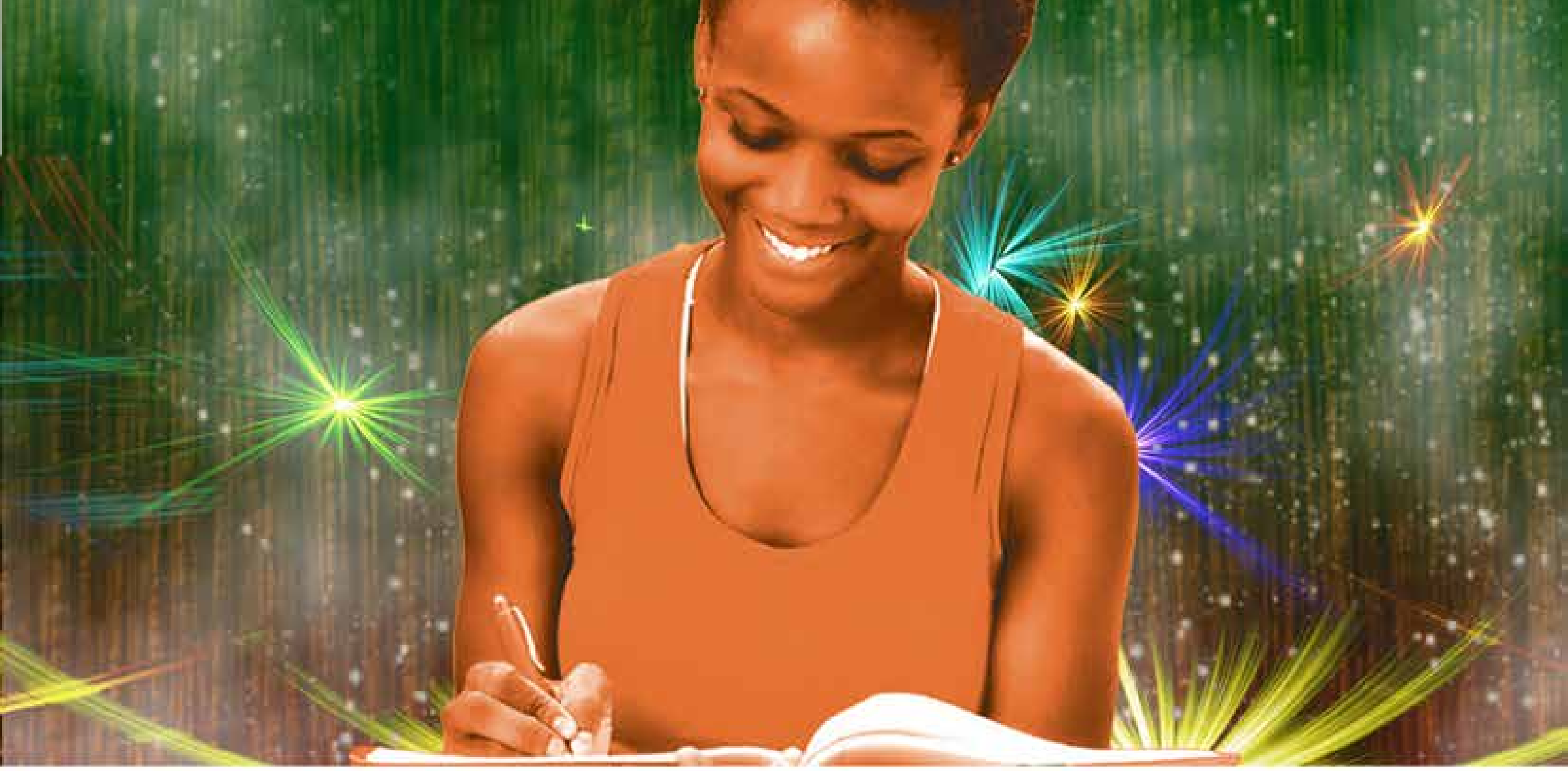
UMHLAHLANDLELA WOKUZIFUNDELA UKUBHALA UKUHLOLISISA OKUQANJIWE OKUYIZINDABA NEZIQEPHU EZEDLULISA IMIYALEZO

ISIZULU

ULIMI LWASEKHAYA
ULIMI LOKUQALA LOKWENGEZA
ULIMI LWESIBILI LOKWENGEZA

AMABANGA 10 – 12
2019



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Sizwe sikaPhunga noMageba yamukelani nawu umzamo esithi asiphonse ngawo itshe esivivvaneni ukulekelela abafundi kanye nabafundisi ukuba bakwazi ukubhala imibhalo yokuziqambela ikakhulukazi ngesikhathi sezivivinyo zabo zokuphela konyaka.

Siyethemba ukuthi lo mhlahlandlela uzokwazi ukulekelela abafundi ukuze baqonde imibhalo yokuziqambela.

Isisezithebeni-ke!

AMAGAMA ABABHALI BALO MHLAHLANDLELA	
1. Zuma K.V.	Gauteng Province – Johannesburg East Distrct
2. Mlangeni P.N.	Mpumalanga Province- Gert Sibande District
3. Thango S.G.	KZN – Ilembe District

1. ISINGENISO

Inhloso yalo mhlahlandlela ukwelekelela abafundi bebanga le-10 kuya kwele-12 emshikashikeni wokuzifundela okuqanjiwe **okuyizindaba neziqephu ezedlulisa imiyalezo** nabo baphinde bazisungulele ezabo izindaba nemibhalo edlulisa imiyalezo. Lo mhlahlandlela uzosiza kakhulu abafundi ekuphumeleleni, ekhonweni lokubhala nokwethula kanye nasekubacijeleni izivivinyo zabo. Ubhalwe wehlukaniswa izingxenye ezimbili. Kukhona izindaba kanye nemibhalo emide edlulisa imiyalezo. Ngaphansi kwengxenye ngayinye kunikezwe izinhlobo zemibhalo, kwachazwa uhlobo ngalunye, kwanikezwa nezibonelo zakhona.

2. Ukubhala okuqhubekayo

Inqubo yokubhala

Ukubhala kumbandakanya ukusetshenziswa nokulandelwa kwenqubo enezinyathelo ezintathu:

- Ukulungiselela ngaphambi kokubhala
- Ukwakha izinhlaka zokuqala.
- Ukubuyekeza, ukufundisisa ukuze ucacise, ukulungisa amaphutha kanye nokwethula.

Ukulungiselela ngaphambi kokubhala.

- Ukucabanga ngenhloso yombhalo nezethameli zawo.
- Ukunquma ngezidingo zesakhiwo, isitayela nombono wombhali.
- Ukuthola, ahlele, aqophe ulwazi azobhala ngalo.
- Ukusebenzisa imithombolwazi enhlobonhlobo akhethe ulwazi ngqo.

Ukwakha izinhlaka zokuqala.

- Ukusebenzisa ngempumelelo imibono esemqoka nesekelayo etholakale lapho kulungiselwa ukubhala.
- Ukubhala indaba noma umbhalo ophelele ulandela amaphuzu owabhale kumalungiselelo.
- Ukunquma ngokukhethwa kwamagama anembayo, achazayo nemishwana ezokwenza ukuthi okubhalwayo kucace.
- Ukuqikelela ithoni nerejista kuhambelane nezethameli kanye nenhloso yombhalo.

Ukubuyekeza, ukufundisisa ukuze ucacise, ukulungisa amaphutha kanye nokwethula.

- Ukuhlolisisa umsebenzi wakho ukuze ulungise amaphutha okungaba ukukhethwa kwamagama, izimpawu zokuloba, isipelingi njl.
- Ukwethula umkhiqizo wokugcina.

3. IZINHLOBO ZEMIBHALO YOKUZIQAMBELA - IZINDABA

3.1 Indaba elandayo

Kulolu hlobo lwendaba, umbhali noma umxoxi uxoxa ngesigameko esithile esake senzeka kuye, ake asibona senzeka komunye noma axoxelwa ngaso. Kuyenzeka kokunye umbhali abhale indaba eyisusela ekhanda. Lokho siyakuthola kwenzeka kakhulu kubafundi (ezikoleni). Kubalulekile ukuthi noma umfundi eyisusela ekhanda indaba yakhe kube yindaba ekholakalayo. Ngokuvamile umbhali wale ndaba usebenzisa inkathi edlule, umuntu okhulumayo noma okukhulunywa ngaye, ukuxoxa indaba yakhe.

Cabanga ngaloku okulandelayo lapho kubhalwa noma kulungiselelwa ukubhalwa kwendaba elandayo:

- Isigaba esiyisingeniso kufanele sibe sifushane, sihehe, sethule indaba ngamafuphi.
- Indaba elandayo kufanele ikholakale nakuba kungeyokuziqambela.
- Indaba elandayo ivame ukubhalwa ibe senkathini edlule.
- Umuntu obhala lolu hlobo lwendaba kumele aqinisekise ukuthi izehlakalo zakhe ziyalandelana.
- Indaba ingagqamisa imizwa yombhali kodwa aqaphele ukuthi indaba iqoqekile futhi igqamisa isenhlakalongqangi esiyisisekelo sendaba yakhe.
- Indaba enesiphetho esingajwayelekile iba nesasasa kunaleyo enesiphetho esisobala futhi esilindelekile.

Isibonelo sesihloko sendaba elandayo:

Bhala indaba ngalesi sihloko:

Mhla Sibanjwa Inkunzi Ebhange Elidumile Enkabeni Yedolobha Langakithi. (50)

[Uma ubhala ngalesi sihloko kulindeleke ukuba kuvele zonke izigigaba ngokulandelana kwazo.]

- **Qala indaba yakho ngamalungiselelo**

Amalungiselelo angaba salwembu noma ngamaphuzu.

Mhla Sibanjwa Inkunzi Ebhange Elidumile Enkabeni Yedolobha Langakithi

Umuntu akabulawa uvalo ngoba angifanga ngenxa yovalo olwangishaya ngoma. Nanamuhla ngisethuka kubande kwamancane uma ngicabanga ngaleso sigameko.

I-ABSA yibhange elivamise ukuthi libe nabantu abaningi kunamanye. Nangalolu suku kwakunjalo. Okwangiqeda du wukuthi umshini wokukhipha imali wawungasebenzi. Kwadingeka ukuthi singene ngaphakathi. Wayekhona unogada njengasemihleni ephethe isiqwayana sakhe nomshinyana ogijinyiswa emzimbeni womuntu uma ezongena ebhange. Wonke umuntu owayengena wayedlula athole izibusiso kulowo mshinyana.

Ngathi qala, ngabona ababeshaye ujenga ngabalandela. Kwaba yisikhathi eside impela silokhu sisondela kancane kancane. Ngokuphazima kweso abasebenzi basebhange babonakala bephithizela bekhuluma okuthile okwakungazwakali kahle. Oyedwa wabasebenzi wasondela ngakithi wehlukanisa abantu imigqa emibili. Umugqa wokuqala kwakungowalabo ababezokhipha imali kanti owesibili kwakungowalabo ababezoyifaka. Mina ngangena emgqeni walabo ababezokhipha imali.

Imigqa yayihamba kancane ikakhulukazi yalabo ababezokhipha imali. Kwathi lapho ngifikelwa umqondo wokuthi ngishintshe umugqa ngimane ngikhiphe izinkulungwane ezimbili kuphela. Ngabuye ngazikhuza ngathi angibekezele kuze kufike ithuba lami.

Esikhundleni sokuthi kwandiswe inani labemukeli nababali bezimali, bavele bancipha. Ngesikhashana nje izindawana abasebenzela kuzo zabe sezibhalwe umbhalo othi, ‘Kuvaliwe.’ Sabekezela kunjalo ngoba sasiyidinga imali. Kwaba sengathi ngiyaphupha lapho sekulithuba lami lokuthi ngithole imali. Wangisheshisela wacofoza ikhompyutha kabili kathathu ngomzuzwana wayibala imali wanginikeza. Ngayithatha maqede ngabonga ngavalelisa.

Kwathi lapho sengibheke emnyango ngabona unogada ekhiya umnyango wabangenayo kanye nalowo wabaphumayo. Sisamangele sabona kuvela onogada ngaphakathi ebhange bephethe amabhokisana emali. Ababili baqonda emshinini wokukhipha nokufaka imali bafike bawuvula baqalisa ukufaka imali. Wonke amehlo abantu aphenduka athi njo kulabo nogada. Mina ngangibalisa ngenhliziyo ukuthi abasaqedi ngani sizovulelwa emnyango siphume ebhange.

Nakuba umuntu engakaze asiphathe isibhamu kodwa uba nalo ulwazi lomsindo wesibhamu esilungiselelwa ukudubula. Kwaba njalo ngenkathi sisathathekile ngonogada ababefaka imali emshinini. Lapho siphendula amakhanda, amehlo ethu abheka ngalapho okwakuzwakala ngakhona imisindo yezibhamu zilungiselelwa ukudubula. Kukhala ubuhaxahaxa. Umuntu owayelapho wabona omunye elala phansi ngesisu naye wenze njalo. Nami ngazibona sengilele cu phansi ngale kokuthi vu. Ngesikhathi abanye abantu bethulula imali ezisefeni ezikumakhompyutha, abanye bethatha leya eyayifakwa ngonogada emshinini, abanye babezikhiphela izimali ezikhwameni zethu. Okwenzeka lapho kwenzeka ngokuphazima kweso.

Sakhala ubumayemaye. Akukusisizanga ukumemeza yize abantu babephume ngobuningi babo bezokwenza izidingo zabo edolobheni langakithi kaSwayimane. Nalapha ngaphakathi ebhange kwakugcwele abantu bengangoZulu eya emakheni. Ubungacabanga ukuthi njengoba sibaningi kangaka, ukhona oyedwa ongaba nesibindi sokuqondana ngqo nezigilamkhuba. Mina ngahayiza ubumayemaye. Muhlu! Impama leyo. Kwacisha izibani. Isalukazi esasikade singilandela savele saquleka. Sawa gilikidi! Intombazanyana eyathi izama ukusisiza kwathi abayidle bayifele. Kwathuleka du. Kuwo lowo mnyama kwatheleka ezakadalawane. O hhe! Kwakusasizani ngoba lase lidume ledlula. Izimali zethu zabe sezithathiwe.

Elokufa alitsheli okwangempela. Kusukela ngalelo langa sengiyakugwema ukungena phakathi ebhange ngoLwesihlanu.

3.2 Indaba echazayo

Lena indaba echaza isimo esithile, umuntu othile noma indawo ethile. Njengoba nesihloko sisho, kumele umbhali wale ndaba asebenzise amagama achazayo kakhulu. Le ndaba idinga ucwaningo. Umbhali acwaninge ngesihloko ethule amaqiniso. Umbhali usebenzisa kakhulu ulimi olusenkathini yamanje.

Kumele umbhali acabange aqikelele lokhu okulandelayo uma ebhala indaba echazayo:

- Umbhali kumele aqikelele ukuthi ukhetha isihloko asazi kahle. Isizathu ukuthi kulukhuni ukuchaza into ongenalo ulwazi lwayo oluphelele.
- Akhethe ngokucophelela amagama nezimo zokukhuluma.

- Amagama asetshenziswa ngumbhali kumele akhe isithombe esikhanya bha.
- Angasebenzisa imifanekisomqondo yokubona, yokuhogela, yokuzwa, yokunambitha kanye neyokuthinta ukuze imelekelele ukwenza akuchazayo kukhanye bha.

Isibonelo sesihloko sendaba echazayo:

Bhala indaba ngalesi sihloko:

Umuntu Engimkhozile Empilweni Yami. **(50)**

[Uma ubhala ngalesi sihloko kulindeleke ukuthi usichazele ngalo muntu omkhonzile. Kumele usivezele izinto ezimenza umkhonze kangaka]

- Qala indaba yakho ngamalungiselelo

Amalungiselelo angaba salwembu noma ngamaphuzu.

Umuntu Engimkhozile Empilweni Yami.

Abazali ngibehlukanisa ngemikhakha emibili. Kukhona abazali abaletha izingane emhlabeni ngenhloso, bese kuba khona labo abaletha izingane ngephutha. Sezizelwe lezi zingane ziphinde ziphathwe ngezindlela ezingefani. Kunabazali abangenalo nhlobo uthando lwezingane zabo, bese kubakhona labo abazithandayo. Umama wami ungomunye wabazithandayo izingane zakhe. Yingakho engumuntu engimkhonze kakhulu empilweni yami.

Yize umama engazange ashade, muncane kakhulu umehluko wothando lwabazali phakathi kwezingane ezizalelwe emishadweni kanye nalezo ezingazalelwanga emshadweni. Angingabazi ukuthi iningi lomakhelwane lalizibuza liziphendula ukuthi umama wakwazi kanjani ukusakhela umuzi, nokuthi zonke izinsuku silale sidlile, sibe nezimpahla zokwembatha, siye esikoleni njengezinye izingane zakomakhelwane futhi sibukeke singumndeni othokozile.

Okujabulisayo imfudumalo nothando esiluthola kumama, nakuba umuzi wakithi umncane kakhulu lapho uqhathaniswa naleyo yomakhelwane. Kunendlu eyodwa qhwaba. Le ndlu inegumbi lokuphekela, elokulala, elokuhlala kanye nelokudlela. Umama uhlala esibhekile ngaso sonke isikhathi ukuthi sihlala sijabule ngalokho asenzela khona.

Kuyenzeka singakudli ukudla esikufisayo ngaso sonke isikhathi, kodwa umama uyakwazi ukusithengela ukudla okusigcina inyanga yonke eze ethole iholo. Ngaphambi kokuthi siye esikoleni, sidla isinkwa esinsundu esigcotshwe ibhotela sisehlise ngetiye elinobisi. Ntambama lapho sibuya esikoleni sisika isinkwa sithose amaqanda, kokunye siwabilise maqede sehlise ngetiye. Kusihlwa sibasa isitofu samalahle sipheke iphalishi kanye nesishebo esikhona ngalolo suku.

Ngimkhonzile impela umama ngoba ungumzali ohlala eqikelela ngaso sonke isikhathi ukuthi izidingo zethu zasesikoleni ziyafezeka. Ngaphandle kokusitholela umfaniswano wesikole, ubuye asijabulise ngezimpahla zokuswenka. Unendlela yakhe ethe phecelezi yokusithengela izimpahla zokugqoka. Uma kuwusuku lokuzalwa lomunye wethu, umthengela izimpahla zokugqoka ngokuthanda kwakhe. Nathi siyazinakekela izimpahla umama asithengela zona. Uphinde asikhuthaze ukuthi ngaso sonke isikhathi sihlale sihlanzekile.

Umama ungumuntu othanda ukuthi izingane zakhe zithole zonke izincwadi ezisetshenziswa esikoleni, futhi siphinde siziphathe kahle lezo zincwadi. Uncamela ukuthi aboleke imali kumlungu amsebenzelayo uma kudingeka into ethile esikoleni. Selokhu sangena esikoleni asikaze sithelwe ngehlazo lokuhlale sikhunjuzwa phambi kwabafundi ukuthi asiyikhokhile imali yesikole. Esikoleni lapho izingane zomtakanobani zidla izibiliboco, nathi siyazidla.

Abantu abaningi bayakuthokozela ukuhlala beseduze kukamama. Kukubi noma kukuhle umama akashintshi ngenxa yesimo. Kwala ngisho umuntu emonile akambambeli igqubu. Kuneziwombe lapho thina zingane zakhe siye simephule umoya, kodwa akasidubi uhlala nathi phansi asibonise ngendlela eyakhayo. Kuyaye kuthi uma esibonisa ngamaphutha ethu, aseluleke bese edlula kulokho. Yingakho kungekho muntu engingamfanisa nomama empilweni yami.

Ngenxa yokuba nohlobo lukamama esinalo, asilali phandle kodwa sinompheme oyindlu yokufihla ikhanda. Silala sidlile njengezinye izingane, futhi singumndeni onothando nokuthula. Umama uzohlala engumuntu engimkhonzile empilweni yami.

3.3 Indaba eningayo noma ecabangisisayo

Lena indaba lapho umbhali umbono wakhe abuye anikeze impendulo yakhe enganyelwe yimicabango kanye nemizwa. Le ndaba ijeqeza emuva esigamekweni esike senzeka. Umbhali-ke lapha ubeka imibono yakhe ngokwenzekile, acacise okuhle, amaphutha, bese enza izincomo ngokuthi ubona kufanele kwenziwe njani ukuguqula isimo salokho ngokuzayo.

Lolu hlobo lwendaba sivame ukulubona emibhalweni engama-eseyi. Lapha umbhali ubeka uvo lwakhe ngesihloko esithile. Akusho ukuthi akushoyo kuliqiniso kepha yilokho akucabangayo ngabantu, ngesintu noma ngempilo nje. Lokho akubekayo kuhle kusekelwe ngamaqiniso ukuze kungamdini lowo ozofunda indaba. Indaba enje ingaveza ukujula komqondo wombhali futhi abaningi bayithatha njengeyiqiniso langempela.

Kumele abafundi bacabange ngalokhu okulandelayo uma bebhala indaba eningayo:

- Indaba eningayo yenganyelwa yinto noma abantu.
- Kule ndaba imizwa nokuthatheka kwenhliziyo kubamba iqhaza elibalulekile kakhulu.
- Ingxenye enkulu yendaba ingaba ngechazayo. Lokhu kuchaza kufanele kukhanye futhi kuveze imizwa kanye nenkumbulo yalowo oyibhalayo.
- Imibono / imicabango eveziwe kufanele yembule ubuqiniso kanye neqhaza elibanjwa umbhali.

Isibonelo sesihloko sendaba eningayo:

Bhala indaba ngalesi sihloko:

Ukubandlululwa Kwabantu Abampisholo Ngabebala Kwasidalela Izinkinga Ezingapheli
(50)

[Lapha-ke umbhali uzojeqeza emuva aneke izigameko esezadlula ezadalwa uhulumeni wobandlululo. Engxoxweni yakhe uzoveza amaphutha awabona enzeka maqede aveze ukuthi ubona kumele alungiswe kanjani.]

- Qala indaba yakho ngamalungiselelo

Amalungiselelo angaba salwembu noma ngamaphuzu.

Ukubandlululwa Kwabantu Abampisholo Ngabebala Kwasidalela Izinkinga

Ezingapheli.

Ziningi izinselelo ezibhekene nabantu abamnyama. Lezi zinselelo ziwumphumela wobandlululo lweminyaka. Abantu abamnyama abanikezwanga amathuba afanele nanikeza isithunzi sokuba ngumuntu komuntu. Ukucindezelwa kwadala isimo sokungazethembi kwabaningi, kwaphela ukwazisana nokubambisa kwabansundu bebodwa.

Abamhlophe baphasisa umthetho wokwehlukanisa abantu ngokobuhlanga. Lo mthetho wawuphikisana nokuthi abantu abamnyama behlale lapho bethanda khona. Babe sebehlaliswa ezindaweni ezinganalo usizo empilweni. Phela ukufuya nokulima kwaphenduka abakhwekazi, babhuqabhuqwa yindlala. Kwabe sekuvuthwa izindlela eziya emadolobheni nasemapulazini ukuze bakhangezwe ubala ngabebala njengomvuzo wokusebenza kanzima. Emathunjini omhlaba babejubalala kubuye obuyile, ongabuyanga kube sekuphelile ngaye. Imindeni yabo ikhale zome.

Umthetho wokuphathwa kwamapasi wawehlisa isithunzi sabantu abampisholo. Abantu abampisholo kwakumele ukuthi lapho babehamba khona baphathe amapasi. Lawo mapasi kwakuba izincwajana okwakungelula ukuthi abantu bazifake ezikhwameni zezimpahla zabo. Zazibaphoqelela abanikazi ukuthi bagcine ngakho ukuzilengisa entanyeni. Umuntu owayetholakala engaliphethe ipasi wayeboshwa, ajeziswe kanzima. Uma impilo yojeziswayo ibuthaka wayendela kwelamathongo kuphele ngetswayi.

Ubandlululo lwaludla fumuka ludle silaza. Izingane zabamnyama zazingavumelekile ukufunda nalezo zabebala, kanjalo nemfundo yazo yayingeqhathaniswe neyezingane zabebala. Inhloso enkulu yalokho kwabe kuwukwenza abantu abampisholo bazizwe bephansi lapho beqhathaniswa nabamhlophe. Lokho kwakulungiselela izizukulwane zabantu abampisholo ukwenza imisebenzi ephansi kuneyabelungu futhi bangabi namava okuzicabangela nokuzithathela izinqumo ngezimpilo zabo.

Abantu abayi nganxanye bengemanzi bakhona abazijuba ukuhlanganisa abantu abamnyama ukuze balwisane nemithetho eyayishayelwe ukubacindezela. Baningi abasala enkundleni kulowo mzamo wokulwela inkululeko. Amaqhawe namaqhawekazi alala uyaca akwaba ndaba zalutho. Kwasala izintandane nazo zilala obenyoni, zibonga kusile zibonge lishonile.

Intsha ayisalanga ngaphandle kulo mshikashika wokulwa nobandlululo, yaba yimbumba ikhahlela kwasani okuwulimi lwamaBhunu olwalugxishwa kuyo ngazo zonke izifundo ezabe zifundwa. Ubuntu bomuntu busolimini lwakhe, ongalwazi ulimi lwakhe uphenduka ilulwane. Intsha yabe ivikela isithunzi somuntu omnyama esabe siphundlwa wuhlelo lwezemfundo.

Ukuphumelela kwabantu baseMozambique ukuhlwitha izintambo zombuso kubeLungu kwenza abantu baseNingizimu Afrika balwisana kakhulu nobandlululo kunakuqala. Bacekela phansi izikhungo zikaHulumeni ezinkulu ezifana no-ESCOM phela amandla kaHulumeni wobandlululo kwabe kuyiwo kanye umnotho wezwe. Ukufadalala kwawo umnotho kwakuyosho ukuhlabana kwabamnyama ngoba babengazuzi lutho kuwona kepha babebulawa ngawo. OwayenguMongameli wezwe wenza uguquko olukhetha iphela emasini, wavumela amaNdiya namaKhaladi ukuthi amelwe ephalamende. Lokho kwakusho ukuthi abantu abamnyama kuphela ababengenalo ilungelo lokuvota nokumelwa ePhalamende. Ngokuphazima kweso abantu abampisholo babumbana balwisana nalowo mthetho. Izwe balenza langalawuleka nakancane.

Kuyathokozisa ukuthi imithetho yobandlululo olubabayo igcine igudluziwe. Abantu sebephila ngokwamandla abanawo. Mangikusho ukuthi noma izindonga zobandlululo sezabhidlizwa, basekhona osikhwili phambana nobhoko, abasayisebenzisa eminye imithetho yobandlululo emiphakathini kanye nasezikhungweni zemisebenzi.

3.4 Indaba edaza inkani

Indaba edaza inkani ifuna umbhali aqale ngokukhetha uhlangothi olulodwa esihlokweni abhala ngaso. Angakhetha ukuvumelana noma aphikisane nesihloko. Obhala le ndaba uvikela imibono yakhe. Isiphetho kumele sicacise ukuthi umbhali ukuluphi uhlangothi/ukholelwaphi nokuthi kungani.

Isibonelo sesihloko sendaba edaza inkani:

Bhala indaba ngalesi sihloko:

Imali Yesibonelelo Uhulumeni Ayinikeza Omama Abampofu Ikhuthaza Ukukhulelwa Kwentsha.

(50)

[Lapha umbhali kumele aqale ngokuvumelana necala elilodwa ngokuba avumelane nesihloko okukanye aphikisane naso. Esekwenzile lokho kumele axoxe ngokwesekela amaphuzu akhe.]

- Qala indaba yakho ngamalungiselelo

Amalungiselelo angaba salwembu noma ngamaphuzu.

Imali Yesibonelelo Uhulumeni Ayinikeza Omama Abampofu Ikhuthaza Ukukhulelwa Kwentsha.

Imali yesibonelelo yimali eholwa ngomama nyanga zonke beyiholela abantwana abavela emindenini empofu. Le mali omama bayihola kusukela enyangeni yokuqala umntwana ezelwe. Maningi amathuba okuthi uhulumeni ayandise iminyaka yabantwana ize ifike eminyakeni eyishumi nesishagalombili kodwa uhulumeni uhlongoza ukuyinyusa kuze kufike eminyakeni engamashumi amabili nanye.

Umntwana ngamunye unesabelo esithile semali ayihlomula nyanga zonke. Umzali onabantwana abathathu noma ngaphezulu uthola umthanyana impela. Lokhu akusho lutho kumuntu ongaswele kakhulu kodwa kumuntu oyidinga ngendlela exakile imali kumenza acabange ajule. Bakhona abagcina ngokuzibuza beziphendula ukuthi kungenzekani uma bengathola abantwana ukuze nabo bahole le mali. Kanjalo bakhona nabangakungabazi ukuthi izimpilo zabo zingaguquka kakhulu uma bengahola imali yesibonelelo. Yize kuthiwa inhloso kaHulumeni ngemali yesibonelelo ukwelekelela imindeni empofu ekukhuliseni izingane, kodwa okwenzekayo kuyaphikisana nalokhu. Okugqamile ngale mali ukuthi ikhuthaza ukukhulelwa kwentsha.

Izinkomba zikhomba ukuthi selokhu uhulumeni aqhamuka nemali yesibonelelo intsha isikhulelwa kakhulu kunakuqala. Njengoba intsha yentula imisebenzi, iningi layo liyadudana ngokuthi likhulelwe ukuze likwazi ukufinyelela emalini yesibonelelo. Uhulumeni ubukeka ephandela emuva okwenkukhu ngokuthi ashumayeze abantu, intsha ikakhulukazi, ukuthi bafunde ukuzithiba ocansini uma behluleka basebenzise amajazi omkhwenyana kodwa yena futhi labo abahlulekile ukuzithiba ukuya ocansini ebanikeza umhlomulo oyimali. Abukeka emancane amathuba okuthi singaphela isifo sengculaza uma intsha iqhubeka nokuzibandakanya nocansi olungaphephile. Izowafaka kanjani amajazi uma iya ocansini ngoba isuke ibheke ngabovu ukukhulelwa ukuze izitamuzele le mali yesibonelelo.

Izaguga seziphenduke omakoti abancane ngoba lezi zingane uma sezizelwe zikhahlazwa kuzona. Onina bazo bebe begqabashiya ezindaweni zokuzijabulisa, bengazi nanyaka. Izaguga seziphenduke omama nemihlonzo eqaqambayo. Angisayiphathi eyokondliwa kwezingane ngoba yona belu le mali yesibonelelo esikhundleni sokuthi yondle izingane ixhashazwa yibo omama bezingane beyiphuze, benze izinwele baphinde bagqoke baconse. Ukuthi izingane zidleni, sekuyoba umthwalo wazo belu izaguga zabantu. Kungani ingamane iholwe yizaguga le mali kube yizona eziholela izingane njengoba umthwalo wokondla usemahlombe azo?

Ngiphika ngilala ngomhlane ukuthi imisebenzi iyantuleka kakhulu. Kuzosebenza bani ngoba intsha isiphenduke okhangezile. Iyazi ukuthi inyanga nenyanga ithola imali bhamama ingacoshanga ngisho nelilodwa iphepha phansi. Ngisho abantu abafisa ukuhlanzelwa imizi nabafuna abazanyane abasabonwa nangokhalo laba bantu ngenxa yokuthi intsha eningi isizitamuzela mahhala nyanga zonke yona le mali yesibonelelo.

Kazi sakha isizwe esinjani futhi esiyakuphi ngale mali yesibonelelo? Ngokubona kwami le mali igqugquzela ubuvila nokuzala okungahleliwe entsheni. Intsha ayifunde ukusebenza iyeke ukuba okhangezile.

3.5 Indaba eqhathanisayo

Kulolu hlobo lwendaba kubhekwa izinhlangothi ezimbili ngesihloko esinikeziwe. Le ndaba icishe ifuze isihloko senkulumo-mpikiswano, umehluko wukuthi impikiswano lena ikumuntu oyedwa, okungumbhali wendaba. Isihloko sale ndaba siyaphoqa ukuba usivumele ubuye usiphikise. Ekugcineni nokho kumele kube khona uhlangothi oluvunayo. Okubhekwayo lapha ukuthi umbhali uyakwazi yini ukusiphenduphendula isihloko, asibheke nhlangothi zonke. Akafuneki umuntu othi ngoba unombono othile angabe esawanaka amaphuzu amqoka aphikisana nombono wakhe.

Isibonelo sesihloko sendaba eqhathanisayo:

Bhala indaba ngalesi sihloko:

Ubuhle Nobubi Bokuhushulwa Kwezisu. **(50)**

[Lapha umbhali kumele abhale ngezInhlangothi zombili. Angabhala amaphuzu aveza ubuhle nobubi balokho isihloko

esimayelana nako.]

- **Qala indaba yakho ngamalungiselelo**

Amalungiselelo angaba salwembu noma ngamaphuzu.

Ubuhle Nobubi Bokuhushulwa Kwezisu.

Ukuhushula isisu isenzo sokubulala umntwana noma abantwana abasesibelethweni sikamama maqede bakhishelwe ngaphandle komzimba kamama obekhulelwe. Abantu abayi nganxanye bengemanzi, abanye bayaseseka lesi senzo kanti abanye bayasigxeka.

Abantu abangamakholwa bayasigxeka lesi senzo, bathi abukho neze ubulungiswa ekuhushuleni izisu. Isizathu esigqamile lapho ukuthi uNkulunkulu ukubeka kucace emthethweni elishumi eBhayibhelini ukuthi umuntu angabulali. Ukuhushula isisu bakubona njengokubulala umphefumulo womntwana ongenacala.

UMthethosisekelo wezwe wona uyabagunyaza abesifazane ukuthi bahushule izisu uma bethanda noma benesizathu sokwenza njalo. Nakuba izinkolo eziningi zimelana nalo mkhuba kodwa uMthethosisekelo wona ubhekelela wonke umuntu wesifazane, okholwayo nongakholwa, uyabagunyaza ubanikeza ilungelo lokuzikhethela ukuthi bayafuna yini ukumgcina umntwana noma bahushule isisu.

Abantu abakhulelwa bengahlosile njengezingane zesikole, zikubona kuyisisombululo ukuhushula isisu. Phela zisuke zisaba ihlazo lokukhulelwa, nomthwalo wokuba nomntwana ongazi ukuthi uzomondla ngani ngoba awusebenzi. Abanye njalo bakhulelwa kade bevelelwe umshophi wokuthi badlwengulwe. Nalaba bakubona kungcono ukuhushula isisu kunokuthi bezoyiyeka ingane iphile ilokhu ibakhumbuza ngesigameko esibuhlungu esabehlela.

Abamelene naleli lungelo lokuhushula isisu bayakuvuma ukuthi kuyenzeka ukhulelwe ungahlosile kodwa nalokho akukuniki igunya lokuhushula isisu. Uma ubona ukuthi ingane awuyidingi ngoba usemncane, izokuphazamisa ezifundweni zakho noma emsebenzini, bakunikeza isisombululo sokuthi uyigcine esiswini uze ubelethe, bese uyisa kwabezenhlalakahle ukuze bayitholele umzali oyidingayo. Abahluphekayo nabadlwenguliwe ababona ukuthi ngeke babe bakwazi ukunika umntwana izidingo ezifanele nokumnakekela bamuphe uthando, nabo ababekezele baze babelethe bese beyonikwa izeluleko noma batholelwe usizo noxhaso lwezimali. Uma lokhu kuhluleka, nabo banganikela ngomntwana kwabezenhlalakahle ukuze athathwe ngokusemthethweni abazali abamdingayo.

Kuyenzeka ukuthi owesifazane okhulelwe isimo sakhe sempilo sibe ntekenteke, nempilo yengane ibe sengcupheni, baze odokotela bathi akakhethe ukuthi ahushule isisu noma azibeke engcupheni yokuthi kungafa yena nomntwana. Abanye bakubona kungcono ukuthi bahushule isisu ukuze yena asinde ekuguleni ngethemba lokuthi omunye umntwana uzobuye amthole. Kwesinye isikhathi imishini ekwazi ukuveza ingaphakathi lomuntu wesifazane okhulelwe iveza ukuthi umama ukhulelwe umntwana okhubazekile. Nalapha abanye bakubona kungcono ukusihushula isisu kunokuba ingane bayilinde ize izalwe kanti bazohluleka ukuyinakekela.

Abangakholelwa ekuhushuleni isisu bakushaya indiva okushiwo ngudokotela bathi impilo ilawulwa nguNkulunkulu. Engathi isisu kuyenzeka sizichithekele singahushulwanga. Bakhuthaza ukuthi owesifazane ozithwele onempilo ebuthaka ahlale njalo eqashwe ngodokotela edla nemishanguzo efanelekile, iNkosi ingabahawukela basinde bobabili nomntwana. Umntwana onokukhubazeka okuthile naye unelungelo lokuphila, futhi uyisipho esivela kuMdali ngakho asikho isidingo sokuthi kuhushulwe isisu.

Kuliqiniso ukuthi imibono yabantu iyehlukana mayelana nalesi senzo sokuhushula isisu. Uhulumeni akaphoqi muntu ukuthi ahushule isisu, futhi ngaphezulu kwalokho ikhona imizamo ayenzile ukwelekelela labo abangenawo amandla okunakekela abantwana babo. Mina ngikubona kukuhle ukuthi umama awe evuka nomntwana wakhe, angalokothi ahushule isisu.

Okungabonwa ngakho		Okungavamile	Okunekhono	Okusendimeni	Okuqalisayo	Akwanelisi
OKUQUKETHWE KANYE NAMALUNGISELELO (Izimpendulo kanye nemibono) Ukuhlela imibono uyihlelela amalungiselelo Ukuqonda inhloso, izethameli kanye nesimo **AMAMAKI ANGAMA-30**	**Ingxenye engenhla**	**28–30**	**22–24**	**16–18**	**10–12**	**4–6**
		-Impendulo enembayo ngaphezu kobe kulindelekile -Imibono ekhaliphile, echukuluza ingqondo kanye nekhombisa ukuvuthwa komqondo -Ihleleke ngobunyoninco kanye nokulandelana (nokuxhumana) kubandakanya isingeniso, umzimba kanye nesiphetho	-Impendulo yakheke kahle impela -Imibono eshaya emhlolweni nehlabahlosile enokuvuthwa komqondo -Ihleleke kahle kakhulu kanye nokulandelana (nokuxhumana) kubandakanya isingeniso, umzimba kanye nesiphetho	-Impendulo eyenelisayo -Imibono inakho ukulandelana nokushaya emhlolweni -Ihleleke ngokusendimeni kanye nokulandelana (nokuxhumana) kubandakanya isingeniso, umzimba kanye nesiphetho	-Impendulo ikhombisa ukungahlangani -Imibono engacacile nekungeyona eyokuzisungulela -Kukhona okukhombisa ukuhlela okuncane nokulandelana	-Impendulo enhlanhlathayo -Imibono edidayo nenganembi -Akuzwakali kunophindaphinda -Akukho ukuhlela kanye nokulandelana
	Ingxenye engezansi	**25–27**	**19–21**	**13–15**	**7–9**	**0–3**
		-Impendulo yinhle kakhulu kepha intula izimpawu ze-eseyi enembayo -Imibono ekhombisa ukuvuthwa komqondo kanye nokukhalipha -Ikhombisa ikhono lokuhlela kanye nokulandelana (nokuxhumana) kubandakanya isingeniso, umzimba kanye nesiphetho	-Impendulo yakheke kahle -Imibono ehambisanayo nendaba nehlabahlosile -Ihleleke kahle kakhulu kanye nokulandelana (nokuxhumana) kubandakanya isingeniso, umzimba kanye nesiphetho	-Impendulo eyenelisayo kodwa intula ukucacisa -Imibono iyalandelana ngokusendimeni futhi iyamukeleka -Kukhona okukhomba ukuhlela kanye nokulandelana (nokuxhumana) kubandakanya isingeniso, umzimba kanye nesiphetho	-Impendulo engashayi emhlolweni -Imibono ithanda ukuba nhlakanhlaka futhi iyadida -Ukuhlela kanye nokulandelana akukho	-Ayikho imizamo ekhombisa ukuphendula ngesihloko -Akuhambisani nesihloko futhi akufanelene -Akuqondene nesihloko futhi kuphithene

AMARUBHRIKHI OKUHLOLA I-ESEYI ULIMI LWASEKHAYA [AMAMAKI ANGAMA-50]

Okungabonwa ngakho		Okungavamile	Okunekhono	Okusendimeni	Okuqalisayo	Akwanelisi

ULIMI, ISITAYELA & UKU-LUNGISA AMAPHUTHA Ithoni, irejista, isitayela, ulwazimagama kuyahambisana nenhloso/umthelela kanye nesimo, ukukhethwa kwamagama, ukusetshenziswa kolimi, izimpawu zokuloba, uhlelo, isipelingi AMAMAKI AYI-15	**Ingxenye engenhla**	**14–15** -Ithoni, irejista, isitayela, ulwazimagama kuhambisana kahle kakhulu nenhloso, izethameli kanye nesimo -Ulimi lukhombisa ukuzethemba, luyancomeka kakhulu -Ithoni ekhomba ukuphoqa kanye namasu obuciko obunembayo -Akunamaphutha sanhlobo ohlelweni kanye nesipelingi -Ikhombise ikhono eliphezulu lokubumba	**11–12** -Ithoni, irejista, isitayela, ulwazimagama kuhambisana kahle nenhloso, izethameli kanye nesimo -Ulimi lufanelekile kanye nokusetshenziswa kwethoni ngendlela efanelekile -Kukhombisa ukungabi namaphutha ohlelweni kanye nesipelingi -Ibumbeke kahle kakhulu	**8–9** -Ithoni, irejista, isitayela, ulwazimagama kuhambisana kahle nenhloso, izethameli kanye nesimo -Ukusetshenziswa kolimi ukudlulisa umqondo kusendimeni -Ithoni ifanelekile -Kusetshenziswe amasu obuciko ukukhulisa okuqukethwe	**5–6** -Ithoni, irejista, isitayela, ulwazimagama kuhambisana ngokungagculisi nenhloso, izethameli kanye nesimo -Ukusetshenziswa kolimi ukudlulisa umqondo akugculisi -Ithoni nephimbo akugculisi -Kusetshenziswe amasu obuciko ngokungagculisi ukukhulisa okuqukethwe	**0–3** -Ulimi aluqondakali -Ithoni, irejista, isitayela kanye nolwazimagama aluhambisani nenhloso, izethameli kanye nesimo -Ulwazimagama luncane kakhulu okwenza kube lukhuni ukuqonda
	Ingxenye engezansi	**13** -Ulimi lukhombisa ukuzethemba, luyancomeka kakhulu -Akunamaphutha ohlelweni kanye nesipelingi -Ikhombise ikhono eliphezulu lokubumba	**10** -Ulimi luyahambisana futhi lufanelekile -Ithoni iyahambisana futhi ifanelekile -Kunamaphutha ambalwa ohlelo kanye nesipelingi -Ibumbeke kahle	**7** -Ukusetshenziswa kolimi okusendimeni nokungahlangani okumbalwa -Ithoni ifanelekile kanye nokusetshenziswa kwamasu obuciko okunomkhawulo	**4** -Ukusetshenziswa kolimi okunamaphutha -Imisho enhlobonhlobo imbalwa noma ayikho -Ulwazimagama olunomkhawulo	
ISAKHIWO Izimpawu zethekisthi, ukuthuthuka kwezigaba kanye nokwakhiwa kwemisho **AMAMAKI AYISI-5**		**5** -Ukuthuthuka kwesihloko okunembayo -Ukucacisa okunembayo -Imisho, izigaba kwakheke kahle kakhulu	**4** -Ukuthuthuka nokugeleza kwendaba -Ukucacisa okuhle, -Imisho, izigaba kuyalandelana futhi kuxubile	**3** -Ukuthuthuka kwendaba okusendimeni -Imisho, izigaba kwakheke kahle -I-eseyi isenawo umqondo	**2** -Amaphuzu ambalwa azwakalayo -Imisho kanye nezigaba kunamaphutha -I-eseyi isenawo umqondo noma inamaphutha	**0–1** -Amaphuzu awatholakali -Imisho kanye nezigaba kunamaphutha -I-eseyi ayinamqondo

AMAKHODI OKUMAKA UMBHALO OYINDABA

	AMAKHODI AMAMAKI
SP – (dwebela)-isipelingi esingamukelekile.	L = 15
PH – uphawu lokubhala olungemukelekile.	Q = 30
L – (dwebela)- ulimi olungemukelekile.	ISAK = 05
// – khombisa isigaba esisha.	**50**

NK – inkathi engemukelekile.

'Si – i-aphostilofi engemukelekile.

GL – amagama awalandelani ngokufanele.

R – irejista.

KM – akwenzi mqondo.

ISIV. – isivumelwano esingamembi.

AK – akudingekile.

^ – kunegama elingekho.

GN – igama elingcono.

/ – ukwehlukanisa amagama

– ukuhlanganisa amagama

Ö – ulimi oluhle

PND- ukuphindaphinda

4. IZINHLOBO ZEMIBHALO EMIDE EDLULISA UMYALEZO

4.1 Incwadi yobungani

Incwadi yobungani iba nekheli elilodwa, lalowo oyibhalayo lihambisana nosuku olubhalwe ngokugcwele. Akusetshenziswe igama lenyanga lesiZulu noma lesiNgisi elibhalwe ngokwesiZulu. Kusetshenziswa isibingelelo sobungani, ungambiza ngegama noma umthophe ngesithakazelo. Le ncwadi iba nesingeniso umzimba kanye nesiphetho. Njengoba kuyincwadi yobungani, oyibhalayo uyibhala ngolimi olukhululekile. Yize ibhalwa ngolimi olukhululekile, oyibhalayo akumele asebenzise ulimi lwasemgwaqeni okuwulimi olungavumelekile.

Kubalulekile ukuba obhalayo aqaphele irejista uma ebhala incwadi. Lokhu kumele kuhambisane nengqikithi yencwadi kanye nomuntu ambhalelayo.

(a) Ukubhala amalungiselelo

Mfundi:

- Zinikeze isikhathi esanele sokubhala.
- Bhala ulandele umyalelo owunikeziwe.
- Cabanga ngenhloso yencwadi nezethameli eqondiswe kuzo.
- Qaphela inani la magama lalo mbhalo.

(b) Ukulungisa amaphutha embhalweni

- Buyekeza, ufundisise ukuze ucacicise bese ulungisa amaphutha njengalawa:
    - Isipelingi
    - Ukwakheka kwemisho.
    - Ukubumbeka nokunikezelana kwezigaba.
    - Izimpawu zokuloba.
    - Susa amagama, imisho kanye nezigaba ezingenasidingo.

4.1.1 Isibonelo sokuqala

Bhala incwadi ubhalele umngani wakho okade umvakashele umxoxele ngohambo lwakho usuphindela ekhaya. (25)

Isibonelo sencwadi yobungani:

1146 Zinkwazi Street

Swayimana

3233

16 Ncwaba 2018

Smiso

Uhambo lwami ngisuka lapho kwaNongoma ngiza ngapha eGoli lwaba luhle futhi lwaba mnandi kakhulu.

Umshayeli owayeshayela itekisi kwakuyimvu yeNkosi. Wasidlalela amaculo omasikandi sisuka lapho saze sazofika ngapha eGoli. Abagibeli kwakungathi babetshelene ngoba babecula bonke belekelele omasikandi. Bangamagagu abantu bangakini uyezwa! Indlela angiyizwanga neze.

ESoweto ngafika liqeda kuzilahla kunina. Kwaba ukungena nje ekhaya zathi mbo izingane zakithi zifuna ngizixoxele ngohambo lwami. Zazibuza inkithikithi yemibuzo, zifuna ukwazi kabanzi ngendawo yakwaNongoma, ezigcina ukuzwa ngayo ezindabeni. Kwathi lapho umama eqhaqha isipho engasiphiwa ubaba wakho bajabula bonke endlini.

Kuzomele sihlele maduze nje ukuthi ngiizophinde ngize nini lapho. Phela ngayithanda leya ntombi yakwaNxumalo. Pho yinhle yini madoda! Sengathi ngiyayibona lapho seyihleka, kuthi faca izihlathi. Uzele uZwide uyezwa! Ungakhohlwa phela udamane ungikhonzela kuyo.

Khonza kubo bonke lapho ekhaya.

Yimina umngani wakho

uSenzo

4.1.2 Isibonelo sesibili.

Isibonelo sencwadi yokukhalisa isihlobo:

P.O Box 54657

Durban

4000

22 Okthoba 2018

Malume

Ngahamba kahle kade nginivakashele, sengidunyazwa yizo nje lezi izindaba esezingilandela.

Ngidabuke kakhulu ukuzwa ukuthi navelelwa ingozi kwedlula umzala, uShongani. Akwehlanga lungehli, wena kaMshibe. Sonke sizodlula lapha nakuba singazi ukuthi nini futhi kanjani.

Ngigqemeke ingozi engeqiwa ntwala ngokwedlula emhlabeni kukamzala. Ubani nje ozongena ezicathulweni zakhe ahlanganise iqembu? Akhumbuze amalunga eqembu amaculo amadala aphinde awafundise namasha? Sizomukhumbula esesifunela abaxhasi bemicimbi, aphinde asimise idolo ukuthi singapheli amandla.

Ngicela ungedlulisele ukudabuka kwami okukhulu kumalumekazi, kumzala uNtozakhe nakubo bonke ekhaya. Ngiyethemba uMdali uzowapholisa amanxeba, nomzala wami aphumule ngoxolo.

Ningangabazi nakancane ukungithinta uma kukhona enifisa ukuba nginisize ngakho kulesi sikhathi esinzima kangaka.

Niphile nonke ekhaya, iNkosi ibe nani.

Yimina umshana wakho

uZamani

4.2 Incwadi yakomkhulu

Incwadi yomsebenzi ibhalwa ngezinhloso ezahlukene, okungaba ukucela umsebenzi, ukucela isikhala esikoleni, eyokubasela isikweletu, eya kwabezindaba, njl.

Incwadi yomsebenzi inalezi zingxenye:

Ikheli lombhali:

- Ikheli lombhali libhalwa phezulu liqalwe phakathi nendawo liye esandleni sokudla.
- Ikheli lombhali lihambisana nosuku lokubhalwa kwencwadi.

Ikheli lobhalelwayo:

- Uqala ngokweqa umugqa emuva kwekheli lobhalayo
- Ikheli lobhalelwayo likhombisa ukuthi incwadi iya kubani noma isikhundla salowo obhalelwayo.
- Libhalwa kusukela kwimajini ngasesandleni sokunxele ngaphansi kwekheli lombhali.
- Umugqa wokuqala ubhala isikhundla salowo incwadi ebhekiswe kuye.

- Ngaphansi kwesikhundla usungabhala ikheli.

Isibingelelo:

- Isibingelelo asikhombise ukuhlonipha kulowo ombingelelayo.

Isihloko:

- Shiya isikhala noma umugqa ngaphansi kwesibingelelo bese ubhala isihloko sencwadi yakho.
- Isihloko sisiza ukuba lowo othola incwadi asheshe abone ukuthi imayelana nani. Uma usibhale ngosonhlamvukazi bodwa asikho isidingo sokudwebela kanti uma usebenzise enye indlela yokubhala ngokwesihloko kumele kudwetshelwe.

Umzimba:

- Lena iyona ngqikithi yencwadi.
- Shiya isikhala ngaphansi kwesihloko bese ubhala udaba lwakho.
- Kubalulekile ukuthi luhlelwe kahle kulandelwa isakhiwo esiphelele; okuyisingeniso, umzimba (kunatshwa nengqikithi) nesiphetho.
- Esingenisweni akuvele inhloso yencwadi.
- Endikimbeni ucacisa kahle lokho obhala ngakho.
- Okushoyo makucace futhi ungandi namazwi angenasidingo.
- Incwadi yakho mayihlabe esikhonkosini.
- Yiphethe kahle indikimba yakho ngaphambi kokuthi uvalelise; njengokuthi nje uma kade kubhalwa incwadi yokucela umsebenzi, “Ngingathokoza uma isicelo sami singaphumelela.”

Isiphetho:

- Shiya isikhala ngaphansi komzimba wencwadi bese ubhala isiphetho.
- Ungabhala ukuthi, ‘Yimina ozithobayo’

uThando Mkhize (Nksz.)

Umyalelo:

Kuphume isikhangisi ephephandabeni ISOLEZWE somsebenzi wokushayela ibhasi enkampanini iSizakancane *Bus Service*. Bhala incwadi ucele umsebenzi. (25)

4.2.1 Nasi isibonelo:

P.O. Box 1167

Dundee

3100

2 Nhlaba 2019

Mphathi

Sizakancane Bus Services

P.O. Box 555

DUNDEE

3100

Mnu/Nkk

ISICELO SOMSEBENZI WOKUSHAYELA IBHASI.

Ngibhala le ncwadi ukucela umsebenzi wokushayela ibhasi njengoba ubukhangisiwe ephephandabeni Isolezwe langomhla ziyisi-7 Masingana 2019.

Nginezincwadi zokushayela amaloli amakhulu kanye namabhasi engazithola eminyakeni engama-20 edlule. Nginazo nezincwadi ezingigunyaza ukuthutha abagibeli. Kusukela ngonyaka we-1996 kuze kube ngowezi-2017 ngangikade ngisebenza enkampanini yamabhasi i-Big Ben esendaweni yaseKranskop.

Nginekhono lokushayela ngokucophelela. Kusukela ngaqala ukushayela angikaze ngibandakanyeke engozini yomgwaqo. Nginalo futhi ikhono lokusebenzisana nabanye abashayeli kanye nelokuphatha kahle abagibeli. Ngizuze imiklomelo yomshayeli ovelele iminyaka emibili ilandelana.

Ngineminyaka engama-45, ngiganiwe futhi ngiphile kahle. Ngiphase uMatikuletsheni onezifundo zezibalo. Uma ufisa ukwazi kabanzi ngami ungathintana nalowo owayenguMphathi wami enkampani engangisebenza kuyo uMnu. Zigizendoda Ntuli. Inombolo yakhe yocingo ithi (031) 463 8093.

Yimina ozithobayo

uMadodanenzani Zibani

4.3 Incwadi eyakuMhleli

Lena yincwadi yomsebenzi ebhekiswe kuMhleli wephephandaba. Nayo ibhalwa ngendlela efanayo nencwadi yomsebenzi kodwa ibuye ihluke kulokhu okulandelayo:

Ikheli lobhalelwayo likhombisa ukuthi incwadi iya kuMhleli, okuyisona sikhundla salowo incwadi ebhekiswe kuye.

- Okulandelayo ngaphansi kwesikhundla kuba yigama lephephandaba; okungaba iLanga, iSolezwe, iSowetan njl. Isibingelelo sale ncwadi sithi: Mhleli

Nasi-ke isibonelo sencwadi eyakuMhleli:

P.O. Box 2789

Umlazi

4031

14 Okthoba 2019

Mhleli

ILanga

27 Mngeni Rd

DURBAN

4001

Mhleli

KUNGANI SIPHILA NTOFONTOFO KUPHELA UMA KULUNGISELELWA UKUVOTA?

Uma amaqembu esakhankasela ukuvotelwa, aphuma athi chithi saka abambe izimbizo ezinkundleni zemidlalo. Kungenwe umuzi nomuzi kunikelwa ngezijumbana zokudla, kuncengwa abantu ukuthi babavotele. Abantu bethenjiswa izulu nomhlaba. Abangasebenzi bethenjiswa imisebenzi, abangenazindlu bethenjiswa izindlu zamahhala, abagulayo bethenjiswa usizo lwezokwelashwa nokuthola imishanguzo mahhala, amakhehla nezalukazi athenjiswa uchatha emalini kadekle, intsha yethenjiswa imfundo yamahhala. Ngingeziqede izethembiso zosopolitiki.

Abavoti bagitshezwa izimoto zikanokusho ezihlale zibathela ngothuli, ngisho amatekisi namabhasi awakhokhelwa. Emakhaya nasemalokishini abantu baze bathuthwe nangamakalishi beyiswa ezikhungweni zokuvota.

Abavoti bama imigqa emide elangeni, emvuleni, emakhazeni kodwa basuke beqashwe ngeso lokhozi. Okhwehlelayo uluthola ngokushesha usizo, osekhathele ukuma uzanyelwa isitulo ngokushesha. Izingane ngezinsuku zokhetho ziyakwazi ukubona abantu abadala nabagulayo zibaphuthumise bavote ngokushesha. Abavoti bahlelelwa izidlo zamahhala.

Bekungakuhle uma le mpilo bekungaba ngeyansuku zonke.

Yimina ozithobayo

uThandwangubani Mdunge (Okhathazekile)

4.4 Ikharikhulamu vithaye nencwadi ehambisana nayo.

Incwadi yokuzichaza ngumbhalo ongumlando womuntu ngamafuphi. Le ncwadi isetshenziswa ngumuntu ofuna umsebenzi ngenhloso yokuzichaza ngamafuphi kumqashi. Ngokujwayelekile incwadi yokuzichaza kumele ibe nemininingwane elandelayo:

1. IMINININGWANE EPHATHELENE NAMI

Isibongo :

Amagama :

Usuku lokuzalwa :

Inombolo kamazisi :

Ubuzwe :

Ubulili :

Ulimi olukhulunywa ekhaya :

Izilimi engizikhulumayo :

Ikheli lasekhaya :

Ikheli lokuposa :

I - imeyili :

Inombolo yocingo yasekhaya :

Inombolo kamakhalekhukhwini :

2. IMININININGWANE EPHATHELENE NOKUFUNDA

Igama lesikole :

Unyaka :

Isitifiketi :

Izifundo :

3. UMSEBENZI

Igama lenkampani :

Indawo :

Umsebenzi engiwenzayo :

Usuku engaqashwa ngalo :

4. EZOKUQEDA ISIZUNGU :

Imidlalo engiyikhonzile :

Imidlalo engibambe iqhaza kuyo :

Okunye kokuzijabulisa engikwenzayo :

5.ABANGAFAKAZA NGAMI

Igama:

Isibongo:

Isikhundla:

Isikhungo:

Ucingo :

Umakhalekhukhwini

4.4.1 Isibonelo sekharikhulamu vithaye:

IKHARIKHULAMU VITHAYE KANOMBULELO KHAMBULE

1. IMINININGWANE EPHATHELENE NAMI

Isibongo
: Khambule

Amagama
: Nombulelo Gladys

Usuku lokuzalwa
: 06 Meyi 1996

Inombolo kamazisi
: 9605060722084

Ubuzwe
: Umu - Afrika

Ubulili
: Ngingowesifazane

Ulimi olukhulunywa ekhaya
: IsiZulu

Izilimi engizikhulumayo : IsiZulu, IsiNgisi isiBhunu nesiPutukezi

Ikheli lasekhaya :6 Woodmead News
26 Tiger Road
Saxonworld
Johannesburg
2196

Ikheli lokuposa
: PO Box 20611
Johannesburg
2196

Inombolo yocingo
: (011) 873 8106

Inombolo kamakhalekhukhwini : :060 874 7982

2. IMININININGWANE EPHATHELENE NOKUFUNDA

Igama lesikole
: Zibambeleni Secondary School

Isitifiketi
: Matekuletsheni

Izifundo

: IsiZulu, English, Life Orientation
Life Sciences, Geography; Maths Lit.

Unyaka
: 2010

3. UMSEBENZI

Igama lenkampani
: Nozala Printers

Indawo
: Johannesburg

Umsebenzi engiwenzayo
: Umamukeli wezivakashi

Isikhathi ngenza lo msebenzi
: Nhlangulana 2012 kuze kube manje

4. EZOKUQEDA ISIZUNGU

Imidlalo engiyikhonzile
: Ibhola lomnqakiswano

Okunye kokuzijabulisa engikwenzayo : Ukufunda izincwadi nokulalela umculo

5. ABANGAFAKAZA NGAMI

5.1 Igama nesibongo
: Nksz. Z.C.C. Mthimkhulu

Isikhungo
: Zibambeleni High School

Isikhundla
: Uthisha owayengifundisa

Ucingo
: (011) 984 3501

Umakhalekhukhwini
: 084 578 9453

5.2 Igama nesibongo
: Mnu. R.B. Roberts

Isikhungo
: Nozala Printers

Isikhundla
: Imenenja

Ucingo
: (011) 874 7982

Umakhalekhukhwini
: 072 301 7879

Incwadi ephekezela iKharikhulamu Vithaye

Le ncwadi ihanjiswa njengekhava yekharikhulamu vithaye. Inhloso yayo ukuheha labo obabhalelayo ukuthi bafune ukukwazi kabanzi; bafunde ikharikhulamu vithaye yakho. Khumbula ukuthi kusuke kungewena wedwa osuke ufake isicelo. Incwadi ehambisana nekharikhulamu vithaye isetsheziselwa ukukhetha labo abafanele ngempela umseben-

zi noma isikhala esivelile. Le ncwadi iyisikhali sakho sokuzikhangisa ngamafuphi. Kafishane nje le ncwadi iyiqoqa lekharikhulamu vithaye.

Izidingo Ezisemqoka Zencwadi Ehambisana Nekharikhulamu Vithaye

- Lena yincwadi yakomkhulu ngakho inamakheli amabili.
- Esibingelelweni mugagule eqondene naye uma umazi kanje: Nkosazana Nkosana/Nkosikazi Jila / Mnumzane Mzolo Bhengu / Solwazi Zuma / Dokotela Madonsela njl. Uma ungamazi ungathi: Nkosazana/ Nkosikazi / Mnumzane / Dokotela njl.
    - Gagula isikhala osifakele isicelo.
    - Shono lapho othole khona ngalesi sikhala osifakele isicelo.
    - Bhala iqoqa lamava akho.
    - Hlobanisa amakhono akho nezidingo zesikhala osifakele isicelo

Ukuphetha uthi: Yimina ozithobayo

uSilindokuhle Dubazane (Nkk.)

Umyalelo

Ubone isikhangisi somsebenzi wokuba umsizi kaNgqongqoshe WezeMfundo kwelinye lamaphephandaba adumile. Sebenzisa le kharikhulamu vithaye engezansi ukubhala incwadi ehambisana nayo ukuze uzidayise kumphathi walesi sikhungo.

Bhala incwadi ehambisana nekharikhulamu vithaye. **(25)**

4.4.2 Isibonelo sencwadi ephelezela ikharikhulamu vithaye:

6 Woodmead News
26 Tiger Road
Saxonworld
Johannesburg
2196
29 Masingana 2018

Mphathi WoMnyango weMfundo
Gauteng Department of Education
Private Bag X111
Marshalltown
2196

Mnumzane/ Nkk/ Nksz

ISICELO SESIKHALA SOMSEBENZI WOKUBA UMSIZI KANGQONGQOSHE WEZEMFUNDO.

Ngibhala le ncwadi yokucela isikhala sokuba ngumsizi kaNgqongqoshe ngenxa yalezi zizathu ezilandelayo.

Ngisebenza enkampanini iNozaza Printers njengomamukeli wezivakashi.

Ngiphase umatikuletsheni wami ngonyaka wezi-2010. Ukuphasa kwami ngamalengiso izifundo zezilimi ezintathu kungenza ngibe yintandokazi ezinhlangeni zabantu abahlukene zakuleli.

Nginesipiliyoni sokusebenza ngabantu abahlukene imihla ngemihla njengoba ngisebenza njengomamukeli wezivakashi enkampanini engikuyo njengamanje. Ngingaba umsebenzi ovelele

kulesi sikhala sokuba umsizi kaNgqongqoshe ngenxa yokuthi kusegazini lami ukuba nothando

lwabantu, ukumamatheka kanye nokusebenza amahora eqile osuku. Lezi izinto ezizodingeka

kakhulu njengoba uNgqongqoshe esebenza ngabantu bamazinga ahlukene usuku nosuku.

Nginolwazi olunzulu lokugcina ulwazi nolokuhlela ulwazi kukhompyutha. Ngizuze imiklomelo wokuba umgcini lwazi ovelele iminyaka emithathu landelana enkampanini engisebenza kuyo.

UMnyango weMfundo uzozuza kakhulu uma ngiqashwa ngenxa yamagalelo enginawo kulo

msebenzi.

Yimina ozithobayo

uNombulelo Khambule (Nksz.)

4.5 I-ajenda namaminithi omhlangano

Amaminithi omhlangano angokufingqiwe okwakukhulunywa ngomlomo emihlanganweni. Abhalwa agcinwe ngenhloso yokulondoloza okwakukhulunywa kwavunyelwana ngakho ukuze kungalibaleki, kungalahleki, nezinqumo zigcineke. Lowo obhala amaminithi kumele aqikelele ukuthi akabhali konke okukhulunywa emihlanganweni, kepha kubhalwa iziphakamiso nezinqumo. Amagama abethule iziphakamiso kanye nalabo abasekelile kuyenzeka abhalwe. Akumele lowo obhala amaminithi abhale ukuphaphalaza, ukuphikisana, ukwedelela kanye nokuxabana.

Uma umuntu ekhuluma nge-ajenda akwenzeki angakhulumi ngamaminithi omhlangano, kanjalo nalapho ekhuluma ngamaminithi kuthinteka ne-ajenda yomhlangano. Ngakho kubalulekile ukuthi kufundwe i-ajenda yomhlangano kanye namaminithi omhlangano kanyekanye. Kumele kwenzeke okufanayo nalapho abafundi sebevivinywa, babuzwe

nge-ajenda kanyekanye namaminithi omhlangano.

Okungabhekwa kwi – ajenda:

- Igama lenhlangano
- Usuku, indawo kanye nesikhathi
- Uhla lokuzokhulunywa ngakho.

Okungabhekwa kumaminithi omhlangano:

- Igama lenhlangano
- Usuku, indawo Kanye nesikhathi
- Ukuvula
- Ababekhona
- Izihoxiso zalabo abangaphumelelanga
- Amaminithi omhlangano odlule
- Okuvuka emaminithini
- Ezosuku
- Ezixubile
- Ukuvala

Isibonelo se-ajenda kanye namaminithi omhlanagano:

Umyalelo:

Ungunobhala wenhlangano Indonsa. Nibe nomhlangano wokukhetha abaholi abasha bale nhlangano.

Bhala I-ajenda ehambisana namaminithi alo mhlangano. (25)

I-ajenda Yomhlangano Wamalunga enhlangano, Indonsa

Usuku : 12 Mbasa 2018

Isikhathi : 17:00

Indawo : Emahhovisi enhlangano

1 Ukuvula

2 Ababekhona

3 Izihoxiso zalabo abangaphumelelanga

4 Amaminithi omhlangano odlule

5 Okuvuka emaminithini

6 Ukukhethwa kwabaholi abasha

7 Ezixubile

8 Ukuvala

Amaminithi omhlangano:

Umhlangano wamalunga enhlangano, Indonsa

Usuku : 12 Mbasa 2018

Isikhathi : 17:00

Indawo : Emahhovisi enhlangano

1. Ukuvula

Umhlangano waqala ngehora lesi - 5 ntambama. UMnu. Masilela wavula ngomthandazo. USihlalo wabonga uMnu. Masilela ngomthandazo wase emukela wonke amalunga ayekhona emhlanganweni. Ngemuva kokwaziswa kwabaxolisile uSihlalo wabe esechazela inhlangano ngenhloso yomhlangano.

2. Ababekhona

Jabulani Masilela, Sizakele Gabuza, Gladys Sokhela, noSibongile Zwane (unobhala wosuku).

3. Abaxolisile

Nksz. Magubane noF.R. Mahlobo

4. Amaminithi omhlangano odlule

Unobhala wafunda amaminithi omhlangano odlule owawungomhlaka. Umhlangano wemukela njengerekhodi eliyiqiniso.

5. Okuvuka emaminithini

Azibanga bikho izindaba ezivuka emaminithini.

6. Ukukhethwa kwabaholi abasha

Amalunga akhetha abaholi abalandelayo kanje: UMnu. Jabulani Masilela waqokelwa ukuba ngusihlalo, uSizakele Gabuza waqokelwa ukuba umgcinimafa kwathi uGladys Sokhela waqokelwa ukuba ngunobhala.

7. Ezixubile

UMnu. Jabulani Masilela wabonga abaholi abadala ngokusebenza kwabo ngokuzikhandla ukuhola nokuthuthukisa inhlangano. Wabe esephonsa inselelo yokuthi esikhathini esizayo kunganjani kekubuyekezwe uMthethosisekelo wenhlangano, kuboniswane ngesigatshana esithi akekho umholi oyoqokelwa isikhundla sobuholi iziwombe ezintathu kulandelana.

8. Ukuvala

USihlalo wabonga amalunga ngeqhaza alibamba kulowo mhlangano. USizakele Gabuza wavala ngomthandazo ngehora le-18h00.

4.6 Umlando kamufi

Nazi izinto ezibalulekile okumele zishiwo ngomuntu ongasekho: Amagama akhe aphelele, usuku azalwa ngalo, ezalwa ngobani, ezalelwaphi, izikhungo zemfundo adlula kuzona, wazuzani emfundweni yakhe, izindawo asebenze kuzona, izikhundla azitholile, usuku ahambe ngalo emhlabeni, abantu abayigazi lakhe abashiya emhlabeni njengomyeni wakhe noma unkosikazi, izingane, abazali, abazukulu, nokunye okubonakalayo ukuthi kubalulekile. Ubhalwa kusetshenziswe umlandi wesithathu nenkathi edlule.

Ukuhleleka kwawo umlando:

- Isihloko esiveza amagama kamufi aphelele nalelo aziwa ngalo uma likhona.
- Isingeniso: Siveza amagama aphelele kamufi, usuku azalwa ngalo, abazali bakhe,

  uma bengasekho nalokho kuyavezwa. Indawo azalelwa kuyo nayo ayivele.

  Umzimba: imfundo yakhe, umsebenzi wakhe, iqhaza lakhe emphakathini, usuku ahambe ngalo, abantu abayigazi lakhe abashiye emhlabeni.

- Isiphetho: Ekugcineni kungaphethwa ngomusho omfishane wokumvalelisa,

  njengokuthi: Lala ngokuthula, Mtimande, Bambolunye. Siyohlala sikukhumbula njalo.

4.6.1 Nasi isibonelo somlando kamufi:

Umlando kaMnu. Zakhele Khaya Mkhize ongasekho emhlabeni

UMnu. Zakhele Khaya Mkhize wazalelwa endaweni yakwaMaphumulo zingama-23 enyangeni kaMbasa ngonyaka we-1960, ezalwa uMnu. Duma noNkk. Zama Mkhize nabo abangasekho emhlabeni.

Waqala imfundo yakhe endaweni yakwaMaphumulo. Wafunda eMphumulo, waqhubekela eSabuyaze, wadlulela oThukela eMandeni, wase ephothula umatikuletsheni wakhe eZenzeleni eMseleni. Waqhubekela eNyuvesi yakwaZulu, wafunda khona izifundo zomthetho, wazuza iziqu ze-B Juris.

Wasebenza eMandeni eshayela amatekisi. Ngonyaka we-1987 waganwa nguMaMbatha babusiswa ngezingane ezine. Ngonyaka we-1990 wajoyina umbutho wamaphoyisa Olundi, waba umqeqeshi wamaphoyisa kwezoMthetho. Wabuye wasebenza ophikweni lokuqondisa izigwegwe. Ugcine esesebenza ophikweni lwezoMthetho, lapho asishiye esebenza khona engu-Warrant Officer. Wasishiya emhlabeni mhla ziyi-10 kuNhlolanja wezi-2013.

Ngonyaka wezi-2000 waqokwa waba iKhansela esigcemeni sakwa-E Olundi. Ubeyisekela likaSihlalo enhlanganweni egquqguzela ezemidlalo kuso lesi sigceme.

Ushiye inkosikazi yakhe uMaMbatha, izingane ezine, washiya umnewabo nodadewabo abane.

LALA NGOKUTHULA KHABAZELA

SIYOHLALA SIKUKHUMBULA NJALO!

4.7 I-athikhili yephephandaba

I-athikhili yephephandaba/yephephabhuku.

Qaphela lokhu ngenkathi ubhala:

I-athikhili yephephandaba/indatshana yephephandaba/indatshana yephephabhuku kumele ishaye emhloleni; idlulise lokho okusemqoka. Ifingqe ngokunembayo, ingachezuki eqinisweni. Iba nesihloko esihle esihehayo. Kwesinye isikhathi ihambisana nesithombe esicacile. Amanye amaphephandaba aphuma nsuku zonke, kanti iphephabhuku lona liphuma kanye ngenyanga noma kanye ezinyangeni ezintathu. Indlela ebhaleka ngayo i-athikhili yephephandaba neyephephabhuku iyefana. Kuhluka nje ukuthi umbiko wephephandaba uzohlala isikhathi esifishane ngoba nephepha lihlala isikhathi esifishane, kanti i-athikhili yephephabhuku yona ihlala isikhathi eside. Kusetshenziswa isakhiwo nesitayela esifanele. Nazi izidingo ze-athikhili yephephandaba/ yephephabhuku:

- Isihloko- masiveze umongo wendaba kodwa sigodle ulwazi oluthile ukuze sizoheha.
- Igama lentatheli nendawo okubhalwe kuyona isiqephu akuvele.
- I-athikhili ibhalwa ngendlela yamaphephandaba eba nezigatshana ezihlelwe ngokwamakhalamu.
- Kweqiwa umugqa phakathi kwezigaba.
- Ulwazi luhlelwa ngendlela yokuthi kuqale okubalulekile.
- Isigaba sokuqala yisona esithwala ingqikithi yandaba ngokuthi sinikeze lokhu okulandelayo: Ubani, wenzani kuphi nini. Ngoba kwenzenjani, kanjani?
- Ezigabeni ezilandelayo sekuchazwa kabanzi ngalokhu okushiwo esingenisweni.
- Makazame obhalayo ukuthi I-athikhili yakhe ingachemi.
- Kusetshenziswa umlandi ongumuntu wesithathu.
- Amagama abantu ayadingeka khona kuzobonakala ubuqiniso balokho okushiwoyo.
- Amazwi ashiwo ngumuntu kuvumelekile ukuthi acashunwe, bese kusetshenziswa izimpawu zokucaphuna.
- Kungasetshenziswa inkathi edlule neyamanje embhalweni owodwa.

Umyalelo

Kukhona iziphambano ezibekwa eceleni komgwaqo njengophawu lokukhumbula lowo osuke eshonele kuleyo ndawo.

Bhala i- athikhili yephephandaba mayelana nemibono yabantu mayelana nalezi ziphambano.
(25)

4.8 Nasi isibonelo se- athikhili yephephandaba:

BATHUSWA YIZIPHAMBANO EZIGXUNYEKWE ECELENI KWEMIGWAQO

Sekuqubuke imibuzo eminingi kubantu abehlukene ngeziphambano ezibonakala zigxunyekwe eceleni kwemigwaqo kanye nasesihlahleni. Lezi ziphambano zibekwa yimindeni ethile yezinye izinhlanga, endaweni lapho kusuke kwenzeke khona ingozi kwase kufa ilungu lalowo mndeni.

Omele ILANGA uxoxisane nabantu ngenhloso yokuthola uvo lwabo ngalezi ziphambano eziseceleni komgwaqo edolobheni lasePinetown eThekwini.

Omunye wabashayeli abansundu abasebenzisa lo mgwaqo uthe: "Thina le nto iyasethusa, ukuvele ubone ngesiphambano emgwaqeni, okuyinto evamise ukubonakala igxunyekwe emathuneni, thina siyasihlonipha ngokwesiko lethu."

Ngakolunye uhlangothi indoda yomlungu ebihamba ngezinyawo ivele yathi: "Njengoba leli zwe likhululekile nje, umuntu unelungelo lokwenza into ayithandayo kuphela uma ingezukuhlukumeza abanye abantu, ngakho-ke laba abachoma iziphambano bagcina usiko lwabo

Iningi labantu abamnyama lithe liyawahlonipha amasiko ezinye izinhlanga, kodwa lokhu bona kuyabethusa.

Kuloba uMbongeni Mtshali

4.9 Umbiko obekelwe umgomo

Imibiko ivama ukubhalwa ezikhungweni zemisebenzi. Kungaba umbiko wezimali, umbiko, ngomphumela womdlalo, ngeziboshwa ezeqe ejele. Njengoba imibiko imayelana nezinto ezinhlobonhlobo, kanjalo nendlela imibiko ebhalwa ngayo iyehlukahluka. Kuyenzeka ukuthi ucelwe ukuthi ubhale umbiko.

Nanka amaphuzu abalulekile ngombiko -

- Inhloso yombiko ukwedlulisa ulwazi oluthile.
- Amaphuzu kumele abe iqiniso, kungabi imbono.
- Amaphuzu kumele aphathelane nesihloko.
- Amaphuzu kumele abhalwe abe ngamaphoyinti.
- 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 nosuku.

Umyalelo:

Ucelwe nguNgqongqoshe ukuba ubhale umbiko mayelana nezimbangela zodlame neziteleka ezikoleni zaseQhudeni.

Bhala umbiko obekelwe umgomo ozodalula izimbangela zalesi sihlava. (25)

4.9.1 Nasi isibonelo sombiko obekelwe imigomo.

Isihloko: Umbiko Ngezimbangela zodlame Neziteleka Ezikoleni ZaseQhudeni

Isingeniso: Umbiko ngezimbangela zodlame endaweni yaseQhudeni, ucelwe nguNgqongqoshe wezeMfundo KwaZulu-Natali ngomhla ziyi-12 kuNdasa wezi-2018.

Izindlela zokuqoqa ulwazi:

1. Ukuxoxisana nabafundi nothisha.
2. Ukuxoxisana nabazali
3. Ukuxoxisana nabaholi bomphakathi.
4. Ukuxoxisana namaphoyisa.

Okutholakele:

1. Othisha babamba imihlangano ngasese nabafundi.
2. Othisha babanga izikhundla zokuphatha ezikoleni.
3. Abazali bavumela imihlangano yangasese ebanjelwa emizini yabo.
4. Kunosopolitiki abazuza amaphuzu kwezepoliti ngokugovuza umphakathi.
5. Ukucwasana kwabaholi bomphakathi ngenxa yobulungu babo kwezepolitiki

Ukuphetha:

Ziningi izimbangela zodlame neziteleka endaweni yaseQhudeni kanti zibonakala zidalwa yiwo uqobo amalunga omphakathi, kubandakanya nothisha. Kudingeka umhlangano kakhukhulela ngoqo wazo zonke izinhlaka zomphakathi ukuze kuvulelwane izifuba bese kuqhanyukwa nezixazululo ezingaba yikhambi elelaphayo.

Iziphakamiso:

1. Othisha abayeke ukubamba imihlangano ngasese nabafundi.
2. Othisha abamukele ukwehlulwa embangweni wezikhundla zokuphatha
3. Abafundi ababoniswe ububi nemiphumela yodlame.
4. Abaholi ababambe imihlangano namalunga omphakathi.
5. Abaholi abafunde ukuhloniphana.
6. Amaqembu epolitiki awafunde ukubekezelelana.

Uhlelwe ngu: N.N. Madela

13 Nhlaba 2019

[UMhloli weSekethe]

4.10 Umbiko ongabekelwe mgomo

Imbiko ongabekelwe mgomo ubhalwa kususelwa esigamekweni osibonile, osizwile noma osenzile. Kubhalwa into eyenzekile ngale ndlela eyenzeke ngayo. Isibonelo: ingozi noma okunye okuboniwe.

Ukuhleleka kombiko ongamiselwe mgomo

- Akuvele ukuthi umbiko ubhalwe ngubani, lokhu kungaba sekuqaleni noma ekugcineni kombiko.
- Makube nesihloko sombiko
- **Isingeniso**: lesi sigaba siyiqoqa lawo wonke umbiko. Siphendula le mibuzo elandelayo; njengokuthi: Yini eyenzekile? Nini? Kanjani? Kuphi? Ubani owenze lokho?
- **Umzimba**: amaphuzu asemzimbeni acacisa lokhu okukhulunywe ngakho esingenisweni.
- Kuyenzeka ukuthi kucashunwe amazwi omuntu okhulumile njengoba enjalo, kusetshenziswe nezimpawu zokuloba osobacaphuni.

4.10.1. Isibonelo sombiko ongabekelwe mgomo

IFOMU LOKUBHALA IMIBIKO EPHATHELENE NOBUGEBENGU

Isihloko: Ukugqekezwa esikoleni i-S.J. Baloyi 'Secondary School'

Ukuchazwa kwesigameko: NgoLwesibili ekuseni mhla zingama-30 Nhlangulana 2019 kuse igumbi eligcina amakhompyutha ligqekeziwe. Kutholakale ukuthi amakhompyutha antshontshiwe angama-20. Lokhu kubonwe uthishanhloko ofike kuqala esikoleni.

UThishanhloko uthuke kwaphela nasozwaneni uma ebona lesi sigameko. Umangazwe ukuthi lokhu kwenzeke naphezu kokuthi isikole sinabo onogada abagada zonke izinsuku ubusuku nemini. UThishanhloko ubize amaphoyisa, umphathi wenkampani yonogada kanye nomphathi we-SGB. Icala lokugqekeza kanye nokutshontshwa kwempahla livulwe nguthishanhloko uMnu Mandla Ndlovu ekuseni ngoLwesibili ngehora lesi-09h00.

Kuzwakale ngandlebenye ukuthi umphathi wonogada uthe ukuzwa lokho, wathukuthele wagana unwabu lapho ebathembise nokubaxosha emsebenzini wabo. Kutholakale umakhalekhwini iNokia 1650 emnyama kanye newashi phakathi egunjini ebelinamakhompyutha.

Umseshi ophethe icala: USayitsheni Z.P. Pienaar

Uhlelwe ngu: N.N. Ndlovu

13 Nhlaba 2018

[UMhloli weSekethe]

4.11 Inkulumo elungiselelwe

Amazwi alungiselelwe ukwethulwa emcimbini othile. Kubalulekile ukuthi inkulumo ihambelane nomcimbi lowo ezokwethulwa kuwo. Inkulumo idinga ukulungiselelwa ukuze ihleleke. Kusetshenziswa inkathi yamanje, lena yinkulumo ngqo eyethulwa kubantu belalele, bekubuka nawe ubabuka.

Indlela yokubhala inkulumo elungiselelwe:

- Ulungiselele ngokwenza ucwaningo bese uhlela ulwazi.
- Ukubhala isihloko: Ukubhala isihloko esizoba nale mininingwane: inhloso yenkulumo, yethulwa ngubani? Kumuphi umcimbi? Nini? wawuqhutshelwa kuyiphi indawo?
- Uqala ngokubonga ithuba kumphathi wohlelo.
- Ukubingelela izethameli ngokwezikhundla zazo uqale ngabanezikhundla eziphezulu wehle njalo.
- Ukwethula inkulumo ehlukaniswe kahle ngezigaba. Lapha wethula inkulumo njengoba ocwaningile ngesihloko wase uyihlela ukuze amaphuzu athelelane kahle. Iphuzu nephuzu lidingidwa esigabeni salo lodwa. Ekugcineni kubalulekile ukuthi uphose inselelo kuzethameli.
- Sebenzisa irejista, isitayela nephimbo okuhambisana nezethameli, inhloso nesimo somcimbi.
- Khetha amagama anembayo ungathemelezi
- Yethula amaqiniso, umbono, incazelo eqondile negudliselayo, incazelo esobala necashile.
- Khombisa indlela obuka ngayo izinto ukuchema, ukucwasa, ulimi oluthinta imizwa, oluncengayo nolimi oluvumisayo.
- Uma inkulumo seyiphelile, buyisela kumphathi wohlelo ngokuthi uphinde ubonge kuye.

4.11.1 Isibonelo senkulumo elungiselelwe:

INKULUMO YOKUVALELISA EYETHULWA NGUTHISHA U S.A NTOMBELA EMGAZI PUBLIC SCHOOL NGOSUKU LOKUVALELISWA KWAKHE MHLA ZINGAMA-27 KuLWEZI 2006.

Ngiyabonga Mphathi Wohlelo ngethuba onginika lona.

Ngiyabingelela kubaphathi bemfundo abakhona ngokwezikhundla zabo. UThishanhloko wesikole, othisha, amalunga oMkhandlu olawula isikole, abazali, izivakashi kanye nabafundi.

Uma abantu sebengaphezu kwababili, kuyavama ukuthi bahlangane ngenjongo ethile. Isikole singenye yezikhungo lapho kuhlangana khona abantu abaningi ngezinhloso ezithile. Isikole ngasinye sibandakanya othisha, abafundi kanye nabazali. Kothisha kubakhona uthisha oqokelwa ukuba ahole isikole. Nabazali ngokunjalo baba khona abakhethwa ngabanye ukuba babe iliso labo. Kwezinye izikole kuze kube khona nabafundi abamele abanye abafundi.

Ngibonge kakhulu ukuba ngithole ithuba lokuba ngizolekelela abafundi bakulesi sikole iminyaka eyi-12 nambili. Kube kuningi engikufunde lapha kulesi sikole. Ngiyethemba ukuthi nami libe khona iqhaza elikhulu engilibambile ukuthuthukisa isikole kanye nomphakathi wendawo. Uma kube khona lapho ngingenzanga kahle khona ngiyethemba ukuba seniyongixolela.

Ngiyabonga Mphathi Wohlelo.

4.12 Inkulumo-mpendulwano/ingxoxo

Nazi izinto okufanele abafundi baziqaphele uma bebhala lolu hlobo lombhalo:

- Isakhiwo senkulumo-mpendulwano.
- Njengemibhalo yonke kufanele kubekhona isingeniso. Esingenisweni yilapho kwethulwa khona udaba oluzoxoxwa, nokuthi luzoxoxwa ngobani?
- Amagama alabo abakhulumayo abhalwa ngasesandleni sokunxele, abe mafishane nesibongo singasetshenziswa

esikundleni samagama. Akubhalwa lutho ngaphansi kwamagama alabo abakhulumayo.

- Kubhalwa ikholoni emva kwamagama abantu abakhulumayo.
- Ukukhethwa kwamagama kumele kukhombise ukwehlukana kwezinga lalabo abakhulumayo. ***Isibonelo:*** *ubaba uma ekhuluma nendodana, ingane yesikole uma ikhuluma nothisha.*
- Ukuthi inkulumo-mpendulwano iqala ngesingeniso akusho ukuthi akubekhona isigaba esiyisiphetho. Isiphetho sendaba siba senkulumweni yabo, kuzwakale ukuthi isiyaphetha.
- Ingaphetha ngokuba bezwane noma bangezwani kuye ngokuthi udaba abebeluxoxa luhamba kanjani.

4.12.1 Isibonelo senkulumo-mpendulwano:

Umnumzane uManzini ukhuluma nendodana yakhe uThabo ofika phakathi kwamabili abangqongqozele ukuze bamvulele.

uManzini : Uphumaphi ebusuku kangaka Thabo?

uThabo : Ngiyaxolisa, baba ngilibale kubo kaMafika.

uManzini : Ubuyokwenzani uze ungasiboni nesikhathi nje?

uThabo : Ngeke ngiphinde baba, bengilande izincwadi zami ebezibolekwe uThemba.

uManzini : Ezinjani izincwadi ezilandwa kuze kube phakathi kwamabili?

uThabo : Ngifike kukhona inkomo ephukile ngase ngifaka isandla uma beyijova. Bekungelula kuleya nkomo, beyala ukhasha. UBaba uKhabazela uze wangibonga kakhulu wathi ukuba bengingekho bebengeke bakwazi ukuyijova.

uManzini : Kungani ungashayanga ucingo usazise ukuze sikhululeke?

uThabo : Yobe Gwabini! Ngisuke ngethuka kakhulu ngibona inkomo eluhlanguhlangu ngaleya ndlela.

uManzini : Hhayi ngiyakuzwa ndodana, kodwa wena isibindi esingaka ubusithathaphi?

uThabo : Nami angazi Gwabini kodwa ngisola sengathi ufuzo lwakoGwabini.

uManzini : Siyabonga ndodana, indoda yenza njalo.

uThabo : Ngiyabonga nami Gwabini ukungikhulisa, ngiyaziqhenya ngawe.

4.13 I-intavyu/ inhlolokhono

Umbhalo oba phakathi kwabantu ababili noma ngaphezulu. Oyedwa kuba nguye obuza imibuzo, bese kuthi omunye aphendule anabe. Le inthavyu ivamise ukuba ihambisane nengqikithi ethile okubhekiswe kuyo. Kungaba mayela nolwazi oluthile noma kuhambisane nesicelo somsebenzi. Kokunye kuba imibuzo eqondene nokuthola ulwazi oluthile ngokwenzekile noma okusazokwenzeka (osopolitiki, osomabhizinisi, abaholi, njl.). Obuzwayo kungaba ngumuntu nje noma usaziwayo ebuzwa ngempilo yakhe noma ngemibono yakhe ngokuthile. I-intavyu ingenziwa bukhoma, emsakazweni, kumabonakude noma ebhalwa phansi njengenkulumo-mpendulwano.

Ukuhleleka kwe- **intavyu / inhlolokhono ebhaliwe**

- Ukwethulwa (kuvezwa isizinda, inhloso ukwethulwa kwabalingiswa bethiwa namagama)
- Ihlelwa njengenkulumo mpendulwana kodwa umehluko ukuthi obuzayo ubuza kafushane bese kuthi ophendulayo achaze kabanzi.
- Esingenisweni kwakhiwa ubuhlobo (ukwakha isimo sokwethembana).
- Imibuzo (buza okuvulelekile kuya kokukhethekile, imibuzo eqonde ngqo; ukusebenzisa ubuhlakani, uzwelo, ulimi olunxenxayo nolunenhlonipho; ukulalelisisa; ukubhekisisa impendulo, ukuphendula ngokuyikho ukukhombisa ulwazi).
- Ukuvala (ukubonga umuntu obebuzwa imibuzo, anikeze neminininingwane yokuxhumana)

Umyalelo

Bhala i-intavyu lapho yomsakazi uMnu. Msomi woKhozi ekhuluma khona nomculi we-jazz othile odumile embuza ngempumelelo yakhe nangokuthi ugqozi lokucula uluthole kanjani? (25)

I-inthavyu Phakathi koMsakazi weSiyahlomula F. M Kanye Nomculi We-jazz

[KuseMsakazweni iSiyahlomula FM, uMsakazi uMsomi ubuza umculi odumile we-jazz uBabo ngesisusa sogqozi lwakhe lokucula.]

UMsomi : Ngiyajabula ukuthola ithuba lokukhuluma nawe.

uBabo : Nami ngiyathokoza kakhulu ukukhuluma nawe kulo msakazo odume kangaka.

uMsomi : UBabo igama lakho ngempela noma elomsebenzi?

uBabo : Yigama lomsebenzi engalinikwa abangane bami enginabo eqenjini ngoba ngangishaya kakhulu isiginci baze bachazeke.

uMsomi : Awuchazele abalalele ngemvelaphi yakho.

uBabo : Mina nginguZakhele wakwaZibane owazalelwa wafunda eNkande, wadlulela eNyuvesi yaKwaZulu. Uthando lwami lomculo lwadlondlobala kakhulu lapho.

uMsomi : Waluthathaphi ugqozi lokucula?

uBabo : Abazali bami bangabaculi. Bebevamise ukucula i-*duet* esontweni, babuye bazilungiselele ekhaya. Lwakhula kanjalo-ke uthando lokuba umculi.

uMsomi :Pho kungani wena ucula olunye uhlobo lomculo?

u**Babo** : Ngawufundela ngaba nolwazi lwawo. Ukukhula ngilalela umculo wokholo kwangenza ukuba ngicabange ukwehluka. Kwangijabulisa ukwesekwa ngabazali bami emculweni wami.

uMsomi :Siyabonga ithuba lakho Babo, sibheme sakholwa. Valelisa kubalaleli bomsakazo kanye nabalandeli bakho, usho neminininingwane yakho.

uBabo : Angibonge msakazi ithuba ongiphe lona. Ngibonga nakubalaleli ngokungilalela. Ngiyatholakala kule nombolo: 061 450 0000 naku-Face Book.

4.14 ISIBUYEKEZO

Isibuyekezo siwuvo lobhalayo ngokuthile okungaba **incwadi, iphephandaba, iphephabhuku, ifilimu, isidi noma idividi yomculo, indawo ethile yokuqeda isizungu okungaba eyokuya ngasethunjini, eyokungcebeleka, eyokuzivocavoca** njl. Inhloso yaso iwukwazisa ngelaka lombhali ngento abhale ngayo. Kulindeleke ukuba isibuy-ekezo sigxile emaqinisweni egculisa noma engagculisi ukuze abawufundile bakwazi ukuzithathela izinqumo mayelana nalokho okumbalwe ngakho.

Isibonelo sesibuyekezo

Incwadi	**Ifilimu**	**i-*cd***
• Igama lencwadi	• Igama lefilimu	• Igama le-cd
• Igama lombhali	• Umqondisi /Abaqondisi	• Igama lenkampani eqophile
• Abashicileli	• Isikhathi	• Igama lomculi
• Unyaka eyashicilelwa ngawo	• Inkampani yabashuthayo	• Uhlobo lomculo
• Incwadi ngamafuphi	• Ifilimu kafushane	• Ukuxoxa kafushane nge-cd
• Okuhle nokubi ngayo	• Okuhle nokubi	• Okuhle kanye nokubi
• Uvo lwakho	• Uvo lwakho	• Uvo lwakho

AMARUBHRIKHI OKUHLOLA UMBHALO OMUDE ODLULISA UMYALEZO ULIMI LWASEKHAYA [AMAMAKI ANGAMA-25]

Okungabonwa ngakho	Okungavamile	Okunekhono	Okusendimeni	Okuqalisayo	Akwanelisi
OKUQUKETHWE, UHLAKA & NEFOMATHI Impendulo kanye nemibono Ukuhlela imibono ukuze kube nohlaka Inhloso, izethameli, izakhiwo nezimiso kanye nesimo **AMAMAKI AYI-15**	**13–15** -Impendulo enembayo ngaphezu kobekulindelekile -Amasu akhaliphile kanye nokuvuthwa komqondo -Ulwazi olubanzi lwezimpawu zohlobo lombhalo -Umbhalo unamathele esihlokweni -Amasu akhombisa ukuthelelana kanye nokulandelana -Acacisa ngokusobala kanye nokusekela isihloko -Ifomathi efanelekile necacile	**10–12** -Impendulo enhle kakhulu ekhombisa ulwazi lwezimpawu zohlobo lombhalo -Inamathele esihlokweni -Inamaphutha ambalwa -Ukulandelana kokuqukethwe nemibono, kuchazwe kahle futhi kusekela isihloko -Ifomathi efanele enamaphushana	**7–9** -Impendulo esendimeni ekhombisa ulwazi lwezimpawu zohlobo lombhalo -Inamathele esihlokweni – inamaphutha esendimeni -Ukulandelana kwemibono okuqukethwe kufanelekile -Ukuchaza okumbalwa kusekela isihloko -Ifomathi efanelekile kodwa kunamaphutha ambalwa	**4–6** -Impendulo esezingeni eliyisisekelo ekhombisa ulwazi lwezimpawu zohlobo lombhalo -Ukunamathela kuyabonakala kodwa kunamaphutha amaningana -Ukulandelana kwamaphuzu okuqukethwe kubuye kungabonakali -Ukuchaza okumbalwa kusekela isihloko -Usebenzise ngokunganele imithetho yefomathi -Kukhona okumbalwa okubalulekile	**0–3** -Impendulo ikhombisa ukungabi nalo ulwazi lwezimpawu zohlobo lombhalo -Umqondo uyanhlanhlatha kunamaphutha amakhulu -Imibono ayilandelani sanhlobo -Ukuchaza okumbalwa okusekela isihloko -Akasebenzisanga nhlobo imithetho yefomathi
ULIMI, ISITAYELA KANYE NOKULUNGISA AMAPHUTHA Ithoni, irejista, isitayela, inhloso/umthelela, izethameli kanye nesimo Ukusetshenziswa kolimi kanye nezimiso Ukukhethwa kwamagama Izimpawu zokuloba kanye nesipelingi **AMAMAKI AYI-10**	**9–10** -Ithoni, irejista, isitayela, ulwazimagama kuhambisana kahle kakhulu nenhloso, izethameli kanye nesimo -Uhlelo lufanelekile futhi lwakheke kahle kakhulu -Akunamaphutha sanhlobo	**7–8** -Ithoni, irejista, isitayela, ulwazimagama kuhambisana kahle nenhloso, izethameli kanye nesimo -Uhlelo lufanelekile futhi lwakheke kahle -Ulwazimagama oluhle -Akunamaphutha	**5–6** -Ithoni, irejista, isitayela, ulwazimagama kuyahambisana nenhloso, izethameli kanye nesimo -Kunamaphutha ambalwa -Ulwazimagama olusendimeni -Amaphutha awawuphazamisi umqondo	**3–4** -Ithoni, irejista, isitayela, ulwazimagama kunokungahambisani nenhloso, izethameli kanye nesimo -Uhlelo olungafanelekile olunamaphutha amaningi -Ulwazimagama olunganele -Umqondo awusalandeleki kahle	**0–2** -Ithoni, irejista, isitayela kanye nolwazimagama akuhambisani nenhloso, izethameli kanye nesimo -Kugcwele amaphutha futhi kuyadida -Ulwazimagama aluhambisani nenhloso -Umqondo uyanhlanhlatha kakhulu

5. IMIBHALO EMFUSHANE EDLULISA UMYALEZO (ISIZULU ULIMI LOKUQALA NOLWESIBILI LOKWENGEZA)

5.1 IZIKHANGISI

Ukukhangisa yindlela yokuheha abantu ngento ethile ethengiswayo ngenhloso yokuthi bagcine sebeyithengile yize bebengahlosile. Osomabhizinisi, imvamisa, basebenzisa izikhangisi ezinhlobonhlobo ukuchukuluza imizwa yabathengi. Isikhali esikhulu sezikhangisi ukuphindaphindwa kwemibiko kanye nokusebenzisa amazwi ayengayo. Ngaphandle kwezikhangisi zezinto ezithengiswayo kukhona izikhangisi zemisebenzi, zemicimbi, zabashonile, zabashadayo, kanye nokunye.

5.1.1 Nasi isibonelo sesikhangisi sempahla:

IMPHUPHU INSIKAYEZWE

INIKEZA IMINDENI AMANDLA
YENZA IMINDENI IZITHOKOZELE IZIKHATHI ZOKUDLA
YENZA UKUBA IMIZIMBA YABANTU IHLALE YONDLEKILE
YENZA IMINDENI INGANGENWA IZIFO KALULA
YAKHA ISIZWE ESINAMANDLA ADLULA AWEBHUBESI

NGAKHO-KE DLANA IMPUPHU UNSIKAYEZWE UBONE UMAHLUKO

Phuthuma uzitholele imphupu **Insikayezwe** esitolo sangakini ukuze ubesethubeni lokuzitholela ibhukwana lamahhala elichaza kabanzi ngezindlela zokupheka imphupu **Insikayezwe**
Uma ufuna ulwazi oluningi ngale mpuphu, ungasibhalela kwaHOME Economist, PO Box 240, Pretoria 0001

5.1.2 Nasi isibonelo sesikhangisi somsebenzi:

MIDVAAL LOCAL MUNICIPALITY

UMNYANGO WEZOKUTHUTHA IPHOYISA LOMGWAQO

Iholo: R84 900 – R96 984

Izinga: Level 7

Inombolo yesaziso: MDT 053

Umuntu odingekayo: Kudingeka umuntu ophase uMatikuletsheni, onediploma ayithola kwelinye lamakholiji aqeqesha iziphathimandla zomgwaqo, izincwadi zokushayela (ikhodi 8) abe umuntu oneminyaka emithathu enza lo msebenzi.

Umsebenzi azowenza: Ukuhlola abashayeli abafuna izincwadi zokushayela. Ukubheka akhiphe amathikithi abashayeli abashayela budedengu emigwaqeni yomphakathi. Ukuhola izimoto ezinesisindo esingajwayelekile emigwaqeni yomphakathi. Ukwenza neminye imisebenzi ephathelene namaphoyisa omgwaqo. Oyocatshangelwa kangcono:

Umuntu oyocatshangelwa kangcono ngumuntu oneminyaka emithathu noma ngaphezulu enza lo msebenzi. Umuntu okwazi ukukhuluma nokubhala kahle isiNgisi, isiBhunu, isiNguni kanye nesiSuthu.

Usuku lokuqala emsebenzini: 01 Okthoba 2019

Amafomu okufaka izicelo ayatholakala kuwo wonke amahhovisi kamasipala. Izicelo azithunyelwe kuMenenja yedolobha, Midvaal Local Municipality, P.O. Box 9, Meyerton, 1960. Ifomu lokufuna umsebenzi kumele lihambisane nencwadi yokuzichaza kanye namaphepha awubufakazi bezitifiketi onazo, umazisi nencwadi yokushayela, konke kube nesitembu sasemaphoyiseni aseNingizimu Afrika.

Imibuzo ingaqondiswa ku: Mnu. T.T. Radebe kule nombolo yocingo: (016) 360-7478

Usuku lokugcina lokufaka izicelo: 30 Ntulikazi 2019

Qaphela: Izicelo ezifike ngemuva kwesikhathi kanye nalezo ezithunyelwe ngesihlanzandaba aziyukwamukelwa. Abantu okuzoxhunyanwa nabo yilabo kuphela abazoba sohlwini lwabazophekwa ngemibuzo. Ngakho-ke uma singakuthintanga kwaze kwaphela izinyanga ezintathu ngemuva kosuku lokugcina lokufaka izicelo, sicela wamukele ukuthi isicelo sakho asemukelekanga.

5.2 AMAFLAYA

Amaflaya ngamapheshana aba nemininingwane ethile. Mancane lapho eqhathaniswa namabhrosha. Ngokuvamile abhalelwa izimo nezinhloso ezehlekahlukene. Kungabhalwa iflaya ngenhloso yokuxwayisa abantu ngezinto ezithile, njengotshwala, ucansi olungaphephile, isifo esihlasele endaweni, njl.

Nasi isibonelo seflaya:

UDOKOTELA UMAPHEKETHULULA ZIKHALI

- UPHELELWA UBUTHONGO?
- UZIZWA UPHELELWA NGAMANDLA?
- UKHUSHUKELWA USHUKELA?
- UPHETHWE IKHANDA ELINGAPHELI?
- UZIZWA UNGAKUTHANDI UKUDLA?

Zitholele ibhodlela lakho likaVukamanje Ingxube yesintu enguzifozonke

Zifikele mathupha kunombolo 17 kuWarwick Avenue eThekwini noma uthinte uMaphekethulula Zikhali enombolweni ethi 031 307 5620 ngezikhathi zomsebenzi noma enombolweni ethi 0729243327 ngezikhathi zonke

5.3 AMAPHOSTA

Amaphosta yimibhalo eyaye ibhalelwe ukukhumbuza abantu ngalokho okusemqoka ezimpilweni zabo. Angaqhamuka eyizimo ezehlukahlukene njengezithombe noma imidwebo. Ayaye abhalwe agqame ukuze umuntu awabone eseza le kude. Kumele futhi abe nomlayezo omfishane kodwa onembayo.

Nasi isibonelo sephosta ekhasini elilandelayo:

Siza ngokuthola iqiniso

Uzivikele
Ingculazi
Iyabulala
Umashayabhuqe
Umashiya kukhalwa

IKHISHWE NGUMASIPALA WETHEKU

Ikheli: 2nd Floor, Rennie House, 41 Margaret Mncadi Avenue (Victoria Embarkment) Durban, 4001

Ucingo: 031 311 4264 Ifeksi: 031 311 4120

EMAIL: sokhelaz@durban.gov.za

5.4 I-IMEYILI

I-imeyili yindlela yobuchwepheshe yokuthumela imibiko, izithombe nokunye ngendlela esheshayo kusetshenziswa amakhompuyutha. Le ndlela inhle kakhulu ngoba umuntu ukwazi ukuthumela ngisho umbhalo ongamakhasi amaningi ngesikhashana nje. Lapho umuntu othunyelelwe umbhalo eseqedile ukuwufunda uyakwazi ukuwugcina ukuze aphinde awufunde esikhathini esizayo uma kuvela isidingo. Nalowo owuthumele uyakwazi ukugcina ubufakazi bokuthi nebala wawuthumela umlayezo ngelanga elithile.

Nasi isibonelo se-imeyili:

Isuka ku: mqadi@yahoo.com
Iya ku: molois@edu.fs.gov.za
Isihloko: Isimemo somhlangano
Umbiko: Amalunga omphilandawonye, Indonsa ayamenywa emhlanganweni oyoba se-Indaba Hotel zingu-1 kuMbasa 2007 ngo-17:00. H. Mmvemve 1181 Gumede Road Sibongile Location Dundee 3100 **Uhlelo lomhlangano** 1 Ukuvula 2. Ababekhona 3. Izixoliso zalabo abangaphumelelanga 4. Amaminithi omhlangano odlule 5. Okuvuka emaminithini 6. Umbiko wezimali 7.Ezixubile 8. Ukuvala

5.5 IDAYARI NOKUSETSHENZISWA KWAYO

Idayari incwajana lapho umuntu ebhala khona izigameko eziphathene nempilo yakhe, izinto ezibalulekile afisa ukuzikhumbula, nokunye. Abanye idayari bayetha igama layo,

isibonelo "**Kunje-ke Emhlabeni!**"

Nakhu okubalulekile ngedayari:

- Kumele oyibhalayo abhale usuku phezulu.
- Kumele ibhalwe ngolimi lomuntu okhulumayo.

- Kumele ibhalwe ibe senkathini yamanje.
- Kuyenzeka futhi ibhalwe ibe senkathini edlule.
- Kanti kungenzeka futhi ibhalwe ibe senkathini ezayo.
- Kumele kubhalwe izigaba ezimfishane.
- Kusetshenziswa ulimi olukhululekile.

Nasi isibonelo sokusetshenziswa kwedayari:

Le yidayari kaSizakele Masombuka ofunda ibanga leshumi nambili eSakhelwe eZakheni.

26/10/2017

Iphepha ebesilibhala namuhla belilula kakhulu kunalokhu abebelibabaza khona. Angingabazi ukuthi ngizoliphasa ngamalengiso.

27/10/2017

Ukuhlangana kwami noZakhele kungiphazamise kakhulu ekuzilungiseleleni iphepha lakusasa. Noma ngithi ngiyazama ukufunda akuvumi, ngisambona emi phambi kwami. Ngisawezwa amazwi akhe amnandi enkenteza ezindlebeni zami.

28/10/2017

Bengingazithembi neze namuhla ngoba angikwazanga ukuzilungiselela kahle izolo. Noma kanjani ngizozidlela amahlanga nakuleli phepha lanamuhla.

29/10/2017

Namuhla usuku lwami lokuzalwa. Ngizobe ngibungazwe ngabangani bami emqashweni ntambama ngehora lesithupha.

30/10/2017

Ngemuva kokubhala iphepha lasekuseni ngizothi hulukuqu edolobheni ngiyobheka ukuthi abangifakelanga yini imali ekhaya.

5.6 IFEKSI / ISIHLANZANDABA/ ISIKHAHLAMEZI

Ifeksi ngumbhalo othunyelwa ngobuchwepheshe besimanje kusetshenziswa ucingo. Umbhalo usuka emshinini uya komunye umshini. Ngokuvamile lo mbhalo uba nekhasi eliba nemininingwane yalowo owuthumelayo kanye neyalowo umbhalo obhekiswe kuye. Leli khasi lisebenza njengemvilophu lapho kuthunyelwa incwadi. Yize umlayezo ushesha ukufika lapho uthunyelwa khona, ubuthaka besikhahlamezi ukuthi umbhalo oyimfihlo ungawela emehlweni nasezandleni ezingafanele.

Nasi isibonelo sefeksi ekhasini:

Ithembalethu Store, P.O. Box 1399, Ladysmith, 3370 Ucingo: (0361) 551 432

Inombolo yefeksi: (0361) 551 433

Usuku: 26 Juni 2009

Iya ku: Thulani Ntuli

Inombolo yefeksi: (016) 976 0848

Inombolo yocingo: (016) 973 9105

Ivela ku: Mondli Mvelase

Umbiko: Yemukela nali iphepha lokufaka imali ebhangi njengobufakazi bokuthi ngikukhokhele imali yakho ebekade iyisikweletu.

Inani lamakhasi: 2

5.7 IMIYALELO

Imiyalelo yinkulumo etshela umuntu ukuthi akenzeni, kuphi, kanjani, nini, njl. Le nkulumo ingashiwo ngomlomo noma ibhalwe phansi. Ukuze ifeze inhloso yayo kufanele icace, ingadidi, isebenzise ulimi oluzwakalayo futhi ingabi mide kakhulu ukuze lowo oyalelwayo ezokwazi ukuyilandela.

Nasi isibonelo somyalelo wabafundi ababhala izivivinyo zokuphela konyaka:

IMIYALELO YABAHLOLWAYO:

1. Abahlolwayo mabafundisise kahle imiyalelo ngaphambi kokuba baphendule imibuzo.

2. Leli phepha lehlukaniswe iziqephu EZINTATHU:

    - ISIQEPHU A: Isivivinyo sokuqondisisa
    - ISIQEPHU B: Ukufingqa
    - ISIQEPHU C: Uhlelo nokustshenziswa kolimi

3. Abahlolwayo mabaphendule yonke imibuzo ekuleli phepha.

4. Abahlolwayo mababhale ngobunono bekati nangesandla esibonakalayo.

5. Abahlolwayo mabaqaphelisise isipelingi kanye nokwakheka kwemisho.

5.8 INKOMBANDLELA

Empilweni kuyenzeka umuntu ahambele endaweni angayazi okudingeka ukuba abuze indlela kubantu ahlangana nabo. Umuntu olayela omunye indlela usebenzisa inkombandlela yokulayela. Inhloso yenkombandlela ukukhombisa umuntu othile indlela noma indawo ethile okumele aye kuyo. Kungaba indlela eya emzini thizeni, emsebenzini, esikoleni, eposini, esikhumulweni sezindiza, njalonjalo.

Ukuze ukulayela nokulayelwa kube lula, kumele -

- Kuvele imigwaqo noma imizila umuntu azoyihamba.
- Kuvele amagama ezindawo umuntu azodlula kuzo.
- Kukhonjiswe imifula umuntu azoyiwela, izintaba azozidundubala, njalonjalo.
- Umuntu olayelwayo alalelisise kahle ukuze athole lapho eya khona.
- Lowo olayela omunye asebenzise ulimi oluqondile, olungezukumdida lowo olayelwayo.

Nasi isibonelo senkombandlela ekhasini elilandelayo:

Indlela eya kwaSolwazi uNzimande

Uma usuka lapha simi khona,

- Uzojikela esandleni sokudla
- Ulandele lowo mgwaqo njalo
- Uma ufika empandanamgwaqo uzobe sewujikela esandleni sobunxele
- Uzohamba njalo ngalowo mgwaqo
- Uzokwedlula indlu yesonto, iWeseli uhambe njalo ngalowo mgwaqo
- Uzobe sewubona igaraji lakwaShell ngasesandleni sobunxele
- Uma ufika egaraji uzojikela kwesobunxele
- Uma uqeda kujika uzobona inkulisa (yabantwana) ebiyelwe ngofenisi
- Lapho uqeda ukwedlula isakhiwo leso uzojikela kwesokudla
- Uzobe sewubona umuzi omkhulu onombhalo omkhulu othi **'NXA NGIPHILILE!'** esangweni
- Kukhona-ke lapho kwaSolwazi uNzimande

5.9 AMAKHADI EZIMEMO

Uma umuntu ezoba nomcimbi othile kudingeka ukuba ameme abantu, ikakhulukazi labo asondelene nabo nalabo ababamba iqhaza elithile ekwenzeni umcimbi wakhe ukuba ube yimpumelelo. Singabala imicimbi efana nemishado, ukuvula amatshe ezikhumbuzo, ukukhulisa izingane zamantombazane, nokunye. Amakhadi ezimemo singawehlukanisa kabili ngokwezakhiwo zawo. Kukhona amiselwe imigomo eqinile kanye nangamiselwe migomo.

Amakhadi amiselwe imigomo asetshenziswa kakhulu uma kunesikhathi eside sokulungiselela umcimbi lowo. Lokhu kuyavama uma kunemishado nokwembulwa kwamatshe. Emakhadini amiselwe imigomo –

- Obhalayo ubhala njengomuntu wesithathu.
- Izimpawu zokuloba azisebenzi kangako.

- Umbiko kumele uphelele futhi ucace.
- Asisetshenziswa isibingelelo nesiphetho.
- Umbiko uyaqonda ungathemelezi ngoba abashicileli babiza imali ngohlamvu ngalunye olubhaliwe.
- Umbhali akazisayini ndawo.
- Izimpendulo nazo zilandela imigomo njengezimemo. Zona zingaba uhlobo lwekhadi noma kubhalwe nje ngesandla.
- Kumele lowo omenywayo asho ukuthi uzophumelela noma cha ukuze lowo ommemayo azi ukuthi zingaki izimeywa angazilindela. Lokhu kubalulekile, ukuze omemayo ezolungisa kahle.
- Ikheli lomemayo libhalwa ekugcineni ngezansi
- Uma kuyoba umcimbi omkhulu izimemo zikhishwa kusasele amasonto amathathu, kanti uma kungasiyo indumezulu yomcimbi izinsuku eziyishumi nje zanele.
- Uma umcimbi umncane, noma usukelwe phezulu, izimemo zingabhalwa ngesandla nje.
- Uma kuyisidlo nje kufanele ikhadi libe nesikhathi okuyodliwa ngaso nokuthi umcimbi
- uyophela nini.

Nasi isibonelo sekhadi lesimemo somshado:

UMnu. noNkkz. Ntokozo Zwane

Bacela ukuba bathokoze kanye nani emshadweni kamafungwase wabo

UNOMTHANDAZO BHENGU

Oyobe eshada

noPHELELANI ZUMA

Indodana yokuqala kaMnu. noNkkz. Khumbulani Mfeka.

Umshado uyobe usesontweni lamaLuthela eSharpville ngehora leshumi ekuseni ngoMgqibelo

Mhla zingama-25 Ntulikazi 2009

Umcimbi wasebusuku: Sharpville Hall

Ikheli: 23 Gamede Road Sharpville EVereeniging

Ucingo (016) 423 7235

Nasi isibonelo sekhadi lokwamukela isimemo:

UMnu. noNkkz. Mbuyiselwa Qwabe

basemukela ngenjabulo isimemo sikaMnu. noNkkz. Ntokozo Zwane ababamemela emshadweni kamafungwase wabo

UNOMTHANDAZO

oyobe usesontweni lamaLuthela eSharpville ngehora leshumi ekuseni ngoMgqibelo

mhla zingama-25 Ntulikazi 2009 kodwa bayadabuka ukungasemukeli ngenxa yohlelo lomcimbi ofanayo emndenini.

Sengathi umcimbi ungaqhubeka kahle.

P.O. Box 230

Bedworthpark

Ntulikazi 2009

5.10 IPHOSIKHADI

Lena ngenye indlela yokuxhumana ngokubhala phansi ingxoxo emfishane. Ngokuvamile iphosikhadi lithunyelwa ngumuntu elithumela kumuntu amaziyo. Liba nekheli elilodwa lalowo othunyelelwayo, elibhalwa ngakwesokudla phezulu lapho kubhalwa khona ikheli lobhala incwadi yobungane. Emumva kwekheli ngezansana kubhalwa isibingelelo, esingaba igama lalowo obhalelwayo bese kuqala indaba emfishane eyedluliselwa kulowo elithunyelwa kuye. Othumela ikhadi uvalelisa ngegama lakhe elaziwayo ngaphandle kwesibongo.

Nasi isibonelo sephosikhadi:

30 Okthoba 2009

Phuthaliyenzeka **ISITEMBU**

Ngihambe kahle ngisuka lapho kini. Izimpahla zami zigcineka kahle ngafika ekhaya ziphelele. Ngibafice besaphila bonke nasekhaya, bakujabulele kakhulu ukubuya kwami ngiphile saka. Ngifunde okuningi ngenqubo namasiko angakini. Yinhle indawo yakini uyezwa. Ngithathwe ikakhulukazi ubuhle bemvelo enganukubezwanga izintuthu zamafemu njengoba kwenzeka emadolobheni. Ngikuthatha ngokuthi kube yisibusiso ukuza kwami ngapho ngoba ngithe ngifika nje ekhaya umnawami wabika ukuthi usefuna ukuzokwembesa abakhwekazi kule nyanga ezoqala. Uhambo olunje luqhamuka ngesikhathi esihle impela lapho sengiyazi kahle indlela eya kwaNongoma. Ngiyoshayela kahle ngikhululekile; ngihamba endaweni engiyaziyo. Angingabazi ukuthi sizobonana maduze nje.

Ngizokwazisa-ke ukuthi siza nini ngapho.

Ukhonze kubo bonke ekhaya.

Felokwakhe

Phakamani Khuzwayo

Box 1878

KwaMashu

4360

SOUTH AFRICA

5.11 UKUGCWALISWA KWEFOMU

Ifomu ipheshana elinezikhala ezigcwaliswayo ngoba kufuneka imininingwane ethile. Ziningi izinhlobo zamafomu ezigcwaliswayo. Kukhona amafomu okucela umsebenzi, okukhipha imali ebhange, okufaka imali ebhange, okucela izikhala zokufunda, njalonjalo. Kubalulekile ukuthi lowo ogcwalisa ifomu anikeze imininingwane yakhe eliqiniso, angashiyi izikhala ngenxa yobudedengu.

Nasi isibonelo sefomu egcwaliswa ngabantu abafuna umsebenzi:

IFOMU LOKUCELA UMSEBENZI

A.	**ISIKHALA SOMSEBENZI**			
Isikhala somsebenzi ofaka isicelo sakho kuwo (Njengoba sivele esikhangisweni)		**UMnyango okhiphe isikhangisi**		
Inombolo yesikhala somsebenzi (Njengoba sivele esikhangisweni)		Ungaqala nini ukusebenza uma kungaba nguwe onikezwa lo msebenzi?		
B. IMINININGWANE YAKHO (Uma ngabe ufake nencwadi yokuzichaza enayo yonke le Mininingwane elandelayo, ungayigcwalisi le ngxenye elandelayo)				
Isibongo:				
Amagama akho aphelele:				
Usuku Lokuzalwa:				
Ubuhlanga: (Phendula ngosebenzisa uphawu luka-X)	**Ompisholo**	**Owomdabu sasNdiya**	**Omhlophe**	**Ikhalathi**
Ubulili: (Phendula ngosebenzisa uphawu luka-X)	Owesilisa		Owesifazane	
Ukhubazekile: (Phendula ngosebenzisa uphawu luka-X)	**Yebo**		**Cha**	
Uyisakhamuzi saseNingizimu Afrika?				
Uma uthi cha, nikeza ubuzwe bakho:				
Unayo yini imvume yokusebenza				
Uma ngabe uhlobo lomsebenzi owufundele ludinga ube yilunga lenhlangano ebhaliswe ngokusemthethweni, nikeza usuku owaqala ngalo ukuba yilunga kanye nenombolo yakho yobulunga				
C.SINGAXHUMANA KANJANI NAWE?				
Ulimi esingakuxhuma ngalo				
Izinombolo zocingo ongatholakala kulo ngezikhathi zomsebenzi				
Indlela esingakuxhuma ngayo	**Incwadi**	**I -imeyili**	**Isikhahlamezi**	
Ikheli / i-imeyili / isikhahlamezi esingakuxhuma ngalo/ngayo				

6. ISIPHETHO

Lo mhlahlandlela ungumphumela wemizamo yomNyango WeMfundo wokusiza othisha nabafundi emshikashikeni wokufunda nokufundisa **okuqanjiwe okuyizindaba neziqephu ezedlulisa imiyalezo**. Uzongivumela sizovumelane ukuthi izinto ziyashintshashintsha kulo mhlaba esiphila kuwo. Ngakho-ke nathi kumele sihambe sivule amehlo lapho sihamba khona, siqhathanise lokhu esikusebenzisayo ekufundeni nasekufundiseni kanye nalokho okusetshenziswa ngabanye ozakwethu. Lokho kuzosenza sibone amagebe asekhonyana ekwenzeni kwenu bese siwavala. Ngaleyo ndlela azothuthuka amakhono ethu, zithuthuke izindlela esifunda sifundise ngazo, ibe mihle imiphumela yethu kanjalo sithuthuke nesizwe.

7. ISENGEZELELO

Naku okunye okubalulekile okudinga ukuqikelwa kakhulu emkhakheni wokuqanjiwe okuyizindaba neziqephu ezedlulisa imiyalezo:

Izinhlobo zamathekisthi		**Ulimi lwasekhaya**	**Amamaki**
Inani lamagama	**Ibanga 10**	**240 - 290**	**50**
	Ibanga 11	**290 - 340**	
	Ibanga 12	**340 - 390**	
Indaba edaza inkani		√	
Indaba eqhathanisayo		√	
Indaba echazayo		√	
Indaba eningayo		√	
Indaba elandayo		√	
Izinhlobo zamathekisthi		**Ulimi lwasekhaya**	**Amamaki**
Inani lamagama	**Ibanga 10**	**100 – 120**	**25**
	Ibanga 11		
	Ibanga 12		
Amaminithi nohlelo lomhlangano		√	**25**
Incwadi yobungani		√	
Incwadi yomsebenzi		√	
Incwadi eyakuMhleli		√	
Incwadi yokuzichaza		√	
Inkulumo-mpendulwano		√	
I-intavyu ebhalwe phansi		√	
Inkulumo elungiselelwe ebekelwe imigomo		√	
Umlando kamufi		√	
I-athikhili yephephandaba Ne-athikhili yephephabhuku		√	
Imibiko ebekelwe imigomo kanye nengabekelwe migomo		√	
Isibuyekezo		√	