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IBANGA LE-12

ISIZULU ULIMI LOKUQALA LOKWENGEZA (FAL)

IPHEPHA LESITHATHU (P3)

NOVEMBA 2009

IMEMORANDAMU

AMAMAKI: 100

Le memorandamu inamakhasi ayi-8.

ISIQEPHU A: YEZINDABA

AMAKHODI		IKHODI 7	IKHODI 6	IKHODI 5	IKHODI 4	IKHODI 3	IKHODI 2	IKHODI 1
		Uphumelele ngamalengiso	Uphumelele ngeqophelo eliphezulu	Uphumelele ngokuvelele	Uphumelele ngezinga eligculisayo	Uphumelele ngokusendimeni	Uphumelele ngokunganelisi kahle hle	Akaphumelela-nga
ISIQEPHU A (AMAMAKI 50)	ULIMI, ISITAYELA, UKUHELELA (12)	10 – 12 (80 – 100%)	8½ – 9½ (70 – 79%)	7½ – 8 (60 – 69%)	6 – 7 (50 – 59%)	5 – 5½ (40 – 49%)	4 – 4½ (30 – 39%)	0 – 3½ (0 – 29%)
		* Ulimi lunothile kakhulu, nezimpawu zokuloba zisetshenziswe kahle kakhulu. * Amagama ajiyile futhi anemba kahle kakhulu. * Isitayela, iphimbo nerejista kusetshenziswe ngokuphumelela okukhulu. * Indaba ayinamaphutha nhlobonhlobo. * Imisho nezigaba zendaba kuyanikezelana kahle kakhulu.	* Ulimi lunothile impela nezimpawu zokuloba zisetshenziswe kahle impela. * Amagama akhetheke impela. * Isitayela, iphimbo nerejista kusetshenziswe ngokuseqophelweni. * Indaba ayinamaphutha. * Imisho nezigaba zendaba kuyanikezelana impela.	* Ulimi lusebenze kahle. * Amagama asetshenziswe kahle. * Isitayela, iphimbo nerejista kusetshenziswe kahle. * Indaba yamukeleka kahle. * Imisho nezigaba zendaba kuyahambisana kahle.	* Ulimi nezimpawu kusetshenziswe ngokugculisayo. * Amagama asetshenziswe ngokugculisayo. * Isitayela, iphimbo nerejista kusetshenziswe ngokugculisayo. * Indaba isezingeni eligculisayo. * Imisho nezigaba zendaba kuyagculisa.	* Ulimi kusetshenziswe ngokusendimeni. * Amagama asetshenziswe ngokulingene nje. * Isitayela, iphimbo nerejista kusendimeni. * Indaba isendimeni. * Imisho nezigaba zendaba kusendimeni.	* Ulimi seluqala ukunganelisi kahle. * Amagama asetshenziswe ngokunganeliseki kahle. * Isitayela, iphimbo nerejista akuhambisani kahle. * Indaba igcwele amaphutha. * Imisho nezigaba zendaba akuhambisani kahle.	* Ulimi luphansi kunamaphutha amaningi kakhulu. * Amagama awahambelani ayanhlanhlatha. * Isitayela, iphimbo nerejista kugcwele amaphutha kakhulu. * Amaphutha maningi kakhulu. * Imisho nezigaba zendaba kunamaphutha amaningi kakhulu.

AMAKHODI		IKHODI 7	IKHODI 6	IKHODI 5	IKHODI 4	IKHODI 3	IKHODI 2	IKHODI 1
		Uphumelele ngamalengiso	Uphumelele ngeqophelo eliphezulu	Uphumelele ngokuvelele	Uphumelele ngezinga eligculisayo	Uphumelele ngokusendimeni	Uphumelele ngokunganelisi kahle hle	Akaphumelelanga
ISIQEPHU A (AMAMAKI 50)	OKUQUKETHWE (32)	26 – 32 (80 – 100%)	22½ – 25½ (70 – 79%)	19½ – 22 (60 – 69%)	16 – 19 (50 – 59%)	13 – 15½ (40 – 49%)	10 – 12½ (30 – 39%)	0 – 9½ (0 – 29%)
		* Okuqukethwe kutshengisa ukuzisungulela okusezingeni elihle kakhulu. * Imiqondo inikezelana kahle kakhulu. * Indaba inokuthuthuka okusezingeni elihle impela. * Uhlaka lucacile futhi luhambisana kahle kakhulu nendaba.	* Kunokuziqambela okuhle impela. * Imiqondo inikezelana kahle impela. * Indaba inokuthuthuka okusezingeni elihle impela. * Uhlaka lucacile futhi luhambisana kahle impela nendaba.	* Kuseqophelweni elihle. * Imiqondo inikezelana kahle. * Indaba inokuthuthuka okusezingeni elihle. * Uhlaka luhambisana kahle nendaba.	* Kuseqophelweni eligculisayo. * Imiqondo inikezelana ngokugculisayo. * Indaba ithuthuka ngokugculisayo. * Uhlaka lucace ngokugculisayo.	* Kuseqophelweni eligculisayo. * Imiqondo inikezelana ngokugculisayo. * Indaba ithuthuka ngokugculisayo. * Uhlaka lucace ngokugculisayo.	* Akucacile kahle. * Imiqondo ayisanikezelani kahle. * Kuvezwe amaphuzu ayingcosana. * Uhlaka alucacile kahle futhi alulandeleki kahle.	* Okuqukethwe akuhambelani neze nesihloko. * Imiqondo ayihambelani nesihloko. * Indaba ayihambisani nesihloko neze. * Uhlaka alubekekile neze kahle/alukho.
		5 – 6	4½	4	3 – 3½	2½	2	0 – 1½
	ISAKHIWO (6)	* Ubude bufanelekile kahle kakhulu. * Isakhiwo usilande ngokuncomekayo kakhulu.	* Ubude bufaneleke impela. * Isakhiwo usilande ngokuncomekayo impela.	* Ubude busezingeni elihle. * Isakhiwo sihle.	* Ubude busezingeni eligculisayo. * Isakhiwo siyagculisa.	* Ubude busendimeni. * Isakhiwo silandelwe ngokusendimeni.	* Ubude nendaba abunelisi kahle. * Isakhiwo asanelisi kahle.	* Indaba imfushane kakhulu/inde kakhulu. * Isakhiwo asisihle neze.

OKULINDELEKILE

1.1 – 1.5 Umqondo mawuphelele esigabeni esisodwa noma kwesilandelayo.
Okungenani mazibe zimbili kuphela izigaba ezethula ngomqondo owodwa zingadluli kulokho.
Makuqalwe umqondo omusha esigabeni esisha.

Amamaki azocazwa ngale ndlela:

ULIMI, ISITAYELA, UKUHLELA (12)

Ulimi	(L)	Bullets 1 & 4	6
Ukuhlela (amagama)	(G)	Bullets 2 & 5	3
Isitayela	(ST)	Bullets 3	3
			[12]

OKUQUKETHWE (32)

Okuqukethwe (Q)	Bullet 1	12
Imiqondo (Im)	Bullet 2	8
Ukuthuthuka (Th)	Bullet 3	7
Uhlaka (HI)	Bullet 4	5
		[32]

ISAKHIWO (6)

Isakhiwo (SK)	Bullet 1	3
Ubude (U)	Bullet 4	3
		[6]

Amakhodi angasetshenziswa ukumaka

- SP --Isipelingi esingamukelekile.
PH – Uphawu lokubhala olungemukelekile.
L --Ulimi olungemukelekile.
// -- Khombisa isigaba esisha.
NK – Inkathi engemukelekile.
'S-I – I-aphostilofi engemukelekile.
GL – Amagama awalandelani ngokufanele.
R – Irejista.
KM – Akwenzi umqondo.
ISIV. – Isivumelwano esingavumelani.
AK – Akudingekile.
^ – Kunegama elingekho.
GN – Igama elingcono.
/ – Ukuhlukanisa amagama.
() – Ukuhlanganisa amagama.

OKULINDELEKILE MAYELANA NESAKHIWO SEMIBHALO (ISIQEPHU A)

- Isingeniso: Siyaheha, sinamandla, siyisigaba esisodwa, singenisa indikimba.
- Umzimba: (i) Izigaba zinemiqondo ezwakalayo nenikezelanayo.
(ii) Zihleleke kahle/umusho owesekelayo.
(iii) Umbhalo nombhalo mawuhambelane nenkathi okumele ubhalwe ngayo.
- Isiphetho: (i) Siyisigaba esisodwa.
(ii) Makuvele ukuthi umbhalo usuyagoqwa noma uyasongwa.
(iii) Selungavela uvo lombhali ngalokho abhala ngakho okungaba ukuxwayisa/ukweluleka/ukuxolisa.

ISIQEPHU B: YENCWADI YOBUNGANI/ I-CV/Y/INGXOXO/ UMBIKO

AMAKHODI		IKHODI 7	IKHODI 6	IKHODI 5	IKHODI 4	IKHODI 3	IKHODI 2	IKHODI 1
		Uphumelele ngamalengiso	Uphumelele ngeqophelo eliphezulu	Uphumelele ngokuvelele	Uphumelele ngezinga eligculisayo	Uphumelele ngokusendimeni	Uphumelele ngokunganelisi kahle hle	Akaphumelelang a
ISIQEPHU B (AMAMAKI 30)		8 – 10 (80 – 100%)	7 – 7½ (70 – 79%)	6 – 6½ (60 – 69%)	5 – 5½ (50 – 59%)	4 – 4½ (40 – 49%)	3 – 3½ (30 – 39%)	0 – 2½ (0 – 29%)
	ULIMI, ISTAYELA, UKUHELELA (10)	* Uhlelo, ukusetshenziswa kolimi nezimpawu zokuloba kusezingeni eliphezulu kakhulu. * Isitayela, iphimbo nerejista kusezingeni elihle kakhulu. * Ubude bombhalo buwulandele kahle kakhulu umgomo mlayelo.	* Uhlelo, ukusetshenziswa kolimi nezimpawu zokuloba kusezingeni eliphezulu impela. * Isitayela, iphimbo nerejista kusezingeni elihle impela. * Ubude bombhalo buhle impela.	* Uhlelo, ukusetshenziswa kolimi nezimpawu zokuloba kusezingeni elihle. * Isitayela, iphimbo nerejista kusezingeni elihle. * Ubude bombhalo buhle.	* Uhlelo, ukusetshenziswa kolimi nezimpawu zokuloba kuyagculisa. * Isitayela, iphimbo nerejista kusezingeni eligculisayo. * Ubude bombhalo buyagculisa.	* Uhlelo, ukusetshenziswa kolimi nezimpawu zokuloba kusendimeni. * Isitayela, iphimbo nerejista kusendimeni. * Ubude bombhalo busendimeni.	* Uhlelo, ukusetshenziswa kolimi nezimpawu zokuloba akunelisi kahle. * Isitayela, iphimbo nerejista akunelisi kahle. * Ubude bombhalo abunelisi kahle/Inde/Imfisha.	* Uhlelo, ukusetshenziswa kolimi nezimpawu zokuloba kusezingeni eliphansi kakhulu. * Isitayela, iphimbo nerejista kusezingeni eliphansi kakhulu. * Ubude bombhalo bubi kakhulu/Inde kakhulu/Imfisha kakhulu.
		16 – 20 (80 – 100%)	14 – 15½ (70 – 79%)	12– 13½ (60 – 69%)	10 – 11½ (50 – 59%)	8 – 9½ (40 – 49%)	6 – 7½ (30 – 39%)	0 – 5½ (0 – 29%)
	OKUQUKETHWE, UHLAKA, ISAKHIWO (20)	* Ulwazi oluqukethwe lusezingeni eliphezulu kakhulu. * Unamathela kahle kakhulu kulokho abuzwe ngakho. * Imibono ibhalwe yamukelana ngokusezingeni elihle kakhulu. * Uhlaka lombhalo luhle kakhulu. * Ithekisthi lilandele kahle kakhulu isakhiwo.	* Ulwazi oluqukethwe luseqophelweni eliphezulu. * Unamathela ngokuseqophelweni eliphezulu kwabuzwe ngakho. * Imibono ibhalwe yamukelana ngokusezingeni eliphezulu. * Uhlaka lombhalo luseqophelweni eliphezulu. * Ithekisthi lilandele isakhiwo esifanele impela.	* Ulwazi oluqukethwe lusezingeni elihle. * Unamathela kahle kulokho abuzwe ngakho. * Imibono ibhalwe yamukelana kahle. * Uhlaka lombhalo luhle. * Ithekisthi lilandele isakhiwo esifanele kahle.	* Ulwazi oluqukethwe lusezingeni eligculisayo. * Unamathela ngokugculisayo kulokho abuzwe ngakho. * Imibono ibhalwe yamukelana ngokugculisayo. * Uhlaka lombhalo luyagculisa. * Ithekisthi lilandele isakhiwo esigculisayo.	* Ulwazi oluqukethwe lusendimeni. * Unamathela ngokusendimeni kulokho abuzwe ngakho. * Imibono ibhalwe yamukelana ngokusendimeni. * Uhlaka lombhalo lusendimeni. * Ithekisthi lilandele isakhiwo esisendimeni.	* Ulwazi oluqukethwe alunelisi kahle. * Akanamatheli kahle kulokho abuzwe ngakho. * Imibono ayibhaliwe kahle. * Uhlaka lombhalo aluluhle kahle. * Ithekisthi lilandele isakhiwo esinganelisi kahle.	* Ulwazi oluqukethwe aluluhle neze. * Akanamatheli kahle neze kulokho abuzwe ngakho. * Imibono ayibhaliwe kahle neze. * Uhlaka lombhalo aluluhle neze. * Ithekisthi linesakhiwo esingesihle neze.

OKULINDELEKILE**2.1 INCWADI YOBUNGANI**

- Ikheli elilodwa lobhalayo elihambisana nosuku. Isib. 15 kuNhlolanja 2005/15 Nhlolanja 2005 15 ku–Agasti 2008/15 Agasti 2008/15.09.2008/15-09-2008/2008.09.15.
- Ukubingelela Isib. Malume/Isithakazelo
- Okulindelekile encwadini uqobo lwayo: Makuvele:
 - (i) isingeniso
 - (ii) umzimba (ungaba yizigaba ezimbili ezimayelana nengqikithi)
 - (iii) isiphetho (makuvele ukuqoqa kwendaba isib. Khonza ...)
- Ukuvalelisa isib. Yimina umngani wakho
u-Avanda

2.2 I- CV / UMLANDO WOKUZETHULA**IMININGWANE EPHATHELENE NAMI**

Isibongo :
 Amagama :
 Usuku lokuzalwa :
 Inombolo kamazisi :
 Izwe engazalelwa kulo :
 Ubulili :
 Ulimi olukhulunywa ekhaya :
 Izilimi engizikhulumayo :
 Ikheli lasekhaya :
 Ikheli lasemsebenzini :
 Inombolo yocingo yasekhaya :
 Inombolo yocingo yasemsebenzini :

IMININGWANE EPHATHELENE NOKUFUNDA

Igama lesikole :
 Isitifiketi :
 Izifundo :
 Unyaka :

UMSEBENZI

Igama lenkampani :
 Indawo :
 Umsebenzi engiwenzile :

Akuvumelekile ukukophisha leli phepha

Pheqa ikhasi

Isikhathi ngenza lo msebenzi :

IMINININGWANE EPHATHELENE NEMPILO YANGASESE

Imidlalo engiyikhonzile :

Imidlalo engibambe iqhaza kuyo :

Okunye kokuzijabulisa engikwenzayo:

ABANTU OKUNGABUZWA KUBO NGAMI

Nansi imininingwane edingekayo ngabo:

Amagama nezibongo, indlela ohlobene nabo ngayo noma izikhundla zabo, amakheli abo kanye nezinombolo zabo zocingo.

2.3 INGXOXO

- Makuvele isihloko sengxoxo.
- Makuvele isingeniso esizoveza lokhu okulandelayo:
 - (i) Obani abakhulumayo (abalingiswa) Abalingiswa abaqanjwe amagama, bakuphi, kunini, ingxoxo izoba ngani.
- Ingxoxo mayibonakale iqala, ikhula ize ifike ekugcineni ngokuveza isixazululo.

2.4 UMBIKO**Nanka amaphuzu abalulekile ngombiko:**

- Inhloso yombiko ukwedlulisa ulwazi oluthile.
- Amaphuzu kumele abe liqiniso, kungabi umbono.
- Amaphuzu kumele aphathelane nesihloko.
- Amaphuzu kumele abhalwe abe ngamapoyinti.
- Ulimi olusetshenziswayo kumele luhambisane nalowo noma labo umbiko oqondiswe kubo.
- Ukuze umbiko uzwakale kahle kumele ubhalwe ngomuntu wesithathu okukhulunywa ngaye.
- Kumele umbiko ube nesihloko esishoyo ukuthi umbiko umayelana nani.
- Isihloko kumele sibe negama lomuntu noma abantu umbiko oqondiswe kubo.
- Kumele kubhalwe indlela elandeliwe ekubhaleni umbiko.
- Kumele kubhalwe lokho okutholakale ocwaningeni.
- Kumele kube nesiphetho.
- Kumele kube neziphakamiso.
- Kumele ekugcineni umbiko usayinwe.
- Kumele futhi umbiko ube nosuke.

Isibonelo: Ingozi enyantisayo emgwaqeni uThelawayeka

12 Novemba 2009

Uqondiswe emaphoyiseni

Akuvumelekile ukukophisha leli phepha

Pheqa ikhasi

Amamaki azocazwa ngale ndlela:**ULIMI, ISITAYELA, UKUHLELA (10)**

Ulimi	(L)	Bullets 2 & 3	6
Isitayela	(ST)	Bullet 6 & 7	2
Ubude	(U)	Bullets 4	2
			[10]

OKUQUKETHWE, UHLAKA NESAKHIWO (20)

Okuqukethwe (Q)	Bullets 1 & 2	7
Imibono (B)	Bullets 3	5
Uhlaka (HI)	Bullets 4	5
Isakhiwo (Sk)	Bullet 1	3
		[20]

ISIQEPHU C: YENKOMBANDLELA/I-EMAIL/IPHOSIKHADI

AMAKHODI		IKHODI 7	IKHODI 6	IKHODI 5	IKHODI 4	IKHODI 3	IKHODI 2	IKHODI 1
		Uphumelele ngamalengiso	Uphumelele ngeqophelo eliphezulu	Uphumelele ngokuvelele	Uphumelele ngezinga eligculisayo	Uphumelele ngokusendimeni	Uphumelele ngokunganelisi kahle hle	Akaphumelelanga
ISIQEPHU C	ULIMI, ISITAYELA, UKUHLELA (7)	6 – 7 (80 – 100%)	5 – 5½ (70 – 79%)	4½ (60 – 69%)	3½ – 4 (50 – 59%)	3 (40 – 49%)	2½ (30 – 39%)	0 – 2 (0 – 29%)
		* Uhlelo nokusetshenziswa kolimi kusezingeni eliphezulu kakhulu. * Isitayela, iphimbo nerejista kuhambisana kahle kakhulu. * Ubude bufanelekile kahle kakhulu.	* Uhlelo nokusetshenziswa kolimi kusezingeni eliphezulu impela. * Isitayela, iphimbo nerejista kuhambisana kahle impela. * Ubude bufanelekile impela.	* Uhlelo nokusetshenziswa kolimi kusezingeni elihle. * Isitayela, iphimbo nerejista kuhambisana kahle. * Ubude bufanelekile kahle.	* Uhlelo nokusetshenziswa kolimi kuyagculisa. * Isitayela, iphimbo nerejista kuyagculisa. * Ubude buyagculisa.	* Uhlelo nokusetshenziswa kolimi kusendimeni. * Isitayela, iphimbo nerejista kusendimeni. * Ubude busendimeni.	* Uhlelo nokusetshenziswa kolimi akunelisi kahle. * Isitayela, iphimbo nerejista akuhambisani kahle. * Ubude abufanelekile kahle.	* Uhlelo nokusetshenziswa kolimi akukuhle neze. * Isitayela, iphimbo nerejista akuhambisani neze. * Ubude abufanelekile neze.
		10½ – 13 (80 – 100%)	9½ – 10½ (70 – 79%)	8 – 9 (60 – 69%)	6½ – 7½ (50 – 59%)	5½ – 6 (40 – 49%)	4½ – 5 (30 – 39%)	0 – 3½ (0 – 29%)

NSC – Imemorandamu

	OKUQUKETHWE, UHLAKA, ISAKHIWO (13)	* Ulwazi oluhle kakhulu ngohlobo lombhalo. * Ubhala kahle kakhulu ngalokho abuzwe ngakho akagudluki neze. * Imibono ibhalwe yamukelana kahle kakhulu. * Uhlaka lombhalo luhle kakhulu. * Ithekisthi inesakhiwo esihle kakhulu.	* Ulwazi oluhle impela ngohlobo lombhalo. * Ubhala kahle impela ngalokho abuzwe ngakho akagudluki neze. * Imibono ibhalwe yamukelana kahle impela. * Uhlaka lombhalo luhle impela. * Ithekisthi inesakhiwo esihle impela.	* Ulwazi oluhle ngohlobo lombhalo. * Ubhala kahle ngalokho abuzwe ngakho akagudluki neze. * Imibono ibhalwe yamukelana kahle. * Uhlaka lombhalo luhle. * Ithekisthi inesakhiwo esihle.	* Ulwazi olugculisayo ngohlobo lombhalo. * Ubhala ngokugculisayo ngalokho abuzwe ngakho akagudluki neze. * Imibono ibhalwe yamukelana ngokugculisayo. * Uhlaka lombhalo luyagculisa. * Ithekisthi inesakhiwo esigculisayo.	* Ulwazi olusendimeni ngohlobo lombhalo. * Ubhala ngokusendimeni ngalokho abuzwe ngakho akagudluki neze. * Imibono ibhalwe yamukelana ngokusendimeni. * Uhlaka lombhalo lusendimeni. * Ithekisthi inesakhiwo kusendimeni.	* Ulwazi olunganelisi ngohlobo lombhalo. * Ubhala ngokunganelisi ngalokho abuzwe ngakho akubuziwe. * Imibono ibhalwe ngokunganelisi. * Uhlaka lombhalo alwenelisi. * Ithekisthi inesakhiwo esinganelisi kahle.	* Ulwazi aluluhle neze. * Akanamatheli kahle neze kulokho abuzwe ngakho. * Imibono ayibhaliwe kahle neze. * Uhlaka lombhalo aluluhle neze. * Ithekisthi inesakhiwo esingasihle neze.
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Amamaki azocazwa ngale ndlela:

ULIMI, ISITAYELA, UKUHLELA (7)

Ulimi	(L) Bullets 2 & 3	3
Isitayela nokuhlela	(StHl)	2
Ubude	(U) Bullets 4	2
		[7]

OKUQUKETHWE, IMIBONO NESAKHIWO (13)

Okuqukethwe	(Q) <i>Bullets 1 & 2</i>	6
Imibono	(B) <i>Bullets 3</i>	4
Isakhiwo nohlaka	(SkHl) <i>Bullet 1 & 4</i>	3
		[13]

OKULINDELEKILE

3.1 IKHADI LESIMEMO

Nanka amaphuzu angabhekwa

- Libhalwa ngomuntu wesithathu.
- Umbiko kumele uphelele futhi ucace.
- Asisetshenziswa isibingelelo nesiphetho.
- Umbiko uyaqonda ungathemelezi.
- Ikheli lomemayo libhalwa ekugcineni ngenzansi.

3.2 UMYALELO

- Umyalelo mawube ngamaphuzu
- Mawuhamisane nezizathu

3.3 IFOMU

- Kubalulekile ukuthi ifomu ligcwaliswe ngemininingwane yonke edingekayo.
- Uhlolwayo uzokwephucwa amamaki uma eshiya izikhala ezingagcwalisiwe