



**UNIVERSITY OF ZULULAND**

**UMNYANGO      WEZILIMI      ZESINTU**  
**NOBUGUGU**

**AZUL241 IPHEPHA LESIBILI**

**UKUXHUMANA**

**AFUNDISWA NGU: DKT S.L NTULI KANYE**  
**NO DKT G.B MYENI**

## **OKUQUKETHWE**

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4. Ukubhalwa kwencwadi

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## **FUNCTIONAL ISIZULU AZUL241**

### **IPHEPHA 2**

#### **1 ISINGENISO**

##### **Inhloso yemojuli**

Lolu ulimi olusiza abantu ukuba bakwazi ukwenza izinto eziphathelele nempilo yabo yansuku zonke. Inhloso yale mojuli ukufundisa abafundi indlela okuyiyo yokusetshenziswa kolimi. Ulimiluyithuluzi lokwenza izinto ezahlukahlukene empilweni. Ngenxa yokufunda nokufundiswa, abantu bazithola besezindaweni ezahlukahlukene ikakhulukazi lezo zemisebenzi, nalezo ezihlanganela umphakathi emazingeni ehlukene. Ukufakazela lokhu, u-Olaniyan (1982) uthi:

Language ....subdivide into two groups from the point of view of function and usage or social role. Some of them are used in conducting everyday life, whereas others are used only for restricted purpose.

Ezinye izilimi zisetshenziselwa ukuqhuba impilo nezidingo zansuku zonke kanti ezinye zisetshenziselwa izimo ezithile kuphela. Nokho-ke ulimi njengolimi lwangempela, kumele lukwazi ukusetshenziselwa zonke izidingo zempilo. Ngale kwalokho kungasho ukuthi aluwuphelelisi umsebenzi walo. Kuwumsebenzi wabanikazi bolimi ukuba babone futhi baqinisekise ukuthi ulimi luyazifeza zonke izidingo zalo. Lokhu kukhombisa ukuhamba kufanele kube nobudlelwane obuqinile phakathi kolimi nabantu abalusebenzisayo.

## **2. UKUQONDA ULIMI NEMITHETHO YOKUBHALA**

### **2.1 LUYINI ULIMI?**

Ulimi isikhali semicabango nokuxhumana. Iphinde ibe wumnyombo wesiko esho okuthile okwenziwa ngendlela efanayo phakathi kwabantu kwakha ukuqonda kangcono umhlaba abaphila kuwo. Ukufunda ukusebenzisa ulimi ngokuyimpumelelo kwenza abafundi ukuthola ulwazi, ukuchaza ubuzwe, imizwa nemibono, ukuhlangana nabanye, nokulawula umhlaba wabo. Liphinde lunikeze abafundi inhlanganisela yezimpawu ezinothile, ezinamandla nezijulile zemifanekiso nemibono engasetshenziswa ukwakha umhlaba ukunaloku oyiko; ongcono nocacile ukunokuyiko. Kwenzeka ngokusebenza kolimi ukwehluka kwamasiko

nokuxhumama komphakathi kuvele kuphindekwakheke, kanti kwenzeka ngokusebenza kolimi ukuthi ukwakheka kubuye kuchibiyelwe, kubebanzi kubuye kucoliseke.

Ngokubona ukwahlukahlukana kwezilimi namasiko aseNingizimu Afrika, izakhamuzi zakhona kumele zikwazi ukuxhumana ngazo zonke izilimi ngokungahlangabezani nezingqinamba zolimi, baqinisekise ukuhlonipha nokuqonda amasiko nokuphathelene nezilimi. Ukwahlukahlukana kwezilimi kwamukelwa futhi kwenziwa igugu nguMthethosisekelo wezwe ngokuthi wenze izilimi eziyi-11 zibe semthethweni zihambisane neNqubomgomo yoLimi emFundweni yobuliminini obengezayo. Abafundi baphoqelekile ukufunda okungenani izilimi ezimbili njengeziyisiSekelo kanti ezinye izilimi zingafundwa njengeziwuMongo kanye / noma ezokuziKhethela. EmKhakheni wemFundo nokuQeqesha Jikelele ukuthuthukiswa kakhulu lolimi lwasekhaya lomfundi kuyagcizelelwa ukuze akwazi ukuba afunde nezinye izilimi zokwengeza

**Njengoba ufunda esikhungweni esiphakeme lapho kusetshenziswa khona izilimi ezahlukene. Nazi izinto okumele uzicabange:**

- a) Yiluphi ulimi lwakho lwasekhaya/lwebele?
- b) Yiluphi ulimi lesibili lokwengeza?
- c) Yiluphi olunye ulimi olwaziyo?
- d) Waifunda kanjani lezo zilimi?
- e) Uzisebenzisa kuphi futhi kanjani lezi zilimi?
- f) Uyavumelana nokuthi zonke izilimi ozaziyo nangendlela ozisebenzisa ngayo zikhombisa noma ziveza ubuthina njengabantu?

**ULimi LwaseKhaya:** ULimi Lwasekhaya lomfundi kudingeka ukuba lwesekelwe futhi luthuthukiswe ukuze lunikeze isendlalelo esiqinileyo sokufunda izilimi zokwengeza. EmKhakheni wemFundo nokuQeqesha okuQhubekayo, zonke izilimi ezisemthethweni zaseNingizimu Afrika zinemiPhumela yokuFunda yoLimi LwaseKhaya esezingeni eliphakeme, engaqhathaniswa nezinga lomhlaba jikelele. Lokhu kuhambisana nezidingo zomthethosisekelo zokulingana kwezilimi ezisemthethweni. Izinga lolwazi lolimi lwasekhaya kufanele lube sezingeni elingenza ukuba lusetshenziswe njengolimi lokufunda nokufundisa. Amakhono okulalela nokukhuluma kumele kugqugquzelwe ukuba athuthukiswe, acolisiswe kodwa kuleli zinga makugcizelelwe ukuthuthukisa amakhono okufunda nokubhala omfundi.

*ULimi LokuQala LokweNgeza:* Ukufunda ulimi lokuqala lokwengeza kugququzela ulwazi lokukhuluma izilimi eziningi nokuhlangana ngezamasiko nokuxhumana. Imiphumela yoLimi LokuQala LokweNgeza inikeza amazinga obuchwepheshe olimi ahlangebuzana nesiqalo samazinga adingekayo ekufundeni ngempumelelo ohlelweni lonke, njengoba abafundi bengafunda ngoLimi LokuQala LokweNgeza esimweni saseNingizimu Afrika. Lokhu kufaka amakhono olimi okucabanga nokufunda adingekayo ekucabangeni nasekufundeni. Lokhu kubhekiswe kuzo zonke izilimi ezisemthethweni. Kuzoba khona ukugcizelela okulinganayo kwamakhono okulalela, okukhuluma, okufunda nokubhala.

*ULimi LwesiBili LokweNgeza:* Ukufunda ulimi lwesibili lokwengeza kuqhubela phambili ulwazi lokukhuluma izilimi eziningi nokuxhumana ngokwamasiko. Nanoma amakhono okufunda nokubhala ezothuthukiswa, kuleli zinga kuzogcizelelwa ukuthuthukisa amakhono okukhuluma nokulalela. Izinga loLimi LwesiBili lokweNgeza kufanele libhekise ekuthuthukiseni ukuxhumana phakathi kwabantu.

## **2.2.2 IMITHETHO YOKUBHALA**

Imithetho efakwe lapha yileyo ebonakale kunesidingo sokuthi ifakwe. Kucashunwe nje phezulu, kanti kayiphelele yonke. Ngamaphutha ekubonakala ephindaphindeka kubabhali besiZulu kukhethwe lena elandelayo. Le mithetho icashunwe kwiPanSALB Imithetho yokubhala nobhalogama lwesiZulu (2008: 29-43) Le mithetho izosiza kakhulu labo abathanda ukufunda ulimi.

Inqubomgomo yiyona equbulela zonke izikhungo zemfundo ukusebenzisa izilimi ezisemthethweni zaseNingizimu Afrika.

“Inqubomgomo yolimi kwezemfundo kunoma yiliphi ilizwe ayikaze yanelise. Imbangela yaloko: Inkolo, ezombusazwe, umphakathi kanye nesimo somnotho. ENingizimi Afrika uhulumeni wengcindezelo usebenzise ulimi njengesikhali sokuphatha kwezombusazwe. ImfundoyaseNingizimu Afrika yayiphethwe ngesiNgisi nangesiBhunu. Isidingo sokufunda ngolimi lomdabu sasibukelwa phansiengokho amalungelo olimi. Inqubomgomo yolimi kwezemfundo ikhishwe kahle ngonyaka wezi-2005. Lona ngumbiko oqhamuka noMnyango wezeMfundo”.

### **Umthetho wokuqala**

Ukuncikana konkamisa.

EsiZulwini akuvunyelwa ukulandelana konkamisa egameni elilodwa.

Ukulandelana konkamisa

kugwenya ngalezi zindlela ezilandelayo:

1a. Ukugaxa usingankamisa u-y noma u-w phakathi konkamisa.

Isibonelo: uinki = uyinki, uoyela = uwoyela

1b. Ukuhlukaniswa ngekhonco (-)

Isibonelo: uinki = u-inki, uoyela = u-oyela

1c. Ukugaxa ugovana u-hh.

Isibonelo: iapula = ihhabhula, iofisi = ihhovisi

1d. Ukubalumbanisa

Isibonelo: izincwadi zaumthetho a+u = o

Izincwadi zomthetho

1e. Ukweqiwa kukankamisa ngokuthanda

Isibonelo: umthwalo omkhulu = umthwal' omkhulu

1f. Ukweqiwa kukankamisa ngempopo.

### **Umthetho wesibili**

Ikhongco/hyphen (-)

Lisetshenziswa ezindaweni eziningi kokubhaliwe.

1. Ezinombolweni

Lokho okubhalwe ngezinhlamvu kusuke kumele okuyiziqalo, bese kuhlukaniswa ngekhongco, bese

kulandela okuyinombolo okumele isiqu.

Izibonelo: ihora lesi-3 (lesithathu) amaphoyisa angama-40 (amashumi amane) unyaka wezi-2004 (wezinkulungwane ezimbili nane)

NB. Kubalukile ukuthi uma kwenziwa lolu hlobo lwamagama axube izinhlamvu kanye nezinombolo, kushiwo ngalolo limi olubhaliwe, kungashiwo ngesiNgisi.

Isibonelo: abantu abayi-10 (shumi) akulungile ukuthi abantu abangu-10 (theni)

2. Amagama athathwe kwezinye izilimi enjalo

Isb. Yi-paracetamol

### 3. Amagama ezindawo ezithile

Isb. KwaZulu-Natali

### 4. Ukunqanyulwa kwamagama ekupheleni komusho:

Isb. Intombazane igencwe ngembazo iloli-we

### 5. Ezibongweni ezihlanganise ezimbili

Isb. Mlambo-Ngcuka

### 2. Emagameni aqala ngonkamisa

Lifakwa ikhongco lapho isiphongozo sesiZulu sisebenza negama eliqala ngonkamisa u-Anele, uinki.

### 3. Ukunqanyulwa kwamagama ekupheleni komugqa

Uma ngabe igama linqanyulwa ekupheleni komugqa, kuqikelelwa ukuthi linqanyulwe ngekhongco emva konkamisa.

Isibonelo: abafana ababili sebeha-mba (kulungile)

## **Umthetho wesithathu**

Osonhlamvukazi/Ofeleba/Onobumba

### 1. Emabizweni akhomba ubuzwe/ubuhlanga:

Isibonelo: umZulu, oMnyama, abeLungu

### 2. Amagama akhomba izilimi:

Isibonelo: isiZulu, isiTswana, isiVenda

### 3. Amagama asho izinyanga zonyaka

Isibonelo: uZibandlela, uMasingana, uNhlolanja njll.

### 3. Izinsuku zesonto

Isibonelo: uMsombuluko, uLwesibili, njll

#### 4. Izihlonipho nezikhundla zabantu

Isibonelo: uDokotela, uMnumzane, uNkosikazi

#### 5. Amagama ezindawo

Kufakwa usonhlamvukazi ohlamvini lokuqala lwesiqu

Isibonelo: iGoli, uKhahlamba, oThukela

### 2.2.3 IZIMPAWU ZOKULOBA

#### 1. Ungqi/full stop (.)

Ungqi utholakala ekupheleni komusho.

Isb: UBiyela uyindoda efuye kakhulu.

#### 2. Ukhefana/Comma (,)

Ukhefana usetshenziswa ukwehlukana...

- Umshwana okhonzile emshweni oyinhloko
- Imishwana emibili ezimele ngokwehlukana yabe isixhunywa
- Izenzo ezahlukene ngokulandelana kwazo kanye nohla lwamabizo alandelanayo
- Amagama nezikhundla uma isikhundla silandela igama

Isb. Izingane ezihlala nesalukazi ziyedelela, ngoba azikhuzwa muntu.

Isb. Umama uyakhala, ugoto uyahleka.

Isb. Uyathenga, apheke, aphake bese edayisa.

Isb. Kukhona imoto, ibhasi, isitimela kanye nebhanoyi.

Isb. UMbatha, umshumayeli waseWeseli.

#### 3. Ukhefanangqi/Semicolon (;)

Ukhefanangqi usetshenziswa...

Ukukhombisa ukuma noma ukuthula kancane okungaphezulu kwalokho kukakhefana, kodwa okungekude njengalokho kwekhefu.

Ukuhlukana imiqondo ehlobene noma enobudlelwano elandela ikholoni.

Isb. Emva kokuba eselotsholiwe, wahambisa umbondo; bamamukela emzini.

Isb. Usomlomo kumele abize umhlangano; amukele onke amakhansela asemhlanganweni bese ehola umhlangano.

#### 4. Ungqingqi/ikholoni/colon (:)



Ungqingqi usetshenziswa...

- Esikhundleni sika-“njengokuthi”, noma “kanje”

N.B. akudingeki ukuba lolu phawu lusetshenziswe ngokweqile.

- Ukwethula izinhla, ukwehlukana amabinzana, imishwana, okucashuniwe kanye nokushiwoyo.
- Ukwehlukana phakathi kwenkundla nesigcawu somdlalo
- Izahluko kanye namavesi eBhayibheli

Isb. Inkundla II: V

Isb. Izaga 31:4

#### 5. Umbabazi/isibabazi/exclamation mark (!)

Umbabazi usetshenziswa ukukhombisa ...

- Ukuphoqa
- Ukumangala
- Ukwethuka
- Ukungakhohwa okushiwoyo
- Ukuthinteka kakhulu

Isb. Nakhu ngilingwa bo!

#### 6. Umbuzi/isibuzi/ Question mark (?)

Umbuzi usetshenziswa ....

- Ekugcineni kombuzo oqondile
- Lapho khona umuntu ecela khona usizo

Isb. Usuqome kangaki?

Isb. Ungasiza ungithengele amaswidi?

#### 7. Ungqingqingqi (okuqhubekayo)/ellipse (...)

Ungqingqingqi usetshenziswa....

- Ukukhombisa ukuthi kukhona okushiwe ngamabomu ezintweni eziqhubekayo

Isb. Lala sthandwa... uphumule.

#### 8. Abacaphuni/inverted commas (“”)

Abacaphuni basetshenziswa....

Ukufaka phakathi noma babiyele inkulumo ecashuniwe, Amagama okudlala, Izihloko zezincwadi, Amagama kanye nezinhlelo ezithile

Abangabodwana bamela lokho okucashuniwe ngaphakathi kokucashuniwe

Isb. UJesu washumayela wathi; “Mina ngiyindlela neqiniso.”

Isb. “Uma lowo ethi, ‘Ngiyintombi nto,’ usuke eqamba aluhlaza.”

## 9. Abakaki/izibiyelo/ parenthesis ( ) { } [ ]

Abakaki basetshenziswa .....

Ukufaka incazelo noma amagama anomqondo ofanayo ( )

Labo abayizikwele basetshenziswa kubhalogama [ ]

Labo ababandakanyayo basetshenziswa ukubiyela amagama, imigqa noma izinombolo okudingeka ukuba zibe ndawonye, zingehlukaniswa. { }

Isb. Umdlantla (ugqozi, ufuqufuqu, usikisiki, isasasa).

## 10. Isimeliluhlamvu/ Apostrophe (‘)

Isimeliluhlamvu sisetshenziswa.....

Njengesiphumuzi

Njengophawanaws

Ukukhombisa unkamisa oweqiwe

Isb. Leth’ imali yami

## 11. Isigqamisi (bold)

Isigqamisi sitshenziswa ....

Ukugcizelela okuthile

Isb. Phendula imibuzo emithathu kwelandelayo.

Isb. Khetha okungesilona iqiniso kule mibuzo engezansi

## 12. Utsheku/italics

Utsheku lusetshenziswa....

Uma igama lithathwe njengoba linjalo kolunye ulimi

Ukugqamisa okucashuniwe ngaphandle kokusebenzisa abacaphuni

Ukubhala isihloko sencwadi phakathi nombhalo

Isb1: Umuntu oyi-parasite akafuneki

Isb2: Zidumile izibongo ezithi: Umlilo wothathe kaMjokwane.

### Isb3. Encwadini Kunjalo-ke

#### 13. Ukudwebela/underlining

Ukudwebela kusetshenziswa.....

- Ukugcizelela izinhlamvu noma amagama
- Ukugqamisa izinhlamvu noma amagama

Isb: Umfo

Izifinyezo zezithakazo

Dokotela> Dkt.

Solwazi> Slz.

Nkosazane> Nkz.

Nkosikazi> Nkk.

Mnumzane> Mnz./Mnu.

Mfundisi> Mfn./Mfu

#### Indabuko yezinyanga

ISIZULU	INCAZELO	ISINGISI
UMasingana	– Inyanga lapho beqala khona ukusinga (peering) ukuthi izithombo ziyavuthwa yini.	January
uNhlolanja	– Inyanga eyethiwa ngezinja ngoba kusuke kuyisikhathi lapho amaduna efuna izinsikazi.	February
uNdasa	– Kulapho ifutho (young green mielies) liqala ukuba liningi khona, nokunye okudliwa ekwindla.	March
uMbasa	– Sekuqalwa ukubasa, izinkuni sezomile.	April

uNhlaba	–Inhlaba (aloe) iqala ukuqhakaza	May
uNhlangulana	– Lapho kuqala khona umoya oletha izintuli namaqabunga ahlanguleke ezihlahleni.	June
uNtulikazi	– Inyanga eba nezintuli ezimbi. Imvula ayisani kulesi sikhathi	July
uNcwaba	– Utshani buba luhlaza emva kwezimvula, ubusika sebudlulile	August
uMandulo	– Uma kuqala kumila izithombo, izimpande.	September
uMfumfu	– Ummbila uyamfumfuza (uyavela) emasimini. Ukuqala kokukhula kwekhaba lommbila	October
uLwezi	–Le nyanga iqanjwe ngesilokazana ulwezi esiqhamuka ngalesi sikhathi sonyaka.	November
uZibandlela	– Izindlela sezicinene (sezenile) ngenxa yokuna kwemvula.	December

### Izinkathi Zonyaka

IsiZulu	Incazelo	English
Ihlobo	– kuluhlaza yonke indawo	Summer
Ubusika	– kusikwa utshani	Winter
Intwasahlobo	– imvelo iba luhlaza	Spring
Ikwindla	– Ukuvuthuluka kwamaqabunga ezithombo	Autumn

### **3. UKUHBALWA KWAMAMINITHI OMHLANGANO**

#### **Isimemo somhlangano**

Isimemo somhlangano siyincwadi ehlanganisa uhlelo lomhlangano ememela emhlangweni amalunga enhlangano ethile. Isimemo somhlangano siba nohlelo lomhlangano ukuze amalunga omhlangano azi kusenesikhathi okuzokhulunywa ngakho emhlanganweni. Lokhu kusiza amalunga afike emhlanganweni esezilungiselele ukuthi azothini ngezihloko ezizodingidwa emihlanganweni.

#### **Izimemo kufanele ziveze ngokusobala lokhu okulandelayo:**

- Usuku okuzohlanganwa ngalo.
- Indawo lapho kuzohlanganelwa.
- Isikhathi okuzohlanganwa ngaso.
- Igama lomhlangano.
- Igama likanobhala nekheli lakhe.

Isimemo somhlangano singabhalwa njengencwadi noma njengezimemo ezejwayelekile.

#### **Okumele kwenziwe ngaphambi kokubiza umhlangano**

Qinisekisa ukuthi indawo okuzobanjelwa kuyo umhlangano yanele

Nquma inhloso yomhlangano

Hlela amaphuzu amqoka

Yiba nomqondo ophusile

Nikeza wonke umuntu ozoba yingxenye yomhlangano ulwazi mayelana nomhlangano

Beka isikhathi sokuvula nesokuvala umhlangano

Yiba nazo zonke izinsiza ongahle uzidinge ukusakaza, kungaba ukusebenzisa amaphepha noma ubuchwepheshe besimanje.

#### **Okufanele Kwenzeke emhlanganweni**

Umhlangano kumele uqale ngesikhathi

Qhuba ingxoxo ngokubambisana

Ungavumeli izingcingo

Bhala phansi amaphuzu asemqoka okuvunyelwene ngawo

## **Okumele kwenziwe ngemuva komhlangano**

Bhala phansi lokhu okuvunyelenwe ngakho

Akulandelelwe

Khethani umuntu noma abantu abazoqinisekisa ukuthi konke kuyenzeka.

## **Isibonelo**

**Isimemo somhlangano wekomidi laseNdalaza lokunikezela ngobisi ezinganeni ezintulayo (N.M.R.C) Womhlaka 15 kuZibandlela 1988. Eholo lomphakathi.**

Amalunga athembekile ekomidi laseNdalaza, Indonsa ayamenywa emhlanganweni oyoba sehholo lomphakathi ziyi-15 kuZibandlela ngehora leshumi-10:00.

H. Mmvenve  
1181 Gumede Road  
Sibongile Location  
Nongoma  
3100

### **Uhlelo lomhlangano**

1. Ukuvula
2. Ababekhona
3. Abakhona nabaxolisile
4. Amaminithi omhlangano odlule
5. Okuvuka emaminithini
6. Ezintsha
7. Ezivelayo
8. Ukuvala

## **I-Agenda 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-ke kubalulekile ukuthi uthisha afundise abafundi i-ajenda yomhlangano kanye namaminithi omhlangano kanyekanye. Kumele kwenzeke okufanayo nalapho abafundi sebevinywa, babuzwe nge-ajenda kanyekanye namaminithi omhlangano.

**I-Agenda yomhlangano wekomidi laseNdalaza lokunikezela ngobisi ezinganeni ezintulayo (N.M.R.C) Womhlaka 15 kuZibandlela 2020. Eholo lomphakathi. Ngehora leshumi ekuseni.**

1. Ukuvula
2. Abakhona nabaxolisile
3. Ukufundwa kwamaminithi omhlangano udlule
4. Ezivuka emaminithini
5. Ezintsha
  - 5.1 umbiko kamemukelisi wobisi
  - 5.2 iminikelo engenileyo
  - 5.3 imizamo yokuthola izimali zokuqhuba umsebenzi
6. Ezivelayo
7. Ukuvala

**Amaminithi omhlangano wekomidi laseNdalaza lokunikezela ngobisi ezinganeni ezintulayo (N.MR.C).**

**Usuku :** 15 kuZibandlela 2020

**Isikhathi:** 10:00

**Indawo:** Eholo lomphakathi

**1. UKUVULA**

Umhlangano wavulwa uSihlalo weKomiti ngo-14hoo. Wvula ngeculo elithi “Nkosi sihlangene” wase ethandaza.

**2. ABABEKHONA NABAXOLISAYO**

Amalungu ayekhona uNkk T.C Mavundla (uSihlalo), uNksz. R. Dlomo (uNobhala), uMnu C.W Ndida (uSikhwama), uMnu. P.C. Shongwe noNkk. M.F Hlongwane.

Abaxolisayo: Abekho

### **3. UKUFUNDWA KWAMAMINITHI**

Amaminithi omhlangano odlule afundwa uNobhala, owabe esephakamisa ukuba emukelwe njengayiqiniso. Isiphakamiso sesekelwa uMnu. Ndida, umhlangano wawemukela amaminithi njengoba enjalo.

### **4. EZIVUKA EMAMINITHINI**

UMnu. Shongwe wabuza ukuthi uNobhala wayesezilobile yini izincwadi zokubonga imali engumnikelo eyabe ivela kwabesitolo sakwaMkhapheli General Dealer, Kanye nowawuvele eBandleni iChrist Church lakhona lapha eNdalaza. UNobhala waphendula wathi wabe esezibhalile wazithumela.

### **5. EZINTSHA**

#### **a) Umbiko kamemukelisi wobisi**

UNkk Hlongwane ungumemukelisi wobisi lwale nhlangano ezinganeni ezintulayo wabikela ikomiti lokhu:

- I. Isibalo sezingane ezidinga ukwemukeliswa ubisi sesikhuphuke ngezingane eziyishumi ngaphezu kwalezo ezingama-55 ebezivele zilwemukela.
- II. Ngenxa yokwanda komsebenzi wakhe ucela ukuba atholelwe ozomelekelea

Mayelana nombiko (i) uNksz Dlomo esekwa uMnu. Ndida, waphakamisa ukuba isabelo sobisi sengezelwe ngamalitha amahlanu ukuze nezingane ezintsha eziyi-10 ziluthole. Umhlangano wasivuma lesi siphakamiso. Maqondana nombiko (ii) umhlangano wavumelana ngokuthi uzoke ulucabangisise lolu daba, bese luphinde luxoxwe emhlanganweni ozayo.

#### **b) Iminikelo eyangena**

UNobhala wethula le mnikelo:

- i. Owe-240 owabe uvela enhlanganweni yamakhosikazi uVumazonke
- ii. Owe-300 owabe uvela egalaji lakwa-Posh Motors

Amasheke alezi zimali uNobhala wawethula kuSikhwama. UNkk Hlongwane waphakamisa ukuba uNobhala abhalele abanikelile abonge. Wesekwa uMnu. Shongwe, isiphakamiso semukelwa umhlangano.

#### **c) Imizamo yokuthola izimali zokuqhuba umsebenzi**

Amalungu aveza le mibono yokuthola izimali zokwengezelela esikhwameni senhlangano:

- i. Ukwenza umncintiswano wendlamu



- ii. Ukuthengisa izimpahla ezingxubevange(jumble sale)
- iii. Ukudayisa amafetikuku.

## **6. EZIVELAYO**

Azibanga khona

## **7. UKUVALA**

Umhlangano wavalwa ngo-15h20 ngomthandazo owenziwa uNkk. Hlongwane

## **4. UKUBHALWA KWEZINCWADI**

Ukubhalwa kwezincwadi kungenye yezindlela ezindala nezijwayelekile zokuxhumana. Yize noma kuya ngokuncipha kulezi zikhathi zanamuhla, kodwa kuselokhu kukhona. Imbangela yokuncipha kokubhalwa kwezincwadi, ukwenyuka kwezinga lethekhinoloji. Ingenye yohlobo lwezincwadi eyehle kakhulu yileyo yezincwadi zobungani (Friendly letters) Kanye neziqondene nabantu nje (personal letters). Uhlobo lwezincwadi zemisebenzi nezinye ezihambisana nalokho luselokhu lukhona.

### **4.1 IZINHLOBO EZIBALULEKILE ZEZINCWADI**

1. Ezobungani obunhlobonhlobo, umndeni Kanye nezihlobo.
2. Incwadi ebhalwe ngokusemthethweni
3. Ezamabhizinisi/ uhwebo (business)
4. Ezombuso (official)
5. Ezabahleli bamaphephandaba
6. Incwadi ngomlando womuntu.

#### **Izingxyenye zencwadi ezisemqoka**

**Ikheli:** lena yingxyenye ebalulekile uma kubhalwa incwadi. Umuntu obhala incwadi uqale abhale ikheli lakhe, okufanele libhaleke kanje: ikheli lakhe eligcwele kufanele lilandelwe usuku incwadi ebhalwe ngalo. Uma kubhalwa ikheli azidingeki nhlobo iziphumuzi. Ikheli libhalwa phezulu ekhoneni lesandla sokudla ekhasini lokuqala lencwadi.

Uma kubhalwa incwadi yokuhweba yombuso noma yomhleli wephephandaba, kubhalwa amakheli alabo bantu noma ezinkampani abasebenza kuzo. Lokhu kwenziwa ngokushiya umugqa emva kwekheli lalowo obhala incwadi bese kubhalwa ikheli lalapho kubhalelwa khona esandleni sokunxele. Okubalulekile ngamakheli ukuthi abhalwa aqonde ngalapho kuqaliswa ngakhona ukubhala.

**Isibingelelo:** Lena yingxenye yencwadi ebalulekile ngoba iyona ekhombayo ukuthi ubhalela bani. Iyakhombisa futhi ukuthi nijwayelene noma nihlobene kanjani nalomuntu ombhalelayo. Singabuye ikhombe futhi ukuthi lowo muntu ombhalelayo ungakanani noma ukuliphi izinga le mpilo kanti futhi sibuye sikhombe nokuthi uyibuphi ubulili.

Izinhlobo zezibingelelo singazehlukanisa kanje:

**Izinhlobo zezincwadi eziya kubantu nje kuye ngezina lobungani.**

- Uma ubhalela umngani ungambiza ngegama noma ngezihasho zakhe **isb:** Sibongile, Dumisani.
- Uma ubhalela abazali ungathi baba/mama noma umbize ngesithakazelo
- Uma unbhalela izihlobo zakho ungathi dadewethu, mfowethu, malume, mzala etc noma ubabize ngesithakazelo. Abakini ozalwa nabo noma labo olingana nabo ungababiza ngamagama abo.

**Izincwadi zomsebenzi nezinye ezihambisana nazo**

- Isibingelelo salolu hlobo lwezincwadi sibhalwa siphelile singanqanyulelwa yize zikhona izinqamulelo zakhona **isb:** Nkosazana, Mnumzane njl.
- Ngemuva kwesibingelelo kushiywa umugqa bese kubhalwa isihloko saleyo nto ofuna ukubhala ngayo.

**NB:** Azifakwa izimpawu nasesibingelelweni.

**Umzimba wencwadi:** Le yingxenye ebalulekile ekubhalweni kwencwadi. Kulapho umbhali wencwadi asho khona lokho afuna ukukusho. Lokhu kufanele akusho ngendlela ecacile, ngokuphelele, kafushane nangokucophelela. Uma kubhalelwa ukuhlolwa akumele kusetshenziswe ulimi oluvamile lwasendaweni kodwa kumele kusebenze lolu olwamukelekile ekufundeni nasekufundiseni. Oluvamile lungasetshenziswa abantu abasuke besibhalela nje ngobungani kodwa hhayi ngokomsebenzi wesikole Kanye nezinye izinto ezibalulekile.

Umzimba wencwadi wehlukaniwa amabinzana/izigaba. Ileso naleso sigaba kufanele siqale ekuqaleni komugqa. Isigaba sikhuluma ngento ethize enomqondo owodwa. Uma kubhalwa incwadi aluvumelekile ulimi oluhlambalazayo nolunamagama aqosheme. Kubalulekile ukuba kusetshenziswe ulimi oluzwakalayo. Izigameko namaphuzu akulandelane kahle.

**Isiphetho:** Kubalulekile ukuthi isiphetho sibe nobudlelwane nesiqalo esisetshenziwe. Isiphetho sibhalwa ekugcineni kwencwadi ngasesandleni sokunxele. Nalapha futhi kubalulekile ukushiya umugqa ngaphambi kokuba sibhalwe.

**Encwadini yobungani kungavaleliswa kanje:**

Yimina umngani wakho  
u-Amanda

**Ezincwadini zomsebenzi kungavaleliswa kanje:**

Yimina	noma	Yimina
uNomasonto Nzama		u S.T Mpanza

Yimina	noma	Yimina
u K.K Dlomo		u Dkt N.G Zuma
(uMphathisikole)		
(uMqoqizikweletu)		
(uMfudisi)		

## 4.2 IZIMPAWU EZISEMQOKA ZEZINCWADI

### 1. Ezobungani obunhlobo, umndeni nezihlobo.

- Umbhali uyakhululeka kuye ngokuthi uhlobene kanjani noma ungakanani kulowo ambhalelayo.
- Indikimba iba nezigaba ezahlukaniswe umugqa.

### 2. Izincwadi zomsebenzi nezinye ezihambisana nazo.

Incwadi eya kumhleli wephephandaba

- Kumele ibe mfushane
- Ayisebenzisi izinhamba
- Ayicace ibhalwe ngesandla esibonakalayo
- Umbhali akabhale igama lakhe nekheli

### 3. Ezinye izincwadi zomsebenzi

- Ziba nendikimba eyodwa

- Kusetshenziswa amagama afigqiwe
- Ziba namakheli amabili kodwa ikheli lesibili alibhalwa usuku.

#### **4. Incwadi ebhalwe ngokusemthethweni**

##### **Izimemo**

- Umuntu wesithathu kumele asetshenziswe kuze kuyophela
- Le cwadi ayinaso isibingelelo nesiphetho
- Kusetshenziswa ulimi olusemthethweni
- Alisayinwa igama lomuntu lapha.

#### **Nasi isibonelo sencwadi yobungani:**

1620 Dlamini 1  
P.O. Chiawelo  
Soweto  
1818  
16 Ncwaba 2009

Zwelakhe

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

Umshayeli owayeshayela itekisi kwakuyimvu yinkosi. Abantu engangigibele nabo babezjabulele becula kumnandi kudelile. Umshayeli 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 kushona nje. 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 kubaba wakho bajabula bonke endlini.

Kuzomele sihlele maduze nje ngiphinde ngize lapho. Phela ngayithanda leya ntombi yakwaNxumalo. Pho yinhle yini madoda! Sengathi ngiyayibona lapho seyihleka kuthi faca izihlathi. Uzele ubaba uNxumalo uyezwa! Ungakhohlwa phela ukude ungikhonzela kuyo.

Yize kusamisiwe ukuqasha efemini yethu, ngizoloku ngiqhubeka nokukukhulumela kubaphathi. Uhlalele ethembeni wena izinto zizolunga.

Khonza kubo bonke lapho ekhaya.

Yimina umngani wakho

uSenzo

## **Incwadi yokuzichaza (CV)**

Incwadi yokuzichaza ngumbhalo ongumlando womuntu ngamafuphi. Lo mbhalo uba neminingwane yakhe, imfundo yakhe, imikhakha aseke wahlabana kuyona, imisebenzi aseke ayenza kanye neminingwane yabantu abangathintwa ukufakaza ngaye. Le ncwadi isetshenziswa ngumuntu ofuna umsebenzi ngenhloso yokuzichaza ngamafuphi kumqashi. Ngokujwayelekile incwadi yokuzichaza kumele ibe neminingwane elandelayo:

### **1. IMININGWANE EPHATHELENE NAMI**

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

### **2. IMININGWANE EPHATHELENE NOKUFUNDA**

Igama lesikole :  
Isitifiketi :  
Izifundo :  
Unyaka :

### **3. UMSEBENZI**

Igama lenkampani :  
Indawo :  
Umsebenzi engiwenzayo :  
Isikhathi ngenza lo msebenzi :

### **4. IMININGWANE EPHATHELENE NEMPILO YANGASESE**

Imidlalo engiyikhonzile :  
Imidlalo engibambe iqhaza kuyo :  
Okunye kokuzijabulisa engikwenzayo :

### **5. ABANTU OKUNGABUZWA KUBO NGAMI**

Nansi imininingwane edingekayo ngabo:

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

## Nasi isibonelo sencwadi yokuzichaza:

<b>INCWADI YOKUZICHAZA KANOMBULELO KHAMBULE</b>	
<b>1. IMININGWANE EPHATHELENE NAMI</b>	
<b>Isibongo</b>	: Khoza
<b>Amagama</b>	: Nomzamo Celiwe
<b>Usuku lokuzalwa</b>	: 06 Meyi 1985
<b>Inombolo kamazisi</b>	: 8505060722084
<b>Izwe engazalelwa kulo</b>	: Ningizimu Afrika
<b>Ubulili</b>	: Ngingowesifazane
<b>Ulimi olukhulunywa ekhaya</b>	: IsiZulu
<b>Izindimi engizikhulumayo</b>	: IsiZulu, IsiNgisi isiBhunu nesiPutukezi
<b>Ikheli lasekhaya</b>	: PO Box 20611 Johannesburg 2196
<b>Ikheli lasemsebenzini</b>	: 6 Woodmead News 26 Tiger Road Saxonworld Pinetown 3610
<b>Inombolo yocingo yasekhaya</b>	: (011) 873 8106
<b>Inombolo yocingo yasemsebenzini</b>	: (035) 874 7982
<b>2. IMININGWANE EPHATHELENE NOKUFUNDA</b>	
<b>Igama lesikole</b>	: Nkodibe Secondary School
<b>Isitifiketi</b>	: Matekuletsheni
<b>Izifundo</b>	: IsiZulu, English, Afrikaans Biology, Geography; History
<b>Unyaka</b>	: 2004
<b>3. UMSEBENZI</b>	
<b>Igama lenkampani</b>	: KFC
<b>Indawo</b>	: Durban
<b>Umsebenzi engiwenzayo</b>	: Umsizi wamakhasimende
<b>Isikhathi ngenza lo msebenzi</b>	: Nhlangulana 2008 kuze kube manje
<b>4. IMININGWANE EPHATHELENE NEMPILO YANGASESE</b>	
<b>Imidlalo engiyikhonzile</b>	: Ibhola lomnqakiswa
<b>Okunye kokuzijabulisa engikwenzayo</b>	: Ukufunda izincwadi nokulalela umculo
<b>5. ABANTU OKUNGABUZWA KUBO NGAMI</b>	
<b>5.1 Igama nesibongo</b>	: Nksz. Z.G. Mkhwanazi
<b>Isikhungo</b>	: Nkodibe High School
<b>Isikhundla</b>	: Uthisha owayengifundisa
<b>Ucingo</b>	: (011) 984 3501

<b>Umakhalekhukhwini</b>	: 084 578 9453
<b>5.2 Igama nesibongo</b>	: Mnu. M.M Dube
<b>Isikhungo</b>	:
<b>Isikhundla</b>	: Imenenja
<b>Ucingo</b>	: (031) 874 7982
<b>Umakhalekhukhwini</b>	: 082 301 7879

## **Incwadi eyakuMhleli**

Incwadi eya kuMhleli ifana nencwadi yomsebenzi kepha kukhona nakuyo okudingeka sikuqikelele ngayo. Le incwadi –

- Iveza uvo lombhali wayo ngento ethile.
- Inika imininingwane ethile ukuze leyo mininingwane yaziwe umphakathi.
- Ikhala ngokuthile. Kuyavama ukuba uma umuntu enezikhalo azikhiphe ephephandabeni kunoma aziqondise lapho zifanele ukuya khona. Inhloso ukwenza abaphethe bazazi izikhalo zomphakathi nabanye bazame ukulungisa lokho okungalungile ngokushesha ukuze bangahlambalazeki. Kwenye inkathi umbhali usuke enziwa ukuthi abaphethe basuke bengaziphenduli ngokufanele izikhalo zomphakathi.
- Ibuza okuthile kubafundi bephephandaba, kepha ibe iqondiswe kumhleli.

Uma umuntu ebhala lolu hlobo lwencwadi kumele aqikelela lokhu -

- Incwadi iqondiswa kuMhleli. Noma ngabe uphendula okuthile okuvela ephephandabeni kepha yena uqondana noMhleli.
- Iphephandaba lizama ukonga isikhala ngakho-ke alikufuni ukuthemeleza.
- Iphephandaba alifuni ukuqhatha umphakathi, ngakho-ke amazwi ayinhlamba noma ajivazayo aliwafuni.
- Incwadi kufanele ibe nekheli eliphelele lombhali, igama nesibongo. Uma umbhali engathandi kukhishwe igama lakhe lempela, uyasho kodwa libekhona elempela liphelele futhi.
- Isihloko sendaba angazibhalela yena phezulu encwadini yakhe, kodwa uMhleli angasiguqula ngokubona kwakhe.
- Incwadi ayisayinwe umbhali ukuze iphephandaba livikeleke.
- Ukugxeka ngokwakhayo kuyindlela esebenza kahle kakhulu kulolu hlobo lwencwadi.

UMhleli unelungelo lokuthi angayikhiphi mpela mpela incwadi uma ebona kunesidingo.

## Nalu uhlaka lwencwadi eyakuMhleli:

Bhala ikheli lalowo obhalayo  
*Usuku*

XX  
*Isikhundla salowo obhalelwayo*  
Bhala ikheli lalowo obhalelwayo  
XX  
*Isibingelelo*  
XX  
**Bhala isihloko obhala ngaso, bese usidwebela**  
XX  
**Isingeniso** – *Bhala ngamafuphi isizathu sokuthi kungani ubhale le ncwadi.*  
XX  
**Umzimba** – Bhala wenabe ngesihloko ubeke izizathu zakho. Lokhu  
kungaba yizigaba ezimbili noma ezintathu.  
XX  
**Isiphetho sendikimba** – Phetha indikimba yencwadi yakho.  
XX  
*Isiphetho sencwadi siba negama nesibongo sobhalayo, kanye*  
*nobulili noma isikhundla.*

### 5. UKUBHALWA KWEMEYILI (email)

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.

Ngenxa yobuchwepheshe ukubhala imeyili ikona okwenza ukuxhumana kube lula futhi kusheshe. Kwezinye izindawo uma udinga usizo oluthile uyabuzwa ukuthi ufisa ukuthi baxhumane nawe ngencwadi noma ngemeyili. Abantu abanengi baye bakhethe imeyili ngoba iyakwazi ukugcina lokhu obekukhulunywa ngakho, kanti incwadi ingaduka noma yonakale uma ingahlezi kahle. Inhloso yokubhalwa kwemeyili yikho ukuxhumana. Imeyili ifana ncamashi nencwadi kodwa umehluko ukuthi khona awubhali ikheli kodwa ubhala imeyini yalowo ombhalelayo. Kunendawana la ofaka khona imeyili yomuntu wesithathu uma ufisa ukuthi naye abe yingxenye yengxoxo enikhuluma ngayo.

### Nazi izinto okumele uziqaphele:

- Ukuthi ubhale imeyili yalowo muntu ngempela awudidekanga.
- Qikelela ukuthi unayo intanethi ngoba imeyili ayihambi uma ungenayo.



Njengoba wenza encwadini kumele usebenzise ulimi elwamukelekile ekufundiseni nasekufundeni ikakhulukazi uma ubhalela abasemagunyeni. Uma ubhalela umngani wakho ungabhala nje noma ngayiphi indlela ngoba kusuke kungasiyo into ehlelekile (formal).

Uma ubingelela usebenzisa igama noma isibongo salowo muntu ombhalelayo. Kuye kube kuhle ukuthi ufake ne-title yakhe uma umazi. Isb Mr, Ms, Miss, Mrs, Dr, Prof.

**Isivaleliso:** Uma usuvalelisa kumele ubhale ukuthi imeyili isuka kubani ungangeza nangeminye imininingwaye yakho isb: isikhungo osebenza kuso, umsebenzi owenzayo, inombono yocingo Kanye nemeyili.

**Nasi isibonelo:**

**Isuka ku:** Ngcongop@edu.fs.gov.za

**Iya ku:** zakweh@yahoo.com

**Ikopishe u:** shabalalabs@edu.fs.gov.za

**Isihloko:** Izilokotho ezinhle

Sawubona Solwazi Zakwe

Ngifisa ukuthatha leli thuba ngikuhlalisele ngokuphumelela kwakho esicelweni sakho somfundaze wokubhala ucwaningo.

Ngikufisela konke okuhle usazoqala ucwaningo lwakho. Sengathi lungaba yimpumelelo.

Ozithobayo

Dr P.P Ngcongop

Umfundisi wesiZulu

EMnyangweni wezolimi labomdabu namasiko.

E: Ngcongop@unizulu.ac.za

T: 035 902 1111

## **6.UKUBHALWA KWEWILI/INCWADI YEFA**

### **6.1 IYINI IWILI**

Iwili ingachazwa njengencwadi yefa lapho umuntu echaza khona izinhloso zakhe ngendlela afisa kwabiwe ngayo amafa akhe ngesikhathi esedlulile emhlabeni. Lencwadi yefa kumele yenzeke ngendlela ehambisana nesigaba somthetho esibizwa ngokuthi I Will Act “Act 7 of 1953”.

Lesi sigaba somthetho obizwa ngokuthi Wills act sibalula ngokucacilelo ngemigomo kanye nemibandela okumele ilandelwe ukuze incwadi yefa ibe nazozonke izinhla ezibalulwa ilomthetho.

Incwadi yefa ingenziwa noma ubani oneminyaka engaphezulu kweminyaka eyishumi nesithupha (anyone above the age of 16).

Iwili incwadi esemqoka kakhulu okumele wonke umuntu osekulungele ukuba nayo ayenze. Isiza ukufeza izinhloso zakho ngamafa owashiyile ngesikhathi ufa. Kanti futhi isiza ukuvikela abathandiweyo bakho ngoba akukho okwenzekayo okungale kwalokhu okubhalwe phansi. Lokho kunciphisa inzondo emndenini Kanye nosomathuba abahlezi begaqele amafa abantu.

### **Okudingekayo uma kwenziwa incwadi yefa (Will)**

Incwadi yomthetho iba ngeyamukelekile emehlweni omthetho uma yenziwe kulandelwa lemigomo elandelayo: -

- Incwadi yefa kumele isayindwe umbhali wayo phambi kofakazi ababili.
- Kumele umbhali wencwadi yefa asayine wonke amakhasi alencwadi phambi kofakazi ababili.
- Umbhali wencwadi yefa kumele abe neminyaka engaphezu kweshumi nesithupha.
- Incwadi yomthetho ivumeleka kuphela uma ibhaliwe.
- Ofakazi ababili kumele babe neminyaka eyishumi nane kanye nangaphezulu
- Ofakazi nabo basayine phambi kombhali wencwadi yefa

Incwadi yefa ingabhalwa inoma kuphi (akudingeki kuze kube umeli oyenzayo). Akhona amabhange akwazi ukulekelela labo abafuna ukubhala incwadi yefa. Okubalulekile uma

kubhalwa le ncwadi ukuthola ulwazi olwanele ukuze kugwemeke ukuba ne wili engahambisani nemithetho egcina ingasasebenzi ngokulindelekile.

Umuntu obhala incwadi yefa kanye nalabo abangofakazi angeke bakwazi ukuhlomula kulelifa elabiwa kule ncwadi (testator and the witnesses cannot benefit for the inheritance of the same will).

Umuntu obhala incwadi yefa ulindeleke ukuthi aqinisekise ukuthi uyayichitha yonke imiyalelo eke yaba khona phambilini noma acacise uma kunezichibiyelo kule ncwadi

Kubalulekile ukuthi incwadi yefa ibe ngequkethe yonke imininingwane ecacileyo ngalabo ekumele bahlomuhle kula mafa emva kokuthi esedlulile emhlabeni. Uma ingekho le ncwadi yefa ngesikhathi sokudlula emhlabeni kunezinye izindlela ezilandelwayo zokwaba amafa okungasho ukuthi zibeka phambili izifiso zalowo odlulile emhlabeni.

Incwadi yefa ingabhalwa numuntu ngamunye futhi ingabhalwa ngokuhlanganyela abantu ababili kuya phezulu ikakhulukazi abashadikazi.

## **6.1 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 kungesale.

Uma kubhalwa umlando ngomufi, kuqalwa ngesihloko esigqamile esinamagama akhe aphelele, bese kubhalwa konke-ke lokhu esesikubalile ngenhla. Ekugcineni kungaphethwa ngomusho omfushane wokumvalelisa, njengokuthi: Lala uphumule, Mntungwa, noma iNkosi mayikupheumphumulela wafuthi noma-ke ngamanye nje amagama anesizotha.

### **Nasi isibonelo somlando kamufi:**

#### **Umlando kaGinqikhanda Ananius Luthuli ongasekho emhlabeni**

UGinqikhanda Ananius Luthuli wazalwa mhla zingama-23 kuNtulikazi 1937 eMnambithi, eMatiwaneskop. Uyindodana yamagcino kaFunukwenzani noNonomzotho Luthuli. Waqala imfundo yakhe yamabanga aphansi eCwembe BC School. Emva kokuphasa ibanga lesine washiya isikole wayosebenza kwaNonjoloza lapho asebenza iminyaka engamashumi amathathu engumshayeli kagandaganda. Wendlule emhlabeni mhla ka-3 kuNhlabla 2009. Ushiye emhlabeni inkosikazi yakhe uThangithini, abantwana bakhe abalishumi kanye nabazukulu abangama-25. Lala uphumule Mshibe, iNkosi ayikupheumphumulela wafuthi.

## 7. IZIKHANGISI

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

### Nasi isibonelo sesikhangisi somsebenzi:

<b>UMNYANGO WEZOKUTHUTHA</b>	
<b>Kuvuleke izikhala zomsebenzi zamaphoyisa omgwaqo</b>	
<b>Iholo</b>	: R84 900 – R96 984
<b>Izinga</b>	: Level 7
<b>Kudingeka umuntu:</b>	Ophase uMatikuletsheeni, onediploma ayithola kwelinye lamakhholi aqeqesha iziphathimandla zomgwaqo, izincwadi zokushayela (ikhodi 8) abe umuntu oneminyaka emithathu enza lo msebenzi.
<b>Usuku lokugcina ukufaka izicelo:</b>	30 Ntulikazi 2009 Amafomu okufaka izicelo ayatholakala kuwo wonke amahhovisi kamasipala.
<b>Izicelo azithunyelwe ku:</b>	Menenja yedolobha, Midvaal Local Municipality, P.O. Box 9, Meyerton, 1960.
<b>Imibuzo ingaqondiswa ku:</b>	Mnu. T.T. Radebe kule nombolo: (016) 360-7478

## 8. IMEMORANDAMU

Imemorandumu abanye bayibiza bayinqamulele bathi imemo. Imemo incwajana ebhalwa ngabaphathi ngaphakathi esikhungweni somsebenzi beyibhalela abasebenzi noma abasebenzi beyibhalela abaphathi. Iba nesibingelelo nesiphetho njengoba kwenzeka encwadini yobungani neyakuMhleli. Ngokuvamile kuyaye kube nefomu elihlelelwe lokho. Obhala imemo ugqwalisa leyo fomu. Imemo ingasetshenziswa ukwedlulisa imiyalelo, isifo esiveleli, umshado, nokunye, kubasebenzi.

**Nasi isibonelo sememo:**

<b>MEMORANDAMU</b>
<b>Iya ku</b> : Basebenzi <b>Ivela ku:</b> Mphathi <b>Usuku</b> : 22 kuNhlangulana 2020
<b>UKUHAMBA KUKAGESI NAMANZI</b>
Ngicela ukunazisa ngombiko ovela kwaMasipala mayelana nokuhamba kukagesi namanzi kusasa mhla zingama-23 KuNhlangulana 2020. Niyacelwa ukuba nizilungiselele
Mphathi

**Nasi esinye isibonelo sememo:**

<b>QHUDENI COMBINED SCHOOL</b>	
<b>MEMO</b>	
<b>Ivela ku:</b> Mnu. K.H. Mhlongo <b>UMnyango:</b> Wezemfundo <b>Isihloko:</b> Masivalwe isikole	<b>Iya ku:</b> Mnu. M.M. Ngobese <b>Isikhundla:</b> uThishomkhulu <b>Usuku:</b> 12 Ncwaba 2009
<b>Umbiko:</b>	
Njengoba kudutshulwe kwabalawa uthisha kuleyo ndawo yaseQhudeni, thina singuMnyango WezeMfundo sibone ukuthi isikole sike sivalwe okwesikhashana, kunikezwe ithuba umthetho uthathe indawo yawo. Kuyothi isimo sesibuyele kwesejwayelekile sinazise ukuthi isikole sesingavulwa.	
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K.H. Mhlongo Ukusayina-Umphathi WomNyango	

**9.UKUGCWALISA IFOMU**

Ifomu ipheshana elinezikhala ezigcwaliswayo ngoba kufuneka iminingwane 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 iminingwane yakhe eliqiniso, angashiya izikhala ngenxa yobudedengu.

**Ake sibone ekhasini elilandelayo isibonelo sefomu egcwaliswa ngabantu abafuna umsebenz**

**IFOMU YOKUCELA UMSEBENZI**

<b>A. ISIKHALA SOMSEBENZI</b>	
Isikhala somsebenzi ofaka isicelo sakho kuwo ( <i>Njengoba sivele esikhangisweni</i> )	UMnyango okhiphe isikhangisi
Inombolo yesikhala somsebenzi ( <i>Njengoba ibhalwe esikhangisweni</i> )	Ungaqala nini ukusebenza uma kungaba nguwe onike lo msebenzi?

<b>B. IMININGWANE YAKHO</b> (Uma ngabe ufake nencwadi yokuzichaza enayo yonke le mininingwane elandelayo, ungayigcwalisi le ngxenye elandelayo)				
Isibongo				
Amagama akho aphelele				
Usuku lwakho lokuzalwa				
Inombolo yakho kamazisi				
Ubuhlanga	Ompisholo	Omhlophe	Ikhathali	Owomdabu waseNdiya
Ubulili	Owesifazane		Owesilisa	
Ukhubazekile?	Yebo		Cha	
Uyisakhamuzi saseNingizmu Afrika?	Yebo		Cha	
Uma uthi cha, nikeza ubuzwe bakho (ungowakuphi?)				
Unayo imvume yokusebenza nokuhlala kuleli zwe?	Yebo		Cha	
Sewake watholwa yinkantolo	Yebo		Cha	

unecala lokwephula umthetho okukanye waxos emsebenzini?		
Uma ngabe uhlobo lomsebenzi owufundele ludinga ube lilunga lenhlangano ebhaliswe ngokusemthethweni, nikeza usuku owaqala ukuba yilunga ngalo kanye nenombolo yakho yobulunga		

### C.SINGAXHUMANA KANJANI NAWU?

Ulimi esingakuxhuma ngalo			
Izinombolo zocingo ongatholakala kulo ngezikhathi zomsebenzi			
Indlela esingakuxhuma ngayo	Incwadi	I-imeyili	Ifeksi
Ikheli/i-imeyili/ifeksi esingakuxhuma ngalo/ngayo			

### D. AMAZINGA OKUKHULUMA, UKUFUNDA KANYE NOKUBHALA IZINDIMI OZAZIYO. Khetha emagameni afakwe kobakaki uqondanise nolimi ngalunye olwaziyo. (*Kahle kakhulu, kahle nje, kabi*)

Amazinga	Bhala izindimi ozaziyo					
	1.	2.	3.	4.	5.	7
Ukulukhuluma						
Ukulufunda						
Ukulubhala						

### E. IZINGA LEMFUNDO YAKHO (Uma ngabe ufake nencwadi yokuzichaza enayo yonke le mininingwane elandelayo, ungayigcwalisi le ngxenye elandelayo)

<b>Igama lesikole</b>	<b>Ibanga lokugcina owaphumele kulo</b>	<b>Unyaka owaqeda ngawo</b>
<b>Imfundo ephakeme (Gcwalisa uveze zonke iziqu owazithola esikhungweni ngasinye)</b>		
<b>Igama lesikhungo Semfundo</b>	<b>Iziqu owazithola</b>	<b>Unyaka owaqeda ngawo</b>
<b>Iziqu ozenza njengamanje</b>		

<b>Igama lesikhungo semfundo</b>	<b>Iziqu ozenzayo</b>	<b>Unyaka ohlose ukuqeda ngawo</b>

**F.IMISEBENZI OSEWAKE WAYENZA/UMSEBENZI OWENZAYO**

(Uma ngabe ufake nencwadi yokuzichaza enayo yonke le mininingwane elandelayo, ungayigcwalisi le ngxen elandelayo)

Umqashi	Isikhundla noma umsebenzi owenzayo	Waqala nini?		Wagcina nini?		Kwaba yini imbangela sokushiya kwakho?
		Inyanga	Unyaka	Inyanga	Unyaka	
Uma ngabe wake wasebenza kunoma imuphi uMnyango kaHulumeni, ngabe zikhona izizathu ezingenza ungabe usaqasheka?					Yebo	Cha
Uma ngabe uthi <i>yebo</i> , nikeza igama loMnyango owawusebenza k						

**G. AMAGAMA ABANTU ABANGAFAKAZA NGAWE**

Igama nesibongo	Ubudlelwano bakho naye	Izinombolo zocingo angathintwa ngesikhathi somsebenzi
1.		
2.		
3.		

**Isibopho**

Ngiyafunga ngiyagomela ukuthi ngokwazi kwami ulwazi engilunikezile (kubandakanya noma iliphi iphepha engilithumele) luphelele futhi luyiqiniso. Ngiyazi ukuthi uma kwenzeka ukuthi kukhona ulwazi engilufakile olungelona iqiniso, isicelo sami siyohoxiswa ngisho ngabe umsebenzi ngiwutholile, ngibhekane nengalo yomthetho uma kunesidingo.

Isayinwe.....

Ngomhla ka-.....

**10.UKWETHULWA KWENKULUMO**



## **Ukubhala nokwethula**

Ukubhala kuyisikhali esibalulekile sokuxhumana esenza abafundi bakwazi ukuzakhela nokwedlulisa imicabango nemiqondo ehlangene. Ukubhalwa kwamathaski anhlobonhlobo ezimweni ezithize nasezifundweni ezehlukene kwenza abafundi bakwazi ukuxhumana ngempumelelo. Ukubhala, okwelakanyiswa ngendlela eyiyo kusetshenziswa izinhlaka zokubhala, kukhiqiza ababhali abanohlonze nabakwazi ukusebenzisa amakhono okukhiqiza bethule mbhalo abhaliwe, ayimidwebo kanye nembhalo abhaliwe okuxhumana ezilimi ezinhlobonhlobo.

Ukubhala kubalulekile ngoba kuphoqa abafundi ukucabanga ngokwakheka kolili kanye nokupelomagama. Lokhu kugqugquzela abafundi ukuba basebenzise ulimi, bathuthukise isivini sokwazi ulimi nokuthuthuka kokucophelela.

Abafundi bazofunda ukubhala izinhlobonhlobo zemibhalo yokuziqambela kanye neyolwazi, baqale nokusebenzisa uhlaka lokubhala njengesisekelo besebeqhubeka nokufunda ukubhala imibhalo ethile ngokuzimela. Bazophinde basebenzise inqubo yokubhala ukwenza okuhleleke kahle nokusebenzisa ulimi olufanele embhalweni abawubhalayo.

## **Inqubo yokubhala**

- Ukulungiselela / ukulungela ukubhala,
- Uhlaka lokuqala,
- Ukubukeza,
- Ukulungisa amaphutha
- Ukufunda ngenhloso yokubheka amaphutha nokuthula umbhalo

## **Abafundi badinga ithuba lokusebenzisa lenqubo futhi kufanele:**

- Kufanele bacabange ngenhloso nangezethameli zalowombhalo ozobe ubhaliwe noma wenziwe;
- Bacabange ngamaphuzu besebenzisa, isibonelo, umbhalo osabulwembu, ishadi lembono egelezeyo noma uhla;
- Ukusebenzisa izinto zokufunda ezishaya emhloeni, nokukhetha imibono ehlaba esikhonkosini nokuhlela imibono
- Ukwakha uhlaka lokuqala olubhekele inhloso, izethameli, isihloko nesakhiwo sombhalo
- Ukufunda uhlaka ngokucubungula nokuthola imibono evela kwabanye (abafundi noma uthisha);
- Ukulungisa amaphutha; nokufunda ngenhloso yokubheka amaphutha

- Ukwakha umsebenzi onobunono, ofundekayo, nokuwumsebenzi wokugcina olungiswe amaphutha

### **Injongo yokwethula inkulumo**

Abafundi kujwayelekile ukuba bacelwe ukuthi bethule inkulumo.

Lokhu kuyasiza ngoba:

- Ukwethula inkulumo kwenza kuqhubeke izingxoxo.
- Kuveza izindlela eziningi zokubuka into.
- Abanye abantu bazethula kangcono ngomlomo kunokuba babhale.
- Ukwazi ukwethula inkulumo ikhono elidingekayo kunoma yimuphi umsebenzi.

### **Ngabe kuhlolwa kanjani ukwethula inkulumo?**

Ziningi izindlela zokuhlola ukwethula inkulumo.

Thola kuthisha wakho ukuthi iyona yiphi indlela azoyisebenzisa.

Okubalulekile ekwethuleni inkulumo ukuthi unazo izethameli futhi udinga ukwedlulisa okuthile.

Lokhu kuchaza ukuthi kufanele ugxile ekwethuleni kwakho.

- Thula amaphuzu asemqoka ambalwa. Ungathululi yonke into oyaziyo ezethamelini zakho.
- Khetha izibonelo ezizoba lula ukuba bakwazi ukuzibona ngamehlo engqondo.
- Hlela inkulumo ngokucacile, usebenzisa izihloko ezimbalwa. Yazi ukuthi amaphuzu akho azolandelana kanjani.
- Phinda amaphuzu asemqoka, bese usuqoqa konke okushilo. Uma abantu belalele kumele ubakhumbuze indlela inkulumo yakho eyithathayo, nokuthi amaphuzu asemqoka axhumana kanjani. Sebenzisa amaphepha noma i – *overhead projector*, ukuveza izinto ozobe ukhuluma ngazo.

### **Ukuhlelela inkulumo yakho**

Kuhlale kuthatha isikhathi eside ukusho into uma ungayilungiselele kunokuba uyilungiselele.

Okunye, kumele ukhulume unense uma wethula inkulumo khona abantu bezozwa lokho okhuluma ngakho.

Lungiselela lokho ozokwazi ukukhuluma ngakho.

### **Ubuciko bamaphepha ayiziqeshana**

- Hlukanisa inkulumo yakho ibe iziqephu.

- Nika isiqephu isihloko.
- Bhala isihloko, namagama okulula ukuwafunda emapheshaneni ayiziqeshana.
- Bhala izinombolo eziqeshaneni, ngendlela ofuna ukuzethula ngayo.
- Lokhu kuzokunika ukuzethemba kokuthi unotho ozolusho futhi kunike indlela kulokho ongase ukusho.
- Hlukanisa umsebenzi wakho emaphuzwini abalulekile futhi okumele ukhulume ngawo, kanye nomunye umsebenzi ozokwazi ukuthi uwusebenzise uma ithuba livela.
- Lungisa inkulumo efinqiwe yokuvala inkulumo yakho.

Bhala izihloko ngombhalo omkhulu, onjengo-32, bese ukopisha emaphepheni asapulasitiki asetshenziselwa ukubhala okuthile khona uzokwazi ukuwasebenzisa kwi-*overhead projector*. Ungakwenza nangekhompyutha uxhume umshini oveza umbhalo odongeni. Ngale kwalokho ungasweba umdwebo ukukhombisa inkulumo yakho.

Buyekeza inkulumo yakho ulokhu uyiphindaphinda, unensa futhi uzikalela isikhathi. Yehlise uma iyinde.

### **Ukulungiselela inkulumo**

Abantu bachitha isikhathi esiningi bekhathazeka ngokunikeza inkulumo baze bangasishiyi isikhathi sokulungiselela lokho abazokusho. Ungakwehlisa ukwethuka ngalezi zindlela ezilandelayo.

- Lungiselela ngokuqikelela, yiba nokuzethemba ngalokho ozokusho, nokuthi uzokusho kanjani.
- Zama ukuthi ukhululeke isikhathi esingangamahora amabili kuya kwamathathu ngaphambi kwenkulumo.
- Shesha ufike khona ungeke ulokhu ukhathazeka ngohambo.
- Yiba segumbini ngaphambi kwawo wonke umuntu. Mamatheka lapho kungena izethameli zakho.
- Yiba namanzi okuphuza uma usuthula inkulumo ukuze ungomelwa umphimbo futhi asiza ukwehlisa ukushisa emzimbeni.

### **Ukwethula inkulumo**

- Funda isiqeshana ukudlulisa okusemqoka ofuna ukukusho.

- Sebenzisa iwashi ukuzikalela isikhathi.
- Linda ukuba wonke umuntu ahlale phansi ngaphambi kokuba uqale ukukhuluma.
- Tshela izethameli zakho ukuthi uncamela ukuthi imibuzo ifakwe phakathi nendawo noma ekugcineni.
- Uma kungenzeka, khuluma usebenzise amaphepha ayiziqeshana noma izingqwembe, noma umqondo kunokuba ufunde phansi. Inkulumo izogeleza kamnandi futhi kuzoba lula ukuyilalela. Uma ungakwazi ukwethula inkulumo ngenye yalezi zindlela, bhala phansi ngokugcwele bese uyafunda.
- Zikhumbuze ukukhulumela phezulu futhi unense kunokujwayelekile.
- Ungalokhu uxolisa ngamaphutha angatheni. Yenza sengathi inkulumo yakho iphuma phambili ukuze abantu abakulalele bezokukholwa.
- Bheka phambili. Ithi njo amehlo akho kumuntu oyedwa ezethamelini zakho.
- Yima ukhokhe umoya emveni kwephuzu. Lokhu kunika izethameli ukuthi zetshise lokhu okade ukhuluma ngakho. Nawe kukwenza ubukeke ungumuntu owenza umsebenzi wakhe ngobuqotho nangokuhlonipheka.
- Ekugcineni, fingqa konke osukushilo.

Lungisa umugqa omuhle ozogcina ngawo. Uma ungenaso isiqiniseko ngokuvala, vese umamatheke bese uthi ‘Ngiyabonga’

## **11.ULIMI OLUBHALWAYO NOLIMI OLUKHULUNYWAYO**

### **Umehluko phakathi kolimi olukhulunywayo nolubhalwayo.**

- Ulimi olubhalwayo alufani nolukhulunywayo, ludinga uqaphele futhi ucabange ngolimi. Olukhulunywayo alukudingi lokhu.
- Imisho yolimi olubhalwayo kufanele ibekwe ngobuchwepheshe obuthile kanti olukhulunywayo aludingi buchwepheshe obutheni.
- Ulimi olubhalwayo luye lusebenzise izihlanganiso ezithile ukuze kube khona ukuxhumana nokubumbana endabeni. Olukhulunywayo lungasebenzisa izihlanganiso kanye nezwi, ukwehla nokwenyuka kwalo ukuze inkulumo ibumbane.
- Ngokubhala imininingwane ethile iyagcineka kanti ukukhuluma akulugcini kahle ulwazi ngoba lubuye lukhohlakale.
- Ukubhala kuyayikhuthaza ingqondo ngoba kufanele ucabangisise kanti ukukhuluma akudingi kucabanga okujulile.

- Uma kubhalwa ulimi luhleleka kahle ngoba isikhathi sokulucabangisisa sisuke sisiningi. Uma ukhuluma ulimi aluhleleki kahle bese kuba namaphutha athile.
- Ukukhuluma kuhle ngoba uyakwazi ukhulunganisa izinto eziningi futhi uchaze kabanzi ngesikhashana esincane kanti uma ubhala kufanele kuvele lezo zinto ezisemqoka kuphela.
- Ulimi olubhalwayo lusebenzisa kakhulu izaga nezisho lokhu kwenza ulimi lube seqophelweni eliphezulu. Olukhulunywayo lona lulula ngoba alukusebenzisi lokhu kakhulu.
- Olukhulunywayo luba nenkulompendulwano ngoba kusuke kunabantu ababili noma ngaphezulu abasuke bexoxa. Olubhalwayo alunayo, iye ivele inkulumompendulwano kuphela uma kubhalwa izindaba lapho kusuke kunabahlali abaphendulayo. Nayo leyo nkulumompendulwano isuke ikhombisa ukuthi ulimi olusetshenzisiwe ngolukhulunywayo.
- Ama-esityi awanayo inkulumompendulwano ngaphandle uma uzocaphuna inkulomo ekhulunywe abantu ababili noma ngaphezulu bephendulana.
- Ukushiya amagama athile kwenzeka ikakhulukazi uma kusetshenziswa ulimi olukhulunywayo. Olimini olubhalwayo ukushiywa kwamanye amazwi kuye kwenzeke lapho kucashunwa inkulomo ethile, bese kuthi engadingeki ishiywe. Lokho kuye kukhonjiswe ngamachashazi amathathu. Okusho ukuthi inkulomo iyahubeka.

Isb. a: Uyahamba kusasa?

b: Yebo ngiyahamba. (Lapha kushiyeke igama “kusasa” )

Yebo. (lapha kushiyeke umusho,” Ngiyahamba kusasa”)

Nakuba kushiyeke amagama okanye imisho ethile, kodwa indaba isabumbene

- Ulimi olubhalwayo kufanele lulandele imigomo ethile nokuhleleka okuthile kokubhaliwe, Isb. isihloko, isihlokwana, isingeniso, ukuhlukana kwezigaba, isiphetho.
- Olukhulunywayo alukudingi konke lokhu. Umuntu uyazikhulumela nje angabheki ukuthi ukhulumela ngaphansi kwesihloko esithile nokuthi imisho ilandelana kanjani.
- Inkulomo eyisitsotsi ivamise ukutholakala olimini olukhulunywayo. Asidingeki isitsotsi kolubhalwayo.

- Inkulumo efana nalena eyolimi olukhulunywayo, ‘ngicabanga ukuthi uzohamba kusasa uSipho’ kanti ethi, ‘Uzohamba kusasa uSipho’ eyolimi olubhalwayo.
- Ukusebenzisa umuntu okhulumayo nokukhulunywa naye emushweni kusebenza olimini olukhulunywayo. isb. Mina , Wena, kanti ulimi olubhalwayo lusebenzisa: Umuntu wesithathu kuphela ngoba kusuke kuchazwa into ethile. isb. ingane, imoto, umfana, abantu, njll.
- Indlela yokubeka inkulumo kanje, Mnu/ Nkk/Nksz ilandela umgomo wolimi olubhalwayo kanti ukubeka kanje; mfowethu, dadewethu, mngani wami, baba, mama, kwenziwa olimini olukhulunywayo.
- Uma ubhala umbhalo wobuchwepheshe awusebenzisi amagama afana nokuthi, ‘UMsimanga uyakuphikisa ukuthi... ’ kodwa usebenzisa inkulumo ezothile njengokuthi ‘ NgokukaMsimang kunje kanje...Izinkulumo ezifana nalezi ezilandelayo ezolimi olukhulunywayo ‘Ayikho lento oyishoyo wena’ Mina ngazi ukuthi...”  
‘Angihambisani nalo mqondo wakho’, njll.
- Imisho ecashuniwe ikhombisa ukuthi umbhalo obhalwayo kanti ukuchaza kunokuba ucacise ngokucaphuna kukhomba ukuthi inkulumo ngekhulunywayo.

## **12.UKUSEBENZA NGAWEDWANA KANYE NOKUSEBENZA NGAMAQOQO**

### **Ukuze ubizwe ngelunga leqembu elisemthethweni, kumele wenze okulandelayo:**

- sibe nokubona ngasolinye ukuthi yingobani sikulowo mphakathi.
- Nibonisane ngemibono efanayo
- Nibonisane ngemigomo efanayo
- Nibe nokuzwelana nangemimoya
- Nibambisane
- Nibonisane ngenihlangabezane nakho nenikulindele
- Nisizane nganoma nganoma iyiphi indlela

### **Inzuzo yokusebenza nabanye**

Izifundo eziningi zihlela umsebenzi ukuba wenziwe ngamaqoqwana ngoba babona ukuthi ulwazi luyageleza uma kufundwa ngamaqoqwana.

### **Izimo ezikwenza usebenze nabanye**

Ezinye zezimo ezingakwenza udinge ukusebenza nabanye yilezi:

- Isemihlanganweni.

- Ukunikezwa umsebenzi wesikole ukuba niwenze ningamaqoqwana.
- Isendaweni yasemsebenzini.
- Isemaqoweni adingida okuthile emphakathini.
- Isemaqoweni alekelanayo.
- Isemaqoweni afunda emagumbini ezobuchwepheshe.

### **Izindlela ongasebenza ngazo nabanye**

#### **Ukusebenza ngokubambisana**

Ukusebenza ngokubambisana kuhle ngalokhu:

- Kucobelelwana ngolwazi - ukuze yilowo nalowo abe nemibono eminingi.
- Uzuzwa ulwazi olwengeziwe futhi uthole nokuthi abanye bacabanga kanjani okuyinto obungeke uyicabange uwedwa.
- Uzithola usunolwazi oluningi, nezindlela ezahlukene zokwenza into.
- Kuvuselela futhi kukhuthaze ukucabanga komunye nomunye.
- Kucacisa ukucabanga kwakho, ekukhulumeni nasekuphenduleni imibuzo.
- Uthola ukusizakala kwabanye ngoba banezela kulokho onakho emqondweni.

#### **Ukuthwalisana**

- Kubalulekile ukuthwalisana uma ninezinkinga eqoqweni.
- Khuluma ngezingqinamba noma ngalokho okukukhathazayo- Kungase kwenzeke ukuthi kukhona abanye abanekinga efana neyakho.
- Sizanani ukuthola isisombululo sanoma yini ekhathaza omunye eqenjini.

#### **Ukugqugquzelana**

- Yenza abanye bazi uma benze kahle. Uma ugculisekile ngegalelo labo futhi ulithole linomsebenzi osizayo, batshele ukuze bakhuthale.
- Gqugquzela abanye uma bephelelwa yithemba.

#### **Sebenzani ngokuhlanganyela**

- Nikanani iziphakamiso ngezinto eningazifunda ukwenza imisebenzi yenu yocwaningo. Khulumani ngalokho esenikufundile.
- Cobeletanani ngolwazi.
- Cobeletanani ngezindlela zokubhekana nezimo ezithile njengokuthi ufunda kanjani uma usebenza, unezingane, uma ungenamali, njll.
- Hlukaniselanani umsebenzi wenu nngokulinganayo: kanje:

Omunye angahamba aye emtapweni wolwazi noma ezinhlelweni ezithize ukuyothola ulwazi, abanye bangaya emihlanganweni ekhuluma ngesihloko esikhethiwe.

- Uma ninikezwe imibuzo ukuba nisebenzele phezu kwayo, le mibuzo ningayiphosa komunye nomunye ukuze nithole ukuthi iphenduleke ngokufanele yini.
- Fundani amanothi eniwathathe egumbini lokufundela ndawonye nibone ukuthi nithola amaphuzu ahlukene yini. Uma senimakelwe yilowo nalowo akafunde owakhe umsebenzi ukuze nibone umehluko.

### **Ukugxeka okwakhayo**

Uma uphikisana nombono womunye, futhi uma lokho kudinga ukulungiswa beka isiphakamiso ngendlela eyakhayo.

Phakamisa izindlela ezingathuthukisa, kunokuba ugxeke lokho okungahambi kahle, noma lokho okungahambanga kahle ngaphambilini.

### **Qikelela mayelana nokukopela**

Yonke imisebenzi ebhalwayo kumele uyibeke ngamagama akho - ngalokho kumele uqikelele ukuthi awubonakali njengomuntu okopela umsebenzi wabanye, noma sengathi bakopela kuwena.

### **Yabelanani umsebenzi ngokulinganayo**

Uma nabelana imisebenzi, qikelelani ukuthi imisebenzi iyalingana.

Funani isisombululo esakhayo sokuthi kungenziwa njani uma omunye kade evumile ukwenza into ethile uma engasayenzi.

### **Ukuvimbela izingqinamba**

- Uma uzosebenza nomuntu isikhathi esijana, kumele ucabangisise ukuthi uhlele ukuzuzani ngokusebenzisana naye, uphinde ubheke nezinkinga ezingaqhamuka. Nobabili ningabhala phansi enikubonayo ngaphansi kwezihloko ezintathu:

(i) Usizo (ii) Izingqinamba ezingavela (ii) Izindlela esingaxazulula ngazo lezi zingqinamba

Uma nizosebenza niyiqoqo:

- Bhekani zonke izinto ezingaba usizo ezinganigqugquzela ukuba niqhubeke nokusebenzisana ndawonye.
- Cabangani izingqinamba ezingaba khona futhi nifune imibono nezindlela zokulungisa lezo zingqinamba. Yibani ngabantu abanamasu ekufuneni lezi zindlela. Uma nihlangabezana nenkinga, khulumani nabanye noma nothisha.



## **Ezinye Izindlela ezintsha zokusebenzisana**

Kulezi zinsuku, siyayesikhulume ngokusebenza ngokweqile ngokwamaqembu nangezindlela ezehlukene. Kodwa yebo, lokho kusho ukuthi kumele sicabange ngezindlela ezintsha esenza ngazo kulawo maqembu. Phil Harkins uveza izindlela esingazibeka emqondweni uma uma sisebenza emaqenjini:

- Yibaqotho—noma kusho ukuthi zehlise izinga lakho.
- Buza imibuzo elungile—buza imibuzo eqondile ukuze uthole izimpendulo ezilungule
- Khuluma ngezinto--- noma ngabe ezinzima
- Qedela ozibophezele kukho ukuqede—kwesinye isikhathi lokhu kudinga ukuthi ubuyele emuva emigomweni esiyibekile.
- Yekela abanye bakhuluma kuqala—lokhu kusho nako landelayo
- Lalela —ungagijimelli ekubekeni owakho umbono ungazwanga incazelo yonke
- Baqonde labo abangenzi ngendlela—ungasabi ukubatshele kunjengoba kunjalo
- Jabula kokwenzayo—kodwa hhayi ngokuhlukumeza abanye
- Zethembe uthembeke- ngaleso sikhathi, awudingi ukudependela kuwena

## **Izinselelo zokusebenza neqoqwana**

Nakuba kunenzuzo ukusebenza neqoqwana nokuba ingxenye yeqoqwana kodwa akusoka lingenasici.

## **Ukuzama ukusombulula izinselelo zeqoqwana**

Lokhu okulandelayo kuyasiza emihlanganweni nasemisebenzini yasemaqoqwaneni:

### ***Yenza kube khona umoya wokusizana eqoqwaneni***

Khumbula ukuthi abantu banemizwa ngakho abangahlukumezeki.

Qaphela ukuthi abantu bangahlale benexhala lokuthi bazohlale begxekwa noma bazithole bengazi lutho.

Ekuphawuleni kwakho yakha futhi uphokophelele ukuthi ube mnene.

### ***Khuluma ngqo ngokuzizwa kwabantu***

Esiwombeni sokuqala, thola ukuthi abantu bazizwa benjani ukuba seqoqwaneni.

Thola ukuthi ngabe yini ekade bedlinza ngayo ngaphambi kokuba bafike? Ngabe nabanye bebezizwa kunjalo yini? Kuyasiza ukwazi ukuthi akuwena wedwa onokukhathazeka.

Xoxa ukuthi amaqoqwana angashintsha kanjani ukukhathazeka kwawo ukuba kube amathuba amahle.

### ***Beka imithetho***

Lokhu kubalulekile uma wakha iqoqwana lobambiswano. Le mithetho kumele ibhekelele ukukhathazeka okungenziwa yilokhu osekubalulwe ngaphezulu.

Imithetho ebekiwe mayibandakanye lokhu okulandelayo:

- Isikhathi enizohlangana ngaso asaziwe futhi sigcinwe.
- Eqoqwaneni makungabi khona ofuna ukwengamela ingxoxo abanye bangalitholi ithuba lokuveza owabo umbono.
- Indlela yokuziphatha neyokuphawula ngendlela evumelekile.

### ***Cubungula amakhono eqoqwana***

Thola amakhono kanye nesipiliyoni esiseqoqwaneni. Ngabe ubani okhuthalela ukwenza, ukuhola imihlangano, ukubhala, ukuba umxazululi wezinkinga eziye zivele eqoqweni, njll?

Abantu eqoqweni abacacise ukuthi bathanda ukwenzani. Uma kukhona abanye abantu abafuna ukwenza into eyodwa efanayo, shintshanani noma yabelanani imisebenzi.

Bandakanya bonke abantu abaseqoqwaneni.

### ***Misa uhlu kanye nemingcele***

Inhloso yomhlangano mayicace.

- Hlela uhlu lwezinto okuzokhulunywa ngazo emhlanganweni bese wenza isinqumo sokuthi uzothatha isikhathi esingakanani kulelo nalelo phuzu.
- Akucace ukuthi yimiphi imihlangano yomsebenzi kanti futhi yimiphi eyokuzixoxela nje.
- Hlela kahle izikhathi zemihlangano kanye nezindawo kusenesikhathi khona wonke umuntu ezophumelela ukuza.

### ***Bheka inqubekelaphambili***

Uma iqoqwana lingakhombisi ukusebenza kahle, khuluma ngakho ngqo. Umuntu ngamunye kumele asho lokhu afisa ukuthi kwenziwe ukuze iqoqo liphumelele kwelikwenzayo.

- Ngabe imisebenzi yabeke ngokulinganayo?
- Ngabe ukhona othanda ukwengamela iqoqwana onganiki abanye ithuba?
- Ngabe uyayicabangela imizwa kanye nemibono yabanye?

### ***Ukwabelana imisebenzi***

- Yazizukuthi ubani wenzani nini.
- Qiniseka ukuthi imisebenzi yabiwe ngokulinganayo.

- Yenza kwaziwe ukuthi imisebenzi kumele iqedwe nini.
- Kuwo wonke umsebenzi okufanele wenziwe, nquma ukuthi ubani uzobamba liphi iqhaza.

### **USihlalo**

Nakuba lokhu kuwumthwalo wawo wonke umuntu, usihlalo usiza ukwenza uhlelo nokulugcina.

Uma ungusihlalo qiniseka ukuthi wonke umuntu uyakhuluma futhi imibono yakhe iyezwakala. Khuthaza iqoqwana ukuba ligxile esihlokweni.

### **UMgcinisikhathi**

Umgcinisikhathi ugcina isikhathi kanye nohlu kanye nesheduli yesikhathi. Ngesinye isikhathi unquma isikhathi kulabo abakhulumayo.

### **UMgcinimbiko**

Umgcinimbiko ubhekelela ukugcina amaphuzu okukhulunywa ngawo engxoxweni nokuthi yiziphi izinqumo ezithathwayo.

### **UMBhekimsebenzi**

Umbhekimsebenzi uhlola ukuthi wonke umuntu wenza lokho okuvunyelwene ngakho ukuba kwenziwe.

### **Ukuba yingxenywe esebenzayo yeqoqwana**

Kumele uzame ngokusemandleni akho ukuba uhlomule kakhulu ezingxoxweni.

Ngaphambi kokuhlangana neqoqwana:

- Qiniseka ukuthi usuyenze yonke imisebenzi okuvunyelwene ngayo eqoqwaneni.
- Funda ngalokhu okuzokhulunywa ngakho. Cabanga ngakho.
- Bhala phansi imibuzo ofuna ukuthi iphendulwe?

### **Ngesikhathi usuhlangene nalo**

- Bheka ukuthi wonke umuntu uyambona futhi uzwa wonke umuntu.
- Yamkela ukuzwa into entsha.
- Bhala phansi ulwazi olungaba usizo.
- Phakamisa imibuzo ofisa ukuyibuza
- Xhumanisa lokhu okuzwayo kanye nalokho okwaziyo vele.
- Phosa nawe esivivaneni, phakamisa amaphuzu owathandayo.

### **Emveni kokuba kade uhlangene neqoqwana**

- Funda amanothi akho bese uqoqa ndawonye lokho okubalulekile.
- Yengeza okusha okwaziyo kanye nemicabango emisha.

- Hlola ukuthi le misebenzi uyoyisebenzisa kuphi emveni kwaleli qoqwana.

## Ukusiza iqoqwana liphumelele

### Yiba ogqugquzelayo

Gqugquzela abanye.  
Ukwenza isibonelo,  
Ungaphawula ngokuthi  
'Ningihlabe umxhwele'

### Khombisa lapho uvuma

Kwenze kuzwakale ukuvuma kwakho:  
'njengami ... ngokunjalo...',  
'Yebo'  
'Kuyiqiniso...'

### Bandakanya wonke umuntu

Khuluma nawo wonke umuntu oseqoqwaneni, hhayi nje kuphela labo abakhethiwe. Qiniseka ukuthi wonke umuntu uyalithola ithuba lokukhuluma

### Sebenzisa umzimba ekukhulumeni

Njengoba ulalela, khombisa ukuqaphela ngokuthi umamateke, noma ngokunqekuzisa ikhanda lapho uvuma, njalo njalo. Uma ufuna ukukhuluma yenza izimpawu ezibonakalayo.

### Nikezela ngolwazi

Yabelana ngolwazi:  
'Kunolwazi oluningi olungasetshenziswa...'

### Lalela abanye abafundi

Abafundi ofunda nabo kanjalo nothisha wakho badinga ukuba ubalalele, njengoba

### Uma ungavumi

Esikhundleni sokuthi uvese uzibe imibono yabanye abantu, yihlole: 'Kungabe yini ekwenza ukuthi ucabange lokho?'

### Beka imibono

Yabelana ngemibono yakho: 'Yini singenzi

### Yakhela phezu kwemibono yabanye abantu

'Akusilona iphuzu elibalulekile leli olenzile, ngezizathu ezithile' ...

### Qoqela iqoqwana konke

'Sisavumelene kula maphuzu amabili kuze kube yila?  
Okokuqala,...? kanye nokwesibili,...?'

### Vuma amaphutha

Vuma amaphutha akho bese uyaxolisa: kanje:  
'Ngiyaxolisa, iphutha lami....';

## **Ukubhekana nemizuzu enzima eqoqwaneni**

### **Imizwa enzima eqoqwaneni**

Uma imizwa enzima ivezwa, abantu bangazizwa besaba - ekubeni le mizwa iyiqiniso kulowo muntu oyizwayo.

### **Imizwa evuswa imibono**

Ukuhlasela umuntu kanzima ngemibono yakhe kuphathana kabi. Uma ungawemukeli umbono womuntu uye azizwe naye engamukelekile. Iqoqwana lingadinga umthetho wokuthi imibono ingaphoswa kanjani inselelo, kodwa hhayi umuntu ofike nawo.

### **Imizwa evuswa izinkinga zeqoqwana**

Uma imizwa ivuswa ukungasebenzi kahle kweqoqwana, thola ukuthi kungenziwa kanjani ukuthi iqoqwana lithuthukise ukusebenza kwalo. Ukwenza isibonelo, kungenzeka ukuthi abanye abantu babone sengathi imibono yabo iyazitshwa. Yini engenza bezwe sengathi imibono yabo iyezwakala? Kungabe lokho kuyiqiniso? Kungafinyelelwa esivumelwaneni?

### **Imizwa evuka ngaphandle kweqoqwana**

Abantu bafika nemithwalo yansuku zonke yempilo yabo emaqoqwaneni. Lokhu kuyaphazamisa njengoba kungeke kwazeke ukuthi le mizwa enzima kangaka iqhamukaphi. Kungasiza ukuthatha umzuzu noma imizuzwana emibili ngaphambi kokuqala umsebenzi ukuthi kuxoxwe ngokuthi bekwenzakalani emalungwini amaqoqwana. Kungenzeka ukuthi udinge imithetho mayelana nemizwa enzima enjengokuthi ‘uma umuntu elwisa elinye ilungu, kuthi wonke amanye amalungu angenelele.’

### **Izinyembezi**

Uma abantu benezinkathazo, nganoma yiziphi izizathu, badelele ukuba babe nemizuzwana emibalwa yokuthula noma isikhathi lapho bezothulula khona imizwa yabo. Ungakhathazeki ngezinyembezi – ukukhala kwehlisa izinga lokukhathazeka. Abantu abakhathazekile bangadinga ukuba bodwa, noma ukukhuluma nomunye umuntu ngasese okwemizuzwana. Khombisa ukuzwelana nabo.

### **Ukuthula**

Ukuthula kungaba nemikhiqizo emihle. Kwenze ikakhulukazi uma iqoqwana likudinga ekudingideni into enesisindo.

Ungezwa sengathi kudingekile ukuba ugcalise isikhala sokuthula ngokuthi ufake amahlaya noma imibuzo ngenjongo yokudala umsindo.

### **Ukungakwazi ukuqhubeka**

Uma ukuthula kwenziwa ukuthi sekufike lapho kungasaqhubeki khona zama enye indlela.

- Cabanga izindlela eziningi ezahlukene zokucaba umsebenzi ube izingcucwana ezincane.
- Ngabe ikhona indlela yokuguqula inkinga?
- Hlaziyani imicabango yenu mhlawumbe kukhona owodwa ongasebenza.

### **Ukungalingani ekuxoxisaneni eqoqwaneni**

Emaqoqwaneni kungenzeka ukuba kube khona ukungalingani lapho kuxoxwa.

- Uma umuntu oyedwa noma ababili bengamela ingxoxo.
- Uma abantu ababili beshintshana ngamazwi.
- Uma singekho isikhala lapho khona abantu abathulayo bengakwazi ukungena engxoxweni.

Usihlalo noma amalungu eqoqwana angakhuluma ngalokhu kungalingani ngqo:

- Ngokuthi babonge labo abengamelayo ngalokhu asebethe bakusho, bese bebatshela ukuthi abanye abantu bangathanda nabo ukukhuluma.
- Ngokunika labo abangakakhulumi ithuba lokuthi bakhulume.
- Ngokusho uma kukhona ukungalingani khona iqoqwana lizokudingida.

Ukwazisa iqoqwana ngosuku lwakho noma ngempelasonto yakho kubalulekile, kodwa kunawo umkhuba wokudla isikhathi. Izinkinga eqoqwaneni zingavuswa izindaba ezishubile, kubandakanye ukucwasana, ukubukelana phansi, njll.

## **13 UKUBHALWA KWE-ESEYI**

### **Iyini i-esityi?**

- I-esityi umbhalo ohlelwe ngendlela engafani njengoba umuntu esuke ezikhulumela nje nomuntu othile, kuphendulwana.
- Ibhaleke ngobuchwepheshe obuthile obulandela umthetho othile, ayifani nokubhalela umngani incwadi.

- Inesihloko, inesingeniso, inomzimba bese iba nesiphetho
- Isihloko esinikezwayo i-esityi kuye kuthiwe umbuzo noma ingabukeki njengombuzo.
- Lokhu kushiwo ngoba isihloko sisuke sinombuzo othile okufanele ukuba uphendulwe.

**isib. Izinga lezingane ezizulazula emigwaqeni emadolobheni liya ngokwenyuka eNingizimu Afrika.**

#### **Ibhalelwani i-esityi?**

- Ukucubungula imininingwanwe ethile mayelana nesihloko.
- Ukuthuthukisa nokuhlela imibono yakho ngokubhala.
- Ukuthuthukisa ikhono lakho lokubhala.
- Ukuveza imibono yakho ngesihloko.

#### **Izinto okufanele uzenze uma ubhala i-esityi**

UFry(1996:17) uveza izindlela ezingakusiza uma uzobhala umsebenzi oyalelwa ukuba uwenze i-assignment.

1. Yenza uncwaningo ngesihloko kumtapo wolwazi
2. Bhala umzamo wokuqala(1<sup>st</sup> draft)
3. Yenza ucwaningo ulwengeziwe (uma kunesidingo)
4. Bhala umzamo wesibili(2<sup>nd</sup> draft)
5. Fundisisa ubhekisise isipelingi
6. Cela omunye akufundisisele umsebenzi wakho
7. Usungawubhala-ke umsebenzi ozowungenisa ukuba ubhekwe uthisha wakho
8. Wufundisise okokugcina bese uyawuhambisa uma usunelisekile

Ukwenza yonke le misebenzi ngomfutho nangokushesha, kudingeka uqaphele isikhathi nokuhlela kahle. Phela lo msebenzi owenzayo akusiwo kuphela okumele uwenze, kuneminye okumele uyibhale futhi uyiqede esikhathini esincane kakhulu.

Okumele ukwenze ukuthatha ikhalenda lakho, ubekise usuku lokungenisa umsebenzi wakho olandelayo, kungenzeka ukuthi luseduze mhlawumbe ngamasonto amane, ayisithupha noma ayishumi. Hlela ukuchitha okungenani isigamu sehora(30 min) kuya kwisigamu nengxenye yehora(45 min), kwishedula lakho lonke lokubhala umsebenzi wocwaningo, esinye isikhathi usisebenzise ukubhala.

Beka izikhathi ezithile esontweni ukuze wenze lo msebenzi wakho. Zama ukubekisa isikhathi esithe xaxa okungenani amahora amabili kuya kwamathathu noma ngaphezulu ukuthi ubhale umsebenzi. Zinqumele isikhathi ozoqeda ngaso umsebenzi wakho kube okungenani izinsuku ezimbili ngaphambi kokuba uwuhambise.

### **Isibonelo**

- Khetha isihloko Kanye nendlela ozoyisebenzisa kulo msebenzi
- Yenza uhla lwemithombo yolwazi oyisebenzisile emsebenzini wakho
- Funda lokhu okuyinsiza kusebenza, bese ucaphuna okubalulekile (wenza amanothi )
- Landelisa ngokwenza uhlaka oluhlelekile, usungaqala ubhale umzamo wakho wokuqala
- Lungisa umsebenzi ubheke amaphutha, bese ulungisa nohla lwemithombo yolwazi
- Fundisisa umsebenzi wakho, usungawubhala ke bese uyawuhambisa

Lokhu kuya ngokuthi unikezwe isikhathi esingakanani futhi uzobhala umsebenzi ongakanani. Nawe ungazihlelela esakh isikhathi ngomsebenzi wakho ungalandeli isibonelo esingenhla njengoba sinjalo.

### **Musa ukuchitha isikhathi**

Musa ukuchitha isikhathi eside, kuze kube umzuzu wokugcina noma isonto lokugcina. Uma wenza kanjalo uzibizela amanzi ngomsele singekho isidingo, ngokwenza lokhu uzogcina usuhambise umsebenzi ongakugculisi nawe. Vele uwuqale umsebenzi ngokushesha zisuka amagqozo.

### **Ukwakha isu ngendlela ozobhala ngayo**

Manje usukulungele ukuthatha isinyathelo sokuqala futhi esibalulekile, ekubhaleni ngempumelelo umsebenzi wakho wocwaningo. Uma ususikhethile isihloko ofuna ukusebenzela phezu kwaso, kuzomele uqagule izihlokwana noma imibuzo eqonde ngqo. Uma usukwenzile lokho kuzomele wenze uhlaka okuyilo olumumethe konke ozokubhala ngakho kulo msebenzi wakho (table of content).



### **Ukukhetha isihloko sakho**

kwesinye isikhathii uthisha noma umlekeleli kathisha wakho, uzokukhethela isihloko, kwesinye isikhathi uthisha wakho angakutshela lokho okufanele ukufunde bese uzikhethela isihloko esifanele noma esishaya emhlohlweni.

Le nkululeko yokuzikhethela isihloko ivamise ukuba nobungozi kwesinye isikhathi. Ake ucabangisise kahle ngalesi sinqumo, ukukhetha isihloko esingashayi emhlohlweni kungakuholela ophathe.

Lokhu akusho ukuthi khetha isihloko esilula kakhulu, othuka uhlangana naso. Izihloko ezilula kakhulu zivame ukukuholela emibhalweni engemihle futhi engathandisiseki kodwa-ke kunezinto okumele uzigweme ezinye zazo okuyilezi ezingezansi ngokukaFry(1996).

### **Ingozi yokuqala: ukusabalalisa umqondo ngokweqile**

Udinga ukubhala umbhalo wesifundo sezenkolo amakhasi ayi-15, futhi ukhethe isihloko esithi''Inkolo yamakatholika kusukela emandulo'' ake uthathe umzuzwana uyicabangisise yonke lento: ngabe ungakwazi ngempela ukwenza umsebenzi ogculisayo ngesihloko esikhulu kangaka ube uzobhala amakhasi ayi-15? phela ungabhala imiqingo ngemiqingo kulesi sihloko, futhi baningi ababhali asebeke babhlala ngaso.

Kunalokho ungazama ukukhetha indima ethile kulesi sihloko,kunganjani wehlise nemingcele yakho kusi sihloko esibanzi ngalolu hlobo, okunye ongakwenza ukubheka indlela ongasiqhamukela ngayo lesi sihloko, mhlawumbe isihloko esithi ''inkolo yobukatholika ngeminyaka yama-1500

Khumbula, umsebenzi wakho ukwenza umbiko umzulu ngalesi sihloko ozosisebenzisa. Yenza isiqiniseko sokuthi konke lokhu ukwenza ngokwesilinganiso esidingekayo njengokwemiyalelo kathisha.

### **Ingozi yesibili : ukucabanga kancane ungasabalali ngokwanele**

Noma kunjalo kumele uyinqunde kakhulu imingcele yakho yokucabanga ngokukhetha isihloko esilula kakhulu. Uma ukhetha isihloko esibe nokunqundeka ngokwemiqondo eyahlukene/ ongazange usabalale ngokomqondo, ungazithola usuphelelwa izinto ongabhala ngazo mhlambe ekhasini lesibili lo msebenzi owubhalalayo. Isihloko esifana nelesi ''usuku

empilweni yomcuphi oyidela kufa''lesi sihloko singaba indaba emnandi kodwa engaphelela emakhasini amabili, futhi ngeke siwahlanganise amakhasi ayi-15

**Iseluleko:** Uma ungatholi ngisho neyodwa incwadi emayelana nesihloko osikhethile, ake uphinde ucabangisise.

**Ingozi yesithathu:** ukubhala ngendlela yakho wedwa

Ukukhetha isihloko esingacacile kahle, kungakwenza uthole ulwazi oluncane kakhulu olumayelana nesihloko sakho, kwesinye isikhathi ungenza umsebenzi osungulwe nguwe kodwa ongamukelekile ngoba abekho abakufakazelayo kokushoyo.

Okubalulekile ukuthi kumele wenze isiqiniseko sokuthi miningi ngokwanele imithombo yakho yolwazi, lokho ukwenza ngokuthi wenze ucwaningo ulunzulu mayelana nesihloko sakho. Imithombo yolwazi eyanele uyithola ngokubheka imibhalo eyenziwe ngabanye ababhali, nokufunda izincwadi ezahlukene ezincike noma ezihambisana nesihloko sakho (ngoba ukushoda kwezinto ongabahala ngazo kugcina kukuphoqa ukuthi uze uthathe umsebenzi wabanye uwubhale sengathi ngowakho( plagiarism).

**Ukwenza uhlu lwalokho ongasebenzela phezu kwakho**

Cabangisisa kahle konke lokhu osekukhulunye ngakho ngenhla, kumele ucabange ngezihloko ongabhala ngazo kulo msebenzi, ungacabangi into eyodwa bese uma lapho nje, kumele uthi ukusabalala kancane kunalokho. Empeleni ibeke phansi kwayona le ncwadi, uccabange izihloko ezintathu kuya kwezine.

Uma kuwukuthi uyayifuna ngempela indondo ngokusabalalisa umqondo nokucabanga ngobuchule, kunganjani uzame ukuthola izihloko ezimbili noma ngaphezulu zezifundo zakho zocwaningo.

## **13.2 UKUHLELA I-ESEYI**

### **a) Isihloko**

**Thatha ubhekisise ukuthi kudingekani**

- Funda kuzwakale isihloko
- Dwebela amagama akucacisela indlela ozoyilandela ukubhala ngalesi sihloko.

isb. Mhlawumbe isihloko sidinga ukuthi uqhathanise okuthile noma sifuna nje uxoxe.

- Dwebela ngokucacile amagama akhombisa ukuthi isihloko singani ngempela.
- Cabangisisa ukuthi yimuphi umbuzo lesi sihloko esiwubuzayo.
- Phinda usibhale ngokwakho isihloko ukuze singene engqondweni.
- Bheka ukuthi izingxenye okufuneka ubhale ngazo zingaki kulesi sihloko.
- Xoxa nomunye ngalesi sihloko.
- Bheka ukuthi isihloko sixhumana kanjani nokufundile noma ozifundele wena khona.
- Bheka ukuthi yikuphi ozophenya ngakho mayelana nalesi sihloko.
- Zibuze ukuthi yini indaba kufanele kubhaliwe ngalesi sihloko noma kubuzwe lo mbuzo.
- Eminye yemibuzo engaqhamuka ngesihloko ukuthi, kwenziwa yini lokhu okufanele kubhalwe ngakho; kwenzeka kuphi; kwenzekelani, njll .
- Beka ukuthi wena ngokwakho uthini ngesihloko uveze nemibono yakho.
- Bheka ukuthi unalo yini olunye ulwazi ongase ufakazise noma uqinisekise ngalo imibono yakho.
- Zihlola ukuthi yini oyaziyo mayelana nesihloko nokuthi uzolutholaphi futhi kanjani ulwazi olwengeziwe.

### **b) Isingeniso sendaba**

Esingenisweni sakho isigaba sokuqala kufanele sigxile esihlokweni ukuze umfundi we-eseyi azi ukuthi ukhuluma ngani. Lokhu ungakwenza ngokuthi usibeke ngendlela yakho engafani ngqo nenikeziwe.

1. Chaza ukuthi isihloko singani noma umbuzo umayelana nani.
2. Veza ukuthi uzokhuluma ngani, nani. Yiziphi izihlokwana ozokhulumela phezu kwazo.
3. Chaza kafishane ukuthi uzokwenza kanjani lokhu, Isb. mhlawumbe ekubhaleni kwakho ngalesi sihloko uzosicacisa ngemibono yabanye abantu noma yezinjulalwazi ezithile. Le ngxenye kufanele ibe ngu (1/10) we-eseyi.

### **c) Umzimba**

Lapha ukhulisa ingxoxo yakho noma ukucabanga kwakho.

*Isigaba sokuqala*

- Lesi sigaba sigxile entweni yokuqala isingeniso sakho esithe sizokhuluma ngayo.
- Umusho wokuqala wethula okusemqoka lesi sigaba esikhuluma ngakho.
- Eminye imisho ikhulisa umusho, lo wokuqala oyisihloko sesigaba.
- Le misho kufanele ibandakanye izibonelo, imininingwane, okucashuniwe, imithombo yolwazi esetshenziwe konke kuhambisane nesihloko.
- Umusho wokugcina mawube nokuxhumana nesigaba esilandelayo.

### *Isigaba sesibili*

- Umusho wokuqala mawuxhume lesi sigaba kuleso esingaphambili.
- Yethula umqondo obalulekile omayelana nalesi sigaba.
- Eminye imisho ikhulisa isihloko salesi sigaba.

### **Isiphetho**

- Esiphethweni sakho gcizelela futhi isihloko sakho ukukhombisa ukuthi usaphendula umbuzo wesihloko.
- Bhala kafishane ngobukhuluma ngakho ube ugizelela umqondo osemqoka.
- Veza ukuthi uphetha ngokuthini mayelana nesihloko.
- Makucace ukuthi le mibono ophetha ngayo isemqoka ngani.
- Umusho wakho wokuphetha wuxhumanise nesihloko sakho.

### **d) Imithombo yolwazi**

Bhala uhlu lwemithombo yolwazi oyisebenzisile ngendlela ofundiswe ngayo.

## **14 UKUKHOMBISA IMITHOMBO YOLWAZI NOKUGWEMA UKUKOPELA**

**Harvard Style of referencing:** indlela yokuveza imithombo yolwazi, esetshenziswa kakhulu abafundi baseNyuvesi, ukuveza ulwazi abalusebenzisile. Kunezindlela ezimbili ezixube: Ukuveza imithombo yolwazi ngaphakathi emibhalweni lapho kusuke kucashunwe khona umbhalo womuntu othile unjengoba unjalo noma uwubhale ngamagama akho. Lolu hlobo lokuvezwa kwemithombo yolwazi lutholakala kuphela ngaphakathi emibhalweni, ukuveza ingxenyanana yemithombo yolwazi ephelileyo.

### **Incwadi:**

1. Igama lombhali noma lowo oyilungisile (the author's or editor's name )
2. Unyaka leyo ncwadi eyashicilelwa ngawo
3. Isihloko sencwadi
4. Uma kuyi-*edition* kuveze ukuthi eyesingaki
5. Idolobha lapho kwashicilelwa khona
6. Igama lomshicileli

### **Ukuveza umthombo wolwazi othathwe kwi-article yejenali:**

1. Isibongo lombhali kanye nezipelomagama(initials) Author(s) name and initials.
2. Isihloko se-article (between single quotation marks)
3. Isihloko se-journal (*in italics*)
4. Neminye imininingwane yokushicilelwa (volume, number etc.)
5. Ikhasi lapho ulwazi lutholakala khona
6. Unyaka, inyanga kanye nosuku owafunda ngayo leyo-article (the date you accessed the article)

### **Indlela yesibili yokuveza imithombo yolwazi embhalweni**

1. Bhala umthombo wolwazi njalo eduze kombhalo owucaphunile
2. Sebenzisa ama-*Turabian footnotes*. ...

### **Uwuveza kanjani umthombo wolwazi usulungisiwe ngokwendlela ka-Harvard**

(How do you reference an edited book Harvard style?)

### **Izeluleko**

1. Kumele uqikelele ukuthi igama lomnikazi womsebenzi Kanye nalowo okade ewulungisa (editor) Kanye nesihloko sezahluke zombili ziyavela.
2. Igama lalowo ubewulungisa umsebenzi kumele lilandelwe u- ed. or eds.
3. Bhala igama **In:** ngaphambi kwegama lalowo obewulungisa umsebenzi ukuveza ukuthi lowo mthombo wolwazi isahluko esisencwadini

### **Uwuveza kanjani umthombo wolwazi wesibili(secondary source)?**

Nikeza umthombo wolwazi wesibili ekhasini lokuveza yonke imithombo yolwazi. Ngaphakathi embhalweni veza umnikazi womsebenzi ovela okokuqala bese uveza umthombo wolwazi walowo wesibili : isibonelo :Uma umsebenzi ka All Port ucashunywe uNicholson wena ungawufundanga umsebenzi ka –AllPort, Veza umthombo wolwazi ka Nicholson ngasekugcineni ekhasini lokuveza imithombo yolwazi.

## **Ukukopela**

Enye yezinkinga ezikoleni kubafundi abaningi ukukopishwa kwemisebenzi noma ukukopela kwabanye abafundi. Abafundi badinga ukuvimbela lokho ukuthi kungenzeki. Enye inking ethi ayifane yilapho abafundi bephambanisa phakathi kokucinga ulwazi nokwenza ucwaningo ngokomoya. Lokhu ikakhulu kazi kuholela ekukopisheni uma nje bevele bekopisha okutholakala kwi-internet kwimisebenziyabo ebhaliwe.

Ukusebenzisa umsebenzi womunye umuntu ngaphandle kokuthi ukhombise umthombo lapho uthathe khona ulwazi. Lokhu kubandakanya:

- Ukusebenzisa amagama afanayo noma acishe afane njengalawo asetshenziswe embhalweni othile otholakala ezindlini zokufundela, ezinhlelweni zakumabonakude, ezincwadini, noma ikuphi.
- Ukusebenzisa imibono yabanye abantu ngaphandle kokuthi usho ukuthi leyo mibono ekabani.
- Ukubeka ngamagama afanayo lokho okufundile noma lokhu okuzwile bese ungasho ukuthi ukuthathephi.

Noma kuthiwa ushintsha amagama noma imisho ‘oyibolekile’ noma ubeka ngokwehlukile, imiphumela kusewukukopela uma ungasho ukuthi ukuthathephi.

Ukukopela kuthathwa njengento esemqoka, futhi umsebenzi okotsheliwe awunakwa futhi uma ubanjiwe ukuthi ukopelile uyajeziswa ngezindlela ezithile.

## **Ukusebenzisa amagama omunye umuntu**

Amagama omunye umuntu kumele:

- Ungawasebenzisi njalo ngaphandle uma kufanelekile ukuthi asetshenziswe.
- Ungasebenzisa amagama ambalwa, nemigqa embalwa kodwa hhayi ikhasi lonke noma isahluko sonke okanye incwadi yonke.

Ekubhaleni amagama omunye umuntu kumele:

- Ukopele amagama kanye nezimpawu *njengoba zinjalo*.
- Sebenzisa amachashaza amathathu ukukhombisa umusho ongaphelele.
- Beka izimpawu ezikhombisa ukuthi amagama awomunye umuntu.
- Yisho ukuthi amagama omunye umuntu avelaphi.

## **Yiba nokuzigqaja ngokusebenzisa amagama akho**

Sebenzisa amagama akho, noma ucabanga ukuthi awuzobeka kahle inkulumo, abalulekile kunalawo ombhalo owukopelile.

### **Ukugwema kanjani ukukopela?**

- Bhala wonke amanothi ngamagama akho.
- Bhala phansi ukuthi ulufundephi lolu lwazi olufake emanothini akho.
- Emsebenzini wakho wocwaningo, bhala ukuthi imibono kanye nolwazi ukuthathephi:
  - Khombisa imithombo yolwazi yomsebenzi wakho.
  - Yenza kucace uma usebenzisa amagama omunye umuntu ngqo.
  - Bhala uhlu lonke lwemithombo futhi uma kudingeka, bhala zonke izincwadi ozifundile.

Uma unomkhuba wokukopela:

- Beka ipeni lakho kude nawe.
- Funda isiqeshana ngaphandle kokuthatha amanothi.
- Yima ukufunda ebese umboza ikhasi.
- Bhala kafushane lokho osukufundile. Uma kungenzeka kusho ukhulumela ngaphandle noma uziqophe, khona uzozwa amagama akho ngezwi lakho.
- Uma usukwazi ukusho ukuthi isiqeshana simayelana nani, bhala phansi ngamagama akho.
- Uma ufuna ukukopisha umsebenzi ongawusebenzisa njengamagama omunye umuntu, bhala ngombala ohlukile khona uzowuthola kalula. Umbala uzokusiza ukuthi wazi ukuthi kungakanani okukopishile.

### **Kungani imithombo yolwazi ibalulekile?**

Emibhalweni yezemfundo kubalulekile ukuthi uveze ngokucacile imibono nolwazi lwakho kanye nemibono nolwazi oluvela kwabanye abantu asebbhalile mayelana nesihloko obhala noma okhuluma ngaso. Lokhu kusiza ukuthi noma umuntu efuna ukuzifundela yena aqonde ngqo kuyona leyo mithombo.

Kunezizathu ezinhlanu eziveza ukubaluleka kokuveza ukuthi ulwazi uluthathephi:

1. Usuke ukhombisa ukhlonipha lowo muntu osuke usebenzisa imibono yakhe.
2. Ngokuthi uveze umthombo ukhombisa lowo osuke efunda ukuthi awenzi umsebenzi womunye umuntu kube sengathi owakho. (Awukopeli umsebenzi womunye umuntu).
3. Ukuveza ukuthi umbono uwuthathephi kusiza ukuthi umuntu ofundayo akwazi ukuzifundela yena incwadi uqobo, uma enesifiso.
4. Uma udinga ukubheka okuthile emva kwesikhathi, ukuveza lapho ulwazi uluthathe khona kuzokusiza ukuthi lutholakale kalula.
5. Abantu bazokwethemba lokho okushoyo uma bebona ukuthi ulwazi lwakho luvelaphi. Ukuveza kahle imithombo yakho yolwazi kukhombisa ukuthi uwahlolisisile amaqiniso akho.

### **Udinga nini ukunikeza imithombo yolwazi?**

Kufanele uveze umthombo wolwazi noma yinini uma uwusebenzisile:

- njengolwazi olukukhuthazayo.
- njengomthombo wenjulalwazi ethile, noma wengxoxompikiswano noma womqondo othile.
- njengolwazi lwezokubhala, lwezibonelo noma lwezocwaningo .
- ngokucaphuna amagama omunye umuntu ngqo.
- njengombhalo obhalwe ngamagama akho ongathathiwe njengoba unjalo.

### **Ngabe yimiphi imininingwane yolwazi edingekayo emithonjeni yolwazi?**

Awucabange nje ukuba nawe ufuna ukuzifundela umbhalo womunye umuntu. Ngabe yiluphi ulwazi ongaludinga ukuthola lowo mbhalo kalula? Ulwazi luvamise ukubandakanya lokhu:

- Igama lombhali noma ababhali
- Isihloko, ngokugcwele
- Unyaka incwadi eyabhalwa ngawo
- Amaphepha akumajenali, inombolo yaleyo jenali kanye nenombolo ngokukhishwa kwayo
- Ukuthi incwadi isikhishwa okwesingaki, uma kudingeka
- Indawo la eyakhishwa khona
- Igama lomkhiphi
- Izinombolo zamakhasi asuke efundiwe



Ungazi uma kudingeka ulwazi olunezeleliwe. Njengesibonelo, ukuthola isithombe, ungadinga igama lomtapo wolwazi, uhlobo lwemibhalo oyidingayo, kanye nenombolo yekhathalogi yaleyo ncwadi oyifunayo kulolo hlobo lwezincwadi ozidingayo. Umbuzo obalulekile ukuwubuza ukuthi, ‘Ngabe omunye umuntu angakwazi ukuthola umthombo wolwazi ngale mininingwane engiyinikile?’

### **Uyikhombisa kanjani le mithombo yolwazi ?**

#### ***Embhalweni***

Uma usebenzisa umsebenzi womunye umuntu khombisa ukuthi lo msebenzi owomunye umuntu.

Sebenzisa indlela enconywe abafundisi bakho. Ngokujwayelekile lokhu kuzoba isibongo sombhali noma ababhali, unyaka eyashicilelwa ngawo, kanye nekhasi noma amakhasi, ngokusebenzisa abakaki lapho ubhala unyaka nekhasi: Bheka le ndlela okubhalwa ngayo ngezansi.

...njengoba kubona uCohen noSmith (1987:56), ukuthi...

...abacubunguli ababili (Cohen and Smith 1987:56) babona...

### **Ukukhombisa imthombo yolwazi**

Ziningi izindlela ongakhombisa ngazo imithombo yomsebenzi wakho. Bheka ukuthi ngabe ubhekeke ukuba usebenzise yiphi indlela yokwethula imithombo yolwazi esifundweni sakho. Uma kungenjalo sebenzisa uhlelo oluveza umbhali nosuku.

#### **Uhlelo oluveza umbhali nosuku**

Uma usebenzise imibhalo yabanye abantu yibonise. Kungaba ngaphakathi emshweni noma ngasekugcineni kwemisho, libhale igama lombhali, usuku eyabhalwa ngalo incwadi kanye nezombolo zamakhasi. Imininingwano yezincwadi ezisetshenzisiwe kumele ibhalwe ngokugcwele, ohlwini lapho kwethulwa khona ababhali nezincwadi abazibhalile.

#### ***Ukucaphuna imibhalo***

Nazi izindlela ezahlukene zokusebenzisa imithombo.

*Ukucaphuna ngokufingqiwe - ngaphakathi emibhalweni*

Nonetheless, the film was deliberately inaccurate about the life of Jose Marti. Jesus Colon (1982:82) pointed this out when he wrote, ‘Jose Marti never had a mansion or a hut of his own. Needless to say, he never had slaves’.

#### *Ukubeka ngamagama akho, okusuke kubhalwe umbhali*

Nonetheless, the film was deliberately inaccurate about Jose Marti, who, contrary to the image depicted in American films, spent much of his life in poverty (Colon, 1982:81-82).

#### *Ukucaphuna ngamagama amade*

Amagama ambalwa, akhethwe ngokuqikelela, enza umcaphuno ube nesigqi futhi kukhombisa ukuthi uyakwazi ukukhetha ngokucophelela. Gwema ukusebenzisa imicaphuno emide, ayidingekile ngaleyo ndlela. Uma amagama okucashuniwe emade futhi edingeka, nciphisa ngohlelo olukukhompuyutha bese ushiya isikhala ngaphezulu nangaphansi. Bhala okucashuniwe ngokucacile ukuxhumanise nemisho bese ukuveza egxoxweni yakho ukuthi kuhambisana kanjani nengxoxo yakho.

#### *Uhlu lwababhali*

Uhlu ‘lwababhali’ ekugcineni kwe-esityi, okubhekene noColon kubukeka kanjena (ngokuhleleka ngonkamisa):

Colon, J. 1982. *A Puerto Rican in New York and Other Sketches*, 2nd edition. New York: International Publishers

#### **Izindlela ezisizayo ekungeniseni umbhalo womunye umuntu**

- Njengoba u X ekhombisa, ...
- Njengoba uX, ...
- Ukucaphuna ku X, ...
- uX usho/ uyakukhombisa ukuthi, ...
- Ephempheni elithi *Name of the Text*, uX uyachaza ukuthi, ...
- Mayelana, ... uX uthi,...
- Encwadini I *Name of Text*, uX uyachaza ukuthi, ...
- Ebhala ku *Name of Text*, uX uyachaza ukuthi, ...

- Ebhala ngowe-926, u X uxoxa uthi, ...

Angry at Hollywood version of Latin America history, Jesus Colon wrote: After pictures like Zapata and Santiago we can only hope that these Hollywood vulgarisers and distorters, without the least bit of respect for the history and culture of our Latin American nations, won't lay their bovine eyes upon epic themes like the Aztec struggles against Cortes' conquest of Mexico, or Sandino's fight against American imperialism ...(1982:84)

La siyabona ukuthi uColon uwubheka ngomqondo ojulile umlando wase Latin America okhiqizwe eMelika.

### **Imigomo uma kubhalwa imithombo yolwazi**

- Ungazifaki izinombolo.
- Qala umthombo ngamunye emugqeni omusha.
- Bhala amagama ngokulandelana konkamisa, ngezibongo zababhali.
- Uma usebenzisa umsebenzi womuntu oyedwa futhi okhishwe ngonyaka owodwa, lokho kubhale kanje a,b,c... (1999<sup>a</sup> , 1999b, 1999c,...) embhalweni kanye nasohleni lwemibhalo.
- Bhala ulwazi ngendlela efanayo (umbhali, usuku, isihloko, indawo, umshicileli) njengezibonelo ezingezansi noma ngendlela umfundisi wesifundo sakho ayincomayo.
- Dwebela isihloko sencwadi noma ijenali (noma usebenzise uhlelo lwekhompuyutha olubizwa nge-*italics*, uma lukhona)

Bandakanya:

- Yonke imithombo yolwazi oyisebenzisile, ngisho amavidiyo, umabonakude, okuqoshiwe, nokunye okufana nakho.
- Ungayifaki imithombo yolwazi ongayisebenzisanga ekubhaleni umsebenzi wakho ocutshunguliwe.
- Bhala imithombo engezeliwe, okungabe uyifundile kodwa wangayisebenzisa, ohlwini lwakho lwemithombo.

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### **Uhlu lwemithombo esetshenziwe**

Uhlu lwemithombo oyisebenzisile lukhombisa lokho okufundile ekwenzeni umsebenzi wakho ocutshunguliwe. Luveza okufundile wakucaphuna nalokho okufundile kodwa wangakucaphuna. Umfundisi wakho angancamela lolu hlu olunjena kunalolo oluveza izincwadi ozifundile kuphela noma angafuna kokubili. Sebenzisa indlela efanayo naleyo oyisebenzisile lapho ubhala imithombo oyisebenzisile.

### **Ezinye Izibonelo**

According to Dlamini(1986:2) lobola is no longer important in our today's generation.

Dlamini (1986:2) argues that lobola is no longer important in our today's generation.

Ilobolo is no longer important in our today's generation(Dlamini,1986:2)

Ilobobo ngokukaDlamini is no longer important in our today's generation(1986:2).

Banda (2002:5) cuncur with Dlamini(1986) when states that loboba is only relevant only to the traditional societies who still embrace the velues of culture. But Kunene disagree with the above statement when explain lobola as African people's identity.