

## 1. Incwadi yobungani

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

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

**Isibonelo sencwadi yobungani:**

1146 Zinkwazi Street

Swayimana

3233

16 Ncwaba 2018

Smiso

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

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

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

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

Khonza kubo bonke lapho ekhaya.

Yimina umngani wakho

uSenzo

## 2. Amaminithi omhlangano angokufingqiwe okwakukhulunywa ngomlomo emihlanganweni.

Abhalwa agcinwe ngenhloso yokulondoloza okwakukhulunywa kwavunyelwana ngakho ukuze kungalibaleki, kungalahleki, nezinqumo zigcineke.

Lowo obhala amaminithi kumele aqikelele ukuthi akabhali konke okukhulunywa emihlanganweni, kepha kubhalwa iziphakamiso nezinqumo. Amagama abethule iziphakamiso kanye nalabo abasekelile kuyenzeka abhalwe. Akumele lowo obhala amaminithi abhale ukuphaphalaza, ukuphikisana, ukwedelela kanye nokuxabana.

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

nge-ajenda kanyekanye namaminithi omhlangano.

Okuba kwi - ajenda:

- Igama lenhlangano
- Usuku, indawo kanye nesikhathi
- Udaba okuzokhulunywa ngalo.

Okungabhekwa kumaminithi omhlangano:

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

### I-ajenda Yomhlangothi Wamalunga emhlangano, Indonsa

**Usuku :** 12 Mbasa 2018

**Isikhathi :** 17:00

**Indawo:** Emahhovisi emhlangano

- 1 Ukuvula
- 2 Ababekhona
- 3 Izihoxiso zalabo abangaphumelelanga
- 4 Amaminithi omhlangano odlule
- 5 Okuvuka emaminithini
- 6 Ukukhethwa kwabaholi abasha
- 7 Ezixubile
- 8 Ukuvala

#### **Amaminithi omhlangano:**

Umhlangano wamalunga emhlangano, Indonsa

**Usuku :** 12 Mbasa 2018

**Isikhathi :** 17:00

**Indawo:** Emahhovisi emhlangano

#### **1. Ukuvula**

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

#### **2. Ababekhona**

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

#### **3. Abaxolisile**

Nksz. Magubane noF.R. Mahlobo

#### **4. Amaminithi omhlangano odlule**

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

#### **5. Okuvuka emaminithini**

Azibanga bikho izindaba ezivuka emaminithini.

#### **6. Ukukhethwa kwabaholi abasha**

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

#### **7. Ezixubile**

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

#### **8. Ukuvala**

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

### **3. Umlando kamufi**

**Nazi izinto ezibalulekile okumele zishiwo ngomuntu ongasekho:** Amagama akhe aphelele, usuku azalwa ngalo,

ezalwa ngobani, ezalelwaphi, izikhungo zemfundo adlula kuzona, wazuzani emfundweni yakhe, izindawo asebenze

kuzona, izikhundla azitholile, usuku ahambe ngalo emhlabeni, abantu abayigazi lakhe abashiya emhlabeni njengo-

myeni wakhe noma unkosikazi, izingane, abazali, abazukulu, nokunye okubonakalayo ukuthi kubalulekile. Ubhalwa

kusetshenziswe umlandi wesithathu nenkathi edlule.

Ukuhleleka kwawo umlando:

- Isihloko esiveza amagama kamufi aphelele nalelo aziwa ngalo uma likhona.
- Isingeniso: Siveza amagama aphelele kamufi, usuku azalwa ngalo, abazali bakhe, uma bengasekho nalokho kuyavezwa. Indawo azalelwa kuyo nayo ayivele.

Umzimba: imfundo yakhe, umsebenzi wakhe, iqhaza lakhe emphakathini, usuku ahambe ngalo, abantu abay-

igazi lakhe abashiye emhlabeni.

Isiphetho: Ekugcineni kungaphethwa ngomusho omfishane wokumvalelisa, njengokuthi: Lala ngokuthula, Mtimande, Bambolunye. Siyohlala sikukhumbula njalo.

#### **EXAMPLE:**

Umlando kaMnu. Zakhele Khaya Mkhize ongasekho emhlabeni

UMnu. Zakhele Khaya Mkhize wazalelwa endaweni yakwaMaphumulo zingama-23 enyangeni kaMbasa ngonyaka we-

1960, ezalwa uMnu. Duma noNkk. Zama Mkhize nabo abangasekho emhlabeni.

Waqala imfundo yakhe endaweni yakwaMaphumulo. Wafunda eMphumulo, waghubekele eSabuyaze, wadlulela

Thukela eMandeni, wase ephothula umatikuletsheni wakhe eZenzeleni eMseleni. Waqhubekela eNyuvesi yakwaZulu,

wafunda khona izifundo zomthetho, wazuza iziqu ze-B Juris.

Wasebenza eMandeni eshayela amatekisi. Ngonyaka we-1987 waganwa nguMaMbatha babusiswa ngezingane ezine.

Ngonyaka we-1990 wajoyina umbutho wamaphoyisa Olundi, waba umqeqeshi wamaphoyisa kwezoMthetho. Wabuye

wasebenza ophikweni lokuqondisa izigwegwe. Ugcine esesebenza ophikweni lwezoMthetho, lapho asishiye esebenza khona engu-Warrant Officer. Wasishiya emhlabeni mhla ziye-10 kuNhlolanja wezi-2013.

Ngonyaka wezi-2000 waqokwa waba iKhansela esigcemeni sakwa-E Olundi. Ubeyisekela likaSihlalo enhlanganweni

egquaguzela ezemidlalo kuso lesi sigceme.

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

LALA NGOKUTHULA KHABAZELA

SIYOHLALA SIKUKHUMBULA NJALO!

#### 4. I-athikhili yephephandaba

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

- Isihloko- masiveze umongo wendaba kodwa sigodle ulwazi oluthile ukuze sizohela.
- Igama lentatheli nendawo okubhalwe kuyona isiqephu akuvele.

I-athikhili ibhalwa ngendlela yamaphephandaba eba nezigatshana ezihlelwe ngokwamakhalamu.

Kweqiwa umugqa phakathi kwezigaba.

Ulwazi luhlelwa ngendlela yokuthi kuqale okubalulekile.

Isigaba sokuqala yisona esithwala ingqikithi yandaba ngokuthi sinikeze lokhu okulandelayo: Ubani, wenzani kuphi nini. Ngoba kwenzenjani, kanjani?

- Ezigabeni ezilandelayo sekuchazwa kabanzi ngalokhu okushiwo esingenisweni.
- Makazame obhalayo ukuthi I-athikhili yakhe ingachemi.

Kusetshenziswa umlandi ongumuntu wesithathu.

Amagama abantu ayadingeka khona kuzobonakala ubuqiniso balokho okushiwoyo.

Amazwi ashiwo ngumuntu kuvumelekile ukuthi acashunwe, bese kusetshenziswa izimpawu zokucaphuna.

Kungasetshenziswa inkathi edlule neyamanje embhalweni owodwa.

#### **BATHUSWA YIZIPHAMBANO EZIGXUNYEKWE ECELENI KWEMIGWAQO**

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

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

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

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

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

Kuloba uMbongeni Mtshali

## 5. I-imeyili(EMAIL)

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

## 6. Isakhiwo senkulumo-mpendulwano.

Njengemibhalo yonke kufanele kubekhona isingeniso. Esiingenisweni yilapho kwethulwa khona udaba oluzoxoxwa, nokuthi luzoxoxwa ngobani.

Amagama alabo abakhulumayo abhalwa ngasesandleni sokunxele, abe mafishane nesibongo singasetshenziswa

esikundleni samagama. Akubhalwa lutho ngaphansi kwamagama alabo abakhulumayo.

Kubhalwa ikholoni emva kwamagama abantu abakhulumayo.

Ukukhethwa kwamagama kumele kukhombise ukwehlukana kwezinga lalabo abakhulumayo.

Isibonelo: ubaba uma ekhuluma nendodana, ingane yesikole uma ikhuluma nothisha.

Ukuthi inkulumo-mpendulwano iqala ngesingeniso akusho ukuthi akubekhona isigaba

esiyisiphetho. Isiphetho sendaba siba senkulumweni yabo, kuzwakale ukuthi isiyaphetha.

Ingaphetha ngokuba bezwane noma bangezwani kuye ngokuthi udaba abebeluxoxa luhamba kanjani.

EXAMPLE(In your book).

## 7. Inkombandlela

Umntu olayela omunye indlela usebenzisa inkombandlela yokulayela. Inhloso yenkombandlela ukukhombisa umuntu othile indlela noma indawo ethile okumele aye kuyo. Kungaba indlela eya emzini thizeni, emsebenzini, esiko-leni, eposini, esikhumulweni sezindiza, njalonzalo.

Ukuze ukulayela nokulayelwa kube lula, kumele -Kuvele imigwaqo noma imizila umuntu azoyihamba

Kuvele amagama ezindawo umuntu azodlula kuzo. Kukhonjiswe imifula umuntu azoyiwela, izintaba azozidundubala, njalonzalo. Umuntu olayelwayo alalelisise kahle ukuze athole lapho eya khona.

Lowo olayela omunye asebenzise ulimi oluqondile, olungezukumdida lowo olayelwayo.

