

Study & Master

Support Pack | Grade 12

CAPS

Icandelo lesi-4 IsiXhosa ULwimi Lwasekhaya

Esi siqendwana senkxaso kwi**Kharityulam yesiXhosa yeCAPS iBanga le-12** sibonelela ngemisetyenzana ezekelisayo neluncedo. Yonke imisetyenzana ineempendulo. Umfundi ngamnye angayenza ngokwakhe ekhaya le misetyenzana okanye ingaba sisiseko sokufunda ngezifundo asemva ngazo okanye ibe sisifundo esiqhutywa nge-intanethi. Uvunyelwe ukuba usishicilele okanye usifotokope esi siqendwana okanye usisasaze ngendlela ye-intanethi nge-imeyile okanye nge-WhatsApp.

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Ukuba ufuna ulwazi oluthe kratya malunga neencwadi nemathiriyeli yethu eluncedo nevunyiweyo ye-*Study & Master* CAPs, ndwendwela u-www.cambridge.org

We are all in this together!

Isincoko esibalisayo

- Kwisincoko esibalisayo ubalisa ngeziganeko.
- Iziganeko mazilandelelane.
- Bhala ibali ngokwamava akho.
- Sebenzisa ingxoxo apha naphaya ukuba ngaba iyahambelana nebali kodwa xa uzama ukuphuhlisa umba othile.
- Chaza ukubonisa ukubaluleka komlinganiswa othile.
- Dala unxunguphalo okanye uburharha. Isincoko sahlukile kwibali elifutshane kwaye naso sinesakhiwo saso.

Isincoko esichazayo

- Kwisincoko esichazayo uzoba umntu, indawo okanye indlela othi uyichaze ngayo.
- Quka ukungathathi cala noluvo lwakho kwinkcazo yakho.
- Ukungathathi cala kuquka malunga nombala, isimo, nokwakhiwa.
- Uluvo lwakho lubonisa inkcaso yakho ngale nto uyichazayo.
- Izichasaniso zisebenzise.

Isincoko socamngco

- Kwesi sincoko usebenzisa ingqikelelo ukuze intetho yakho iphuhlise uluvo oluthile.
- Uya kuqwalasela ukuba oku kuphathwa ngumnqweno othile ocinga okanye ofuna ukufikelela kuwo.

Isincoko esixoxayo

- Injongo apha kukucenga umfundi avumelane nawe kuluvo lwakho.
- Kufuneka ube nolwazi oluphangaleleyo ngentloko othetha ngayo uze ukwazi ukucwangcisa izimvo neengcamango zakho ngokufanelekileyo.
- Kwesi sincoko unokunika eyona ngcamango ephambili enokuthi ilandelwe yimizekelo kunye nengxoxo enzulu ngayo.

Isincoko esivelela amacala omabini ngokulinganayo

- Kwesi sincoko uxoxa ngamacala amabini aphikisanayo kwaye uxoxa ngala macala ngokulingana.
- Funda kwizincoko ezingentla isakhiwo sesincoko.
- Zikhumbuze ngokufunda ezi ngecebiso phambi kokuba ubhale.

Intshayelelo

- Apha uxela eyona nto uza kuthetha ngayo.
- Ngamanye, amazwi wazisa abafundi bakho ngesihloko eso ubhala phantsi kwaso.
- Intshayelelo kufuneka ibe mfutshane kodwa idlwengule umxhelo walowo uza kufunda isincoko sakho.
- Chaza okubalulekileyo uzama ukutshayelela oza kuthetha ngako kumxholo.

Umxholo/isiqu/umzimba

- Ubeka zonke izimvo zakho malunga nesihloko.
- Iingcinga zakho zahlule ngokwemihlathi.

- Kumhlathi ngamnye makubekho ingcinga enye ephambili ethi ilandelwe zingcinga ezixhasayo.
- Imihlathi yakho nezivakalisi mazilandeledane kwaye zinamathelane ukuze oko ukuthethayo kube nokuyondeledane.
- Khetha isigama esihambelana nesihloko sakho esiza kukwazi ukuphuhlisa ngokucacileyo iingcinga neengcamango zakho.

Isiphelo

- Awuphindi ube nangcinga okanye nangcamago zintsha apha koko ushwankathela koko ukuthethileyo unika olwakho uluvo.

Ileta yobuhlobo

- Kule leta ubhalela umntu omaziyo kwaye onobudlelwane naye.
- Bonisa ubudlelwane bakho nalowo umbhalelayo.
- Yahlukile kwileta yaseburhulumenteni.
- Funda ngezantsi iimpawu zeleta yobuhlobo.

Iimpawu zeleta yobuhlobo

- Ileta yobuhlobo inedilesi enye.
- Bhala idilesi yakho kwikona ekwicala lasekunene.
- Xa ubulisa usebenzisa endimthandayo.
- Kaloku lo mntu ombhalelayo uthandwa nguwe wedwa.
- Kwintshayelelo bonisa ubudlelwane/ulwalamano bakho nalo mntu umbhalelayo.
- Isiqu/umxholo kufuneka uwahlule nesiphelo.
- Kwisiqukumbelo awusisebenzisi isimnini esigxininisayo oko kukuthi owakho umntwana.
- Ifani yakho awuyibhali kuba kaloku lo mntu umbhalelayo uyakwazi.
- Shiya umgca phakathi kwemihlathi yakho. Yahlula isiqu sakho ngokwemihlathi.
- Izivakalisi zakho mazilandeledane kwaye ziphefumlelane.
- Sebenzisa isigama nolwimi oluphuhlisa ukuba kukho ubudlelwane obukhoyo phakathi kwakho nalowo umbhalelayo.

Ileta yaseburhulumenteni

- Kwileta yaseburhulumenteni awunabudlelwane nomntu ombhalelayo ngoko kufuneka uqala nje ukuyibhala ungene emxholweni.

Iimpawu zeleta yaseburhulumenteni

- Bhala idilesi yakho kwicala lasekunene – ngasekoneni.
- Isitalato sibhalwa ngesiNgesi
- Ileta yakho mayibe nomhla ebhalwe ngayo ileta – lo mhla ubhalwa ngesiXhosa.
- Bhala idilesi yomntu ombhalelayo kwicala lasekhohlo uze uqale ngokubhala isikhundla akuso, umz: The Manager, okanye Mnumzana M Mbanjwa, Nkosazana S Cola.
- Kwisibuliso usebenzisa igama elithi Obekekileyo: Mnumzana/ Nkosazana/ Nkosikazi obekekileyo.
- Ezantsi kwesibuliso ubhala isihloko esiqala ngolu hlobo: Umcimbi. Kubhale oku ngonobumba abakhulu. Bhala umcimbi lowo ukwenza ukuba ubhale.

- Kwintshayelelo yakho ngena emxholweni sisuka.
- Hlula isiqu ngokwemihlathi. Khumbula ukuba umhlathi unengcinga enye eyintloko. Zonke ezinye iingcinga mazixhase ingcinga eyintloko.
- Shiya umgca phakathi kwemihlathi.
- Izivakalisi zakho mazilandelelane kwaye ziphefumlelane ukuze zikwazi ukwenza intsingiselo.
- Chonga amagama oza kuwasebenzisa kwaye isigama sakho masibonakale ukuba lo umbhalelayo awumazi kwaye sebenzisa ulwimi olufanele umxholo oza kuthetha ngawo.
- Kwisiphelo bhala igama lakho nefani. Kaloku lo mntu umbhalelayo akakwazi.
- Kwisiqukumbelo –uqukumbela ngokusebenzisa ozithobileyo uze kumgca olandelayo ubhale igama nefani yakho.

I-ajenda nemizuzu yentlanganiso

- Xa kuza kubakho intlanganiso kufuneka amalungu aza kuza entlanganiso aziswe ngentlanganiso.
- Xa kubizwa intlanganiso kufuneka isaziso sentlanganiso siqulathe i-ajenda ukuze amalungu akwazi ukuzilungiselela.
- Dwelisa iingongoma ngokufanelekileyo. Bhala izihloko kuphela.

Imizuzu

- Emva kwentlanganiso unobhala ubhala imizuzu, eshwankathela oko bekuthethwa ngako kunye nezigqibo zesihloko ngasinye ebekuxoxwa phezu kwaso.

Iingcebiso

- Khumbula ukuba imizuzu yirekhodi esemthethweni yentlanganiso kwaye kubaluleke kakhulu ukuba ugcinwe endaweni ekhuselekileyo.
- Abantu badla ngokubuyela kuyo ukukhangela izigqibo ezenziweyo.
- Bhala oko bekuxoxwa entlanganisweni ungafakeli ezakho izimvo.
- Sukuzibhala izinto ezingenamsebenzi nalapho bekutsalwa omnye umntu kuhlekwana.
- Konke okubhalayo makubhalwe phantsi kwesihloko esifanelekileyo.
- Shwankathela oko bekuxoxwa nokugqitywe ngesihloko eso.
- Xa ubhala imizuzu yibhale kwixesha elidlulileyo.
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Ukubhala i-CV neleta eyikhaphayo

I-CV (Inkcazo ngobom)

- Inkcazo ngobom yinkcazelo ebanzi ngawe.
- Oko kukuthi uchaza ngokuzalwa kwakho, imfundo, ulwazi ngomsebenzi nenye inkcazo esemxholweni.
- Inkcazo ngobom imele ukuba yiyo ekuvulela amathuba okuqeshwa kuloo msebenzi ungenise kuwo inkcazo yakho ngobom.
- Abaqeshi babona kuyo ukuba uwufanele umsebenzi lowo.
- NgesiNgesi ibizwa ngokuba yi-Curriculum Vitae.
- Yiyo loo nto kusetyenziswa oonobumba bokuqala abathi ‘CV’.
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Inkcazo ngobom iqulethe oku kulandelayo:

- Apho unokufunyanwa khona.
- Imbali yakho.
- Impumelelo ngokwasezifundweni.

- Amava onawo womsebenzi.
- Izinto ozithandayo.
- Abantu abanokunika iinkcukacha ngawe.

Xa ubhala i-CV kufuneka uqaphele ezi zinto zilandelayo:

- Zonke izihloko mazibhalwe ngoonobumba abakhulu.
- Landelelanisa iinkcukacha ngokufanelekileyo.
- Bhala ngokucocekileyo.
- Sukuyibhala into engeyonyaniso kwi-CV. Bhala kuphela izinto eziyinyaniso ngawe kuba xa ufuna umsebenzi uthumela yona kwaye uyabuzwa ngolwazi olubhale kwi-CV yakho.
- Xa uthumela inkcazo ngobomi kufuneka ufake nencwadi yesicelo. Ukanti kwezinye iimeko kufuneka i-CV yakho ihambe kunye nefomu.
- Kufuneka usebenzise ulwimi olusulungekileyo, olufanelekileyo nolwamkelekileyo.
- Phambi kokuba uyithumele yihlele ngokufanelekileyo.
- Yibhale ngendlela eya kwenza umqeshi akubone uwufanele umsebenzi lowo uwucelayo.
- I-CV mayibe nesihloko esixela ukuba yekabani.
- Kwinkcazo oyinikayo kubalulekile okokuba unike zonke iinkcukacha ngawe.
- Bhala nezinto ozithandayo nonomdla kuzo.

Ukubhala i-obhitshuwari

- Ekuhlaleni sonke siye sikhelwe zizinto ezibuhlungu zokushiywa ngabo sibathandayo.
- Xa besishiyile ke siye sibhale i-obhitshuwari ukuze nabo bangamaziyo abaze emgcwabeni wakhe babe nolwazi ngaye.
- Xa uyibhala ke khumbula ezi zinto zilandelayo.
- Bhala igama lakhe nefani yakhe, umhla wokuzalwa nendawo awazalelwa kuyo, amagama abazali bakhe.
- Imfundo yakhe neendawo aphangele kuzo.
- Unobangela wokusweleka kwakhe.
- Abantu abashiya ngasemva.
- Amazwi okumkhapha, mhlawumbi nezibongo zesiduko sakhe.
- Sebenzisa ulwimi olusulungekileyo noluhloniphayo.

Ukubhala inqaku lephephandaba

- Xa ubhala ibali lephephandaba sebenzisa ulwazi olufumene ngexesha ububambe udliwano-ndlebe. Khumbula oku kulandelayo:
- Chaza ngokufutshane umba obhala ngawo kodwa ucace gca.
 - Gqithisa umyalezo wakho uvakale kulowo umbhalelayo.
 - Nika isihloko esicacileyo nesivakalayo uze wongeze nesihlokwana esicacileyo.
 - Shwankathela ngokucacileyo ungayigqwethi into eyinyaniso.
- Qala ngokona kubaluleke kakhulu, umzekelo, ngubani, yintoni, nini, phi, kutheni, kangakanani.

Ukubhala inqaku lemagazini

- Xa ubhala inqaku lemagazini kufuneka uqaphele oku:
 - Isihloko masitsale umdla sibe sesidlwengula umxhelo.
 - Indlela yokubhala mayibe yevela kuwe, uthethe ngqo nomfundi.

- Isimbo sokubhala singaba sesichazayo nesikhatshwa zizafobe, ukutsala umdla wabafundi.
- Amagama, iindawo, ubume bendawo kunye nezinye iinkcukacha ezifunekayo mazifakwe kwinqaku elo.
- Njengakwiirivyu akukho mgaqo umiselweyo wokubhalwa kwenqaku lemagazini.

Ukubhala ingxelo

- Ingxelo zindidi ezimbini.
- Kukho esesikweni nengekho sikweni.
- Ingxelo engekho sikweni yileyo ungayibhali phantsi uyithetha ngomlomo kuphela.
- Esesikweni ifuna ukuba uqokelele ulwazi kwinjongo ethile, ucazulule olo lwazi uze ulwazise ngendlela ecwangcisiweyo.
- Isihloko sengxelo sifutshane, sibanzi kwaye sisebenza njengesishwankathelo sokuqulathwe yingxelo.

Iimpawu zengxelo

- Isihloko sengxelo masingabhekiseleli mntwini kodwa kufuneka igama lenkampani lichaziwe.
- 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)
 - Kwinqubo chaza indlela owenze ngayo uphando lwakho.
 - Okufunyanisiweyo – kufuneka kuchazwe ngokungaqhutywa luluvo/ ungathathi cala kwaye isiphumo sophando izigqibo/ izigwebo – lulwalamano phakathi kwenqubo neziphumo.
 - Iingcebiso – kukho ulwalamano phakathi kwezizigqibo neengcebiso.
 - Ngoko iingcebiso zakho kufuneka zisekelwe kwizigqibo.
 - Sebenzisa: ixesha langoku (ngaphandle kokuba yingxoxo yababini emalunga nezinto ezadlulayo).
 - Izibizo gabalala.
 - Umntu wesithathu.
 - Ingcaciso egqibeleleyo.
 - Amagama namabinza abhekise kwimeko (enjengobugcisa).
 - Ulwimi olusesikweni.

Udliwanondlebe

- Udliwano-ndlebe luthotho lwemibuzo yolwazi olufunwayo.
- Udliwano- ndlebe yintetho/yingxoxo okhutshelweyo ngoko ke kufanele kwenzeka oku kulindelweyo.
- Usingadliwano-ndlebe angabaliswa njengebali.
 - Yakha imibuzo ecacileyo nebambekayo, oko kukuthi enentsingiselo ethe ngqo kwaye ibe yimibuzo engamidanga ukuze lowo ubuzwayo akwazi ukuphendula okufunwayo. Imibuzo yakho akufuneki ukuba ibe mbolo-mbini.
 - Sebenzisa izixhobo zobuciko (iimpawu zonqumamo, imibuzo emifutshane egxininisayo nophinda-phindo).
 - Nika amagama esithethi kwicala lasekhohlo ephepheni.
- Ukwahlula phakathi intetho yesithethi neyesinye, shiya umgca.

Ukubhala isigxeko-ncomo (irivyu)

- Irivyu ayilandeli ndlela ithile yokubhalwa.
- Akukho mfuneko yokuba kuchatshazelwe imiba ethile encwadini, kwifilm okanye i-CD leyo kwenziwa irivyu yayo.
- Abantu abenza irivyu bajolise kuloo nto benza irivyu yayo nakulowo ubandakanyekayo kuyo, bakugqiba bafakele nantoni abayithandayo.
- Irivyu eyiyo yengathathi cala nengadleleli bani, kodwa irivyu engeyiyo yileyo inomntu odandalazisa nje uluvo lwakhe ngokuthile.
- Ezinye iirivyu ziba nezihlekiso.
- Abanye ababhali bazo lolona phawu balusebenzisayo olo lwesihlekiso kwiirivyu zabo.
 - Veza imbono yakho buqu ngomsebenzi wobugcisa, ifilm, iincwadi, umsebenzi othile, njalo njalo.
 - Dandalazisa indlela oyibona ngayo loo nto iphambi kwakho.
 - Irivyu zithabatha icala elithile.
 - Bangabababini abantu abenza irivyu ngomsebenzi omnye kodwa bavakalise izimvo ezahlukeneyo.
 - Nika iingongoma eziphambili nezichanekileyo, umzekelo, igama lombhali/umvelisi/igcisa, isihloko sencwadi/somsebenzi, igama lompapashi/lenkampani yokuvelisa kunye nexabiso (xa likhona).

Ukubhala intetho

- Sazi isimbo sokuthetha oza kusisebenzisa, ixesha, indawo, isizathu (injongo), abaphulaphuli noko oza kukuthetha.
- Qala intetho yakho ngendlela etsala umdla.
- Waphuhlise amanqaku akho kakuhle ungatsho ngengetho ekruqulayo.
- Sebenzisa izivakalisi ezifutshane ezikhatshwa ziingcingane ezilula, usebenzise imizekelo eqhelekileyo.
- Lungelolanisa izigxeko zakho nezincwadi onazo.
- Isiphelo sibalulekile kwaye ukhumbule ukuba ayisosishwankathelo sokubhaliweyo.

Ukubhala ingxoxo yababini

- Yingxoxo ephakathi kwabantu ababini nangaphezulu.
- Bhala ingxoxo njengoko isenzeka, amazwi ezithethi uwabhala njengoko enjalo.
- Ukwahlula phakathi kwentetho yesithethi neyesinye, shiya umgca.
- Cebisa abalinganiswa (okanye abafundi) ngendlela yokuthetha okanye yokwenza ngokufanelekileyo kwizibiyeli phambi kwamagama athethwayo.
- Banike umkhomba-ndlela wokuza kuthethwa ngako phambi kokuba ubabhalise.
- Ingxoxo yababini sisiqalo esiluncedo sokuqala inkqubo yokubhala njengoko iincoko ezisemgangathweni zibonisa ukuthethwa kwesiXhosa.