

ICandelo lobuNjineli

**Isebe leMpahla nobuChwephesha bokuLukwa
kweMpahla**

**Isikhokelo semithombo yoLwazi neNdlela
yeHarvard yokusebenzisa izalathisi**

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1. INTSHAYELELO

INkulungwane yama-21 iye yabizwa ngokuba “Ngunyaka woLwazi” kuba kukho iinkcukacha ezininzi ezikhoyo kwaye kulula kakhulu ukuzifumana ezi nkcukacha kwi-intanethi, kumaphepha-ndaba nakwiincwadi. Zange kubekho xesha elifana neli ezimbalini apho iinkcukacha zifumaneka ngolu hlobo, kodwa kukho utshintsho olukhawulezileyo njengoko kusenzeka kule mihla. Ngoko ke, kubalulekile ukuba abafundi bazi ukuba bangazifumana phi na ezi nkcukacha zilungileyo, iinkcukacha ezithembekileyo kwaye bakwazi nokuzisebenzisa kwiiprojekthi zabo zophando. Esi sikhokelo siza kunceda abafundi, bakwazi ukufunda ngeenkcukacha nokuba bangalwenza njani uphando olusisiseko.

2. IINKCUKACHA NGEENCWADI

Iinkcukacha ngeencwadi zithetha ukufumana ulwazi ngeenkcukacha. Ngamanye amazwi kuthetha ukuba

- **UYAZI UKUBA UNGAZIFUMANA NJANI IINKCUKACHA kwi-intanethi**, kwiifayile nakwiingxelo, kumaphepha-ndaba, kumaxwebhu karhulumente nakumathala eencwadi, kwiincwadi, kumaphepha-ndaba nakwiijenali.
- Xa sele uzifumene iinkcukacha, kufuneka **UCHAZE IMITHOMBO YOLWAZI YEENKCUKACHA ZAKHO APHO UZIFUMENE KHONA**, ukuze uthintele ukuba kuthiwe ulubile olo lwazi walwenza olwakho. E-CPUT sisebenzisa iNkqubo yeHarvard yesalathisi.
- Xa usazi ngeenkcukacha oko kuthetha ukuba **UYABUQONDA UBUME BEENKCUKACHA** kwiNkulungwane yama-21, ukuba oko akuhlelanga kumi ndaweni-nye kwaye kutshintsha ngokukhawuleza ngenxa yobuchwephetsha obusetyenziswa kula maxesha.
- Ngapha koko, kufuneka ukwazi **UKUZIVAVANYA IINKCUKACHA ZAKHO** kwaye uthathe izigqibo zokuba ingaba zinayo na intsingiselo, ziyakholeleka, zinyanisekile, ayizezakudala kwaye zichanekile.
- Kwaye kufuneka **WAZI UKUBA UZA KUZIBEKA NJANI KWAYE UZILAWULE NJANI EZI NKCUKACHA** ozifumeneyo – uzibhale phantsi kwaye ubhale nemithombo yolwazi ozifumene kuyo ezi nkcukacha.
- Xa sele ukwenzile konke oku, kufuneka **WAZI UKUBA UNGAZISEBENZISA KAKUHLE NJANI EZI NKCUKACHA NANGOKUFANELEKILEYO**. Xa uzazi iinkcukacha oko kukunceda ukwazi ukuphuhlisa indlela ocinga ngayo nokuba nesakhono sokuzihlahlela

3. UKWENZA UPHANDO OLUSISISEKO

3.1 UPHANDO

Apha kukho iinkcazelo “zophando” njengoko zichaziwe kwi-intanethi:

Inkcazelo yophando kwiWebhu:

A. linzame zokufumanisa oku “ngendlela enocoselelo nenobunzululwazi;“Abafundi baphande ngembali yelo gama"

- Uphando lwendlela ethile ecoselelayo ukufumanisa ubunyani
- ukubuzisa; "ukuba abafundi balwenzile na uphando ngembali yeMfazwe yesiBini yeHlabathi belungiselela iprojekthi yabo yembali"; "Uphande ngeenkukacha kwizizalwane zakhe kwiwebhu"; "Oosonzululwazi bahlale ubume bengqiqo-siseko"
- Umbuzo: uphando olwenzela ukwazi; "inkcubeko yabo ifanele ukuphandwa ngakumbi kunokuba sekwenziwe"
wordnetweb.princeton.edu/perl/webwn [Ifumaneke nge-12/4/2010]

B. Imibuzo ebonakalisa ingqiqo okanye eyenzelwe iimviwo xa kufunwa okanye kuphengululwa ubunyani, imithetho-siseko, iingcingane, ukuba zifanelekile na ukuba zisetyenziswe, njlnjl; uphando olunzima okanye oluqhubekayo emva kokufumanisa ubunyani; umba othile okanye indawana yophando; ukuphanda okanye ukuhlola ngenkathalo; ukufuna ngenyameko; ukwenza uphando olubanzi kwi- ...

en.wiktionary.org/wiki/research [Ifumaneke nge-12/4/2010]

C. Uphando olujolise ekwandiseni imida ebekiweyo yolwazi lomntu.

campuspol.chance.berkeley.edu/GlossaryofTerms.doc [Ifumaneke nge-12/4/2010]

D. Isifundo esenzelwe ukuphendula umbuzo.

Ngokobubanzi begama, inkcazelo yophando ibandakanya ukufunyanwa kweengxelo, kweenkcukacha nobunyani ukuze luqhubele phambili ulwazi.

<http://www.experiment-resources.com/definition-of-research.html> [Ifumaneke nge-12/4/2010]

E. a. Uphando lwemibuzo yomfundi okanye lwezobunzululwazi.

b. Isifundo esingavulelekanga nesifuna ubunono.

The American Heritage Dictionary of the English Language. (4th ed.) 2009. Boston: Houghton Mifflin Company.

F. Uphando lwendlela ethile olucoselelayo ukuze kufunyaniswe ubunyani okanye imithetho-siseko okanye ukuqokelela iinkcukacha kumba othile. *Isenzi* esisesona senza ukwazi ukwenza uphando (kumba othile, kwingxaki njlnjl)
[Ifumaneka kwisiFrentshi esidala esithi *recercher* **ukufuna, ukuphanda kwakho, lisuka naku-**RE- + *cercher* ukuPHANDA]

Ukwenza uphando kwi ephandekayo isiphawuli umphandi isibizo – umntu owenza uphando

Collins English Dictionary – Complete and Unabridged. 2003. London: HarperCollins Publishers

G. **Uphando** yinkqubo eyenzekayo, enenyameko nehamba ngendlela ethile enocoselelo efuna ukuqonda ngezinto ezithile ukwenzela kufunyaniswe, kutolikwe okanye kuphengululwa ubunyani, izehlo, iindlela zokuziphatha, okanye iingcingane, okanye ukwenza izinto ezisebenzayo ngoncedo lwezo zinto ziyinyani, imithetho okanye iingcingane. Igama elithi “uphando” likwasetyenziswa ekuchazeni ukuqokelelwa kweenkcukacha malunga nombala othile.

<http://www.wordiq.com/definition/Research> [Ifumaneke nge-12/4/2010]

H. Jikelele, uphando yindlela ethile elungiselelweyo necoselelweyo yokufumana iimpendulo kwimibuzo ekhoyo. Ihamba ngohlobo oluthile olucoselelweyo kuba yinkqubo ecazululwe ngokwamanyathelo acacileyo akhokelela kwisiphelo. Uphando lulungiselelwe kuba kukho indlela ecwangcisiweyo esetyenziswayo ukuze kufikelelwe esiphelweni. Uphando luba yimpumelelo kuphela ukuba kuye kwafunyanwa iimpendulo, nokuba siyazithanda nokuba asizithandi ezi mpendulo. Uphando lophuhliso lujolise kwimibuzo efanelekileyo, eluncedo nebalulekileyo. Ukuba akukho mibuzo, akho phando luza kubakho.
<http://www.etu.org.za/toolbox/docs/development/research.html> [Ifumaneke nge-12/4/2010]

UMSEBENZI WOKU-1: Ukusebenza nomnye umntu,

(1) funda zonke iinkcazelo ezahlukeneyo zophando ezichazwe ngentla uze

(2) wenze uluhlu lwawo onke amanqaku aphambili kwiinkcazelo ezahlukeneyo.

Emva koko (3) khangela ukuba zikhona na izinto onokuzifumana ezifanayo.

Okokugqibela, xa usebenzisa ezi nkcukacha (4) zenzele eyakho inkcazelo yophando.

3.2 YINTONI UPHANDO OLUSISISEKO?

Ukwenza uphando kuthetha ukufuna nokufumana iimpendulo kwimibuzo ekhoyo ngokufumana iinkcukacha kwimithombo yolwazi eyahlukeneyo. Ezi nkcukacha ziphandiweyo oye wazifumana zibizwa ngokuba nguvimba weenkcukacha zagcinwa (Nceda uqaphele ukuba iinkcukacha eziqokelelwe zagcinwa sisibizo esibonakalisa isininzi kwaye siza kuhlala sikwisininzi, umz. iinkcukacha eziqokelelwe zagcinwa zabafundi zimelwe).

Xa umhlohli ekunika umsebenzi omawuwenze okanye ukuba ubhale ingxelo, kufuneka wenze uphando ukuze ufumane iinkcukacha zoko ukuze ukwazi ukuphendula imibuzo okanye ingxaki yophando afuna uyiphendule umphandi. Uphando luthetha ukuba kufuneka ufune imithombo yolwazi eza kukunika iinkcukacha ozifunayo. Le mithombo yolwazi isenokuba ziincwadi ezifumaneka kumathala eencwadi, kwiijenali zemfundo, kumaphepha-ndaba, kwiimagazini zorhwebo okanye kwiiwebhusayithi ezikwi-inthanethi.

Olu hlobo lokuphanda ezi nkcukacha ngamanye amaxesha lubizwa ngokuba “luphando oluphambi kwakho” kuba uhlala edesikeni ufunde okanye uphonde ngeenkcukacha kwikhompyutha.

Lukwabizwa ngokuba luphando lwesibini kuba ufuna kwaye usebenzisa iinkcukacha ezisasazwe ngomnye umntu. Imizekelo yophando lokugala kukwenza amalinge akho elebhu okanye ukuzifumanela iinkcukacha eziza kugcinwa usebenzisa amaphepha anemibuzo ozenzele yona okanye ukwenza udliwano-ndlebe nomnye umntu ukuze ufumane iinkcukacha ozifunela isihloko onaso.

UMSEBENZI WESI-2:

Ukukhawuleza ukujonga ubunyani – Ingaba ukuqondile oko uye wakufunda?

Imiyalelo yokukhawuleza ukujonga ubunyani: Funda kwakhona amanqaku owathathileyo, vala incwadi yakho uze ucacise amagama aphambili nalowo usebenza naye, okanye uwabize nje uzikhwazela (ngethemba lokuba oko uza kukwenza bucala!)

1. Cacisa ukuba kuthetha ukuthini ukuphanda. Kutheni le nto umntu efuna ukwenza uphando?
2. Cacisa ukuba zeziphi iinkcukacha.
3. Nika imizekelo yemithombo yolwazi eyahlukeneyo.
4. Yintoni umahluko phakathi kophando lokuqala nolwesibini?

4. AMANYE AMAGAMA ABALULEKILEYO APHATHELELE KUPHANDO

4.1 Imithombo yolwazi:

- **Imithombo yolwazi yokuqala:** Oku kubhekisele kuphando lwemveli olufana nokulingwa kwezinto okwenziwa ngabaphandi. Udliwano-ndlebe, uphando namaphepha emibuzo enziwa ngumphandi kufuneka iluphando lokuqala kwaye lubalwe njengomthombo wolwazi wokuqala. Ezi nkcukacha zezemveli kuba azitolikwanga okanye azihlahlelwanga ngumntu ngaphandle komphandi.
- **Imithombo yolwazi yesibini:** Oku akubhekiseli kuphando lokuqala, kodwa lubhekisele kwiinkcukacha ezifunyenwe ezincwadini, kwi-intanethi, kwiijenali zemfundo okanye kumajelo eendaba, umz. iinkcukacha ezifunyenwe kuphando lwesibini. Ngamanye amazwi, imithombo yolwazi ibonelela ngeenkcukacha esele zitolikiwe okanye zahlahlelwa ngomnye umntu ngaphandle komphandi.

4.2 UKUBHEKISELA ENTWENI NOCAPHULO: Ukubhekisela entweni yimvume yesibini

(ngokwemithetho ethile) yemithombo yolwazi esetyenziswa kuphando. Ukubhekisela entweni nocaphulo kusetyenziswa kuphando. Ukubhekisela entweni nocaphulo kuthetha into enye. Noxa kunjalo, siyacaphula xa sithetha ngento esibhekisela kuyo ekwiscatshulwa. Sisoloko sichaza ukuba kufuneka uyicaphule into oyifumene kwimithombo yolwazi.

4.3 ULUHLU LWEENCWADI ZABABHALI: Oku kuhamba ngokokulandelelana koonobumba kuyo YONKE imithombo yolwazi eye yasetyenziswa kumsebenzi owunikiweyo okanye kwingxelo. Uluhlu

Iweencwadi zababhali lubhalwa kwiphepha elilodwa ekupheleni kwengxelo, komsebenzi okanye kwesincoko. Olu luhlu alusoloko lubhalwa iinombolo (1.2.3.). Lubandakanya yonke imithombo yolwazi (iincwadi, iijenali, i-intanethi, amanqaku, amaphepha-ndaba, njlnjl) aye asetyenziswa xa kusenziwa uphando.

4.4 ULUHLU LWEZALATHISI: Olu luhlu oluhamba ngokulandelelana koonobumba emithombo yolwazi **KUPHELA** eye yacatshulwa/kwabhekiselwa kuyo kwisicatshulwa somsebenzi wesikolo/wengxelo yeprosjekthi. Uluhlu lweencwadi zababhali noluhlu lwezalathisi zikhangeleka zifana, kodwa umohluko ukwisiqulatho.

- Lusekupheleni komsebenzi owenzayo wesikolo.
- Lubhalwa kwiphepha elilodwa.
- Onke amagama ababhali abhalwa **ngokokulandelelana koonobumba** kuluhlu.
- Lubandakanya imithombo yolwazi (iincwadi, iijenali, i-intanethi, amanqaku, amaphepha-ndaba, njlnjl.) ekuye kwabhekiselwa kuwo xa bekusenziwa uphando naye acatshulwa okanye kwalathiswa kuwo kwisicatshulwa sengxelo/somsebenzi wesikolo.
- **Musa** ukubhala iinombolo kuluhlu lwakho lwezalathisi 1. Adams... 2.Brown...3.Chum...

4.5 UKUBA INTETHO EBHALWE NGOMNYE UMNTU

Igama elithetha ukuba intetho yomnye umntu uyenze eyakho ligama esenokuba zange wadibana nalo ngaphambili. Noxa kunjalo, lelona gama LIBALULEKE KAKHULU eyunivesithi. Ukuba intetho yomnye umntu uyenze eyakho luhlobo olubonakalisa ukungathembeki. Ukuba intetho yomnye umntu uyenze eyakho kuthetha ukuthatha iingcinga, amazwi, izimvo, imifanekiso okanye okuyilwe ngomnye umntu (ubuchule bengqondo yakhe) wenze ngathi oko kuphuma kuwe ungachazi ukuba ukufumana phi oko ngokusebenzisa izalathisi. Oku kukungathembeki kuba kukuba nokusebenzisa amaqhinga. Ukuba intetho yomnye umntu uyenze eyakho kuthathwa njengesenzo sobubi esinzima kakhulu yiCPUT kwaye oko kungakhokelela ekubeni umfundi agxothwe eyunivesithi. I-CPUT inomgaqo-nkqubo othetha ngokuba intetho yomnye umntu uyenze eyakho nto leyo efumanekayo kwiwebhusayithi yaseCPUT.

Zininzi iintlobo zokuba intetho yomnye umntu uyenze eyakho. Zonke ezi ntlobo zokuba intetho yomnye umntu uyenze eyakho zibonakalisa ukunganyaniseki nokungenzi izinto ngendlela eyiyo:

- **Ukuba intetho ebhalwe ngomnye umntu ngokungenaanjongo:** Oku kungenziwa ngumntu ongaziyo ngokuba intetho yomnye umntu uyenze eyakho okanye ngokusebenzisa izalathisi xa usebenzisa intetho yomnye umntu akope nje abeke umsebenzi lowo kowakhe umsebenzi engaqondanga ukuba uba intetho yomnye umntu eyenza eyakhe. Noxa kunjalo, xa umfundi

eye wafunda ngokuba intetho yomnye umntu ayenze eyakho, loo nto ayinokuba yinto yokusithela.

- **Ukuzenza ngathi uyichaza intetho yomnye umntu ngamanye amazwi:** Oku kwenzeka xa umfundi ekopa ngqo umhlathi kwisicatshulwa semveli angawutshintshi, afakele isalathisi sombhali ze enze ngathi ngumsebenzi wakhe yena mfundi. Abafundi bayakuthanda ukukwenza oku xa “BEKOPA BAPHINDE BAKUBHALE OKO NJENGOKO KUNJALO” oko bakufumana kwi-intanethi.

Umzekelo:

Isicatshulwa semveli: Sithathwe kwi *Visual Literacy* kaXolani Dumani, epapashwe ngo-2010 yiTafelberg Press eKapa.

Abantu basoloko becinga ukuba ubuchule bokwenza oko kubonakalayo kunento yokwenza nemifanekiso kuphela. Noxa kunjalo, ubuchule bokwenza oko kubonakalayo kungaphezu kwenkangeleko kwaye kuqulathe izazobe, itheyibhuli nabenza imizobo njengeemephu zezinto ezithile. Ngokwazi ukuba iinkcukacha zingabhalwa ngeendlela ezahlukeneyo, umntu angafunda ukuba zitolikwa njani na ezi nkcukacha.

Ukuzenza ngathi uyichaza intetho yomnye umntu ngamanye amazwi:

Abantu basoloko becinga ukuba ubuchule bokwenza oko kubonakalayo kunento yokwenza nemifanekiso kuphela. Noxa kunjalo, ubuchule bokwenza oko kubonakalayo kungaphezu kwenkangeleko kwaye kuqulathe izazobe, itheyibhuli nabenza imizobo njengeemephu zezinto ezithile. Ngokwazi ukuba iinkcukacha zingabhalwa ngeendlela ezahlukeneyo, umntu angafunda ukuba zitolikwa njani na ezi nkcukacha (Dumani, 2010).

QAPHELA: Ukwenza ngathi uyichaza intetho yomnye umntu ngamanye amazwi njengoko kwenziwe ngentla kukwenza ngqo le nto “ikukukopa ze uyibeke into ngobunjalo bayo” yesicatshulwa semveli. Ayitshintshwanga. Noxa isalathisi sibonakalisa ukuba oko kuvela phi na (Dumani, 2010) kufakiwe, oko kuyafana nokuba intetho yomnye umntu uyenze eyakho. Umfundi akabonakalisi ukuba uyayiqonda into ekwisicatshulwa semveli.

- **Ukubeka intetho yomnye umntu ngamanye amazwi ngokusemthethweni:** Oku kukukopa ngqo apho umfundi ethatha wonke umhlathi kumthombo wolwazi awukope engawutshintshanga kwaye angenzi salathisi sokuba uwufumana phi na ze awenze owakhe.

Isicatshulwa semveli:

Abantu basoloko becinga ukuba ubuchule bokwenza oko kubonakalayo kunento yokwenza nemifanekiso kuphela. Noxa kunjalo, ubuchule bokwenza oko kubonakalayo kungaphezu kwenkangeleko kwaye kuqulathe izazobe, itheyibhuli nabenza imizobo njengeemephu zezinto ezithile. Ngokwazi ukuba iinkcukacha zingabhalwa ngeendlela ezahlukeneyo, umntu angafunda ukuba zitolikwa njani na ezi nkcukacha (Millar, 2010).

Ukubeka intetho yomnye umntu ngamanye amazwi ngokusemthethweni:

Abantu basoloko becinga ukuba ubuchule bokwenza oko kubonakalayo kunento yokwenza nemifanekiso kuphela. Noxa kunjalo, ubuchule bokwenza oko kubonakalayo kungaphezu kwenkangeleko kwaye kuqulathe izazobe, itheyibhuli nabenza imizobo njengeemephu zezinto ezithile. Ngokwazi ukuba iinkcukacha zingabhalwa ngeendlela ezahlukeneyo, umntu angafunda ukuba zitolikwa njani na ezi nkcukacha.

- **Ukuba intetho ebhalwe ngomnye umntu utshintshe indlela amazwi abhalwe ngayo:**

Oku kwenzeka xa umfundi ethatha umhlathi kumbhali ze achaze ngokusebenzisa isalathisi sokuba umbhali ngubani, kodwa atshintshe nje amazwi ambalwa okanye izivakalisi ezithile, okanye atshintshe ngokusebenzisa izithetha-ntonye zegama elo belikho ngaphambili. Oku kusathetha ukuba ube intetho yomnye untu wayenza eyakho, nokuba sikhona isalathisi esibonakalisa igama lombhali. Xa ubhala ngeenkcukacha ozifumene kuwo nawuphi na umthombo wolwazi, kufuneka ukushwankathele oko okanye ukuguqule ukubeke ngawakho amazwi **UKUBONAKALISA UKUBA UYAKUQONDA OKO UKUFUNDILEYO.**

Imizekelo yokuba intetho ebhalwe ngomnye umntu utshintshe indlela amazwi abhalwe

ngayo: Thelekisa umhlathi wemveli nalowo utshintshwe amazwi athile ngezantsi ubone ukuba uwatshintshe njani na umfundi amazwi.

Isicatshulwa semveli: Sithathwe kwi *Visual Literacy* kaXolani Dumani, epapashwe ngo-2010 yiTafelberg Press eKapa.

Abantu basoloko becinga ukuba ubuchule bokwenza oko kubonakalayo kunento yokwenza nemifanekiso kuphela. Noxa kunjalo, ubuchule bokwenza oko kubonakalayo kungaphezu kwenkangeleko kwaye kuqulathe izazobe, itheyibhuli nabenza imizobo njenqeemephu zezinto ezithile. Ngokwazi ukuba iinkcukacha zingabhalwa ngeendlela ezahlukeneyo, umntu angafunda ukuba zitolikwa njani na ezi nkcukacha (Dumani, 2010).

Ukuba intetho ebhalwe ngomnye umntu utshintshe indlela amazwi abhalwe ngayo

yesicatshulwa semveli esingentla:

Abafundi basoloko becinga ukuba ubuchule bokwenza oko kubonakalayo kumalunga nemifanekiso kuphela, Ubuchule bokwenza oko kubonakalayo, noxa kunjalo kungaphezu koko kwaphela kwaye kubandakanya izazobe, itheyibhuli neemephu zezinto ezithile. Ngokuqonda ukuba iinkcukacha zingabhalwa ngokwahlukileyo kunoko, umntu angafunda ukuba angaziqonda njani na ezi nkcukacha (Dumani, 2010).

NCEDA UQAPHELE: Nokuba umfundi umchazile umnikazi mbhali ngokuchaza igama lakhe (Dumani, 2010), **umhlathi otshintshwe amagama athile ubonakalisa ukuba loo ntetho ibiwe**. Umfundi ufake elinye igama endaweni yelinye okanye watshintsha ngokusebenzisa izithetha-ntonye. Esi ayisiso isishwankathelo okanye akakubekanga ngawakhe amazwi kwaye oko akubonakalisi ukuba umfundi uyayiqonda ngokuphelelelo intetho ekwiscatshulwa semveli.

- **Ukusebenzisa amaqhinga kwiimvavanyo okanye kwimisebenzi emiselweyo yesikolo:** Oku kuthetha ukuba umfundi ukoqe umsebenzi womnye umfundi aze awenze owakhe. Oku kungenzeka ekwazi okanye engakwazi oko umfundi ekukothswe kuye.
- **Ukufumana uncendo oluggithisileyo lokuhlela/lokuvavanyo okushicilelwe okokuqala:** Oku kwenzeka xa umfundi ecela omnye “alungise” iimpazamo zomsebenzi wakhe okanye aphinde ambhalele izivakalisi ezingabhalwanga kakuhle.
- **Ukuyila imithombo yolwazi ebikade ingekho:** Ngaphandle kokuba ukubeka ngokucacileyo ukuba uzifumana phi na ezo nkcukacha uze uzibhale zonke iinkcukacha zababhali baloo mithombo yolwazi nemihla ozifumene ngayo, kunganzima kakhulu ukuzikhumbula ukuba uzifumene phi na, ingakumbi xa usebenzisa imithombo emininzi yolwazi. Abafundi ngamanye amaxesha bayaziqambela imithombo yolwazi kuba bengazikhumbuli ukuba bazifumana phi na ezo nkcukacha.
- **Ukuthenga, ukuba okanye ukuboleka iphepha kwi-intanethi okanye komnye umfundi.**
- **Ukuhlawula omnye umntu ukuba akubhalele umsebenzi wakho.**
- **Ukuba umsebenzi obuwbhalile ngaphambili usebenzise wona okanye ‘ukulungisa umsebenzi obesewufakiwe ngaphambili uwenze owakho’:** Oku kuthetha ukusebenzisa imisebenzi emidala okanye ilungiswe ize iphinde ingeniswe kumhlohli ngokunga ngumsebenzi omtsha.

QAPHELA: ungakuthintela ukuba umsebenzi womnye umntu uwenze owakho ngokuwutsintsha uwubeke ngawakho amazwi ukubonakalisa ukuba uwuqondile uze ufake izalathisi ezibonakalisa ukuba uwuthatha phi na

4.5.1 UNGAKUTHINTELA NJANI UKUBA INTETHO YOMNYE UMNTU UYENZE EYAKHO

Ungakuthintela ukubekwa ubutyala bokuba ube umsebenzi womnye umntu wawenza owakho ngokwenza oku kulandelayo:

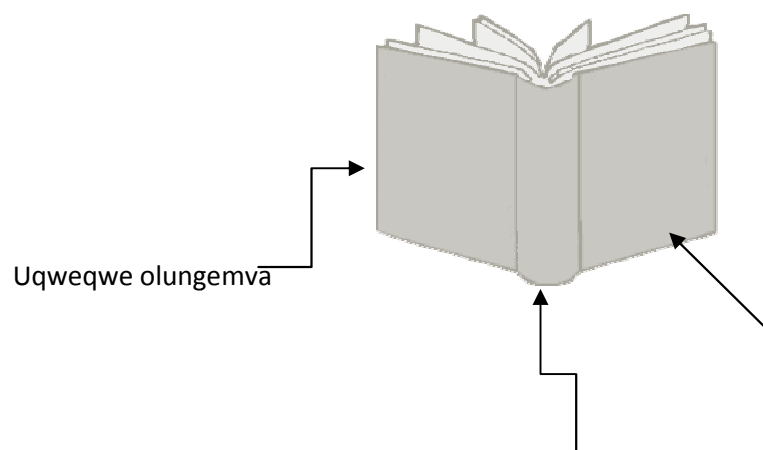
1. Sifunde isicatshulwa semveli/umthombo wolwazi uqinisekise ukuba uyakuqonda oko kuqulathwe apho nokuba isigama esilapho sithetha ntoni na.
2. Sithethe ngawakho amazwi isicatshulwa semveli ngokwenza isishwankathelo okanye ngokusitshintsha usibeke ngawakho amazwi.
3. Ungakuthintela ukuba intetho yomnye umntu uyenze eyakho ngokuyibeka ngawakho amazwi ukubonakalisa ukuba **ukuqondile** okuqulathwe yiyo nokusebenzisa isalathisi sokuchaza umbhali, loo ntetho uyibeke ngawakho amazwi.
4. S'ukutshintsha amagama okanye izivakalisi.
5. Sebenzisa izicaphulo/izalathisi ukuchaza umthombo wolwazi nokuba usebenzise amazwi akho ukuyibeka kuba usasebenzisa izimvo zomnye umntu.
6. Bhala yonke imithombo yolwazi oyisebenzisileyo kuluhlu olubonakalisa ababhali ngemva.
7. Sebenzisa indlela yeHarvard yezalathisi.

4.6 Ulwazi oluphenjelelwa luluntu: Olu lwazi olungafuni kuchazwa ukuba lusuka phi na kuba lulwazi oluqhelekileyo, ingakumbi kubantu abenza umsebenzi othile.

UMSEBENZI WESI-3:

- a. Funda **iintlobo ezimbini zemithombo yolwazi**. Uze uwasuse la manqaku uwabhalileyo ubhale inkcazelo ekhawulezileyo nemfutshane ngawakho amazwi malunga nomohluko phakathi kwemithombo yolwazi yokuqala neyesibini.
- b. Cacisa ngawakho amazwi (ngamagama ali-100) ukuba kuthetha ukuthini ukuba intetho yomnye umntu uyenze eyakho.
- c. Cacisa ngomohluko phakathi koluhlu lweencwadi nababhali bazo noluhlu lwezalathisi.

5. IZIGABA ZENCWADI



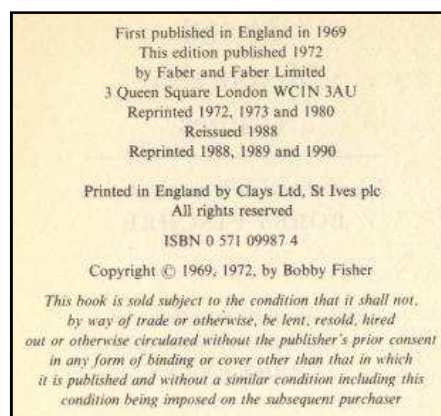
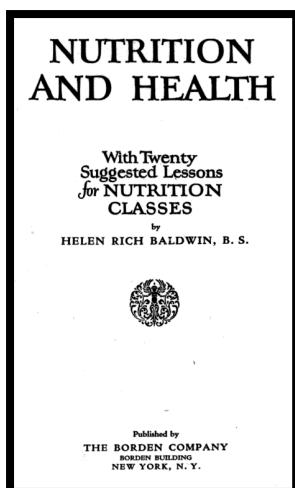
Uqweqwe olungaphambili (Uhlelo
lwesi-2 okanye olunye uhlelo
lubonakala kuqweqwe lwangaphambili)
UMQOLO wencwadi

5.1 UMQOLO WENCWADI ukunika ezi nkcukacha zilandelayo zibalulekileyo ozidingayo ukwenza izalathisi zakho kuLuhlu lweencwadi zababhali okanye kuluhlu lwezalathisi ekupheleni kwengxelo yakho okanye komsebenzi/kwesincoko.

- IFani (ngamanye amaxesha negama lokuqala) lombhali
- ISIHLOKO sencwadi njengoko kufuneka ibhalwe injalo kuLuhlu lweziqulatho
- Igama lompapashi (okanye amaxesha amaninzi iba yilogo okanye umqondiso wompapashi)

IPHEPHA LESIHLOKO

IPHEPHA ELISHICILELEWEYO emva kwephepha leSIHLOKO



5.2 IPHEPHA LESIHLOKO lisoloko liliphepha lesibini okanye lesithathu elikuxelela ngeGama loMbhali, iSihloko sencwadi nompapashi. Ngamanye amaxesha isiXeko epapashwe kuso naso sisoloko sichazwa.

5.3 USHICILELO LWEPHEPHA lisemva kwephepha leSihloko elikuxelela ngeenkukacha ezibalulekileyo onokwenza ngazo isalathisi: Igama lompapashi, unyaka epapashwe ngawo, isixeko epapashwe kuso incwadi, inombolo ye-ISBN nohlelo ukuba luhlelo lwesibini okanye olunye uhlelo.

6. UKUHLOLA IMITHOMBO YOLWAZI nguGqirha R. Harris

Ilungelo linikezelwe nguNkskz B. Millar nguNjingalwazi Robert Harris ngo-2010 ukuba asebenzise inkqubo yakhe yeCARS yokuphengulula imithombo yolwazi namanqaku akhe kuyo.

Ibhalwe ngu**Robert Harris** ngoJuni umhla we-15, ngo-2007

Ifumaneka kwikhompyutha apha <http://www.virtualsalt.com/evalu8it.htm> [Ifumaneka nge-1/10/10]

Ukwahluka kolwazi

Kukho izixhobo ezininzi kakhulu kwi-intanethi, zijongwa ukuba zichaneke kangakanani na, zithembekile, nokuxabiseka kwazo. Akufani namajelo amaninzi emithombo yolwazi (iincwadi, iimagazini, amaxwebhu olawulo), akukho namnye ekufuneka avume okuqulathwe apho phambi kokuba oko kwaziswe eluntwini. Ngumsebenzi wakho njengomphandi ukuba uyivavanye imithombo yolwazi neenkukacha ngokwazi ozifumeneyo, ukuze ukwazi ukuqinisekisa ukuba zifanele izidingo zakho na nokuba zithembekile na okanye azithembekanga.

Iinkukacha zifumaneka naphi na kwi-intanethi, zifumaneka ngobuninzi bazo kwaye ziveliswa ziphengululwe rhoqo. Ezi nkukacha zifumaneka ngobuninzi bazo ngeentlobo ngeentlobo (izinto eziyinyani, izimvo, amabali, ukutolikwa kwezinto nengqokelela yamanani) kwaye zenzelwe iinjongo ezininzi (ukwazisa, ukuphemelela, ukuthengisa, ukunika uluvo nokudala kwanokutshintsha isimo okanye indlela okholelwa ngayo). Kuhlobo ngalunye kwezi ntlobo zahlukeneyo neenjongo ezahlukeneyo, iinkukacha ezikhoyo zikwimigangatho eyahlukeneyo okanye yokuthembeka. Zisusela kwezilunge kakhulu ukuya kwezingalunganga kakhulu.

Ukuqalisa: Ukuhlola ulwazi (QAPHELA: imithombo yolwazi ibizwa ngokuba 'sisiseko solwazi')

Isigaba sokuqala sokuhlola imithombo yolwazi senzeka phambi kokuba wenze naluphi na uphando. Thatha umzuzu uzibuze ukuba yintoni kanye le uyifunayo. Ingaba ufuna inyani, uluvo (oluthembekileyo okanye nokuba lolukabani na), iingxoxo ezinengqiqo, ingqokelela yamanani, amabali, iingxelo zamangqina, iinkcazelo? Ingaba injongo yophando lwakho kukufumana izimvo ezintsha, ukufumana inkxaso enyanisekileyo okanye enengqiqo ngobume obuthile, ukuphanda ngoluvo, okanye enye into? Xa sele ugqibile ngoku, uzokwazi ukuhlola imithombo yolwazi ngokukhawuleza ngokuthi uwahlole ngokweenjongo zakho zophando. Ukuba, umzekelo, ubhala iphepha lophando, kwaye ufuna uluvo oluyinyani okanye oluxoxwe ngenene ukuxhasa okanye ukucela umngeni kwimeko ethile, uza kuyazi imithombo yolwazi enokupasiswa ngokukhawuleza nokuba loluphi olufuna ukuphinda lujongwe okwesibini, ngokubuza nje ukuba ingaba umthombo ngamnye ubonakalisa uluvo oluyinyani nelixoxwe ngokwenene, okanye amabango nje angenankxaso.

Ukuba nobuchule bokukhetha imithombo yolwazi kufuna amava, kodwa nalowo uqalayo ukwenza uphando angathatha nje imizuzu embalwa ukubuza, "Ngowuphi umthombo wolwazi okanye ngumthombo onjani onokukholeleka ekufumaneni iinkukacha malunga nalo mba?" Yeyiphi imithombo enobulungisa, eneenjongo, engenamiba ifihlakeleyo, ebonakalisa ulawulo lomgangatho woko? Kubalulekile ukukufaka engqondweni oku, ukuze ungathathi nje uluvo lomthombo wolwazi wokuqala okanye wesibini. Ngokucunga ngale miba xa usenza uphando,

uzokwazi ukufumanisa ukuba yeyiphi imithombo ekrokrisayo nekwenza ube nemibuzo. Xa kukho imithombo emininzi onokukhetha kuyo kuphando oluqhelekileyo, akukho sizathu sokuba usebenzise amaxwebhu angathembekalanga.

Imithombo yolwazi kumaNgaku aKhethiweyo:

Zama ukukhetha imithombo yolwazi ekunika ezi nkcukacha zilandelayo kangangoko: Igama lombhali; Isihloko soMbhali okanye Isithuba akuso; Ukwuphi umbutho umbali; Umhla wokwenziwa kwePhepha okanye iNgxelo; linkcukacha zoqhagamshelwano zoMbhali

Ukuhlola ulwazi: Iimvavanyo zoMgangatho woLwazi: Usenokuba ubukhe weva ukuba “ulwazi lunika amandla”, okanye ulwazi, ubunzulu bolwazi, bunika amandla. Kodwa inyani kukuba ayilulo lonke ulwazi olunika amandla: lolo luthembekileyo kuphela. Ulwazi lusebenza njengesiseko soko ukholelwa kuko, izigqibo, oko ukukhethayo nokwazi ilizwe lethu jikelele. Xa sisenza izigqibo ngokubhekisele kwiinkcukacha ezingezizo nezingathembekanga, asibinawo amandla - soyisiwe.

Ukuphengululwa kwamaxwebhu – ukuqinisekisa umgangatho weenkcukacha – yinto edibene nobugcisa. Oko kukuthi, akukho salathisi sinye esigqibeleleyo sokuthembeka, sobunyani okanye sexabiso. Endaweni yoko, kufuneka wenze isigqibo ngokuqokelela izinto eziza kwenza ukwazi ukukulandelela oko okanye okuza kukwalathisa oko, ngokubhekisele koko uceba ukukusebenzisa kuko ukuze ufumane umthombo wolwazi. Umzekelo, into oyidingayo yingxoxo esengqondweni, ze emva koko ibe ngumthombo wolwazi ocacileyo, oxoxwe kakuhle nonokuzimela, ungadingi mbhali obalulekileyo ukuxhasa oku. Kwelinye icala, ukuba ufuna into eza kuxhasa (okanye eza kuphikisa) ibonakalise elinye icala, isigqibo siza kufumana ukomelela ukuba sisuka kumthombo wolwazi ohlonelwayo. Ukuba ufuna izinto ezithembekileyo eziyinyani, ukusebenzisa izinto ezisuka kwimithombo yolwazi efikelela kwiindlela ezithile ezisetyenziswayo ukujonga umgangatho woko kunganceda ukuqinisekisa ukuba ngenene ezo ntetho ziyinyani.

CARS: C Credibility (ukuThembeka) A Accuracy (ukuChaneka)

R Reasonableness (ukuFaneleka) S Support (iNkxaso)

Uluhlu lokujonga iCARS (Ukuthembeka, ukuchaneka, ukufaneleka, inkxaso) lwenziwe ukuze kwenze lula indlela yokufunda neyokusebenzisa oku.

Imithombo emininzi yolwazi ingakwazi ukufikelela kwiindlela ezisetyenzisiweyo nakoluphi na uluhlu, nakolo lungekho kwimigangatho ephezulu. Kodwa ukuba ufunda ukusebenzisa

iindlela ezikolu luhlu, ungakwazi ukwahlula ulwazi olukumgangatho ophezulu kumaxwebhu akumgangatho ophantsi.

UKUTHEMBEKA C:

Injongo: umthombo wolwazi othembekileyo obonelela ngobungqina obunokwenza ukwazi ukubuthemba.

Kuba abantu besolko besenza izigqibo ezibalulekileyo ezibhekisele kwiinkcukacha abazifumeneyo, ubungqina obuthembekileyo nobufanelekileyo--or obunyanisekileyo, obunokuthenjwa—busoloko bubalulekile. Ukuba ufuna inqaku elithetha ngokuba indawo ohlala kuyo iza kuba nenkanyamba kwiinyanga ezintandathu ezilandelayo, kubalulekile ukwazi ukuba kufuneka ukuthembile na oko ukuvayo. Eminye imibuzo onokuyibuza ingabandakanya oku, Yinto enokubangela ndikuthembe oku kukolu xwebhu (okanye ndingakuthembi)? Lo mthombo wolwazi uzifumene phi ezi nkcukacha? Kutheni le nto kufuneka ndiwuthembe lo mthombo wolwazi kunamanye? Njengoko sewubona, into ephambili kubunyani ngumba wokuthemba.

Zininzi izinto ezinokuvavanya oku onokuzisebenzisa kwimithombo yolwazi ukukunceda ukwazi ukwenza izigqibo ezifanelekileyo neziza kuba luncedo: jonga iziqinisekiso anazo umbhali nezinto ezimncomayo, ujonge nomgangatho womsebenzi wakhe.

Umbhali okanye umthombo wolwazi ekufunyenwe kuwo iinkcukacha kufuneka abonakaliswe njengobungqina **obufundisayo, obuthembekileyo nobunyanisekileyo**. Nazi ezinye izikhokelo:

- Imfundo yombhali, uqeqesho alufumeneyo kunye/okanye amava kulo mba kuthethwa ngawo. Jonga iinkcukacha zakhe kuludwe lweencwadi azibhalileyo, isihloko sombhali okanye isikhundla akuso emsebenzini
- Umbhali ukunika iinkcukacha zoqhagamshelwano (i-imeyile okanye yokuposa idilesi (yeposi), inombolo yomnxeba)
- Umbutho aphantsi kwawo ukususela kowaziyo nombutho ohlonelwayo (kushishino, kurhulumente, okanye kongenzi nzuzo)
- Iwonga lombhalo okanye emi phakathi kwabanye.
- Isikhundla sombhali (umsebenzi wakhe, isihloko)

Amanqaku amaninzi eejenali zesikolo agqitha ekubeni ahlolwe ngabanye abafundi, apho abafundi abaninzi kufuneka bahlole bakuvume oko kuqulathwe apho phambi kokuba kupapashwe. Iingxelo ezikhutshwe egameni lombutho amaxesha amaninzi bezikhe zabonwa kwaye zavunywa ngabantu abaninzi.

Ubungqina bolawulo olusemgangathweni lweenkcukacha ezikwi-Intanethi

kubandakanywa ezi zinto zilandelayo:

- linkcukacha ezibonakaliswe kwiwebhusayithi yombutho
- Iijenali ezifunyanwa kwikhompyutha ezisebenzisa izalathisi (zihlolwe ngoontanga) ngabahleli okanye abanye abantu
- Ukuposa iinkcukacha ezifunyenwe kwiincwadi okanye kwiijenali ezisebenzisa inkqubo yokuhlolwa komgangatho wazo

IINKCUKACHA ZIINKCUKACHA EZIMALUNGA NOLWAZI:

Zimbini iintlobo zeenkukacha: isishwankathelo nezivavanyayo.

linkcukacha ezishwankathelayo zibandakanya zonke iintlobo zokushwankathela iinkcukacha ezifana nezicatshulwa, isishwankathelo, okanye iziqukatho. Olu hlobo lweenkcukacha zisenza sijonge ngokukhawuleza ukuba lo msebenzi umalunga nantoni kwaye zisivumelwan ukuba siqwalasele amaxwebhu amaninzi ohlukeneyo nokuba asikhangise siwafunde ngokugqibeleleyo.

linkcukacha ezivavanyayo zibandakanya zonke iintlobo ezisenza sithathe izigqibo okanye sihlahlele oko kuqulathwe apho. Olu hlobo lubandakanya iingcebiso, ukubeka izinto kwizinga elithile, uphengululo namanqaku acacisayo. Neziphumo zophandoven ngokokulandelelana kwamaphepha kwiinjini zophando ezifana noGoogle zimele uhlobo lweenkcukacha ezivavanyayo, njengoko amaphepha ebekwa ngokwamanani amanye amaphepha anxulumene nalawo.

Ngenene, **ezi ntlobo zimbini zingadityaniswa**, zibangele kuphume ezona nkcukacha zifanelekileyo, eziza kusenza sikhawulezise ukuphengulula nokuvavanya ezinye zazo sijonge umgangatho wazo. Umzekelo iza kuba luluhlu lwezalathisi lweWebhu kuZwelonke oluchaza indawo nganye ekhethwayo kwaye lubonelele nangovavanyo loko kuqulathiweyo.

Izalathisi ezibonakalisa ukusilela kweNtembeko: Ngamanye amaxesha ungachaza

ngokwemvakalo yelizwi, indlela yokubhala okanye ukubhala ukuba ingaba iinkcukacha ziyakrokreleka, ngoko ke azifanelanga kusetyenziswa. Nazi ezinye izikhokelo ezimbalwa:

- Ukungaziwa kungafakwa magama
- Ukungajongwa komgangatho
- linkcukacha ezingezizo: Ukuba lonke uphengululo lunzima, lumka.
- Igrama engeyiyo embi kakhulu okanye ukupelwa kakubi kwamagama. Abantu abaninzi abafundileyo bayisebenzisa kakuhle igrama kwaye bayawujonga umsebenzi wabo ukuba awunazimpazamo zopelo na. Iimpazama ezisoloko zikho akuqhelanga ukwenzeka oko, kodwa zibakho iimpazamo ezimbini nezintathu zegrama nezopelo ezibangelwa kukuba

besoloko belumkile. Nokuba iimpazamo zibangelwa kukungakhathali okanye kukukhathala, akho nanye eyenza ukuba iinkcukacha okanye umbhali akhuseleke.

UKUCHANEKA KWAZO **A:**

Injongo: umthombo wolwazi ochanekileyo namhlanje (hayi izolo), umthombo wolwazi onika inyani iyonke.

Injongo yokuvavanya ukuba izinto zichanekile kukuqinisekisa ukuba iinkcukacha zichanekile: zisemgangathweni, zinyanisekile, zineenkcukacha ezifanelekileyo, zizo ngenene kwaye zibanzi. Umzekelo, nokuba umbhali okholelekayo uye wathetha into eyayichanekile kwiminyaka engamashumi amabini eyadlulayo, kusenokungabinjalo namhlanje. Ngokufanayo, umthombo wolwazi usenokunikezela ngeenkcukacha ezisemgangathweni nezale mihla, kodwa iinkcukacha zisenokukhetha icala zingalichazi lonke ibali. **Nanga amanye amagama anxulumeneyo nel;o lithetha ukuchaneka: ixesha (ezala maxesha, ezisemgangathweni), ezibanzi, zenzelwe abo babhalelwayo naloo njongo ifuna ukuphuhliswa.**

Okwala maxesha lelinye igama elithetha ukufanela la maxesha kwaye lithetha ukuba imithombo yolwazi okanye iinkcukacha **zisemgangathweni**. Eminye imisebenzi ifanele la maxesha, njengeenoveli eziqhelekileyo namabali, okanye ingcinga exhokoxa umsebenzi wefilosofi ka-Aristotle nekaPlato. Eminye imisebenzi yenzelelwe ixesha elithile ngenxa yenkqubela kumsebenzi (wengcingane yezengqondo, umzekelo), eminye imisebenzi iphelelwa lixesha ngokukhawuleza (njengeendaba zobuchwephesha). Ngoko ke kufuneka ukulumkele ukuthatha amanqaku xa iinkcukacha oye wazifumana zaye zenziwa, ze kamva kwagqitywa ukuba zisesemgangathweni (zixabiseke kangakanani na). Ungafuna iinkcukacha zeminyaka elishumi eyadlulayo, okanye zeeveki ezimbini. Kodwa xa zindala loo nto ayithethi ukuba imbi loo nto. Kwiimeko ezininzi, uye ufune ezichanekile nezisemgangathweni iinkcukacha. Umba obalulekileyo unxulumene namaxesha/amaxesha anamandla, akwisimo esineenkcukacha ezinomongo nokuba kukho utshintsho oluthetha ukuthi utshintsho luhamba namaxesha. Izinto esizifunda namhlanje zingasebenza kule mihla, kodwa ngomso zingangasebenzi. Ingakumbi kwezobuchwephesha beteknoloji, ezenzululwazi, ezamayeza, ezoshishino neminye imiba esoloko ingazinzanga inotshintsho (ukungazinzi kuthetha ukutshintsha rhoqo), kufuneka sikhumbule ukujonga siphinde sijonge amaxesha ngamaxesha, siqwalasele ukuba kuza kufuneka sisoloko sikuphengulula sihlengahlengisa oko sinako.

QAPHELA: Amaphepha amaninzi ewebhu abeka umhla wanamhlanje ngendlela ezenzekelayo,

nokuba lenziwa nini na iphepha elinesiqulatho. Ukuba ubona umhla wanamhlanje ephepheni ngaphandle koko kusezindabeni, lumka xa iinkcukacha ezichanekileyo oceba ukuzisebenzisa zibhalwe apho.

UKUGQIBELELA (ukuchaza konke): Nawuphi na umthombo wolwazi ochaza isiphelo okanye obanga ukuba (ngokucacileyo okanye ngokungathandabuzekiyo) unika ibali elipheleleyo nelibandakanya konke, kufuneka kubonakalise iinjongo zokugqibelela nokuchaneka koko. Ngamanye amazwi, iinkcukacha kufuneka zigqibelele. Abanye ababhali bachaza ukuba uphandi kufuneka luqinisekise ukuba lunazo “ngokupheleleyo” iinkcukacha phambi kokuba kwenziwe izigqibo okanye ezi nkcukacha maziphelele. Kodwa ngokufika kwexesha leenkcukacha, loo njongo zange iphumelele, ukuba “ngokupheleleyo” sithetha zonke iinkcukacha ezifanele zibekho. Akukho namnye unokufunda amanqaku angama-20,000 kumba omnye phambi kokuba aye esiphelweni okanye enze isigqibo. Akukho nto enye eneencukacha ezokunikela ibali elipheleleyo eliyinyani – yiyo loo nto sithembele kwimithombo emininzi yolwazi. Kwelinye icala, umthombo wolwazi oshiya ngabom imiba ebalulekileyo, iziqinisekiso, iimeko okanye ezinye izinto onokukhetha kuzo ungalahlekisa okanye usikhohlise ngeenjongo.

UKUFANELEKA R:

Injongo: umthombo wolwazi ubandakanya umba ekungawo onika ingqalelo ngendlela ecingisisayo neqiqayo ngenyaniso.

Uvavanyo olumalunga nokuqinisa lubandakanya ukuvavanya iinkcukacha ukuba **zinobulungisa, azikhethi cala, zinengqiqo kwaye azitshintsha-tshintshi.**

UBULUNGISA bubandakanya ukwenza ingxoxo engathandabuzekiyo neqiqileyo, engakhethi

zinto okanye engathambekanga. Neembono okanye amabango enziwe ngabo baphikisana nemithombo yolwazi kufuneka zibekwe ngendlela echanekileyo. Imithombo yolwazi

eneenkcukacha ezilungileyo ziza kuba nemvakalo-zwi epholileyo, eqiqayo, kuxoxwa okanye kuboniswa amaxwebhu ngendlela ecingisisayo kungazanywa ukuba mawuvuseleleke. Nika ingqalelo kwimvakalo-zwi ulumkele ukubhala uqhutywa ziimvakalelo. Imvakalo-zwi ecapukayo, enentiyo, egxekayo, enolunya esoloko ikhohlisa kuhlaselo lwembudede nengenabulungisa kunengxoxo engaqiqanga. Nawuphi na umbhalo ozama ukuvuselela iimvakalelo ukuthintela ukucinga ngokucacileyo awunabulungisa kwaye unobuqhetseba.

UKUNGABI NACALA: Akukho nto iluluvo olungenacala olusulungekileyo, kodwa umbhali olungileyo kufuneka akwazi ukulawula indlela abhala ngayo yokukhetha icala. Yazi ukuba

amanye amaziko ngawendalo hayo kuba engenacala. Khangela umsebenzi othambekileyo, okhetha icala nakekelela kwezopolitiko.

Obunye bobunzima obukhulu ekungakhethini cala kukungquzulana ngezimvo. Ngamanye amaxesha imithombo yolwazi iza kuxhamla ngezinye iindlela (isoloko iyeyezemali, kodwa ngamanye amaxesha iyeyozopolitiko okanye ngokwasemoyeni okanye engqondweni) ukuba loo mithombo yolwazi ingakwenza wamkele iinkcukacha ezithile kunenyaneni esulungekileyo nengakhethi cala. Umzekelo, iindawo ezininzi ezithengisa imveliso "yendawo" (izinto zokuthambisa, iivithamini, impahla) zisoloko zigxeka abo bakhuphisana nabo ngokuthengisa imveliso embi, engekho sempilweni okanye eyingozi. Isigxeko sisenokuba sesifanelekileyo, kodwa inkampani eyenza intengiso iza kuzuza ngokwezemali ukuba uyawukholelwa umyalezo ewugqithisayo, kufuneka ulumke kakhulu – kwaye ujonge enye indawo phambi kokuba uchithe imali okanye ukholelwe koko kukwintengiso.

UKUNGAGQITHISI luvavanyo lweenkcukacha ukubonakalisa ukuba kanye ilizwe linjani. Sebenzisa ulwazi lwakho namava akho ukubuza ukuba ingaba iinkcukacha ngenene zinjalo. Ubunyanini obuninzi buqhelekile. Ukuba kukho ibango elenziweyo akubikho lula ukulikholelwa, sebenzisa ingqondo yakho ufune obunye ubungqina onokubufumana. Amabango akhangeleka engquzulana nemithetho yemveli nayo ifuna obunye ubungqina. **JONGISISA KANOBOM:** Ingaba ziyakholeleka ezo nkcukacha? Okanye ingaba amabango akanasiqinisekiso? Oko kukuthi, ingaba akhangeleka engquzulana koko ukwaziyo ngokwamava akho, okanye abaxwe kakhulu ukuba anganyaniseka?

Uvavanyo **OLUNGAGUQUGUQUKIYO** lufuna ukuba ingxoxo okanye iinkcukacha zingaphikisani. Ngamanye amaxesha xa abantu bejija ubuxoxi okanye begxobhagxobha inyani, ukutshintshwa kwezinto okanye ukuphikisana kusoloko kukho. Obu bubungqina bokungaqiqi.

ULUVO LOMBHALI NGELIZWE JIKELELE (ngezopolitiko, ezoqoqosho, ezenkolo – kubandakanywa ezichasene nezenkolo – nezefilosofi) zisoloko zinempembelelo koko akubhalayo, kuloo mba ukhethiweyo wokukhetha icala, imiba ephakanyisiweyo, imiba engahoyekanga, ubulungisa kwabo baphikisayo, imizekelo njalo njalo. Uluvo lwelizwe jikele ingaluhlobo lovavanyo kuba ezinye izimvo zelizwe kwabanye abantu ziyalugxobhagxobha uluvo lwabo oluyinyani okanye izimvo zelizwe ziyabavumela ukuba baze nobungqina okanye balwenze lungabi yonyani olwabanye. Abanye ababhali, abanee-ajenda zopolitiko bakhetha oko kunenyaneni. Ukuba ufuna inyani, loo mithombo yolwazi ayikufanelanga.

Izalathiso ezibonakalisa ukungaqiqi: Ezi zezinye zezikhokelo xa kuswelwe ingqiqo:

- **Imvakalo-zwi okanye ulwimi olungekho ngcathu** ("ukuxhuzu-xhuzula okungafanelekanga")

- **Amabango angaphaya** ("Amawaka abantwana babulawa yonke imihla e-United States.")
- **Iintetho ezinabayo** ezibaluleke kakhulu ("Olu lolona luvo lubalulekileyo olwakhe lwaveliswa!")
- **Ukungquzulana kwezimvo** ("Wamkelekile kwiPhepha lewebhu leNkampani i-Old Stogie Tobacco Company. Ukuze ufunde ingxelo yethu, 'lisigarethi zikwenza uphile ixesha elide,' cofa apha. okanye " Imveliso yabo sikhuphisana nabo iyingozi kwaye ayiyilungelanga impilo yethu.")

INKXASO **S:**

Injongo: umthombo wolwazi ubonelela ngobungqina obuqinisekiso kumabango enziweyo, imithombo yolwazi **engunxantathu** (fumana ubuncinane imithombo yolwazi exhasa oko).

Indawo yenkxaso ixhalabile ngemithombo yolwazi nobungqina kwezi nkukacha. Iinkukacha ezininzi, ingakumbi amanani namabango ayinyani, zisuka kweminye imithombo yolwazi. Ukucaphula kwimithombo yolwazi kunika ngakumbi amandla ekuthembekeni kweenkukacha. (Khumbula oku xa ubhala iphepha lophando.)

Zisuka phi ezi nkukacha? Lowo uze nezo nkukacha usebenzise eyiphi imithombo yolwazi? Ingaba le yolwazi ikhona kuluhlu? Ingaba ikuluhlu lwababhali okanye lwamanye amaxwebhu? Ingaba umbhali ubonelela ngeenkukacha xa ufuna ukuxoxa ngomba okanye ucela enye ingcaciso? Yeyiphi inkxaso enikwayo kwezi nkukacha? Ukwazela phi umbhali oku? Kubaluleke kakhulu ukuba amanani agcinwe. Ngapha koko, omnye umntu angaziqambela amanani. Qaphela ukuba ezinye iinkukacha ezisuka kwiindawo zoshishino zineenkcacelo zeemveliso, iindlela zokwenza izinto, ubuchwephesha okanye iinkqubo elibandakanyeka kulo elo shishini. Ukuba ulumkile xa usahlula phakathi kwezinto eziyinyani ("Sixuba uX noY ukuze sifumane uZ) nokwenza intengiso ("Oku kokona kungcono kushishino"), ngoko ke le nkacelo kufuneka iyinyani.

ISIQINISEKISO (oku kuthetha ukwazi ukuqinisekisa ngento ngokuyithelekisa nenye efana nayo) kubalulekile ukuvavanya ubunyani. Jonga ukuba eminye imithombo yolwazi iyawuxhasa lo mthombo wolwazi. Nakwimiba yokwenza izigqibo okanye yokubeka uluvo lwakho, ukuba ingxoxo iyavakala, baninzi abantu abaza kuhambelana nalo okanye kwezinye iingxoxo jikelele bahambelana neendawo ezithile kulo. Nokuba ufuna ubunyani (njengeevesi zomculo okanye umhla waloo msitho), uluvo (olufana nokuba ingaba iphepha okanye iplastiki yeyona nto ilungele okusingqongileyo), okanye ezinye iingcebiso (ezifana nokukhulisa ujongilanga), kulungile ukukujikajika oko ukufumeneyo ngoko**NXANTATHU**, oko kukuthi, **FUMANA UBUNCINANE**

IMITHOMBO YOLWAZI EMITHATHU EVUMELANAYO. Ukuba imithombo yolwazi ayivumelwani, yenza olunye uphando ukufumanisa izimvo ngezimvo okanye okungavumelaniyo phambi kokuba wenze isigqibo. Okwenzayo **ngobungqina**, ngoko ke, **kukusebenzisa iinkcukacha ukuzivavanya ukuba zingqinwe kwaye zixhaswe.** Sebenzisa ubemnye umthombo wolwazi, ubunyani, uluvo okanye okutolikiweyo xa uvavanya okunye. Sumana ezinye iinkcukacha ukuxhasa nokuqinisekisa (okanye ukucela umgeni okanye ukungazingqini) iinkcukacha ozifumeneyo. Ubungqina bubaluleke kakhulu xa ufumana iinkcukacha ezivus'umnyele okanye ezothusayo (iinkcukacha ezingaqiqanga ngokweemvavanyo, ngentla).

UNXANTATHU uthetha ukufumana imithombo yolwazi emi-3 ezimeleyo ezinika iinkcukacha ezifanayo okanye izinto eziyinyani ezifanayo.

IZALATHISI EZIBONAKALISA UKUNQONGOPHALA KWENKXASO: ukunqongophala kobungqina obuxhasayo bubonakalisa ngesona salathisi sokuba ayikho inkxaso. Lumka, xa imithombo yolwazi ibonakalisa iingxaki ezifana nezi:

- Amanani okanye ubalo olubonakaliswe ngaphandle kokuchaza imithombo yolwazi afunyenwe kuwo
- Ukungabikho kwamaxwebhu emithombo yolwazi xa iingxoxo ziwafuna ngokucacileyo loo maxwebhu

Awukwazi kufumana amanye amaxwebhu abonakalisa iinkcukacha ezifanayo okanye anike ingqalelo ukuba zikhona iinkcukacha ezifana nezo (ukungabikho kobungqina).

CARS: C Credibility (ukuThembeka) A Accuracy (ukuChaneka) R Reasonableness (ukuFaneleka) S Support (iNkxaso)

MALUNGA NOMBHALI: UGqirha Robert Harris ngumbhali nomhlohli onamava okufundisa angaphezu kwama-25 eminyaka kumgangatho wasekholejini naseyunivesithi. UGqirha Harris unike imvume ukuba umsebenzi wakhe ungabandakanywa kwesi Sikhokelo. Jonga ngezantsi:

Isuka	Isihloko	Ifumanekenini	Ingakanani
kuRobert Harris	Umba: Ndingawusebenzisa umsebenzi wakho	NgoLwesihlanu nge-12/03	18 KB
Bernie:			
Imvume yakho yokusebenzisa uluhlu lokujonga izinto ezikhoyo olubizwa ngokuba yiCARS kufakwe imizekelo neenkcazelo ngokwesidingo nangokweminqweno.			
Ndiyabulela ngemfundiso yakho.			
Bob Harris			
----- Umyalezo ngobunjalo bawo -----			
Isuka: kuBernie Millar Iya: kurharris@virtualsalt.com			
Ithunyelwe: NgoLwesine, ngoDisemba kumhla wesi-2, ngo-2010 ngo-9:12 PM		Umba: Ndingawusebenzisa umsebenzi wakho	
Gqirha Harris obekekileyo			

Igama lam nguBernie Millar. Ndifundisa iziFundo zokufunda kwiSebe leClothing and Textile Technology eCape Peninsula University of Technology eBellville, eKapa, eMzantsi Afrika. Eminye yemisebenzi yam kukufundisa abafundi bethu ukuba bangazivavanya njani na iinkcukacha abazifumanayo.

Ndiyifumene indlela yakho oyisebenzisayo yeCARS isebenza kakuhle gqitha kwaye sele ndiyisebenzisile nam nabafundi bam ndiyiveza into yokuba nguwe umbhali. Ndiyabulela ngokwenza ukuba ufumaneke umsebenzi wakho kwi-intanethi.

Okwangoku ndenza uluhlu lwamanqaku amatsha ndilungiselela abafundi bam bonyaka ozayo kwaye ndicela kwanjalo ukuba ndingakwazi na ngokwemvume yakho ukuba ndiwufake umsebenzi wakho kwindlela yokusebenzisa iCARS njengoko ifumaneka kwivirtualsalt. Apho kwakhona uyachaza ukuba umsebenzi akufunekanga utshintshwe nakanjani na. Noxa kunjalo, ndicela imvume yakho ukuba ndifakele eminye imizekelo abaza kuyiqonda ngcono ngabakuqhelileyo ekuhlaleni. Ndiza kubathumela kuwe ukuze ubavumele ukuba unqwena njalo. Kwakhona ndingathanda ukufakela ingcaciso kwamanye amagama njengoko abanye abafundi bengasebenzisi singes njengolwimi lwabo lwenkobe, uninzi lwabo luthetha isiXhosa, okanye abanye abafundi basuka kwezinye iindawo zase-Afrika. Ngo-2008, bebeli-16 abafundi ebebekwiklasi yam abathetha iilwimi ezahlukeneyo zabo zemveli!

Ndingavuya kakhulu ukuba ungasivuma isicelo sam kwaye kuza kubanceda kakhulu abafundi bethu.

Ndiyabulela

Ozothobileyo

Bernie Millar

6.1 ISISHWANKATHELO SENKQUBO YE-CARS

(Izotywe nguBernie Millar)

INKQUBO YECARS YOKUHLOLA IWEBHUSAYITHI NEENKCUKACHA

UkuThembeka, ukuChaneka, ukuFaneleka, iNkxaso

C - UKUTHEMBEKA - Ingaba lo ngumthombo wolwazi othembekileyo obonelela ngobungqina obunokwenza ukwazi ukuwuthemba?

JONGA – Iziqinisekiso nobungqina ngoMbhali – **ulwazi ngomba athetha ngawo, uthembekile kwaye unyanisekile.**

Ubungqina bolawulo olusemgangathweni lweenkcukacha ezikwi-intanethi kubandakanywa ezi zinto:

- Iinkcukacha ezikhoyo kwiwebhusayithi yeziko
- Iijenali ezikwikhompyutha ezisebenzisa izalathisi (ukuphengululwa ngomnye umntu) ngabahleli okanye abanye abantu
- Ukuposa iinkcukacha ezifunyenwe kwiincwadi okanye kwijenali ezisebenzisa inkqubo yokuhlolwa komgangatho wazo

A – UKUCHANEKA – Ingaba iinkcukacha zichanekile: zisemgangathweni, zinyanisekile, zineenkcukacha ezifanelekileyo, zizo ngenene kwaye zibanzi?

KHANGELA - amanye amagama anxulumeneyo nelo lithetha ukuchaneka: ixesha (ezala maxesha), ezibanzi, zenzelwe abo babhalelwayo naloo njongo ifuna ukuphuhliswa.

R - UKUFANELEKA **R**: Ingaba lo ngumthombo wolwazi obandakanya umbono ekungawo onika ingqalelo ngendlela ecingisisayo neqiqayo ngenyaniso.

Uvavanyo olumalunga nokuqinisekisa lubandakanya ukuvavanya iinkcukacha ukuba **zinobulungisa, azikhethi cala, zinengqiqo kwaye azitshintsha-tshintshi.**

S – INKXASO: Ingaba umthombo wolwazi obonelela ngobungqina obukholelekayo ngamabango enziweyo, umthombo wolwazi onokuwubeka ngokoxantathu (fumana ubuncinane imithombo yolwazi emibini exhasa oku).



UNXANTATHU uthetha ukufumana imithombo yolwazi emi-3 ezimeleyo enika iinkcukacha ezifanayo **Indawo yenkxaso ixhalabile ngemithombo yolwazi nobungqina kwezi nkcukacha.**

Ubungqina buthetha ukusetyenziswa kweenkcukacha ukuvavanya imithombo yolwazi nobungqina beenkcukacha.

Iinkcukacha ezininzi, ingakumbi amanani namabango ayinyani, zisuka kweminye imithombo yolwazi. Ukucaphula kwimithombo yolwazi kunika ingakumbi amandla ekuthembekeni kweenkcukacha. (Khumbula oku xa ubhala iphepha lophando.)

KWIWEBHUSAYITHI JONGA OKU KULANDELAYO:

- Jonga kwi-URL nakwigama laloo MBA;
- Yintoni **INJONGO/EKUJOLISWE KUKO** kwiwebhusayithi?
- Yimalini **INTENGISO** apho?
- Leliphi **ICALA** elithathwayo kwiwebhusayithi?
- Ingaba iwebhusayithi **ILUNGISWA RHOQO** okanye ifile nje?
- Ingaba **YEYALA MAXESHA**/ilungiselelwe la maxesha? Ingaba iinkcukacha eziphaya zezala maxesha? Ingaba iinkcukacha **ZIFANELE** le projekthi yethu?
- **NGUBANI OBHALE** elo phepha/nqaku kwaye ungakwazi na ukuqhagamshelana nabo? Ingaba zikhona na **IZINTO EZINCOMA NEZIQINISEKISO ZOMBHALI**?
- **INGABA KUKHONA OKU:** **OKUMALUNGA NATHI** **QHAGAMSHELANA NATHI** **UMHLA**
- Ingaba **imithombo yolwazi** isemgangathweni?
- Loluphi **UNXULUMANO** olukhoyo?
- **HLOBO** luni lwenqaku elikhoyo umz. iblog?
- Qwalasela **UBUME** benqaku – ingaba lithetha ngokubanzi/jikelele okanye limiselwe umda?
- **ABAFUNDI:** ekufuneka befunde oku?
- Jonga **ULWIMI** – ingaba alunazimpazamo, ingaba alunangxaki upelo nolwimi ngokwalo

7. UKUSEBENZISA INKQUBO YEHARVARD YOKUSEBENZISA IZALATHISI

7.1 Intshayelelo

Inkqubo yeHarvard yokwenza isalathisi sesona sixhobo sixabisekileyo esinokusetyenziswa ngabafundi xa besenza uphando nemisebenzi yabo yesikolo. Inkqubo yokwenza izalathisi yeHarvard inika abafundi indlela yokuchaza imithombo yolwazi abayisebenzisileyo. Injongo yeli candela kukucacisa ngenkqubo yeHarvard yokwenza izalathisi nokuba ungazisebenzisa njani ukuchaza umthombo wolwazi owusebenzisileyo. Eli candela kuqala liza kuchaza inkwubo yeHarvard yokwenza izalathisi liqhubeke ukucacisa ukuba ungazenza njani izalathisi kwiincwadi ezahlukene nezemijelo yeendaba.

7.2 Yintoni inkqubo yeHarvard yokusebenzisa izalathisi?

Inkqubo yeHarvard yokwenza isalathisi yenye yeentlobo ezininzi zeendlela zokuchaza amaxwebhu asetyenzisiweyo xa kusenziwa uphando. I-CPUT nezinye iiYunivesithi ezininzi zaseMzantsi Afrika zisebenzisa inkqubo yeHarvard yokwenza isalathisi. Ikwabiswa ngokuba yinkqubo engombhali nangomhla kuba xa wenza izalathisi usoloko uqala ngefani yombhali ulandele ngomhla (unyaka epapashwe ngawo).

“Ukwenza isalathisi” kuthetha ukuchaza umthombo wolwazi owusebenzisileyo ngokuchaza isalathisi esibonakalisa ukuba ngubani obhale ezo nkukacha, ngubani umbhali, ibhalwe nini, ipapashwe phi kwaye ipapashwe ngubani.

Isalathisi ngokwaso sifana nomgaqo kwaye sisoloko silandela indlela enye efanayo. Umgaqo usoloko ufuna ezi nkukacha zilandelayo ngokulandelelana ngendlela ethile: Ifani yombhali, oonobumba bokuqala bamagama ache, unyaka epapashwe ngawo, isihloko (sibhalwe ngokwamagama *akekeleyo*, okanye sikrwelelwe umgca ukuba sibhalwe ngesandla), **isixeko** epapashwe kuso negama lompapashi. Nceda uqaphele ukuba ukufakelwa kweziphumlisi kufuneka kuhambe ngendlela. Ngamanye amaxesha kunzima ukwazi ukuba leliphi igama eliyifani, njengesikhokelo, soloko usebenzisa IGAMA LOKUGQIBELA njengefani. Umzekelo, uSonia Bendix ubhale incwadi ngokuNxulumene nezabaSebenzi. Ngoko ke uBendix iza kuba yifani negama lonobumba wokuqala egameni ibenguS.

Umzekelo woluhlu lweencwadi zombhali zeHarvard ezisetyenziswe njengesalathiso:

Bendix, S. 2000. *The Basics of Labour Relations*. Cape Town: Juta.

Ifani, Oonobumba bokuqala egameni. Unyaka. Isihlonipho (*ngamagama akeleyo*).

Isixeko: Umpapashi.

- **Ukushwankathela, UMGAQO ofunekayo kuluhlu lwababhali okanye kuLuhlu lwezalathisi**

lolu:

- Ifani yombhali/igama lokugqibela (ikhoma) nonobumba wokuqala egameni. (Isingxi ushiye isithuba esi-1) **Umzekelo:** Bendix, S.
- Unyaka epapashwe ngawo Isingxi ushiye isithuba esi-1) 2000.
- *Isihloko soko kupapashiweyo ngamagama akekeleyo* (Isingxi ushiye isithuba esi-1) *The Basics of Labour Relations*.
- Indawo/isiXeko epapashwe kuso (uphawu lokuphumla:) (ushiye isithuba esinye) Umpapashi. Cape Town: Juta.
- **Qaphela** kukho isingxi ekupheleni kwesalathisi.

Izalathisi ziqokelelwa ngokoluhlu lokulandelelana ngokonoobumba kwiphepha elilodwa ekupheleni kweprojekthi. Oku kubizwa ngokuba luluhlu lwababhali abasetyenzisiweyo kuba uluhlu lubizwa ngokuba LULUHLU LWABABHALI kuba kukho izalathisi ezibonakalisa YONKE imithombo yolwazi esetyenzisiweyo. Xa kusetyenziswe kuphela izalathisi kwisicatshulwa ziye zibhalwe, oko kubizwa ngokuba LULUHLU LWEZALATHISI.

7.3 UKUSEBENZISA ISALATHISO SE-INTANETHI

Xa uthatha iinkcukacha kwi-intanethi, kufuneka ujonge kwidilesi yewebhusayithi ebizwa ngokuba yi-URL (Ukufumanisa Umthombo kuZwelonke). I-URL ifumaneka kwiindawo ezithile ezizezi

<http://www.cput.ac.za>

Igama lombela ligama elilodwa elichaza iwebhusayithi nohlobo lweziko okanye lesebe elikulo.

Umzekelo:

igama lendawo lenziwe ngokwamacandelo athile:

<http://www.cput.ac.za>

Imithetho yokusebenzisa iifayile://iwebhu kazwelonke. Iziko Igama lendawo Ilizwe eliphuma kulo uhlobo lweziko

Uhlobo lwenkampani	Umzekelo we-URL	Amazwe
.ac .edu = yemfundo, efundisayo	http://www.cput.ac.za	za = eMzantsi Afrika
.com .co = yorhwebo	http://www.amazon.com	uk = e-United
.biz = yoshishino	http://www.amazon.co.uk	Kingdom
.net = umboneleli wothungelwano (njengoTelkom)	http://www.telkomsa.net	au = e-Australia
.gov = urhulumente	http://www.justice.gov.za	de = eJamani
.org = umbutho (soloko ingongangenisizi nuzo okanye wenceba)	http://www.sahealthinfo.org	cn = eChina
.info = zinagsetyenziswa nangubani na	http://www.southafrica.info	ca = eCanada
		na = eNamibia

7.4 UNGASISEBENZISA NJANI ISIKHOKELO SENKQUBO YEHARVARD YOKUSEBENZISA ISALATHISO

Mi-3 imihlathi engezantsi.

- Umqolo osekho ubhekisele **kuhlobo loko kupapashiweyo okanye umthombo wolwazi**, umzekelo incwadi okanye iphepha-ndaba okanye udliwano-ndlebe.
- Umqolo ophakathi ubonakalisa ukuba **isalathisi esibonakalisa uluhlu lwababhali** sibhalwa njani na, ngamanye amazwi uza kuwubhala njani na umthombo wolwazi ofumene kuwo ezi nkukacha kuluhlu lwakho lwababhali okanye KULUHLU LWEZALATHISI ekupheleni kwengxelo yakho.
- Umqolo osekunene ubonakalisa imizekelo **yoko kucatshulweyo** okanye isalathisi ukuba sikhangeleka njani na. Ngamanye amazwi, usenza njani na isalathisi somthombo wolwazi phakathi kwingxelo yakho. 'Ukucaphula' kuthetha into enye 'nesalathisi' somthombo wolwazi.

Kukho icandelo elilodwa ekupheleni kwemithombo yolwazi ekwikhompyutha equka yonke imithombo yolwazi tyale mihla ethathwe kwiYunivesithi i-Anglia Ruskin ese-U.K. ngokwemvume yabo ethile.

UHLOBO LOKO KUPAPASHIWEYO	UMZEKELO WOLUHLU LWEZALATHISI / LOLUHLU LWABABHALI	UMZEKELO WOCAPHULO KWISICATSHULWA– kubhekisela kwimithombo yolwazi ekwisincoko sakho. Ukucaphula/ucaphulo kuthetha ukwalathisa ukusebenzisa umsebenzi womnye umntu <i>ngaphakathi</i> kwisincoko/kwingxelo yakho. (Ukucaphula kuthetha ukwalathisa oko ukufumeneyo ukuba ukufumene phi.)
IINCWADI		
Umbhali omnye	Archer, M.S. 2000. <i>Being human: the problem of agency</i> . Cambridge: Cambridge University Press.	“Asikwazi kubuphila ubomi sisodwa sigwegweleza” (Archer, 2000:9). U-Archer (2000:9) uchaza ukuba “Asikwazi kubuphila ubomi sisodwa sigwegweleza” Ngokuka-Archer (2000:9), abantu kufuneka baqonde ukuba bayinxalenye yoluntu, ingekuko kngokwentlalo kuphela okanye kuba begwegweleza. U-Archer (2000:9) uchaza ukuba abantu kufuneka baqonde ukuba bayinxalenye yoluntu, ingekuko kngokwentlalo kuphela okanye kuba begwegweleza. Abantu kufuneka baqonde ukuba bayinxalenye yoluntu, ingekuko kngokwentlalo kuphela okanye kuba begwegweleza. (Archer, 2000:9).
Ababhali ababini	Keller, D.K. and Casadevall-Keller, M. L. 2010. <i>The Tao of research: a path to validity</i> . Los Angeles: Sage.	NgokukaKeller noCasadevall-Keller (2010), ... UKeller noCasadevall-Keller (2010) bathi ...
Ababhali abangaphezu	Ukuba kukho ababhali ababininzi okanye abahleli, bonke kufuneka	Ukuba ucaphula okokuqala koko kupapashwe ngababhali <u>abangaphezu kwesibini</u> kufuneka

kwesibini Isifinyezo sesiLatini ‘et al.’ sithetha ‘nabanye’ kwaye sisoloko sibhalwa ngamagama akekeleyo ukubonakalisa ukuba lulwimi lwamanye amazwe.	babhalwe kuLuhlu lwezalathisi. Musa ukusebenzisa u-et al. kuluhlu lwakho lwezalathisi: Willis, J., Eldin, P. & Lansbury, A. 1997. <i>The complete speechmaker</i>. London: Ward Lock.	ubhale amagama abo apheleleyo. Emva koko, uza kusebenzisa igama elinye kwelo qela no-et al. (u-et al. sisifinyezo sesiLatini esithetha “nabanye” kwaye sibhalwe ngamagama akekeleyo njengoko ilulwimi lwamanye amazwe). UWillis, u-Eldin noLansbury (1997:72) bathi: “Ukuphumelela komboniso kuqinisekiswa ubukhulu becala ngoko kwenziweyo”. (Isalathiso sokuqala saba babhali) “Ukuphumelela komboniso kuqinisekiswa ubukhulu becala ngoko kwenziweyo”. (Willis, Eldin and Lansbury, 1997:72). UWillis et al. (1997:143) bachaza ukuba inkcazelo ehlekisayo ingatshintsha imo yomntu. (Izalathisi ezilandelayo kumsebenzi wakho)
ABAHLELI: QAPHELA: Bonakalisa umhleli ngokumfaka kwizibiyeli emva konobumba ngolu hlobo (ed.)	Archer, M.S, Bhaskar, R., Collier, A., Lawson, T. and Norrie, A. (eds). 1998. <i>Critical Realism: Essential readings</i>. London: Routledge.	Ngokuka-Archer, eBhaskar, eCollier, eLawson noNorrie (1998), ... Xa echazwa okwesibini okanye kuqhubeka echazwa: Ngokuka-Archer et al. (1998),...
Isahluko esithile esiye sasetyenziswa encwadini (kukho umhleli) apho isahluko ngasinye siye sibhalwe ngomnye umhleli	Pastan, L. 1991. Writing about writing. In Pack, R. & Parmi, J. (eds). <i>Writers on writing</i>. Hanover, N.H.: University Press of New England. QAPHELA: Kufuneka uyifake nencwadi kolu luhlu lwakho lwezalathisi.	UPastan (1991:209) uchaza eyakhe ingcinga ngolu hlobo lulandelayo: “Ingcinga yam ethile ixhomekeke enjeni kwaye ilala ezinyaweni zam ngeli xa ndibhalayo”. UPastan (1991:209) uyahlekisa xa ebhekisela kwinyanya yakhe njengento ekhokelela iingcinda zakhe ngeli xesha ilele ezinyaweni zakhe xa ebhalayo.
Uhlelo lokuqala: S’ukuchaza ukuba olu luhlelo lokuqala	Tolle, E. 2005. <i>A new earth: awakening to your life’s purpose</i>. London: Michael Joseph.	NgokukaTolle (2005:34), “lingqondo zokuzigwagwisa zilawulwa lixesha langaphambili”. UTolle (2005) uchazela abafundi bakhe ngesiseko somoya omtsha.
Uhlelo olwahluka-hlekeneyo: Bonakalisa uhlelo EMVA kwesihloko. Musa ukusebenzisa izibiyeli. Xa incwadu	Murphy, R. 1997. <i>Essential grammar in use: a self-study reference and practice book for elementary students of English</i>. 2nd ed. Cambridge: Cambridge University Press. Gee, J.P. 2005. <i>An Introduction to Discourse Analysis: Theory and Method</i>. 2nd ed. New York:	(Murphy, 1997:35) NgokukaMurphy (1997), ... NgokukaGee (2005), kukho iiNgxoxo eziphambili nezesibini. UGee (2005) uthi kukho iintlobo ezimbini zeeNgxoxo, ezizezi, iiNgxoxo eziphambili

iphinda ipapashwa kongezwe omnye umsebenzi omtsha, iba luhlelo lwesi-2/lwesi-3/lwesi-4	Routledge.	nezesibini.
Ukucaphula ikowuti okanye uluvo lombhali oluphawulwe komnye umthombo wolwazi. Kufuneka uyichaze yomibini imithombo yolwazi kwisicatshulwa sakho.	Bowden, A. 1985. <i>How students learn</i> . Oxford: London. Gibbs, G. 1981. <i>Student Learning</i> . Cambridge: Cambridge University Press.	“UGraham Gibbs, kwisifundo sakhe sango- 1981 efundisa abafundi uye wabhala esithi kuba abafundi besazi ngokugqwesa kotitshala ofundisa umfundi oyedwa okanye abambalwa ngomba othile, kuqhelekile ukuba kubo ukucingela ukuba umhlohli wabo nguye kuphela ongumthombo wolwazi malunga noko aagqwesayo kuko” (Gibbs, 1981:39 in Bowden, 1985:35). NgokukaGibbs (1981:39 in Bowden, 1985:35), abafundi basoloko bembona umhlohli njengoyena unegunya kweso sifundo kuba esazi banzi ngomba othile. Abafundi basoloko bembona umhlohli njengoyena unegunya kweso sifundo kuba esazi banzi ngomba othile (Gibbs, 1981:39 in Bowden, 1985:35).
Umntu omnye nemihla emibini Oku kubhekisele kumbhali opapashe imisebenzi emibini okanye nangaphezulu eyahlukeneyo kunyaka omnye.	Simons, K. 2010a. <i>The Writing Process</i> . Pretoria: van Schaik. Simons, K. 2010b. <i>The Art of Characterisation in Novels</i> . Pretoria: van Schaik. Ukuba uSimons, K. uneencwadi ezimbini ezipapashwe ngo-2010, kufuneka uziphawule ngendlela eza kubonakalisa umohluko. Indlela eqhelekileyo yokwenza oku kukuyibiza enye u Simons, K. 2010a nenye ibengu Simons, K. 2010b	USimons (2010a:13) uchaza ukuba ukubhala yinkqubo ekufuneka ilandelwe ukuphumeza umbhalo onempumelelo. Iimpawu yeyona nto ibalulekileyo kumacandelo enoveli ukuze kubekho ubomi kubadlali (Simons, 2010b: 24). NgokukaSimons (2010b), abadlali abangqukuva babalulekileyo ukuze inoveli ibe nempumelelo baphile njengabantu.
UKUCAPHULA IMISEBENZI YABANTU ABANINZI KWISICATSHULWA		Ukucaphula imisebenzi emininzi, yahlula izalathisi ngechaphaza msila (;) okanye ngegama elithi ‘kanye’ umz. (Barbour, 2007; Yin, 2003) UBarbour (2007) noYin (2003) bobabini babonakalisa ukuba...
IJENALI ZEMFUNDO [Igama lejenali, lbhalwe bukekela, (ikhoma) Inombolo yencwadi (inombolo ekhutshwe ngayo): iinombolo	Ntshoe, I.M. 2004. The politics and economics of post-apartheid higher education transformation. <i>Comparative Education Review</i> , 48 (2): 2. Hartwig, M. 2009. ‘Orthodox’ Critical Realism and the Critical Realist embrace. <i>Journal of Critical Realism</i> , 8 (2): 233-257.	UNtshoe (2004:20) uchaza ukuba... (Ntshoe, 2004:13). NgokukaNtshoe (2004:13), emva kwengcinezelo... UHartwig (2009) uchaza ukuba...

zamaphepha]		
UMBHALI KWEZOSHISHINO (okupapashwe ngumbutho/lisebe /liziko) Akukho mbhali uye wachazwa, ngoko ke igama lenkampani okanye lombutho/leziko lisetyenziswa njengombhali.  INGXELO YONYAKA	Organization for Economic Co-operation and Development. 2005. <i>On the Edge: Securing a sustainable Future for Higher Education</i>. Paris: OECD Publications. United Nations. Department of Economic and Social Affairs. 2001. <i>World public sector report: globalization and the state 2001</i>. New York: United Nations. African National Congress. 1994. Reconstruction and development programme. Johannesburg: ANC. Old Mutual. 2011. Annual Report 2011. Cape Town.	Sebenzisa izifinyezo/oonobumba bokuqala egameni xa kucatshulwa. Xa kudityaniswa izinto amandla okudibanisa amaziko aziswa ngaphambili (OECD, 2005:46). Ingxelo ye-OECD (2005) ixoxa ngenjongo nezinto ezilungileyo xa kudityaniswa amaziko. I-United Nations inika ingxelo yokuba xa kukho izinto ezenzekayo ezidibanisa ilizwe jikelele, imida ayilungiswa ngokwesiqhelo (UN, 2001:3). ... (ANC, 1994:5). Ngokwe-ANC (1999:45), ... Ingxelo yoNyaka ka-Old Mutual (2011) ilinika ingqalelo igalelo lokuthembeka kophawu lwabo nto leyo ekhokelele kwimpumelelo yabo.
IPHEPHA LENKOMFA Elifundiweyo kodwa elingaklhangela lipapashwe (akukho magama abhalwa ngqindilili)	Fairclough, N., Jessop, B., and Sayer, A. 2001. Critical Realism and Semiosis. Paper presented to International Association for Critical Realism Annual Conference, Roskilde, Denmark, 17-19th August 2001.	UFairclough, uJessop noSayer (2001) bachaza ukuba ... Xa bechazwa okwesibini nangaphezulu: NgokukaFairclough <i>et al.</i> (2001), ...
UKUQHUTYWA KWENKOMFA Iphepha elipapashwe ekuqhutyweni kweNkomfa	Zimani, X. 2010. The value of extended curriculum programmes for disadvantaged students. <i>Proceedings of the 2009 Annual Regional Conference of Foundation Programmes</i>. Bellville. 23-24 September 2009.	UZimani (2010:46) ucacisa athi...
AMANQAKU ESIFUNDO	Bester, M. 2009. Textiles. Unpublished course notes. Bellville: CPU. QAPHELA: Amaxwebhu angapapashwanga (iileta, iithisisi, amaphepha enkomfa angapapashwanga, amanqaku athathwa eklasini.) akabhalwa bukekela.	... (Bester, 2009) NgokukaBester (2009:16), imveliso yomqhaphu ayiwulungelanga ummandla esiphila kuwo nokusingqongileyo. UBester (2009:16) uchaza ukuba imveliso yomqhaphu ayiwulungelanga ummandla esiphila kuwo nokusingqongileyo.
IZICHAZI-MAGAMA	<i>Cambridge Advanced Learner's Dictionary (CALD)</i>. 2005. 2nd ed. Cambridge: Cambridge University Press.	(CALD, 2005:87)

OKUPAPASHWE NGURHULUMENTE	South Africa. Department of Education. 2001. National Plan for Higher Education. <i>Government Gazette</i> , (431) No. 22138. Pretoria: Government Printer.	(South Africa, 2001) (NCEDA UQAPHELE: kulo mba <u>AWUKWAZI</u> ukuthi “NgokwaseMzantsi Afrika (1980)”, Xa usebenzisa imithombo yolwazi emininzi yaseMzantsi Afrika, yinombole ngolu hlobo – South Africa, 2001a. South Africa, 2001b.
IMITHETHO YEPALAMENTE/ IMITHETHO/AMAP HEPHA	South Africa. 1999. National Student Financial Aid Scheme Bill. <i>Government Gazette</i> , 415(18156):67-89.	(South Africa, 1999) (NCEDA UQAPHELE: kulo mba <u>AWUKWAZI</u> ukuthi “NgokwaseMzantsi Afrika (1980)”,
I-INTANETHI Jonga igama lombhali kwiphepha lokuqala okanye emazantsi ephepha. Jonga umhla ‘wokugqibela ehlaziywe ngawo’ emazantsi ephepha apho uza kubona ukuba iqihlaziye nini. Ukuba akukho mhla, sebenzisa u-n.d. omele ukuba akukho mhla. Ukuba igama lombhali alaziwa, kodwa iwebhusayithi inegama, yithathe njengombhali wezoshishino ucaphule igama kwiwebhusayithi yeso socatshulwa.	1. Ifani yombhali, oonobumba bokuqala egameni. Umhla wolo xwebhu. Isihloko soxwebhu. Lufumaneka kwikhompyutha kwidilesi yewebhu [Umhla efumaneka ngawo kwizibiyeli ezisikwere]. 2. York University. 2007. Writing Centre. Ifumaneka kwikhompyutha apha http://www.yorku.edu . [Ifumaneka ngomhla we-12 kuJuni ngo-2001] 3. Quinion, Michael B. 1996. Kucatshulwe kwimithombo yolwazi ekwikhompyutha. lingcebiso kwiindlela zokucaphula kwikhompyutha. Zifumaneka kwikhompyutha apha http://www.worldwidewords.org/articles/citation.htm [Zifumaneka nge-10.1.2006]. 4. Ukuba uxwebhu linomhla wangaphakathi, sebenzisa loo mhla xa ucaphulayo. Ukuba akukho mhla unikiweyo, sebenzisa izifinyezi ezizezi n.d. (ezithetha ukuba akukho mhla). UNGasebenzisi “amalungelo ka-2007-2010” kuba akabonakalisi ukuba agqibela nini na ukuhlengahlengiswa. 5. Pityana, B. 2004. A Decade of South African Higher Education post	1. Ukucaphula oko kukuxwebhu okufumaneka kwiwebhusayithi, ukucaphula kwisicatshulwa kusoloko kudingeka kubhalwe iinombolo zamaphepha, kodwa amaxwebhu e-intanethi akasoloko enazo. linkcukacha kufuneka zifake igama lombhali/lababhali (umntu okanye umbutho/iziko ngabo abanoxanduva lokujonga oko kukwiwebhusayithi) nomhla olwenziwe/oluhlaziywe ngawo. (Ludwe, 2009) or: (United Nations, 1999) 2. Ukuba igama lombhali alaziwa, caphula igama lewebhusayithi (lithathe njengombhali wenkampani). 3. XA UCAPHULA UMNTU OKANYE UXWEBHU/INQAKU ELIKWI-INTANETHI, UNGAYIBHALI IDILESI YEWEBHUSAYITHI/YE-URL KWISICATSHULWA SAKHO, KODWA -KUSEBENZISE NJENGALE NDLELA INGEZANTSI. UQuinion (1996) uchaza ukuba ... NgokukaQuinion (1996), oku kulandelayo kusebenza... 4. Ucaphulo kwisicatshulwa xa kungekho mhla unikiweyo luza kubanje: (Quinion, n.d.) OKANYE uQuinion (n.d.) ukunika isikhokelo socaphulo. 5. UPityana (2004) uxoxa ukuba le nkcazelo ilandelayo isebenza... NgokukaPityana (2004), ... Kwiminyaka elishumi edlulileyo.....(Pityana, 2004).

	democracy: an Overview. Ifumaneka kwikhompyutha apha http://www.contentsunisa.ac.za//about/principle/docs [Ifumaneka ngomhla wama-20 kuJanuwari ngo-2007]. 6. SAUVCA. 2002. A vision for South African Higher Education. Ifumaneka kwikhompyutha apha http://www.sauvca.org.za/download_files/publications/Vision_for_SA_Higher_Education_Nov02.pdf [Ifumaneka ngomhla wama-23 kuJanuwari ngo-2007].	6. (SAUVCA, 2002)
UKUCAPHULA KWIBHUSAYITHI	1. ReSources.com. 2007. Ifumaneka kwikhompyutha apha http://www.resources.com/textile.htm [Ifumaneka nge-21.02.07].	Xa ucaphula isicatshulwa esikwiwebhusayithi ungabhekiselanga kuxwebhu oluthile okanye kwinqaku elithile, faka igama lewebhusayithi kwisicatshulwa (sithathe ngokunga ligama lombhali wenkampani): umz. Le webhusayithi ibonelela ngeenombolo zohagamshelwano zeenkampani ezenza impahla nto leyo ukuba oko ibe sesona sixhobo zibalulekileyo somthombo wolwazi (ReSources.com, 2007).
I-imeyile yomntu	Sumbod, J. (sumbodj@cput.ac.za). 2010. Uyavuma ukwenza udliwano-ndlebe. I-imeyile iya apha- (S. Clown: clowns@samail.com). [ngomhla wesi-3 kuFebruwari ngo-2010]	(Sumbod, 2010, pers. comm. 3 Feb.) USumbod (2010, pers. comm. 3 Feb.) ubeka umba obalulekileyowokuba...
IIJENALI	Korb, K.B., 1995. Persons and things: book review of Bringsjord on Robot-Consciousness. <i>Psychology</i>, 6 (15). Ifumaneka kwikhompyutha apha http://psycprints.ecs.soton.ac.uk/archive/00000462/ [Ifumaneka ngomhla wama-20 kuMeyi ngo-2004].	(Korb, 1995) okanye Korb (1995) NgokukaKorb (1995), ...
AMAPHEPHA-NDABA Inqaku lephepha-ndaba elingenambhali	Daniels, L. 2007. New Bill to tackle drug scourge. <i>Cape Argus</i>: 3, January 23. [Inombolo yephepha, inyanga nomhla.]	UDaniels (2007) uchaza ukuba isiyobisi esiyiTiki sothusa iintsapho ezininzi kwiiCape Flats.
Inqaku lephepha-ndaba elingenambhali	Anon. 2007. Madiba's the hero of British MPs. <i>Cape Argus</i>: 1, January 23. [Inombolo yephepha, inyanga nomhla.]	UNelson Mandela wamkelwa ngobushushu eBritani kwaye wothulelwa umnqwazi mhla esenza intetho yakhe kwiHouse of Lords (Cape Argus, 23 January 2007).
Iimagazini: Inqaki elinombhali	Levin, A. 2006. Oriental Orders. <i>Pursuit</i>, (3):55.	ULevin (2006:55) uchaza ukuba uMzantsi Afrika uyakhula kwezoshishino njengeNdiya; ngoko ke, uMzantsi Afrika unokufunda ngeshishini lempahla

Inqaku elingenambhali	Anon. 2006. New trends in men's fashion. <i>Pursuit</i> , (5):67	kwiNdiya (Levin, 2006:55). NgokukaLevin (2006:55), uMzantsi Afrika unoku... (Pursuit, (5):67)
Unxibelelwano lomntu	Dumani, X. 2012. Udliwano-ndlebe lwakhe. 7 March.	Ukucaphula udliwano-ndlebe olufunyenwe bucala okanye olunye unxibelelwano faka ezi zifinyezo 'pers. comm.' xa wenza isalathisi (Dumani, 2012, pers. comm., 7 March).

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Anglia Ruskin University. 2010. Harvard System of Referencing Guide. Ifumaneka kwikhompyutha apha <http://libweb.anglia.ac.uk/referencing/harvard.htm> [Ifumaneka ngomhla we-9 kuDisemba ngo-2010].

Curtin University of Technology. 2007. Harvard Referencing 2007. Ifumaneka kwikhompyutha apha library.curtin.edu.au [Ifumaneka nge-14.01.07].

University of Bournemouth. 2007. Guide to Citing Internet Sources. Ifumaneka kwikhompyutha apha http://www.bournemouth.ac.uk/library/citing_references/citing_internet_sources.html [Ifumaneka nge-12.01.2007].

University of Pretoria. 2004. Referencing Style Guide for Internet and Electronic Sources. Ifumaneka kwikhompyutha apha <http://upetd.up.ac.za/authors/create/plagiarism/electronicresources.htm#harvard> [Ifumaneka ngomhla wama-28 kuFebruwari ngo-2007].

Van Aswegen, E.S. 2004. Guide to Bibliographic Referencing. Unpublished notes. Cape Town: Cape Technikon.

7.5 UNGAZIBONAKALISA NJANI IZALATHISI XA UFUMENE IINKCUKACHA KWIMITHOMBO YOLWAZI

Mininzi imithombo yolwazi emitsha kwikhompyutha efumanekayo kwi-intanethi. Ngeli xesha kufuneka uqinisekise ukuba oko ukusebenzisayo kuthembekileyo kwaye kokona kufanelekileyo, kungadingeka ukuba uchaze uhlobo olusebenzisileyo olunye kwezi zintsha zemijelo yeendaba.

Iinkcukacha ezingezantsi zithathwe kwiYunivesithi yase-Anglia Ruskin e-U.K. kwaye ziyafumaneka phantsi kwelayisenisi ebizwa ngokuba yiCREATIVE COMMONS apha <http://libweb.anglia.ac.uk/referencing/harvard.htm> [Ifumaneka ngomhla we-9 kuDisemba ngo-2010]. Imvume yokusebenzisa isiKhokelo seHarvard xa kusalathiswa oko kusetyenziswe kusuka kwikhompyutha iye yacelwa kwiYunivesithi yaze yavunywa.

Ividiyo ye-YouTube

Izinto ezidingekayo xa usalathisa oko ukufumeneyo zezi:

Igama elikwisikrini lalowo ube begalelo. Unyaka. *Isihloko seVidiyo*, Isihloko sesirisi. (ukuba oko kuyasebenza apha) [uhlobo lomjelo osetyenzisiweyo] Ifumaneka apha: kubandakanywa nedilesi yewebhusayithi/ye-URL (Indawo enezibonelelo ezifanayo) [Umhla efumaneka ngawo].

Umzekelo: Mrgeorged. 2009. *Top Gear The Stig revealed Full*. [ividiyo ekwikhompyutha] Ifumaneka kwikhompyutha apha: <<http://www.youtube.com/watch?v=eTapK5dRaw4>> [Ifumaneka ngomhla wama-23 kuJuni ngo-2009].

IBlog (IWeb-log): Izinto ezidingekayo xa usalathisa oko ukufumeneyo zezi:

Umbhali womyalezo. (Unyaka epapashwe ngayo/egqibele ukuhlaziywa ngawo).
Isihloko somyalezo. *Isihloko seNdawo ye-intanethi*, Umhla/inyanga oposwe ngawo
umyalezo. Ifumaneka apha: idilesi ye-intanethi [Umhla efumaneke ngawo].

Umzekelo: O'Connor. 2010. Global warming and the future. *Jane Murphy Blog*, 14 January. Ifumaneka kwikhompyutha apha:

<http://janemurphyblog.com/blogs/archive/2010/01/14/115.aspx> [Ifumaneke ngomhla we-13 ku-Epreli ngo-2010].

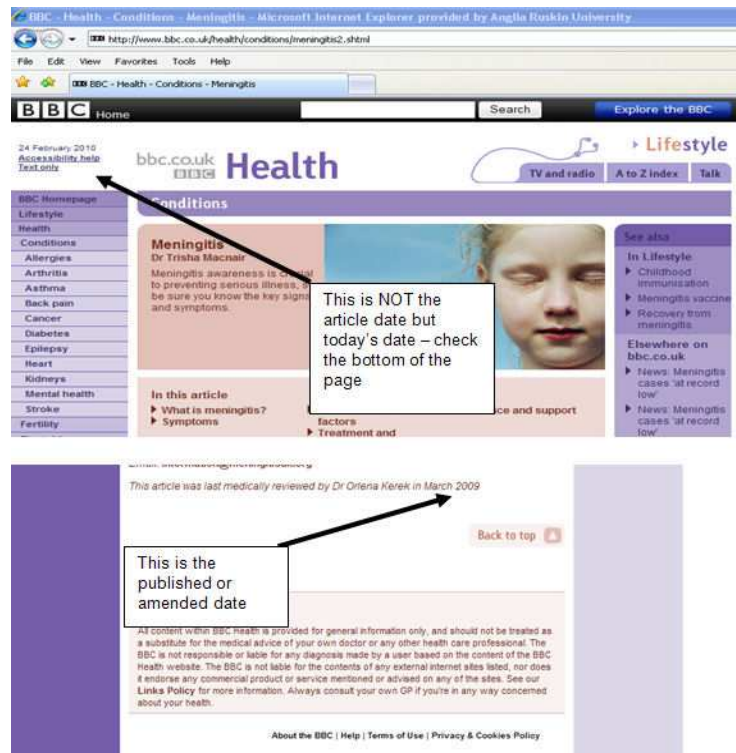
UMZEKELO: Whitton, Felix. 2009. Conservationists are not making themselves heard.

Guardian.co.uk Science blog, [blog] 18 June, Ifumaneka kwikhompyutha apha:

<<http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground>> [Ifumaneke ngomhla wama-23 kuJuni ngo-2009].

Iiwebhusayithi

Xa kucatshulwa oko kufunyenwe kwiwebhusayithi, kufuneka uchaze umbhali wewebhusayithi. Lo ingangumbhali wenkampani, wombutho okanye weziko; isikhokelo souk singafumaneka ngokuthi ujonge kwidilesi yewebhu ye-URL. Ukufumaneka komhla epapashwe ngawo, isalathisi singafumaneka emazantsi ephepha lewebhu okumalunga namalungelo okusetyenziswa koku, okanye kwiingongoma zaloo mhla.



Kulo mzekelo, umbhali iza kuba yiBBC umhla ibengu-2009.

UMZEKELO wesalathisi soko kucatshulweyo: Uphando lwakutsha-nje ngokudumba kwenwebu yobuchopho (BBC, 2009) lubonakalise ...

Iinkqubo zePodcast okanye zoMabonakude eziphunyeziweyo

Izinto ezidingekayo xa usalathisa oko ukufumeneyo zezi:

Ijelo losasazo/Umbhali. Unyaka. *Isihloko senkqubo*, Isihloko soko kudlalayo. (ukuba oku kuyasebenza apha) [uhlobo lomjelo weendaba] umhla ekusasazwa ngawo. Ifumaneka apha: kubandakanywa nedilesi yewebhusayithi/ye-URL (Indawo enezibonelelo ezifanayo) [Umhla efumaneke ngawo].

National Gallery. 2008. *Episode Seventeen (March 2008)*, The National Gallery Monthly Podcast. [podcast] March 2008. Ifumaneka kwikhompyutha apha: <
<http://www.nationalgallery.org.uk/podcasts>> [Ifumaneka ngomhla wama-23 kuJuni ngo-2009].

Uluhlu lweedilesi zokuposa

Izinto ezidingekayo xa usalathisa oko ukufumeneyo zezi:

Umbhali, Oonobumba bokuqala egameni., Unyaka. Isihloko, *Isihloko soluhlu lweedilesi zokuposa*. [kwikhompyutha] umhla womyalezo, Ifumaneka apha: kubandakanywa nedilesi yewebhusayithi/ye-URL (Indawo enezibonelelo ezifanayo) [Umbhali efumaneka ngawo].

UMZEKELO: Murrey, T. 2009. 'Sharing good practice', *Forum for International Students*. [kwikhompyutha] 23 June 2009, Ifumaneka apha: <http://www.internationalstudentforum.com> [Ifumaneka ngomhla wama-23 kuJuni ngo-2009].

Imiyalezo ekwikhompyutha

Kwimifanekiso efumaneka kwi-intanethi izinto ezifumaneka ukuze uchaze umthombo wolwazi owusebenzisileyo:

Umbhali, Unyaka (umfanekiso owenziweyo). *Isihloko somsebenzi*. [uhlobo lomjelo osetyenzisiweyo] Ifumaneka apha: kubandakanywa nedilesi yewebhusayithi/ye-URL (Indawo enezibonelelo ezifanayo) [Umbhali efumaneka ngawo].

Xa umbhali engaziwa, qalisa isalathisi sakho ngokubhala *isihloko somsebenzi*.

Xa zingekho iinkcukacha eziqhelekileyo ezifumanekayo, (ezifana nombhali, umhla okanye isihloko somfanekiso) zama ukufumana igama lefayile (umzekelo ngokucofa ekunene ujonge iimpawu zeefayile). Ukuba kwezi zingentla izinto akukho nanye ekhoyo kuzo qala ukwalathisa ngomthombo wolwazi ngokubhala *umba nesihloko somsebenzi*.

Van Vechten, C. 1934. *Man Ray*. [umfanekiso] Ifumaneka apha: http://en.wikipedia.org/wiki/File:Man_Ray_1934.jpg [Ifumaneka ngomhla wesi-4 ku-Oktobha ngo-2009].

Pepsi, 2009. *Pepsi can designs*. [umfanekiso kwikhompyutha] Ifumaneka apha: <http://www.pepsi.co.uk/MaxYourPepsi.aspx> [Ifumaneka ngomhla we-19 kuJuni ngo-2009].

[Child placing gauze over knee wound] n.d. [umfanekiso kwikhompyutha] Ifumaneka apha: <
<http://www.dadpal.com/2009/12/wounds-care-help-and-wound-vac-therapy.html>> [Ifumaneka ngomhla woku-1 kuJuni ngo-2010].

Ukwalathisa oko kucatshulweyo kule mizekelo ingentla ifundeka ngolu hlobo:

(Van Vechten, 1934)

(Pepsi, 2009)

(Child placing gauze, n.d.)

Okupapashiweyo okufumaneka kwiwebhusayithi

Okupapashiweyo okufumaneka kwi-intanethi nazi izinto ezidindekayo xa usenza isalathisi: Umbhali okanye umbhali weshishini, Unyaka. *Isihloko soxwebhu*. [uhlobo lomjelo osetyenzisiweyo] Indawo: Umvelisi/Umpapashi. Ifumaneka apha: kubandakanywa nedilesi yewebhusayithi/ye-URL (Indawo enezibonelelo ezifanayo). [Umbhali ehlolwe ngawo].

UMZEKELO: Scottish Intercollegiate Guidelines, 2001. *Hypertension in the elderly*. (SIGN publication 20) [kwikhompyutha] Edinburgh: SIGN (Ipapashwe ngo-2001) Ifumaneka apha: <http://www.sign.ac.uk/pdf/sign49.pdf> [Ifumaneka ngomhla we-17 kuMatshi ngo-2005].

Boots Group Plc. 2003. *Corporate social responsibility*. [online] Boots Group Plc. Ifumaneka kwikhompyutha apha: <http://www.Boots-Plc.Com/Information/Info.Asp?Level1id=447&Level 2id=0> [Ifumaneka ngomhla wama-23 kuJulayi ngo-2005].

Defoe, D. 1999. *The fortunes and the misfortunes of the famous Moll Flanders*. [kwikhompyutha] Champaign, Illinois: Project Gutenberg. Ifumaneka kwikhompyutha apha: <http://www.gutenberg.org/etext/370> [Ifumaneka ngomhla we-18 kuNovemba ngo-2005].

Independent Inquiry into Access to Healthcare for People with Learning Disabilities. n.d. Healthcare for all. [kwikhompyutha] Ifumaneka kwikhompyutha apha: http://www.iahpld.org.uk/Healthcare_easy_final.pdf [Ifumaneka ngomhla we-10 ku-Epreli ngo-2009].

Amanqaku amaphepha-ndaba kwikhompyutha

Kumanqaku amaphepha-ndaba afumaneka kumaphepha-ndaba akwikhompyutha, iimpawu ezifunekayo xa usenza izalathisi zezi:
Umbhali okanye umbhali wenkampani, Unyaka. Isihloko soxwebhu okanye sephepha. *Igama lephepha-ndaba*, [uhlobo lomjelo weendaba] Ezinye iinkcukacha zaloo mhla ezongeziweyo. Ifumaneka kwikhompyutha apha: [igama lefayile]. [Umhla efumaneka ngawo].

UMZEKELO: Chittenden, M., Rogers, L. and Smith, D. 2003. Focus: 'Targetitis ails NHS. *Times Online*,] 1 June. Ifumaneka kwikhompyutha apha: <http://www.timesonline.co.uk/tol/news/uk/scotland/article1138006.ece> [Ifumaneka ngomhla we-17 kuMatshi ngo-2005].

Coney, J. 2009. Is this the start of a new home loan war? HSBC vows to lend £1billion to homebuyers with 10% deposits. *Daily Mail*, [kwikhompyutha] (Ukugqibela kwayo ukuhlengahlengiswa ngo-9.47 kusasa ngomhla we-9 ku-Epreli ngo-2009) Ifumaneka apha: <http://www.dailymail.co.uk/news/article-1168461/Is-start-new-home-loan-war-HSBC-vows-lend-1billion-homebuyers-10-deposits.html> [Ifumaneka ngomhla wama-20 ku-Epreli ngo-2009].

Isalathisi sokuthathwe kwisicatshulwa kule mizekelo ingentla onokukufunda: (Coney, 2009)

Ngumsebenzi omhle ukugcina kwiifayile zakhoikopi kwiphepha langaphambili layo nayiphi na iwebhusayithi oyisebenzisileyo

Udliwano-ndlebe

Xa wenze udliwano-ndlebe – kumthombo wolwazi ophambili*

* Ucetyiswa ukuba ujonge kwi-Ofisi yeZiko izikhokelo ezineenkcukacha yokuba ungafaka ntoni na.

Xa usenza udliwano-ndlebe, kubalulekile ukuqinisekisa naloo mntu kwenziwe naye udliwano-ndlebe ukuba bayavumelana ukuba oko kubhaliweyo kudliwano-ndlebe kufumaneka. Njengoko olu ingazi kuba luxwebhu olufumaneka kumntu wonke esidlangalaleni, kungafakwa njengombhalo-nqagi kwiSihlomelo somsebenzi wakho.

Ukucaphula kolu dliwano-ndlebe kufuneka kubhekise kwiSihlomelo.

UMZEKELO: Kudliwano-ndlebe (iSihlomelo A) oko kuye kwafunyanwa kwingxelo kuye kwaphengululwa waze okaWhite wavumelana ngako no ...

KwiSihlomelo kufuneka ubandakanye iinkcukacha ezifana nezi:

Igama lalowo ubuzwayo kudliwano-ndlebe. Unyaka wodliwano-ndlebe. *Isihloko sodliwano-ndlebe*. Owenze udliwano-ndlebe ngu ...igama. [uhlobo lomjelo osetyenzisiweyo/indlela yokwenza] Indawo nomhla kanye wodliwano-ndlebe. Kunye nombhalo-nqagi.

Xa usebenzisa udliwano-ndlebe oluska kwimithombo yolwazi efana neenkqubo zikamabonakude

Iimpawu zokwenza izalathisi ezicetyiswayo zezi:

Igama lophendula kudliwano-ndlebe, noonobumba bokuqala egameni., Unyaka wodliwano-ndlebe. *Isihloko sodliwano-ndlebe (okanye igama lenkqubo)*

Owenze udliwano-ndlebe ngu ...igama. [uhlobo lomjelo osetyenzisiweyo/indlela yokwenza] Igama lomjelo weendaba, Umhla wosasazo, ixesha lokusasaza.

UMZEKELO: Ahern, B. 1999. *Interview on Morning Ireland* Udliwano-ndlebe lwenziwe ngu... John Boyd [kunomathotholo] RTE Radio 1, 15 February 1999, 08:30.

Isalathiso sesicatshulwa kule mizekelo ingentla zifundwa ngolu hlobo (Ahern, 1999)

IDVD, ividiyo nefilim

Izinto ezidingekayo xa usalathisa oko ukufumeneyo zezi:

Isihloko esipheleleyo seDVD okanye sevidiyo. Unyaka ekhuthswe ngawo. [uhlobo lomjelo] Umlawuli. (ukuba oko kuyasebenza apha) Ilizwe esuka kuyo: Yenzelwe phi ifilimu okanye ngubani umenzi wayo. (Ezinye iinkcukacha ezifanelekileyo).

Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s. 2005 [iDVD] New York: Warner Brothers.

Health for all children 3: the video. 2004. [Ividiyo] London: Child Growth Foundation. (Narrated by D.B.M. Hall).

Kwifilim iimpawu ezilindelekileyo zingabandakanya oku:

Isihloko. Unyaka ekhuthswe ngawo. [Umjelo] Umlawuli. Ilizwe esuka kuyo: Yenzelwe phi ifilimu

UMZEKELO: *Macbeth*. 1948. [Ifilim] Yonganyelwe ngu-Orson Wells. USA: Republic Pictures.

UMTHOMBO WOLWAZI woku kungentla: <http://libweb.anglia.ac.uk/referencing/harvard.htm>

Iphapha leNkomfa

Izinto ezidingekayo xa usalathisa oko ukufumeneyo zezi:

Umbhali. Unyaka. *Isihloko esipheleleyo sephepha lenkomfa*. Oku-In: kulandela ngumhleli okanye igama leshishini, *Isihloko siphelele senkomfa*. Indawo, Umhla, Indawo ekupapashwe kuyo: Umpapashi.

UMZEKELO: Brown, J. 2005. Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea 24-27 May 2005. New York: United Nations. (Kwi-UNDESA ngomhla waam-24-25 kuMeyi ngo-2005)

Iincwadi eziye zaguqulelwa kwezinye iilwimi

Imisebenzi eguqulelwe kwezinye iilwimi xa usenza isalathisi kufuneka ubandakanye iinkcukacha zomguquleli, iimpawu ezicetyiswayo zezo zalathisi zezi:

Umbhali. Unyaka. *Isihloko sencwadi*. Iguqulwe isuka (ulwimi) ngu (igama lomguquleli) Indawo epapashwe kuyo: Umpapashi.

UMZEKELO: Canetti, E. 2001. *The voices of Marrakesh: a record of a visit*. Translated from German by J.A. Underwood. San Francisco: Arion. (Iguqulwe isuka kwisiJamaningu-)

Imisebenzi emikhulu enembali ebalulekileyo, umhla womsebenzi wemveli nawo kufuneka ubandakanywe nomhla otolikwe ngawo:

Kant, I. 1785. *Fundamental principles of the metaphysic of morals*. Translated by T.K. Abbott., 1988. New York: Prometheus Books. (Iguqulwe ngu-)

litheyibhuli nemizobo

Xa kusenziwa ezinye iinkcukacha ezikhetheziweyo ezisuka kwimizobo okanye kwitheyibhuli, okanye ukopa yonke itheyibhuli okanye umzobo, kufuneka wenze isalathisi sokuba uwufumene phi loo mthombo wolwazi.

Isalathisi esikwisicatshulwa kwitheyibhuli ethathwe umz. Encwadini, kufuneka simfake nombhali nephepha ngolu hlobo (Smith, 2005:33) ukwenzela ukuba umfundi akwazi ukuzifumana ezo nkcukacha. Ukuba umthombo wolwazi weenkcukacha ayizozombhali, kodwa zifunyenwe komnye umthombo wolwazi, iba sisalathisi sesibini eso kwaye kufuneka sicutshulwe njalo: (United Nations, 1975 cited in Smith, 2005:33). (Icatshulwe kuSmith)

Ukuba itheyibhuli iphinde yenziwa kwindawo yayo ukucatshulwa kwayo kufuneka kubekwe emazantsi ephepha. Kufuneka uwuqaphele ngakumbi umthombo wolwazi weenkcukacha, kunye nomnono wolo xwebhu. Iinkcukacha ezipheleleyo kufuneka nazo zibandakanywe kuluhlu lwezalathisi.

Ithisisi

Izinto ezidingekayo xa usalathisa oko ukufumeneyo zezi:

Umbhali, Unyaka ekupapashwe ngawo. *Isihloko sethisisi*. Umgangatho. Igama elisesikweni leYunivesithi.

UMZEKELO: Richmond, J. 2005. *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. Ph. D. Anglia Ruskin University.

7.6 UNGAZILAWULA NJANI IINKCUKACHA OZIFUMENEYO XA USENZA UPHANDO:

Kubalulekle ukuzilungiselela xa uqokelela iinkcukacha ofuna ukuzisebenzisa kwiprojekthi.

Xa uthatha iinkcukacha kwi-intanethi uzifaka kuxwebhu lweMSWORD, soloko uqinisekisa ukuba ukopa uphinde ukufake oko ngobunjalo bako kwi-URL yewebhu ngezantsi kweenkcukacha oye wazifumana, ukuze wazi ukuba uzifumene phi kwaye uzichaze ngokufanelekileyo ukuba uzifumene phi. Faka umhla ozifumene ngayo kwi-intanethi/kumthombo wolwazi.

Xa uthatha amanqaku encwadini, qinisekisa ukuba ubhala igama lombhali nazo zonke iinkcukacha zoluhlu lwababhali kunye nenombolo yephepha ozifumene kulo ezo nkcukacha kwakwelo phepha ubhale kulo amanqaku akho.

Khumbula ukuba awuvumelekanga ukukopa uphinde usifake ngobunjalo baso isicatshulwa osifumene kumthombo wolwazi kumsebenzi waseyunivesithi. Kufuneka uqiniseke ukuba uyakuqonda oko ukufundayo, ze emva koko uphinde ukubhale ngawakho amazwi uze ubhale umthombo wolwazi osifumene kuwo.

7.7 UKUCAPHULA KWISICATSHULWA (UKUBONAKALISA ISALATHISI)

(Oku kuthetha ukuba uwunika ingqalelo umthombo wolwazi owusebenzisileyo kwisincoko okanye kwingxelo yakho)

Amagama ombhali, izimvo nomsebenzi wengqondo yakhe kufuneka zichazwe ngokwesalathisi ukuba zisuka phi kwisincoko/kumsebenzi wesikolo/kwingxelo ukuthintela ukubekwa ityala lokuba uthathe umsebenzi womnye umntu wawenza owakhe.

Ukukowuta ngqo (Ngaphantsi kwamazwi anama-30) – kusebenzise mangaphangapha: Sebenzisa iimpawu zocaphulo, ifani yombhali (ikhoma), unyaka (uphawu lokuphumla) nenombolo yephepha ibekwizibiyeli.

UMZEKELO: “Language change is inevitable and normal, regardless of how one may feel about it personally” (Andrews, 1993:137).

Ukukowuta ngqo (Ngaphezu kwamazwi anama-30) – kusebenzise mangaphangapha:

S’ukuzisebenzisa iimpawu zocaphulo. Yenza izikhewu kwiikowuti, oko kuthetha ukuba kufuneka ukubeke oko kwizithutyana ezimbalwa ukusuka ekupheleni kwephepha. Bhala ifani yombhali, umhla nenombolo yephepha kwizibiyeli ekupheleni kwekowitz ngqo. **UMZEKELO:**

Third World Marxism has produced a sustained and engaging critique of postcolonial theory from realist perspectives, but remains, by and large, distanced from critical realism. The absence of engagement in critical realism with a theoretical orientation that has a profound influence on the way we see the Third World constitutes a problematic in its own right that calls for interrogation (D’Sousza, 2010:1).

Inkqubo kaMarx yeHkabathi lesiThathu ivelise indlela ezinzileyo yengcingane yasemva yobukolonali ngokomba wobunyani, kodwa ihleli, ngobukhulu bayo, ikude ebunyanini obunzima. Ukungabandakanyeki kubunyani obunzima kukho ingcingane enefuthe elinzima ngendlela esilibona ngalo iHlabathi lesiThathu libonisa ingxaki yelungelo layo lokugocagoca (D’Sousza, 2010:1).

Ukuyibeka ngamanye amazwi (ukusebenzisa amazwi akho ukuwabeka ngamanye amazwi okanye uluvo lombhali. S’ukusebenzisa iimpawu zocaphulo. Bhala kuphela unyaka epapashwe ngawo kwizibiyeli, hayi inombolo yephepha.

Faka nenombolo yephepha KUPHELA xa ubhekisele KWIKOWUTI ETHILE, okanye uyibeka ngamanye amazwi okanye isalathisi esibonakalisa ukuba ukufumene kumqolo othile wencwadiokanye wenqaku.

NCEDA UQAPHELE: Isingxi silandela emva kwesalathisi/kocaphulo olukwizibiyeli ekupheleni kwesivakalisi:

UMZEKELO: “Language operates on varying levels of abstraction” (Andrews, 1993:24).

UKWENZA ISALATHISI NGEMITHOMBO YOLWAZI kwingxelo yakho (ukwenza ucaphulo kwisicatshulwa): Kukho iindlela ezahlukeneyo zokwenza oku:

NgokukaMfundisi (2008:27), abafundi baye bakhuthazwa ukuba bafunde ngenxa yokuba isebe liye langenelela kuloo mba usemngciphekweni

(**NCEDA UQAPHELE:** oku kuthi “ngokuka...” **KUTHETHA** “njengoko okanye umntu othile uthi”...)

UMfundisi (2008:29) uchaza ukuba abafundi baye bakhuthazwa ukuba bafunde ngenxa yokuba isebe liye langenelela kuloo mba usemngciphekweni.

Abafundi bakhuthazwa ukuba bafunde ngenxa yokuba isebe liye langenelela kuloo mba usemngciphekweni (Mfundisi, 2008: 29).

Imizekelo yoyilo lwamacandelo ocaphulo olukwisicatshulwa:

(Ifunyenwe kwiYunivesithi iHong Kong PolyTechnic University: Iziko lokuFunda ngoLwimi. Ngo-2001. Ucaphulo kwisicatshulwa.

<http://elc.polyu.edu.hk/cill/exercises/intextrefs.htm#q1>. [Ifunyenwe nge-9/8/09].)

ISICATSHULWA SEMVELI:

Iphepha le-16 kwincwadi ebhalwe nguXolani Limani ngo-2010, ethi *Research Methods* epapashwe yiDovey Press eDurban:

Kwinkulungwane yama-21 abenzi bempahla abaninzi eMzantsi Afrika benza impahla enophawu lwabo olulodwa kwiifashoni zeli lizwe ngokuthumela oko bakwenzileyo kuyokuboniswa ngako kwiVeki yokubonisa iFashoni kwizixeko ezikhulu zeli lizwe. (amagama angama-27)

Isishwankathelo soku sithi:

Ngo-2000 ifuthe labenza impahla eMzantsi Afrika liye lakhula ngokuthi impahla yabo bayibonise kwimisitho yeeVeki ezibonisa impahla eMzantsi Afrika. (amagama ali-18)

1. NgokukaLimani (2010:16), ukususela ngo-2000 ifuthe labenza impahla eMzantsi Afrika liye lakhula ngokuthi impahla yabo bayibonise kwimisitho yeeVeki ezibonisa impahla eMzantsi Afrika.

2. ULimani (2010:16) uchaza ukuba ukususela ngo-2000 ifuthe labenza impahla eMzantsi Afrika liye lakhula ngokuthi impahla yabo bayibonise kwimisitho yeeVeki ezibonisa impahla eMzantsi Afrika.

ULimani (2010:16) *uzise ngaphambili* ukuba ukususela ngo-2000 ifuthe labenza impahla eMzantsi Afrika liye lakhula ngokuthi impahla yabo bayibonise kwimisitho yeeVeki ezibonisa impahla eMzantsi Afrika.

ULimani (2010:16) *ubonakalisa* ukuba ukususela ngo-2000 ifuthe labenza impahla eMzantsi Afrika liye lakhula ngokuthi impahla yabo bayibonise kwimisitho yeeVeki ezibonisa impahla eMzantsi Afrika.

ULimani (2010:16) *uchaza ngokuphandle* ukuba ukususela ngo-2000 ifuthe labenza impahla eMzantsi Afrika liye lakhula ngokuthi impahla yabo bayibonise kwimisitho yeeVeki ezibonisa impahla eMzantsi Afrika.

S'ukulisebenzisa igama elithi 'uthi', kuba yindlela engekho ntle. Kwakhona, s'ukulisebenzisa elithi 'ubanga', kuba oku kuthetha ukuba ucinga ukuba ezi nkukacha zisenokungabi yinyani (Hong Kong PolyTechnic, 2001).

3. Ukususela ngo-2000 ifuthe labenza impahla eMzantsi Afrika liye lakhula ngokuthi impahla yabo bayibonise kwimisitho yeeVeki ezibonisa impahla eMzantsi Afrika. (Limani, 2010:16).

4. Kwinkulungwane yama-21 abenzi bempahla abaninzi eMzantsi Afrika benza impahla enophawu lwabo olulodwa kwiifashoni zeli lizwe ngokuthumela oko bakwenzileyo

kuyokuboniswa ngako kwiVeki yokubonisa iFashoni kwizixeko ezikhulu zeli lizwe (Limani, 2010:16).

Ezinye izikhokelo zokucaphula kwisicatshulwa (Hong Kong PolyTechnic, 2001):

- Kufuneka ubhale izicaphulo kwisicatshulwa xa ukowutile, uyibeke intetho ngawakho amazwi kwaye ushwankathele. Oku kungenxa yokuba usebenzisa izimvo zombhali, hayo kuphela amazwi akhe.
- S'ukubafaka oonobumba bokuqala bamagama ombhali kwisicatshulwa.
- S'ukuwufaka umhla nenyanga elipapashwe ngawo iphepha-ndaba okanye imagazini xa ucaphula isicatshulwa (Hong Kong PolyTechnic, 2001).
- Kufuneka usebenzise kuphela izalathisi/ucaphulo/iikowuti ezithe ngqo ezimeleunobumba xa kuyimfuneko. S'ukusoloko ukowuta ngqo ngalo lonke ixesha –ungakwenza oko kuphela xa unika inkcazelo.
- **S'ukubhala oku:** USmith (2011) yena uthi.... Kuba u-“yena” akayomfuneko.

IMIZEKELO YOKWENZA IZALATHISI/UCAPHULO KWISICATSHULWA NOLUHLU LWABABHALI ethathwe kwingxelo yomfundi weCLOTEX ukubonakalisa ukuba izalathisi kuvavanyo zisetyenziswa njani na:

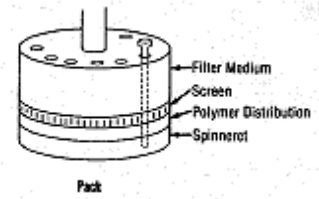
UKUHLUZA

Ukuhlulwa kususa zonke izinto ezingafunekiyo ezingacolekanga ukuze ekugqibeleni uphume nento ehlaziyekileyo. IWordNet (ngo-2010) ichaza ukuba isihluzo sisixhobo esenziwe ukukhupha izinto ezingafunekiyo ngeli xesha igqithisa oko kufanelekileyo ukuba kudlule kwisihluzo. Oku kuye kwaqinisekiswa yiHOSAF (ngo-2010) echaza ukuba injongo yokuhlulwa kukususa ukungcola okungena kule nkqubo okusuka ngaphandle kwale nto ijikelezayo okufana nokungcola nobumdaka bangaphakathi okufana nezinto ezonakeleyo, izinto ezifumbe ndaweni inye kunye neejeli ezidibanayo ngaphakathi kwesi sijikelezi njengenxalenye yenkqubo ekhuphela ngaphandle. Inkqubo yokuhlulwa isusa malunga neepesenti ezi-5-10 wobuninzi bobulembungaphandle kwezinto eziye zongezeleka eziye zibangele ekwehleni kwezinga loxinezelelo (HOSAF, 2010).

Zininzi izihluzo kule nto ijikelezayo. Isihluzo (esiphakathi) sibonakalisiwe kwiSazobe sesi-3 ngentloko yesi sijikelezi. Kwisazobe sesi-4 kubonakaliswa ukuba isihluzo siyinxalenye yesijikelezi kwaye sibekwa ngaphezulu.



Isazobe sesi-3: Isihluzo kwispinneret
(Umthombo wolwazi: Carolina Filters, 2010)
2010)



Isazobe sesi-4: Isijikelezi sinesihluzo
(Umthombo wolwazi: CABC S.A.,
2010)

NgokukaJames (2010) noFibreSource (2010), isihluzo sibalulekile kuba imolten polymer kufuneka idlule kwimixunye yespinneret ingenzi ukuba oko kubloke. Ispinneret asidibani nobumdaka sibuya kwangoko kunye nongcoliseko . Ukuba imixunye kwispinneret iyabloka, kungabiza imali eninzi ukulungisa oko kuba ispinneret senziwe ngezinto ezixabisa kakhulu.

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8. IMISEBENZI YOKUZIQHELANISA NOKUSEBENZISA INKQUBO YEHARVARD YOKUSEBENZISA

IZALATHISI

UMSEBENZI WOKU-1 WOKUSEBENZISA IZALATHISI ZEHARVARD:

Indlela yokuVavanywa: Bonakalisa oko unako ukusebenzisa iinkcukacha zoluhlu lwababhali ukwenza izalathisi ezifanelekileyo zoluhlu lwababhali.

IMIYALELO: Unikwe incwadi eneenkcukacha kwaye kufuneka uze nzele ezakho izalathisi nganye kuzo. 1.

1. Igama lencwadi lithi Mind maps at work ebhalwe nguTony Buzan yapapashwa yiThorsons eLondon ngo-2004
2. Igama lencwadi lithi Teaching and Learning in Higher Education yahlelwa nguSarah Gravett noHester Geyser yapapashwa yiVan Schaik Publishers ngo-2004 ePretoria
3. Igama lencwadi lithi Teach yourself to think ebhalwe nguEdward de Bono yapapashwa yiPenguin Books ngo-1995 eLondon
4. Igama lencwadi lithi Curriculum Action Research ibhalwe nguJames McKernan yapapashwa ngo-1996 yiKogan Page. Olu luhlelo lwesibini lwale ncwadi.
5. Igama lencwadi lithi Cross-cultural approaches to literacy ihlelwe nguBrian Street yapapashwa eCambridge ngo-1993 yiCambridge University Press
6. Igama lencwadi lithi Team-based Learning ibhalwe nguLarry K. Michaelsen, u-Arletta Knight-Baumann noL. D. Fink yapapashwa ngo-2004 yiStylus Publishing eSterling, eVirginia.
7. Igama lencwadi lithi Appreciative Inquiry ibhalwe nguJan Reed yapapashwa eLondon yiSage Publications ngo-2007.
8. Igama lencwadi lithi Realism and Social Science ibhalwe nguAndrew Sayer yapapashwa eLondon ngo-2000 yiSage Publications
9. Igama lencwadi lithi Reading Skills Handbook ibhalwe nguHarvey S. Wiener noCharles Bazerman yapapashwa ngo-1997 yiHoughton Mifflin Company eBoston. Olu luhlelo lwesixhenxe lwale ncwadi.
10. Igama lencwadi lithi Skills Development ihlelwe nguIan Bellis yapapashwa yiKnowledge Resources (Pty) Ltd. Ngo-2001 eRandburg, eMzantsi Afrika. Olu luhlelo lwesibini lwale ncwadi.
11. Amanqaku owafumene eklasini ngo-2011 owafumene kwiKhampasi eseKapa yaseCPUT. Abhalwe nguGerrit Straaten. Isihloko sala manqaku sithi: Marketing 101.

UMSEBENZI WESALATHISI SEHARVARD WESI-2:

Imiyalelo – lungelelanisa ezi zalathisi zingezantsi ngokoLuhlu lweSalathisi ngendlela elandelelana kakuhle ngokoonobmba.

Phinda ubhale uLuhlu lweSalathisi ngendlela elandelelana kakuhle.

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UMSEBENZI A: SINYE isalathisi esichanekileyo kwezi zingezantsi. Sifumane. Uchaze ukuba kutheni ezinye zingachanekanga nje. Nceda uqaphele ukuba ezinye zisenokuba neempazamo ezininzi:

1. NgokukaStuart (2010:16) uchaza ukuba iinkampani zisebenzisa indlela yokuqinisekisa umsebenzi wokusingqongileyo ngendlela engekho sesikweni.
2. UStuart (2010:16), yena uchaza ukuba iinkampani zisebenzisa indlela yokuqinisekisa umsebenzi wokusingqongileyo ngendlela engekho sesikweni.
3. UStuart (2010:16) uchaza ukuba states iinkampani zisebenzisa indlela yokuqinisekisa umsebenzi wokusingqongileyo ngendlela engekho sesikweni.
4. UStuart (2010, p.16) uchaza ukuba iinkampani zisebenzisa indlela yokuqinisekisa umsebenzi wokusingqongileyo ngendlela engekho sesikweni.
5. UStuart, D. (2010:16), uchaza ukuba iinkampani zisebenzisa indlela yokuqinisekisa umsebenzi wokusingqongileyo ngendlela engekho sesikweni.

6. UStuart (January 1, 2010:16) ubanga ukuba iinkampani zisebenzisa indlela yokuqinisekisa umsebenzi wokusingqongileyo ngendlela engekho sesikweni.

UMSEBENZI B:

Imiyalelo: Phinda esi sicutshulwa singezantsi usishwankathele ubonakalise ukuba uyakuqonda okuqulathwe kuso; phawula oko ukuthathe kwisicutshulwa. Zenzele isalathisi esibonisa uluhlu lwababhali wenze uLuhlu lweSalathisi

Ukudobalala kwezoqoqosho kuthwaxe iivenkile ezininzi nabo bababonelela ngezinto ngeendlela ezahlukeneyo. Ngeli xa intengiso yeevenkile zaseNtshona yehlile, ayingawo onke amazwe enza izinto zentengiso aye anje. Abavelisi abaninzi base-Asia ababuthathaka baye bafumana ingxaki yokwehla kwezinga lezinto ezithunyelwa kwamanye amazwe, kodwa izinto ezithunyelwa kwamanye amazwe ziyakhula kwimimandla emininzi. Yintoni kanye echaphazela impumelelo yoiku kuveliswa kwezinto ngokwamandla abo ukujika isimo abakuso ukuze bancedakale.

Isihloko senqaku: Analysis: Global apparel sourcing in uncertain times. Lijongwe ngomhla wesi-4 kuJuni ngo-2009. Umthombo wolwazi: <http://www.just-style.com> **Umbhali:** Mike Flanagan sibhalwe ngomhla wesi-2 kuJuni ngo-2009

UMSEBENZI C:

Imiyalelo: Phinda esi sicutshulwa singezantsi usishwankathele ubonakalise ukuba uyakuqonda okuqulathwe kuso; phawula oko ukuthathe kwisicutshulwa. Zenzele isalathisi esibonisa uluhlu lwababhali kwinto nganye.

1.

A Computer-Aided Grading System for Both Basic Block and Adapted Clothing Patterns (Inkqubo yokuHlela ngoNcedo lweKhompyutha kwiBloko enguNdoqo nokuYilwa kweMpahla okwenziwa ngendlela ethile)

Ibhalwe ngu-Z. Liu: Department of Textile Industries, University of Leeds, United Kingdom
NO

S.C. Harlock: Department of Textile Industries, University of Leeds, United Kingdom

Ukuhlela indlela ekwikhompyutha eyenza inkqubo ekhawulezayo, engatshintshiyo, ethembekileyo kunendlela yakudala yokwenza izinto ngesandla yokhlela. Noxa kunjalo, inkqubo yokuhlela ekhoyo yekhompyutha isafuna ukubalwa ngesandla kwemithetho yokuhlela ze ezo nkukacha zifakwe kwifayile. Olu thotho lwamaphepha luchaza indlela ezenzekelayo yokuhlela iindlela ezingundoqo zeebloko neendlela ezifunyenweyo, ezishenxisa iimfuno zokukuhlela. Igama nendlela yokusebenzisa imithetho yokuhlela, eyinto ebalulekileyo kumfuziselo wokuhlela, ichazwa kwasekuqaleni. ^(iphepha le-10)

Computerized pattern grading makes the grading process fast, more consistent, and more reliable than traditional manual grading. However, existing computerized grade systems still

require manual calculation of grade rules and then entry into data files. This series of papers describes an automatic method for grading both basic block patterns and adapted patterns, which obviates the need for this manual grading. The concept and format of the grade rule data file, which is fundamental to pattern grading, is described in this first part of the series. (page 10)

UMTHOMBO WOLWAZI: Textile Research Journal, Vol. 65, No. 1, 10-13 (1995)

2.

Uxinezelelo lwefashoni ekhawulezayo

Uvukelo lokukhawuleza kwefashoni kutshintsha ishishini lempahla kuzwelonke, nto leyo efumana ubunzima ekufikeleleni kwiimfuno zokungazinzi kwishishini lempahla. Iivenkile zempahla ziyehla ngokoxinezelelo lokuba nengqokelela yeefashoni ezilishumi ngonyaka (liyeniyuka kunelo langaphambili lesine) ukulungiselela abathengi nto leyo eyenzeka ngexesha elifutshane ngeli xa liseniyuka ixabiso labavelisi kwaye amaxabiso entengiso (POS) afumana uxinezelelo.

The pressures of fast-fashion

The fast-fashion revolution is changing the face of the global apparel industry, which is struggling to meet the demands of an increasingly fickle clothing consumer. Retailers are under growing pressure to deliver ten fashion collections a year (up from the traditional four) to cater to shoppers with short attention spans while rising manufacturing costs and falling point of sale (POS) prices are squeezing margins.

(Akukho mbhali unikiweyo nomhla) Igama lewebhusayithi nali: Just-style.

<http://www.just-style.com> Ifumaneka ngomhla wama-25 kuMeyi ngo-2011

UUMSEBENZI D

Nceda uphendule le mibuzo ilandelayo

1. Yintoni umahluko phakathi koluhlu lwababhali beencwadi ezisetyenzisiweyo noluhlu lwezalathisi?
2. Nika imizekelo emi-2 yemithombo yolwazi esekelayo yesibini
3. Xa ujonge iinkcukatha ezalathiswayo apho zifunyenwe khona, uza kuwufumana phi encwadini unyaka nesiXeko epapashwe kuso?
4. Sebenzisa inkqubo yeHarvard: **ngefani yombhali, Oonobumba bokuqala kumagama ache.**
Unyaka. Isihloko sencwadi. Isixeko: Umpapashi. Yenza isalathisi soku:
(a) IUPearson Press ipapashe incwadi ehlelwe nguCallie Joubert eCape Town ngo-2011 ebizwa ngokuba yi*Being a student*.
(b) *ISuccess at University* ibhalwe nguXolela Matongo yapapashwa yiLongman ngo-2007 ePretoria.

UMSEBENZI E:

ISALATHISI SESICATSHULWA ESIKWI-INTANETHI: Bhala ngawakho amazwi okanye ushwankathele ufake nezalathisi kwisicatshulwa ngasinye esingezantsi kwaye wenze noluhlu lwababhali beencwadi ozisebenzisileyo kwinto nganye.

Isicatshulwa soku-1:

Malunga no-Edcon

<http://www.edcon.co.za/default.aspx> 2010 Ifumaneka nge-16/04/10

Abakwa-Edcon (Pty) Ltd ngabona baphambili kwezempahla, izihlangu neqela eliphambili elithengisa impahla elukiweyo (iCFT) eMzantsi Afrika abathengisa uluhlu lweendlela ezahlukeneyo ezithengiswayo. Ivenkile yokuqala yakwa-Edgars yavulwa ngomhla wesi-6 kuSeptemba ngo-1929 eJoubert Street, eJohannesburg. Ukususela ngoko, le nkampani iye yakhula yathengisa amagama alishumi kwiivenkile ezingaphezu kwe-1000 eMzantsi Afrika, eBotswana, eNamibia, eSwaziland naseLesotho.

Ishishini lempahla lakwa-Edcon, ngokwezinto abasandul'ukuzifumana kutsha-nje, bongeze koko iincwadi kunye nempahla yendlu kunye nezinto nje jikelele ezithengiswayo kwizinto zabo zakwaCFT. Ngenxa yoko ishishini labo elijolise kuko, onke amashishini empahla enziwa phantsu kwamacandelo amabini: ICandelo leevenkile, kubandakanywa u-Edgars, uCNA, uBoardmans, uPrato, uRed Square noTemptations, bebonelela iivenkile ezinengeniso ephakathi nephezulu neaCandelo elijonge nezaphulelo elibandakanya uJet, uJet Mart, uJet Shoes, uLegit noBlacksnow, bebonelela iivenkile ezinengeniso ephakathi nephezulu. IiNkonzo zeMali zakwa-Edcon zinikezela ngamatyala neenkonzo zemali kumaQela angaphezu kwezigidi ezi-4 kwabo banamakhadi ezi venkile. Sinabasebenzi abangaphezu kwama-20,000 abasithatha njengeyona nkampani yempahla engcono abanokuyiseenzela (amagama ali-137)

Isicatshulwa sesi-2:

OKUSINGQONGILEYO

<http://www.woolworths.co.za> 2006 Ifumaneka nge-12/10/11

UWoolworths uyalazi ifuthe lamashishini ethu elinokubakho kumba ngamnye wokusingqongileyo. Oku kubandakanya ilizwe lendalo noluntu nabantu esidibana nabo xa sisenza oko sikwenzayo. Sisebenza nzima kakhulu, okwesibini, sisebenzisa izibonelelo ezimbalwa kangangoko sinako.

Nazi ezinye izinto esizenzayo:

1. Ukulungisa izinto ebezisebenzile zilungele ukuphinda zisetyenziswe

Iihengari

Silungisa iihengari ebezisebenzile zilungele ukuphinda zisetyenziswe sikwenza oko neHangerman – inkampani esiyincedileyo ukuze ime. Baqokelela zonke iihengari zeplastiki ezingafunwayo ezivenkileni, bazihlele kwaye bazicoce (kusetyenziswa abantu ababandakanya nabasebenzi abaninzi abakhubazekileyo) zithengiselwe iivenkile zempahla ngexabiso elifikelelekayo. Kwakhona ezinye iihengari zethu sizenza ngezo zindala zaphukileyo.

Ukulungisa iiplastiki ebezisebenzile zilungele ukuphinda zisetyenziswe

Iibhaskithi ezininzi zeevenkile ezinkulu zakwaWoolworths neetroli ngoku zenziwa ngeplastiki ebezisebenzile zilungiswe zilungele ukuphinda zisetyenziswe. Usenokuba wakhe wazibona – zezi zimnyama. Amaxesha amaninzi zenziwa ngeetroli neebhaskithi ezindala zakwaWoolies.

Ukulungisa amaphepha ebezisebenzile alungele ukuphinda asetyenziswe

Apho kuyimfuneko, izingxobo zombona osele ulungile, iidiphu nezinye iimveliso zokutya zenziwe ngamakharibhodi athatha malunga nama-80 eepesenti zephepha ebeselisebenzile lalungiswa ukuze liphinde lisebenze. Undlunkulu wethu uye wazitshintsha ukuze zibe ngamaphepha anokuphinda asetyenziswe kwakho kwiiprinta nakwiindawo zokukopa amaphepha, zonke izinto esizipapashayo zonxibelelwano lwangaphakathi namaxwebhu kunye neengxelo zethu zonyaka.

2. Ukusebenzisa izibonelelo ezinexabiso

Umbane

Kwiminyaka emibini edlulileyo, uWoolworths usebenzise umbane ongaphantsi kweepesenti ezili-10 kwiivenkile zakhe. Oku sikwenze ngenxa yolawulo olungcono lwenkqubo elawula ukukhanyisa kwethu neefriji zethu nokwazisa abasebenzi bethu ngesidingo sokulondoloza umbane. Siyakwazi kwakhona ukujonga ukusetyenziswa kombane kwiivenkile zethu kwindawo elawula oku kwaye siyakwazi ukuthetha nabo yonke imihla ukuba baqhuba njani na. sikwazitshintshile zonke iindlela zethu zokulayita kwiivenkile zethu eziseNtshona naseMpuma Koloni ukuze kusetyenziswe izixhobo zokulawula umbane ngendlela efanelekileyo yobuchwephesha bekhompyutha njengenxalenye yenkqubo yokulondoloza umbane yakwa-Eskom.

3. Ukupakishwa kwezinto

Eyona ndlela ingcono yokuthintela ukusetyenziswa kwezinto zokupakisha, ewe, ayikokusebenzisa nantoni na yokupakisha ekhoyo. Akukwazeki ukwenzeka oko xa ujonga uluhlu lwezinto esizithengisayo nemeko yazo. Ukuzama ukunciphisa inkcitho nelahleko kwizinto esipakisha ngazo, siyazama kwaye sisebenzisa izinto ebesele zisebenzile zilungele ukuphinda zisetyenziswe kwakhona njengamaphepha neeglasi.

Xa sisebenzisa iiplastiki, siqinisekisa ukuba uhlobo lweplastiki olusetyenziswayo lubonakala ngokucacileyo ukuze ikwazi ukohlulwa isiwe apho inokulungiswa iphinde isetyenziswe lula. Iiplastiki ezininzi ziye zilungiswe ziphinde zisetyenziswe kwaye sijonge eskuzisebenziseni ezi plastiki ekupakisheni izinto kuzo.

Sikwajonge ngeliso elibukhalo ekuvelisweni izixhobo zokupakishela ezikwazi ukuphinda zenziwe ntsha nezahlukaniseka lula ngokwendalo emhlabeni. Xa sele zifumaneka ezi zinto, siza kuzama ukuzisebenzisa kwangoko.

Kwanoku, siyaqhubeka:

- ukusebenzisa amakhreyiti eplastiki akwazi ukuphinda asebenziseke ukusa ukutya kwethu okutsha okungaphezu kweepesenti ezingama-70 – sisonga amawaka amaninzi eetoni zeebhokisi zamakharibhodi.
- ukuqokelela amakharibhodi namaphepha ukuze alungiswe akwazi ukuphinda asetyenziswe kwiivenkile zethu kundlunkulu.
- ukukhuthaza abathengi ukuba basebenzise iibhegi zabo kwakho ebesele zisetyenzisiwe – sineentlobo ezimbini esiqinisekile ukuba ubukhe wazisebona. Iibhegi zethu ezimangalisayo eziqaqambileyo zelaphu, ezenziwe ngoosomashishini abancinci basekuhlaleni, neebhegi zobugcisa zeplastiki zakwaWoolworths ezinokuphinda zisetyenziswe. (amagama angama-410)

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