusetyenziswa ulwimi olundilisekileyo kodwa lungantsonkothi
- isigama singqamana nomxholo wodliwanondlebe
- Khetha isigama esichanayo nesikwazi ukuyithetha yonke into ofuna ukuyithetha ngamagama ambalwa/ngokufutshane, uzekelisa

5.6.6 Isakhiwo sodliwanondlebe:

Intshayelelo: Kuqalwa kwenziwe izalathisi zaseqongeni kuvele abathabathi-nxaxheba, indawo abakuyo, ixesha nomxholo (umba) osisizathu sokuqhutywa kodliwanondlebe. Qaphela, makuvele izikhundla abakuzo/ udidi lwabantu abalulo (Umzekelo: UBonga ongumfundi webanga lethoba). Kungabuliswana ukuhlahla indlela nokunika imbeko kodwa akukho mfuneko yancoko ibheke phi kuba ayiyoncoko/ngxoxo.

Isiqu: Kuqala imibuzo yodliwanondlebe:

- Indlela yokulubhala kukubhala umbuzo olandelwa yimpendulo.
- Shiya umgca phakathi kwezithethi.
- Qala kumgca osekhohlo ubhale igama lesithethi lilandelwe yikholon.
- Azifakwa iimpawu zocaphulo.
- Qaphela: Kwisiqu obuzayo ubuza imibuzo esemxholweni emalunga nesihloko nobuzwayo uphendula okubuzwayo.

Isiphelo: Makuvakale ukuba izithethi ziyahlukana.

- Isithethi ebesize kuphanda sibulela ulwazi esilufumeneyo esinye sibulele ukuchongwa njengomthombo wolwazi
- Ukuba lolwengqesho abo bebesisigqeba esichophele udliwanondlebe (iphaneli) banika ithuba lokuba lo ebebuzwa imibuzo, aphefumle (abuze imibuzo okanye avakalise ukwaneliseka/ukunganeliseki yinkqubo).
- Obebuzwa imibuzo unokubulela ukuchongwa, nenkqubo leyo.

Umzekelo wodliwanondlebe:

(Udliwanondlebe oluphakathi kwegosa elimele idyunivesithi kwicandelo lezamakhondo kunye nomfundi okwibanga leshumi elinambini.)

Zandile:	Ndiyabulisa Mnumzana Phosa.
Mnu. Phosa:	Molo Zandile, enkosi.
Zandile:	Ndibulela ukundinika kwakho ithuba lokukhe ndize kuqondisisa malunga namakhondo endifuna ukwalandela.
Mnu. Phosa:	Khawuthi gqabagqaba ngamakhondo abe mathathu onqwenel ukuwalandela siza kujonga kuwo.
Zandile:	Ndinqwenela ukufundela ukuba ngunontlalo ntle, ubutitshala okanye ubugqwetha.
Mnu. Phosa:	Uqhube kakuhle kakhulu nangona kuza kufuneka uqinise. Qaphela ke Zandile, kula makhondo uwanqwenelayo. Iyunivesithi ilindele ukuba ube namanqaku athile kwikhondo ngalinye.
Zandile:	Ndiyabulela uyisusile inkwethu emehlweni ngale nkcaza. Bendingazi ukuba kungenwa ngamanqaku eyunivesithi.
Mnu. Phosa:	Eyunivesithi kukhona isebe elinceda abafundi bangenandlela yokuhlawula nelibizwa ngokuba nguNSFAS. Qiniseka ukuba ufaka isicelo sokufuna indawo yokufunda kwangoku. Imali ye-NSFAS uyifumana wakube ungene eyunivesithi.
Zandile:	Kowu, enkosi kakhulu Mnumzana, ndza kusenza kwamsinyane eso sicelo. Kuchulumance mna mntwana wam ngokubona umntwana ozimisele kangaka.Ntinga ntakandini!
	Ndibamba ngazibini Mhlekazi. Ndicela indlela.
Mnu Phosa:	Kulungile.
Zandile:	

UMSEBENZI 5:

Gcwalisa le theyibhile ilandelayo ngokucaphula okuhambelana nophawu olukuKholam **A** lodliwanondlebe kulo mzekelo ungentla, ukubhale kukholam **B.**

KHOLAM A	KHOLAM B
Abathabathi-nxaxheba	
Isizathu sokuqhutywa kodliwano-ndlebe	
Isigama esindlisisekileyo	
isigama sokuvala	

UMSEBENZI 6:

Bhala udliwano-ndlebe oluphakathi kwenkokeli yolutsha kunye nomfundi wezeMbali ofuna ulwazi malunga nembali yokulwelwa kwenkululeko kwingingqi ahlala kuyo.

5.7 INGXOXO YABABINI:

5.7.1 Inkcazelo: Yingxoxo ephakathi kwabantu ababini okanye phakathi kwamaqela amabini.

5.7.2 Injongo: Kukwabelana ngolwazi ngokwemo yencoko

5.7.3 Abantu ababhalelwayo: Abo balungele ukufumana ulwazi.

5.7.4 Ifomathi /iimpawu:

- Yingxoxo engomxholo okanye esekelwe kumba (umcimbi othile) ayoncoko nje engenasihlala.
- Kuthethwa phandle nangokucacileyo kwaye izithethi nokuba ziqhelene kodwa makubonakale ukuhlonipha xa zingalingani ngobudala.
- Ziyavezwa iimvakalelo nemizwa yezithethi

5.7.5 Ulwimi:

- Ithoni nerejista zixhomekeke kubuhlobo bezithethi kunye nesihloko ezithetha ngaso.
- Kuthethwa kwixesha langaoku ze kusetyenziswe elidlulileyo/eladlulayo xa kubhekiswa kwisiganeko esithile.

5.7.6 Isakhiwo sengxoxo:

Intshayelelo:

- Kufuneka kube khona intshayelelo ebhalwe kwizibiyeli-(izalathisi aseqondeni) umz: indawo,ixesha izithethi nomba ekuxoxwa ngawo. Abathabathi-nxaxheba bayabulisana kodwa makungabhekwa phambili kakhulu ngomba wempilo.

Isiqu: Yinkqu-ngxoxo

- Bhala usebenzisa intetho-ngqo ngaphandle kweempawu zocaphulo.
- Isithethi sibhalwa ngasekhohlo ephepheni, zesilandelwe yikholon [:]
- Shiya umgca ongabhalwanga phakathi kwezithethi.
- Ingcaciso engenye ibhalwa kwizibiyeli ( ). Umzekelo ingcaciso ebonisa intshukumo, iimvakalelo neemeko abakuzo aba bathethayo (Umzekelo: ephakamisa isandla)
- Makungafikelelwa esiphelweni ingakhange ifezeke injongo yengxoxo/isizathu sokubhalwa kwayo ngokombuzo obubuziwe

Isiphelo: Ingxoxo iyasongwa

- Makuvakale ukuba ingxoxo ifikelela esiphelweni:
- Mazivalelisane izithethi iseso sinelizwi lokubulela
- Ukuba ngabantu abaqheleneyo nabasondeleleneyo banokuphela ngendlela ebonisa oko.

Umzekelo wengxoxo yababini:

(Kusendlwini kaNzwaki, kudibana uNzwaki noBuyiswa baxoxa ngeendlela zokonga imali)

Buyiswa: Halala! mhlobo wam, utyhile kwelinye iphepha ngoku.

Nzwaki: Uthetha ukuthini na MaBuyi mhlobo wam ndisokola kangaka?

Buyiswa: Ndibona umnyobo lo wemoto, wenza njani wena?

Nzwaki: Ndizincamile mhlobo, ndidinwe kukusokola.

Buyiswa: Usokola entwenini na? Hayi uyandilinganisela ke ngoku.

Nzwaki: Uyayazi nje mhlobo wam ukuba ndiphuma ebusuku emsebenzini ngeentsuku ezithile, ndihambe ngeenyawo, loo nto indibeke emngciphekweni wokulinyazwa ngootsotsi. Kuye kwanyanzeleka ukuba ndinciphise kwizinto ezingabalulekanga ndizithengele le moto yiyo le nto ndikwaziyo ukuyibhatala.

Buyiswa: Ndiyavuyisana nawe mhlobo wam, nam ndiyanqwenela ukuba undicebise ngendlela zokonga imali ukuze ndizithengele nam imoto.

Nzwaki: Icebo linye mhlobo wam kukunciphisa kwizinto ezingabalulekanga ebomini bakho ukwenzela ukuba umvuzo wakho ukwazi ukumelana namatyala akho.

Buyiswa: Enkosi kakhulu mhlobo wam ngecebo ondiphe lona (*emwola, emphuza*) ngumhlobo wenene.

Nzwaki: Umhlobo yinto yaloo nto, (ehleka)ukuba singabahlobo benene kufuneka sincedane, sikhulisane Singamonelani, ukuba awuxakekanga kule mpela-veki singahamba kunye ndikukhuphe ukhe uyive.

Buyiswa: Ndakuzama kangangoko mhlobo wam, enkosi.

(Baphume)

Umsebenzi 7: Ngokolwazi olufumeneyo malunga nodliwano-ndlebe kunye negxoxo yababini, gcwalisa le theyibhile ingezantsi ufake iimpawu ezahluka ngazo.

Iimpawu zodliwano-ndlebe:	Iimpawu zengxoxo yababini:
a. Intshayelelo	Intshayelelo
b. Isiqu	Isiqu
c. Isiphelo	Isiphelo

5.8 INTETHO ESESIKWENI NENTETHO NENGEKHO SESIKWENI

5.8.1 Inkcaza:

- Yintetho elungiselelwe ukwenziwa kwindawo/ kwisici esithile, esekelwe kumxholo othile.

5.8.2 Injongo yentetho esesikweni nengekho sesikweni:

- **Injongo ngokubanzi:** Intetho ibhalelwa izizathu neenjongo ezahlukileyo. Kukudlulisa ulwazi, kukufundisa, kukonwabisa nokucenga ngeenjongo zokuba kubekho kuvunyelwane.
- **Injongo engqalileyo:** (Iya kuhambelana nomxholo wentetho leyo kunye nabo
  - ibhekiswa kubo)

5.8.3 Abantu ababhalelwayo:

- Ibhalelwa abantu abamameleyo ngeenjongo zokufunda/ zokuzuza ulwazi okanye abakweso sici intetho iza kwenziwa kuso.

5.8.4 Iimpawu zentetho esesikweni nengekho sesikweni:

- Kubhalelwa abaphulaphuli abathile (kuba iza kunikezelwa/ kufundwa kubo)
- Kukho isizathu sokubhalwa kwayo
- Inomxholo esekelwe kuwo oqulethe ingcamango/ iingcamango ezithile
- Kukho isizathu sokubhalwa kwayo
- Umxholo ungqamana nabo babhalelwayo

5.8.5 Ulwimi nesigama esisetyenziswayo:

Ithoni, isigama nerejista :

Qaphela:

- Umahluko phakathi kwentetho esesikweni nentetho engekho sesikweni ukwithoni nerejista, ezihamba nesigama esichongelwe ukudlulisa umyalezo.
- Kwintetho esesikweni irejista indilisekile kuba yenzelwa abantu abangasondelanga kulo uyinikezelayo ngoko ke nesigama sibonisa undilliseko.
- Kwintetho engekho sesikweni kusetyenziswa isigama esingandilisekanga nethoni ngokunjalo, nerejista engekho sesikweni kuba amaxesha amaninzi yenzelwa abantu abasondeleyo, ingaphethe mcimbi ufuna lundiliseko.
- Kwakhona, irejista ithoni nesigama sihambelana nendawo intetho eyenziwa kuyo kunye nodidi lwabantu eyenziwa kubo/abaphulaphuleyo/ababhalelwayo.

Ulwimi nesigama:

- Sebenzisa isigama esizoba imifanekiso-ngqondweni esincedisa ukuba abantu babenombono wale nto kuthethwa ngayo, ukuze bahlale benomdla.
- Sebenzisa amagama azizidibanisi namagama aziziwezi ukuze igxoxo yentetho yakho ithungelane, iyondelelane ivakale. Imizekelo yamagama yile: [ngokufanayo, kwakhona, kwelinye icala, kanti, nangona, emva koko, ngaphezulu, nangaphandle koko, phambi koku, kungoku nje, kodwa, nakubeni kunjalo, nangoka, kuba, ekugqibeleni, umzekelo, ukongeza, okukwabakulekile, kungenxa yoko, ngenxa, kwaza, naxa kunjalo]
- Esokuqukumbela [Ekugqibeleni, lilonke, elokugqiba, ngelizwi elinye, ngalinye ke, elokuvala, ngokufutshane, (sibanzi kakhulu ke isigama le yimizekelo)]

5.8.6 Isakhiwo sentetho esesikweni nengekho sesikweni:

Intetho yahlulwa ibeyintshayelelo, isiqu nesiphelo.

Intshayelelo:

- Mfundi kweli nqanaba uthengisa ingcamango (le nto ufuna ukuba abantu bayazi/ isizathu sokuba ubhale le ntetho) kwabaza kuyifunda/kuyiphulaphula.
- Ngoko ke kwintshayelelo tsala umdla wabaphulaphuli/wababhalelwayo ngokwenza enye yezi zilandelayo:

  (i) **Tsala umdla wababhalelwayo/wabaphulaphuli**

- Ungenza ibalana okanye umzekeliso(umzekelo) ozalana nentetho le uza kuyibhala.
- Ungatshayelela ngokudlulisa ulwazi oluthile,ingxelo yamanani okanye umyalezo oyinyani.
- Unokuqala ngombuzo buciko, umcaphulo okanye intetho ethile eqhelekileyo engqamene nesihloko sentetho.
- Bulisa abantu bonke ze uzazise.

(ii) **Yazisa isihloko sentetho yakho:**

- Xela isihloko oza kuthetha phantsi kwaso/ intetho yakho esekelwe kuso

(iv) **Nxibelelana/ zinxulumanise nababhalelwayo/ nabaphulaphuleyo:**

- Unokuthetha ngamava/ ngemeko/ngesimo esaziwa ngumntu wonke, kwaba babhalelwayo/baphulaphuleyo
- Unokucela umngeni ngokuqala ubabuze umbuzo abantu aba okanye wenze amaqhina (qashi qashi) (ikhwizi).
- Khankanya iingongoma oza kucangcatha kuzo kule ntetho yakho (Mazibe zezisukela kwisihloko sentetho/kwingcamango ephambili yentetho)

B: Isiqu sentetho:

Qaphela: Isiqu sentetho siquka ezaa ngongoma ziphambili zomyalezo wakho ubuzikhankanyile xa ubusenza intshayelelo.

- Khetha iingongoma eziphambili oza kugxila kuzo kwingongoma nganye kweziya ubuzikhankanyile.
- Ingongoma inokubekwa ngeendlela ngeendlela ezahlukileyo.
- Yicinezele (yigxininise) ngokumana uyiphindaphinda ingongoma ebalulekileyo phambi kokuba ugqithele kwelandelayo oza kuxoxa/ku thetha ngayo.
- Sebenzisa amagama azizidibanisi neziwezi ukuze ingxoxo yethetho yakho ithungelane, ukusuka kwingongoma nganye ukuya kwenye.
- Unokusebenzisa amabalana ahlekisayo amafutshane/ iintetho ezihlekisayo ukugxininisa oko ukuthethayo ngendlela egcina abantu benomdla.

C: Umhlathi osisiphelo/wokuqukumbela:

Qaphela: Indlela yokuvala intetho ibaluleke njengaleya yokuyivula Oko ungakwenza ngolu hlobo:

(i) **Shwankathela iingongoma eziphambili.** Obubethelela zona, uxoxa phezu kwazo ukuze Ababhalelwayo /abaphulaphuli bahlale bezikhumbula.

- Yibanophawu olubonisa ukuba intetho iyaphela, ufikelele esiphelweni/uyaphetha: Oku ungakwenza ngokusebenzisa amagama/ izivakalisi ezinjengezi [Elokugqiba, Ndivala ngelithi…, Lilonke…]

(ii) **Bethelela/ gxininisa iingongoma ezingundoqo.**

- ngokukhumbuza ababhalelwayo/abaphulaphuli ngezinto ezibalulekileyo abazivileyo/ezivelileyo kwintetho.

(iii) **Vala ngendlela encamisa umxhelo**: (Eshiya umdla): Oku ungakwenza ngolu hlobo:

- Sebenzisa umcaphulo okanye umzekelo
- Khuthaza abantu abhalelwayo/abaphuphuleyo ukuba benze intshukumo ngabakuvileyo bangapheleli nje ekumameleni bangenzi nto emva koko.
- Unokukhankanya nokuba olunye ulwazi olongeza kolu (olucacisa ngakumbi) lufumaneka phi (imithombo yolwazi).

Umzekelo wentetho esesikweni:

(i) Isihloko sentetho esesikweni: **Ukufundiswa kolwimi lwasekhaya kuphakamisa nezinye izifundo esikolweni**

Umzekelo wentshayelelo wentetho esesikweni:

Ithetho esesikweni:Ukufundiswa kolwimi lwasekhaya kuphakamisa nezinye izifundo esikolweni

Intshayelelo: " Xa uthetha nomntu ngolwimi alwaziyo uchukumisa ingqiqo yakhe kanti xa uthetha ngolwimi lwakhe uchukumisa intliziyo yakhe" la ngamazwi kabawo uMandela, athwele ubulumko nabonisa ukubaluleka kolwimi. Mandibulise kwizinxibamxhaka zemfundo ezikhoyo apha, abazali abakhoyo kunye malungu ezigqeba zabafundi ezisuka kwizikolo zale ngingqi yaseHoyi. Lo umi phambi kwenu nguBukelwa Mbini osuka kwiBhodi yeeLwimi yoMzantsi Afrika. Ndicelwe ukuba ndizokwenza intetho ngeenjongo zokubalula igalelo lesifundo esilulwimi lwasekhaya ekuphuculeni iziphumo ezikolwenii. Isihloko sale ntetho sithi: <u>Ukufundiswa kolwimi lwasekhaya kuphakamisa nezinye izifundo esikolweni.</u>Kwizikolo zonke abafundi banesifundo abasifundayo esilulwimi lwabo lweenkobe. Ulwimi ke lusuka emva ekhaya, isikolo sibekelela kolo lwazi lusele lukho, siphuhlise ngakumbi izakhono. Sisonke apha siyazi indlela olubaleke ngayo ulwimi lwenkobe kumntu walo, nendlela elimnika ilunda ngayo. Kude kugqithise xa ulwazi alufumana ngalo. Le ntetho iza kucangcatha kwiingongoma ezintathu ezizezi:

a. Umgaqo siseko malunga nokufundiswa kwesifundo esilulwimi lwasekhaya ezikolweni
b. Izakhono ezizuzwa ngabantwana kwisifundo esilulwimi lwasekhaya
c. Indlela esikuphucula ngayo ukufundwa kwezinye izifundo ngempumelelo esikolweni.

UMSEBENZI 8: Phendula le mibuzo ilandelayo isekelwe kulo mzekelo ungentla wentshayelelo yentetho esesikweni.

a. Nika umsebenzi womcaphulo wentetho kaMandela osetyenziswe kule ntshayelelo yentetho.
b. Xela ukuba xa ibinguwe obhala le ntetho ubuya kuyivula ngokuthini?
c. Caphula ulwazi olungqina ukuba isihloko sazisiwe kule ntshayelelo.
d. Kubaluleke ngantoni ukuzikhankanya iingongoma oza kuthetha phantsi kwazo kwakwintshayelelo?

Umzekelo wesiphelo/umhlathi oqukumbelayo wentetho esesikweni:

<u>Elokugqiba</u>, izakhono abazifundiswayo abafundi kuzo zizonke, esokuphulaphula, ukuthetha, ukubhala nokusebenzisa ulwimi ngokunzulileyo nobuchule zibanceda ekuqondeni nakufundo lwezinye izifundo. <u>Kananjalo</u>, isakhono sokubhala ngokuchanekileyo, kubhalelwa iinjongo ezahlukileyo, abasifundiswa kulwimi lwasekhaya, siso esibanceda babenakho ukugqwesa ekubhaleni ngokukuko bazuze manqaku nakwezinye izifundo. <u>Ngaphezulu</u>, ubuchule bokusebenzisa ulwimi ngeenjongo ezahlukileyo nokuluqonda ngokunzulileyo kwenza babenakho ukuphuhlisa izimvo nolwazi abanalo ngokukuko kwezinye izifundo. <u>Ngoko ke</u>, yinyaniso engenakuphikwa ukuba ezinye izifundo zixhamla lukhulu ngokufundiswa kwisifundo esilulwimi lwasekhaya. Thina nto zaziyo asothuki kuba uthi umXhosa, "intaka yakha ngoboya benye".

UMSEBENZI 9: Qwalasela kwakhona umzekelo womhlathi oyintshayelelo kunye nalo wesiphelo uze uphendula le mibuzo ilandelayo.

- **a.** Xela umsebenzi wegama ngalinye kula akrwelelwe umgca ngaphantsi kumzekelo womhlathi oqukumbelayo.
- **b.** Thelekisa umhlathi wentshayelelo nowesiphelo (le iyimisekelo) ze uxele izinto efana ngazo neyahluke ngazo.

UMSEBENZI 10 :Ukubhala intetho engekho sesikweni:

- Bhala umhlathi wentshayelelo wentetho engekho sesikweni oza yokukhuthaza abafundi bebanga ofunda kulo kwisikolo sakho phambi kwemviwo zokuphela konyaka.

a. Umhlathi oyintshayelelo:

5.9 UKUBHALA INGXELO

5.9.1 Inkcaza:

Sisishwankathelo esinika iinkcukacha eziphambili ngesiganeko, imeko okanye uphando oluthile.
Kufuneka ibe nesihloko esitsala umdla kumfundi wayo.
Luxwebhu olusesikweni oluqulathe iinyani zodwa ngesiganeko esithile.
Kukho iindidi ezimbini zengxelo: Ingxelo esesikweni kunye nengekho sesikweni.
Ingxelo engekho sikweni :

- Yileyo ungayibhali phantsi uyithetha ngomlomo kuphela.
- Sisishwankathelo esinika iinkcukacha eziphambili ngesiganeko, imeko okanye uphando oluthaile.
- Kufuneka ibenesihloko esitsala umdla kumfundi wayo.

Ingxelo esesikweni: Ibhalwa phantsi kwaye ifuna ukuba uqokelele ulwazi kwinjongo ethile ucazulule olo lwazi uze ulwazise ngendlela ecwangcisiwe ngolu hlobo:

5.9.2 Injongo:

- Injongo yengxelo kukwabelana ngolwazi
- Ilujoliswe kulowo uyalele ukuba makubhalwe ingxelo.

5.9.3 Abantu ababhalelwayo:
Nabani na onomdla kwincwadi okanye umdlalo lowo eyakuba kubhalwa ngawo.

5.9.4 Ifomathi / iimpawu:

- Imiba mayibhalwe ngokweengongoma
- Isihloko sengxelo sifutshane, sibanzi kwaye sisebenza njengesishwankathelo sokuqulathwe yingxelo. Ingxelo inokuba yephandwayo okanye eboniweyo.
- Mayibe nombhali wayo onegama aze ayisayine kunye nomhla ebhalwe ngawo.
- Isihloko sengxelo masingabhekiseli mntwini kodwa kufuneka igama lenkampani lichaziwe

5.9.5 Ulwimi:

- Sebenzisa ulwimi nethoni ngokodidi lwengxelo leyo uyenzayo
- Kusetyenziswa ulwimi olusesikweni
- Izibizo gabalala
- Umntu wesithathu
- Ingcaciso egqibeleleyo
- Amagama namabinza abhekise kwimeko (enjengobugcisa), Izindululo, izalathisi nezihlomelelo
- Qaphela ithoni, irejista, isimbo sokubhala, isigama esifanelene nenjongo okanye isimo sentlalo.
- Sebenzisa ixesha langoku (ngaphandle kokuba yingxoxo yababini emalunga nezinto ezadlulayo
- Kusetyenziswa ingxelo-ntetho.
- Ingcebiso- kukho ulwalamano phakathi kwezigqibo neengcebiso
- Ngoko iingcebiso zakho kufuneka zisekelwe kwizigqibo.

5.9.6 Isakhiwo sengxelo

Intshayelelo

- Sebenzisa amazwi ambalwa nakhethekileyo
- Kwintshayelelo uchaza oku kulandelayo: Ngubani okuyaleleyo ukuba ubhale ingxelo(Chaza igama nesikhundla sakhe)
- Nini (Umhla ofumene ngawo imiyalelo kunye nomhla ekufuneka kugqitywe ngayo ingxelo)
- Wenze ntoni (xela isimo sophando lwakho.

Isiqu

- Mawucace gca umba ekuthethwa ngawo kwaphaya kwisihloko.
- Yahlulwahlulwe ngokwemihlathi, mhlathi lowo oqulathe ingcamango eyahlukileyo.
- Yahlule intetho yakho ngokwezihlokwana, uzinike iinombolo ukuze kube lula ukwenza unxibelelwano.
- Okufunyanisweyo – kufuneka kuchazwe ngokungaqhutywa luluvo/ ungathathi cala kwaye isiphumo sophando izigqibo/ izigwebo- lulwamano phakathi kwenkqubo neziphumo.
- Makubekho uthungelwano, uyondelelwano nonxibelelwano lwezimvo okanye iziganeko.

Isiphelo

- Umbhali uye avezi iziphakamiso, Izivumelwano kunye neengcebiso. Kuye kubhalwe iama lalowo uqulunqe lengxelo.

UMZEKELO WENGXELO ESESIKWENI

Ingxelo ngohambelo lwamaxhego namaxhegwazana kwiNkampu yogcino zilwanyana e Zoo Lake, e Mpuma Koloni.
Umhla: 15 kweyoMdumba ukuya kwi- 18 kweyeNkanga 2020. Amaxhego namaxhegwazana ali-15 elokishi yakwaNobuhle eTinarha ahambele kwindlu yogcino zilwanyana. Ibhalelwa: uMnu Mbulelo Sonto (Umphathi weziko elihlala abantu abadala).

Izithuthi: Izithuthi esizisebenzisayo zikumgangatho ophezulu kakhulu, uyancumisa. Kukhethwe iinqwelo mafutha zodidi lakwaNokutsho ezinoomabonakude. Ziwulungele kakhulu umsebenzi wazo ebeziwukhethelwe.

Iindawo zokulala: Amaxhego namaxhegwazana alele kwiibhedi ezinomandlalo omhlophe qhwa, zicocekile kwaye nomgangatho wezindlu zokulala uxhome ngeyona ndlela. Amagumbi ngokunjalo nawo acocekile.

Iindawo zokutyela nokutya: Umgangatho wokutya nawo ubuncumisa nangona abanye benokutya abangakuthandiyo kodwa ngenxa yokubakho kwentlobo ntlobo zokutya bakwazile ukuzikhethela oko bakuthandayo kwaye ibingumdliva. Ubungenakubona nesizukulwana sephela kwiindawo zokutyela ngangendlela ebekucoceke ngayo. Kowu! Banenkathalo abantu bomzi esilaliswe kuwo.
`
Indlela zokuzonwabisa: Sinikwe iibhola ezincinci, zimhlophe ngebala, ezingaqhelekanga kuthi, kwathiwa masidlale umdlalo ngokuthi sizigibisele ziqengqeleke de ziyekungena kumngxuma owawuthe qelele kuthi. Besingakwazi ukuwudlala loo mdlalo kuqala kuba singawuqhelanga, kodwa sagqibela sele usonwabisa sonke.
Ukhuseleko: Abantu abadala babentanta besoyika izilwanyana zasendle ezifuywe apha sanga asingelali sigadile, kanti ke ziyavalelwa kwiindawo zazo ngorhatya zingabi nako nokusondela kwindawo ekulalwa kuzo. Akukho namnye umntu olahlekelweyo zizinto zakhe kuba abasebenzi bale ndawo bathembekile.
Ixhego okanye ixhegwazana ebelidinga nantoni na, beliye lincedwe ngokukhawuleza kuba bekungafunwa libe phantsi koxinzelelo.

Iingcebiso: Kwabakuhle ukuhamba nabantu abadala kuba imvisiswao yinto ebalulekileyo xa nikude namakhaya enu kuba ngoku omnye uxhomekeke komnye. Kumnandi ukuthatha abantu abagugileyo, abahlala kumakhaya okugcina abantu abadala ukuba mabakhe bakhutshwe bokonwatyiswa kuba bekude nezihlobo nezalamane zabo. Loo nto iyakuba vuyisa emphefumlweni ibenze bangzcingi into yokuba bayokulahlwa kwesinomhlwa. Ibhalwe ngu: Theliswa Ndungane: 22 eyeNkanga 2020.

Umsebenzi 11

Bhala ingxelo yomsitho wokwamkelwa kwamalungu amatsha ekomiti yombutho wolutsha.

5.10 INQAKU LEMAGAZINI

5.10.1 Inkcaza:

- Linqaku elibhalelwa imagazini lishukuxa umba othile ngakumbi onjongo zakhayo.

5.10.2 Injongo:

- Kukubandakanya uluntu kwizinto ezakhayo neziqhubekayo jikelele, ze likhuthaze, lincome lonwabise uluntu.

Abantu ababhalelwayo: Ngabafundi bemagazini

Ifomathi/Iimpawu:

- Isihloko masibe sifutshane sitsale umdla wabantu.
- Isihloko esiqulathe owona ndoqo wenqaku
- Amagama alowo ubhake inqaku makavele ezantsi kwesihloko
- Kubalulekile ukubhala okuyinyani hayi uluvo
- Inkoliso yamanqaku emagazini ahlulwa ngokwekholamu ukuze kube lula kofundayo ukulilandela ngokukhawuleza inqaku.
- Khankanya igama lomthombo ozuze kulo ulwazi, ukuba ngumntu makakhankanywe
- Isihloko, ithoni kunye nesimbo sokubhala sixhomekeka kuhlobo lwenqaku isimo sombhali wenqaku kunye nababhalelwa.

5.10.5 Ulwimi:

- Amagama achukumisayo
- Inqaku malibhalwe kumntu wesithathu.
- Amagama abantu mawabandakanywe ukuze kubonakale ubunyani benqaku elo ibe lelikholelekayo.
- Sebenzisa intetho ngqo efakwe kwiimpawu zocaphulo xa ucaphula iintetha zabantu, oku kunikisa umdla nogxininiso kuloo mba uthetha ngawo
- Izenzi ezikwixesha langoku nexesha eladlulayo zakusoloko zifumaneka kweli nqaku.
- Imihlathi emidana
- Imibhalo echazayo, imibuzo.
- Linokusebenzisa umxube wolwimi olusesikweni nolungekho sesikweni ngakumbi oluquka Iinthetho zemihla ngemihla.
- Ulwimi olucengayo
- Ukusebenzisa imifanekiso ngqondweni nenkcazelo.

5.10.6 Isakhiwo:

Isakhiwo esahlulwe ngokwemihlathi : Umhlathi otshayelelayo,Isiqu nomhlathi ophethayo..Le mihlathi ingabhalwa ngemo yeekholamu.

Umzekelo wenqaku lemagazini

Bona Magazini Juni 2012
nguLuno Zaka

ULUTSHA NOTYWALA

USomlomo weziko iAssociation for Responsible Alcohol Use(ARA) uAdrian Botha uthi .ukusela utywala nokunxila kolutsha kuyingozi enkulu kulo.Ubudala obusemthethweni bokuqala ukusela utywala kweli yiminyaka elishumi elinesibhozo,kodwa abantwana badibana notywala abanye beseneshumi elinanye kuphela.Kubalulekile ukubonisa ulutsha ukuba lukhule ngokwaneleyo ukuze lukwazi ukujongana nemeko efanele abantu abadala.Kunzima ke ukucacisa le nto xa nabantu abadala bengenankathalo.

Xa abantwana bengena kunyaka webanga leshumi elinambini lixesha lamatheko ematriki, bahamba iindawo zokujuxuza, imibhiyozo yokugqiba iminyaka eli shumi elinesibhozo. Zonke ezi zinto zenza ubomi babo bungazinzi kumntu oqala ukungena ebudaleni.

KUTHENI ULUTSHA LUSELA NJE?

Ulutsha lusela ngenxa yezizathu ezithile ,ukusukela kwiingxaki zomphefumlo ukuya kwiinzame zokwamkeleka kubahlobo.

IZIPHUMO ZOTYWALA KULUTSHA

Ingqondo ayikwazi kuzInza: Kunzima ukuzinzisa ingqondo, abakwazi ukuqwalasela kwanto baphazamiseke nje lula.

Ulwaphulo-mthetho Nobundlobongela: Xa ulutsha lusela utywala ingqondo ayizinzi yenza ukuba **bazifake kwiimeko ezinobungozi ixesha elininzi.**

Ukuxhatshazwa nendibano yesondo enobungozi Kuphinde kubandakanye ukwabelana ngesondo bengazikhuselanga ,loo nto izisa usulelwano ngezifo eziyingozi kunye nokukhulelwa okungacetywanga

Umsebenzi 12:

Bhala inqaku lemagazini ngoluvo lwakho malunga nokhuseleko lwabafundi kwinthsolongwane yeCovid-19.

5.11. INQAKU LEPHEPHANDABA

5.11.1 Inkcaza

- Inqaku ngumhlomlo ofumaneka kwiphephandaba, elibhalwa ngumntu/ngabantu abathile malunga nomba/imiba ethile.

5.11.2 Injongo:

- Kukukwazisa nokonwabisa umfundi ngokumbandakanya kwizinto anomdla kuzo.

5.11.3 Ifomathi/Iimpawu

- Inqaku lingabhalwa ngendlela evuselela umothuko, inkathalo, ukuvuyisa ngesihloko acinga ukuba umbhali sibalulekile ekuhlaleni.
- Veza iingongoma njengoko zinjalo zingachatshazelwa ziimbono zakho
- Linesihloko ze ezantsi kwazoi kuvele igama lalowo ubhala inqaku

.

5.11.4 Abantu ababhalelwayo

- Nabani na onomdla kwincwadi okanye umdlalo lowo eyakuba kubhalwa ngawo.

5.11.5 Ulwimi olusetyenziswayo

- Sebenzisa ulwimi nethoni ngokodidi lwephephandaba eli ulibhalelayo.
- Kusetyenziswa ulwimi olusesikweni
- Izibizo gabalala nezimelabizo ziyasetyenziswa.
- Ingcaciso egqibeleleyo
- Kusetyenziswa amagama adala uvakalelo nachukumisayo
- Amagama namabinza abhekise kwimeko (enjengobugcisa), Izindululo, izalathisi nezihlomelelo

5.11.6 Isakhiwo

Intshayelelo

- Sebenzisa amazwi ambalwa nakhethekileyo.

Isiqu

- Bhala nangayiphi na into onomdla kuyo neza kudala umdla wabafundi.
- Nika isihloko esicacileyo nesivakalayo uze wongeze nesihlokwana esicacileyo
- Chaza ngokufutshane umba obhala ngawo kodwa ucace gca.
- Xa ubhala ibali lephephandaba sebenzisa ulwazi olufumene ngexesha ububambe udliwano-ndlebe.
- Qala ngokona kubaluleke kakhulu, umzekelo, ngubani, yintoni, nini, phi, kutheni, kangakanani
- Chaza ngokufutshane umba obhala ngawo kodwa ucace gca.
- Gqithisa umyalezo wakho uvakale kulowo umbhalelayo.
- Nika isihloko esicacileyo nesivakalayo uze wongeze nesihlokwana esicacileyo.

Isiphelo

Shwankathela ngokucacileyo ungayigqwethi into eyinyaniso**.**

Umzekelo wenqaku lephephandaba

KODE KUBE NINI SILINDE IZITHEMBISO EZINGAZALISEKISWAYO
(nguZama Dinga)

Abahlali badikwe yeyokosangathi batye inyama yehagu zizithembiso zomlomo ezenziwa esidlangalaleni ziinkokheli zezopolitiko ezingazalisekiswayo. Ucinga ukuba kwakuze kubekho utshintsho kwiziphumo zebanga leshumi eMpuma Koloni? Kukangaphi ufunda emaphepheni ngokusilela kweSebe lezezindlu kweli loMzantsi Afrika ekuphuhliseni isimo sentlalo? Umbane wona lo unyuka imihla nezolo phofu indawo ezininzi azikabi nawo siwulibalelani? Le mali ingaka inikwa abantwana bethu, ibakhuthaza ukuba mababe ngathi bayazala endaweni yokufunda bazisebenzele, uyithini? Kudala sijonge enkalweni akukho lutshintsho, sisathenjiswa imihla nezolo. Intetho ethi **"ukuthetha ayisikokwenza"** ithi thaa engqondweni yam qho xa ndibhala inqaku. Masilibale ngoJacob Maronga weEskom owamkela izigidi ezihlanu ngonyaka, ze anyuselwe umvuzo ngamashumi amabini anesihlanu eepesenti. Uthini ngesiqebheyi nesiqendu saseLand Bank apho izigidi ngezigidi zemali zokuphuhlisa abalimi zehliswe ngomlenze? **"Kungaqhuma kubasiwe**" le misadulo noqhankqalazo olwenziwa ngabahlali ithi badikwe yeyokosa, bathi maxhalanga sidleni, ingase ihle ehlayo inyuke enyukayo, kwanele zizithembiso zomlomo. Kode kube nini kanti silinde iinkonzo zokuphuhlisa impilo yabahlali! (Lithatyathwe kwi-Ilisolomzl Februwari 10 2018).

UMSEBENZI 13:

Bhala inqaku lephephandaba malunga nokuhoyeki kolutsha lwendawo yakho kwizithuba zemisebenzi ezivelayo kuloo ngingqi.

5.12 RIVYU:

5.12.1 Inkcaza

IRivyu sisigxeko-ncomo sencwadi oyifundileyo okanye umdlalo owubukeleyo.

5.12.2 Injongo

- Kukunika uluvo lomphendli ngencwadi okanye umdlalo.
- Kukunika ulwazi lwencwadi/umdlalo ngeli lixa kanye ibhalelwe ukunika uluvo.

5.12.3 Abantu ababhalelwayo

- Nabani na onomdla kwincwadi okanye umdlalo lowo eyakuba kubhalwa ngawo.

5.12.4 Ifomathi/Iimpawu:

- Kunikwa inkcaza emfutshne ngemveliso/indawo okanye incwadi leyo ukukrobisa ofundayo ukuba kuthethwa ngantoni
- Kuchazwa iimpawu zayo eziphambili
- Kuvakaliswa izimvo neemvakalelo zobhalayo ngemveliso, incwadi okanye ifilim leyo
- Incwadi leyo/indawo/ifilim/imveliso mayithelekiswe nezinye eziludidi lwayo
- Makuthethwe okuyinyani kungabaxwa
- Velela okubi nokuhle ngendlela ehloniphayo nenika isidima
- Mayitsale umdla wofundayo
- Makuqukwe ulwazi ekungenakuba lula ukulufumani kweminye imithombo ngale ncwadi/mveliso/filim
- Mayibhalwe ngokucacileyo, ingqale
- Iyabhalwa ukuze inike isigxeko ncomo ngencwadi efundiweyo, umdlalo obubukelwel.
- Kufuneka umbhali walo msebenzi abonakalise ukunyaniseka.
- Kufuneka abonakalise ukuyazi kakhulu le nto kuthethwa ngayo
- Kuyafuneka ke ukuba kubalulwe ukuba ngoobani abantu abafanele ukusebenzisa le ncwadi nezizathu zoko.
- Uvumelekile umbhali ukuba acaphule nalapha kumxholo eyona nto inokwenza umtsalane kubantu.
- **Okubalulekileyo ngolu bhalo lwerivyu/ isigxeko ncomo soncwadi**
- Umbhali ngamnye ubhala ngovakalelo lwakhe malunga nencwadi olungaphikisekiyo nakubanina omakishayo.
- Gqiba ukuba ifanele oobani le nto ubhala ngayo ungabhali nje.
-

5.12.5 Ulwimi olusetyenziswayo

- Sebenzisa ulwimi nethoni ngokodidi lwerivyu leyo uyibhalayo.
- Kubhalwa ngezivakalisi ezipheleleyo
- Kusetyenziswa isigama sokuchaza esizoba imeko/ oko kuthethwa ngako kucace
- Kusetyenziswa ulwimi olusesikweni
- Izibizo gabalala
- Ingcaciso egqibeleleyo
- Amagama namabinza abhekise kwimeko (enjengobugcisa), Izindululo, izalathisi nezihlomelelo.

5.12.6 Isakhiwo serivyu

- Iyashwankathela, ukuba yincwadi ithathwa ifakwe ebalini ngeziganeko ezilandelelanayo, kucalulwe umlinganiswa ngamnye kwababalulekileyo ngamagama ambalwa.
- Sima ngokwezihloko ekuza kugxilwa kuzo

Intshayeleo

- Sebenzisa amazwi ambalwa nakhethekileyo
- Kwintshayelelo uchaza oku kulandelayo: igama lencwadi, umbhali, isihloko sencwadi, umpapashi, kwakunye nexabiso layo.
- Ukuba yimveliso/yindawo unika amagqabantshintshi ngayo, iphi inikezela ziphi iinkonzo.

Isiqu:

- Qaphela ukuba uyaluveza udidi lwencwadi leyo uyihlalutyayo ukuba yidrama /noveli /imibongo/ ifilim.
- Gqala indlela abakhiwa ngayo abadlali/ abalinganiswa, umoya, isimo sentlalo esiphembelela izinto ukuba zenzeke
- Irivyu ithabatha icala elithile. Bangababini abantu abenza irivyu ngomsebenzi omnye kodwa bavakalise izimvo ezahlukileyo ngomsebenzi lowo.
- Buxhaphakile uburharha/ izihlekiso kwirivyu.

Isiphelo

Xela umyalezo/ Imfundiso esiwunikwa ngumbhali ngale ncwadi okanye umdlalo wakhe kunye nemfundiso.

Umzekelo werivyu

Igama Lencwadi	Inkaw'idliw'ilila
Ubhali	Siphatheni Kula
Unyaka Wokupapashwa	2015
Abalinganiswa Abaphambili	Thantaswa, Mfuneko, Mapheza, Msindisi
Uhlobo Loncwadi	Noveli
Indawo Eliqhubeka kuyo Ibali	Kwidolophu iMthatha, EGcuwa, eDutywa kunye nelali yaseNtab'ozulu KuCentane.
Lenzeka nini	Kule mihla (Oku kungqinwa zizixhobo ezisetyenziswayo - imoto kaMsindisi, iiselula nemipu. Oku kwenza ukuba ibali likholeleke ukuba lela le mihla.
Lingantoni ibali	Lingolwaphulo-mthetho olubangelwa zezi ziganeko zilandelayo: Uthando olunganyanisekanga oluphuhliswa ngumlinganiswa onguThantaswa.. Ukunyoluka, ukukrexeza, Ukuvela kukaMfuneko ukuba nguye owaphula umthetho nangona elipolisa. Ukufa kukaThantaswa noMfuneko emsebenzini wabo okhohlakeleyo. Ixhwele elinguSiphongo lifumana isohlwayo ngokophula umthetho kaThixo othi 'uze ungabulali. Waceba ukubulala uMapheza engaqondanga ukuba isikhni sibuya nomkhwezeli. Endaweni yokufa kukaMapheza, kufa unyana kaSiphongo uSakhiwo.
Abalinganiswa: **Umlinganiswa onguMapheza**	Unikwe iimpawu zobuntu gqibi. Nakuba umsebenzi wakhe ewuxabisile kodwa imikhwa yakjhe entlalweni iyafana neyamanye amadoda. Ubangisana ngentokazi noMfuneko.
Imfundiso	Imfundiso: Le ncwadi iqulethe imfundiso ebhekisa kuzo zonke iindidi zabantu, injongo ekuhlaleni, emisebenzini, emitshatweni, emakhaya.

UMSEBENZI 14

Bhala iRivyu yencwadi obukhe wayifunda okanye ifilim obukhe wawubukela.

5.13- IMEYILE: (Esesikweni nengekho sesikweni)

5.13.1 Inkcaza:

- Yimbalelwano ebhalwa kwikhompyutha ze ithunyelwe kwangayo/ngezixhobo zetekhnoloji ukusuka kobhalayo ukuya kobhalelwayo. Inokuthunyelwa kwiqela labantu.

5.13.2 Injongo: Kukudlulisa umyalezo nolwazi

5.13.3 Abantu ababhalelwayo: Ngabo bafanele kuzuza loo myalezo

Izindidi ezimbini. Kukho i-imeyile esesikweni nengekho sesikweni (eyobuhlobo ebhalelwa izizalwane nezihlobo okanye abantu abaqheleneyo).

5.13.4 Ifomathi/Iimpawu zeimeyile esesikweni, eyoshishino nengekho sesikweni:

- Engekho sesikweni idla ngokubhalelwa umntu owazana naye kakhulu
- Esesikweni /eyoshishino iya kumntu ongamaziyo okanye kumntu onegunya. Umzekelo, utitshala, igosa laseburhulumenteni, kwinkampani ethile owenza ezoshishino kunye nayo.
- I-imeyile ibanemigca equlethe umcimbi/nomongo wayo
- Kusetyenziswa isimbo neefonti ezifundeka lula
- Makungabhalwa ngoonobumba abakhulu bodwa
- Iifonti mazingaxutywa, makusetyenziswe uhlobo olunye
- Kubhalwa ngemibala engaphandliyo okanye engacimelanga
kodwa eyenza kubelula ukufunda.

5.13.5 Ulwimi, isimbo ithoni nerejista:

- Kwi-imeiyile engekho sesikweni kusetyenziswa irejista engekho sesikweni nolwimi olungandilisekanga.
- Kwesesikweni kusetyenziswa ulwimi, ithoni nerejista endilisekileyo.

5.13.6 Isakhiwo seimeyile:

- Kumgca wokuqala iqala ngedilesi yeimeyile yalo ubhalelwayo:
- Umzekelo**: Iya:** ababcdfut@yahoo.com
- Kowesibini kunokunanyathiselwa nezabanye iidilesi xa ngaba le imeyile ithunyelwa kwiqela labantu
- Umzekelo: [cc : zolizitu@gmail.com]. Lo “cc “ kushunqulelwe ibinzana “carbon copy” elithetha ukuba le imeyile ikotshiwe/ikhutshelwe nakwabanye abantu.
- Kolandelayo umgca kukho imigcana/imiqolwana equlethe isizathu sokubhalwa kweimeyile/umongo wayo ngokufutshane.
- Inesibuliso (sixhomekeka kulowo ubhalelwayo)Kumhlobo kunokuthiwa: Molo Asa/Asa endimthandayo
  - Kwesesikweni/ Mhlekazi

Isakhiwo sahlulwe sayintshayelelo isiqu nesiphelo:

Intshayelelo:

- Ixhomekeke kucimbi okanye kwisizathu sokubhalwa kweimeyile kunye nomntu obhalelwayo.
- Kwengekho sesikweni ubani unokuqala athethe nezinye iindaba ezibadibanisayo kanti kwesesikweni unokuzazisa kuzazisa kuqala, ze azisa ngokufutshane isizathu sokuba ubani abhale i-imeyile.
- Kuzo zombini iindidi zayo ubani usenokutshayelela ngokubhekisa kwi-imeyile engaphambi kwale ebekhe wayifumana/wayibhalela lo ambhalelayo

- **Isiqu** Kungenwa emxholweni ngokomxholo ekubhalwa ngayo.
- **Isiphelo**

Kusetyenziswa isiphelo ngokuxhomekeke kumntu lowo ebebhalelwa ukuba usondele kangakanani na. Umzekelo: Ukuba bekubhalelwa umhlobo-Umhlobo wakho/Enkosi. Ukuba yesesikweni kunokuthiwa: Ozithobileyo

Umzekelo weimeyile:

Iya: **zezibhro@gmail.com**

Cc : kwikuwe@hotmail.co.za

Umcimbi: Ukuthunyelwa kweziqinisekiso zemfundo

Mnumzana Buso obekekileyo

Siyile nkampani yakwaDalito sinqwenela ukukwazisa ukuba asikazifumani iziqinisekiso zakho zemfundo ebezifanele ukuba uzingenisile kwiofisi ejongene nemicimbi yengqesho yale nkampani. Oku kukukhumbuza ke ngoko ukuba umhla wama-24 kuEpreli obuwubekele ukuba ungenise ungekadluli, sele udlule.

Nceda Mhlekazi wenze njengoko kulindelekile, ukuze amaxwebhu akho ade abe aphelele, ngokuhambelana nemigaqo yengqesho. Akuvumelekanga ukuba uwathumele nge-imeyile koko kulindeleke ukuba uwazise eziikopi ezingamaphepha kwiofisi ejongene nemicimbi yezengqesho.

Nceda utsalele umnxeba kule nombolo: 081 783 0921 ucele uNkosazana Cele, ukuba kukho onqwenela ukunga angakucacisela.

Ozithobileyo/ Ngeminqweno emihle/ Enkosi

NJ Nkukuza

ISAHLUKO 6: IMIHLATHI EMIFUTSHANE

ICANDELO C: IMIHLATHI EMIFUTSHANE

Imihlathi emifutshane ifundwa, ifundiswe ze ihlolwe kule migangatho yolwimi ilandelayo:

IsiXhosa Ulwimi lokuQala oloNgezelelweyo kunye noLwimi lwesiBini oloNgezelelweyo. Noxa le migangatho ifundisa imihlathi emifutshane, ukho umahluko kwinani lamagama ngokomthamo womxholo kunye nolwabiwo lwamanqaku. Jonga kule theyibhile ingezantsi umahluko.

ISIXHOSA ULWIMI LOKUQALA OLONGEZELELWEYO

ICANDELO	ITEKISI	IBANGA	INANI LAMAGAMA	AMANQAKU
Icandelo C	Umhlathi omfutshane	10	60-80	20 amanqaku
		11	60-80	20 amanqaku
		12	60-80	20 amanqaku

ISIXHOSA ULWIMI LWESIBINI OLONGEZELELWEYO

ICANDELO	ITEKISI	IBANGA	INANI LAMAGAMA	AMANQAKU
Icandelo C	Umhlathi omfutshane	10	40-60	20 amanqaku
		11	40-60	20 amanqaku
		12	40-60	20 amanqaku

6.1. ISIBHENGEZO

6.1.1 Inkcaza

Sisaziso sika wonke wonke esenziwa kusetyenziswa amaqonga onxibelelwano afana namaphephandaba, iimagazini, oomabonakude, oonomathotholo kunye neebhilbhodi ekuthengiseni imveliso.

6.1.2 Injongo

Kutsala nokulukuhla umntu ukuba athenge into okanye inkonzo ethile.

6.1.3 Iimpawu

Indlela ebhalwa ngayo iba yipowusta enika umdla nomtsalane,

- Idla ngokuba nemibhalo etsala umdla woluntu, umzekelo umbhalo omkhulu nocacileyo.
- Iba nemifanekiso yale nto ithengiswayo okanye ibhengezwayo.
- Ingabonakaliswa ngokuthi ixhonywe kumacwecwe,
- Ayigxeki bani, ayithethi ngamlomo koko incoma ukubaluleka nokulunga kwemveliso leyo.

6.1.4 Sibhalelwa oobani

- Sibhalelwa wonke umntu

6.1.5 IFomathi/ Isakhiwo

- Sinokuba ziimo ezahlukeneyo
- Sebenzisa izilogani neelogo
- Sinemilo ebonakalayo yoyilo.
- Sebenzisa ubungcaphephe bokwenza izibhengezo-ntengiso.
- Sebenzisa uyilo ukwenza isibhengezo-ntengiso esitsala iliso nesingalibalekiyo engqondweni
- Bhala lonke ulwazi malunga nesibhengezo, umzekelo indawo, umhla, ixesha nedilesi

6.1.6 Ulwimi

- Ulwimi olusebenzisayo malunike umtsalane ukuze abantu bakwazi ukulufunda nokuluqonda.
- Ulwimi oluqhathayo nolurhwebeshayo.

Umzekelo wesibhengezo ntengiso

Umsebenzi ongekho sesikweni

Bhala isibhengezo ntengiso semveliso oyithengisayo.

6.2 IKHADI LESIMEMO

6.2.1 Inkcaza

- Likhadana elifutshane kakhulu lokumema ubani ukuba azimase itheko eliza kubakho.
- Likhadana elihonjisiweyo ukutsala umdla wabamenywa

6.2.2 Injongo

- Kukunika abamenywa iinkcukacha ezipheleleyo ngetheko elo ofuna ukuba lizinyaswe.
- Kukuqinisekisa ngenani eliphumelelayo ukuze ukwazi ukulilungiselela.

6.2.3 Abantu ababhalelwayo

- Ngabaza kuzimasa itheko elo.

6.2.4 Iimpawu

- Lifuna ubugcisa obuphangaleleyo bokukwazi ukulihombisa libukeke, usebenzisa imibala egqamileyo nefonti ekhethekileyo.
- Isakhono sakho sobuchwephesha bekhompyutha busebenza ngamandla.

6.2.5 IFomathi

- Itheko omenyelwa kulo
- Umhla wetheko
- Ixesha eliqala ngalo
- Indawo eliza kubanjelwa kuyo
- Isinxibo esilindelekileyo
- Ungafaka nomfanekiso kaSotheko/uNotheko
- Impendulo(RSVP)
- Iinkcukhaca ngemfonomfono, ifeksi, neimeyile

Umzekelo wekhadi lesimemo

6.3 IFLAYA

6.3.1 Inkcaza

- IFlaya luhlobo olunye lwentengiso enjongo yayo ikukutsalela ingqalelo kumsitho okhethekileyo, imveliso neenkonzo.

6.3.4 Injongo

- Kukutsala nokulukuhla umntu ukuba athenge into okanye inkonzo ethile.

6.3.5 Abantu ababhalelwayo

- Ibhalelwa abantu bonke.

6.3.6 Ulwimi

- Ulwimi olusetyenziswayo lucacile, luyacengenga, umzekelo, izihlomelo, izichazi, izafobe, imfanozandi, isikweko.

6.3.7 Isakhiwo

- Isayizi encinane, umzekelo iphepha elingu-A5.
- Isihloko esitsala umdla, isilogani okanye ilogo.
- Inkcaza emfutshane ngemveliso.
- Dwelisa amaqithiqithi ehamba nawo.
- Ingcombolo yolwazi engoqhagamshelwano, umzekelo, iwebhusayithi. emilo ebonakalayo yoyilo.

Umzekelo weflaya

ABANINI BAMASHISHINI AMANCINANE

Ingaba ukulungisa iincwadi zeshishini kuyakuhlupha?

BONANA NENGCALI YOKU!

ZUZU MACK
010 554 6686
zuzu@books.co.za

Indlela ecacileyo nelula yokwenza incwadi

- Ukulungisa iincwadi zakho zeshishini rhoqo ngenyanga
- Ukulondoloza imali ukuze uliqhube ishishini lakho kakuhle

Ndingubani mna?

Ndaphumelela emagqabini kwibanga -12 kwizifundo zeMaths, Accounting ne Business Studies e-CPUT

Nondyebo we-stokfell, i- Silulo

Umcebisi kwiincwadi zemali zamashishini amathathu

Ndinazo iinkcukacha zabantu abaxolisiweyo ngumsebenzi wam.

NXIBELELANA NAM SIXOXE NONGAKWENZA UKUGCINA IINCWADI ZAKHO ZEMALI ZILUNGILE MAHALA! MAHALA! MAHALA! MAHALA!!!!!WALALA WASALA!!!

Umsebenzi ongekho sesikweni

Bhala iflaya yokwazisa ngomboniso weempahla zomyili ophambili kwingingqi yakho.

6.4 IPOWUSTA

6.4.1 Inkcaza

- Liphetshana elihonjiswe ngemifanekiso nemibhalo ekwifonti eyahlukileyo ukunika uluntu ulwazi oluthile. Isetyenziswa kwiindawo zoluntu ezifana nezitalato, iindawo zokupakisha iimoto, iindawo zokutyela kunye nezakhiwo zikawonkewonke.

6.4.2 Injongo

- Kukulobela uluntu ukuba lufunde, luqonde, luzuze ulwazi luthande kananjalo imisebenzi yalo emihle.

6.4.3 Ifomathi /Iimpawu

- Qala wazi injongo yakho yokubhala ipowusta.
- Bazi abantu ojolise kubo.
- Sebenzisa imibala egqamileyo ukuzisa umtsalane oza kuthi udlwengule umxhelo wababukeli ze bathabatheke ngumyalezo owudlulisayo.
- Ulwazi olubhalwe ngendlela enikisa umdla eza kubangela ukuba kube lula kubabhalelwa ukuba bafumane ulwazi oluxelwayo.
- Mayingabi xhakaxhaka ngolwazi olungeyomfuneko.
- Imifanekiso oyisebenzisayo mayihambelane nomyalezo odluliselwa eluntwini.
- Mayirhwebeshe uluntu ukuze luthande oko ukwenzayo.
- Kufuneka ichukumise umdla, ubukrelekrele bengqondo kunye neemvakalelo zoluntu.
- Indlela olubonakalisa nolungabonakalisi ngayo umdla uluntu kule powusta yakho kuxhomekeka kumdla walo, imvelaphi, imontlalo kunye necala lepolitiki alilandelayo.
- Umbhali wepowusta makavele kunye neenkcukhaca eziphambili.

6.4.4. Ulwimi

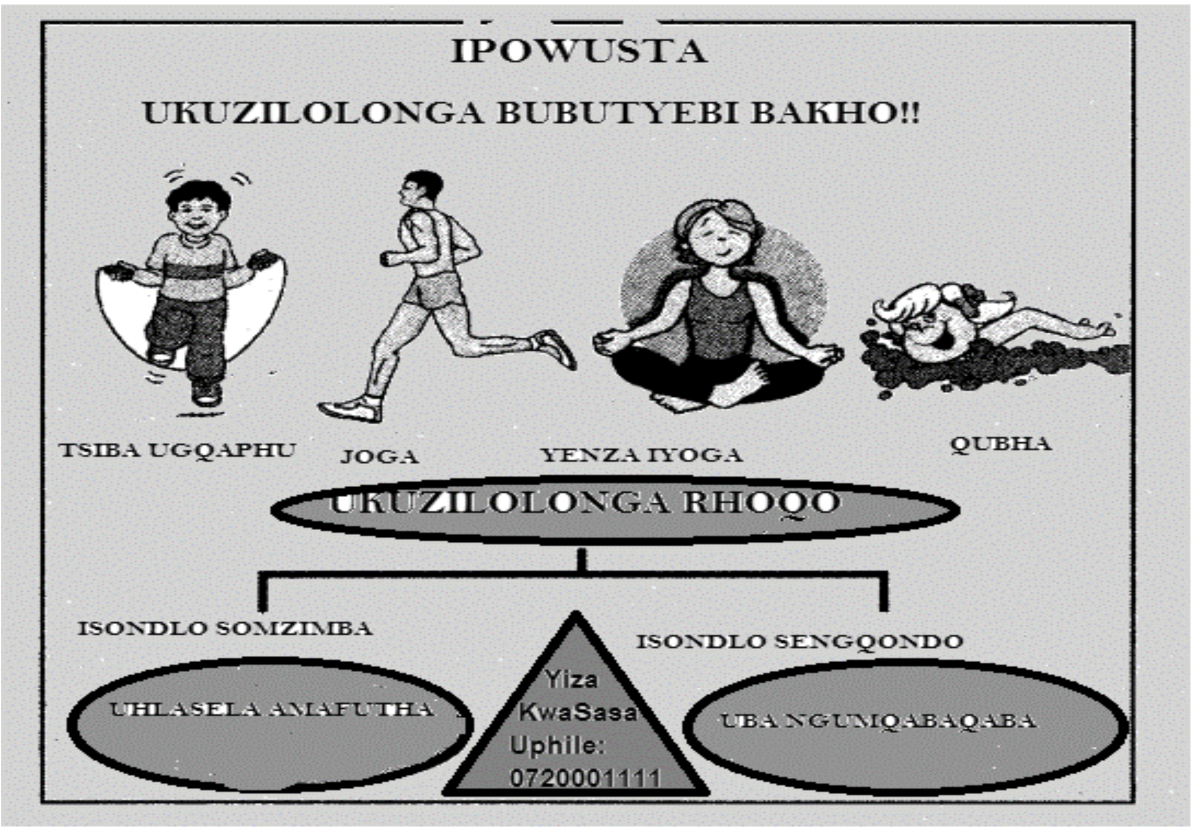
- Ulwimi olurhwebeshayo nolujija ingqondo.
- Ulwimi oluchukumisayo
- Izenzi eziyalelayo
- Amagama anika umfanekiso ngqondweni weliso nowesikhumba**.**

6.4.5 Isakhiwo sepowusta

- Isihloko esidlwengula umxhelo, singadluli kwimigca emibini.
- Umbhalo ohlengahlengiswe ngobuchule nobugcisa kusetyenziswa iifonti ezahlukileyo.
- Imifanekiso nemizobo ekwimibala etsala umdla wakho nehambelana nesihloko kunye nombhalo.
- Makubekho isithuba esibonakalayo phakathi komfanekiso nemibhalo ukuze kube lula kuluntu ukufunda umyalezo, luwuqonde ze luthabatheke.

6.4.6 Isicwangciso-zimvo sepowusta

6.4.7 Umzekelo wepowusta



6.4.8 Umsebenzi wokuzilolongela uviwo

Khetha isihloko sibe sinye

- Yenza ipowusta uchaza ngomnyhadala womculo oza kubakho kwisikolo sakho.
- Zoba ipowusta udakanca iindlela zokulondoloza amanzi.

6.5 UNGENISO KWIDAYARI

6.5.1 Inkcaza

- Idayari yi-akhawunti apho umntu abhala khona izinto ezimehleleyo/ ezenzekileyo okanye eziyimfihlo yakhe.
- Isenokuba ziingcinga zakhe, indlela umbhali avakalelwa ngayo kunye namava awafumeneyo.
- Ungeniso kwidayari yindlela oqinisekisa ngayo ukuba iminqweno yakho nezinto onamava ngazo azibhangi.

6.5.1 IFomathi/ iimpawu

- Usenokuyithiya igama idayari yakho
- Ungayibulisa ngendlela ofuna ngayo xa uza kubhala kuyo umz: Lilitha wam/ Sthandwa sam
- Ulwimi olusetyenziswayo lolungekho sesikweni. Umbhali ukhululekile ukuba angathetha imvakalelo yakhe ngohlobo ava ngalo.
- Kusetyenziswa umntu wokuqala u'Ndi' no 'mna' kuba umbhali wedayari ubhala ngaye.
- Umbhali uzibhalela yena ngokwakhe, ayibhalelwa omnye umntu.
- Idayari imalunga nendlela ovakalelwa ngayo zizinto ezenzekayo.
- Umbhali uyazibhalela esebenzisa ixesha elidlulileyo
- Ungeniso ngalunye malube nomhla nexesha, akunyanzelekanga ukuba imihla yakho ilandelelane.
- Kubakho ungeniso ngedayari ebhaliweyo (umzekelo: ezeveki okanye ezemihla ngemihla)
- Ibhalwa ngokungekho sesikweni

6.5.2 Injongo:

- Kukuzikhumbuza nokubonisa amava akho buqu.

6.5.3 Isicwangciso

- Usenokucwangcisa ngomhlathi okanye ngemephu yengqondo.
- Funda umbuzo ngobunono.
- Chonga amagama angundoqo ukuze uwasebenzise xa usenza isicwangciso sakho.
- Sebenzisa imephu yengqondo xa ucwangcisa lo msebenzi.

6.5.4 Umzekelo wongeniso lwedayari:

Ungumfundi webanga le-12 uneemvakalelo ezahlukileyo ngokubhalwa kweemviwo kweli xesha le-covid 19.

Bhala ungeniso lweentsuku ezimbini kwidayari- usuku phambi kokuba ubhale iimviwo nosuku lokugqibela lokubhalwa kweemviwo.

Isihloko –Usuku phambi kokubhalwa koviwo nosuku emva kokubhalwa koviwo

Ungeniso phambi koviwo- ukuziva uphantsi koxinzelelo, ukusebenza nzima usoyika, ukuvuyela ukugqiba imfundo esisiseko.

Ungeniso lasemva koviwo- Ukwamkela imeko kuba kungekho nto inokuyitshintsha, ukuvuyela ukuba uviwo lugqithile, ixhala leziphumo.

NgoMvulo, 17 Novemba 2020
Usuku phambi kokubhala uviwo

Ndiziva ndiphantsi koxinzelelo kodwa ikhona indawana evuyayo nanjengokuba isisiqalo sesiphelo seemviwo. Luviwo lwam lokugqibela olu ndikwisikolo samabanga aphakamileyo. Ndinexhala kuba andizazi ukuba mandilindele ntoni kuba andizazi nokuba ndifunde ngokwaneleyo na kule *covid*-19.

NgoLwesihlanu, 29 Novemba 2020
Usuku emva kokubhala uviwo

Lenyanga yinyanga endingasayi kuze ndiyilibale. Okubalulekileyo kukuba igqithile. Eyona nto ibindisinda emagxeni am isukile. Ndonwabile ngoku. Inye kuphela into endiyilindeleyo ziziphumo zeemviwo kuphela. Nangona nazo ndithi ndakuzicinga ndibe nexhala lokuba ndiza kuphumelela na, kodwa isikolo sona ndiphumile kuso ndijonge kwinqanaba elingentla.

Amagama asetyenzisiweyo-74

6.5.5 Umsebenzi

- Ubuphantsi koxinzelelo olumandla. Bhala ungeniso lwedayari lwezi ntsuku zimbini zinzima.
- Isikolo sakho besidlala ibhola nesinye isikolo saza saphumelela. Bhala ungeniso kwidayari utyhile indlela oziva ngayo.

6.6 UMYALEZO OMFUTSHANE OBHALWA NGESELULA

6.6.1 Inkcaza

- Yinkonzo yokuthumela imiyalezo emifutshane okanye yokwabelana ngolwazi ngokusebenzisa inethweki usebenzisa izixhobo ezinjenge-khompyutha kunye neselula ezifanelekileyo.

6.6.2 Injongo

- Kukwabelana ngolwazi, ukugqithisa umyalezo okanye ukugqithisa isaziso.

6.6.3 IFomathi

Xa umntu ethumela umyalezo, makuvele oku kulandelayo:

- Igama okanye inombolo yomamkeli phezulu kwesikrini sefowuni.
- Umyalezo ochwetheziweyo.
- Impendulo yomamkeli iyakubonakala ngezantsi komyalezo othunyelweyo ukuba uphendula ngoko nangoko.
- Umhla kunye nexesha efunyenwe ngalo.

Xa umntu efumana umyalezo, kuya kuvela oku kulandelayo:

- Igama okanye inombolo yomthumeli phezulu kwesikrini.
- Umyalezo othunyelweyo.
- Umhla kunye nexesha elithunyelweyo

6.6.4 Iimpawu

- Ulwimi lunokuba sesikweni okanye lube lolungekho sesikweni kuxhomekeka kwimeko leyo.
- Ixesha lixhomekeke kumxholo.
- Umyalezo kufuneka ucace kwaye ube mfutshane.
- Ukusetyenziswa kwezishunqulelo, oonobumba, amanani nokushiya izikhamiso **kuvumeleke kuphela** xa kubhalwa itekisi engekho sesikweni.

6.6.5 Umzekelo womyalezo omfutshane ongekho sesikweni

Tshana Nqwenela dibana nawe phakathi kwentsimbi ka 5 no 8 bonisane xesha lokufunda. Funa sifunde zibalo ngoba bhala zona ngomso. Lungisa ndawo oza kusifundisa kuyo kanti nam zoza nento ndiza kunifundisa yona. Mna zogqitha kuNomsa kuze naye abe nxalenye ngxoxo yethu. Klku asizukwazi dibana ngk kuba diniwe oko funda mini yonke zolo. Dibane ngo-2 emva kwemini dibanele kowenu ngoba khaya gcwele bantu sizukwazi funda.   Za kumxelela ngomyalezo omfutshane Nomsa weselula fowuni kuze alungise. Phumelele ke sicelo sam ngandiphoxi. **Amagama:78**

Qaphela

- Ulwimi olusesikweni malusetyenziswe xa kubhalwa iimviwo
- Ukusetyenziswa kwezishunqulelo, oonobumba, amanani nokushiya izikhamiso AKUVUMELEKANGA

6.6.6 Umyalezo osesikweni

Mtshana endimthandayo Ndinqwenela ukudibana nawe phakathi kwentsimbi yesi-5 neyesi-8 sibonisane ngexesha lokufunda. Ndifuna sifunde iziBalo namhlanje ngoba zona ziyabhalwa ngomso. Uze ulungise indawo oza kusifundisa kuyo kanti nam ndizawuza nento endiza kunifundisa yona. Mna ndizawugqitha kuNomsa ukuze naye abe yinxalenye yengxoxo yethu. Kaloku asizukwazi ukudibana ngoku kuba sidiniwe oko besifunda imini yonke yayizolo. Masidibane ngentsimbi yesi-2 emva kwemini sidibanele kowenu ngoba ekhaya kugcwele ngabantu ngoko ke asizukwazi ukufunda. Ndiza kumxelela ngomyalezo omfutshane weselula fowuni uNomsa ukuze alungise. Ndawuvuyiswa kukuphumelela kwakho kwisicelo sam.

6.6.7 Indlela yokubhala umyalezo omfutshane

Ukuthumela nokufumana imiyalezo ebhaliweyo
1. Vula i-icon yeMiyalezo.
2. Cofa ukuze kuvele oonobumba bokubhala.
3. Kuzawuvela u "To," faka amagama, iinombolo zefowuni, okanye iidilesi ze-imeyile onqwenela ukuzithumela umyalezo. Unokukhetha kubantu bakho obukhe wabafowunela okanye kuluhlu lwakho lwabantu oneembolo zabo ozigcine efowunini yakho.

6.6.8 Umsebenzi

Bhalela utitshala wesikolo sakho umyalezo omfutshane wefowuni umxelele isizathu sokuba ungakwazi ukuya kukhenketho lwesikolo oluya eKapa.

6.7 IMIYALELO:

6.7.1 Inkcaza:

- Yimbalelwano esetyenziselwa ukudlulisa ulwazi olusuka komnye umntu lusiya komnye

6.7.2 Injongo

- Kukudlulisa ulwazi, kukulumkisa; ukuxhobisa nokufundisa
- Kukunceda abantu ukuba bafunde okuthile/ kukuqeqesha abantu kwisakhono esithile

6.7.3 Abantu ababhalelwayo

- Nguye nawuphi umntu oludingayo olo lwazi ludluliswayo/ olo qeqesho lwenziwayo

6.7.4 Iimpawu zemiyalelo:

- Ilungele ukufundisa/ukuxhobisa nokuyala.
- Imiba nesihloko esingqalileyo nesicacileyo (Imiyalelo yokugcina uxhwebhu (idotyhumenti) kwifayili yekhompyutha kwifayili eyiZIP)
- Kunikwa imiyalelo malunga nokuthile ekufuneka kwenziwe
- Kukho oyalelayo (onika imiyalelo) nomntu oyalelwayo (owamkela imiyalelo)
- Ibhekisa ngqo kulo uyalelwayo.
- Mayingqale imiyalelo ngokomxholo nenjongo yayo
- Kunokusetyenziswa imizekelo nolwazi olunika iinkcukacha
- Imiyalelo mayichaneke.
- Iimpawu ezibalulekileyo ezifana nemifanekiso, imizobo zinokusetyenziswa ukuzama ukucacisa oko kuthethwayo.
- Mayingabinzima ukuba ilandeleke

6.7.5 Ulwimi lokubhala imiyalelo:

- Sebenzisa izivakalisi ezifutshane.
- Bhala ngokusebenzisa isiyaleli (izenzi ezikuhlobo lokuyalela)
- Qala isivakalisi ngegama elinika umyalelo.
- Bhala kwimo evumayo (elandulayo xa ithe yasetyenziswa mayisetyenziswe kancinci)
- isivakalisi esinye masiqulathe umyalelo omnye (makunikwe imiyalelo emibini kwisivakalisi esinye)
- Kusetyenziswa izihlanganisi nesigama sokulandelelaniswa kwezinto, izihlomelo nezichazi.
- Makubhalwe kwixesha langoku kungasetyenziswa isenziwa.

6.7.6 Ifomathi/isakhiwo semiyalelo:

Inentshayelelo, isiqu nesiphelo:

Intshayelelo

- Inokuza nolwazi oluyimvelaphi/olucacisa isizathu sokubhalwa/sokunikwa kwale miyalelo.
- Ukuba yimiyalelo yenkqubo emayilandelwe ekuyileni/ekwenzeni into ethile makuqalwe ngokunika/ngokuxela okufunekayo okanye kuchaze imeko nemiqathango elindelekileyo.
- Kunokunikwa ulwazi lokhuseleko/kulunyukiswe xa kukho imfuneko.

Isiqu

- Bhala ulwazi olungundoqo olusisizathu sokunikwa kwemiyalelo
- Iingongoma zakho mazilandelelaniswe kakuhle ngokokulandelelana kwenkqubo leyo.
- Makungabikho nqanaba lishiywayo ukuba yimiyalelo enkqubo ehamba ngamanqanaba.
- Ulwazi olubalulekileyo lubeke ekuqaleni kwesivakalisi.
- Nika inkcaza kangangoko nengcaciso kananjalo

Isiphelo

- Makuvakale ukuba imiyalelo ifikelela ekupheleni [okokugqibela/ekugqibeleni]

6.7.7 Umzekelo wemiyalelo:

Isihloko: Imiyalelo ngendlela yokugcina uxwebhu (idotyhumenti yakho kwikhompyutha)

Intshayelelo: Le miyalelo yeyokuba ukwazi ukuthi wakugqiba ukubhala usebenzisa ikhompyutha ulugcine olo xwebhu ukuze ungalahlekwa lolo lwazi

Isiqu: Ukuze ukwazi ukugcina uxwebhu obulubhala ekhompyutheni landela le nkqubo:

- Cofa (klikha) iayikhoni eyi-File kwikona esekhohlo kwiphepha ububhala kulo.
- Hlisa amehlo akho uhamba ngokokuhamba kokuvelayo apho.
- Cofa kumbhalwana othi “Save as” ikuse kwindawo eneefayili ezilungiselelwe ukugcina amaxwebhu awokhelwe apho kwikhompyutha
- Khetha kuluhlu indawo azo ukulugcina kuyo uxwebu lwakho.
- Cofa (klikha kuyo) iza kuluthatha ulubone ilubeke kwibhokisana enebinzana elibhalwe “file name” ekhohlo, ekunene
- Thoba amehlo ubone igama elinika umyalelo elithi, “save” elithetha ukugcina
- Cofa (klikha) kulo. Ngolo hlobo ke uxwebhu lwakho lugcinakele

Umsebenzi

Bhala imiyalelo yokuxhobisa umnakwenu ngendlela yokuthatha amanqaku eklasini xa kufundiswa. Sebenzisa le theyibhile ingezantsi.

6.8 IZALATHISI

6.8.1 Inkcaza

- Lulwazi lokwazisa umntu indlela amakahambe ngayo ukuze afike apho aya khona.

6.8.2 Injongo

- Kukukhombisa umntu indlela eza kumenza aye kufika kwindawo aya kuyo/ kukuxelela umntu indlela yokuya kwindawo ethile.

6.8.3 Abantu ababhalelwayo:

- Ngulowo ufuna ukukhonjiswa indlela/ ufuna ulwazi lokuya kwindawo ethile.

6.8.4 Iimpawu

- Yimiyalelo malunga nendlela emayithathwe ngulowo walathiswayo.
- Ilungele ukufundisa/ukuxhobisa nokuyala
- Imiba nesihloko esingqalileyo nesicacileyo
- Kunikwa imiyalelo malunga nendlela emakuhanjwe kuyo
- Kukho oyalelayo (onika imiyalelo) nomntu oyalelwayo (owamkela imiyalelo)
- Ibhekisa ngqo kulo uyalelwayo.
- Mayingqale imiyalelo yezalathisi ngokomxholo nenjongo yayo
- Imiyalelo yokwalathisa mayichaneke.
- Iimpawu zendlela ezifana nendlela (umzila) kaloliwe, iibhulorho, imilambo, iicawa, iivenkile, amaholo, izibhedlele, izikolo, iiklinikhi, amagama esitrato, imizobo zinokusetyenziswa ukuzama ukucacisa mazikhankanywe.
- Mayingabinzima ukuze ilandeleke lula
- Unokukhankanywa umgama oza kuhanjwa

6.8.5 Ulwimi

- Sebenzisa izivakalisi ezifutshane.
- Bhala ngokusebenzisa isiyaleli (izenzi ezikuhlobo lokuyalela)
- Qala isivakalisi ngegama elinika umyalelo.
- Bhala kwimo evumayo (elandulayo xa ithe yasetyenziswa mayisetyenziswe kancinci)
- Isivakalisi esinye masiqulathe umyalelo omnye/isalathisi (makunikwe imiyalelo emibini kwisivakalisi esinye)
- Kusetyenziswa izihlanganisi nesigama sokulandelelaniswa kwezinto, izihlomelo zendawo nezichazi.
- Makubhalwe kwixesha langoku kungasetyenziswa isenziwa.

6.8.6 Ifomathi nesakhiwo sezalathisi:

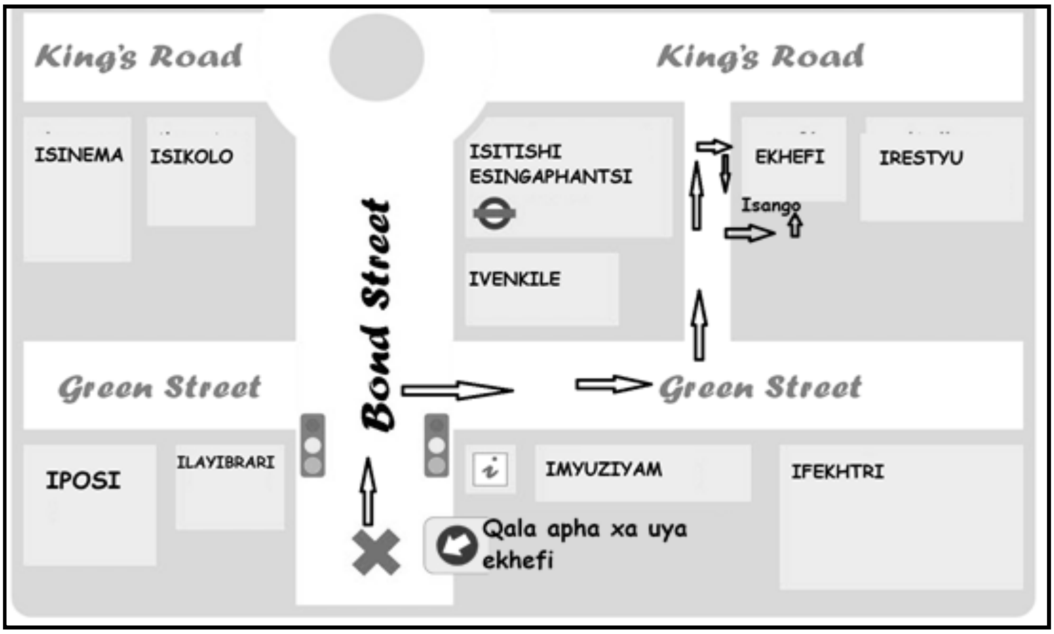
Inentshayelelo, isiqu nesiphelo:

Intshayelelo
- Inokuza nolwazi oluyimvelaphi/olucacisa isizathu sokubhalwa/sokunikwa kwezalathisi.
- Kunokunikwa ulwazi lokhuseleko/kulunyukiswe xa kukho imfuneko.
- Kunokukhankanywa ukuba kwakuba luncedo njani ukusetyenziswa kwaloo ndlela

Isiqu
- Bhala ulwazi olungundoqo olusisizathu sokunikwa kwezalathisi
- Makukhankanywe indawo aza kusukela kuyo lo walathiswayo
- Iingongoma zakho mazilandelelaniswe kakuhle ngokokulandelelana kwendlela namagophe ayo.
- Ulwazi olubalulekileyo lubeke ekuqaleni kwesivakalisi.
- Nika inkcaza kangangoko nengcaciso kananjalo

Isiphelo
- Makuvakale ukuba izalathisi zifikelela ekupheleni [okokugqibela/ekugqibeleni]
- Makukhankanywe le ndawo bekusiywa kuyo/isiphelo sendlel

6.8.7 Umzekelo wezalathisi: imephu



6.8.8 Umzekelo womsebenzi: Yalathisa umzala wakho osemyuziyam indlela eya ekhefi:
Isihloko: Indlela esuka emyuziyam eya ekhefi:

Xa uza kuya ekhefi usuka emyuziyam hamba ngolu hlobo: Ngena kwiirobhothi kwisitrato iBond. Nqumla kwiirobhothi ezikuso ubesowujika kufutshne nazo. Ngena kwisitrato iGreen, udlule ivenkile esekhohlo uhambe umganyana ongephi. Jika ekhohlo unyuke, udlule ivenkile esekhohlo kuwe Nyuka kancinci uza kubona isitishi ekhohlo phambi kwakho, ikhefi ingasekunene. Jikela ngendlela uye kungena esangweni ngezantsi. Ufikile ke ekhefi njalo mzala

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4. Department of Basic education Incwadana Yohlaziyo: Ibanga le-12

IZIHLOMELELO

IRUBHRIKHO ZOKUMAKUTSHA IZINCOKO NEMIHLATHI

ICANDELO A: IZINCOKO –

- Sebenzisa le rubrikhi rhoqo xa umakisha izincoko (zephepha lesi-3, Icandelo A)
- Amanqaku ukusukela kweli-0 ukuya kwangama-50 ahlula-hlulwe ngokwamanqanaba amahlanu.
- Imigangatho yomxholo, ulwimi nesimbo, inqanaba ngalinye kula mahlanu lahlula-hlulwe kubini, kwakho amanqaku abelwe abo banezincoko ezikwinqwanqwa eliphakamileyo nezo zikwinqwanqwa elingezantsi kwinqanaba ngalinye.
- Isakhiwo asichatshazelwa kukwahlulwa ngokwenqwanqwa eliphezulu nelisezantsi.

IRUBRIKHI YOKUHLOLA ISINCOKO ULWIMI LWASEKHAYA [50 AMANQAKU]

Imiqathango		Egqwesileyo	Esemagqabini neqaqambileyo	Eyanelisayo nefanelekileyo	Eyinxalenye	Engaphumelelanga
UMXHOLO NOCWANGCISO **(Impendulo nezimvo) Uyondelelwaniso lwezimvo ngokucwangcisa Ukuqonda injongo, abantu ekujoliswe kubo kunye nesimo sentlalo** **30 AMANQAKU**	**Inqwanqwa eliphakamileyo**	**28–30**	**22–24**	**16–18**	**10–12**	**4–6**
		-Impendulo igqwesile/ inomtsalane, ngaphezu koko bekulindelekile. -Izimvo eziqiqisisiweyo, ezixhokonxa iingcinga ezivuthiweyo. -Impendulo elungelelaniswe kakuhle ngokugqwesileyo enothungelwano (enonamathelwano) ukuquka intshayelelo, isiqu, ukuqukumbela/nesiphelo.	-Impendulo ixongxwe ngobugcisa. -Izimvo zihambelana gingci nomxholo kwaye zinomdla zinobungqina bokuvuthwa. -Ilungelelaniswe kakuhle kakhulu kwaye iyathungelana (inonamathelwano) kuquka intshayelelo, isiqu ukuqukumbela / nesiphelo.	-Impendulo iyanelisa. -Izimvo ziyathungelana noko ziyaqinisekisa ngokusemxholweni. -Ilungelelanisiwe noko kwaye iyathungelana kuquka intshayelelo, isiqu ukuqukumbela/ nesiphelo.	-Impendulo ayinaluthungelwano Lungqinelanayo. -Izimvo azicacanga kwaye ayizizo ezomfundi. -Buncinci ubungqina bolungelelwaniso nothungelwano lweengcamango.	-Impendulo ayihambelani nomxholo kwaphela. -Izimvo ziyabhidisa kwaye azingqamananga kwaphela nomxholo. -Azicacanga kwaye ziphindaphindiwe. -Azilungelelaniswanga kwaye azithungelani.
	Inqwanqwa elingezants	**25–27**	**19–21**	**13–15**	**7–9**	**0–3**
		-Impendulo egqwesileyo kodwa ineendawana esilela kuzo ukuba neempawu ezinomtsalane ogqwesileyo wesincoko esinkqenkqeza phambili. -Izimvo ezivuthiweyo neziqiqisisiweyo. -Izimvo zilungelelaniswe ngobugcisa. zinothungelwano (zinonamathelwano) kuquka intshayelelo, isiqu kunye nesiphelo.	-Impendulo ixongxwe kakuhle. -Izimvo ziyahambelana zinomdla. -Ilungelelaniswe kakuhle iyathungelana (inonamathelwano) kuquka intshayelelo, isiqu nesiphelo.	-Impendulo eyanelisayo nangona kumana kubakho izikhewu kwingcaciso. -Izimvo ziyanamathelana ngokwanelisayo kwaye ziyaqinisekisa. -Kukho ulungelelwaniso olufumanekayo nothungelwano kwintshayelelo, isiqu nesiphelo.	-Ubukhulu becala impendulo ayihambelani nomxholo. -Izimvo zibonakalisa ukungahlangani nokubhidisa. -Phantse bungabikho ubungqina bolungelelwaniso nothungelwano.	-Akukho linge lokuphendula isihloko. -Ayihambelani kwaphela nomxholo kwaye ayifanelekanga. -Ayingqamananga nomxholo kwaphela kwaye inobubhutyu-bhutyu.

ULWIMI, ISIMBO SOKUBHALA NOKUHLELA		**14–15**	**11–12**	**8–9**	**5–6**	**0–3**
Ithoni, irejista, isimbo sokubhala nesigama esifanelene nenjongo/nesimo sentlalo. Uchongo magama, ukusetyenziswa kolwimi nemigaqo, limpawu zokubhala, igrama, nopelo. **15 AMANQAKU**	**Ingwangqwa eliphakamileyo**	-Ithoni, irejista, isimbo sokubhala, isigama zifaneleke kakhulu kwinjongo, abantu ekujoliswe kubo nakwisimo sentlalo. -Ulwimi lusetyenziswe ngokuzithemba, luyachukumisa ngokugqwesileyo. -Ithoni edlwengula umxhelo nenobuciko. -Phantse kungabikho nasinye isiphene segrama nopelo. -Sixongxwe ngobugcisa obukhulu.	-Ithoni, irejista, isimbo sokubhala kunye nesigama ziqaqambe kakhulu kwinjongo, abantu ekujoliswe kubo nesimo sentlalo. -Ulwimi luchanekile kwaye ithoni isetyenzisiwe ngokufanelekileyo nangokuzinzileyo kwisincoko siphela. -Ubukhulu becala akukho ziphene kwigrama nopelo. -Sixongxwe kakuhle kakhulu.	-Ithoni, irejista, isimbo sokubhala nesigama zifanelekile kwinjongo, abantu ekujoliswe kubo nesimo sentlalo. -Ulwimi lusetyenziswe ngokufanelekileyo ukudlulisa umyalezo. -Ithoni ifanelekile. -Izixhobo zolwimi zisetyenzisiwe ukuphuhlisa nokuphucula umxholo.	-Ithoni, irejista, isimbo sokubhala nesigama azihambelani nenjongo, abantu ekujoliswe kubo nesimo sentlalo. -Ulwimi lusetyenziswa ngendlela ebuthathaka. -Ithoni nochongo magama azifanelekanga. -Isigama sinqongophele kakhulu.	-Ulwimi alunantsingiselo. -Ithoni, irejista, isimbo sokubhala nesigama azihambelani mpela nenjongo, abantu ekujoliswe kubo nesimo sentlalo. -Ukusetyenziswa kwesigama kunqongophele ngokubaxekileyo de ungakwazi ukuqonda okubhaliweyo.
		13	**10**	**7**	**4**	
	Ingwanqwa elingezantsi	-Ulwimi lugqwesile kwaye kusetyenziswe izixhobo zolwimi ezibonakalisa ubuciko ngokufanelekileyo. -Phantse kungabikho nasinye isiphene segrama nopelo. -Sixongxwe ngobugcisa.	-Ulwimi luyakuthimba kwaye ubukhulu becala luchanekile. -Ithoni iqaqambile kwaye ichanekile. -Zimbalwa iziphene zegrama nopelo. -Sixongxwe kakuhle.	-Ukusetyenziswa kolwimi ngokwanelisayo kodwa kusekho ukungangqinelani apha naphaya. -Ubukhulu becala ithoni ifanelekile kodwa usetyenziso zixhobo zolwimi lunqongophele.	-Ukusetyenziswa kolwimi ngokungafanelekanga. -Kuncinci okanye akukho ukohluka – hlukana kwezivakalisi. -Isigama sinqongophele ngokugqithisileyo.	
ISAKHIWO limpawu zodidi lwesincoko, ukuphuhliswa kwemihlathi nokubunjwa kwezivakalisi. **5 AMANQAKU**		**5**	**4**	**3**	**2**	**0–1**
		-Isihloko sikhuliswe ngokugqwesileyo. -Iinkcukacha ezigqwesileyo. -Izivakalisi, imihlathi zakhiwe ngokugqwesileyo.	-Iinkcukacha zakhiwe ngokulandelelana nangokuqiqisisiweyo. -Ziyathungelana. -Ukwakhiwa kwezivakalisi nemihlathi kuyahambelana, kwahluka-hlukene.	-Ukuphuhliswa kweenkcukacha ngokusemxholweni. -Izivakalisi, imihlathi zakhiwe kakuhle. -Isincoko sisesemxholweni.	-Kukho amanqaku asemxholweni. -Izivakalisi nemihlathi zineemposiso. -Isincoko sisesemxholweni nangona zisekhona iziphene.	-Amanqaku asemxholweni awakho. -Ulwakhiwo lwezivakalisi nemihlathi lunobubhutyu-bhutyu. -Isincoko siphume kwaphela emxholweni.

QAPHELA:

- Sebenzisa le rubriki rhoqo xa umakisha izincoko zephepha lesi-3, ICANDELO A.
- Amanqaku ukusukela kweli-0 ukuya kwangama-50 ahlulahlulwe ngokwamanqanaba amahlanu aphambili.
- Kwikhrayitheriya yoMxholo, uLwimi neSimbo, inqanaba ngalinye kula mahlanu lahlulahlulwe lanomgangatho ongentla nongezantsi yanemimandla yamanqaku ahambelana nomgangatho ngamnye.
- Ikhrayitheriya yeSakhiwo yona ayichaphazeleki ngumgangatho ongentla nongezantsi.

IRUBRIKI YOKUHLOLA IZINCOKO – ULWIMI LOKUQALA OLONGEZELELWEYO [50 AMANQAKU]

Ikhrayitheriya		Balaseleyo	Enobuchule	Phakathi	Buthathaka	Bubhetyebhetye
UMXHOLO NOCWANGCISO **(Impendulo nezimvo) Ukubekelela izimvo ngenjongo yokucwangcisa Ukubonakalisa ukuyazi injongo, abantu ekujoliswe kubo kunye nemeko** **30 AMANQAKU**	**Umgangatho ongentla**	**28–30**	**22–24**	**16–18**	**10–12**	**4–6**
		-Impendulo ebalaseleyo enomtsalane, ngaphaya kobekulindelekile -Izimvo zihlakaniphile, zixhokonxa iingcinga kwaye zinemfezeko -Isincoko sibekelelwe ngobuchule obungaqhelekanga kwaye intshayelelo, isiqu kwakunye nesiphelo zibonakalisa unamathelwano olunemfezeko	-Impendulo ixonxwe ngobugcisa obukhulu -Izimvo zinxulumene nomxholo kwaye zinika umdla, bukho ubungqina bemfezeko kwizimvo -Iingcamango zibekelelwe ngokwakhelana yo kuquka intshayelelo, isiqu nesiphelo	-Impendulo iyanelisa ngokupheleleyo -Izimvo ziyanamathelana noko kwaye zingakuguqula ukucinga kofundayo -Iingcamango zibekelelwe ngokunamathelene yo kuquka intshayelelo, isiqu nesiphelo	-Impendulo ingena iphuma emxholweni akukho lunamathelwano kwizimvo -Izimvo azicacanga kwaye ezinye zazo zezemboleko -Buncinci kakhulu ubungqina bobekelelo nonamathelwano lweengcamango	-Impendulo ayikho mxholweni konke konke -Izimvo zibondene azingqalanga ntweni -Azivakali izimvo kwaye ziyaphindaphindwa/ uthetha into enye -Iingcamango zibekwe xazalala azinalunxibelelwano
	Umgangatho ongezantsi	**25–27**	**19–21**	**13–15**	**7–9**	**0–3**
		-Impendulo encamisileyo kodwa akukho zimpawu zakubalasela kubhekele phi kwisincoko -Izimvo zivuthiwe zixhokonxa iingcinga -Iingcamango zibekelelwe zandindaniswa ngobugcisa kuquka intshayelelo, isiqu kunye nesiphelo	-Impendulo ixonxwe ngobugcisa -Izimvo zisemxholweni kwaye zinika umdla -Sibekelelwe ngobuchule, kukho ukunamathelana kweengcamango okuquka intshayelelo, isiqu nesiphelo	-Impendulo iyanelisa nangona kumana kubakho ukungacaci kwiindawo ezithile -Kukho ukunamathelana okubonakalayo kwizimvo kwaye kuyanelisa -Kukho ukubekelelwa kweengcamango nonamathelwano kwintshayelelo, isiqu nesiphelo	-Impendulo iphumile emxholweni ubukhulu becala -Izimvo ziyaqhawu-qhawuka ziyabhidisa -Buyanqaphazeka ubungqina bokubekeleleka kweengcamango nonamathelwano	-Impendulo itenxile malunga nomxholo -Izimvo zitenxile zingcwecwela kude nomxholo -Iingcamango ziyingxubevange engenamgqalisela

IRUBRIKI YOKUHLOLA IZINCOKO – ULWIMI LOKUQALA OLONGEZELELWEYO [50 AMANQAKU]

Ikhrayitheriya		Balaseleyo	Enobuchule	Phakathi	Buthathaka	Bubhetyebhetye
ULWIMI, ISIMBO & NOKUHLELA **Ukuhambelana kwethoni, irejista, isimbo, isigama kunye nemeko** **Ukhetho-magama** **Ukusetyenziswa kolwimi nesigama** **Iimpawu zobhalo, izakhi zezivakalisi, nopelo** **15 AMANQAKU**	**Umgangatho ongentla**	**14–15**	**11–12**	**8–9**	**5–6**	**0–3**
		-Ithoni, irejista, isimbo, isigama zifanelene ngokugqwesileyo nenjongo, abantu ekujoliswe kubo kunye nemeko -Ulwimi lusetyenziswe ngokuzithemba, luyathabathekisa -Ithoni enomtsalane nezafobe zentetho eziphumeza injongo -Phantse kube akukho nasinye isiphene solwakhiwo zivakalisi, upelo nokusetyenziswa kolwimi -Sixonxwe ngobugcisa obukhulu	-Ithoni, irejista, isimbo, isigama zifanelene kakhulu nenjongo, abantu ekujoliswe kubo kunye nemeko -Ulwimi luchaneke ngakumbi kwaye ithoni isetyenziswe ngokuchaneka kwisincoko siphela -Iziphene zokusetyenziswa kolwimi nopelo zinqongophele -Sixonxwe ngobugcisa obukhulu	-Ithoni, irejista, isimbo, isigama sifanelene nenjongo, abantu ekujoliswe kubo kunye nemeko -Ulwimi olufanelekileyo ludlulisa umyalezo -Ithoni ifanelekile -Izafobe zentetho zinonga umxholo	-Ithoni, irejista, isimbo, isigama azifanelananga ncam nenjongo, abantu ekujoliswe kubo kunye nemeko -Ulwimi lusetyenziswa ngendlela ebuthathaka -Ithoni nochongo magama azifanelekanga -Isigama sinqongophele	-Ulwimi aluvakali -Ithoni, irejista, isimbo, isigama azifanelananga kwaphela nenjongo, abantu ekujoliswe kubo kunye nemeko -Ukunqongophala kwesigama kubaxekile kangangokuba ayinasihlahla into ebhaliweyo
	Umgangatho ongezantsi	**13**	**10**	**7**	**4**	
		-Ulwimi luchanekile kanye nezafobe zisetyenziswe ngethoni ephumeza ukudlulisa umyalezo -Phantse kube akukho nasinye isiphene solwakhiwo zivakalisi, upelo, nokusetyenziswa kolwimi -Sixonxwe ngobugcisa obukhulu	-Ulwimi lunomtsalane kwaye luyaziphumeza iinjongo zokubhala -Ithoni ifanelekile kwaye iyaziphumeza iinjongo zokubhala -Zimbalwa iziphene zezakhi zezivakalisi kunye nopelo -Sixonxwe ngobugcisa	-Kuyanelisa ukusetyenziswa kolwimi kodwa asekho amakhwiniba -Ithoni ifanelekile kodwa izafobe zentetho ezisetyenzisiweyo zinqongophele	-Ukusetyenziswa kolwimi kubonisa ububhetyebhetye -Izivakalisi zinobuthathaka-azitshintsha-tshintshwa -Isigama sinqongophele ngokubalaseleyo	
ISAKHIWO **Iimpawu zetekisi** **Ukukhula kwemihlathi nokwakhiwa kwezivakalisi** **5 AMANQAKU**		**5**	**4**	**3**	**2**	**0–1**
		Isihloko sikhuliswe ngokuncamisayo -Iinkcukacha zibalasele ngokungaqhelekanga -Izivakalisi, imihlathi zakhiwe zaqiqisiswa ngokugqwesileyo	-Iinkcukacha ezinengqiqo zikhuliswe ngokwakhelanayo -Izimvo zinamathelene -Izivakalisi, imihlathi zitshintshatshintshwa ngobuchule obuqiqisisiweyo	-Iinkcukacha ezisemxholweni zikhulisiwe -Izivakalisi, imihlathi zakhiwe kuhle -Isincoko sibunjwe ngengqiqo	-Zikho iingcamango ezamkelekileyo -Isakhiwo sezivakalisi nesemihlathi sinamakhwiniba -Isincoko sisenayo ingqiqo	-Iingcamango ezifunekayo zinqongophele -Isakhiwo sezivakalisi nesemihlathi sigxoko-gxoko -Isincoko asinangqiqo
UMMANDLA WAMANQAKU		**43–50**	**33–40**	**23–30**	**13–20**	**0–10**

(isaqhubeka)

QAPHELA:

- Sebenzisa le rubrikhi rhoqo xa umakisha isincoko (Iphepha 2, ICANDELO A).
- Amanqaku phakathi kweli-0–40 ahlulwe ngokwamanqanaba amahlanu.
- AmaBINI okuqala kula manqanaba azizahlulo ngokomgangatho ongentla nongezantsi kwaza kwabekwa amanqaku ahambelana nale migangathi

IRUBRIKI YOKUHLOLA ISINCOKO – ULWIMI LWESIBINI OLONGEZELELWEYO [40 AMANQAKU]

<table>
<tr><th>Ikhrayitheriya</th><th></th><th>Balaseleyo</th><th>Enobuchule</th><th>Phakathi</th><th>Buthathaka</th><th>Bubhetyebhetye</th></tr>
<tr><td rowspan="4">UMXHOLO NOCWANGCISO

(Impendulo nezimvo) Ukubekelela izimvo ngenjongo yokucwangcisa Ukubonakalisa ukuyazi injongo, abantu ekujoliswe kubo kunye nemeko

24 AMANQAKU</td><td rowspan="2">Umgangatho ongentla</td><td>22–24</td><td>18</td><td>12–16</td><td>7–11</td><td>0–6</td></tr>
<tr><td>-Impendulo ebalaseleyo enomtsalane, ngaphaya kobekulindelekile
-Izimvo zihlakaniphile, zixhokonxa iingcinga kwaye zinemfezeko
-Isincoko sibekelelwe ngobuchule obungaqhelekanga kwaye intshayelelo, isiqu kwakunye nesiphelo zibonakalisa unamathelwano olunemfezeko</td><td>-Impendulo ixonxwe ngobugcisa obukhulu
-Izimvo zinxulumene nomxholo kwaye zinika umdla, bukho ubungqina bemfezeko kwizimvo
-Iingcamango zibekelelwe ngokwakhelanayo kuquka intshayelelo, isiqu nesiphelo.</td><td rowspan="3">-Impendulo iyanelisa ngokupheleleyo
-Izimvo ziyanamathelana noko kwaye zingakuguqula ukucinga kofundayo
-Iingcamango zibekelelwe ngokunamatheleneyo kuquka intshayelelo, isiqu nesiphelo</td><td rowspan="3">-Impendulo ingena iphuma emxholweni akukho lunamathelwano kwizimvo
-Izimvo azicacanga kwaye ezinye zazo zezemboleko
-Buncinci kakhulu ubungqina bobekelelo nonamathelwano lweengcamango</td><td rowspan="3">-Impendulo ayikho mxholweni konke konke
-Izimvo zibondene azigqalanga ntweni
-Azivakali izimvo kwaye ziyaphindaphindwa/ uthetha into enye
-Iingcamango zibekwe xazalala azinalunxibelelwano</td></tr>
<tr><td rowspan="2">Umgangatho ongezantsi</td><td>19–21</td><td>17</td></tr>
<tr><td>-Impendulo encamisileyo kodwa akukho zimpawu zakubalasela kubhekele phi kwisincoko
-Izimvo zivuthiwe zixhokonxa iingcinga
-Iingcamango zibekelelwe zandindaniswa ngobugcisa kuquka intshayelelo, isiqu kunye nesiphelo.</td><td>-Impendulo ixonxwe ngobugcisa
-Izimvo zisemxholweni kwaye zinika umdla
-Sibekelelwe ngobuchule, kukho ukunamathelana kweengcamango okuquka intshayelelo, isiqu nesiphelo.</td></tr>
</table>

Ikhrayitheriya		Balaseleyo	Enobuchule	Phakathi	Buthathaka	Bubhetyebhetye
ULWIMI, ISIMBO & NOKUHLELA **Ukuhambelana kwethoni, irejista, isimbo, isigama kunye nemeko** **Ukhetho-magama** **Ukusetyenziswa kolwimi nesigama limpawu zobhalo, izakhi zezivakalisi, nopelo** **12 AMANQAKU**		**10–12** -Ulwimi lugqwesile nezafobe zisetyenzisiwe ngethoni ephumeza ukudlulisa umyalezo -Phantse kube akukho nasinye isiphene solwakhiwo zivakalisi, upelo nesokusetyenziswa kolwimi -Sixonxwe ngobugcisa obukhulu	**8–9** -Ulwimi lunomtsalane kwaye luyaziphumeza iinjongo zokubhala -Ithoni ifanelekile kwaye iyaziphumeza iinjongo zokubhala -Zimbalwa iziphene zezakhi zezivakalisi kunye nopelo -Sixonxwe ngobugcisa	**6–7** -Kuyanelisa ukusetyenziswa kolwimi kodwa kunamakhwiniba angephi -Ithoni ifanelekile kodwa ubambe isandla ekusebenziseni izafobe zentetho	**4–5** -Ukusetyenziswa kolwimi kubonisa ububhetyebhetye -Izivakalisi zinobuthathaka-azitshintshwa-tshintshwa -Isigama sinqongophele ngokubalaseleyo	**0–3** -Ulwimi aluvakali -Ukunqongophala kwesigama kubaxekile kangangokuba ayinasihlahla into ebhaliweyo
ISAKHIWO limpawu zetekisi **Ukukhula kwemihlathi nokwakhiwa kwezivakalisi** **4 AMANQAKU**		**4** -Isihloko sikhuliswe ngokuncamisayo -Iinkcukacha zibalasele ngokungaqhelekanga -Izivakalisi, imihlathi zakhiwe zaqiqi siswa ngokugqwesileyo	**3** -Iinkcukacha ezinengqiqo zikhuliswe ngokwakhelana -Izimvo zinamathelene -Izivakalisi, imihlathi zitshintshatshintshwa ngobuchule obuqiqisisiweyo	**2** -Iinkcukacha ezisemxholweni zikhulisiwe -Izivakalisi, imihlathi zakhiwe kuhle -Isincoko sibunjwe ngengqiqo	**1** -Zikho iingcamango ezamkelekileyo -Isakhiwo sezivakalisi nesemihlathi sinamakhwiniba -Isincoko sisenayo ingqiqo	**0** -Iingcamango ezifunekayo zinqongophele -Isakhiwo sezivakalisi nesemihlathi sigxoko-gxoko -Isincoko asinangqiqo
UMMANDLA WAMANQAKU		**33–40**	**28–30**	**20–25**	**12–17**	**0–9**

ISIHLOMELELO B: IRUBRIKHI YOKUHLOLA IMIHLATHI ULWIMI LWASEKHAYA [25 AMANQAKU]

Imiqathango	Egqwesileyo	Esemagqabini neqaqambileyo	Eyanelisayo nefanelekileyo	Eyinxalenye	Engaphumelelanga
UMXHOLO, UCWANGCISO NEFOMATHI **-Impendulo nezimvo.** **-Ulungelelwaniso lwezimvo. nokucwangcisa** **-Injongo, abantu ekujoliswe kubo, iimpawu/imigaqo nesimo sentlalo.** 15 **AMANQAKU**	**13–15** -Impendulo igqwesile ngaphezu koko bekulindelekile. -Izimvo eziqiqisisiweyo nezivuthiweyo. -Ulwazi olunzulu ngeempawu zohlobo lomhlathi obhaliweyo. -Ubhalo lusemxholweni ncakasana. -Ukuthungelana komxholo nezimvo. -Icaciswe nzulu kwaye zonke iinkcukacha ziyasixhasa isihloko. -Ifomathi yamkelekile kwaye ichanekile.	**10–12** -Impendulo esemagqabini ebonisa ulwazi olululo ngeempawu zodidi lomhlathi. -Ubhalo lusemxholweni. -Ukuthungelana komxholo nezimvo, kucaciswe kakuhle kakhulu kwaye neenkcukacha zixhasa isihloko. -Ifomathi efanelekileyo eneziphene ezingephi.	**7–9** -Impendulo eyanelisayo ebonisa ulwazi ngeempawu zodidi lomhlathi. -Ayikho mxholweni ngokupheleleyo. -Kukho ukuphambuka okungephi emxholweni. -Ubukhulu becala uyathungelana umxholo nezimvo. -Ezinye iinkcukacha ziyasixhasa isihloko. -Ubukhulu becala ifomathi ifanelekile kodwa kukho iziphene ezingephi.	**4–6** -Kubonakala ubunzima malunga nolwazi lweempawu zolu didi lwetekisi. -Kukho ukungqamana okungephi okusemxholweni kodwa kukho ukuphambuka kubhalo. -Akusoloko kukho uthungelwano phakathi komxholo nezimvo. -Zimbalwa iinkcukacha ezixhasa isihloko. -Imigaqo eyimfuneko yefomathi isetyenziswe ngokungacacanga. -Imigaqo engundoqo yefomathi yetekisi ityeshelwe.	**0–3** -Impendulo ibonakalisa ukunqongophala kolwazi ngeempawu zodidi lomhlathi. -Intsingiselo ilahlekile kwaye akakho mxholweni kwaphela. -Ayithungelani kumxholo nezimvo. -Zimbalwa kakhulu iinkcukacha ezixhasa isihloko. -Ayisetyenziswanga imigaqo eyimfuneko yefomathi.
ULWIMI, ISIMBO SOKUBHALA NOKUHLELA **Ithoni, irejista, isimbo sokubhala, injongo/ imeko, abantu ekujoliswe kubo nesimo sentlalo.** **Ukusetyenziswa kolwimi nemigaqo yalo.** **Uchongo magama.** **Iimpawu zokubhala nopelo.** **10 AMANQAKU**	**9–10** -Ithoni, irejista, isimbo sokubhala, isigama zifaneleke ngokukodwa kwinjongo, abantu ekujoliswe kubo nakwisimo sentlalo. -Ulwimi lusetyenziswe ngokuchanekileyo kwaye lwakhiwe ngokukuko. -Phantse kungabikho nasinye isiphene segrama nopelo.	**7–8** -Ithoni, irejista, isimbo sokubhala, isigama zifaneleke kakhulu kwinjongo, abantu ekujoliswe kubo kunye nakwisimo sentlalo. -Ubukhulu becala ulwimi lusetyenziswe ngokukuko nangokuchanekileyo -Isigama sichaneke kakuhle. -Ubukhulu becala akukho ziphene.	**5–6** -Ithoni, irejista, isimbo sokubhala, isigama zifanelekile kwinjongo, abantu ekujoliswe kubo kunye nesimo sentlalo. -Kukho iziphene ezimbalwa zolwimi. -kukho isigama esaneleyo. -Iziphene aziyichaphazeli intsingiselo.	**3–4** -Ithoni, irejista, isimbo sokubhala, isigama asifanelekanga ngokupheleleyo kwinjongo, abantu ekujoliswe kubo kunye nesimo sentlalo. -Ukusetyenziswa kolwimi ngokungachanekanga kubangela iziphene ezibaxekileyo. -Intsingiselo ilahlekile.	**0–2** -Ithoni, irejista, isimbo sokubhala, isigama asihambelani nenjongo, abantu ekujoliswe kubo nesimo sentlalo. -Izele ziziphene yaye iyabhidisa. -Isigama asihambelani nenjongo. -Intsingiselo ichaphazeleke ngokukodwa.

ISIHLOMELO B: IRUBRIKI YOKUHLOLA IMIHLATHI EMIDE– ULWIMI LOKUQALA OLONGEZELELWEYO [30 AMANQAKU]

Ikhrayitheriya	Balaseleyo	Enobuchule	Phakathi	Buthathaka	Bubhetyebhetye
UMXHOLO, UCWANGCISO NEFOMATHI **Ukungqala kwempendulo nezimvo Ukuqoqwa kwezimvo ngenjongo yokucwangcisa Injongo yokubhala, abo kujoliswe kubo, iimpawu/imigaqo yetekisi, kunye nemeko** **18 AMANQAKU**	**15–18**	**11–14**	**8–10**	**5–7**	**0–4**
	-Impendulo igqwesile idlule okuqhelekileyo -Izimvo ziqiqisisiwe kwaye zivuthiwe -Luphangalele ulwazi lweempawu zolu didi lwetekisi -Umsebenzi ungqalile uhleli emxholweni -Kukho ukunamathelana kwizimvo nomxholo -Iingcamango zidakancwe ngobunono zonke iinkcukacha zixhasa isihloko -Ifomathi ifanelekile kwaye ichanekile	-Impendulo ibonakalisa ukuchaneka kanobom ulwazi olunzulu lweempawu zolu didi lwetekisi -Ingqalile ayiphumi nasemxholweni -Izimvo zixonxwe zadakancwa ngokunamatheleneyo kumxholo nezimvo -Iinkcukacha zixhasa isihloko -Ifomathi ifanelekile ineendawana ezingachanekanga ezingephi	-Impendulo iyanelisa ibonakalisa ulwazi lweempawu zolu didi lwetekisi -Izimvo ziyaphuma emxholweni kwaye kukho nokugqwidiza -Ukunamathelana kumxholo nezimvo kufanelekile -Ezinye iinkcukacha zixhasa isihloko -Ifomathi ifanelekile kodwa kusekho ukungachaneki	-Impendulo ibonakalisa ulwazi olungephi lweempawu zolu didi lwetekisi -Zimbalwa izimvo ezisemxholweni kodwa kuninzi ukuphuma ecaleni -Kunqabile ukunamathelana komxholo nezimvo -Zimbalwa iinkcukacha ezixhasa isihloko -Imigaqo yefomathi ephambili isetyenziswe ngokungaqondi -Kutyeshelwe izinto ezininzi	-Impendulo ibonakalisa ukunqongophala kolwazi lweempawu zolu didi lwetekisi -Intsingiselo ilahleka rhoqo ide iphume emxholweni -Akukho ukunamathelana kumxholo nezimvo -Zimbalwa kakhulu iinkcukacha ezixhasa isihloko -Imigaqo eyimfuneko yobhalo lwale tekisi ityeshelwe
ULWIMI ISIMBO SOKUBHALA NOKUHLELA **Ithoni, irejista, isimbo, injongo/ifuthe, abo kujoliswe kubo kunye nemeko Ukusetyenziswa kolwimi nemigaqo Uchongo magama Iimpawu zokubhala kunye nopelo** **12 AMANQAKU**	**10–12**	**8–9**	**6–7**	**4–5**	**0–3**
	-Ithoni, irejista, isimbo, isigama zihambelana kakhulu nenjongo nabo kujoliswe kubo kunye nemeko -Izakhi zezivakalisi zisetyenziswe ngokuchanekileyo -Phantse kube akukho nasinye isiphene	-Ithoni, irejista, isimbo, isigama sichaneke kakhulu malunga nenjongo, abantu ekujoliswe kubo kunye nemeko -Izakhi zezivakalisi zichanekile kwaye umyalezo wakheke kakuhle -Isigama sichanekile -Ubukhulu becala akukho zimpazamo	-Ithoni, irejista, isimbo, isigama sihambelana nenjongo, abantu ekujoliswe kubo kwakunye nemeko -Izakhi zezivakalisi zibonakalisa iimposiso -Isigama siyanelisa -Iimpazamo zobhalo ezikhoyo aziyiphazamisi intsingiselo nomyalezo	-Ithoni, irejista, isimbo, nesigama azingqamani ncam nenjongo kwakunye nabantu ekujoliswe kubo kunye nemeko -Izakhi zezivakalisi zineemposiso ezininzi eziphazamisa umyalezo -Sinqongophele isigama -Kukho amagingxi-gingxi kwintsingiselo	-Ithoni, irejista, isimbo, nesigama azingqamani kwaphela nenjongo, imeko kwakunye nabantu ekujoliswe kubo -Izele ziimpazamo ixazalala -Isigama asifanelananga nenjongo -Intsingiselo ilahleke kakhulu
UMMANDLA WAMANQAKU	**25–30**	**19–23**	**14–17**	**9–12**	**0–7**

ISIHLOMELO C: IRUBRIKI YOKUHLOLA IMIHLATHI EMIFUTSHANE – ULWIMI LOKUQALA OLONGEZELELWEYO [20 AMANQAKU]

Ikhrayitheriya	Balaseleyo	Enobuchule	Phakathi	Buthathaka	Bubhetyebhetye
UMXHOLO UKUCWANGCISA NEFOMATHI **Impendulo nezimvo Ukubekelelwa kwezimvo Iimpawu zetekisi/ umgaqo kunye nemeko** **12 AMANQAKU**	**10–12** -Impendulo igqwesile ibonisa ukuqiqisiswa kwezimvo -Izimvo zihlakaniphile kwaye zivuthiwe -Luphangalele ulwazi lweempawu zolu didi lwetekisi -Umsebenzi ungqalile akukho kugqwidiza -Kubonakala ukunamathelana kwizimvo nomxholo -Iingcamango zidakancwe ngobunono kwaye zonke iinkcukacha zixhasa isihloko -Ifomathi ifanelekile kwaye ichanekile	**8–9** -Impendulo ibonakalisa ukuchaneka kanobom ulwazi olunzulu lweempawu zolu didi lwetekisi -Ingqalile ayiphumi nasemxholweni -Izimvo zixonxwe zadakancwa ngokunamatheleneyo kumxholo nezimvo -Iinkcukacha zixhasa isihloko -Ifomathi ingqalile iindawana ezikhoyo ezingachanekanga aziyiphazamisi injongo yokubhala	**6–7** -Impendulo iyanelisa ibonakalisa ulwazi lweempawu zolu didi lwetekisi -Izimvo azisoloko zisemxholweni kwaye kukho nokugqwidiza -Ukunamathelana kumxholo nezimvo kwenzeka ngokufanelekileyo -Ezinye iinkcukacha zixhasa isihloko -Ifomathi ingqalile kodwa zikho iindawana ezingachanekanga	**4–5** -Kubonakala ubunzima malunga nolwazi lweempawu zolu didi lwetekisi -Zimbalwa izimvo ezisemxholweni kodwa kuninzi ukuphuma ecaleni -Kunqabile ukunamathelana komxholo nezimvo -Zimbalwa iinkcukacha ezixhasa isihloko -Imigaqo yefomathi ephambili ityeshelwe okanye isetyenziswe ngokungaqondi	**0–3** -Impendulo ibonakalisa ukunqongophala kolwazi lweempawu zolu didi lwetekisi -Intsingiselo ilahleka rhoqo -Intsingiselo iduka kwisakhiwo esixazalala -Akukho ukunamathelana kumxholo nezimvo -Zimbalwa kakhulu iinkcukacha ezixhasa isihloko -Imigaqo eyimfuneko yobhalo lwale tekisi ityeshelwe
ULWIMI, ISIMBO NOKUHLELA **Ithoni, irejista, isimbo, nesigama singqamene nenjongo kunye nemeko Ukusetyenziswa kolwimi nemigaqo Ukhetho- magama Iimpawu zokubhala kunye nopelo** **8 AMANQAKU**	**7–8** -Ithoni, irejista, isimbo, isigama zifanelene kakhulu nenjongo, abo kujoliswe kubo kunye nemeko -Izakhi zezivakalisi zisetyenziswe ngokuchanekileyo -Phantse kube akukho nasinye isiphene	**5–6** -Ithoni, irejista, isimbo, nesigama sifanelene kakhulu nenjongo, abantu ekujoliswe kubo kunye nemeko -Izakhi zezivakalisi zichanekile kwaye umyalezo wakheke kakuhle -Isigama sichanekile -Ubukhulu becala azikho iimpazamo	**4** -Ithoni, irejista, isimbo, isigama sifanelene nenjongo, abantu ekujoliswe kubo kwakunye nemeko -Izakhi zezivakalisi zibonakalisa iimposiso -Isigama siyanelisa -Iimpazamo zobhalo ezikhoyo aziyiphazamisi intsingiselo	**3** -Ithoni, irejista, isimbo, nesigama azifanelananga ncam nenjongo, abantu ekujoliswe kubo kunye nemeko -Izakhi zezivakalisi zineemposiso ezininzi eziphazamisa umyalezo -Sinqongophele isigama -Kukho amagingxi-gingxi kwintsingiselo	**0–2** -Ithoni, irejista, isimbo, nesigama azifanelananga kwaphela nenjongo, imeko kwakunye nabantu ekujoliswe kubo -Izele ziimpazamo ixazalala iyadida -Isigama asihambelani nenjongo -Intsingiselo ilahlekile kakhulu
UMMANDLA WAMANQAKU	**17–20**	**13–15**	**10–11**	**7–8**	**0–5**

IRUBRIKI YOKUHLOLA IMIHLATHI EMIDE NEMIFUTSHANE – ULWIMI LWESIBINI OLONGEZELELWEYO [20 AMANQAKU]

Ikhrayitheriya	Balaseleyo	Enobuchule	Phakathi	Buthathaka	Bubhetyebhetye
UMXHOLO , UCWANGCISO NEFOMATHI **Ukungqala kwempendulo nezimvo Ukuqoqwa kwezimvo ngenjongo yokucwangcisa Injongo yokubhala, abo kujoliswe kubo, iimpawu/imigaqo yetekisi, kunye nemeko** **12 AMANQAKU**	**10–12** -Impendulo igqwesile ibonisa ukuqiqisiswa kwezimvo -Izimvo zihlakaniphile kwaye zivuthiwe -Luphangalele ulwazi lweempawu zolu didi lwetekisi -Umsebenzi ungqalile akukho kugqwidiza -Kubonakala ukunamathelana kwizimvo nomxholo -Iingcamango zidakancwe ngobunono kwaye zonke iinkcukacha zixhasa isihloko -Ifomathi ifanelekile kwaye ichanekile	**8–9** -Impendulo ibonakalisa ukuchaneka kanobom ulwazi olunzulu lweempawu zolu didi lwetekisi -Ingqalile ayiphumi nasemxholweni -Izimvo zixonxwe zadakancwa ngokunamatheleneyo kumxholo nezimvo -Iinkcukacha zixhasa isihloko -Ifomathi ingqalile iindawana ezikhoyo ezingachanekanga aziyiphazamisi injongo yokubhala	**6–7** -Impendulo iyanelisa ibonakalisa ulwazi lweempawu zolu didi lwetekisi -Izimvo azisoloko zisemxholweni kwaye kukho nokugqwidiza -Ukunamathelana kumxholo nezimvo. Kwenzeka ngokufanelekileyo -Ezinye iinkcukacha zixhasa isihloko -Ifomathi ingqalile kodwa zikho iindawana ezingachanekanga	**4–5** -Kubonakala ubunzima malunga nolwazi lweempawu zolu didi lwetekisi -Zimbalwa izimvo ezisemxholweni kodwa kuninzi ukuphuma ecaleni -Kunqabile ukunamathelana komxholo nezimvo -Zimbalwa iinkcukacha ezixhasa isihloko -Imigaqo yefomathi ephambili ityeshelwe okanye isetyenziswe ngokungaqondi	**0–3** -Impendulo ibonakalisa ukunqongophala kolwazi lweempawu zolu didi lwetekisi -Intsingiselo ilahleka rhoqo kukho Intsingiselo iduke kwisakhiwo esixazalala -Akukho ukunamathelana kumxholo nezimvo -Zimbalwa kakhulu iinkcukacha ezixhasa isihloko -Imigaqo eyimfuneko yobhalo lwale tekisi ityeshelwe
ULWIMI ISIMBO SOKUBHALA NOKUHLELA **Ithoni, irejista, isimbo, injongo/ifuthe, abo kujoliswe kubo kunye nemeko Ukusetyenziswa kolwimi nemigaqo Uchongo magama Iimpawu zokubhala kunye nopelo** **8 AMANQAKU**	**7–8** -Ithoni, irejista, isimbo, isigama zifanelene kakhulu nenjongo, abo kujoliswe kubo kunye nemeko -Izakhi zezivakalisi zisetyenziswe ngokuchanekileyo -Phantse kube akukho nasinye isiphene	**5–6** -Ithoni, irejista, isimbo, nesigama sifanelene kakhulu nenjongo, abantu ekujoliswe kubo kunye nemeko -Izakhi zezivakalisi zichanekile kwaye umyalezo wakheke kakuhle -Isigama sichanekile -Ubukhulu becala azikho iimpazamo	**4** -Ithoni, irejista, isimbo, isigama sifanelene nenjongo, abantu ekujoliswe kubo kwakunye nemeko -Izakhi zezivakalisi zibonakalisa iimposiso -Isigama siyanelisa -Iimpazamo zobhalo ezikhoyo aziyiphazamisi intsingiselo	**3** -Ithoni, irejista, isimbo, nesigama azifanelananga nenjongo, abantu ekujoliswe kubo kunye nemeko -Izakhi zezivakalisi zineemposiso ezininzi eziphazamisa umyalezo -Sinqongophele isigama -Kukho amagingxi-gingxi kwintsingiselo	**0–2** -Ithoni, irejista, isimbo, nesigama azifanelananga nenjongo, imeko kwakunye nabantu ekujoliswe kubo -Izele ziimpazamo ixazalala iyadida -Isigama asihambelani nenjongo -Intsingiselo ilahlekile kakhulu
UMMANDLA WAMANQAKU	**17–20**	**13–15**	**10–11**	**7–8**	**0–5**

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