

GEC IBANGA LESI-9 IPHROJEKTHI EHLANGANYELE  
INCWADI YOMFUNDI



**3** ENTREPRENEURSHIP  
EMPLOYABILITY  
EDUCATION

UKUFUNDA OKUSEKELWE KUPHROJEKTHI | ISIFUNDO ESEKELWE KUYO: I- LO



basic education  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA



GRADE  
2024

9



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Open the WhatsApp application on your phone and send this keyword: IGO in a WhatsApp message to **TeacherConnectchat** contact. Please note that the keyword is not case-sensitive (so you can enter it in uppercase or lowercase). Just make sure that there are no spaces between the letters i, g and o.

Landela le miyalelo:

- Khetha phakathi kwengxenywe yoku-1 (Umsebenzi/ ukusebenza) nengxenywe yesi-2 (Umbono webhizinisi)
- Yenza uphenyo/ ucwaningo ngaleyo ngxenywe oyikhethile.
- Yenza imibuzo yophenyo/ yocwaningo
- Yenza uhla lwemibuzo yenhlololwazi / inhlolokhono ezophendula imibuzo yophenyo.
- Yenza inhlololwazi/ inhlolokhono njengenqubo yophenyo/ yocwaningo kanje:
  - Qedela i-IGO isivivinyo se iklineyishini ku Wathi saphu
  - **UKUKHETHA UMSEBENZI:** Yenza inhlololwazi / inhlolokhono nomuntu owenzayo lo msebenzi (ungalwenzwa bukhoma / ngo Wathi saphu/ nge imeyili/ ngohla lwemibuzo)
  - **UKUKHETHA IBHIZINISI:** Yenza inhlololwazi/ inhlolokhono kumnikazi webhizinisi (ungalwenzwa bukhoma/ ngo Wathisaphu/ nge imeyili/ noma ngohla lwemibuzo)
- Gcina uhla lwezinsiza ezisetshenziwe ngenhloso yokwenza irifarensi.



## IKHASI LOMSEBENZI WESI-4.1

Yenza inhlololwazi/ inhlolokhono kulowo owenza umsebenzi ofisa ukuwenza nawe. Sebenzisa leli khasi lokusebenzela olinikiwe ukulungiselela inhlololwazi/ inhlolokhono. Lokhu kuzokwenza ukwazi ukubona ukuthi lo msebenzi wamaphupho akho uwuthanda ngempela yini. Yenza uhla lwemibuzo eyi-10 esikhaleni osinikiwe. Sebenzisa le mibuzo eyi-10 oyenzile ngesikhathi wenza inhlololwazi/ inhlolokhono, bhala izimpendulo esikhaleni sesibili.

IGAMA LESIKOLE: .....

(Ungasebenzisa ifomu lemvume olinikiwe ekupheleni kwebhukwana)

IGAMA LOHLOLAYO/ OBUZAYO: ..... IBANGA: .....

IGAMA LOHLOLWAYO/ OBUZWAYO: .....

UMSEBENZI: .....

IMIBUZO YENHLOLOLWAZI	IZIMPENDULO ZENHLOLOLWAZI
1) .....	.....
2) .....	.....
3) .....	.....
4) .....	.....
5) .....	.....
6) .....	.....
7) .....	.....
8) .....	.....
9) .....	.....
10) .....	.....

Imibuzo engabuzwa: Yiziphi izifundo okufanele uzifunde? Usebenza amahora amangaki ngeviki/ngesonto? Yikuphi okufanele ukwazi ukuzenzela khona ngqo? Yikuphi okubi ngalo msebenzi? Yikuphi okuhle ngalo msebenzi? Liyimalini iholo lokuqala? Ingabe imithetho yobandlululo yaba nawo yini umthelela emathubeni omsebenzi esikhathini esedlule?



## IKHASI LOMSEBENZI WESI-4.2

Sebenzisa ikhasi lokusebenzela olinikiwe ukwenza inhlololwazi/ inhlolokhono nomnikazi webhizinisi. Khetha lowo osevele enalo ibhizinisi elisebenzayo nawe ofisa ukuba nalo kusasa. Yenza imibuzo eyi-10 esikhaleni osinikiwe. Sebenzisa leli khasi ukwenza inhlololwazi uphinde ubhale izimpendulo esikhaleni sesibili osinikiwe.

IGAMA LESIKOLE: .....

(Ungasebenzisa ifomu lemvume olinikiwe ekupheleni kwebhukwana)

IGAMA LOHOLAYO/OBUZAYO: ..... IBANGA .....

IGAMA LOHLOLWAYO/OBUZWAYO: .....

IBHIZINISI: .....

IMIBUZO YENHLOLOLWAZI	IZIMPENDULO ZENHLOLOLWAZI
1) .....	.....
2) .....	.....
3) .....	.....
4) .....	.....
5) .....	.....
6) .....	.....
7) .....	.....
8) .....	.....
9) .....	.....
10) .....	.....

Imibuzo engabuzwa: Ibhizinisi lakho lisebonini ekuliphi izinga (eliphansi, eliphakathi nendawo, eliphakeme)? Udinga imali eningi ukuqala ibhizinisi? Bakhona obambisene nabo ebhizinisini? Kungani unabo noma ungenabo? Imaphi amakhono adingekayo ukuqhuba leli bhizinisi? Wenza imali eningi ebhizinisini noma emsebenzini? Hlobo luni ubunikazi bebhizinisi onalo? Ingabe imithetho yobandlululo yayenza kubenzima ukwenza leli bhizinisi esikhathini esedlule/ yimiphi imthelela enayo ebhizinisini esikhathini samanje?



## IKHASI LOMSEBENZI WESI-6.3



UHLA LOKUBHEKA UPHENYO: (Awekho amamaki anikeziwe)

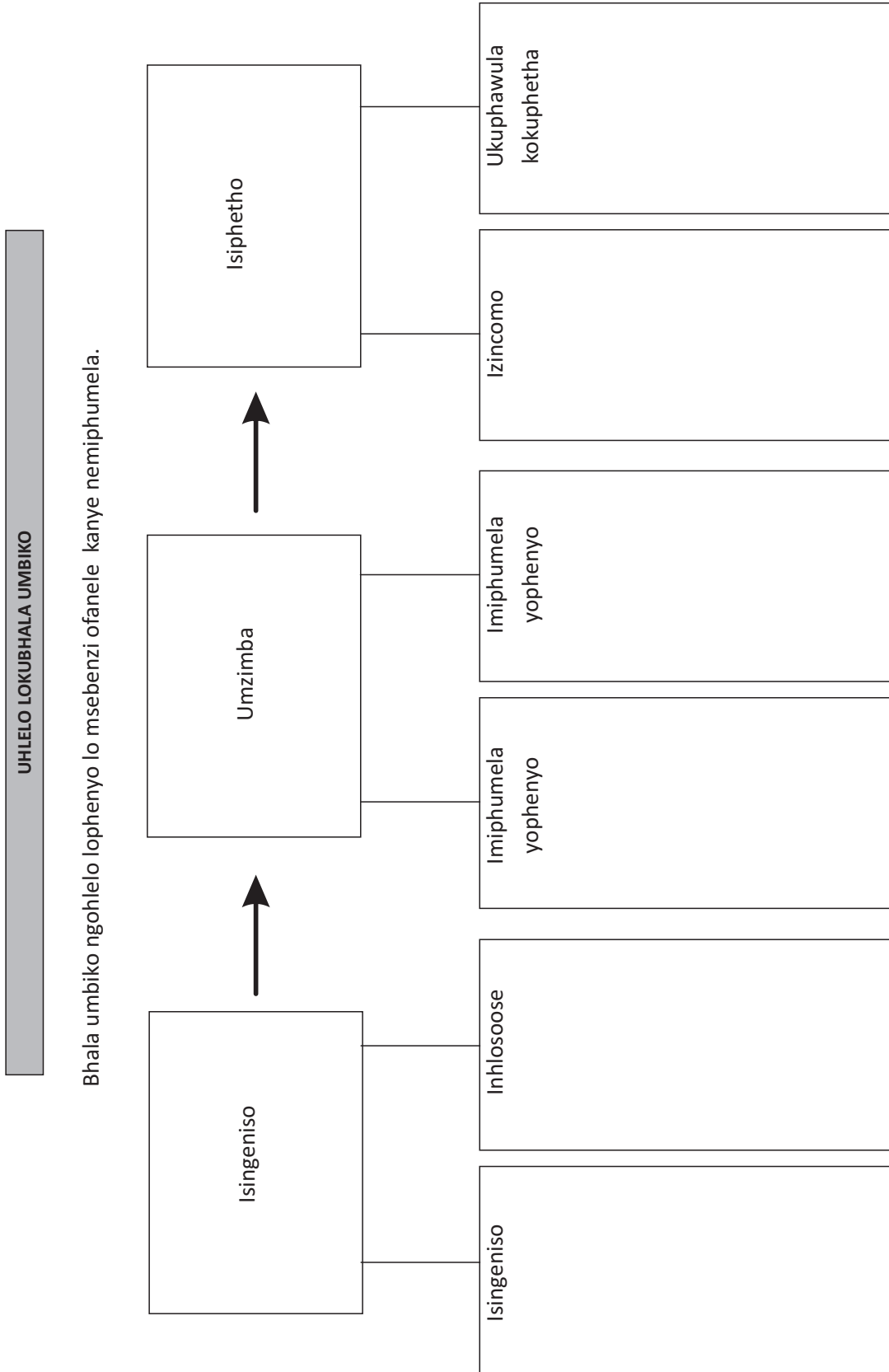
IMIYALELO: Abafundi bazosebenzisa uhla olulandelayo ukuze babone inqubekelaphambili nophenyo lwabo. Umsebenzi weqoqo/weqembu

	TERMINOLOGY	CHECK
1	Ukuchaza ngokucacile imibuzo yophenyo	
2	Thola ulwazi olufanele kuzizindalwazi ezechukene.	
3	Hlolisa ubuqiniso bezizindalwazi	
4	Ukwenza amanothi ngolwazi olubalulekile	
5	Yenza irifarensi eyiyo ukukhomba izizindalwazi	
6	Ukwenza inhlololwazi/ inhlolokhono njengegxenye yomsebenzi wophenyo.	
7	Bhala ngendlela nangobunono amanothi ezimpendulo zenhlololwazi/ inhlolokhono	
8	Sebenzisa ulwazi oluthole ophenyweni ukwakha izimpendulo zemibuzo yophenyo.	
9	Ukusebenza ndawonye njengeqoqo/ njengeqembu	
10	Ukwethula umsebenzi ngosuku noma ngaphambi kosuku olumiselwe.	



INSTRUCTIONS:

- **Ingxenyeye yoku- 1:** Hlela uhlaka **lombiko** kuqala
- Sebenzisa ibalazwe elingezansi ukuhlela.
- Hlala esihlokweni sombiko: Bika ngohlelo lophenyo









**Ingxenye yoku- 1:** Bhala umbiko esikhaleni osinikikwe ngezansi.

A large rectangular area with horizontal dotted lines for writing.



A large rectangular area with horizontal dotted lines, intended for writing or drawing.



**INSTRUCTIONS TO THE LEARNER:**

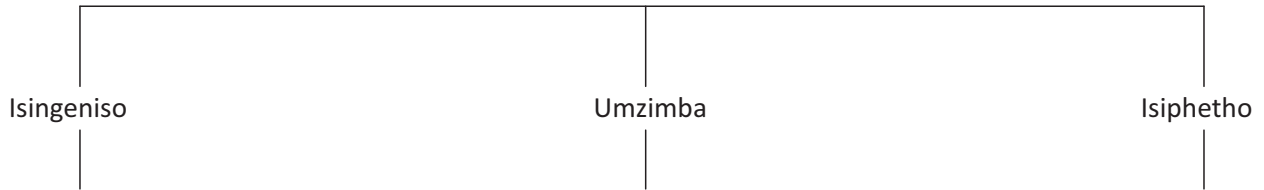
**Option 2 - Plan the first draft of your Business/ Formal Letter**

- Sebenzisa ibalazwe olinikiwe ngezansi ukwenza uhloko lokuhlela umzamo wokuqala.
- Hlala esihlokwini sencwadi: Isicelo Sokuxhaswa Ngezimali.
- Encwadini chaza inhloso yokuthi uqale ibhizinisi, imibono yephrojekthi yokuzinikela, ukubaluleka kwayo emphakathini nokuthi uzohlangabezana kanjani nezidingo zomphakathi.
- Encwadini yisho okufunde ngesikhathi sophenyo lokulungisela ukuqala ibhizinisi.

**UKUHLELA UKUBHALA INCWADI YEBHIZINISI/ YAKOMKHULU/ YOMTHETHO**

**UHLAKA/ IBALAZWE ELIYISIHLAHLA**

Bhala incwadi yebhizinisi/ yakomkhulu/ yomthetho ukucela ukuxhaswa ngezimali kwebhizinisi lakho.



<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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IMIYALELO KUMFUNDI:

- Ingxenye yesi- 2: Hlela ukubhala incwadi yebhizinisi/ yakomkhulu/ yomthetho
- Sebenzisa ibalazwe olinikiwe ekhasini lomsebenzi 12.4 ukwenza uhlaka lokubhala incwadi yebhizinisi.
- Sebenzisa amakhono ekhulunyaka lama-21: Ukuhlanganyela, Ukucabanga kanzulu, Ukuxhumana, Ikhona lokuqamba.
- Hlala esihlokweni sencwadi: Isicelo Sokuxhaswa Ngezimali

UKUHLELA UKUBHALA INCWADI YEBHIZINISI/ YAKOMKHULU/ YOMTHETHO

Bhala incwadi yebhizinisi/ yakomkhulu/ yomthetho ucele uxhaso lwezimali lwebhizinisi lakho.

Bhala ikheli lakho la

.....

.....

.....

Usuku: .....

Bhala ikheli lalowo ebhekiswe kuye

.....

.....

.....

Othandekayo .....

Isihloko .....

Isingeniso .....

Amaphuzu ama-3 asemqoka .....

Isiphetho .....

Ozithobayo .....

Ukusayina .....

Igama nesibongo .....

LELI KHASI MALISETSHENZISWE  
 NJENGESIBONELO SOHLAKA  
 LOKUBHALA



**Ingxenye yesi- 2:** Bhala incwadi yebhizinisi/ yakomkhulu/ yomthetho kulesi sikhala osinikiwe ngezansi:

A large rectangular area with horizontal dotted lines for writing.



A large rectangular area with a solid border, containing 25 horizontal dotted lines for writing.



## IKHASI LOMSEBENZI WESI-15.1

UKWETHULA NGOMLOMO: UMSEBENZI OWENZIWA UMFUNDI NGAMUNYE  
INGXENYE YOKU- 1: UKUKHETHA UMSEBENZI

ISIBONELO SOKUHLELELA UKWETHULA NGOMLOMO
<p><b>Isingeniso</b> Yethula isitatimende esiheha izethameli. Gagula ngokucacile isihloko kanye nenhloso yesethulo sakho. Yisho kafuphi lokho okuqukethwe yisethulo sakho.</p>
<p><b>Ulwazi lophenyo/ locwaningo</b> Chaza amagama adinga ukuqondwa abathamele isethulo. Khuluma ngokubaluleka nokufaneleka kwesihloko.</p>
<p><b>Ulwazi</b> Yethula amaphuzu akho ngendlela ehlelekile. Yesekelele iphuzu ngalinye ngobufakazi, izibonelo noma ulwazi olucutshunguliwe. Sebenzisa okubonwayo okunhlobonhlobo okuhlanganisa izithombe, amavidiyo nokunye okuzokwenza kucace bha futhi kuqondakale okwethulayo.</p>
<p><b>Isiphetho</b> Yisho ngokufingqiwe amaphuzu akho asemqoka okade uxoxa ngawo. Gcizelela umlayezo obuwebhula. Yenza isitatimende sokuphetha esohlale sikhumbuleka kwabathamele esenza bafise kubekhona abakwenzayo.</p>
<p><b>Ukuvala</b> Bonga izethameli ngokukulalela nokuzibandakanya kusethulo sakho. Phinda ugcizelele ulwazi olubalulekile noma isinyathelo esilandelayo. Phetha ngokubeka ukuphawula okusezingeni eliphezulu.</p>



## IKHASI LOMSEBENZI WESI-15.2

INGXENYE YESI-2: AMATHUBA EBHIZINISI.

UHLAKA OLUYISIBONELO SOKUHLELA UKWETHULA NGOMLOMO.

OKUDINGEKAYO	HLELA IMPENDULO/ INCAZELO
Inhloso nokusebenza kwebhizinisi ngokufingqiwe (isingeniso).	.....
Ingqinamba oyixazululayo.	..... .....
Ukuhleleka nokuphathwa kwebhizinisi jikelele. Ukuhlukaniswa kwemisebenzi: ubani owenza ini?	..... .....
Usizo ibhizinisi eliwenzela umphakathi. Wenza msebenzi muni kuphi nendawo?	..... .....
Okudingekayo: Okokusebenza ovele osunakho (Isibonelo: iklasi elinabafundi abangama-35 abangakwazi ukusebenza: ukupenda, ukuhlanza, ibhasi lesikole elizonithutha, abazali abazimisele ukuniyisa lapho nizosebenza khona, ibhakede elidala likapende, amabhrashi aseke asebenza abafundi abawathathe emakhaya, nokunye).	..... ..... ..... .....
Isicelo sokuxhaswa ngezimali: Ikuphi okudingayo ukuze uqedele iphrojekthi. Lezi izinto ongeke uzithole ekhaya ezimbandakanya nemali.	..... ..... .....
Izinkomba zokusebenza kwezimali: Yengeza ngohlelo lokusebenza kwezimali olufishane nje.	..... .....
Ukusizakala kwabaxhasi. (Njengokuthi: Igama lenkampani yakho kanye nenombolo yayo liyofundwa ehholo; uyonconywa kumhlangano wakusihlwa wabazali; izithombe zenkampani yakho ziyoba kubhukwana lephrojekthi bese kuba namazwi okunibonga kuyo; nokunye) Cabanga ngezindlela ezinobuchule zokubonga abaxhasi.	..... ..... ..... .....
Xoxa ngesikhathi sokwenza umsebenzi. (Sifisa ukuqala umsebenzi maduze nje, okungaba yimpelasonto ezayo)	..... .....
Bonga ngesikhathi abakunike sona nokukuhlonza	





Sebenzisa ulwazi olutholakale ngesikhathi wenza uphenyo/ ucwaningo ngephrojekthi bese ubhala umbiko we LO. (Bhala ngolimi lwakho lokufunda i- LO). Bheka uhlaka lokobhalwa kombiko ekhasini lomsebenzi we-12.2. Sebenzisa inani lamagama alinganiselwa kwayi-150:

A large rectangular area with horizontal dotted lines for writing.