

SUGGESTED ANSWERS FOR:

IPHEPHA LESITHATHU/PAPER THREE

INDLELA YOKUTLOMELISA

([HG] & [SG])

INANI/TOTAL [80]

ISIGABA A

1. Isingeniso (5)
2. Ukucocwa kwendaba ngamaphuzu azwakalako (15)
3. Ukulandelana kwamaphuzu (okwakha into eyodwa) (3)
4. Ukulandela amatshwayo wokutlola nokupeledwa kwesiNdebele (4)
5. Ubunono bomfundi ekutloleni (3)
6. Ukunotha kwelimi (njengokusebenzisa izaga, izitjho njll) (5)
7. Isiphetho / Ukusonga ngokuhlanganisa imibono njengombono owodwa (5) [40]

ISIGABA B /C

A. Incwadi

(i) Yobungani

I-adresi

(4)

(ii) Yangokomthetho

I-adresi

(2 X 2)

(4)

Isilotjhiso	(2)
Okumumethweko	(8)
Ukulandelwa kwamatshwayo nemithetho yokutlolwa kwesiNdebele	(4)
Isilayeliso	(2) [20]

B Umbiko/Iripoti (report)

Ukubekwa kwamaphuzu ekukhulunywe ngawo	(6)
Ukusetjenziswa kwelimi	(4)
Ukulandelwa kwamatshwayo wokutlola nokupeledwa kwesiNdebele	(4)
Ubunono bokutlola	(3)
Iimphakamiso	(3) [20]

C. Isikhangiso (advert)

Isihloko (1)

Ukuvezwa:

- kwesikhala (1)
 - kwendawo la isikhala sikhona (1)
 - komsebenzi ozokwenziwa ngoqatjhweko (2)
 - kobunjalo baloyo ofisa ukuqatjhwa (2)
 - kwe-adresi la kuthunyelwa khona iimbawo (1)
- Ukusetjenziswa nokulandelwa kwemithetho yokutlolwa kwesiNdebele (2) (10)

D. CV

- Amabizo nesibongo somnikazi (1)
- Imininingwana yamabeletho, umazisi, ubulili, inawo yokuhlala njll. (4)
- Imininingwana yefundo (2)
- Amaboni (experience) (2)
- Ukulandelwa kwemithetho yokutlolwa kwesiNdebele (1) (10)

E. I-AJENDA

- Isihloko somhlangano (2)
- Ilanga lomhlangano (1)

- Indawo la umhlangano uzokubanjelwa/bewubanjelwe khona (1)
- Ukuvulwa komhlangano (1)
- Usihlalo womhlangano (1)
- Abaphumelele ukuza emhlanganweni/abangakaphumeleli (2)
- Ukuhleleka kwamaphuzu ekuzokukhulunywa ngawo (8)
- Ukuvalwa komhlangano (2)
- Imithetho yokutlolwa nokupeledwa kwesiNdebele (2) [20]

F. IKULUMO-PENDULWANO (DIALOGUE)

- ukubekwa kwamabizo wabakhulumisanako ngeqadi (2)
- ukulandelwa kwemithetho yokupeledwa nokutlolwa kwesiNdebele (2)
- ukubekwa kwekulumo ekuphikisanwa/ekubonisanwa ngayo (1)
- ukusetjenziswa kwelimi (izaga/izitjho) (2)
- ukuzwakala kwepikiswano (1)
- ukuvezwa kwemibono (ngesihloko ekukhulunywa ngaso) (1)
- isiphetho sepikiswano (1) [10]

G. AMAMINIDI (MINUTES)

- ukuvezwa kwesikhathi/indawo/ilanga lomhlangano (3)
- usihlalo kanye nokuvulwa komhlangano (3)
- ukuvezwa kwerherho lomhlangano (3)
- ukubekwa kweenkulumo nemibono (4)
- ukusetjenziswa kwelimi (izitjho/izaga) (4)
- ukulandelwa kwemithetho yokutlolwa nokupeledwa kwesiNdebele (3) [20]

H. UMBIKO WESIFO (ORBITUARY)

- isihloko sombiko (2)
- umlando wokubelethwa komufi (indawo, ilanga) (2)
- umlando wokusebenza/wokufunda (3)
- umlando womndeni womufi (abantwana, ukosikazi/umyeni/abazali/umndeni) (4)

- ilanga lakhe lokuhlongakala (1)
- ilanga nesikhathi sokubekwa (2)
- ukuthoma kwekonzo nokuphunywa ekhaya (2)
- amazindla/isirabhu (1)
- ukulandelwa kwemithetho yokutlola nokupeledwa kwesiNdebele (3) [20]

I. ITHELEGRAMU (TELEGRAM)

- I-adresi yotlolileko (3)
- Ibizo lotlolileko (2)
- I-adresi yotlolelweko (3)
- Umlayezo (ukurhunyezeka nelimi lawo) (5)
- Ukulandelwa kwemithetho yokutlolwa kwethelegramu (akurhunyeza) (4)
- Ukufundeka kwesandla (3)[20]

J. ISAZISO (notice)

- Isihloko sesaziso (3)
- Ukuvezwa kwalokho okusisaziso (3)
- Umlayezo oya kubalaleli ngesaziso (7)
- Ukupeledwa nokutlola ngokomthetho wesiNdebele (4)
- Isandla esifundekako (3) [20]
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K. IMEMORANDAMU (MEMORANDUM)

- Isihloko (3)
- Isingeniso sendaba (3)
- Ukwendlalwa kwendaba (5)
- Imibono (5)
- Ukulandelwa kwemithetho yokutlolwa nokupeledwa kwesiNdebele (4) [20]

L ISIMEMO SOMHLANGANO

- I-adresi (3)

- Isihloko (2)
- Ukuvezwa: kwelanga lomhlangano, indawo, isikhathi (6)
- Isiphetho (2)
- Ukusetjenziswa kwelimi nokusetjenziswa kwamatshwayo ngefanelo. (4)
- Isandla esifundekako (3) [20]

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ISIGABA C

1. Incwadi Yangokomthetho

- I-adresi yomtlozi (3)
- I-adresi Yotlolelwako (3)
- Isilotjhiso (1)
- Ukubekwa kwendaba (8)
- Ukusetjenziswa kwelimi (2)
- Ukulandela imithetho yokutlola nokupeledwa kwesiNdebele (2)
- Isilayeliso (1) [20]
