

# Ithebula Lokuqukethwe

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Ukuqalisa Esikoleni Samabanga Aphezulu

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# Usuku Empilweni

U-Camilla Juarez ungomkhulu esikoleni samabanga aphezulu. Okulandela imisebenzi ayihlelele usuku.

Kuphi	Isikhathi	Umsebenzi	Izifundo Zokunqoba Izixako Ezihlobene
<b>Ekhaya</b>	6:15 A.M.	1. Ukuvuka	
	6:20 A.M.	2. Isho ukuthi ingabe yena noma ubhuti wakhe (ophuma ngesikhathi esifanayo) ufika eshaweni kuqala.	
	6:25 A.M.	3. Ukugeza nokugqoka.	
	6:45 A.M.	4. Ukudla isidlo sasekuseni.	
	6:55 A.M.	5. Ukuthola izincwadi nokulungisela isikole.	
	7:00 A.M.	6. Ukuya esikoleni.	
	7:00 P.M.	7. Ukwenza umsebenzi wesikole ekhaya.	
	8:00 P.M.	8. Nquma ukuthi ufuna ukulichitha noma ulonge kanjani iholo lakho.	
	8:30 P.M.	9. Zama ukuthola imisebenzi ehlukile.	
<b>Isikole</b>	7:45 A.M.	1. Hlangana nomfundisi wesiNgisi ukuze umbuze ukuthi angaluthatha uhlobo angaluphumelelanga kokuqala.	
	9:00 A.M.	2. Thatha amanothi ezifundweni zakhe zomlando, lapho bengenazo izincwadi.	
	11:30 A.M.	3. Khuluma nomlingani wakhe ngesikhathi sokudla mayelana nokuphikisana Ababenakho izolo.	
	1:00 P.M.	4. Qedela iphrojekthi yesayensi neqembu anikwe lona.	
<b>Umsebenzi</b>	1:45 P.M.	1. Bamba ibhasi eya emsebenzini.	
	2:00 P.M.	2. Hlola ukufakwa ngaphambi kwesikhathi sakhe somsebenzi.	
	5:30 P.M.	3. Khuluma nomphathi wakhe mayelana nokukhushulelwa okuthenjisiwe, kodwa angakutholanga.	

Ukuqalisa Esikoleni Samabanga Aphezulu

# Isemdlalelo kuMquli Wamalungelo

Inhlangano ye-United States

yaqala futhi basingatha e-City of New York,

ngoLwesithathu usuku lwesine kuMbaso, inkulungwane eyodwa amakhulu ayisikhombisa nesishiyagalolunye.

Amanxusa wamazwe ambalwa, ababenawo ngesikhathi sabo sokwamukela uMthethosiseko, aveza isifiso, ukuze kuvikelwe ukungaziphathi kahle noma ukuhlukumeza kwamandla awo, ukuthi imishwana yokuvumela nokuvimbela kufanele ingezwe: Futhi njengokunwebisa ukuzithemba komphakathi kuHulumeni kuzoqinisekisa kahle izinzuzo zesikhungo.

Kwaxazululwa i-Senate ne-House of Representatives yase-United States of America eNhlanganweni ehlanganisiwe, ingxenye nocezu leziNdlu zombili zavumelana ngokuthi iziNdatshana ezilandelayo ziphakanyiswe kuziShayamthetho zamaZwe ambalwa, njengeziNguquko kuMthethosiseko wase-United States, wonke, noma ezinye izindatshana, uma zivunywa izingxenye ezintathu zeziShayamthetho ezikhona, ukuthi zivumeleke kuzo zonke izinhloso njengengxenye yoMthethosiseko ekhona.

Izindatshana ngokungeziwe, neNguquko yoMthethosiseko yase-United States of America, eziphakanyiswe inhlangano futhi zavunywa iziShayamthetho zamaZwe ambalwa, ngokususelwe eNdatshaneni yesine yoMthethosiseko woqobo.

## Izinguquko Zokuqala Eziyishumi kuMthethosiseko

njengokuvunywe amazwe

**Qaphela: Umbhalo olandelayo ungukhumusha kwezinguquko zokuqala ezingu-10 kuMthethosiseko yoqobo. Lezi zinguquko zavunywa ngoZibandlela 15, 1791, futhi zenza okwaziwa njengokuthi "Umqulo Wamalungelo."**

Inguquko I

Inhlangano ngeke yenze umthetho ohlonipha inkolo, noma ovimbela izezo ezikhululekile zayo; noma ovimbela inkulamo ekhululekile, noma wabezindaba; noma ilungelo labantu lokuhlenganisa, kanye nokwahlukanisa uHulumeni nokugqokela imigcwabo.

Inguquko II

I-Militia ebuswa kahle, ngokubalulekile ekuphepheni kweZwe elikhululekile, ilungelo labantu lokugcina nokuphatha izikhali, ngeke liphulwe.

Inguquko III

Alikho iSosha, ngesikhathi sokuthula elizohlaliswa endlini, ngaphandle kwemvume yoMnikazi, nangesikhathi sempi, kodwa ngendlela echazwe umthetho.

Ukuqalisa Esikoleni Samabanga Aphezulu

# Izinguquko Zokuqala Eziyishumi kuMthethosiseko

(kuyaqhutshwa)

## Inguquko IV

Ilungelo labantu lokuphepha komuntu, izindlu, amaphepha, nemithelela, oshweni olungaqondeki nokubamba, ngeke liphulwe, futhi azikho izimvume ezizokhishwa, kodwa embangeleni yokuphenya, okusekelwe isiFungo noma ukuvuma, kanye okuchaza indawo ezoseshwa, nabantu noma izinto ezizobanjwa.

## Inguquko V

Akukho muntu okuzofuneka ukuthi aphenandlele ubugebengu bezwe, noma obungadumile, ngaphandle kokwethulwa noma ukukhunjwa kwe-Grand Jury, ngaphandle kwezimo ezivela kumhlaba noma amandla enkaba, noma ku-Militia, uma isevisi evamile ngesikhathi sempu noma ubungozi bomphakathi; futhi akukho muntu ozokhonjelwa ekoneni okufanayo ukuthi abekwe kabili engozini yempilo noma ilungu; futhi angaboshezela emacaleni obungebengu ukuthi abe ufakazi ophikisana naye, futhi acishwe impilo, inkululeko, noma indawo, ngaphandle kwenqubo eqondile yomthetho; futhi ayikho indawo yomuntu ezothathwa ukuze isetshenziselwe umphakathi, ngaphandle kwesinxephezelo.

## Inguquko VI

Kukho konke ukujeziswa kobugebengu, umsolwa uzothola ilungelo lesilingo esisheshayo futhi somphakathi, ngejaji lesikhashana leZwe nesiyingi lapho ubugebengu benziwe khona, lapho isiyingi sizabe sivunyelwe ngokomthetho, futhi saziswe ngesimo nembangela yokusolela; ukuthi lisondelwe ngofakazi ophikisana naye; ukuthola inqubo yokuthola ufakazi ovumelana naye, nokuthola uMsizi woMkhandlu ukuze avikelwe.

## Inguquko VII

Lapho kufanele khona umthetho ovamile, lapho ivelu okuphikiswana ngalo lizodlula amadola angamashumi amabili, ilungelo lesilingo ngejaji lizobekwa, futhi alikho iqiniso elizanywe ijaji, elizophinda lihlolwe kwenye iNkantolo yase-United States, kunokuya ngemithetho yomthetho evamile.

## Inguquko VIII

Ibheyili eningi ngeke idingeke, futhi azikho izinhlawulo eziningi ezizobekwa, futhi akukho ukujeziswa okungavamile okuzokwenziwa.

## Inguquko IX

Ukubala kuMthethosiseko, kwamanye amalungelo, ngeke kwenziwe ukunqaba noma ukulahla amanye abuyiswe ngabantu.

## Inguquko X

Amandla anganikiwe ku-United States ngoMthethosiseko, kungavinjelwa yiyo eZweni, agodlwe emaZweni ngokulandelana, noma kubantu.

# Uhlu lwamagama

## ukuqalisa

amalungelo: Amalungelo omuntu noma omzimba obuswa mthetho, isiko, noma isimo.

ezebhizinisi: 1. Ukuze nisebenze noma nenze ngokuhlangene kuya enhlosweni efanayo. 2. Ukwenza inhlango ngenzuzo efanayo.

ikharikhulamu: Iqoqo lezifundo ezihlobene, ngokuvamile esifundweni esikhethekile.

inganekwane: Okungelona iqiniso, okucatshangwayo, noma okwenziwe ingqondo yomuntu.

isibindi: Isimo sokuxhumana ngomdlandla; ukuzethemba.

izixako: Okuthile okuma endleleni noma okuvimbela inqubo.

okuyisiseko: 1. Okuphathelene nesiqalisa noma kokuqala; izesekelo. 2. Ukwenza noma ukusebenza njengezinto ezibalulekile zesistimu noma isakhiwo.

okwamaqembu: Amandla akhiqiza noma abusa umsebenzi noma umnyakazo weqembu.

ukubaluleka: Ukuba nokufaka okuqondile entweni esesandleni; ukuxhumana.

ukubambeza: 1. Noma yini abambeza inqubo, impumelelo, noma ukujabula. 2. Okungakuhle noma okungalungile.

ukuhlaziya: Ukuhlukaniswa ngezingxenye ukuze kucaciswe isimo sokuphelele; ukuhlolisisa ngemininingwane.

ukuhlola: 1. Ukuze unake noma uphenye (inkinga, isibonelo) ngokubandakanya ekuxazululeni inkinga. 2. Ukukhiqiza isixazululo ngale ndlela.

ukukhipha: 1. Isenzo sokubheka ngesibindo okuthile; ukucabangela okunamandla.

2. Into ebhekwa njengengahle yenzeke noma ezokwenzeka.

umphetho: Ukwenza noma ukwehlula ngomehluko omncane; okuhle.



# Ingozi

Ezemidlalo Nokufaneleka	Ubuciko Nomculo	Abangani Nomndeni	Izifundo Zasesikoleni	Okokuzijabulisa
10	10	10	10	10
20	20	20	20	20
30	30	30	30	30
40	40	40	40	40
50	50	50	50	50

Amanothi:

## UMBULO-MPENDULWANO WAMANDLA

Okuhlenu kwamandla ka- \_\_\_\_\_  
Igama lombuzi

1.

2.

3.

4.

5.

Ubuzwe ngu- \_\_\_\_\_  
Igama

# OKUPHEZULU OKUNGU-10

Abantu abaphezulu abangu-10 empilweni yami:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Izinto eziphezulu ezingu-10 engithanda ukuzenza:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Izindawo ezingu-10 eziphezulu engithanda ukuya kuzo:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

# OKUPHEZULU OKUNGU-10

(kuyaqhutshwa)

Izinto ezingu-10 eziphezulu engithanda ukuba nazo:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

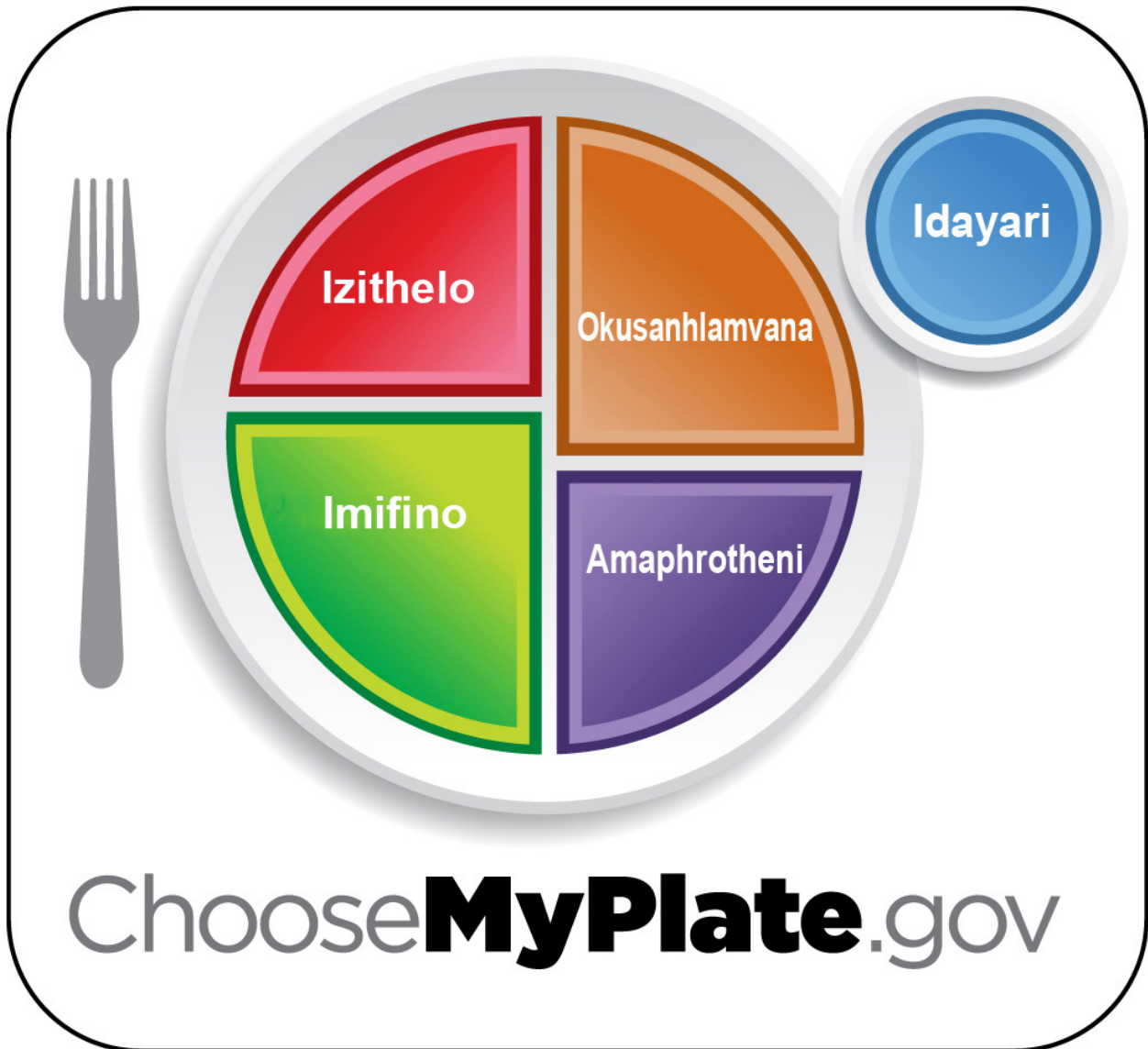
Imithetho engu-10 ephezulu engiphila ngayo:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Amaphupho angu-10 aphezulu engenawo wekusasa:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

# I-MYPLATE



# ITHI YEBO KWINGCINDEZI ENCANE

UMTHOMBO	ISIGNALI	NGITHI YEBO KWINGCINDEZI ENCANE NGO—
1.	a.	
2.	a.	
3.	c.	
4.	d.	
5.	e.	

# Uhlu lwamagama

## Ukwakha Ukuzethemba

amavelu omuntu: Imithetho, amazinga, noma amakhwalithi lawo umuntu awanaka ngokuthi alungile noma ayathandeka.

ingcindezi: Isimo sobunzima obukhulu, ukucindezeleka, noma amandla ezempilo.

inhlonipho: 1. Ukuzizwa noma ukubonisa ukunaka, inhlonipho, noma ukuzethemba. 2. Kuvelu.

okunika amandla omzimba: Umthombo wokondla, ikakhulukazi isithako sokondla ekudleni.

Okuyilayileka: Ukungakhululekile mayelana nesenzeko noma into; ukukhathazeka.

ubungcwenti: 1. Ikhono noma ulwazi endaweni ethile. 2. Umyalo wengcwenti noma umbono.

ukubeka: Isimo sokuhlala nesifundo sesenzo, inkolo, noma inhloso;

ukuqinisa.

ukuphoqelela: Ukukhuthaza ukukhula nokuthuthukiswa; ukondla; ukulima.

ukuqonda: 1. Ukungakhuthazwa imizwa noma imibono yomuntu. 2. Ukususela imibono kokubonakalayo.

ukusebenza: 1. Ukuba nomphumela ohlosiwe noma ukufeza. 2. Ukukhiqiza isimo esiqinile noma impendulo.

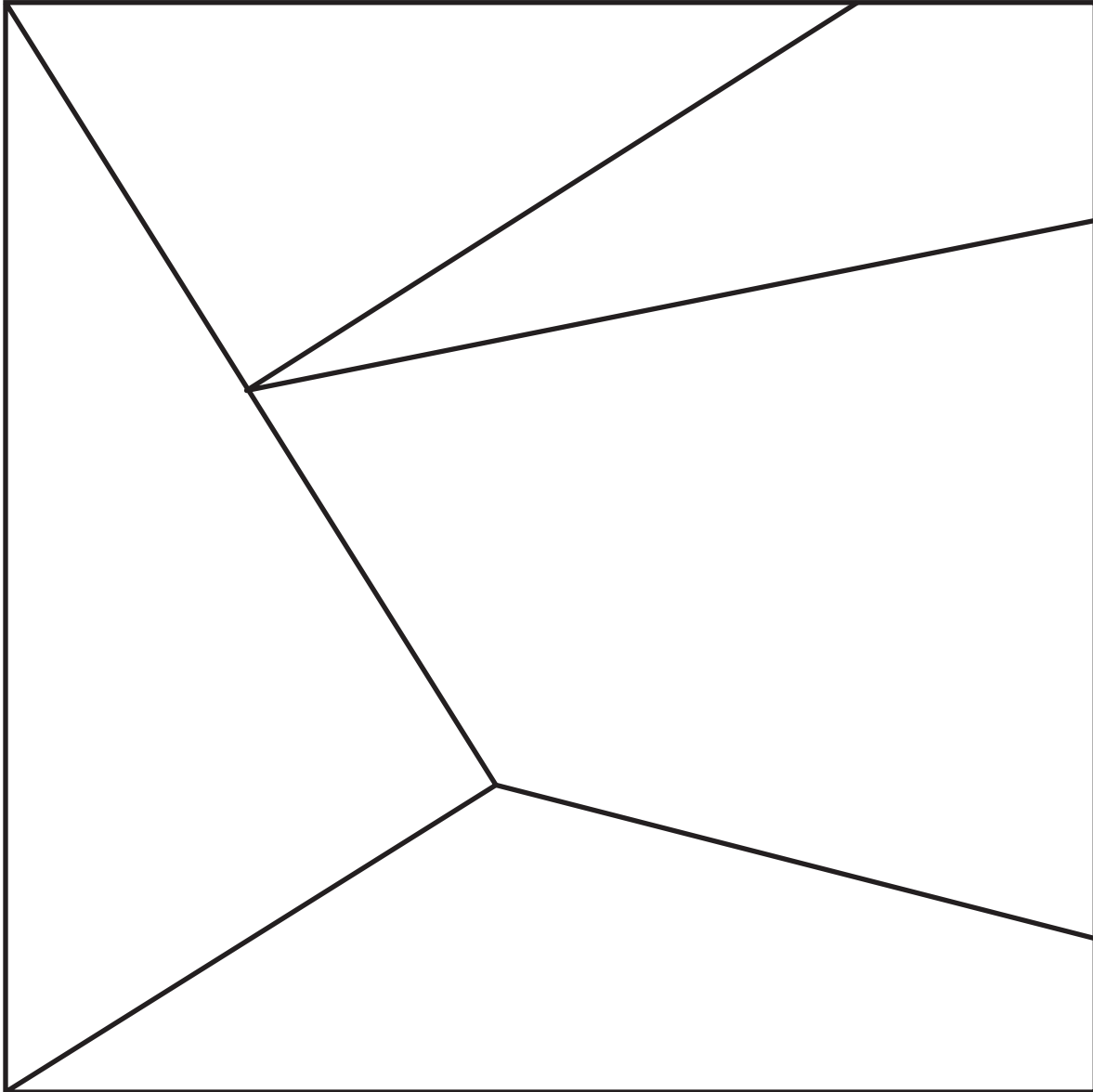
ukuthinta: Ukuba nokukhuthaza noma ukubangela ushintsho.

ukuzethemba: 1. Ukuzigqaja komuntu; ukuzihlonipha. 2. Umbono omuhle womuntu.

umqondo: Umqondo ozimele; umcabango, umbono, noma icebo.

uphumela: Ukuletha

# Isethi Yendida Esikwele





## Ishidi Lokuhlolisisa

**Izinkomba:**

1. Bhala incazelo emfushane yesimo ebhokisini ngalinye "isimo".
2. Chaza imilayezo engenamagama umdlali ngamunye ayithumela phakathi nokudlala.
3. Khomba ukuthi ingabe imilayezo engenamagama esimweni ngasinye yayinomthelela, nokuthi kungani.

	OKUNGENAMAGAMA IMILAYEZO ETHUNYELWE	KUNOMTHELELA NOMA AKUNAMTHELELA? KUNGANI?
Isimo 1:		
Isimo 2:		
Isimo 3:		
Isimo 4:		

# Amasignali Okulalela

<p>AMASIGNALI ANAMAGAMA</p> <p>Isingeniso Masixoxisane Ngifuna ukukhuluma Isifundo sanamuhla sibandakanya Kokuqala</p> <p>Imibono Eyinhloko Mangiphinde Lokhu kubalulekile impela Thatha inothi Khumbula lokho</p> <p>Ushintsho Kwinkomba Okulandelayo Masiqhubeke Ngakulunye uhlangothi Ngishi noma</p> <p>Imininingwane Emikhulu Isibonelo Isibonelo Okuyilokhu Izizathu ezilandelayo</p> <p>Isiphetho Kokugcina Iphuzu lokugcina Ekuphetheni Sekuphelele</p>	<p>AMASIGNALI ANGENAMAGAMA</p> <p>Ukukhulumela phezulu Kakhulu impela Ngokunyakaza Ukusondela eduze nomlaleli Ukuguqula amehlo Ukutshikiza umunwe</p>												
<p style="text-align: center;">AMASIGNALI ANGEZIWE</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">OKUNAMAGAMA</td> <td style="width: 50%; border: none;">OKUNGENAMAGAMA</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> </table>		OKUNAMAGAMA	OKUNGENAMAGAMA	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
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## Ukulalela Kahle: Okuxhumana Okulahlekisayo

Icebo	Incazelo	Isibonelo	Amasu Okuthola
Umbono owenziwa njengeqiniso	Iqiniso into engakwazi ukuqinisekiswa njengeqiniso noma into eyenzeke ngempela. <i>Umbono</i> imizwa yomunye umuntu noma ukubona kwakhe. Uma okhulumayo engasekeli ulwazi olunikwa njengeqiniso, lapho ke kungumbono owenziwa iqiniso.	Iqiniso: U-George Washington kwakungumongameli wokuqala wase-United States. Umbono owenziwa njengeqiniso: Abasebenzi ngomlando bayavuma ukuthi u-George Washington kwakungumongameli omuhle i-United States eyake yabanaye.	Abakhulumayo kufanele basekelo imibono ngamaqiniso ngaphambi kokuthi uyamukele njengevumelekile. Buza umbuzo ukuze uthole amaqiniso. Qinisekisa amaqiniso ngokuhlola imithombo yokuhlola.
Incazelo elahlekisayo	Incazelo eqondile yegama incazeo yakhona yoqobo. Incazelo esuselwayo incazelo yegama ephakanyiswayo kanye nokuphathelana okunalelo gama. Izincazelo ezisuselwayo zingenza umlaleli ukuthi azizwe noma acabange ngenye indlela.	Incazelo eqondile emaphakathi: Ukuzimsela kwakhe kwasimangaza. Incazelo esuselwayo engathandeki: Ukungalaleli kwakhe kwasimangaza.	Uma okhulumayo asebenzisa incazelo esuselwayo yegama ukuhlanekezela iqiniso nokuvumisa umlaleli, kungukuxhumana okungaqondile. Zibuze ukuthi ingabe incazelo esuselwayo yanoma iliphi igama isetshenziswe ukuhlanekezela iqiniso yini.
Isifekethiso esingaqondeki	Isifethekiso igama noma umshwana osetshenziswa ukuvikela ukukhuluma ngokuqondile ngokuthile okungakuhle noma okungalungile.	Isifethekiso: Izinsalela zamasosha azikaze zatholakala. Igama eliqondile: Imizimba efile yamasosha ayikaze yatholakala.	Izifethekiso zisetshenziswa ukuthambisa iqiniso. Zibuze ukuthi kungani okhulumayo akhethe ukusebenzisa isifethekiso esikhundleni segama eliqondile.
Ulimi oluguquliwe	Ulimi oluguquliwe ulimi olunamagama esikole, okusebenza, noma esayensi kanye nemishwana emide. <i>Ijagoni</i> , amagama akhethekile omsebenzi othile noma okuthandayo, kuyisibonelo sakho lokhu.	Ulimi oluguquliwe: Akukho okunye okukhona kokuzibophezela ekusaseni. Ulimi olufushane: Asikho isimiselelo sokusebenza kanzima.	Ijagoni ibonakala ingeyomsebenzi. Ingaletsa imibono ongayiqonda kalula uma ishiwo kahle. Zibuze ukuthi kungani ulimi oluguqulelwe lusetshenzisiwe.

# Ukulalela Kahle: Ukuhlaziya

Uhlelo: _____		
Okhulumayo	Isitatimende/Isenzo	Inhloso/Ukukhuthaza

# Ngitshele Ngawe

Amandla  
Nobuthakathaka

Ikhandidethi #1:

OBUZAYO: Ngitshele ngawe.

IKHANDIDETHI: (ehleli esitulweni) Empeleni, ngingumsubathi ophezulu esikoleni sami. Ngishesha kakhulu, futhi ngingacindezela amaphawundi angu-250.

OBUZAYO: Ngakho-ke, ukulayisha nokwehlisa amabhokisi...

IKHANDIDETHI: ... kuzoba umsebenzana! Futhi ngisanda kuthola ibhayisikili elisha elinesivinini esingu-10 engingalisebenzisela ukuthutha OKUSHESHAYO. Angicabangi ukuthi ubhuti wami oyiwele angakhathazeka, ngisho noma ibhayisikili kungelethu sobabili.

OBUZAYO: Uke wawenza umsebenzi ofana nalo ngaphambilini?

IKHANDIDETHI: Cha, kodwa akuyona inkinga leyo. Ngingakwazi ukuwenza.

Ikhandidethi #2:

OBUZAYO: Ngitshele ngawe.

IKHANDIDETHI: Empeleni, ngisanda kufika lapha cishe isikhathi esingangenyanga. Ngingumfuni olungile. Amaklasi ami awabonakali anzima kakhulu, ngakho-ke ngicabanga ukuthi ngingawenza umsebenzi uma ngiphuma esikoleni.

OBUZAYO: Ngakho-ke, amahora ngeke aphazamisane nohlelo lwakho noma umsebenzi wesikole owenza ekhaya?

IKHANDIDETHI: Cha. Ame kahle ngalesi sikhathi.

OBUZAYO: Uyazi ukuthi umsebenzi ubandakanya ukuphakamisa amabhokisi asindayo...

IKHANDIDETHI: ...ngiyazi. Ngqiqinile kunangendlela engibukeka ngayo! Uma siza lapha, kwadingeka ukuthi ngiphakamise amabhokisi asinda kakhulu. Ngakwenza kahle lokho.

OBUZAYO: Uke wenza okuthile okufana nalolu hlobo lomsebenzi?

IKHANDIDETHI: Cha, kodwa ngihlelekile impela. Futhi ngifikile kulesi sitolo kaningi, ngakho-ke ngiyazi ukuthi izinto zikuphi.

Mina

ngiyazi omakhelwane, futhi. Ngakho-ke ngeke ngilahleke uma ngihambisa izinto. Ngicabanga ukuthi ngingawenza umsebenzi.

Imojuli Yokuqala: Amakhono Okuxhumana Esikoleni Samabanga Aphezulu

# UMNGANI WAMI UNGITHUKUTHELELE...

**Umngani wami ungithukuthelele ngokusho izinto ngaye. Ngake ngasho izinto ngesikhathi nginabanye abangani, kodwa ngandlela thize ucabanga ukuthi kwakuyimina nje futhi uyangiziba. Ngisolwa ngento okwakuyingxenywe yengxoxo yeqembu! Ngikulungisa kanjani lokhu?**

***C.T., 15, Hawaii***

Thola indlela yokutshela umngani wakho ukuthi uxolisa kangakanani, ngisho noma kufanele ubhale inothi bese ulinamathisele ekhabetheni lakhe. Ngisho noma uwedwa, kufanele uthathe isibopho sokushoyo. Ungalindeli abanye abangani bakho ukuthi bavume

engxenyeni yabo egxoxweni uma sebevele bashelile, kodwa naka usizo lwabo ukuze akwazi ukwamukela uxolo lwakho. Ngesikhathi esilandelayo uma ufuna ukujoyina isikhathi sokuhleba ngomuntu othile omthandayo, khumbula lokhu futhi uyeke.

\*Kuphrintwe kabusha ngemvume kusuka ku-*React* magazine. Copyright 1999, Advance Magazine Publications, Inc. Uses: Umshini wokukopisha, iphrojektha ye-opaque, noma i-transparency master ye-overhead projector. *React* magazine inika imvume yokukhiqiza kabusha leli khasi ukuze lisetshenziswe emaklasini.

# I-Messages

**I-Messages** kuyindlela enhle yokuzichaza uma uthukuthele. Uma usenzisa i-I-Messages, abantu bayafuna ukukulalela futhi baphendule ezicelweni zakho ngaphambi kokuvikela. I-I-Messages ikhuthaza ukukhuluma okuvulekile futhi ingasiza ukuthi inkinga ixazululeke ngokushesha futhi kalula.

## ISIBONELO

Omunye wabangani bakho uvame ukuboleka izinto kuwe futhi angazibuyisi.

Ngizizwa ngithukuthela  
 uma ungabuyisi izinto zami  
 ngoba zibalulekile kimi.

Gcwalisa izikhala nge-I-Messages elandelayo:

1. Umngani wakho osendelene naye utshela abanye ngempilo yakho.

Ngizizwa \_\_\_\_\_  
 uma \_\_\_\_\_  
 ngoba \_\_\_\_\_

2. Uthisha wakho akakubizanga lonke isonto, ngisho noma uphakamise isandla sakho.

Ngizizwa \_\_\_\_\_  
 uma \_\_\_\_\_  
 ngoba \_\_\_\_\_

3. Othile emndenini wakho hlezi ekhohlwa ukukunika imilayezo.

Ngizizwa \_\_\_\_\_  
 uma \_\_\_\_\_  
 ngoba \_\_\_\_\_

Imojuli Yokuqala: Amakhono Okuxhumana Esikoleni Samabanga Aphezulu

# Uhlu lwamagama Emizwa

**B**  
Bhabhama

**C**  
Choyachoya

**D**  
Didakele  
Dlondlobele

**E**  
Embatha  
Esaba

**F**  
Fisa ukawzi

**H**  
Hlakaniphele  
Hlakaniphile  
Hluneme  
Hwaqile

**I**  
Injabulo  
Isibindi  
Isithukuthezi

**K**  
Khaliphile  
Khanuka  
Khathazekile  
Khohliwe  
khovoya  
Khuthazeka  
Kwethuswa

**L**  
Lusizi

**M**  
Mangalisayo  
Mangele  
Mangele

**N**  
Namahloni  
Namahloni  
Nekhono  
Nengqondo  
Nensini  
Nethemba  
Nethezekile  
Nethile  
Nezinhloni  
Ngabinasizo  
Ngafanelekile  
Ngavikelekile  
Ngehluki  
Ngenacala  
Ngenakubekezela  
Ngenakulahla  
Ngenanhliziyo  
Ngumalahla  
Nokuthula  
Nxephezelayo

**O**  
Okujabulisayo  
Okunganethezeki

**P**  
Phoqekile  
Phuphumayo  
Qaliswa

Qaphele  
Qondile

**S**  
Satshiswa  
Shishelekayo  
Skdl  
Solayo

**T**  
Thobile  
Thokozile  
Thukiwe  
Thukutheliswa  
Thulile  
Thulile cwaka

**U**  
Ubhaca  
Ubugagu  
Ubungani  
Ubuqhawe  
Ubuthongo  
Udlame  
Ukubanamandla  
Ukubanecala  
Ukubankamunkamu  
Ukubaphansi  
Ukubawedwa  
Ukucincezeleka  
Ukucindezeleka  
Ukuganga  
Ukujabha  
Ukujabula  
Ukukhathala  
Ukukhungatheka  
Ukukhungatheka  
Ukulinyazwa  
Ukulunga

Ukunethezeka  
Ukungaphumuli  
Ukungavumi  
Ukungavumi  
Ukungazazi  
Ukusa  
Ukuthokoza  
Ukuvilapha  
Ukuyilayileka  
Ukuzisola  
Ukwaneliseka  
Ukwenyanya  
Ukwenyanya  
Ukwenyanyiseka  
Ukwesaba  
Ukwethemba  
Ukwethuka  
Ukwethukwa  
Ukwethukwa  
Umbonahle  
Umona  
Umona  
Vikela

**X**  
Xakeka  
Yenzisisa

**Z**  
Zigqaja  
Zolile  
Zwela



## Izihloko Zokuphikisana Okulawulwayo

1. Bonke abafundi kufanele bame futhi balandisa i-Pledge of Allegiance.
2. Abafundi abangena enkingeni ngomthetho kufanele baxoshwe.
3. Abantu abanempilo kahle kufanele baphisane ngezitho.
4. Abantu kufanele bavinjelwe ekukhulumeni ngezincingo zabo ezindaweni zomphakathi.
6. Izilwane kufanele ziphile ezindaweni zazo, hhayi ema-zoo noma kumasekisi.
7. Abafana namantombazane kufanele bavunyelwe ukuzama nokudlalela iqembu lezemidlalo lesikole samabanga aphezulu abalithandayo, kufaka phakathi i-hockey nebhola lezinyawo.
8. Izibhamu zokukhomba, amapeni okukhomba, namanye amathoyizi abukeka njengezibhamu kufanele kungavunyelwa esikoleni.
9. Izinqubomgomo ezigwema umsebenzi wesikole ekhaya kufanele ziqaliswa eziyingini zezikole.
10. Zonke izikole kufanele zithole iyunifomu.
11. Bonke abafundi kufanele bafunde ulimi lwangaphandle.
12. Abasubathi kufanele bathole iziqu ekholishi ngaphambi kokudlala imidlalo ephezulu.
13. Izikole namalabhulali kufanele zimvimbele amanye amawebhusayithi emakhompyutheni asetshenziswa izingane zesikole.
14. Izikole eziqanjwe ngabanikazi abayizigxila kufanele ziqanjwe kabusha.
15. Abantu abasha abenza ubugebengu kufanele bajeziswe kakhulu emphakathini.
16. Uhulumeni wabafundi kufanele abenamandla okushintsha inqubomgomo yesikole.

# Uhlu lwamagama

Imojuli Yokuqala: Amakhono okuxhumana

ijagoni: Ulimi olukhethekile noma lokusebenza lokuthengisa, umsebenzi, noma iqembu elithile.

incazelo eqondile: 1. Isenzo sokwehlukana ngegama; ukumaka. 2. Okukhombisayo; uphawu.

incazelo esuselwayo: Okuqukethwe kwemizwa noma ukubaluleka kwegama, ngokungeziwe encazelweni yakhona yoqobo; ukufaka.

Isifethekiso: Isimiselelo segama elithambile noma elivumelekile lalelo eliqinile.

Isimo Ukubonisa noma icebo lezinto ezilindelekile zezenzo noma izehlakalo.

okungaqondeki: Kunzima noma akuqondeki.

thulile: Ukungabambiqhaza noma ukungenzi lutho.

ukudlulisa: Ukuxhumana noma ukwenza kwaziwe; ukupha.

ukukhuphuka: Ukungeza, ukukhulisa, noma ukuqinisa kancane.

ukulahlekisa: Ukuholela emcabangweni okungewona noma esenzweni esingalungile, ikakhulukazi ngenhloso yokulahlekisa.

ukulahlekisa: Ukulahlekisa, ukuphoqa, noma ukududa; ukungathembeki.

ukulalela kahle: Ukulalela ukuze uhlaziye futhi ulinganise amagama okhulumayo.

ukulalela okusebenzayo: Ukulalela okubhekiswa kokhulumayo, kuqinisekisa okuzwakalayo, futhi kuphendula kulokho okukhulunywayo.

ukulalela okuthulile: Ukulalela ngaphandle kokucabanga ngokukhulunywayo.

ukungezwa kahle: Ukuzwa ngendlela engalungile noma ukuchaza ngendlela engaqondile

ukusebenzisana: Ukushintshisana phakathi kabantu ababili noma abaningi.

ukuvikela: Ukuvikela umuntu ekugxekweni, ukuvezwa kobuthakathaka bomuntu, noma okunye ukusongela kwangempela noma ukubonwayo kumuntu.

ukuvimba: Okungaqondeki kahle noma ukusho; ukuzaza noma ukududa.

umugqa: Isikhumbuzi; isu noma isiphakamiso

Imojuli Yokuqala: Amakhono Okuxhumana Esikoleni Samabanga Apehuzulu

# UKUSESHA

**Ungaya kuphi ukuze uthole ulwazi olungakusiza ngezimo ezilandelayo?  
Yenza uhlu lwemithombo eminingi.**

1. Kufanele ubhale iphepha locwaningo leklasi lomlando.
2. Ubhala kokuhlela kwephephandaba lesikole ngenkinga emphakathini wakho.
3. Usesha umsebenzi wesikhashana ukuze uzuze imali.
4. Unentshisekelo ekwazini futhi uma kungenzeka ukuthandana nomfundi omusha esikoleni.
5. Uthenga okulalelwayo okusha.

# Ukuwa Kwendlwana

amabhayografi afihlakele

## IMIYALO:

**Uzodlala eyodwa yezindima zabadlali ngokususelwe kulwazi lwebhayografi ngezansi. Akufanele utshele muntu, kufaka phakathi abanye abadlali, mayelana nalolu lwazi olungeziwe. Uma ubuzwa umbuzo ongambhoziwe yilolu lwazi, ungenza impendulo yakho efanelene nomdlali. Bhala leyo mpendulo esigabeni samanothi ngezansi. Njalo nika impendulo efanayo emibuzweni efanayo.**

UMPHATHI WAMABHUKU, IMINYAKA ENGU-31 UBUDALA

Ibhayografi efihlakele:

- Wenze umshini oguqulela sonke isitshalo ukuze sibe yi-gasoline. Uthanda ezemidlalo zalo lonke uhlobo. Ungumdobi omuhle. Uyinswelaboya eboshiwe.

Amanothi:

# Ukuwa Kwendlwana

amabhayografi afihlakele

## IMIYALO:

**Uzodlala eyodwa yezindima zabadlali ngokususelwe kulwazi lwebhayografi ngezansi. Akufanele utshele muntu, kufaka phakathi abanye abadlali, mayelana nalolu lwazi olungeziwe. Uma ubuzwa umbuzo ongambhoziwe yilolu lwazi, ungenza impendulo yakho efanelene nomdlali. Bhala leyo mpendulo esigabeni samanothi ngezansi. Njalo nika impendulo efanayo emibuzweni efanayo.**

UMFUNDI WEZOKWELAPHA OWENZA UNYAKA WESIBILI, ILUNGU LEQEMBU ELILWAYO

Ibhayografi efihlakele:

- Ngaphandle kokuba ngumfundi onesiphiwo, uthole ukuthi uzoqoshwa ngoba usalele ngemuva ezifundweni zakho ngenxa yesikhathi osichithe emisebenzini yezepolitiki. Umndeni wakho uchithe cishe yonke imali emfundweni yakho. Ungumbazi wemifanekiso nomdwebi omuhle.

Amanothi:

# Ukuwa Kwendlwana

amabhayografi afihlakele

## IMIYALO:

**Uzodlala eyodwa yezindima zabadlali ngokususelwe kulwazi lwebhayografi ngezansi. Akufanele utshele muntu, kufaka phakathi abanye abadlali, mayelana nalolu lwazi olungeziwe. Uma ubuzwa umbuzo ongambhoziwe yilolu lwazi, ungenza impendulo yakho efanelene nomdlali. Bhala leyo mpendulo esigabeni samanothi ngezansi. Njalo nika impendulo efanayo emibuzweni efanayo.**

WEZEMILANDO OWAZIWAYO, IMINYAKA ENGU-42 UBUDALA

Ibhayografi efihlakele:

- Unenkumbuzo yesithombe. Njengoba ukwazi ukufunda, uyazi ngezemilando, ezamapulangwe, kanye nomsebenzi wezandla. Ushadile futhi unengane eyodwa. Umfazi/indoda yakho ise-United States Senator.

Amanothi:

# Ukuwa Kwendlwana

amabhayografi afihlakele

## IMIYALO:

**Uzodlala eyodwa yezindima zabadlali ngokususelwe kulwazi lwebhayografi ngezansi. Akufanele utshele muntu, kufaka phakathi abanye abadlali, mayelana nalolu lwazi olungeziwe. Uma ubuzwa umbuzo ongambhoziwe yilolu lwazi, ungenza impendulo yakho efanelene nomdlali. Bhala leyo mpendulo esigabeni samanothi ngezansi. Njalo nika impendulo efanayo emibuzweni efanayo.**

INDODAKAZI YOWEZEMILANDO OWAZIWAYO ENEMINYAKA ENGU-12 UBUDALA

Ibhayografi efihlakele:

- Ungumfundi ophezulu, umdlali womtshingo onekhono kanye nojimayo oqhudelanayo. Njengengane eyodwa, ujoye ukunakwa kakhulu ngabadala. Abadala bajabulela ukubakhona kwakho kakhulu. Kwezinye izikhathi, unobunzima ukujwayelana nezinye izingane ezilingana nawe.

Amanothi:

# Ukuwa Kwendlwana

amabhayografi afihlakele

## IMIYALO:

**Uzodlala eyodwa yezindima zabadlali ngokususelwe kulwazi lwebhayografi ngezansi. Akufanele utshele muntu, kufaka phakathi abanye abadlali, mayelana nalolu lwazi olungeziwe. Uma ubuzwa umbuzo ongambhoziwe yilolu lwazi, ungenza impendulo yakho efanelene nomdlali. Bhala leyo mpendulo esigabeni samanothi ngezansi. Njalo nika impendulo efanayo emibuzweni efanayo.**

INKWENKWEZI YASE-HOLLYWOOD, UMDLALI WAMAFILIMU

Ibhayografi efihlakele:

- Uyisazi samakhompyutha. Indima yakho yokuqala ephezulu kufilimu izokhishwa emasontweni amabili. Ubhale izingoma ezintathu ezishisayo ngaphansi kwegama lakho lesiteji.

Amanothi:



# Ukuwa Kwendlwana

amabhayografi afihlakele

## IMIYALO:

**Uzodlala eyodwa yezindima zabadlali ngokususelwe kulwazi lwebhayografi ngezansi. Akufanele utshele muntu, kufaka phakathi abanye abadlali, mayelana nalolu lwazi olungeziwe. Uma ubuzwa umbuzo ongambhoziwe yilolu lwazi, ungenza impendulo yakho efanelene nomdlali. Bhala leyo mpendulo esigabeni samanothi ngezansi. Njalo nika impendulo efanayo emibuzweni efanayo.**

I-BIOCHEMIST

Ibhayografi efihlakele:

- Ulwisana nokuhlalisana. Awukwazi ukuhlalisana nabantu. Umuncu ngezehlukaniso zakamuva. Ubhala inkondlo ngesikhathi sakho sokuphumula.

Amanothi:

# Ukuwa Kwendlwana

amabhayografi afihlakele

## IMIYALO:

**Uzodlala eyodwa yezindima zabadlali ngokususelwe kulwazi lwebhayografi ngezansi. Akufanele utshele muntu, kufaka phakathi abanye abadlali, mayelana nalolu lwazi olungeziwe. Uma ubuzwa umbuzo ongambhoziwe yilolu lwazi, ungenza impendulo yakho efanelene nomdlali. Bhala leyo mpendulo esigabeni samanothi ngezansi. Njalo nika impendulo efanayo emibuzweni efanayo.**

ILUNGU LABAFUNDISI BESONTO, IMINYAKA ANGU-54 UBUDALA

Ibhayografi efihlakele:

- Usanda kuthola ukuthi unonyaka owodwa ozowuphila. Usanda kubuya kwingqungquthela yomhlaba yezinkolo, lapho inkulumo yakho yathokozelwa kakhulu. Usebenze ku-oil rig ngenkathi usekholishi.

Amanothi:

# Ukuwa Kwendlwana

amabhayografi afihlakele

## IMIYALO:

**Uzodlala eyodwa yezindima zabadlali ngokususelwe kulwazi lwebhayografi ngezansi. Akufanele utshele muntu, kufaka phakathi abanye abadlali, mayelana nalolu lwazi olungeziwe. Uma ubuzwa umbuzo ongambhoziwe yilolu lwazi, ungenza impendulo yakho efanelene nomdlali. Bhala leyo mpendulo esigabeni samanothi ngezansi. Njalo nika impendulo efanayo emibuzweni efanayo.**

UMSUBATHI WEZOKULANDELA NEKUSHIYANA, UMPETHA WOMHLABA

Ibhayografi efihlakele:

- Ukuze uqhudelane, kufanele uthathe izidakamizwa ezikhuthaza umdlandla. Ungumuntu odla imifino kuphela futhi awukwazi ukumelana nokubona inyama. Unomthetho wokuziqeqesha nokudla oqinile. Uma inkambiso yakho iphazamiseka, uyathukuthela.

Amanothi:

# Ukuwa Kwendlwana

amabhayografi afihlakele

## IMIYALO:

**Uzodlala eyodwa yezindima zabadlali ngokususelwe kulwazi lwebhayografi ngezansi. Akufanele utshele muntu, kufaka phakathi abanye abadlali, mayelana nalolu lwazi olungeziwe. Uma ubuzwa umbuzo ongambhoziwe yilolu lwazi, ungenza impendulo yakho efanelene nomdlali. Bhala leyo mpendulo esigabeni samanothi ngezansi. Njalo nika impendulo efanayo emibuzweni efanayo.**

UMFUNDI WASEKHOLISHI

Ibhayografi efihlakele:

- Uyisazi sobunjiniyela. Ungaklama futhi wakhe izinhlobo eziningi zezakhiwo usebenzisa noma yini ekhona. Futhi unolwazi kakhulu kwezama-elektronikhi futhi uyakwazi ukulungisa imisakazo nama-TV. Uyaziwa esikoleni njengomgibeli wezokuhlalisana, futhi uzihlobanisa kakhulu "neqembu".

Amanothi:

# Ukuwa Kwendlwana

amabhayografi afihlakele

## IMIYALO:

**Uzodlala eyodwa yezindima zabadlali ngokususelwe kulwazi lwebhayografi ngezansi. Akufanele utshele muntu, kufaka phakathi abanye abadlali, mayelana nalolu lwazi olungeziwe. Uma ubuzwa umbuzo ongambhoziwe yilolu lwazi, ungenza impendulo yakho efanelene nomdlali. Bhala leyo mpendulo esigabeni samanothi ngezansi. Njalo nika impendulo efanayo emibuzweni efanayo.**

## OLWA NEMILILO

Ibhayografi efihlakele:

- Ungumsebenzi wezempilo futhi uqinile. Waziwa njengomuntu onosizo kakhulu ebantwini obaziyo. Usanda kuwina umklomelo wohlelo oludalele izingane ezingenamakhaya.

## Amanothi:

# Ukuwa Kwendlwana

amabhayografi

Umpathi wamabhuku, iminyaka engu-31 ubudala

Umfundi wezokwelapha owenza unyaka wesibili, ilungu leqembu  
elilwayo

Wezemilando owaziwayo, iminyaka engu-42 ubudala

Indodakazi yowezemilando owaziwayo eneminyaka engu-12 ubudala

Inkwenkwezi yase-Hollywood, umdlali wamafilemu

I-Biochemist

Ilungu labafundisi besonto, iminyaka engu-54 ubudala

Umsubathi wezokulandela okushiyana, umpetha womhlaba

Umfundi wasekholishi

Olwa nemililo

# Isipho

Usanda kuwina u-\$2,000. Ubufuna ukuthenga imoto esetshenzisiwe ethengiswa umakhelwane. Ngenkathi ugcina ukubuza, umnikazi wayo wathi uzoyithengisa ngo-\$1,995. Uyazi ukuthi ingakanani imali oyongile nokuthi uthola imali engakanani njalo ngesonto.

Eshadini, bhala ubuhle nobubi bokuthenga imoto.

	Imiphumela Emihle	Imiphumela Engemihle
1. Imiphumela Elindelekile		
2. Imiphumela Engalindelekile		
3. Imiphumela Engalindelekile		

# Ukulinganisa Ukuwa Kwesinqumo Sendlu

**Izinkomba: Ngokusebenzisa isikali 1 kuya ku-5, lapho u-1 angamuhle neze futhi u-5 amuhle kakhulu, linganisela umsebenzi owenziwe ukuwa.**

Amalungu Eqembu	Umphumela Wesinqumo	Umphumela Wukulungisa	Amazwana



# Amaqhawe Wansukuzonke

## ISIPHO ESIQHUBEKA NOKUPHILA

### U-Tiffany Culy ukhuthaza intsha ukuthi iphisane ngezitho.

Ngenkathi eqala ukuzizwa ukuthi uyagula esiswini sakhe ngoMbaso 1997, u-Tiffany Culy wathola ukuthi umkhuhlane. Kodwa izinsuku ezimbalwa ngemuva kwalokho, u-Saline, Mich., wavuka enamehlo aphuzi nesikhumbu esiphuzi kanye “nobuhlungu obungakhohlwakali” esiswini sakhe. Washeshiselwa esibhedlela, waqala ukulala kwi-coma.

U-Tiffany ubenesifo se-Wilson, esasilimaza isibindi sakhe. Odokotela bathi uzofa uma engatholi isibindi ngokushesha.

Ngemuva kokubuyekeza abaphisana ngezitho abane, odokotela bakwazi ukuthola isibindi esizomsebenzela. U-Tiffany wachitha izinyanga ezintathu esibhedlela. Manje uneminyaka engu-19 futhi musha e-Hope College e-Holland, e-Mich., u-Tiffany uphile kahle ngendlela yokuthi waqhudelana emicimbini emibili yezokubhukuda ku-1998 Transplant Games. Futhi waba ummeli wokuphiwa kwezitho.

“Abantu baseMelika abangaphezu kuka-61,000 balinde ukuphiwa isitho okulondoloza impilo,” kusho u-Tiffany. Futhi amaMelika angu-12 ayafa nsukuzonke balinde isibindi esisha, inhliziyi noma esinye isitho, ngokuya ngenhlangano engenzi inzuzo i-Coalition for Donation.

U-Tiffany ukhuluma ezikoleni nasemaqenjini entsha, utshela izingane ukuthi ukudinga isitho kungenzeka kunoma ubani. “Kungimangaze kakhulu,” kusho yena.

U-Tiffany uzame ukususa amanga mayelana nokuphisana ngesitho. Isibonelo, uthe osaziwayo ababekwa phezulu kuhlu lokuphisana ngezitho. “Futhi ayikho imakethe yabantu abansundu yezitho ezetshiwayo.”

U-Tiffany uthi unesibindi ngoba “nganginempilo futhi amathuba ami okuphila wayemahle.” Uma kuqonywa ukuthi ubani othola isitho, i-coalition ithi ayibophezelekile kuhlanga, ubulili, ubudala, inani leholo noma isimo sokwaziwa.

Ukuba ngophisana ngesitho kulula, kusho u-Tiffany. “Okufanele ukwenze ukutshela umuntu omaziyo, ngoba uyena ozobuzwa uma ushona. Futhi ungabhalisa uma uthola ilayisensi lakho lokushayela.”

Futhi akufanele ulinde. “Ngisho noma uyintsha, awunakwehlulwa,” kusho yena. “Khuluma nomndeni wakho. Batshele ukuthi ufuna ukulondoloza impilo yomuntu.”

—Nancy Vittorini

\*Kuphrintwe kabusha ngemvume kusuka ku-*React* magazine. Copyright 1999, Advance Magazine Publications, Inc. Uses: Umshini wokukopisha, iphrojektha ye-opaque noma i-transparency master ye-overhead projector. *React* magazine inika imvume yokukhiqiza kabusha leli khasi ukuze lisetshenziswe emaklasini.

# Uhlu lwamagama

Imojuli Yesibili: Amakhono Okwenza Izinqumo

impendulo: Impendulo noma amazwana avela kwabanye.

inqubo: Izinga, umthetho, noma uhlobo lapho ukulinganisa okulungile noma isinqumo esingasuselwa khona.

okufanele: Okuphathelene; okulandelanayo; okufaneleke indaba okukhulunywa ngayo.

okungahlobene: Okungaphathelene nodaba okukhulunywa ngalo; okungabalulekile.

ukuhlobana: 1. Ukuba nokuxhumana nodaba okukhulunywa ngao. 2. Ukulinganisa noma ukufanelanisa izimfuneko ezinikeziwe.

ukuhlola kabusha: Ukunaka kabusha ukulungisa ivelu noma ukufaneleka.

ukukhetha isisindo: 1. Ukulinganisa emqondweni ukuze wenze ukukhetha; ukubona noma ukuhlolisisa. 2. Ukuhlolisisa okunye

ukulinganisa: 1. Ukucacisa noma ukulungisa ivelu noma ukufaneleka. 2. Ukuhlola nokulinganisela kahle ukunaka.

ukunaka: 1. Ukucabangisisa; inhloso. 2. Into okufanele inakwe ekwenzeni isilinganiso noma isinqumo.

ukuphinda: Ukwenzeka futhi noma ngokuphindaphinda, ikakhulukazi kaningi.

ukushintsha: 1. Ukushintsha ngefomu noma isimo; ukuguqula. 2. Ukwenza kungaqini, kuthambe, noma buthakathaka.

ukwengula: Ukudweba; ukufika (eqinisweni, isibonelo) ngokulandelanisa kahle

## Izinhloso Zami

Ezokusebenza?

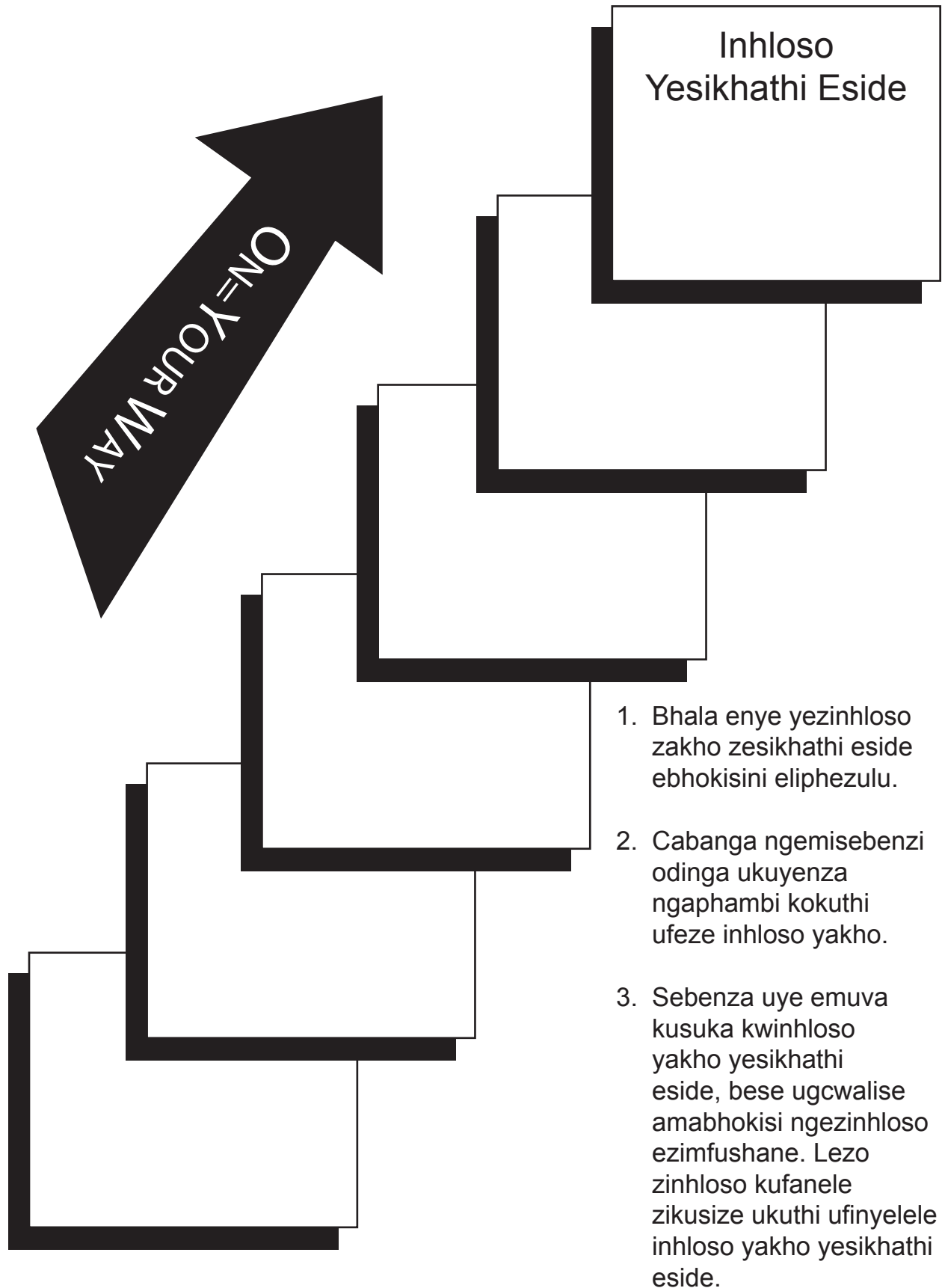
Ezemfundo?

Isikhathi Sokuvakasha?

Umndeni?

Ekhaya?

Ukuphatha?



## Amacebo Okubonisa

1. Nethezeka. Vala amehlo akho, donsa umoya, bese wesule ingqondo yakho.
2. Cabanga isithombe noma yenza ividiyo ngomcabango wakho ebonisa uphumelela enhlosweni. Isibonelo, uma inhloso yakho kungukunika inkulumo enhle phambi kwesixuku sabantu, zibone wenza nje lokho—umile, ukukhuluma kahle, futhi ukhuthaza abantu.
3. Yenza isithombe-ngqondo sakho sibe neminingwane eminingi, bona ngengqondo impumelelo. Ungavumeli ezinye izinto ezimbi njengokwethuka, ukwehluleka, noma ukungabaza kungene esithombeni. Zibone kwangathi usuvele uphumelele ekufezeni inhloso yakho.
4. Engeza amagama athize, izenzo, kanye nemizwa yakho emcabangweni wakho. Zivivinyele ofuna ukukwenza noma ukukusho esithombeni sakho sengqondo. Ukuzivivinyela ingqondo kuqinisa ukwenza kwakho kwangempela.
5. Gcina isithombe-ngqondo sakho engqondweni yakho. Lungela ukusikhumbula noma kunini uma ukhetha. Phindaphinda isithombe-ngqondo sakho kaningi ngaphambi kwesenzo sangempela.

## Amacebo Esitatimende Sokuvuma

1. Yenza izitatimende kube ezakho. Sebenzisa igama lakho, “Mina,” noma “wena.”
2. Gcina izitatimende zizifushane. Ufuna ukuzikhumbula. Izitatimende ezinde kunzima ukuthi uzikhumbule.
3. Sebenzisa ulimi oluhle. Uma ufuna ukulawula uvalo lwako ithi, “Ngizithobile futhi nginesibindi. Ngisilungele lesi sivivinyo.” Ungathi, “Ngeke ngithuswe isivivinyo sami sezibalo.”
4. Isho ukuvuma kwakho njengamaqiniso, kwangathi kuyenzeka ngisho noma ungakufezanga okwamanje. Isibonelo, ithi, “Ngizodlula esikoleni samabanga aphezulu ngo-3.2 GPA.”
5. Phinda ukuvuma kwakho okungenani kanye ngosuku. Impinda iqinisa ingqondo yakho ukukusiza ufinyelele izinhloso zakho.
6. Engqondweni yakho, isho ukuvuma kwakho kaningi. Futhi, bhala ukuvuma kwakho bese ukubeke lapho ozokwazi ukukubona khona kaningi. Njengezikhangiso kumabonakude noma emsakazweni, uma ukubona kaningi, ukukholwa kakhulu.

Nazi izibonelo zokuvuma:

- Nginekhono lokudlala njengomholi emdlalweni.
- Ngizonikezwa lo msebenzi ngoba ngiyilungele inkulumo-mpendulwano.
- Ubhuthi wami nami sizozwana kahle lonke ihlobo.

# Ukuziphatha ngokuthola, Ngodlame nangokuzethemba

## Izimo

**Imiyalo kumfundisi: Khipha kabusha leli shidi lokusebenzela ngendlela edingekayo. Zungelezela okunye ukuziphatha okukuhlu ngezansi kwesimo; ahlukana ukuziphatha okuzungezayo ukuze okunye nokunye kumelwe kahle. Sika ukhiphe isimo ngasinye kanye nohlu lwakhona lokuziphatha. Sabalalisa okunye eqenjini ngalinye.**

Ubolekele ishethi lomzala wakho alithandayo bese walithela ngokuthile ngephutha. Uxolisile, futhi umzala wakho ukuxolele. Manje, ufuna ukuboleka izicathulo ezintsha zomzala wakho, ezizokwenza ubemuhle ngokugqonile ebusuku. Uzokwenzani?

Bonisa ukuziphatha okuzungezelwe ngezansi:

UDLAME UKUTHULA UKUZETHEMBA

Uthola ukuthi othile obukade ucabanga ukuthi umngani wakho ubesabalalisa izindaba ngawe. Ubona umngani wakho ehamba emgwaqweni eza kuwe. Wenza ini?

Bonisa ukuziphatha okuzungezelwe ngezansi:

UDLAME UKUTHULA UKUZETHEMBA

Umngani wakho omkhulu udinga ukuphasa izibalo. Niseklasini elilodwa. Kusasa isivivinyo esibalulekile kakhulu, futhi umngani wakho akafundanga. Ufuna ukukopisha kuwe. Wenza ini?

Bonisa ukuziphatha okuzungezelwe ngezansi:

UDLAME UKUTHULA UKUZETHEMBA

Usebenza esitolo sezilwanyane uma kuphuma isikole nangaboMgqibelo. Umqashi wakho ubone ukuthi imali ilahlekile lapho kubhalisa khona imali. Uyakusolela. Mtshela ukuthi awuyena umuntu obekade ethatha imali.

Bonisa ukuziphatha okuzungezelwe ngezansi:

UDLAME UKUTHULA UKUZETHEMBA

Imojuli Yesithathu: Ukusetha Nokufeza Izinhloso Esikoleni Samabanga Apehuzulu

# Ukuziphatha ngokuthula Ngodlame nangokuzethemba: Izimo

(kuyaqhutshwa)

Abazali bakho baqalise isikhathi sokukuvimbela ukuthi uhambe ngezimpelasonto. Njengomfundi wesikole samabanga aphezulu, uzwa sengathi isikhathi ebasisethile asilungile. Bacele ukuthi bashintshe isikhathi.

Bonisa ukuziphatha okuzungezelwe ngezansi:

UDLAME UKUTHULA UKUZETHEMBA

Umfundi omusha onokungaziphathi kahle futhi onodlame uthethe isikhwama sakho. Umcela ukuthi asibuyise.

Bonisa ukuziphatha okuzungezelwe ngezansi:

UDLAME UKUTHULA UKUZETHEMBA

Inja kamakhelwane wakho isemagcekeni akho noma phambi komnyango wakho cishe nsuku zonke iyangcolisa futhi iyakhonkotha. Tshela umakhelwane wakho ukuthi alawuleinja yakhe.

Bonisa ukuziphatha okuzungezelwe ngezansi:

UDLAME UKUTHULA UKUZETHEMBA

Uboleke umnganini wakho imali. Sekungaphezu kwamasono amathathu, futhi akayibuyisile. Udinga imali ukuze uzikhiphe kule mpelasonto. Cela imali.

Bonisa ukuziphatha okuzungezelwe ngezansi:

UDLAME UKUTHULA UKUZETHEMBA



# Ukuqalisa Amakhono Okuzethemba

Izinkomba zomuntu siqu

Amandla	Ubuthakathaka

# Ukuqalisa amakhono Okuzethemba

Icebo Lesenzo

Izinhloso: \_\_\_\_\_

\_\_\_\_\_

Icebo Lesenzo Lomuntu Siqu Lokufeza Inhloso: \_\_\_\_\_

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Isikhathi Secebo Lesenzo: \_\_\_\_\_

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# Uhlu lwamagama

Imojuli Yesithathu: Ukusetha Nokufeza Izinhlalo

impokophelo: Okuthile okusetshenzelwa kukho noma okuhlosiwe; igoli noma inhloso.

indlela yokuziphatha: Umbono noma indlela yokucabanga.

inhloso: Inhloso lapho umsebenzi noma amandla aqondiswe khona.

isidalo: Isici esisiza ukuhlukanisa umuntu noma into.

isitatimende sokusebenza: Isitatimende esichaza umthetho, inkolo, noma inhloso.

okoqobo: Okususelwe ezintweni zangempela.

okunye: Inketho phakathi kwezinto ezimbili ezifanayo; okunye okungenzeka.

udlame: Ukuziphatha ngendlela yokulwa; ukungahlasela noma ukuqala impi.

ukubeka kuqala: Ukuphatha ngendlela yokubhaluleka.

ukubekezela: Ukuqhubekela kunoma iyiphi inhloso noma ibhizinisi; ukuqhubeka nokulwa nanoma kunobunzima.

ukubonisa: 1. Ukwenza isithombe sengqondo sokuthile. 2. Ukuthola isithombe noma isithombe sokuthile, ikakhulukazi njengokungenzeka ngakusasa.

ukuvuma: Isitatimende esivumayo esiphindwa nsuku zonke ukukhuthaza nokuqinisa amandla omuntu ukuze afeze inhloso.

ukuzethemba: Ukuziphatha noma ukuxhumana ngendlela ecacile nevumayo; umdlandla

# Izigaba Zesixako

1. Izidingo zabantu noma uzumfuno ziyashayisana.

2. Ingxoxo ibonakala ingasebenzi—abantu baqala ukuphikisana.

3. Abantu bayeka ukwethembana bese kukhule ukusola.

4. Abantu bacabanga kuphela ngezinhloso zabo futhi bazibe izidingo zabanye.

5. Abantu bakhetha ukugxekana nokwenza kuvame.

6. Abantu bayeka ukulalela. Baqala basho izinto ebangaziqondi.

7. Abanye abangaphandle kwesixako bangabandakanywa.

8. Abantu ababandakanyekayo abakwazi ukuchaza imizwa yabo; basho nje kuphela ukuthi bathukuthele.

9. Isixako sithuthukela kudlame lokushayana ngezandla.

# Uhlu lwamagama Emizwa

<b>B</b> Bhabhama	<b>L</b> Lusizi	<b>Q</b> Qaliswa Qaphele Qondile	Ukukhungatheka Ukulinyazwa Ukulunga Ukunethezeka Ukungaphumuli Ukungavumi Ukungavumi Ukungazazi Ukusa Ukuthokoza Ukuvilapha Ukuyilayileka Ukuzisola Ukwaneliseka Ukwenyanya Ukwenyanya Ukwenyanyiseka Ukwesaba Ukwethemba Ukwethuka Ukwethukwa Ukwethukwa Umbonanhle Umona Umona Vikela
<b>C</b> Choyachoya	<b>B</b> Mangalisayo Mangele Mangele	<b>S</b> Satshiswa Shishelekayo Skdl Solayo	<b>X</b> Xakeka
<b>B</b> Didakele Dlondlobele	<b>N</b> Namahloni Namahloni Nekhono Nengqondo Nensini Nethemba Nethezekile Nethile Nezinhloni Ngabinasizo Ngafanelekile Ngavikelekile Ngehluki Ngenacala Ngenakubekezela Ngenakulahla Ngenanhliziyo Ngumalahla Nokuthula Nxephezelayo	<b>T</b> Thobile Thokozile Thukiwe Thukutheliswa Thulile Thulile cwaka	<b>Y</b> Yenzisisa
<b>E</b> Embatha Esaba	<b>F</b> Fisa ukawzi	<b>U</b> Ubhaca Ubugagu Ubungani Ubuqhawe Ubuthongo Udlame Ukubanamandla Ukubanecala Ukubankamunkamu Ukubaphansi Ukubawedwa Ukucincezeleka Ukucindezeleka Ukuganga Ukujabha Ukujabula Ukukhathala Ukukhungatheka	<b>Z</b> Zigqaja Zolile Zwela
<b>H</b> Hlakaniphele Hlakaniphile Hluneme Hwaqile	<b>I</b> Injabulo Isibindi Isithukuthezi		
<b>K</b> Khaliphile Khanuka Khathazekile Khohliwe khovoya Khuthazeka Kwethuswa	<b>O</b> Okujabulisisayo Okunganethezeki		
	<b>P</b> Phoqekile Phuphumayo		

## Ngithe...Bengisho

U-Brenda no-Maria bayathethisana...

BRENDA: “Ngiye esitolo ngoba kufanele ngithengele u-Shante ubusi.”

MARIA: “Angikholwa ukuthi ukwenzile lokho! Uyisiphukuphuku, ushiye usisi wami omncane angenamuntu!”

BRENDA: “...kodwa ngicele u-Tom ukuthi amgade ngenkathi ngiphumile.”

MARIA: “Angazi nokuthi kungani ngikwethembile ukuthi umgade!”

BRENDA: “Kulungile! Nakekela ingane yakini!”

.....

Babethi...

BRENDA: “Ngiye esitolo ngoba kufanele ngithengele u-Shante ubusi.”  
Ngangikhathazekile ngoba lwalungekho ubisi lwengane endlini.

MARIA: “Angikholwa ukuthi ukwenzile lokho! Uyisiphukuphuku, ushiye usisi wami omncane angenamuntu!”  
Kuyingozi ukushiya ingane iyodwa! Ngethukile ukuthi okuthile kungenzeka kuye!

BRENDA: “...kodwa ngicele u-Tom ukuthi amgade ngenkathi ngiphumile.”  
Ngiyisiphukuphuku? Usisi onjani onakekela ingane encane yakubo kodwa kungenabisi endlini?

MARIA: “Angazi nokuthi kungani ngikwethembile ukuthi umgade!”  
Nganginokungethemi ngokushiya u-Shante naye. Ngikhumbula isikhathi amshiya ekhala endlini. Angizange ngisho lutho, kodwa nganginyanyile.

BRENDA: “Kulungile! Nakekela ingane yakini!”  
Futhi ngangimenzela okuhle nje! Khohlwa. Ngeke ngisamsiza futhi.

# Ukuphumelela, Ezami Izidingo/Zakho Izidingo

## IMIHLAHLANDLELA YOKUDALA ISIMO SOKUPHUMELELA

- Khetha indawo emaphakathi yomhlangano.
- Ungakhulumi amanga noma ihaba; yakha ukwethembeka kusuka ekuqaleni.
- Sebenzisa ukuxhumana okungenamagama okuhle: yenza ukuxhumana kwamehlo, sebenzisa
- ukuma okungasongeli, futhi ugxile.
- Zama ukuthola ukuvumelana.
- Cabanga ngezinye iziphakamiso.
- Gxila ezintweni ezibaluleke kakhulu kuwe, bese uzame ukubona
- izinto ezibaluleke kakhulu komunye umuntu.
- Hlala usesikhathini samanje; gwema ukuletha izimpikiswano zangaphambilini.
- Setha isikhathi nobabili enizovumelana ngaso.
- Bophezela esisombululweni, bese ungabuyeli emuva.

## IZIDINGO ZAMI/IZIDINGO ZAKHO

Yini inkinga? \_\_\_\_\_

Izinhlangothi zombili zizolahlekelwa yini? \_\_\_\_\_

Umuntu A ufuna ini? Kungani? \_\_\_\_\_

Umuntu B ufuna ini? Kungani? \_\_\_\_\_

Umuntu A udinga ini? \_\_\_\_\_

Umuntu B udinga ini? \_\_\_\_\_

Ezinye izinto zomuntu A?\* \_\_\_\_\_

\_\_\_\_\_

Ezinye izinto zomuntu B?\* \_\_\_\_\_

\_\_\_\_\_

\*Ezinye izinto ezikhuthaza abantu kufaka isidingo sokulawula, isidingo semali, nesidingo sokuzizwa unakwa noma uthandwa, njll.

Imojuli Yesine: Ukuxazulula Izixako Esikoleni Samabanga Aphezulu

# Uhlu lwamagama

Imojuli Yesine: Ukuxazulula Izinkinga

Hlakaniphile: Ukuzwela kokulungile nokuqondile ekusebenzeni nabanye, kufaka phakathi amandla okukhuluma noma ukwenza ngaphandle kokusongela.

indlela: Icebo lesenzo lokufeza inhloso ethile noma inselele.

isixako: Isimo sokunganethezeki phakathi kwabantu abangafanelekile noma abaphikiswayo, imibono, noma izintshisekelo, ukushayisana.

isixazululo: 1. Imbangela yesenzo esicacisiswe noma okunqunywe kuso. 2. Incazelo, njengenkinga noma indida; noma isixazululo.

ukubekezela: Ukubona nokuhlonipha amalungelo, izinkolo, noma izenzo zabanye.

ukucabangela: Into ethathwa kalula noma eyamukelwa njengeqiniso ngaphandle kokubonisa.

ukulamula: Ukungena noma phakathi ukuze uphazamise noma ushintshe isenzo.

ukuphikisana: Ukuhlangana nomuntu noma abanye ukuze nilinganise imibono futhi kufike esivumelwaneni esilungele izinhlango zimbili.

ukuthambisa: Ukwenza kungabi ingozi kakhulu, phansi, noma ukuzithoba.

ukuvumelana: Ukunikeza kokwahluka lapho uhlangothi ngalunye lunika okuthile;

okumaphakathi.

ukuzwelana: Ukukhomba ngokuqonda isimo somuntu, imizwa, nemibono.

umbono okholwa njengqiniso: 1. Isithombe esenziwe sabalula kakhulu noma umbono. 2. Isetha yokuvama okungalungile, okulula.

umbono: Ulwazi, umbono, noma ulwazi olutholwe ngokubona.

umlamuli: Umuntu ophikisana nezixako zabantu ngemvume yabo, ngenhloso yomehluko wokubuyisana.

xazulula: 1. Ukwenza isinqumo esiqinile ngokuthile. 2. Ukuthola isixazululo; ukuxazulula



# Ukuxazulula Inkinga

## Ngo-

AMALUNGU EQEMBU: \_\_\_\_\_

UMSEBENZI: \_\_\_\_\_

Izinyathelo Zokwenza Izinqumo:

AMAZWANA:

1. Ukuchaza inkinga.
2. Ukuqoqa ulwazi.
3. Ukuqalisa okunye.
4. Hlaziya imiphumela.
5. Yenza isinqumo.
6. Naka impendulo nokulinganisa.

# Uhlu lwamagama

Umojuli Yesihlanu: Ukuxazulula Inkinga

inkinga: 1. Umbuzo ozonakwa, uxazululwe, noma uphendulwe. 2. Isimo, into, noma umuntu owethula ubunzima.

ukubandlulula: 1. Isimo noma umumo wokuphathwa ngokwehlukile ngokuya ngobulili, ubudala, uhlanga; inhlengo. 2. Ukuphathwa kokwahluka; isisekelo.

ukuhlukanisa: Ukuhlela noma ukuhlalisa ngokuya ngokuhlala noma isigaba.

ukhlukumeza ngokocansi: Okunye ukuxhumana okungamukelekile noma ukuziphatha kwesimo sezocansi.

ukulamula: Ukungena phakathi okunobungani ekuphikisaneni kwabanye ngenhloso yokuxazulula ukwahluka.

## Iphrofayela Yezitayela Zokufunda

**Ngezitatimende ezilandelayo, bhala “2” uma isitatimende sikuchaza cishe njalo, “1” uma isitatimende sikuchaza kwesinye isikhathi, futhi “0” uma isitatimende sikuchaza cishe neze.**

1. \_\_\_\_\_ Ngiyakuqonda lokho okushiwo uthisha kangcono uma edweba umfanekiso noma edweba igrafu.
2. \_\_\_\_\_ Ngingezwa ingoma kanye noma kabili bese ngingakwazi ukucula amalirikhi.
3. \_\_\_\_\_ Ngifunda kahle uma ngixoxisana ngomsebenzi nomuntu othile.
4. \_\_\_\_\_ Ngikhetha ukuxazulula izinkinga ze-algebra kunokuxazulula izinkinga ze-geometry.
5. \_\_\_\_\_ Uma ngingquma ukuthi ngifuna okuthile, ngenza yonke into ukuze ngikuthole.
6. \_\_\_\_\_ Ngimuhle ekwenzeni ukubonisa abantu.
7. \_\_\_\_\_ Ngingumbhali omuhle.
8. \_\_\_\_\_ Ngithanda ukuthola ubudlelwano phakathi kwezinto.
9. \_\_\_\_\_ Ngikhumbula amagama kahle.
10. \_\_\_\_\_ Ngicabanga ngezithombe nezithombe zengqondo.
11. \_\_\_\_\_ Ngiyayiqaphela kakhulu imizwa yami.
12. \_\_\_\_\_ Ngingakutshela uma amanothi omculo angekho kukhiye.
13. \_\_\_\_\_ Ngimuhle ekukhuthazeni abantu ukuthi bavumelane nami.
14. \_\_\_\_\_ Ngithanda ukusebenza ngomzimba.
15. \_\_\_\_\_ Ngivame ukuziculela.
16. \_\_\_\_\_ Ngithanda ukubhala izindaba, izincwadi, noma izinkondlo.
17. \_\_\_\_\_ Ngiyazi ukuthi ngizophendula kanjani ezimweni eziningi.
18. \_\_\_\_\_ Ngithanda ukudlala imidlalo yamacebo (njenge-chess) nokuxazulula izindida.
19. \_\_\_\_\_ Ngiyakwazi ukuzwa ukuthi abanye abantu bazizwa kanjani.
20. \_\_\_\_\_ Ngithanda ukuxoxa izindaba.
21. \_\_\_\_\_ Ngithanda ukugcina izinto zami zihleleke kahle.
22. \_\_\_\_\_ Ngingabamba ngokushesha izinyathelo ezintsha zokudansa noma iminyakazo yezemidlalo.
23. \_\_\_\_\_ Ngidinga isikhathi sami nsuku zonke.
24. \_\_\_\_\_ Ngidweba imifanekiso kuwo wonke amabhuku ami wamanothi.
25. \_\_\_\_\_ Ngiyajabula ukubamba iqhaza emaklabhini nemisebenzi yeqembu.
26. \_\_\_\_\_ Ngithanda ukudala ama-rhythms.
27. \_\_\_\_\_ Ngimuhle ekupakisheni nokuphakamisa izinto ezingamakesi, amabhokisi, izimoto, nokunye.
28. \_\_\_\_\_ Ngithanda ukufunda nyesayensi noma izibalo.
29. \_\_\_\_\_ Ngiyazi ukuthi yimaphi amandla ami nobuthakathaka bami.
30. \_\_\_\_\_ Ngidlala kahle isici somculo.
31. \_\_\_\_\_ Ukuthatha uhambo kungisiza ukuthi nginethezeke.
32. \_\_\_\_\_ Kwesinye isikhathi ngibona ngathi indlela enhle yokuziveza ukubhala phansi imicabango yami.
33. \_\_\_\_\_ Ngingumuntu obizwa ngabantu ukuthola ukuthi yini eyenzekayo ngempelasonto.
34. \_\_\_\_\_ Kungisiza kakhulu ukufaka imibala kumanothi noma imisebenzi.
35. \_\_\_\_\_ Ngimuhle ngamathuluzi.

## Isifinyezo Sezitayela Zokufunda

### Inombolo Yombuzo

I-Bodily- Kinesthetic	Okomculo	Phathelene nolasha	Izibalo zokucabanga	Ezolimi	Okomuntu	Okomuntu kwaphakathi
6 _____	2 _____	1 _____	4 _____	7 _____	3 _____	5 _____
14 _____	12 _____	10 _____	8 _____	9 _____	13 _____	11 _____
22 _____	15 _____	24 _____	18 _____	16 _____	19 _____	17 _____
31 _____	26 _____	27 _____	21 _____	20 _____	25 _____	23 _____
35 _____	30 _____	34 _____	28 _____	32 _____	33 _____	29 _____
Inani lonke: _____	Inani lonke: _____	Inani lonke: _____	Inani lonke: _____	Inani lonke: _____	Inani lonke: _____	Inani lonke: _____



## Indaba Ka-Luis

I-alamu ka-Luis yaqala ukukhala ngo-6:00 ekuseni. Unqume ukuvuka ekuseni ukuqedela isethulo sakhe sokukhuluma esasilindeleke ngalolo suku. Ecabanga ukuthi imizuzu embalwa yokulala izomenza ukuthi azizwe aphumule kahle futhi kusize isethulo sakhe, u-Luis wafinyelela futhi wacindezela inkinobho yokusnuza.

Ngemuva kokulala amasekhondi ambalwa, u-Luis wafinyelela wacindezela inkinobho yokusnuza futhi, futhi wabona ukuthi ngu-7:00, isikhathi sakhe esivamile sokuvuka. Weqa waphuma embhedeni walungela isikole. Wathola imizuzu emihlanu yokubheka isethulo sakhe ngaphambi kokugijimela emnyango.

Uma kuphuma isikole ngo-3:30, usuku luka-Luis aluhambanga kahle. Hhayi ngoba ubengalungelanga isethulo sakhe, kodwa wakhohlwa nge-esity eyayilindeleke ngalolo suku. U-Luis wayefuna ukuphumelela ikhosi lakhe ngale-semester. Wayedinga ukuphasa kahle ukuze angene esikoleni lapho ubhuti wakhe wayefunda khona. Ekhungathekile, u-Luis wanquma ukuthi udinga ukuphumula emsebenzini wesikole. Waya ekhaya wafika wavula i-TV ukumsiza ukuthi aphumule.

Ngo-4:30, wabona ukuthi unemizuzu engu-30 ngaphambi kokuthi aye emsebenzini. Wabeka isikhwama sakhe egumbini lakhe futhi wacitha izincwadi zakhe etafuleni. U-Luis waye azi ukuthi ubhale umsebenzi wakhe wezibalo kwenye indawo, kodwa akakwazanga ukuwuthola. Uma u-Luis ekugcineni ethola umsebenzi wakhe, wabona

ukuthi ubedinga ipensela wase aya ekhishini ukuyilanda. Ekhishini, u-Luis wabona isiqukathi sama-chips etafuleni waseqala ukudla. Umqashi wakhe wayengakaze amvumele ukuthi adle emsebenzini, ngakho-ke wanquma ukuzenzela i-sandwich.

Ngokubheka iwashi, u-Luis wahlala phansi ne-sandwich yakhe wabona ukuthi unemizuzu engu-10 kuphela ngaphambi kokuthi abuyele emsebenzini. Waye azi ukuthi akukho azokuqeda ngesikhathi esifushane kangaka. Wazizwa sengathi akakwazanga ukuqhubeka nomsebenzi wakhe wesikole ekhaya.

Uma u-Luis afika ekhaya kusuka emsebenzini ngo-9:00, wayekhathele. Umdlalo wakhe awuthandayo wawudlala, ngakho-ke wabuka i-TV nobhuti wakhe. Ngenkathi umdlalo uphela ngo-10:00, wahlala phansi etafuleni lakhe ukwenza umsebenzi wesikole. Wayefanele enze i-esity nomsebenzi wezibalo. U-Luis wabona ukuthi ngeke akwazi ukushesha ngomsebenzi wezibalo ngoba uthisha wakhe wayengahloli njalo umsebenzi, ngakho-ke waqala ngawo. U-Luis waqeda izibalo wase enza i-esity. Wayefuna emaphepheni akhe efuna umbhalo namanothi afanele ukuphendula imibuzo, ifoni yakhala—kwakuyintombi yakhe. Babenokuxabana ngosuku olwedlule, futhi u-Luis akakhulumanga naye kusuka lokho. Wakhuluma naye isikhathi eside.

Uma u-Luis esuka efonini, kwakumaphakathi nobusuku. Wabheka amaphepha esabalele etafuleni lakhe. Wayengeke aqede lokhu ebusuku.

1. Uyahlobana nendaba ka-Luis? Kungani futhi kungani unyahlobani?
2. Imizwa ka-Luis kanye nokukhunganathaka kwathinta kanjani izifundo zakhe?
3. Iziphi izinto eziphazamise u-Luis ekwenzeni umsebenzi wakhe wesikole ekhaya? Nika izibonelo ezithile kusuka endabeni.
4. Yini u-Luis owayengayenzi ngokwehlukile ukuphatha kangcono isikhathi sakhe?

Imojuli Yesithupha: Amakhono Esikole Nangaphezulu Kwesikole Samabanga Aphezulu

## Isihleli Sansuku zonke

Usuku lwanamuhla: \_\_\_\_\_

Uhlelo	Izinto ezidingekayo (isb., amabhuku, izinto zemidlalo, njll.)
7:00 – 8:00	
8:00 – 9:00	
9:00 – 10:00	
10:00 – 11:00	
11:00 – 12:00	
12:00 – 1:00	
1:00 – 2:00	
2:00 – 3:00	
3:00 – 4:00	
4:00 – 5:00	
5:00 – 6:00	
6:00 – 7:00	
7:00 – 8:00	
8:00 – 9:00	
9:00 – 10:00	
10:00 – 11:00	
Ungakhohlwa:	

# Isihleli Seviki

Iviki le-: \_\_\_\_\_

<b>uMsombuluko</b>	
<b>uLwesibili</b>	
<b>uLwesithathu</b>	
<b>uLwesine</b>	
<b>uLwesihlanu</b>	
<b>uMgqibelo</b>	
<b>iSonto</b>	



# Isihleli Sethemu

<b>Usuku</b>	<b>uMandulo</b>	<b>Usuku</b>	<b>uNhlolanja</b>
<b>Usuku</b>	<b>uMfumfu</b>	<b>Usuku</b>	<b>uMbasa</b>
<b>Usuku</b>	<b>uLwezi</b>	<b>Usuku</b>	<b>uNdasa</b>
<b>Usuku</b>	<b>uZibandlela</b>	<b>Usuku</b>	<b>uNhlaba</b>
<b>Usuku</b>	<b>uMasingana</b>	<b>Usuku</b>	<b>uNhlangulana</b>

## Ukuphelelwa Isikhathi

**Uma umsebenzi nokunye kuthatha sonke isikhathi sakho sokuphumula, ungawuthola kanjani umzuzu okuthi ube uwena?**

**“Ngizizwa sengathi ngisendlini** ngaso sonke isikhathi,” kusho u-Michael Colley, 18, omncane e-Mount Vernon High School e-New York. “Ngikhumbula ukuya epakini, ukubona ama-movies nokunethezeka.”

U-Megan Thornton, 17, omncane e-Cumberland Valley High School e-Mechanicsburg, Pa., uthi: “Abantu bahlala bangitshela ukuthi impilo izoba nzima kakhulu ekholishi. Kodwa ngiyazi ukuthi ayikwazi ukuba yibi ukudlula indlela engakhona manje.”

U-Michael no-Megan banenkinga efanayo: izinhlelo ezibhukhwe kakhulu. Bachitha isikhathi esiningi emisebenzini yabo engeziwe nemisebenzi kunokwenza imisebenzi yabo yesikole ekhaya, futhi isikhathi esiningi emsenzini wabo wesikole ekhaya kunabangani babo. Bangamalungu amabili enzalo enenselele yesikhathi: 66 phesenti wenu utshele i-React poll ukuthi awunaso isikhathi esanele.

“I-Adolescence iningi kakhulu,” kusho u-Penny Peterson, i-psychologist ye-Montgomery County, Md., izikole zikahulumeni. “Akusanele ukuhola phambili ekudlaleni kwesikole noma ukuba ukapteni we-hockey: Kufanele wenze lezo zinto futhi ube umholi womkhandlu wabafundi futhi ubambe umsebenzi wakho e-mall.”

Intsha eningi ithi inomsebenzi omningi kakhulu wesikole ngokulinganisana nokwamukelwa ekholishi. “Ngenze yonke imisebenzi esikoleni samabanga aphezulu futhi ngangimatasa ngaso sonke isikhathi,” kusho u-Kim Warhurst, 18, u-freshman e-Butler County Community College e-El Dorado, Kan., duzane ne-Wichita. “Ikhansela lami lomhlahlandlela lithe imisebenzi ebukeya iyinhle lapho uyibhale khona—ukuthi uthole okungcono emklomelweni wezokufunda uma uqede kahle. Futhi abadala ababandakanyekayo emsebenzini ngamunye bonke bakulindele ukuthi ubeke umsebenzi wakhe phambili.

“Ngisematasa ngaso sonke isikhathi,” kusho u-Kim. Izinsuku eziningi, ubuya egumbini lakhe

ngemuva kobusuku, ngemuva kwamaklasi, umsebenzi wesikole wasekhaya, isikhathi ephephandabeni lekholishi kanye nomsebenzi wesikhashana ku-Wall-Mart. Uhlelo lwakhe, uthi, lumphoqebele ukuthi ayeke kweminye imisebenzi yakhe yesikole: “Kwadingeka ukuthi ngiyake i-violin ne-softball ngoba kwakufanele ngigxile ezinhlosweni zekusasa.”

U-Megan walisa umsebenzi kwezomculo, azaqeqeshela i-piano, i-fluet kanye nosesho lezwi uhhafu wehora ngosuku, kodwa manje shintshe ukugxila kwakhe. “Ngiyazi ukuthi kufanele ngifake isikhathi esiningi namandla kunangendlela engifuna ngayo lapha,” usho kanjalo. “Kunesikhathi esiningi esibandakanyekazo ekuzibandakanyeni. Kungcono ngibe nesikhathi sokukhuluma efonini nabangani bami. Kuningi okusempilweni kunokuzilungisela i-piano, i-fluet nezwi ngaso sonke isikhathi. Ngingangcono ngibe nebhalsi eningi.”

Kwabanye abafundi, ingcindezi yokuhlalisana, okungahleliwe, ukuwagcina asebenza ebusuku. “Izingane esikoleni sami zibonakala zinemali impela—zigqoka amakakhethi e-North Face ahlukahlukene njalo ngesonto,” kusho u-Aryanna Fernando, 18, omkhulu e-Beekman High School e-New York City. Ngokuzilungisela komdanso namaklasi okubumba, u-Aryanna ubambe uchungechunge lwemisebenzi ukuzuzisa imali ayidingayo ukuqhubeka nontanga bakhe. “Angifuni ukuba umkhwiyi,” kusho yena, “futhi ngoba ngingomkhulu, ngithola ukulala okuncane kakhulu kunangaphambilini.”

Kunezinzuzo ezimbalwa: U-Kim uthi ukusebenza ekushicileleni kwesikole kumlungisela ukuthi ange ngumlobi wangakusasa. U-David Skeist, 18, omkhulu e-Dalton School e-New York City, uthi iqembu lakhe lomcimbi, i-chorus nomdlalo wesikole umnika impilo yezokuhlalisana: “Ukubeka umkhqiqizo ngenqwaba yabantu kwenza uzizwe kahle, ingxenye yeqembu.

Imojuli Yesithupha: Amakhono Esikole Nangaphezulu Kwesikole Samabanga Aphezulu

# Ukuphelelwa Isikhathi

(kuyaqhutshwa)

Kodwa ngokuzithola ngisemaqenjini ahlukahlukene, angibambezeleki entweni eyodwa.”

Kodwa kunobungozi bokucindezeleka, izinsuku ezisheshayo, njengokweqa ukulala ukuze uminyanise umsebenzi wesikole ekhaya ebusuku noma ngentathakusa nokuncika ku-caffeine nokudla kwe-junk ukuze uthole amandla. “Ngibona ukukhula enombolweni yentsha enokucindezeleka okuphathelene nezikhalazo zomzimba—izinkinga zokudlakahle, i-insomnia, ubuhlungi bekhanda nezinkinga zokuhlala uvukile eklasini,” kusho u-Peterson. Futhi uma abafundi abaphele amandla baphendukela etshwaleni, osikilidi noma ezinye izidakamizwa ukuze zihlale ziphaphene bonke ubusuku, ukuthola ukulala noma ukwehlisa ingcindezi, imibhalo yesikole samabanga aphezulu kungaphendukela kwithikithi lesibhedlela, usho kanjalo.

Ukuze uvikele uhlelo oluminyene ukuthi luthathe ukujabula kwakho kwempilo, u-Peterson makesho, zibuze lo mbuzo: Ingabe angisenaso isikhathi sezinto empilweni yami ezinginika ukujabula—njengesikhathi nomndeni noma abangani noma engithanda ukukwenza engikuthandayo? Uma kunjalo, kuyisikhathi sokwenza ushintsho.

“Kuthatha ukuzethemba ukuphendula izinto, kodwa kufanele ukwenze,” usho kanjalo. “Susa eminye imisebenzi. Kungcono kakhulu ukuzibandakanya emisebenzini emibili nemithathu futhi ukhuthale kuyo, kunokuthi uzinikezele ezintweni onesikhathi sokuzenza ngohhafu.”

## Buyisa Isikhathi Sakho

Uma uhlelo lwakho lucindezela ukukugwinyi, zama lawa mathiphu ukuze umise ingcindezi.

## Zilwele

Uma ufika ekhaya, u-Dr. Peterson uncoma

ukuthi uthathe isikhathi “sempilo yomqondo” sakho. Ngaphambi kokuqala umsebenzi wesikole wasekhaya, lala embhedeni wakho imizuzu embalwa noma xoxa kancane efonini. Ukuphumula kuzokunika ithuba lokushintsha amagiya kusuka ebholeni kuya ku-geometry. U-Kim uthi ulalela umculo wakudala futhi ashayele amabanga amade ezwe ukuze anethezeke. U-Michael ubuka amavidiyo. Ukududa ngezithako nomsebenzi wokulingisa ka-Aryna.

## Ungathukwa

Ingabe uyasaba ukuthi uma ungabandakanyekanga ngawo wonke umsebenzi esikoleni, ngeke ufike ekholishi yenketho yakho? Ungalokhothi. Ngento eyodwa, u-Peterson uthi, “Ungagila yonke leyo misebenzi futhi ungangeni esikoleni samaphupho akho.” Kolunye uhlangothi, izikole eziningi zikhuthazwa abanfundi abenze izinto ezinhle ngomsebenzi owodwa noma wesibili kunalabo abajoyine amaqembu angu-15 abangacithanga isikhathi esiningi kangako.

## Thola i-Sympathetic Ear

U-Megan utshela abazali bakhe noma kunini ezizwa elala, futhi kuyamsebenzela. Kodwa uma ungakwazi ukubona ukwenza izinguquko empilweni yakho ukwehlisa ingcindezi yakho—nabazali bakho bangakwazi ukusiza ngoba bengaqondi ingcindezi ongaphansi kwaso—cela umyali womhlahlandlela ngosizo. “Kwesinye isikhathi udinga ukuzwa kusuka ebazalini bakho, umqeqeshi wakho noma omunye olungile ukushintsha okubalulekile—okubalulekele wena,” kusho u-Peterson.

—Jennifer Kornreich

\*Kuprintwe kabusha ngemvume kusuka ku-*React* magazine. Copyright 1999, Advance Magazine Publications, Inc. Uses: Umshini wokupopisha, iphrojektha ye-opaque, noma i-transparency master ye-overhead projector. *React* magazine inika imvume yokukhiqiza kabusha leli khasi ukuze lisetshenziswe emaklasini.

Imojuli Yesithupha: Amakhono Esikole Nangaphezulu Kwesikole Samabanga Aphezulu

# Ukuthatha Amanothi Asebenzayo

1. Ngazi ini ngalesi sihloko?

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2. Ngifuna ukwazi ini ngalesi sihloko?

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3. Ngizothola kanjani engifuna ukukwazi?

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4. Gxila eminingwaneni ebalulekile.

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## Bala Izinhlamvu

Funda ipharagrafu elandelayo bese ubale inombolo yezikhathi lapho uhlamvu “f” lubonakala khona.

Usherifu we-Fargo, e-North Dakota, usanda kuthola isikhwama esikhulu sezikweletu zamadola.

Akaqinisekile ukuthi ngokuhlenu okungaki okukhona ngaphakathi kwesikhwama, kodwa uzonika omunye wabaphenyi abaqavile be-Fargo ukubheka isehlakalo.

## Ukuthatha Uhlolo UkuZihlolela

1. Uzizwe kanjani uma uthisha ethi uzothatha indida?
2. Kungani uzizwe ngale ndlela?
3. Uqala kude kangakanani ukufundela uhlolo?
4. Isho amathuluzi amathathu okufunda akusiza ukuthi uzilungisele uhlolo.

## UMDLALO WOKUBONISA

1. Uluphi uhlobo lweshidi lokufunda olukusiza ukuthi uqoqe amanothi, njengamagama nezinsuku? Ishidi lamatemu angokhiye
2. Kufanele uqale kude kangakanani ukufundela uhlobo? Izinsuku ezinhlanu kuya kweziyisikhombisa
3. Qedela umusho: Kungasiza ukuziphatha kwakho ukucabanga ngohlolo njenge-\_\_\_\_\_ . Ithuba lokubonisa okwaziyo
4. Kungani indida evela ungakaqapheli ibangela ubunzima kunendida elungiselelwayo? Ngoba awunalo ithuba lokulungisela
5. Isho izindlela zokufunda ezimbili ezisebenzayo  
Noma yikuphi okubili kokulandelayo: ukuthatha amanothi amahle eklasini, ukuhlala uhlekile, ukwenza amanothi emakhadini, ukuhlanganisa amanothi kuya ngamatemu angokhiye noma ishidi lamatimu avamile, amadivayisi e-mnemonic, ukufunda ngamaqembu, ukuhlela isikhathi sokufunda, ukubuyekeza amanothi ngemuva kweklasi, noma ukuthola indawo ethilile
6. Iqiniso noma amanga: Kufanele ucithe amahora amaningi ngokungenzeka ufunda ubusuku ngaphambi kohlobo olukhulu.  
Amanga—kufanele unethezeke futhi ulale kahle.
7. Izinhlobo ezinjani zabantu okufanele uzigweme ngosuku lwesivivinyo? Abantu abakwenza uthukwe
8. Isho izinto ezimbili ezinhle zokufunda ngamaqembu.  
Noma yikuphi okubili okulandelayo: kuvumela abafundi kusuka komunye, ezingxoxweni ezijulile, uhlelo lokufunda olulinganayo, usekelo lokuziphatha, kwenza ukufunda kujabulise, ukufundisana kukhulisa izinto ozaziyo
9. Isho izinto ezimbili ezimbi zokufunda ngamaqembu.  
Noma yikuphi okubili okulandelayo: isikhathi esilahlekayo uma abangani bengazilungiselele, isikhathi esilahlekayo ezintweni osuvele uzazi kahle, abafundi abesabayo abasabalalisa uvalo ngohlolo, amaqembu awasebenzisi kahle isikhathi
10. Isho izinto ezimbili okufanele uzenze ekuseni lohlobo.  
Noma yikuphi okubili okulandelayo: idla isidlo sasekuseni esilungile, gqoka kahle, iza newashi, fika ngesikhathi, qiniseka ukuthi unazo zonke izinto ozidingayo
11. Iqiniso noma amanga: Kufanele udle isidlo sasekuseni esiningi ngosuku lwesivivinyo.  
Amanga—kufanele udle isidlo sasekuseni esinempilo, kodwa hhayi kakhulu ukudlula ngokuvamile.
12. Isho izindlela ezimbili ezibalulekile ongazisebenzisa phakathi nohlolo.  
Noma yikuphi okubili kokulandelayo: bheka lonke uhlobo ngaphambi kokuqala, hlela isikhathi (ngokususela kumavelu wamaphoyinti), funda izinkomba kahle, funda umbuzo ngamunye kahle, bheka isikhathi nesivinini sakho, zungezela imibuzo enzima bese ubuye kuyo
13. Isho indlela eyodwa yokwehlisa uvalo.  
Noma yikuphi okulandelayo: zilungisele kahle, donsa umoya, kabanga ngendawo enokuthula

Imojuli Yesithupha: Amakhono Esikole Nangaphezulu Kwesikole Samabanga Apehuzulu

## UKUCINDEZELEKA NOMA CHA?

**Ingxoxo elandelayo inezindima ezintathu:**

- **Umfundisi**
- **Eddie**
- **Dominique**

**Ziqeqeshele ingxoxo izikhathi ezimbalwa ngaphambi kokwenza phambi kweklasi.**

(Cishe amasekhondi angu-30, abafundi ababili bahlala ematafuleni phambi kweklasi. U-Eddie ushova amaphepha, ezama ukubamba uhlobo lwezifundo zomlando. U-Dominique uhlala ngokukhululeka, futhi ubukeka enethezekile, mhlawumbe efunda ibhuku. Uthisha ungena egumbini bese uya etafuleni lakhe ekhoni, ekhuluma njengoba ehamba.)

**UMFUNDISI:** Kulunigle klasi, isikhathi sohlolo lwezifundo zomlando. Ngidinga ukuthi nisuse zonke izinto ematafuleni enu.

**EDDIE:** (esashova, kuye) Futhi futhi... Kulungile, ngubani owanyengumongameli phakathi ne-Great Depression?

**UMFUNDISI:** Eddi, ungizwile? Isikhathi sohlolo. Ngicela ususe yonke into etafuleni lakho. (Uthisha uqala ukuhlela amaphepha.)

**DOMINIQUE:** (ku-Eddie) Heyi, ingabe ukhathazwe yini? Le nto izoba inkulu!

**EDDIE:** Usho ukuthini uma uthi izoba inkulu? Ngidinga okungenani u-B kuleli kasi ukuze ngifaneleke ukudlala kulo nyaka, futhi uma ngingenzi kahle kulolu hlolo, ngeke ngimthole.

**DOMINIQUE:** Empeleni, ngidinga ukuthola amamaki amahle nami kuleli klasi, nami. Lokhu imfuneko ebalulekile kwikholishi engifuna ukungena kuyo. Kodwa awungiboni ngiphumelela.

**UMFUNDISI:** (ebuyisela ukunaka ezinganeni) Klasi, angikwazi ukuqala uhlobo amatafula enu aze angabinalutho.

**DOMINIQUE:** (ku-Eddie) Woza! Ngifuna ukuqalisa!

(U-Eddie ubuka ngokwethukwa.)



# Izimo Ezikhathazayo


# Uhlu lwamagama

Imojuli Yesithupha: Amakhono Esikole Nangaphezulu

ezolimi: Okuphathelene nolimi.

hlela: Ukulungisela into ebhaliwe ukuze ishicilelwe noma isethulo ngokulungisa, ukubuyekeza, noma ukujwayela.

i-kinesthetic: Ukuqukatha noma ukuncika ekunyakazeni; okusebenzayo.

i-mnemonic: Idivayisi, njengefomula noma i-rhyme, esetshenziswa njengensiza ekukhumbuleni ulwazi.

isifaniselano: Ukufana phakathi kwezinto ezingafani.

itimu: Isihloko sengxoxo; umbono oyinhloko.

kokulandelana: Ngokususelwe kwangaphambilini noma izitatimende ezaziwayo, izehlakalo, noma izimo; okuzwakalayo.

okomuntu: Okuphathelene, okuvela, noma okubandakanya abantu abambalwa.

okusalungiswa kokuqala: Inguqulo yokuqala yokubhaliwe lapho umlobi ethwebula imicabango yakhe emikhulu nemibono.

phathelene nolasha: Okuphathelene nokuthi izinto zihlobana kanjani esikhaleni.

uhlelo lokugcina: Inguqulo yokugcina yento ebhaliwe lapho zonke izinto, ezifana nezipelingi, ukufaka izimpawu, kanye negrama, kulungiswa.

ukufunda kokususa amaphutha: Ukubuyekeza umbhalo kuze onke amaphutha esipelingi, egrama, newokufaka izimpawu alungiswe.

ukuphazamisa: Ukuphazamiseka kwengqondo

# Isikhathi Sangempela

**Isonto elilodwa, rekhoda inani lesikhathi osichithe kumsebenzi ngamunye owenzayo. Bhala ngemuva kwesokole noma ngemisebenzi yesikhashana, ezemidlalo noma okunye okuthandayo, imisebenzi yasekhaya, ukufundela ubumnandi, ukukhuluma ocingweni, izinsuku, nokunye.**

Usuku:	Usuku:	Usuku:	Usuku:	Usuku:	Usuku:
ekuseni:	ekuseni:	ekuseni:	ekuseni:	ekuseni:	ekuseni:
ntambama:	ntambama:	ntambama:	ntambama:	ntambama:	ntambama:
ebusuku:	ebusuku:	ebusuku:	ebusuku:	ebusuku:	ebusuku:
AMANANI ONKE: imizuzu/amahora ukulala: isikole: ukudla: I-TV: ucingo: eminye imisebenzi:	AMANANI ONKE: imizuzu/amahora ukulala: isikole: ukudla: I-TV: ucingo: eminye imisebenzi:	AMANANI ONKE: imizuzu/amahora ukulala: isikole: ukudla: I-TV: ucingo: eminye imisebenzi:	AMANANI ONKE: imizuzu/amahora ukulala: isikole: ukudla: I-TV: ucingo: eminye imisebenzi:	AMANANI ONKE: imizuzu/amahora ukulala: isikole: ukudla: I-TV: ucingo: eminye imisebenzi:	AMANANI ONKE: imizuzu/amahora ukulala: isikole: ukudla: I-TV: ucingo: eminye imisebenzi:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____



# Isikhathi Sangempela

Kunamahora angu-168 evikini. Nayi indlela engiwachitha ngayo:

ukulala: \_\_\_\_\_ eminye imisebenzi: \_\_\_\_\_  
 isikole: \_\_\_\_\_  
 ukudla: \_\_\_\_\_  
 ukubuka i-TV: \_\_\_\_\_  
 ukukhuluma efonini: \_\_\_\_\_

IMISEBENZI ENGIYTHANDAYO EMHLANU EPHEZULU:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

IZITAYELA ZOKUFUNDA (Kuthisha: Londolozela ingxenye 3.)

Sika ukhiphe isitayela sokufunda ngasinye. Kunamathisele phansi kwesigaba sekhono esiqondile eshidini lomsebenzi "Amakhono".

Umzimba, Wezokusubatha	Okomculo	Kokubuka, Kobuciko	Okwezibalo, Ngokuqondile	Kwamagama, Ezolimi	Kwenhlalo, Okomuntu	Kwenhlalo, Komuntu ngaphakathi
Umzimba, Wezokusubatha	Okomculo	Kokubuka, Kobuciko	Okwezibalo, Ngokuqondile	Kwamagama, Ezolimi	Kwenhlalo, Okomuntu	Kwenhlalo, Komuntu ngaphakathi
Umzimba, Wezokusubatha	Okomculo	Kokubuka, Kobuciko	Okwezibalo, Ngokuqondile	Kwamagama, Ezolimi	Kwenhlalo, Okomuntu	Kwenhlalo, Komuntu ngaphakathi

## amakhono

Khetha okuthathu kwemisebenzi yakho oyithandayo. Faka kuhlu amakhono adingekayo kokunye nokunye ngezansi.

Umsebenzi: Amakhono:	Umsebenzi: Amakhono:	Umsebenzi: Amakhono:
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Faka kuhlu ikhono ngalinye ngaphansi kwesihloko esqondile ngezansi. Bala inomobolo yamakhono futhi ubhale inani eliphela ngezansi kwebhokisi ngalinye.

ABANTU (noma IZILWANE)  Izitayela Zokufunda:	IZINTO  Izitayela Zokufunda:	ULWAZI  Izitayela Zokufunda:
--	------------------------------------	------------------------------------

INANI LONKE: \_\_\_\_\_ INANO LONKE: \_\_\_\_\_ INANO LONKE: \_\_\_\_\_  
 Ngamakhono enginawo, ngingajabulela umsebenzi, ibizelo, noma ubuchwepheshe ukusebenza no-\_\_\_\_\_

# Amaqembu amathathu Wamakhono, Imisebenzi eminingi

A. Abantu (noma Izilwane)	B. Izinto	C. Ulwazi
<ul style="list-style-type: none"> <li>• ukusiza noma ukunakekela</li> <li>• ukujabulisa</li> <li>• ukufundisa</li> <li>• ukugqesha</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul> <p>Imisebenzi</p>	<ul style="list-style-type: none"> <li>• ukulungisa</li> <li>• izimoto zokusebenza</li> <li>• ukusebenzisa amathuluzi</li> <li>• ukusebenza ngenvelo</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul> <p>Imisebenzi</p>	<ul style="list-style-type: none"> <li>• ukuhlala</li> <li>• ukudala</li> <li>• ukuklama</li> <li>• ukuhlala</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul> <p>Imisebenzi</p>

# Siyasebenza

Imisebenzi yesikhashana, yangemuva kwesikole yempelasonto	Ngiwuthole kanjani umsebenzi	Ngiwuthole kanjani umsebenzi	Amakhono engiwasebenzisa ngemuva emsebenzini
1.			
2.			
3.			

Qedela le misho kweyodwa yemisebenzi ngenhla:

Amakhono engiwasebenzisile ngenkathi ngisebenza njenge-\_\_\_\_\_

abandakanye i-\_\_\_\_\_, \_\_\_\_\_, ne-\_\_\_\_\_.

Ngithole ukuthi ngangingathola i-\_\_\_\_\_ uma ngangazi kangcono

nge-\_\_\_\_\_.

Ulwazi olungeziwe engilidingile lungatholakala \_\_\_\_\_.

## Isifinyezo

UWA

IE

IK

nolwa. noma ulwa.

okudi.

an

/hr.

I-BA

I-BS

khon. manj

iho

nak

cela

khethw

khon

kuhl

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## Incazelo

umqashi wamathuba alinganayo

isikhathi esiphele

isikhashana

nolwazi/ulwazi

okudingekayo

amagama ngeminithi (ongakwazi ukuwathayipha kahle)

ngehora

bachelor of arts degree

bachelor of science degree

khona manjalo

iholo

ukunaka

ngiyacela

khethwayo

amakhono

okuhle

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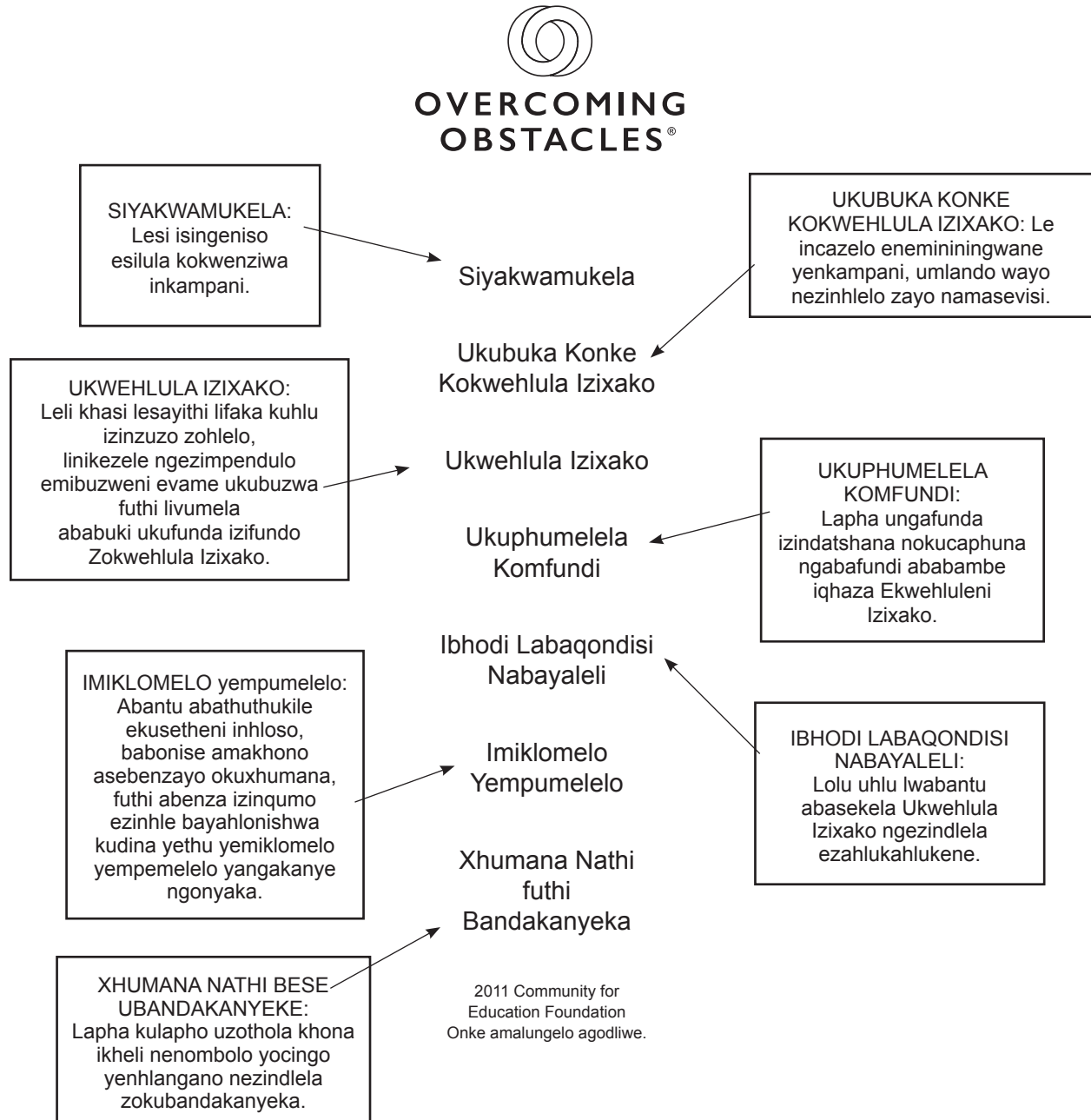
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# Iwebhusayithi Yenkampani



## Singakwazi Ukukhuluma?

MINA: Sawubona, \_\_\_\_\_.

UMAMUKELI: Ubani engingathi uyashaya?

MINA: Igama lami ngingu-\_\_\_\_\_.

UMAMUKELI: Ingabe lokhu kuphathelene nani?

MINA: Ngingumfundi e-\_\_\_\_\_. Iklasi lami lifunda ngemisebenzi eyahlukahlukene. Ngingathanda ukubuza u-\_\_\_\_\_ mayelana nomsebenzi awenzayo. Ingabe u-\_\_\_\_\_ angaba nemizuzu engu-10 noma engu-15 yokuhlangana nami?

UMAMUKELI: Ngicela ubambe.

UMBUZI: Sawubona. Lo ngu-\_\_\_\_\_.

MINA: Sawubona. Igama lami ngingu-\_\_\_\_\_.

Ngingumfundi e-\_\_\_\_\_. Iklasi lami lifunda ngemisebenzi eyahlukahlukene. Ngingathanda ukukubuza ngomsebenzi wakho. Ingabe ungaba nemizuzu engu-10 noma engu-15 yokuhlangana nami?

UMBUZI: Ngingakubona ngomhla ka-\_\_\_\_\_ ngo-\_\_\_\_\_. Ingabe lokho kulungile?

MINA: Yebo. Ngiyabonga kakhulu. Ngibheke phambili ukuhlangana nawe ngomhla ka-\_\_\_\_\_ ngo-\_\_\_\_\_.

### NOMA

UMBUZI: ngiyaxolisa, kodwa ngizobe ngingekho amasonto amabili alandelayo. Ngivumele ngikudlulisele komunye engisebenza naye, \_\_\_\_\_.  
Angakwazi ukukusiza.

MINA: Ngiyabonga kakhulu.

# Incwadi yokubonga

[usuku]

[igama]

[inkampani]

[ikheli]

Othandekayo \_\_\_\_\_,

Ngiyabonga ngokuthi uthathe isikhathi sokuthi uhlangane nami  
ngomhla ka-\_\_\_\_\_Ngijabulile ukuzwa nge-

\_\_\_\_\_

Nginentshisekelo kakhulu ukufunda ukuthi \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ngijabulile ukuhlangana nawe nokufunda kabanzi nge-\_\_\_\_\_  
Ngiyabonga futhi ngesikhathi sakho.

Ozithobayo,

[isignesha]

[igama elibhaliwe]

## Uhlolo Lwekholishi

Izikole Zokufundela Umsebenzi	Amakholishi Omphakathi	Amakholishi/Amanyuvesi eminyaka emine
Igama: Amanothi:	Igama: Amanothi:	Igama: Amanothi:
Igama: Amanothi:	Igama: Amanothi:	Igama: Amanothi:
Igama: Amanothi:	Igama: Amanothi:	Igama: Amanothi:

## Ukunciphisa inkambu

<p><b>IKHOLISHI A:</b></p> <p>_____</p> <p>Inkokhelo: \$ _____</p> <p>ikhreditithi ngayinye</p> <p>Indleko _____ ye-degree:</p> <p>\$ _____</p> <p>Indawo:</p> <p>Okudingekayo:</p> <p>Olunye ulwazi:</p>	<p><b>IKHOLISHI B:</b></p> <p>_____</p> <p>Inkokhelo: \$ _____</p> <p>ikhreditithi ngayinye</p> <p>Indleko _____ ye-degree:</p> <p>\$ _____</p> <p>Indawo:</p> <p>Okudingekayo:</p> <p>Olunye ulwazi:</p>	<p><b>IKHOLISHI C:</b></p> <p>_____</p> <p>Inkokhelo: \$ _____</p> <p>ikhreditithi ngayinye</p> <p>Indleko _____ ye-degree:</p> <p>\$ _____</p> <p>Indawo:</p> <p>Okudingekayo:</p> <p>Olunye ulwazi:</p>
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## Ukulungisela ikholishi

IBANGA 9	Ibanga 10	IBANGA 11	IBANGA 12
IsINGisi: _____ Ibanga: _____ Izibalo: _____ Ibanga: _____ Umlando: _____ Ibanga: _____ Isayensi: _____ Ibanga: _____ Ulimi lwangaphandle: _____ Ibanga: _____ Ubuciko (Kokubona Nokwenza:) Ibanga: _____ Ukukhetha/ezinye izifundo: Ibanga: _____ Ibanga: _____	IsINGisi: _____ Ibanga: _____ Izibalo: _____ Ibanga: _____ Umlando: _____ Ibanga: _____ Isayensi: _____ Ibanga: _____ Ulimi lwangaphandle: _____ Ibanga: _____ Ubuciko (Kokubona Nokwenza:) Ibanga: _____ Ukukhetha/ezinye izifundo: Ibanga: _____ Ibanga: _____	IsINGisi: _____ Ibanga: _____ Izibalo: _____ Ibanga: _____ Umlando: _____ Ibanga: _____ Isayensi: _____ Ibanga: _____ Ulimi lwangaphandle: _____ Ibanga: _____ Ubuciko (Kokubona Nokwenza:) Ibanga: _____ Ukukhetha/ezinye izifundo: Ibanga: _____ Ibanga: _____	IsINGisi: _____ Ibanga: _____ Izibalo: _____ Ibanga: _____ Umlando: _____ Ibanga: _____ Isayensi: _____ Ibanga: _____ Ulimi lwangaphandle: _____ Ibanga: _____ Ubuciko (Kokubona Nokwenza:) Ibanga: _____ Ukukhetha/ezinye izifundo: Ibanga: _____ Ibanga: _____

# Izimpende Ze-bronx Zisaqhubeka Nokunakekela Izindlela Zomsebenzi

ngo-david gonzalez

Uma u-Louis J. Cappelli ethola iziqu e-William H. Taft High School ngo-1949, wagcina enza okuningi abangani bakhe e-Bronx ebebakwenza: hhayi kakhulu. Isimo somnotho sasiphansi, futhi imisebenzi yayingekho. Wayehamba kusuka ekhaya lakhe e-Courtlandt Avenue and 160<sup>th</sup> Street, adlule e-Park Avenue futhi aqonde lapho behlala khona e-Morris Avenue and 165<sup>th</sup>, lapho ukuheha okukhulu kwezinye izinsuku wayebuka umgwaqo ulungiswa.

“Akekho noyedwa wethu owayesebenza,” esho. “Sibe nesikhathi esinhle sokuhlala ekhoneni sidlale i-pool, silalele umculo futhi siye emamuvini. Senza amadola ambalwa ngokuletha ama-oda.”

Bese kwafika elinye i-oda.

“Ubaba wami wathi, ‘Louie, thola umsebenzi,’” Kwasho uMnu. Cappelli. “Ubaba wami wangitshela kanye.” Ngakho-ke u-Louie wagqoka insudu yakhe yokuthola iziqu, wathenga i-New York Times futhi wabheka izikhangiso ngaphansi kokuthi “Office Boy,” ngoba lokho kwakuyilokho “engangicabanga ukuthi ngiyakwazi ukukwenza.”

Isikhangiso esisodwa samholela ku-Standard Factors Corporation.

“Nganikwa umsebenzi khona manjalo,” washo. “Ngaqala ukusebenza ngalo lolo suku. Ngaba lapha kusuka lapho.”

Kunangaphambilini. U-Louie, indodana ye-iceman, wasuka ekhoneni lomgwaqo kuya ehhovisini njengosihlalo nomphathi omkhulu we-Sterling Bancorp, olandelayo ku-Standard Factors. Uhambo lwakhe leminyaka engu-50 lamshiya ethokozile ngezibusiso eziningi zempilo, ngokuqala ngemithetho yokusebenza yabazali bakhe. Ngakho-ke uma eya ehhovisini lakhe le-Park Avenue, wakhumbula ukuthi inyakatho yendlela ifinyelela kumakhelwane wakhe.

“Angikhohlwa lapho ngiphuma khona,” esho. “Ngitshela engisebenza nabo, uma ubheka esibukweni, ungazikhohlisi ngawe. Ungabi ngokunye.”

Kwaba nesikhathi lapho abanye bamtshela ukuthi akhohlwe ngokuba okuthile. Uyavuma ukuthi wayengumfundi omaphakathi, loyo owayenokuhlola othisha. Emuva, umndeni wakhe wawuhlala e-Morris Avenue and 162<sup>nd</sup> Street, eduzane ne-Yankee Stadium....

Ubaba wakhe, u-Peter, oweza eMelika emncane, wenza impilo yakhe yabanzima. Noma wayengafundanga, wayegcina ukulandela ama-akhawunti emqondweni wakhe. Wafundisa izingane zakhe ivelu lokuhlonipha umndeni nomphakathi. Obhithi ababili nosisi kaMnun. Cappelli bamfundisa ivelu lemfundo, bamkhuthaza ukuthi athola i-diploma e-Taft, kunokuya ezikoleni eziphansi lapho abangani bakhe babeya khona.

Wakhula ngomzila webhange ngenkathi ethola i-degree yakho kusuka e-City College ebusuku. Wafunda ezezimali, isigaba lesa ekhuluma ngaso kakhulu. Izinombolo kuspredishithi, washo, zixoxa izindaba zamabhizinisi kanye nabantu abazisebenzelayo, kufaka phakathi ibhange lakhe. Uzwa isibopho kubo, uma esho, ngoba kwesinye isikhathi emsebenzini wakhe, unomsebenzi wabo....

“Ngihambe emarenki, ngakho ngiyazi ukuthi kunjani. Angiphumanga e-Harvard Business School ngasengiqala njengephini likamongameli....

“Uma uhlakaniphe ngokwanele,” esho. “Akuyona inhlanhla. Ukubheka isikhathi. Udinga ukuba sesiteshini ngesikhathi esifanele.”

Imojuli Yesithupha: Amakhono Esikole Nangaphezulu  
ISIKOLE SAMABANGA APHEZULU



# Izimpande Ze-bronx Zisaqhubeka Nokunakekela Izindlela Zomsebenzi

ngo-david gonzalez

Noma iklasi. Iminyaka embalwa edlule wayenguThushanhloko we-Day at Taft High School.... kwelinye iklasi le-sophomore, u-Noemi Cruz walelale indaba yakhe yempumelelo yebhizinisi.

“Ngiwuthola kanjani umsebenzi ebhange lakho?” wabuza, cishe edlala.

Wamqasha. Waqala ukusebenza ehlobo, futhi waqhubeka ngemuva kokuthola iziqu. Manje wayengumsizi womqondisi, esebenza isikhathi esiphelele ngenkathi eya e-New York University ebusuku, ngokuzithoba kwebhange.

“Ngifuna ukuhlala lapha,” washo. “Ngethemba, ngizothola ihhovisi lakhe...”

“Ngingahlobanisa naye,” washo. Washaya iminwe yakhe. “Kanjalo, ngingakwazi ukuhlobanisa naye.”

Le ndatshana ibhalwe futhi yaphrintwa kusuka ku-New York Times, uNhlaba 8, 1999.



# A+ izicelo

<p>Phendula yonke imibuzo ngemininingwane.</p>	<p>Bhala noma thayipha kahle.</p>
<p>Fundisisa futhi ubuyekeze.</p>	<p>Maka usuku lokugcina kwikhalenda.</p>
<p>Funda kabusha isicelo ngaphambi kokusithumela. Qiniseka ukuthi amasignisha adingekayo nenkokhelo yesicelo kufakiwe.</p>	<p>Naka ukuhambisa eminye imibhalo esekelayo ebonisa okuthandayo kwesikhathi eside noma amaqoqo, okuchaza umsebenzi wesikhashana, ufake phakathi imisindo noma ukurekhoda kwevidiyo komculo woqobo noma ezomdanso, noma okuqukethe inkondlo eshicilelwe noma eminye imibhalo.</p>
<p>Funda sonke isicelo.</p>	<p>Yenza ikhophi yombhalo wakho wokugcina.</p>
<p>Bhala incwadi yokukhuthaza eehayo ngamandla athize noma echaza isimo isicelo engasichazanga.</p>	<p>Yenza amakhophi wesicelo ngokunye okusalungiswa.</p>
<p>Landela imiyalo kahle.</p>	<p>Hlela ukuzinika isikhathi esiningi sokuqedela isicelo ngasinye.</p>

# Isihleli Sesicelo Sekholishi

**Izinkomba: Bhala igama lenketho yekho eyodwa yasekholishi kwikholomu ngayinye. Gcwalisa izinsuku njengoba uqedela isinyathelo ngasinye.**

IZINYATHELO ZESICELO	IKHOLISHI:	IKHOLISHI:	IKHOLISHI:
Isicelo siceliwe			
Isicelo samukelwe			
<b>*UKUDINGEKA KWESICELO</b>			
Imininingwane yomuntu iqediwe			
Imininingwane yemfundo iqediwe			
Ulwazi lohlolo luqediwe			
Ulwazi lomndeni luqediwe			
Ukuhlnishwa, okungeziwe kuqediwe			
Ulwazi lomsebenzi luqediwe			
I-eseyi emfushane okusalungiswa 1			
kubuyekeziwe			
kokucina			
Isifaniso Sesitatimende somuntu			
okusalungiswa 1			
okusalungiswa 1 kubuyekeziwe			
okusalungiswa 2			
okusalungiswa 2 kubuyekeziwe			
okusalungiswa 3			
okusalungiswa 3 kubuyekeziwe			
uhlelo lokucina			
ukufunda kokususa amaphutha			
Qediwe			
<b>ISICELO SITHUNYELWE</b>			

## Zifakele Isicelo

**Njalo ebusuku enkwindla**, u-Jenna Arnold, 17, uzilungisela umculo wakhe wesikole samabanga aphezulu. Kodwa u-Jenna unesinye isikhathi, usebenza endabeni yempilo yakhe. Omkhulu kusuka e-Elkins Park, Pa, akafuni ukuba ngumbhali—wethemba ukuba umklami wesethi ngolunye usuku. Kodwa ukufeza inhloso yakhe, waye azi ukuthi kufanele enze kahle i-esitye eyodwa, ebaluleke kakhulu.

Njengezigidi zabakhulu emakholishi, u-Jenna kufanele amangaze amahhovisi wokwamukela ngezifundo zakhe, imiphumela ye-SAT, imisebenzi—kanye ne-esitye yomuntu. “Iyona kuphela ingxenywe yesicelo lapho kufanele uziveze khona futhi ubatshela ukuthi ungubani,” kusho u-Josh Berezin, 19, we-Shaker Heights, Ohio, ophendule i-esitye emsize ukungena e-Yale University ebhukwini Getting into Yale (\$14, Hyperion). “Ithuba lakho lokudala.”

Kodwa lokho kungaba lukhuni uma ungaziqeqeshelanga kahle ukubhala.

U-Parke Muth, umsizi we-dean wokwamukela e-University of Virginia, ubone ama-esitye amaningi amahle—nahlukekayo. “Enye yezinkinga ezinkulu ukungaxili,” esho. “Abantu bacabanga ukuthi kufanele bavele nesihloko esikhulu, esibalulekile—i-Middle East, ukunqamula. Kukhulu kakhulu lokho.”

Ukukusiza ukuthi ugxile, hlola lawa mathiphu kusuka ku-Muth, Jenna no-Josh:

- **Cabanga kancane.** Khetha isihloko esikuvumela ukuthi ubhale kusuka embonweni wakho futhi usebenzise imininingwane ethile. U-Jenna ugxile khona ngezifo ezingandile, i-alopecia areata, ebangela i-baldness. “Lapho ngangizama ukuphila impilo evamile futhi ngifuna ukuthandana nabafana,” esho. “Futhi ngangihlala

ngikhathazekile nge-wig yami ewayo.” U-Jenna ukhethe isicephu esisodwa, esibuhlungu ukuchaza—isikhathi umngani wakhe eshayise ngephutha i-wig yakhe.

“Ngizwe i-wig yami ishelelela emuva kancane ekhanda lami, njenge-syrup yeshokoletshi eyehla esipunini se-ice cream. Uvalo lwami olukhulu lwaba ngempela; ngaphumela obala. Emkhanyweni welanga, lapho kuvuleke khona, imfihlo yami yavezwa, njengoba kwakunamapeshi ambalwa ezinwele enganginawo ekhanda lami.”

- **Bhala ngokucacile.** Bese uvumele isenzo sigeleze ngokuzenzakalela. Nayi indlela u-Josh ezichaza ngayo enkundleni:

“Noma kufanele ngihleke kwezinye izikhathi. Nakhu la ngikhona, ngo-5-foot-8, ngizungezwe abanye o-linemen, abamaphakathi ku-6-foot-2. Kufanele kube okubonakalayo. Mina, emuva kwe-huddle, ukubuyela emuva ngendlebe ye-quarterback, noma ukunweba kumathiphu ezinzwane zami, ukulwela ukufunda izindebe zakhe.”

- **Funa ukuthatha ubungozi.** Ezinye izicelo zinamathisela opopayi, bhala imuvi noma ziba umbuzo bese uthathe ubumnandi bakhona.

“Impela, ungawa futhi ushe, futhi,” kusho u-Muth. “Othile ongeyena umbhali oqinile akufanele athathe ubungozi.”

Kodwa kwezinye izikhathi ubungozi buyakhokhela. Umlobi oshicilelwe u-Josh uthi akazibonanga aba ngumbhali kakhulu. “Ucezo lomnyalo engingacabanga ngalo ukuthi ube uwena,” esho. “Kuzwakala kungubulima futhi kungalungile futhi yonke into, kodwa yile kuphela indlela yokuba muhle.”

—Joseph D’Agnese

\*Kuphrintwe kabusha ngemvume kusuka ku-*React* magazine. Copyright 1998, Advance Magazine Publications, Inc. Uses: Umshini wokukopisha, iphrojektha ye-opaque, noma i-transparency master ye-overhead projector. *React* magazine inika imvume yokukhiqiza kabusha leli khasi ukuze lisetshenziswe emaklasini.

# Isihloko Ukucabangisisa

**Bhala umbono owodwa ebhokisini ngalinye.**

Ubudlelwano Bomuntu kanye Nokukhuthazayo	Ulwazi Lwempilo	Amakhwalithi Omuntu

# Nayi Imali

Igama lohlelo: \_\_\_\_\_

Incazelo yohlelo:	
Kufanele ube yini ukuze ufaneleke:	
Kufanele wenze ini ngenkathi usesikoleni:	
Imali yokubolekwa noma yokuphiwa inani noma umkhawulo:	
Ukukhokha kuqala njengokulandelayo:	
Ufaka kanjani isicelo:	
Ufaka nini isicelo:	
Amanothi:	

## Isitatimende Sokuhambisana Nenhloso/nokubhalisa Kwezemfundo

Ngियाqinisekisa ukuthi izimali ezitholwe ngaphansi kwe-Pell Grant, i-Supplemental Educational Opportunity Grant, i-College Work-Study, i-Perkins/Stafford Loan, i-Supplemental Loans for Students, noma i-Parent Loans for Undergraduate Students izosetshenziselwa kuphela izindleko eziphathelene nokuya esikoleni ngezansi. Futhi ngokuthuthukile ngiyaqonda ukuthi ngibophezelekile ekubuyiseni imali yenani elibaliwe yanoma iyiphi ingxenye yezinkokhelo ezenziwe ezingeke zichasiswe ekuhlanganeni nezindleko zezemfundo eziphathelene nokufunda esikhungweni. Inani lokubuyiswa kwaleyo mali lizocaciswa ngenqubo esethwe i-U.S. Secretary of Education.

Ngiqinisekisa lakho kufika elwazini lami eliphelele, angikweleti ukubuyisa imali ku-Pell Grant, i-Supplemental Educational Opportunity Grant, noma i-State Student Incentive Grant etholwe ngaphambilini ukuze ngifunde kunoma isiphi isikhungo. Olwazi lwami oluphelele, angizingenele ku-Perkins/Stafford Student Loan noma ku-Parent Loan for Undergraduate Students.

\_\_\_ Ngियाqinisekisa ukuthi ngibhalisile ne-Selective Service.  
noma

\_\_\_ Ngियाqinisekisa ukuthi AKUDINGEKI ukuthi ibhalisa ne-  
Selective Service ngoba

\_\_\_ Angifinyelelanga usuku lwami lokuzalwa lweminyaka eyishumi nesishiyagalombili.

\_\_\_ Ngingowesifazane.

\_\_\_ Ngise-Armed Services ngokusebenza. (Amalungu e-National Guard and the Reserves awanakwa njengomsebenzi.)

\_\_\_ Ngiyilungi eliphelele le-Trust Territory of the Pacific  
Islands noma le-Northern Mariana Islands.

Isaziso: Ngeke uthole usizo lwezimali le-Title IV ngaphandle kokuthi uqedele isitatimende futhi, uma kudingeka, unikezele ngesiqinisekiso ukuthi ubhalise ne-Selective Service. Uma usho ngamanga ukuthi ubhalisile noma ukuthi awudingeki ukuthi ubhalise, ungakhonjelwa ekukhokhisweni, uboshwe noma kokubili.

Ngियाqinisekisa ukuthi ulwazi oluqukethwe kulesi sicelo luyiqiniso futhi luphelele. Ngizokwazisa i-Director of Financial Aid uma kukhona ezinye izinguquko esimweni sezimali somndeni ngokubhala.

ISEXWAYISO: Uma unika ngenhloso ulwazi olungamanga noma olulahlekisayo kuleli fomu, ungathola ukuhlawuliswa, uboshwe, noma kokubili.

\_\_\_\_\_

Isignisha

\_\_\_\_\_

Usuku:

\_\_\_\_\_

Isignisha yamzali noma yomnakekeli

\_\_\_\_\_

Usuku:

Imojuli Yesikhombisa: Icebo Lomdlalo Lasekolishi/Lemfundo Yamabanga Aphezulu

# Uhlu lwamagama

imojuli Yesikhombisa: Icebo Lomdlalo Lasekholishi/Amabanga Aphezulu

i-bachelor's degree: I-degree ethulwa ikholishi yeminyaka emine ngemuva kwesifundi esichaziwe sokufunda iqedwe ngempumelelo.

i-degree: Isiqu sezemfundo esinikezelwa ikholishi noma inyuvesi kumfundi oqede ngempumelelo isifundo.

i-dormitory: Isakhiwo sokuhlalisa abafundi abambalwa esikoleni.

i-intercollegiate: Ukubandakanya noma ukumela amakholishi amabili noma ngaphezulu.

i-intramural: Ukubakhona noma okwenziwa ngaphakathi kwemikhawulo yesikhungo, ikakhulu kazi isikole.

ikhampasi: Amabala esikole, ikholishi, inyuvesi, noma isibhedlela.

ikholishi yomphakathi: Amakholishi anikezela ngezinhlelo ze-degree, futhi ngokuvamile ezidinga ukufunda kweminyaka emibili ephelele.

ikredithi: Isitifiketi esisemthethweni noma ukunakwa kokuthi umfundi akuqede ngempumelelo isifundo; iyunithi yokufunda.

imfundo yokuqeqesha: Isiphiwo sokusizwa ngemali esinikwa umfundi, njengenhloso yokuya ekholishi.

inkokhelo: Inkokhelo yemiyalo, ikhakhulukazi esikhungweni esisemthethweni sokufunda njengekholishi.

Isicelo Esivamile: Ifomu lokufaka isicelo elenziwe lula ukuze abafundi bamabanga aphezulu bagcwalise kanye bese balithumele ezikoleni ezahlukahlukene.

isikole esifundisa imisebenzi yezandla: Isikole esinikezela ngoqeqesho kwikhono elithize noma ubuciko obungaqaliswa emsebenzini.

isiphiwo: Imiklomelo yemali engadingi ukuthi ikhokhelwe.

okukhulu: Umkhakha wezemfundo lapho umfundi ekhetha ukusebenza khona.

okuncane: Indawo yesibili yezifundo ezikhethekile, edinga izifundo ezimbalwa noma amakhredithi kunokukhulu.

ubuciko bokukhulula: Isifundo esibandakanya ibanga elibanzi lezifundo, esinika abafundi umuzwa wezinto ezahlukahlukene nemikhakha.

ukufunda kokusebenza: Uhlelo lapho abafundi bathola imali yenkokhelo yabo ngokushintshisana nokusebenza enyuvesi noma ekholishi..

ukuhlobanisa i-degree: I-degree ethulwa ikholishi yeminyaka emibili ngemuva kwesifundi esichaziwe sokufunda iqedwe ngempumelelo.

Imojuli Yesikhombisa: Icebo Lomdlalo Lasekholishi/Lemfundo Yamabanga Aphezulu

## Okuhleliwe

**Abahambisi bayadingeka ngokushesha alukho olwazi oludingekayo. \$8/hr., isikhathi esifushane shayela u-555-2899**

**Umsizi Wokuqondisa, kufanele abe namakhono okuqondisa, ulwazi lweminyaka engu-3. 65 wpm, ahleleke, azimisele \$28,000/yr + izinzuzo shayela u-Rhonda 555-2894**

**Isazi Samakhompyutha I-degree yasekholishi iyadingeka. Kufanele abe nolwazi lwe-MS Word, Excel, Internet. \$40,000/yr + izinzuzo 555-5757 ukuthuthuka kungenzeka**

**Umsebenzi Wezokuhlalisana. I-degree Yekholishi. Sebenza nabadala. Amakhono aqinile okuxhumana nokomuntu siqu. \$32,000/yr. + inzuzo Thumela i-resume ku-Personnel, Lockwood Hospital, 109 Main Ave. Mayville, MN.**

**Izinkomba: Gcwalisa ishadi ngezansi ngokubhala ulwazi olufanele ebhokisini ngalinye.**

	Amakhono	Isikole	Uholo	Izinzuzo	Ezokusebenza
<b>Umhambisi</b>					
<b>Umsizi Wezokuqondisa</b>					
<b>Isazi Samakhompyutha</b>					
<b>Umsebenzi Wezokuhlalisana</b>					

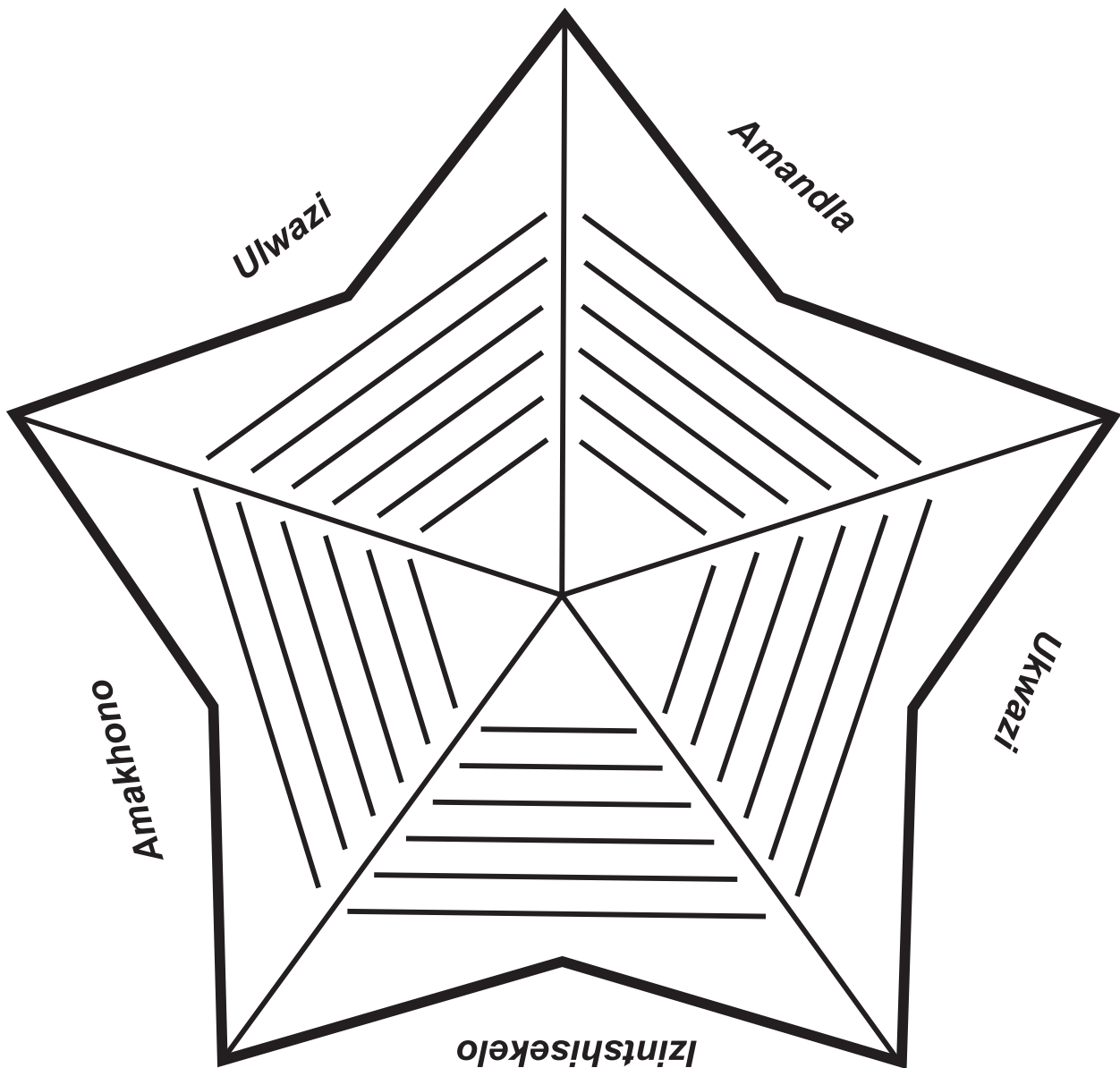


# Iziqu Zami

Amaqiniso Omuntu siqu:

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# Isibali Somsebenzi Omuhle

IZIQU

+

IHOLO/IZINZUZO

\$ \_\_\_\_\_

+

INDAWO

+

IMVELO  
ENGIWUTHANDAYO

-

UKUKHAWULISA AMAQINISO

=

UMSEBENZI



## Thatha Lo Msebenzi futhi Uwuthande

**Laba bantu abasha abane bathole imisebenzi yasehlobo abayithandayo.**

**Yini imfuhlo yabo?**

**Tony Ochoa, 18, Culver City, Calif.**

**Summer Intern, Sony Pictures**

**Umsebenzi:** U-Tony waqala njengomfundi emnyangweni wezomculo we-Sony uma ena-15 futhi kamuva uthole umsebenzi ngokuphelele kumnyango wezamazompyutha. “Ngisiza ukuqinisekisa ukuthi amakhompyutha alondoloza onke amadokhumenti e-Sony nokugqwayiza—yonke into yamamuvu njenge-*Men in Black* ne-*Godzilla*—ayasebenza.”

**Ungene kanjani:** Ngalo myali womhlahlandlela.

**Ingabe kufanele akhethe imibhalo?** “Angeke ngisho.”

**Uthole malini ihlobo eledlule:** \$8 ngehora.

**Wenze ini ngayo:** Uthenge imoto. “Manje ngoba sengisebenza ngokuphelele, ngingaqala ukulondolozela ikholishi,” esho.

**Umyalo:** Bekezela. “Ngingathi ngiyi-freshman, akho muntu owaye azi ukuthi ubani ophethe ekusizeni izingane ukuthi zithole imisebenzi yehlobo, kodwa angizange ngephele amandla. Ngacela wonke umuntu futhi ekugcineni umyaleli womhlahlandlela wanginika uhlu lwemisebenzi.”

**Patrick Cline, 17, Cape May, NJ.**

**Ogana impilo**

**Umsebenzi:** Duh!

**Ungene kanjani:** U-Patrick ubeka amahlobo amabili njengomqaphi wempilo omncane (uhlelo oluhlangene kabili ngesonto ukufundisa amakhono ayisisekelo). Ngonyaka owedlule, waphumelela uhlolo lwe-rockie olunezingxenywe ezine (ikakhulukazi ukubhukuda) ukuze abe umqaphi wempilo.

**Uzozuza ini:** Cishe u-\$50 ngosuku.

**Umyalo:** Ungakholwa yonke into oyibona ku-*Baywatch*. “Ngisho noma ngabe kunuka, uma umuntu esemanzini, kufanele ube kubhishi. Kwezinye izikhathi akukho ukusiza okuningi.

Ngenkathi ngiyingane, ngangicabanga ukuthi i-*Baywatch* yayiyinhle kodwa manje ngiya ukuthi akulona iqiniso.”

**Rena Shealey, 16, Albany, Ga.**

**Umakhi wendlu, i-Habitat for Humanity**

**Umsebenzi:** “Ngangiyingxenywe yeqembu lezingane ezingu-25 abandizela e-Tennessee futhi bachitha amasonto amabili bakha indlu yomndeni.” Rena (uphimiswa njengo ren-AY) wenza okuncane kwayo yonke into. “Ngifaka i-insulation, ngisiza ukwakha i-porch nokuvula izimbobo egcekeni. Ngisebenza kanzima.”

**Ungene kanjani:** Nge-Albany Boys & Girls Club.

**Uzuze ini:** Zilch—kwakungumsebenzi wokuvolontiya.

**Kungani kwakufanele:** “Ngangicabanga ukuthi ngizofunda ukuthi yakhiwa kanjani indlu, kodwa ngafunda okubanzi. Kwakukhona abelungu, abansundu nama-Latinos eqenjini lethu, futhi sonke saba ngabangani abakhulu, nje, ngezinsuku ezimbili.”

**Umyalo:** Ungakhathazeki uma ungakwenzanga ngaphambilini. “Ngenkathi ngitshela abangani bami ukuthi ngiyokwakha indlu, bathi, ‘Wena? Akwenzeki.’ Abakholwanga ukuthi ngingayakha ngaze ngabuya ngababonisa izithombe!”

**Katy Rowe, 17, Estes Park, Colo.**

**Mechanic, Rocky Mountain National Park**

**Umsebenzi:** Unakekela izimoto zepaki. “Uma imoto yephuka epakini, ngiyosiza.”

**Ungene kanjani:** “Angicabanganga ukuthi ngingakweza, kodwa uthisha wami wangitshela ukuthi ngifake isicelo.”

**Uzuza ini:** \$8.25 ngehora namakhredithi amabili esikole.

**Umyalo:** Faka isicelo ngisho noma ungacabanga ukuthi unawo amakhono. “Angazi lutho ngezimoto, ngizofunda yonke into emsebenzini. Kokuqala ngizokwenza izinto ezilula, njengokushintsha uwoyela, bese bazongifundisa ukwenza amatuneups. Imoto yami inezinkinga zamabholi—manje mhlawumbe ngizokwazi ukuwalungisa!”

—M.P. Dunlearvey

\*Kuphrintwe kabusha ngemvume kusuka ku-*React* magazine. Copyright 1999, Advance Magazine Publications, Inc. Uses: Umshini wokukopisha, iphrojektha ye-opaque, noma i-transparency master ye-overhead projector. *React* magazine inika imvume yokukhiqiza kabusha leli khasi ukuze lisetshenziswe emaklasini.

Imojuli Yesishiyagalombili: Icebo Lomdlalo Lesikole Samabanga Aphezulu Lomsebenzi

# Umhumushi Wamakhono

<b>ULWAZI/UMSEBENZI</b>	<b>AMAKHONO</b>	<b>AMAKHONO OMSEBENZI</b>
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1. Gcwalisa ibhokisi elincane ngolwazi lwakho noma umsebenzi.
2. Bhala amakhono owasebenzisa ukwenza lowo msebenzi kwibhokisi “Amakhono”.
3. Lawo makhono angaphendukiselwa kwibhokisi “Amakhono Omsebenzi”.

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	=	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>ULWAZI/UMSEBENZI</b>		<b>AMAKHONO OMSEBENZI</b>
	<b>AMAKHONO</b>	

# I-resume Yesampuli A

## Carlos DiSanto

925 Riverside Drive, Apartment #1F  
San Diego, CA 90013  
(619) 555-0485

### Imfundo:

Junior at Carver High School  
2008-2011 Forensics Team  
2009-2011 Community Service

Shore Road Middle School, Iklasi lango-2008

### Ulwazi Lomsebenzi

#### Ukuthengisa/Othengisayo

Haagen Dazs Stores, San Diego, CA; uNdasa kufika kuZibandlela 2010  
Usebenza ngesevisi yamakhasimende, umubhalisa imali, i-inventory, nokunakekela isitolo.

#### Umsizi Wasekhishini

Summer Camp; 2010  
Ngisise ukulungisela ikhempu yonke; ngasebenza njengo-waiter no-busboy.

#### Umfundisi/Ohlala nengane

Imindeneni embalwa; 2007-2010  
Ukunakekela ingane nokufundisa izibalo emindenini embalwa enezingane ezineminyaka engu-1-9.

### Amakhono:

Ulwazi lwamakhompyutha ne-basketball. Umfundi we-Avid.

Amareferensi ayatholakala uma ecelwa.

# I-resume Yesampuli B

## Amaya Adams

1 Liberty Plaza, Apartment #3  
New York, NY 10025  
(212) 555-7606

### Ulwazi Lomsebenzi

5/11–8/11 Summer Youth Intern  
Central Park Conservancy, NY, NY  
Ukusebenza njengelungu leqembu le-ecology lamaphrojetshi okusebenzisa kabusha nokwenza kahle ku-Central Park.

4/10–12/10 Ukuthengisa/Umthengisi  
Haagen Dazs Stores, NY, NY  
Usebenza ngesevisi yamakhasimende, umubhalisa imali, i-inventory, nokunakekela isitolo.

6/10–9/10 Umsizi Wekhishini  
Summer Camp, NY, NY  
Ngisise ukulungisela ikhempu yonke; ngasebenza njenge-waitress nentombazane yebhasi.

1/07–3/10 Umsizi/Ohlala Nengane  
Ukunakekela ingane nokufundisa izibalo emindenini embalwa enezingane ezineminyaka engu-1 kuya ku-9.

Imfundo: Dalton High School  
Iqembu le-basketball lasevasithi labesifazane, iminyaka engu-3 (Umsizi kakapteni okhethiwe; GISAL All-Star Team MVP Award)  
Iqembu lebhola lezinyawo lasevasithi labesifazane, iminyaka engu-2  
P. S. 175, Iklasi lika-2008

Amakhono: Ukwazi i-PC, ulwazi lokuthatha isithombe/igumbi elimnyama, i-classical guitar, nezemidlalo ezahlukahlukene.

Amareferensi ayatholakala uma ecelwa.

# I-resume Yami

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Igama

\_\_\_\_\_

Umgwaqo

\_\_\_\_\_

Idolobhakazi, Izwe, I-Zip

\_\_\_\_\_

Ucingo

## **IMFUNDO/AMAKHONO**

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\_\_\_\_\_

## **ULWAZI/AMAKHONO OMSEBENZI**

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## **AMAKHONO/OKUTHANDAYO/IZINTSHISEKELO EZIKHETHEKILE**

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## **AMAREFERENSI**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Isampuli Yencwadi Yokukhuthaza

1347 Regata Drive  
Georgetown, RI 02931

uNhlaba 15, 2011

Nks. Beverly Johnson  
Omkhulu  
Cortland Pharmacy  
233 Jones Street  
Georgetown, RI 02931

Sawubona Nks. Johnson:

Ekuphenduleni isikhangiso sakho sakamuva ku-*Ledger*, ngifaka isicelo esikhundleni sokuba unobhala wempelasonto. Ngifaka phakathi i-resume yami ukukunikezela ngolwazi ngamakhono ami ekusebenzeni nabantu.

Ulwazi engizilungiselele lona kulesi sikhundla lubandakanya umsebenzi wami wamanje e-Flagman's Sporting Goods, lapho ngisebenze khona njengomthengisi isikhathi esingangonyaka nginikezela ngosizo lwamakhasimende nesevisi enhle. Futhi ngivolontiyi esibhedlela somphakathi, ngakho-ke ngiyawazi amagama ezokwelapha.

Nginentshisekelo emsebenzini wangakusasa kwezemithi. Ukusebenza e-Cortland Pharmacy kuzonginikezela ngethuba lokwakha ulwazi emsebenzini. Intshisekelo yami eqinile kwezemithi futhi izozuzisa isitolo sakho.

Ngizoxhumana nawe isonto elizayo ukuxoxisana nawe ngesikhathi esingahlangana ngaso. Uma uneminye imibuzo, ngiyatholakala ku-(401) 555-5656. Ngiyabonga ngesikhathi sakho, futhi ngibheke phambili ekukhulumeni nawe.

Ozithobayo,

## Jason Washington

Jason Washington



# Incwadi Yokukhuthaza Yesampuli yakho

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Ikheli lakho

\_\_\_\_\_

Idolobhakazi lakho, izwe, i-zip

\_\_\_\_\_

Usuku

\_\_\_\_\_

Igama

\_\_\_\_\_

Isihloko

\_\_\_\_\_

Ikheli

\_\_\_\_\_

Idolobhakazi, izwe, ikhodi ye-zip

Sawubona \_\_\_\_\_,

**Ngifaka isicelo** \_\_\_\_\_

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**Ulwazi olungilungiselele lo msebenzi lubandakanya** \_\_\_\_\_

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\_\_\_\_\_

**Ngizoxhumana nawe** \_\_\_\_\_

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\_\_\_\_\_

**Ozithobayo,**

\_\_\_\_\_

Isignesha

\_\_\_\_\_

Igama lakho

# Uhlu lwamagama

Imojuli Yesishiyagalombili: Icebo Lomdlalo Lomsebenzi

ifomethi: Ukuhlelwa kwedatha ukuze ilondolozwe noma iboniswe.

ifonti: Isethi ephelele yohlobo lokuphrinta yesitayela esithile.

ireferensi: 1. Umuntu osesikhundleni ongamcoma komunye noma ukuqiniseka ukufaneleka kwakhe, komsebenzi. 2. Isitatimende ngeziqu zomuntu, ubunjalo bakhe, nokuncika.

i-resume I-akhawunti encane yobuchwepheshe bomuntu noma ulwazi lomsebenzi neziqo, kuvame ukuhanjiswa nesicelo somsebenzi.

isicelo: Lo ofaka isicelo, njengomsebenzi.

isiphiwo: Amandla ozelwe nawo, njengokufunda; ikhono.

isiqu. Ikhwalithi, amandla, noma ukufeza okwenza umuntu afaneleke esikhundleni noma emsebenzini othile.

izinzuzo: Iziphiwo ziyatholakala esivumelwaneni somsebenzi, njengomshalense wezokwelapha nezamazinyo.

okudingekayo: Okudingekayo noma okubalulekile njengoba kubekiwe.

umeyali Umyaleli ohlakaniphile futhi owethembekile noma uthisha.

umsebenzi: Umzimba wabantu abaqashiwe noma abasebenzayo enhlanganweni, ebhizinisini, noma isevisi.

## Izinkomba

1. Bhala igama lakho ekhoni eliphezulu kwesokudla ephepheni.
2. Goqa iphepha ngohhafu ngokuletha ikhona eliphezulu kwesokudla ukuze lihlange nekhona eliphezulu kwesokunxele futhi ikhona langakwesokudla eliphansi lihlange nekhona langakwesokunxele eliphansi.
3. Goqulula iphepha.
4. Dabula ikhona langakwesokunxele eliphansi laleli phepha.
5. Ima ngezinyawo.
6. Phendula uzungeze.
7. Nhlala phansi.
8. Bhoboza izimbobo ezimbili phakathi nephepha.
9. Bheka ngezimbobo.
10. Ziba izinkomba zesithathu kuya kwezizishiyagalolunye kuleli phepha.

# Isampuli Yesicelo Somsebenzi

(SICELA UBHALE KAHLE.)

Kwehhovisi Kuphela Izindawo      Izikhundla _____
---

Izikhundla ezicelwayo: \_\_\_\_\_

Ingabe uke waqashwa yithi ngaphambilini? \_\_\_\_\_ Uma kunjalo, nini?  
\_\_\_\_\_

Uma isicelo sakho sinakwa njengesihle, ngaluphi usuku ozotholakala ngalo ukuze uzosebenza?  
\_\_\_\_\_

## OKUYIMFIHLO

Igama: \_\_\_\_\_ Inombolo Yokuvikela Yenhlalo: XXX-XX-XXXX

Ikheli Lamanje: \_\_\_\_\_ Inombolo Yocingo: \_\_\_\_\_

Ingabe uvumeleke ngokomthetho ukusebenza e-USA? \_\_\_\_\_ (Uma uthi yebo, ukuqinisekisa kuyadingeka.)

Ingabe uneminyaka evumelekile yokusebenza? \_\_\_\_\_

## BHALA UMLANDO WAKHO WOKUQASHWA NGEZANSI, QALA NGOMSEBENZI WAKAMUVA KAKHULU:

Igama Nekheli Lenkampani Nohlobo Lwebhizinisi	Kusuka		Kuya		Uholo	Iholo lakalakamuva	Isizathu Sokuhamba
	Mo.	Yr.	Mo.	Yr.			
	Chaza umsebenzi owenzile:						
Ucingo:							

Igama Nekheli Lenkampani Nohlobo Lwebhizinisi	Kusuka		Kuya		Ukuqala Uholo	Iholo lakalakamuva	Isizathu Sokuhamba
	Mo.	Yr.	Mo.	Yr.			
	Chaza umsebenzi owenzile:						
Ucingo:							

Zungelezela Ibanga Eliphezulu Lesikole Eliqediwe	7	8	9	10	11	12	Bachelor
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Nginika imvume yokuxhumana nabaqashi bami abakuhlu ngenhla mayelana nolwazi lwami lomsebenzi lwangaphambilini.

Isignisha \_\_\_\_\_ Usuku \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Imojuli Yesishiyagalolunye: Ukuthola Umsebenzi Esikoleni Samabanga Aphezulu

# Isampuli Ye-undergraduate Isicelo Sokwamukela

LESI SICELO KUFANELE SIHAMBISANE NENKOKHELO YESICELO ENGU-\$25.00.

**SICELA UPHRINTE NOMA UTHAYIPHE.**

Inombolo Yokuvikela Yenhlalo \_\_\_\_\_ XXX \_\_\_\_\_ - \_\_\_\_\_ XX \_\_\_\_\_ - \_\_\_\_\_ XXXX \_\_\_\_\_

Igama (kokugcina, kokuqala, maphakathi) \_\_\_\_\_

Ikheli Laphakade \_\_\_\_\_

Idolobhakazi \_\_\_\_\_ Izwe \_\_\_\_\_ I-Zip \_\_\_\_\_ Ucingo (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Ikheli Lemeyili (uma lehlukile kunangenhla) \_\_\_\_\_

Idolobhakazi \_\_\_\_\_ Izwe \_\_\_\_\_ I-Zip \_\_\_\_\_ Ucingo (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Usuku lokuzalwa (usuku/inyanga/unyaka) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  Owesilisa

Owesifazane (maka okukodwa)

Uhlanga Loqobo (Kuyakhetheka. Impendulo kulo mbuzo ngeke uthinte isinqumo sokwamukela.)

- Abamhlophe (Okungeyena i-Hispanic)
- Okunyama (Okungeyona i-Hispanic)
- I-Latino/Hispanic
- Indiya laseMelika noma Ohlala e-Alaskan
- I-Asian noma i-Pacific Islander

Ohlala e-U.S.  Ongahlali e-U.S.

Ohlala Unaphakade we-Alien

(Inombolo Yokubhalisa ye-Alien) \_\_\_\_\_

Esimweni sokuphuthumayo, xhumana no-:  Umzali  Umnakekeli  Umlingani

Igama \_\_\_\_\_ Ucingo (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Ikheli \_\_\_\_\_

Idolobhakazi \_\_\_\_\_ Izwe \_\_\_\_\_ I-Zip \_\_\_\_\_

Ucingo Lwasekhaya (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Ucela njengo:  U-Freshman  Ukudlulisela Kwesicelo se-:  Inkwindla

Intwasahlobo  Ihlobo

Okukhulu Okuhlosiwe \_\_\_\_\_

**IZIKOLE EZINGENIWE:**

Igama Lesikole	Idolobhakazi, Izwe	Izinsuku Zokufunda	Ama-degree	I-Honors Azuziwe

**LESI SICELO KUFANELE SISAYINDWE.**

Nginyaqonda ukuthi ukubamba ulwazi oluceliwe kulesi sicelo noma ukunika ulwazi olungamanga kungangenza ngingafanelekile ukuthi ngamukelwe eNyuvesi noma nixoshwe. Nginyaqinisekisa ukuthi ulwazi olunikezwe kulesi sicelo lulungile futhi luphelele.

Isignisha \_\_\_\_\_ Usuku \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Imojuli Yesishiyagalolunye: Ukuthola Umsebenzi Esikoleni Samabanga Aphezulu

## UNAYO Imibuzo



Ziyini izibopho zomsebenzi?

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Ingabe akhona amathuba okuthuthuka? Kuya kuyiphi imisebenzi?

---

Ingabe uyanikela ngezinzuzo?

---

Imaphi amahora avamile okusebenza omsebenzi?

---

Imaphi amakhwalithi owafunayo kukhandidethi?

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# Ngixoshiwe

ngemuva kwamasonto amathathu emsebenzini wami

**Ngixoshiwe ngemuva kwamasonto amathathu emsebenzini wami ngoba ngangingakwazi ukwenza ama-burger. Manje ngiya emsebenzini kuhlobo oluhlukile lendawo yokudla. Ingabe kufanele ngibatshela ngomsebenzi wami wakamuva?**

**Dave, 16, New York**

Ngenkathi ungabophezelekile ukukhuluma ngomsebenzi wakho wangaphambilini, ungakhulumi amanga uma ubuzwa ngawo. Ngisho noma ukwenza ama-burger kwakungeyona into yakho, kuneminye imisebenzi eminingi etholakalayo yezindawo zokudla—ama-host nama-hostesses, abasebenzi bokulinda, ukulungisela itafula neqembu lokuhlaza, ukubala okumbalwa. U-Bradley G. Richardson,

umsunguli we-JobSmarts, inkampani esebenza ngezindaba zokuthuthukiswa kwemisebenzi, uthi, “Umthetho omuhle emhlanbeni webhizinisi ukuthi akudingeki ukuthi ubhale umsebenzi oku-resume yakho ngaphandle kokuthi usebenze khona okungenani izinsuku ezingu-30 kuya kwezingu-90. Ungakhulumi amanga, noma, uma ubuzwa ukuthi uke waxoshwa.”

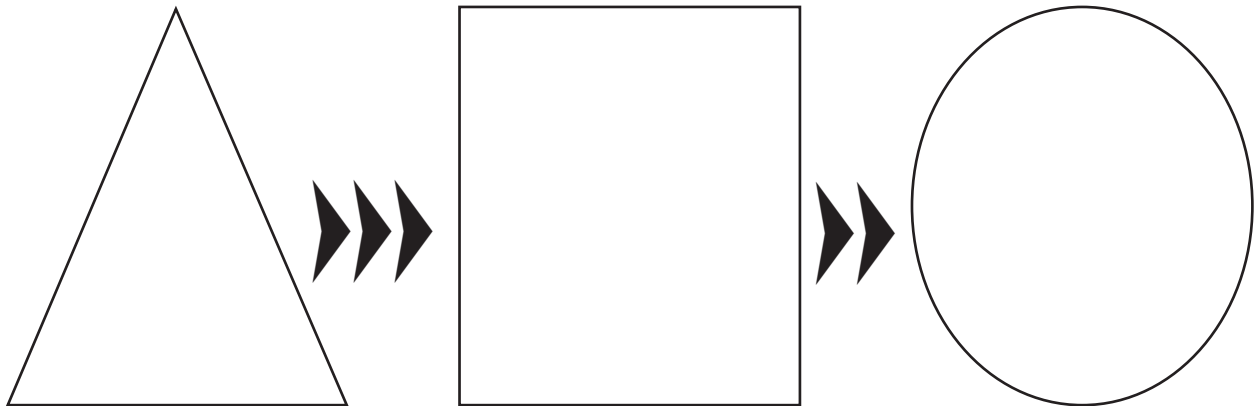
\*Kuphrintwe kabusha ngemvume kusuka ku-*React* magazine. Copyright 1998, Advance Magazine Publications, Inc. Uses: Umshini wokukopisha, iphrojektha ye-opaque, noma i-transparency master ye-overhead projector. *React* magazine inika imvume yokukhiqiza kabusha leli khasi ukuze lisetshenziswe emaklasini.

## Imibuzo Enzima

IBUPHI UBUTHAKATHAKA BAKHO OBUKHULU?



IBUPHI UBUTHAKATHAKA BAKHO OBUKHULU?



- ▲ Kunxantathu, khomba ubuthakathaka bakho.
- Kunxande, khuluma ngokwenzayo ukuze ulwe nobuthakathaka bakho noma okufundile emaphutheni akho. Cabanga ukuthi lokhu kukwenze kanjani ukuthi usebenze kanzima nokuthi kukusize kanjani ukuthi ukhule.
- Kwindingilizi, bhala ngamandla amahle avela ukwehluleni izixako.



# Uhlu lokuhlola Lokulungisela Inkulumo-mpendulwano

## INGABE NGINAKHO...

- AMAKHOPHI E-RESUME YAMI
- IMIBUZO EMITHATHU ENGIZOYIBUZA OBUZAYO

## ULWAZI ENGINGALUDINGA UKUZE NGIGCWALISE ISICELO

- Inombolo Yokuvikela Yenhlalo
- Igama loxhumana naye simweni esiphuthumayo
- Amagama nezinombolo zocingo zamareferensi

## IZINGUBO EZIFANELE NOKOKUGQOKA

- Izicathulo ezihlanzekile
- Izinwele zihlanzekile futhi azikho ebusweni bami
- Izingubo azishwabene
- Ungagqoki isigqoko
- Ungagqoki okuthile okuphazamisa umbuzi kwengikushoyo
- Uthayi uqondile
- Ishethi lifakwe phakathi kwebhulukwe
- Ukusheva kahle, uma kufanele
- Ukugqoka i-blouse
- Ibhulukwe lensudu noma lokugqoka
- Isikhethi noma ingubo efanele

# Incwadi Yokubonga Inkulumo-Mpendulwano

2051 Glenview Terrace  
Brighton, MA 02135

uNhlolanja 8, 2010

Mr. Ricardo Dominguez  
Dominguez Boots and Shoes  
304 Llewellen Drive  
Brighton, MA 02135

Swubona Mnu. Dominguez:

Ngiyabonga ngokuthatha isikhathi sokuhlangana nami izolo. Ngisithandile isitolo sakho.

Nginentshisekelo kakhulu esikhundleni sokuthengisa esikhona. Njengoba ngishilo phakathi kwenkulumo-mpendulwano, isikhathi sami sokuthengisa ama-candy indlu ngendlu kweqembu lami lebhola kunginike ulwazi oluhle kwisevisi yamakhasimende. Ukusebenza e-Dominguez Boots and Shoes kuzoba indlela enhle yami zokuthuthukisa amakhono ami okuthengisa.

Ngithokozela ukunginakela isikhundla sokuthengisa. Ngizoxhumana nawe kamuva evikini ukuphendula noma imiphi imibuzo ongabanayo. Uma ungathanda ukuxhumana nami ngaphambi kwalokho, ngicela ungishayele ku-(617) 555-9625.

Siyabonga ngesikhathi sakho.

Ozithobayo,

**Kameika Moore**

Kameika Moore

← Amazwana okubonga

← Ukuqinisekisa kwenhisekelo yakho emsebenzini; gqamisa amandla akho

← Ulwazi lokulandela

## Ingxenye Zencwadi Yebhizinisi

Isihloko sinika ikheli nosuku oluphelele lombhali.

Ikheli langaphakathi linika igama nekheli lomamukeli.

- Shayela inkampani uma ungenasiqiniseko samakheli noma isipelingi ukuze incwadi yakho ibe nolwazi olulungile.

Isibingelelo siqala ngegama “Sawubona” bese singcine ngekhloni, hhayi ikhoma.

- Uma ungakwazi ukuthola igama lomuntu, sebenzisa okuthi “Sawubona” kanye nebizo lomsebenzi, njengokuthi “Sawubona Mphathi Wabasebenzi.”

Umbhalo uqukethe amapharagrafu ahamba awodwa ahlukaniswe ngesikhala esisodwa nezikhala ezimbili, hhayi ama-indent, phakathi kwamapharagrafu.

- Uma umzimba uya ekhasini lesibili, faka igama lomamukeli phezulu kwesokunxele, inombolo 2 maphakathi, kanye nosuku kumajini efanele.

ukuvala kokubonga kufaka phakathi imishwana njengokuthi “Ozithobayo” noma “Owakho ngempela” kulandelwe ikhoma.

Isignisha ifaka phakathi kokubili igama elibhalwe ngesandla nokuthayiphiwe.

# Ukunikezwa Kwemisebenzi

## Umsebenzi #1

### Umsebenzi Wesitolo Sezilwane

Izibopho zifaka phakathi ukunakekela izilwane, ukuhlanza amakheji namathanki nsuku zonke, nokushanyela phansi. Lesi isikhundla seleveli yokuqala, kodwa kunethuba lokukhushulwa. Ungasetha uhlelo lwakho, amahora afanele, kodwa ungasebenzi amahora angaphezu kwangu-8 ngesonto. Kunesikhathi sokuhlola esiyinyanga eyodwa. Ulwazi ngezilwane luyakhethwa, kodwa aludingeki. Iholo ngu-\$8.25/ngehora.

## Umsebenzi #2

### Ithela Yasebhange

Izibopho zibandakanya ukusebenza ewindini lethela usize amaklayenti ngemisebenzi evamile. Uqeqesho lwamasonto amathathu luyadingeka. Lolu qeqesho lubanjwa ngoMvulo-kuLwesihlanu kusuka ngo-3:00 kuya ku-5:00 p.m. Amahora ethela atholakla kusuka ngo-8:00 a.m. kuya ku-5:00 p.m. ngemiGqibelo. Ukukhushulwa kuyatholakala ngemuva kwezinyanga eziyisithupha. Indawo ephezulu ngokusebenza. Ibanga kusuka ekhaya kuya emsebenzini imizuzu engu-40. Iholo lokuqalisa ngu-\$9.95/ngehora.

## Umsebenzi #3

### Isevisi Yekhawunta/Umthengisi

Izibopho zibandakanya isevisi yamakhasimende, ukunakekela indawo yokuhlala, ukusebenza ukubhalisa imali, ukwamukela okulethwa esitolo, nokuhlaza igumbi lesitoko. Kufanele usebenze ubuncame bezikhathi zokuvala ezinathathu ngesonto (5:00 p.m. kuya ku-10:30 p.m.) noMgqibelo ophelele owodwa ngenyanga. Ukudla kwamahhala kuzo zonke izikhathi ezidlula amahora amahlanu. Qala khona manjalo. Iholo ngu-\$8.90/ngehora.

## ENGIKUFUNAYO EMSEBENZINI:

Esikhaleni ngezansi, bhala izinto ezingukhiye ozifunayo emsebenzini njengoba kuboniswe eshidini lakho lomsebenzi "Isibali Somsebenzi Omuhle". Bese aqhathanise nezincazelo zomsebenzi ngenhla.

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Imojuli Yesishiyagalolunye: Ukuthola Umsebenzi Esikoleni Samabanga Aphezulu

# Uhlu lwamagama

imojuli yesishiyagalolunye: Ukuthola umsebenzi

ikhandidethi: Umuntu onakelwa isikhundla esithile.

incwadi yokukhuthaza: Incwadi ekhuthazayo ngokuvamile ehambisana ne-resume noma esinye isiphakamiso esibhaliwe.

isibingelelo: Igama noma umshwana wokubingelela osetshenziswa ekuqaleni kwencwadi.

isiqaliso: 1. Amandla noma ikhono nokuqala noma ukulandelela ngamandla icebo noma umsebenzi ngendlela ezimele; isenzo esezimele. 2. Ukuzimisela:

ubuchwepheshe: 1. Ukuthobelana namazinga obuchwepheshe. 2. Ukubaba nekhono noma ukubonisa ikhono; ingcwenti.

uhlu lokulungile/okungalingile: Uhlu lusetshenziselwa ukuchaza izizathu ezinhle nezingezinhle entweni ethile.

ukufaneleka: Ukuba nokulungisela okufanele noma iziqu kwihhovisi, isikhundla, noma umsebenzi; ukufaneleka.

ukwazanga nabantu: 1. Inqubo yokubheka umsebenzi ngokusabalalisa igama ebantwini abaningi. 2. Iqembu elinwetshiwe labantu abanezintshisekelo ezifanayo noma izimfuno abasebenzisanayo futhi bahlale baxhumana ukuze basizane noma basekelane.

## Ukudlala Indima Emsebenzini

1. Wena nomuntu osebenza naye nisesikhathini sokudla. Abanye ababili enisebenza nabo bahlala phansi nani bese beqala ukhleba ngomunye enisebenza naye. Bakukhuthaza ukuthi uhlebe nabo. Wenza ini?
2. Nipakisha amasheluvu nothile omusha emsebenzini. Umuntu omusha akazi ukuthi amasheluvu apakishwa ngokulandelana kwamagama, ngakho-ke upakisha ngokulandelana kosayizi. Ungumuntu oziqhenyayo ngomsebenzi wobuciko awenzayo. Wenza ini?
3. Wena nabantu osebenza nabo endaweni yokudlela lapho usebenza khona nichithe imizuzu engu-45 nihlanza ekhishini. Umqashi wakho uyangena futhi ubuza ngezwi lokunyanya ukuthi kungani ikhishi lingcole kanje. Usinki unezitsha zokudlela ngaphakathi, futhi amakhawunti adingwa ukusulwa. Wenza ini?
4. Wena nosebenza naye nobabili nifake isicelo sokukhushulwa. Nobabili ningabasebenzi abahle, kodwa osebenza naye ungene emsebenzini izinyanga eziyisithupha ngaphambi kwakho, ngakho-ke uthola ukukhushulwa. Uthini kumuntu osebenza naye?
5. Uqede yonke imisebenzi yakho yesikhathi sakho. Usuzocela umqashi wakho ukuthi uhambe imizuzu embalwa ngaphambili. Bese, osebenza naye uza kuwe ukucela usizo. Osebenza naye unemisebenzi eyisithupha azoyenza ngaphambi kokuthi isikhathi sakhe siphela, futhi akaqinisekile ukuthi uzokwazi ukuyiqeda yonke. Wenza ini?
6. Usebenza lapho kuthengiswa khona i-ice cream duzane nendlu yakho. Umama onengane eneminyaka emihlanu uyangena futhi ufaka iphunga elingemnandi. Ubona ukuthi osebenza naye osanda kuqashwa ugqwalisa i-oda elimanzima futhi ngokumamatheka okuhle. Wenza ini?

# Ukubhalela indawo yokusebenza

Inkomba	Incazelo	Isibonelo
Indawo yokuqala	Cabanga ngezidingo incwadi yakho ekhuluma ngazo	Ngibhalela ukufaka isicelo... Njengoba ucelile...
Inhloso	Uzoxazulula izinkinga, uqedele umsebenzi, noma ucele isenzo ngokwabelana ngemibono nolwazi.	Isixazululo esingenzeka enkingeni ngu-... Singadinga ukushintsha izinqubo zethu...
Izithameli	Cabanga ngomfundi wakho. Yazizindawo yomfundi wakho, izidingo, nolwazi. Bhala umlayezo ngokuqondile.	Abasebenzi e-Three Oaks Day Camp bathokozele inhlonipho lokubakhona bomphathi wedolobha kwidina yethu yenzuzo isonto eledlule.  Engxenyeni yeqembu leligi elincane le-Hawks, ngithanda ukukubonga ngamathikithi owathumele. Sibe nesikhathi esinhle emdlalweni we-Lakers.
Indlela	Ukubhala okuningi kwendawo yokusebenza kunefomethi esezingeni elithile: (1) isakhiwo sezingxenye ezintathu esichaza inhloso, sinike imininingane, nokuphakamisa isenzo, futhi (2) idatha, kufaka phakathi amacebo, izinombolo, nokubukwayo.	Ngibhalela ulwazi mayelana nomshini wakho wamakhophi omusha. Inkampani yethu incane, kodwa yenza okungenani amakhophi angu-100 ngosuku. Ngicela ushaye ku-(969) 555-1756 ngoMvulo kuya kuLwesine bese ufune mina, u-Julio Vaca.  Sinikezela ngamasevisi alandelayo: <ul style="list-style-type: none"> <li>• Ukuwasha amawindi</li> <li>• Ukuhlanza ikhaphethi</li> <li>• Ukupholisa phansi</li> </ul>
Izwi	Xoxa kahle, kodwa qonda. Ungazimiseli kakhulu noma uthinte okomuntu siqu kakhulu.	Siyakwamukela emphakathini webhizinisi le-Pasadena.  Ngingasetha ingqungquthela yezindaba ezosinika ukubonwa okuhle.

# Whoops

1. Kwakuyisethulo esihle.
2. Angichazi ukudonsa umkhumbi.
3. Umkhiqizo wethu uzoheha iklassi eliphansi.
4. Bonke abantu abaqashwe yile nkampani kufanele benze okuthile ukuhlela ukuhamba kwakho ukuqinisekisa ukuthi ukufika kwabo kuhambisana nezikhathi zabo zokuqala okuvunyelwane ngazo.
5. Umnyango wethu kuzodingeka ukuthi ubuyele emuva ekuqaleni.
6. Nks. Herman ushile, ngakho-ke ngaphakamisa ukuthi athathe isikhathi sakhe sokuphuma kuse ngaphambilini.
7. Umqashi wakhe angamniki noma amthume imisebenzi elapha.
8. Izintombi zizovunyelwa ukudlalela iqembu le-softball lenkampani.
9. Ngifaka izinto ozicelile kule mvilophu.
10. Ngokunaka inkokhelo yakho engu-\$1,000.00, ukwamukelwa kuyaziswa.



## Okufanele kwenziwe

**Okulandelayo uhlu lwemisebenzi okufanele uyenze ekupheleni kwesikhathi sakho esitolo sezingubo. Umsebenzi ngamunye unesikhathi esilinganiselwe sokuthi uqedwe. Usebenza nani lamahora amane. Naka kakhulu incazelo yomsebenzi ngamunye. Hlela le misebenzi ukuze yonke iqedwe.**

### Uhlu lokwenza:

Umsebenzi	Isikhathi Ozosithatha
<input type="checkbox"/> Vacuum. Lokhu kufanele kwenziwe ekupheleni kwesikhathi sakho, nje ngemuva kokuvalwa kwesitolo.	(imizuzu engu-45)
<input type="checkbox"/> Ukuhlanza izibuko. Lokhu kufanele kwenziwe ngaphambi kokwenza i-vacuuming.	(imizuzu engu-20)
<input type="checkbox"/> Rekhoda izinto ezihanjiswe kusuka kusitoko kuya kumashelufu.	(imizuzu engu-50)
<input type="checkbox"/> Ukusula amakhawunti ngendwangu emanzi. Lokhu kufanele kwenziwe ekupheleni kwesikhathi sakho.	(imizuzu engu-15)
<input type="checkbox"/> Ukuqoqa amagumbi okugqokela futhi ubeke izingubo kumahenga. Lokhu kufanele kwenziwe kuso sonke isikhathi, hhayi nje imizuzu engu-45 elandelayo.	(imizuzu engu-45)
<input type="checkbox"/> Ukunisela izitshalo.	(imizuzu engu-10)
<input type="checkbox"/> Ukudala izimpawu ezinkulu zomtilizo omkhulu.	(imizuzu engu-45)
<input type="checkbox"/> Ukugoqa kabusha izingubo kumashelufu. Lokhu kufanele kwenziwe kuso sonke isikhathi nasekugcineni, hhayi nje imizuzu engu-45 elandelayo.	(imizuzu engu-45)

Ngizoyiqeda kanjani le misebenzi?

# Uhlu lwamagama

imojuli yeshumi: amakhono omsebenzi

imithetho yomuntu siqu: Isethi yemithetho yomuntu yokuziphatha.

inqubomgomo yenkampani: Amazinga nezinqubo ezisethwe inhlangotho yebhizinisi ukukhuthaza nokucacisa izinqumo nezenzo.

i-slang: Uhlobo lolimi olubonakala kakhulu enkulumeni yokudlala.  
okudingekayo: Okufunekayo; okubalulekile.

okunconywayo: Isitatimende esilungile esiphathelene nesimo somntu noma iziqu.

ukufaka engozini: Ukuveza ekulahlekeni noma ekulimaleni.

ukufaneleka: Okungafundeka noma kutholwe; okucacile.

ukuloba: Inothi elifushane noma isifinyezo esisetshenziselwa ukulunga.

ukuphendula: Ukubophezeleleka; ukudingeka ukuthi uphendule isenzo somuntu.

ukuqinisekisa: Ukucacisa noma ukuhlola iqiniso noma ukuqonda kokuthile.  
Ukuziphatha komthetho: Ukuziphatha ngokuya ngemithetho eyamukelwe yokulungile nokungalungile ebusa ukuziphatha komuntu noma amalungu omsebenzi.

ukuziphatha: 1. Indlela umuntu aziphatha ngayo. 2. Umqondo lapho othile awuphethe ngomunye.

ukwethembeka; 1. Amandla okwethembeka noma ukuthenjwa. 2. Ukufaneleka ikhredithi, ukuzethemba, noma ukwamukelwa.

umthetho wokusebenza: Isethi yemithetho yokuziphatha ebandakanya inhlonipho yemithetho yendaw yokusebenza.

# Inkokhelo

<b>Burke Food Supply Company</b> 617 East 5 <sup>th</sup> Avenue  New York, NY 10019	Dolores Lopez 77 Waldo Ave.  Bronx, NY 10038	Inombolo yokuhlola: 7207869 Ukuphela kwesikhathi sokukokha: 12/31/10
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Amahora Nokuzuza		Izintela Nokudonselwa	
Incazelo	Inani	Incazelo	Okwamanje Y-T-D Inani Inani
Isilinganiso se-pay Reg.	7.00	FICA Tax	21.50 1,118.00
Isilinganiso se-O.T.	10.50	Fed. Intela Yokungenayo	79.33 4,125.50
Amahora Asetshenziwe Abhalisiwe.	40	NY State	15.40 800.80
Amahora Asetshenziswe e-O.T.	10	U.S. Savings Bonds	7.00 364.00
Inkokhelo Etholiwe	259.77	Union Dues	2.00 104.00
Inkokhelo Ephelele	385.00	Intela Yokungasebenzi	2.00 104.00
Inkokhelo Ephelele Y-T-D	20,020.00	Inani	127.23 6,616.30

**Isitatimende sokuzuza. Dabula ugcinele amarekhodi.**

Burke Food Supply Company 617 East 5th Avenue New York, NY 10019	<b>7207869</b>
	<b>Usuku: uMasingana 1, 2010</b>
<b>Kukhokhelwe ku- i-oda le-</b>	Dolores Lopez 77 Waldo Ave Bronx, NY 10038
	<b>\$***259.77</b>
Amakhulu Amabili Namashumi Amahlanu Nesishiyagalo lunye no-77/100 . . . . .	<b>AMADOLA</b>
Ukulondoloza Kwedolobhakazi Nokubolekwa Kwemali 23 Sebastian St. Bronx, NY 10038	<b>Joseph W. Burke</b>
: <b>61777</b>   :	<b>614728066</b>    ·
	<b>7207869</b>

## Isheke Elingenalutho

**Izinkomba:**

**Gcwalisa lawa masheke amabili ngokususelwe kulwazi olulandelayo:**

- Ngesheke #329, ukhokhe \$29.95 inkokhelo yecingo ku-AT&T ngoZibandlela 20, 2010.
- Ngesheke #330, uthenge \$20.00 wamakhadi wonyaka omusha kusuka ku-K-Mart ngoZibandlela 22, 2010.

<b>Jessica Robinson</b>	<b>329</b>
<b>579 Blue Ridge Road</b>	
<b>Kansas City, MO 64105</b>	_____ 20 _____
Ukukhokhela i-oda le- _____ \$ _____	
_____	AMADOLA
<b>FIRST SAVINGS BANK</b> 294 Greenville Dr. Kansas City, MO 64105	
Imemo _____	
: 001032357   : 50918900    · 329	

<b>Jessica Robinson</b>	<b>330</b>
<b>579 Blue Ridge Road</b>	
<b>Kansas City, MO 64105</b>	_____ 20 _____
Ukukhokhela i-oda le- _____ \$ _____	
_____	AMADOLA
<b>FIRST SAVINGS BANK</b> 294 Greenville Dr. Kansas City, MO 64105	
Imemo _____	
: 001032357   : 50918900    · 330	

# Ukubhalisa

**Izinkomba: Wenze imisebenzi emithathu futhi awuyirekhodile ebhukwini lakho lesheke. Ngokususelwe kulwazi olulandelayo, buyekeza ibhuku lakho lesheke.**

- 1. Isheke #331—Uchithe \$89.97 e-Danny’s Shoes ngepheya yezichathulo ngoMasingana 3.**
- 2. NgoNhlolanja 6, ufake isheke le-\$9.60 kusuka kumngani wakho u-Anna.**
- 3. Uthenge isipho sosuku lokuzalwa sikamama wakho ngoNhlolanja 17 e-Jay’s Women’s Wear. Wena usebenzise isheke #332 futhi wachitha u-\$42.50.**

Inombolo Yesheke Isheke Inombolo	Usuku	Incazelo Yomsebenzi	Inkokhelo		Ukufaka		Ibhalansi	
							\$	
							135	18
328	12/14	La Rosita Restaurant	18	32			-	18
		Idina					=	116
329	12/20	AT&T	29	95			-	29
		Inkokhelo Yefoni					=	86
330	12/22	K-Mart	20	00			-	20
		Amakhadi Onyaka Omusha					=	66
	12/31	Inkokhelo			259	77	+	259
			=	326			68	

## Inani lokuthenga

	<b>\$500.00</b>
Ibhange	\$ _____
Izingubo	\$ _____
Elektrhoniksi	\$ _____
Isitolo Sezicathulo	\$ _____
Isuphamakethe	\$ _____
I-Miscellaneous	\$ _____
Inani Elichithiwe	\$ _____
Inani Elongiwe	\$ _____

	<b>\$500.00</b>
Ibhange	\$ _____
Izingubo	\$ _____
Elektrhoniksi	\$ _____
Isitolo Sezicathulo	\$ _____
Isuphamakethe	\$ _____
I-Miscellaneous	\$ _____
Inani Elichithiwe	\$ _____
Inani Elongiwe	\$ _____

	<b>\$500.00</b>
Ibhange	\$ _____
Izingubo	\$ _____
Elektrhoniksi	\$ _____
Isitolo Sezicathulo	\$ _____
Isuphamakethe	\$ _____
I-Miscellaneous	\$ _____
Inani Elichithiwe	\$ _____
Inani Elongiwe	\$ _____

	<b>\$500.00</b>
Ibhange	\$ _____
Izingubo	\$ _____
Elektrhoniksi	\$ _____
Isitolo Sezicathulo	\$ _____
Isuphamakethe	\$ _____
I-Miscellaneous	\$ _____
Inani Elichithiwe	\$ _____
Inani Elongiwe	\$ _____

# Ibhajethi Yami

	Ngesonto		Ngenyanga	
Okungenayo	\$ <u>50.00</u>	× 4	\$ <u>200.00</u>	
Ukonga	\$ <u>10.00</u>	× 4	\$ <u>40.00</u>	
Ukudla	\$ <u>20.00</u>	× 4	\$ <u>80.00</u>	

	Ngesonto		Ngenyanga	
Okungenayo	\$ _____	× 4	\$ _____	
<b>Izimfuno/Izidingo zesonto</b>	<b>Izindleko</b>		<b>Ukusebenzisa kwenyanga</b>	
Ukonga	\$ _____	× 4	\$ _____	
_____	\$ _____	× 4	\$ _____	
_____	\$ _____	× 4	\$ _____	
_____	\$ _____	× 4	\$ _____	
_____	\$ _____	× 4	\$ _____	
_____	\$ _____	× 4	\$ _____	
_____	\$ _____	× 4	\$ _____	
_____	\$ _____	× 4	\$ _____	
_____	\$ _____	× 4	\$ _____	
_____	\$ _____	× 4	\$ _____	
_____	\$ _____	× 4	\$ _____	
Inani Lokungenayo	\$ _____		\$ _____	
-Inani Elichithiwe	-\$ _____		-\$ _____	
	= \$ _____		= \$ _____	
	(Lokhu kufanele kube kukhulu kuneqanda)		(Lokhu kufanele kube kukhulu kuneqanda)	

Imojuli Yeshumi nanye: Ngokwakho Esikoleni Samabanga Aphezulu

# Imikhiqizo Yemikhankaso Yokukhangisa

**Izinkomba: Hlukanisa izincazelo zemikhiqizo elandelayo ngemigqa ukuze amaqembu wamavolontiya akwazi ukukhipha ngakunye.**

Ibhola elingabhampi

I-candy ezwakala njengemvili

Isibani esihlala imizuzu emihlanu kuphela

Isidlali se-MP3 esidlala izingoma ngokubuyela emuva

Ibhande lenja elenzainja ikhonkothe

Okokugcobisa okubangela ukusha

I-Automobile ehamba nje amamayela ayisithupha nge-gallone eyodwa

yesibaseli

Isiphuzo esikwenza ukhathale

Ama-In-line skates anamasondo ayisikwele

Insipho yezingubo eshiya izingobo zakho zinuka njengokungcola

Iphefumu enuka njengesibaseli



## Amacebo Okukhangisa

Ukuheha imizwa: Leli cebo lixhaphaza uvalo lwamakhasimende lokulahla. Isibonelo, isikhangiso esisebenzisa imizwa singakubuza “Ingane unuka umoya?” noma sithi “I-dandruff ayiyinhle.” Umlayezo uqondisa ize futhi udala ukungazethembi emtwini. Isixazululo siyanikwa, impela, ukuthenga umkhiqizo okhangiswayo.

Indlela ye-bandwagon: Leli cebo litshela abantu ukuthi benze okwenziwa nguwo wonke umuntu. Ithatha okuhle kokuthanda ngabantu ukukuthobela. Okufakiwe endleleni ye-bandwagon ukuthi abathengi kufanele “baqhubeke ne-Joneses.” Amakhasimende awafuni ukungabukeki ngokungathengi umkhiqizo. Lesi sitayela sokukhangisa sivame ukufakwa emikhankasweni yezepolotiki.

Izifakazelo: Le ndlela yokukhangisa isebenzisa abantu abaziwayo, njengabasubathi, abadlali be-TV, nabaculi, ngisho abantu abavamile ukuvumelanisa umkhiqizo. Umqondo ukuthi uma labo bantu bathanda umkhiqizo noma isevisi, umthengi omaphakathi uzowuthanda, naye. Lezi zikhangiso futhi zisho ukuthi okunye ukuduma kosaziwayo “kungadlulisa” kumsebenzisi.

Ukwenza kuvame: Lolu hlobo lwesikhangiso lusebenzisa ihaba noma imishwana ehehayo, njengokuthi “Kuhle kuze kube sekugcineni” noma “Angiyikhohlwa inkosazane egqoke amadayimondi.” Ngenkathi le mishwana iheha abantu, empeleni ayisho lutho.

Ukufuna ukuba phezulu: Leli cebo lisho ukuthi kuzoba kuhle ukufana nomuntu ocebile kusikhangiso. Liphakamisa ukuthi umthengi angaba phezulu kwabangani bakhe nomakhelwane ngokuthenga umkhiqizo. Izikhangiso ze-Many luxury zisebenzisa leli cebo.

Amagama ebrendi: Igama lebrendi kuyigama, isithombe, noma ilogo yomkhiqizo noma isevisi. Izinkampani eziningi ziyazi ukuthi ukukhonjwa kwegama lebrendi kunamandla kangakanani, ngakho-ke bachitha imali eningi ekukhangiseni nokwakha ukuqaphela komthengi umkhiqizo wabo. Abathengi bakhuthazwa amagama abawabona kaningi kumaphephandaba nomagazini noma kumabonakude.

# Ukuhlolwa Kwemikhankaso Yokukhangisa

## Amalungu Eqembu

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### INDLELA YOKULINGANISELA:

\*\*\*\* okuvelele                      \*\* kuhle  
 \*\*\* kuhle kakhulu                \* kubi

IQEMBU	UMKHIQIZO	UKUKHANGISA ICEBO	KWAKUYINI OKUSEBENZAYO	YINI OKUNGATHUTHUKISWA	ISILINGANISO

# Uhlu lwamagama

imojuli yeshumi nanye: Kweyakho

amavelo okuziphatha: Isethi yemithetho yokuziphatha nezinketho mayelana nokuziphatha.

i-akhawunti yasebhange: Ubudlelwano bebhange obusemthethweni buqalisiwe ukunikezela ngokufaka nokukhipha imali.

i-akhawunti yokonga: I-akhawunti yasebhange esetshenziselwa ukonga imali ukuze uthole izinzuzo ngesikhathi esithile.

ibhajethi: Uhlelo oluthile lokusebenzisa izinto, njengemali noma isikhathi, phakathi nesikhathi esinikeziwe.

ikhadi lesikweletu: Ikhadi eliyipulastiki kusuka ebhange noma esinye isikhungo esigunyaza ukuthengwa kwezinto ngesikweletu.

imidiya: 1. Ukuxhumana kweningi, njengamaphephandaba, omagazini, umsakazo, umabonakude, noma i-inthanethi. 2. Iqembu labezindaba noma abanye abahlanganisa umkhakha wokuxhumana.

inani olitholayo: Imali ephelele oyitholayo ngaphambi kokuthi idonswe.

intela yokubamba: Izintela lezo uhulumeni, izwe, noma uhulumeni wendawo ezidonsayo eholweni lomsebenzi.

isengezo: Imali ekhokhelwa ukusetshenziswa kwemali ebolekiwe.

i-tax return: Ifomu okufanele ligcwaliswe umsebenzi nohulumeni ukubika inani lezintela okufanele zikhokhwe.

okhokhwayo: Umuntu lo imali ekhokhelwa yena.

okungenayo: Inani lemali noma okulinganayo okutholwa phakathi nesikhathi ngokushintshisana ngemisebenzi noma amasevisi.

ukubusa: Okuphathelene nohulumeni omaphakathi wase-United States.

ukufaka okuqondile: Isivumelwano phakathi kwenkampani nebhange esivumela

iholo lomsebenzi ukuthi lifakwe ngqo ku-akhawunti yakhe yasebhange.

ukuhlola i-akhawunti: I-akhawunti yasebhange esetshenziselwa ukukhokha ngamasheke abhaliwe.

ukukhuthaza: Ukuba namandla nokukhuthaza noma okuthuthukisa.

ukuvinjwa: Ukungabi namandla omthetho noma ukuvumeleka.

umsebenzi: Isivumelwano sebhizinisi noma ukushintshisana; idili lebhizinisi

Imojuli Yeshumi nanye: Ngokwakho Esikoleni Samabanga Aphezulu

## Isampula Yenkontileka

Mina, (igama lomfundi), njengelungu (igama nesihloko somfundisi) lekhasi, ngiqinisekisa ukuzibophezela kwami kuphrojekthi yokufunda yesevisi leyo ikhasi lethu elizoyenza. Njengengxenywe yeqembu lephrojekthi, ngivumelana nokulandelayo:

- Ukuza ekhasini ngesikhathi ukuze ngikhulise isikhathi sokusebenza kwiphrojekthi.
- Ukuphatha iphrojekthi nawo wonke umsebenzi obandakanyekayo ngokuzimisela.
- Ukuqeda imisebenzi ngesikhathi nangawo wonke amandla ami.
- Ukugcina zonke izibopho zephrojekthi.
- Ukuqhubeka nokusebenzela kwiphrojekthi ize iphele, noma iqembu lize livume ukuthi umsebenzi uphelile.

Kusayindwe ngomhla ka-\_\_\_\_\_ (usuku)

\_\_\_\_\_  
(Isignisha Yomfundi)

\_\_\_\_\_  
(Isignisha Yomfundisi)

\_\_\_\_\_  
(Isignisha Kafakazi)

# Umhlahlandlela Nokuhlola Kokufunda Kwesevisi

## Ukukhetha Iphrojekthi

- Ukuchaza “ukufunda kwesevisi” kubafundi.
- Ukukhuthaza nokuthuthukisa abafundi ukuthi babandakanyeke.
- Ukusiza abafundi ukuthi bakhethe isihloko sephrojekthi.

## Ukudala Icebo Lesenzo Nokulungisela Iphrojekthi

- Ukuchaza “icebo lesenzo” nokuchaza ukuthi kungani kufanele lenziwe.
- Ukuchaza ukuthi uluphi ulwazi okufanele lubandakanye kwiicebo lesenzo.
- Jwayeza abafundi izindlela ezahlukahlukene zokuthola ulwazi noma ukufunda kwesevisi.
- Hlela amandla okucwaninga wabafundi.
- Thola abafundi ukuthi basayinde amakontileka ephrojekthi.
- Hlela amandla okusebenza wabafundi ngokwenza amaqembu ephrojekthi noma amaqembu okusebenza.
- Siza abafundi ukubhala icebo lesenzo.
- Siza abafundi ngokudala umugqa wesikhathi wephrojekthi/ishadi lokusebenza.
- Thola abafundi ukuthi bahambise icebo lesenzo ukuze livunywe kusuka kulabo abazokwenza iphrojekthi.
- Lungisela abafundi ukwenza izethulo mayelana nephrojekthi.
- Siza abafundi ukuthi bahlunge icebo labo lesenzo, uma kudingeka.
- Yalela abafundi njengoba balandela izinyathelo ezibhaliwe kwiicebo labo lesenzo ukuze balungisele iphrojekthi.
- Chaza ukubaluleka nezindlela zokulandela ukuqhubeka kwabafundi njengoba baqhubeka nokuqedela iphrojekthi.
- Chaza umqondo nokubaluleka komthetho oqinile wokusebenza.
- Chaza ukunaka okukhethekile lokho abafundi abangabhekana nakho ngenkathi basebenza kwiphrojekthi.

## Ukwenza Iphrojekthi

- Khumbuza abafundi ukuhlola nokuhlolisisa ukuqinisekisa ukuthi baqede wonke umsebenzi wephrojekthi.
- Siza abafundi ukuhlolisisa izinkinga zephrojekthi ngomzuzu wokugcina.
- Thola abafundi babone iphrojekthi futhi benze i-ajenda yosuku lwephrojekthi.
- Sekela abafundi njengoba benza iphrojekthi yabo yesevisi yokufunda.
- Bungaza.

## Ukuzihlola Nokuhlola Komphakathi

- Chaza ukuthi yini ukuzihlola nokuthi kungani kubalulekile.
- Chaza ukuthi ukuzihlola kufanele kubandakanye ini.
- Thola abafundi baqedele ukuzihlola komsebenzi wabo wephrojekthi.
- Chaza ukuthi yini ukuhlola komphakathi nokuthi kungani kubalulekile.
- Chaza ukuthi ukuhlola komphakathi kufanele kubandakanye ini.
- Thola abafundi baqedele ukuhlola komphakathi komsebenzi wabo wephrojekthi.
- Hlola amandla ephrojekthi kubafundi nasemphakathini.

Ukufunda Kwesevisi Isikole Samabanga Aphezulu

# Ishidi Lokulandela

Igama:

Usuku lwanamuhla:

Isihloko Sephrojekthi:

Igama	Umsebenzi	Usuku Oluqondiwe	Okuvamile Idethi	Amazwana

## Imemo Yesampuli

KUYA: Nks. Grimes  
 KUSUKA: Iqembu Lokubhala Umdlalo  
 UKUPHENDULA: Umbiko Wokuqhubeka Wesonto  
 USUKU: uMbaso 22

Leli sonto, iqembu lethu lenze imisebenzi elandelayo:

- Libhale ipulani elingaphele lesibili lomdlalo wesibili.
- Lafundisisa umdlalo wokuqala, manje osuphelile.
- Lihlangene neqembu locwaningo ukuxoxisana ngemibuzo elandelayo esisadinga ukuthi iphendulelwe umdlalo wefayineli:
  - Iziphi izinhlobo zenhlanzi eziyinxenye yesakhiwo sepaki?
  - Ingabe ushintsho lwesikhathi sonyaka sisithinta kanjani isimo sokuhlalisana?

Sinezinkinga ezilandelayo esidinga ukuzixazulula:

- Igumbi lesikole sabancane libhukhiwe ngosuku esiluhlelele ukudlala kwethu.
- Namanje asikwazi ukuthola amabhokisi wesiqephu.

Isonto elizayo, sihlela ukuqedela imisebenzi elandelayo:

- Ukubhala ipulani lomdlalo wesithatha nesiqephu sokugcina.
- Ukuthola ipulani lesibili lesiqephu ukuthi lifundisiswe.
- Ukuhlela kabusha usuku leklasi esikoleni samabanga aphantsi; ukubuyekeza imigqa yezikhathi.
- Ukuthintana nezitolo eziningi zendawo nokusebenzisa kabusha izitshalo ukucela amabhokisi.

# INTSHA EYENZA UMEHLUKO

NGO-MARGUERITE MARSH

**Imidlalo yevidiyo, ama-iPods, amaselula, ukubhala, ukubuka i-TV, ukuziphatha okungalingile—leyo iphrofayela abanye abantu abayichaza kwintsha yanamuhla. Abanye bayalingana kulo mbono, kodwa abaningi abalingani.**

**Inkinga ukuthi ukuziphatha kahle akuhlali kuthola ukunakwa kodwa okubi kuyakuthola. Bheka enye intsha eyenza umehluko. Ingashintsha indlela obuka ngayo izingane ezino-18 nangaphansi.**

## Mimi Ausland

Akubona abantu abaningi, ukungabandakanyi intsha, abangasho ukuthi baqale iwebhusayithi ukupha izilwane ezilambile esicwiyini sendawo. Kodwa u-Ausland, oneminyaka engu-12 ubudala ovela e-Bend, Oregon, ovolontiyi esicwiyini, angasho ukuthi wenzile—ngempumelelo.

U-Ausland kokuqala wathola umbono kusuka kusayithi le-Free Rice, lapho wonke umbuzo uphendulwa kahle wapha u-10 grains werayisi ku-World Food Program ukusiza ukuphelisa indlala. Esikhundleni serayisi, wakhetha i-kibble yamakati nezinja. Nsuku zonke imibuzo emibili iyathunyelwa—owodwa ngamakati nowodwa ngezinja. Uma uphendula, ngokulungile noma ngokungalingile, upha amacezu angu-10 we-kibble esilwaneni ngasinye.

Ngokuya ngewebhusayithi yakhe, u-Ausland uqalise i-freekibble ngoNdasa 1, 2008. NgoNhlaba 14, wayeseqoqe u-240 pounds wokudla, owakuletha esicwiyini sendawo sakhe, i-Humane Society of Central Oregon.

Ukupha kwakhe kokuqala kwakwanele ukupha izinja ezingu-456 ngosuku olulodwa. Kusuka ngoMasingana 4, 2010, i-freekibble and ne-freekibblekat, bakhulise ngaphezu kuka-285,000 pounds (142 tons) e-kibble ukuthi kwabiwe ezicwiyini ezingu-13 kuyo yonke i-U.S. Ingakho waphumelela umklomelo we-2008 ASPCA Humane ngamandla akhe.

## Sally O'Brien

Njengomkhulu oneminyaka engu-18 ubudala e-Upper Arlington High School, u-Sally O'Brien unesikhathi esimatasa. Uthatha amaklasi, ufundisa abanye abafundi, ungumhleli webhuku lonyaka wesikole sakhe samabanga aphezulu kanye nomhleli wedizayini yemagazini yobuciko yesikole. Futhi usebenza izinsuku ezintathu ngesonto endaweni yokudla. Kodwa lokho akumvumeli ukuthi avolontiyi esikoleni nasempakathini. “Ukuvolontiya kusebenza ngezindlela ezimbili,” kuchaza u-O'Brien. “Noma nginikela kangakanani, ngithola okuthile.”

Uhlu lwakhe lwamaphrojekthi okuvolontiya lude—esikoleni ubandakanyeka nezabaculi, Peer Collaboration, Respect Yourself, kanye ne-Honor Flight Club, futhi ungumyaleli wekhempu yamabanga esithupha e-Big Brothers Big Sisters' Camp Oty'Okwa. Uvolontiya njalo ehlobo e-Upper Arlington's Safety Town, njengoba wayevele enza kusuka ebangeni lesithupha—ukusebenza nezingane ezino-5 no-6. “Ngisebenzile ehhovisi, ngibe umsizi kathisha futhi nomnakekeli wangaphandle,” kusho u-O'Brien. “Ngifunde okukhulu. Bangifundise ngendlela engibafundise ngayo. Ngingcono ekusebenzeni ngabantu. Ngibona izinto kusuka embonweni wabo. Ngifunde ukungathatheli izinto phezulu kakhulu nokubaluleka kokuphuma nokusiza abantu.”

Yena nabangani bakhe futhi basiza



# INTSHA EYENZA UMEHLUKO

(KUYAQHUTSHWA)

ukuhambisa izinja e-Capital Area Humane Society. “Sikwazi ukuhambisa izinja futhi sihlale sonke,” kusho u-O’Brien. Ukubandakanyeka kwakhe nezinja akuphelelanga lapho. Yena nomndeni wakhe bakhulise imidlwane ye-Pilot Dogs kusuka ngo-2001. Bakhulise imidlwane eyisikhombisa kuze kube manje—ukugcina lonke usuku lonyaka. “Sonke siyasiza ekubukeni, ukwazi nokuqeqesha,” esho. “Abazali bami badlale indima enkulu kulokhu. Bangifundise ukuthi nginezisetshenziswa ukuthi ngiphumele ngaphandle futhi ngisize abantu nokukhuthaza umphakathi. Nginesikhathi. Futhi ngisese naso isikhathi sokuhlala nabangani bami. Ngayakwazi ukwenza engifuna ukukwenza, ngakho-ke kungani?”

## Erin O’Brien

U-Erin O’Brien ungomncane oneminyaka engu-16 ubudala e-Upper Arlington High School futhi ungunyaka ka-Sally. U-Erin futhi uthanda umphakathi futhi uyabandakanyeka ezinhlanganweni eziningi njengo-Sally, kodwa udansela sakhe isiginqi. U-Erin uphe izinwele zakhe ku-Locks of Love—ukupha, izinwele kufanele zibe amayintshi angu-10 ubude noma ngaphezulu. “Ngangikuzonda ukugunda,” kusho u-O’Brien. “Uma ngineminyaka engu-11 ubudala zazifika ezinqeni zami. Ngikwenze izikhathi ezintathu futhi ngihlela ukuqhubeka nokukwenza.”

Futhi uyingxenywe ye-Link Crew esikoleni, usiza u-freshmen ukujwayela ukuba sesikoleni samabanga aphezulu, uqondise ezomculo wangonyaka esikoleni esimaphakathi, ubandakanyeka ku-Respect Yourself futhi ubekade angumyaleli wekhempu yamabanga wesithupha e-Camp Oty’Okwa. “Lonke ibanga lesithupha liyahamba,” kusho u-O’Brien. “Yonke inhloso ukuba abakhuthazi abahle. Kungenzeka bangakwazi ukuziphatha

endaweni entsha. Sabelana ngomuzwa wayo yonke ikhempu.” Ufundile kusuka kwabanye abakukhempu, nabo, esho. “Bangifundise ukubaluleka kokubheka imibono yomunye umuntu. Kanye nokudedela nokujabula.”

Kusuka ebangeni lesithupha, O’Brien uchithe ihlobo lakhe e-Safety Town. Okwamanje ungumsizi womfundisi, usiza izingane ngobuciko nokubafundisa izingoma. Futhi ufundisa ukuphepha kwethrafikhi nokuthi ungaba umhambi ngezinyawo ophephile kanjani. Kodwa ufunde ini? “Ngikhulise amakhono amasha wabantu namakhono okuxhumana ukusebenzisana nezinye izingane, abazali babo nabasebenza ehhovisi. Kungilungisela umsebenzi wabadala kanye nezinkulumompendingulwano.” Inhloso ka-O’Brien ukufunda ezokuxhumana futhi mhlawumbe nokusebenza ebudlelwaneni bomphakathi. “Ngiyajabula ukusebenza nabantu abaningi,” esho. “I-Safety Town ingisize kakhulu ukuqaphela lokho.”

Umyalo ka-O’Brien kwintsha efisa ukuvolontiya kodwa ingakwazi ukunquma ukuthi yenze ini ukuzama i-Humane Society. “Idume kakhulu. Kulula ukuhlamba amakheji nokuhambisa izinja. Thola isiphowo sakho namakhono akho ukuze wenze umehluko. Thola ukuthi yini okwazi ukukwenza kahle nokuthi yini okuthandayo. Uyazithanda ezemidlalo? Ucabanga ini nge-Special Olympics? Ukusiza izingane? Thola isikole esingasebenzisa usizo lwakho. Kukhona okuthile kuzo zonke izinhlobo zezintshisekelo.”

## Eryn Dalton Powell

Owine umklomelo we-Columbus 2009 Jefferson wesevisi yomphakathi, nomdali wewebhusayithi ye-Eryn’s Healing Arts, u-Eryn Dalton Powell unolwazi oluningi eminyakeni engu-14. Watholakala ukuthi une-sickle cell

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anemia (SCA) asemncani, u-Powell uchithe isikhathi esiningi esibhedlela se-Nationwide Children. Umbono wokushayela kwethoyi lokuqala waqala ngenkathi asesibhedlela esathola ukulashelwa i-SCA. “Kungaba buhlungi kakhulu,” esho. “Amaseli egazi ayavimbeka emithanjeni. Ngizamile ukuziphazamisa ebuhlungwini—Ngenze imidwebo futhi ngenza amakhadi.”

Ikhadi lesipho elinikezela iziguli ubuciko nokudala, amathoyizi, amabhuku nezinto zezilwane, kwakuwusizo “Abantu bapha izinto,” esho. “Kungenze ngazizwa ngingcono ukuthi othile wayecabanga ngami.”

U-Powell uqashe ukushayela kwakhe kwethoyizi nabafunda naye, ebajabule kakhulu ngokusiza. Ukushayela kwakhe kokuqala kwakuyimpumelelo kakhulu ngendlela yokuthi wakwenza umcimbi wonyaka, ngisho nokuthola usizo kusuka ku-Chicago Symphony nothisha esikoleni.

Umbono wewebhusayithi yakhe wafika

ngenkathi umama wakhe aqaphela imidwebo yakhe nokwenza amakhadi. U-Powell manje uthengisa amakhadi kuwebhusayithi yakhe njengokukhulisa izimali. Inhloso yakhe? Ukusiza nokufunda abanye nge-SCA.

“Abantu abaningi abazi nokuthi banesifo. Oneminyaka engu-16 ubudala uthole i-stroke futhi waxilongwa.” Futhi ufuna ukusiza abanye. “Uma othile angazizwa ngcono ngokuthile—Ngifuna ukwenza okuthile ukubasiza. Ukusiza abanye abantu kuyangijabulisa. Ngiyakuthanda nje.”

U-Powell unezinye izinhlelo zewebhusayithi yakhe—njengokudala ikhalenda kusuka ezithombeni azithandayo. Kodwa kuzofuneka ukuthi alinde. Ngenxa ye-SCA, ulahlekelwe isikhathi esiningi sesikole kulo nyaka futhi unomsebenzi omningi wesikole okufanele awenze. Kodwa lokho ngeke kumbambezele. “Ngithanda umuzwa wokufeza,” esho. “Kodwa ngaleso sikhathi, ngizizwa sengathi ngingenza okuningi. Ngijabule kakhulu impela kodwa ngiyazi ukuthi ngingaqhubeka.”

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