



Western Cape
Government

Education

FOR YOU



Grade 12 Tips for Success 2024



2024 >>> Grade 12 TIPS FOR SUCCESS

Grade 12 learners of 2024

This book has been prepared for you. You have reached the final year of your studies at school. What you do this year will impact on the rest of your life. Your pass at the end of the year will impact on your future prospects on your career and your general quality of life.

Therefore in Grade 12 you should not leave your studying until the end of the year. You should be working for at least two to three hours a day throughout the year.

This book provides you with important tips for success.

It contains tips on how to study and how to approach an examination.

It contains inspiring stories from past learners who successfully completed Gr 12 in recent years.

It lists the content to be studied in each subject to help you plan your study programme for the year.

Use this book with your textbook and past examination papers in preparation for the writing of your examinations.

The WCED wishes you a happy and successful final year of school.

Responses to Grade 12 Tips for Success Booklet from 2023 NSC Candidates

These are some comments from past NSC candidates who have found the Grade 12 Tips for Success booklets useful:

- "It shows how dedicated I should be and the workload I should prepare for."
- "It's a great motivator."
- "It makes me feel special because it finally sunk in that I am in matric and working on my future."
- "As Matrics we vaguely know proper study methods or time management and this booklet covers all aspects of success in grade 12."
- "I now have a better idea of studying for the final exam, a way that doesn't make the work seem so much."
- "It makes me feel special because it makes me feel that people actually care about us as matriculants."



To all WCED Grade 12 NSC Candidates

Dear Grade 12 Learner

I am sure you can't believe how 11 years of schooling has passed by so quickly. Many of you can still remember the first day you went to school in Grade 1. You should celebrate this moment and what you have achieved thus far. 2024 is your last year of formal schooling that will culminate in the final examination for the National Senior Certificate. I hope that you will enjoy your last year at school. Success is inevitable if you remain focused throughout the year and give your full commitment. Remember that the quality of pass in the NSC will influence the quality of your and your family's life in the future.

You had some disruption to your schooling a few years ago due to the COVID-19 Pandemic when you were in Grade 8 in 2020 and again in grade 9 in 2021. Fortunately for you, the last two years in Grade 10 and in Grade 11 was not disruptive and your teachers have worked hard to recover some of the learning that was lost during that period.

Your chances of success and achieving well in the NSC examinations will be influenced by regular attendance at school, maximum use of your time by planning your study program and using the host of resources prepared by your teachers and the WCED to support you in all subjects. You must take full responsibility for your own learning and development.

The "Tips for Success" book prepared by the WCED is a valuable resource, providing valuable information for all subjects. It is designed to help you to prepare adequately for the NSC examination. The content for your subjects will guide and help you to track the topics covered must be used to draw up your study program. Use this book to assist you to work systematically through the subject content, use the graphic organisers, make notes, and mind maps and consult your textbooks and study guides.

You would have sat for formal examinations for the first time in Grade 11 in 2023 since the Covid Pandemic. You therefore have very little experience in writing examinations. It is therefore important to work through past year examination papers. These question papers should give you a good idea of the types of questions you can expect in the final examinations. It will be important to time yourself when answering the questions as this will help you to manage time under exam conditions more effectively.

The application of the knowledge and skills you have acquired in your Grade 12 year, as well as that of the preceding years, will be important. I encourage you to constantly refer to this Tips for Success book throughout the year. If you struggle, don't be despondent; Seek assistance from your teachers, friends, and family members. The link to the WCED ePortal and websites is provided at the back of this book. The ePortal is zero rated and has a range of support materials for each subject including a revision program for each term. I encourage you to register for the Telematics School's Project support program where you will find lessons and a revision program offered by senior and experienced officials and subject experts.

The WCED has started a big and bold "Back on Track" learner support program that targets grade 12 learners. The program is designed to support learners in specific subjects and will be offered on Saturdays, Autumn winter and spring holiday classes. Very experienced teachers have been selected as tutors to provide the tuition to learners. We recommend that learners commit and prioritise attendance at this support program. Your teachers will provide you with the details as to when and where the tuition will be offered.

Your Grade 12 year is a great year and you must enjoy your last year at school. Success is within your grasp, believe in yourself, apply your mind and work consistently. Your future is in your hands. You can make the difference! Maintain a good diet, exercise frequently and never hesitate to seek help if you feel overwhelmed or depressed. Remain positive and committed and you will eventually be proud of yourself and your achievement. I wish you well as you prepare for the 2024 NSC examinations.

Your sincerely

DON HARIPERSAD
DIRECTOR CURRICULUM FET

Date: 25 January 2024

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Pass Requirements

To qualify for a National Senior Certificate all learners must offer 7 nationally approved subjects and complete the school-based assessment for each subject.

SEVEN SUBJECTS	
4 COMPULSORY SUBJECTS	MINIMUM PASS REQUIREMENTS
<ul style="list-style-type: none"> 2 Languages (one Language at Home Language level and the other on either Home or First Additional Language level) Mathematics/ Technical Mathematics (for technical stream school only) 	<p>Must pass Home Language with at least 40%.</p> <p>Must pass two other subjects with at least 40%.</p> <p>Must pass three other subjects with at least 30%.</p>
OR	
<ul style="list-style-type: none"> Mathematical Literacy Life Orientation 	No aggregate mark or % is used for promotion purposes
3 CHOICE SUBJECTS	
<p>Any 3 other NCS subjects</p> <p>A candidate may not offer both:</p> <ul style="list-style-type: none"> Consumer Studies and Hospitality Studies 	

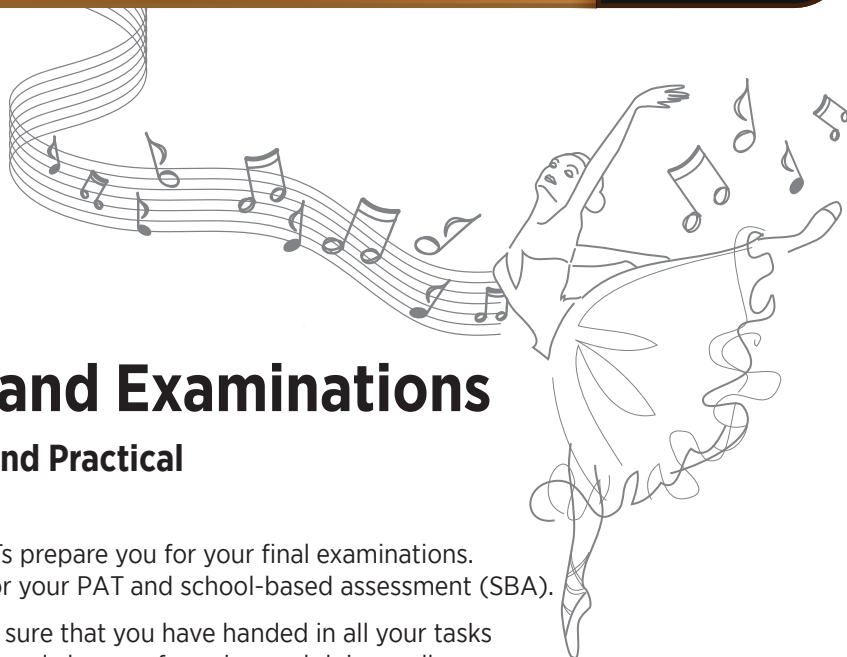
Do not aim for the minimum.

Aim to get the highest mark possible in all your subjects.

To obtain a Bachelor's pass you require a minimum of:

- (a) 50% or better in four subjects
- (b) 40% in home language
- (c) 30% in language of teaching and learning (LOLT)
- (d) 30% in remaining subjects

*Note that faculty requirements at HEIs will still apply



About Assessment and Examinations

School-Based Assessment (SBA) and Practical Assessment Tasks (PATs)

- The school-based assessment tasks and PATs prepare you for your final examinations. It is important to obtain a very good mark for your PAT and school-based assessment (SBA).
- Complete all your SBA tasks diligently. Make sure that you have handed in all your tasks by the stipulated dates. This will give you a good chance of passing and doing well. Remember if you do not hand in all of the PAT or SBA tasks you will receive an incomplete result. You will not matriculate with your friends.
- The PATs are very important. By obtaining good marks for your PATs, you have already earned marks towards your final mark for grade 12. Put real effort into every phase of the PAT. Ensure that your PAT implementation plan is realistic and well planned.

10 Things to do to Succeed in the Grade 12 Examinations

- 1 The draft **NSC timetable** is out. Study it and start to plan now. There could be two exams on one day so you will have to be super sharp and alert. **Be sure to check the final timetable in case there are any changes.**
- 2 There are less than 300 days to the start of final exams. This includes weekends and holidays. Start today and work everyday. Set targets for achievement.
- 3 Do not miss **one day of school** between now and your exams. Keep healthy and alert. Listen to your teachers. They have done this before and will help you succeed.
- 4 **Reading** is a hot skill. Reading will change your life. Read at least 1000 words everyday. Read everything you can lay your hands on. Read accurately and quickly.
- 5 **Writing** is power, but it requires practice. We are all judged, every day, on our writing. We can inspire, impress, persuade, congratulate and express love in writing. Write at least 400 words every day carefully, accurately and beautifully.
- 6 **Textbooks** are an essential student companion. Have you got a textbook for each subject? Make sure you do and that you work systematically through your textbooks. Don't wait for your teacher to explain it all. Look at what you have to cover for the year and plan accordingly.
- 7 Your **BMI** can help you in matric. Your Body Mass Index (BMI) is an indication of how healthy you are. Calculate your BMI and then exercise and eat healthily throughout the year to keep an optimum BMI.
- 8 Academic work requires **concentration and focus**. Every day you should be engaged in intensive, focused, individual academic work. Turn off iPods, music centres, the TV, the cell phone and have an intensive and rewarding academic workout everyday. Build your brain cells and be the envy of all your friends.
- 9 Good vibes are good for success. Surround yourself with positive, happy people who want you to succeed. Your family and friends will be important in supporting you in the next 300 days. Be grateful for their support.
- 10 Success in Grade 12 requires **planning and hard work**. Start planning and working today. Attend school every day. Do homework everyday. Read every day. Write and calculate everyday. Stick to your year plan.

How many of the items above are you doing?

1-2:	Get help urgently.
3-4:	Start planning today.
5-6:	You are on your way. Intensify your efforts.
7-8:	You're well organised and nearly ready for success.
9-10:	You're doing great. Help someone else to get organised for success.

Want to Succeed?

Here are fool-proof tips for success

- In Grade 12 you will have a very full programme so you need to work consistently and not leave tasks for the last minute.
- Pay careful attention in class to ensure that you understand the work.
- Take your textbook to class every day and open it at the topic of discussion. Get to know your textbook really well. After a lesson in class read the relevant sections at home that afternoon or evening.
- Complete homework daily.
- Work neatly and accurately.
- When unsure or in doubt, ask your teacher or classmate.
- Attend any extra tuition offered to you.
- Start studying well in advance for examinations.
- Design a study roster and stick to it from Day 1.
- Refine your examination technique; when you revise, choose questions that will strengthen you in your weaker areas.
- Learn to plan and answer written questions clearly and systematically.
- Study hard for all your tests and internal examinations as if preparing for your final examinations.
- Use past examination papers for revision. Work through last year's examination papers as well as the exemplar papers produced to assist you in preparing for your examinations. This will give you a good idea of the types of questions you can expect in the final examination.
- Examination papers and suggested answers of previous years are available on the following website: <http://wced.school.za/documents/Matric/matric-n/index.html>
- Ask your teachers and fellow learners to work through the questions and answers with you.

Tips for Success

This booklet is aimed at providing you with information on how to plan your revision programme, how to study, how to remember what you have studied and how to write examinations successfully.

Your **first step** to success is TIME MANAGEMENT through proper planning.

You need to schedule your activities to include time for studying, assignments, sports or hobbies, and your family and friends.

In this booklet you will find a blank study timetable that you can use to plan your study time. Ensure that you give each subject sufficient study time, with a little more time for subjects with which you are having difficulty.

TIME MANAGEMENT = PLANNING = SUCCESS

In the second half of this booklet, you will find the content and tips for success in the subjects you are studying. Use the information for your seven subjects to set up your study timetable.

Your **second step** is to consider HOW TO STUDY. In this booklet there are tips on how to select and remember information, how to make effective notes and how to study.

Your **third step** is preparing yourself for EFFECTIVE EXAMINATION WRITING.

TAKE CHARGE OF YOUR LIFE AND YOUR FUTURE!

START PLANNING.

STEP 1 TIME MANAGEMENT

Plan to study daily, starting today:

- Draw up a special study schedule.
- 50-minute study blocks and 10-minute breaks work well.
- Select fixed study-times for every day including a time slot over weekends.
- Use the June-July school holidays wisely.
- Study for at least 3 hours a day in the holidays.
- Study skills and strategies become study habits only if they are **practised regularly**.
- Break up topics into manageable sections. Estimate the time needed, and then double it!



STEP 2 HOW TO STUDY

- Decide when you work best, e.g. early morning, afternoons, evenings.
- Where do you like to work? Home? Library? School? Community centre?
- Where can you work undisturbed?



Set up a place for your studying – table, chair, uncluttered work space, good lighting.

- Do you work well with others? Do you have a friend who could be your study buddy?
- How do you best remember information? Seeing? Hearing? Through action? People have different preferred learning styles, but use them all.

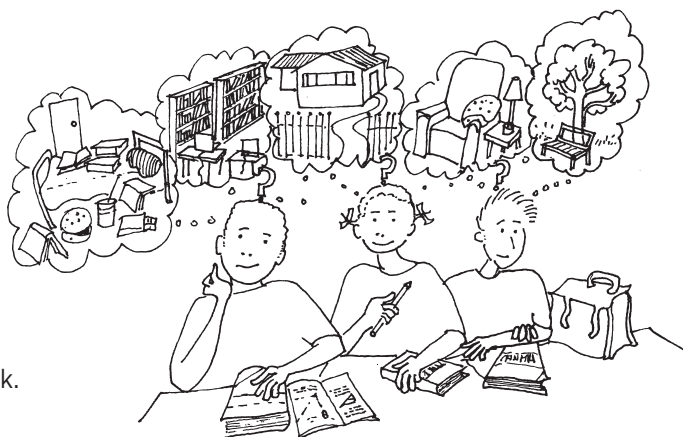


My 5 “C’s” for Success



Make your studying active by using study methods, writing, drawing, summarizing, chanting or teaching your study buddy.

- Concentrate fully and try not to allow your mind to wander. This improves with practice.
- Use graphic organisers for notes.
- Avoid last-minute cramming.



Mentally prepare to study (RAVES)

- Use **R**elaxation techniques to calm your mind.
- **A**rrange goals and priorities for each study block.
- **V**isualise yourself capable of full concentration.
- **E**motional words for success: effort, enthusiasm, energy, eagerness, perseverance
- Use positive **S**elf-talk for a positive attitude.

Memory principles

- **Be selective** when you study. Select **significant** information. You cannot learn every detail. Make your own notes, focusing on what is most important.
- **Associate** new information with what you already know.
- **Visualise**. Try to create “stories” or “movies” in your mind.
- **Recite**. Use your own words. Explain the information to a friend/family member. Go back and check for accuracy and additional details.



ABOUT MEMORISING

Memorising skills can be learned.

There are many different skills you can learn to help you remember information. Here are some examples:

- Mind maps
- Cartoons, pictures, labelling
- Rhymes and jingles – use words that rhyme to help you remember important facts
- Loci strategy - Association with the place. Helps you remember a list of items
- Word association, key words, flash cards
- Creating acronyms: e.g. RICE stands for rest, ice, compression and elevation (what to do when somebody has a sprained ankle)
- Grouping or categorising – organise the information into logical clusters



Memory – Use it or lose it!

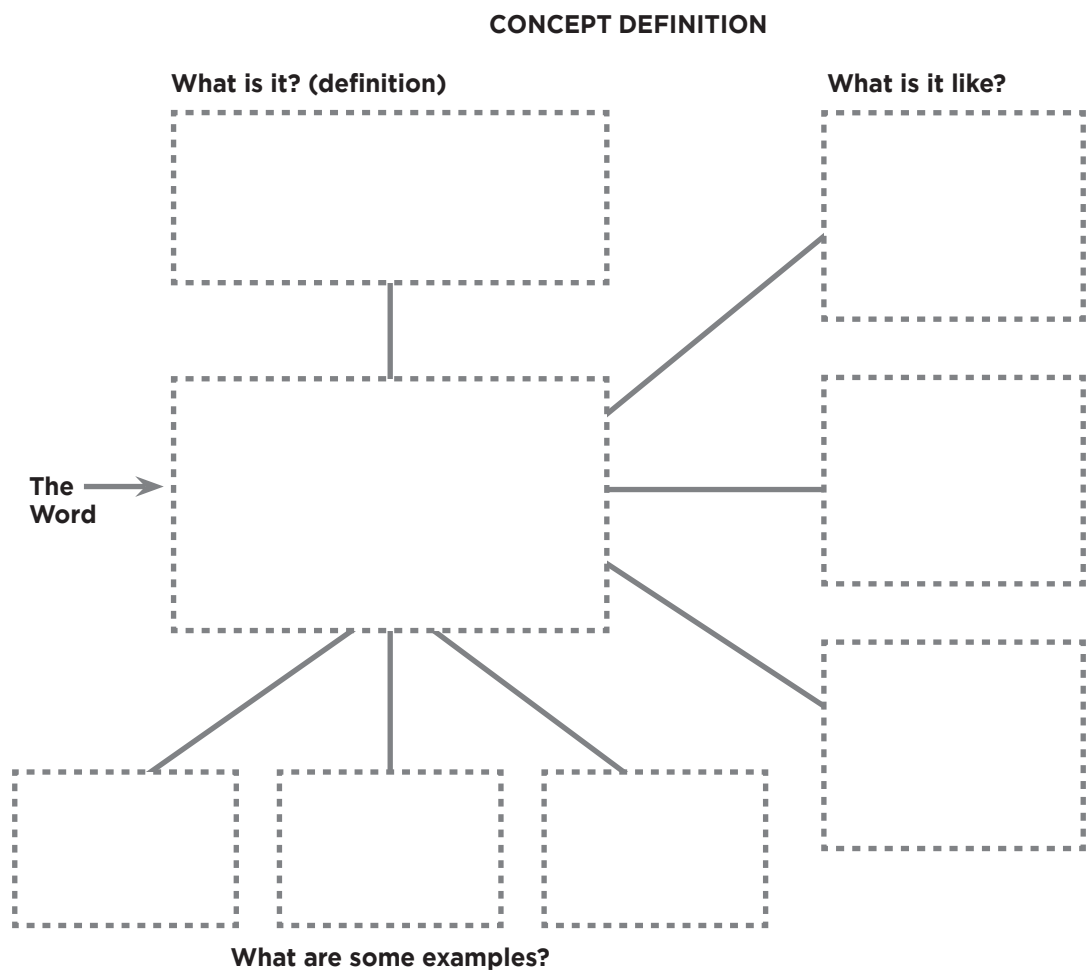
Memory strategies require practice and discipline.



**How to Memorize Fast
& Easily**

<https://goo.gl/zrq0mv>

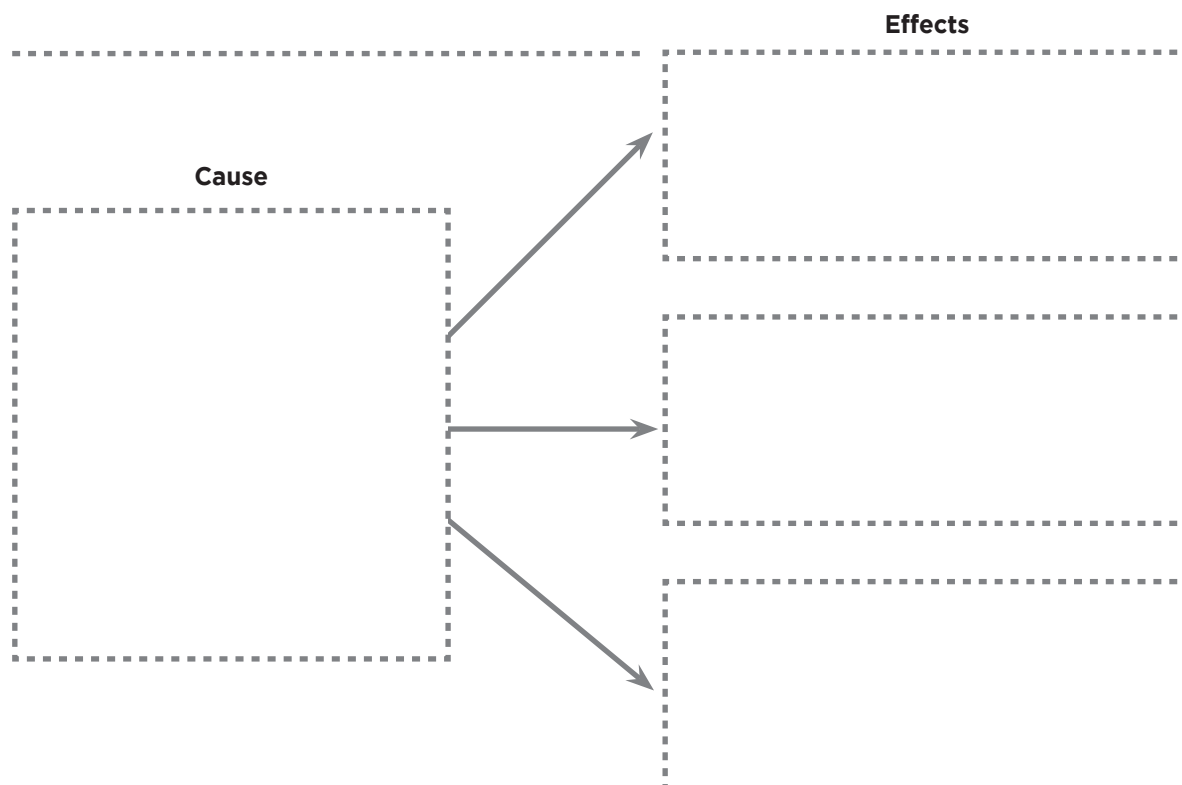
Sample Graphic Organisers



KWLS

K (What I know)	W (What I need to know)	L (What I learnt)	S (What I still need to learn)

Sample Graphic Organisers



Learning log

- You must make a 4 column chart in your books.
- As you read, you record your thinking and new vocabulary.
- What you need to know is an opportunity for you to ask questions and give you an indication of what needs to be reviewed.

Page	What I understand	New vocabulary	What I need to know

Adapted from: Reiss, J. 2012. *120 Content Strategies for English Language Learners*. Boston, MA: Allyn and Bacon.

Top Ten Words used in Test Questions

ANALYSE	<ul style="list-style-type: none"> • Explain how each part functions or fits into the whole. • Pretend you are a detective and break the material into parts. • Write the obvious as well as the hidden characteristics or meanings.
PERSUADE (ARGUE CONVINCE)	<ul style="list-style-type: none"> • Give a point of view! • Take a stand and defend one side of an issue. Give facts, statistics, beliefs, opinions, and your personal view. • Make sure your viewpoint is clear. • State your opinion logically. • Use facts, observations, comparisons or data to support your view.
COMPARE	<ul style="list-style-type: none"> • Give common characteristics, to identify how things are alike, similar or different. • How are people, events or objects the same? • Give examples to say how they are the same.
CONTRAST	<ul style="list-style-type: none"> • Give common characteristics that are not alike. • How are people, events, or objects different? • Give examples to say how they are different.
SUMMARISE	<ul style="list-style-type: none"> • Sum it up! • Give the meaning using as few words as possible. • Learners need to synthesize and restate the most important facts in a sentence or short paragraph.
DEMONSTRATE	<ul style="list-style-type: none"> • Have a statement saying what the instructions are for. • Give a step-by-step procedure to show how to do/make something. • Describe what is needed and how much is required. • Explain each step in detail. • Use either a bulleted list or paragraph.
DESCRIBE	<ul style="list-style-type: none"> • Present a clear picture of a person, place, thing or idea. • The reader should be able to visualise a picture or movie in his/ her head and translate it into words from what s/he has read.
EXPLAIN	<ul style="list-style-type: none"> • Give clear descriptions of an event, object, or idea. • Think about the five W's (Who, What, When, Where, Why) and H (How).
INTERPRET	<ul style="list-style-type: none"> • Write your understanding of a passage in your own words. • Ask yourself, "What does the _____ mean?" • Give a view from own experiences and the information you find.
INFER	<ul style="list-style-type: none"> • Read between the lines – the answer is not in the passage. • You make meaning from information or clues the author provides.

Adapted from: <http://www.scholastic.com/teachers/article/top-10-terms-students-need-know-be-successfulstandardized-tests>
 WCED FET Literacy Across the Curriculum 2014 Written & Presented by Judi Kurgan: Literacy and Learning

Vocabulary/Terminology used in Exam Questions

account for	<ul style="list-style-type: none"> • Explain the process or reason why something is the way it is
analyse	<ul style="list-style-type: none"> • Pay attention to details • Explain how each part fits into the whole
argue	<ul style="list-style-type: none"> • Give your personal point of view – facts, beliefs, opinions
calculate	<ul style="list-style-type: none"> • Use figures to work out your answer
compare	<ul style="list-style-type: none"> • Give common characteristics/attributes – how are people, events, concepts or objects alike/similar
comment	<ul style="list-style-type: none"> • Discuss, criticise or explain
conjecture	<ul style="list-style-type: none"> • Guess, estimate, infer
contrast	<ul style="list-style-type: none"> • Give characteristics or attributes about how people, events, concepts or objects are different
deduce	<ul style="list-style-type: none"> • Draw conclusions
define	<ul style="list-style-type: none"> • Give meanings in your own words
demonstrate	<ul style="list-style-type: none"> • Write how to do something step-by-step
describe	<ul style="list-style-type: none"> • Explain so the reader can visualise/understand the object, concept or events • Use adjectives to show size, shape, characteristics, colour and use
discuss	<ul style="list-style-type: none"> • Write/talk as if you were sharing your knowledge with someone else • Use details and examples to explain the topic
effect	<ul style="list-style-type: none"> • As in what effect? It is the consequence/result of an action
evaluate	<ul style="list-style-type: none"> • In an evaluation question you are expected to present a careful appraisal of the problem stressing both advantages and limitations
explain	<ul style="list-style-type: none"> • Make it clear and simple to show your interpretation and understanding • Give simple descriptions based on what you know • Describe, giving reasons
extract	<ul style="list-style-type: none"> • Choose relevant details
factors	<ul style="list-style-type: none"> • Give reasons, features, causes, influences
give a reason	<ul style="list-style-type: none"> • Give examples to explain why something is the way it is
hypothesis	<ul style="list-style-type: none"> • An opinion/theory/assumption to be proved
indicate	<ul style="list-style-type: none"> • Point out, make something known
interpret	<ul style="list-style-type: none"> • Give your opinion of the information based on your experiences and information you find in the text
justify	<ul style="list-style-type: none"> • Give evidence to support your point of view
list	<ul style="list-style-type: none"> • Write each item that applies to the topic or subject
motivate	<ul style="list-style-type: none"> • Give reasons and explain your answer
outline	<ul style="list-style-type: none"> • Organise important data/information in a logical way • Use numbers or letters to organise the information sequentially
plot	<ul style="list-style-type: none"> • Organise your thoughts and write on a piece of paper • Use a grid, graphic design, picture, chart, or matrix
predict	<ul style="list-style-type: none"> • Make a suggestion based on the information available of what the outcome would be
prove	<ul style="list-style-type: none"> • Give evidence, facts which explains why an argument is true
sketch	<ul style="list-style-type: none"> • Draw a rough outline, plan or picture to explain or show something
state	<ul style="list-style-type: none"> • Explain important information clearly • Give reasons and examples if necessary
summarise	<ul style="list-style-type: none"> • Give the meaning in as few words as possible • Retell the most important facts and essential details in as few words as you can
support your answer	<ul style="list-style-type: none"> • Give examples, reasons or an explanation
trace	<ul style="list-style-type: none"> • Put events, experiences or thoughts in order or on a timeline

Adapted from Chapman, C. & King, R. 2003. *Differentiated Instructional Strategies for Writing in the Content Areas*. Thousand Oaks: CA: Corwin Press.

WCED FET Literacy Across the Curriculum 2014 Written & Presented by Judi Kurgan: Literacy and Learning

Memory Tip 1

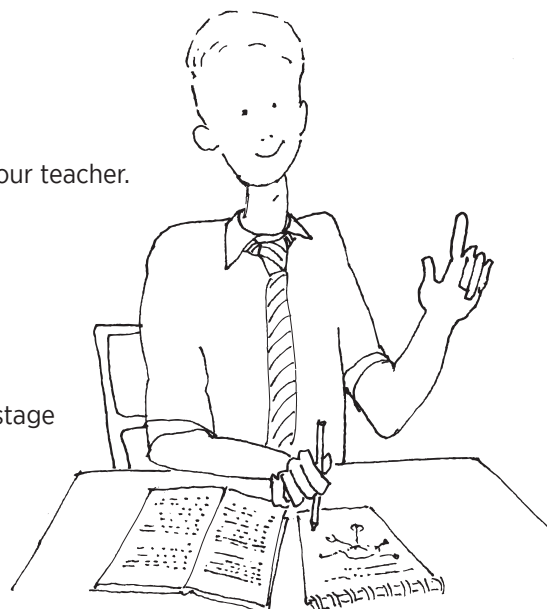
Pay attention and listen carefully in class.

- Make sure you understand the content and concepts. If not, ask your teacher.

Memory Tip 2

Make effective notes.

- In order for information to be stored in long-term memory, it first needs to pass through your short-term or working memory. This stage of memory is limited in the amount of information it can retain. Information you receive in class must be written down or you will forget it.
- When revising from your textbooks, seek out the **important information** and write it down. Organise it logically. Reduce it to key terms or a form that is easy to remember.



Memory Tip 3

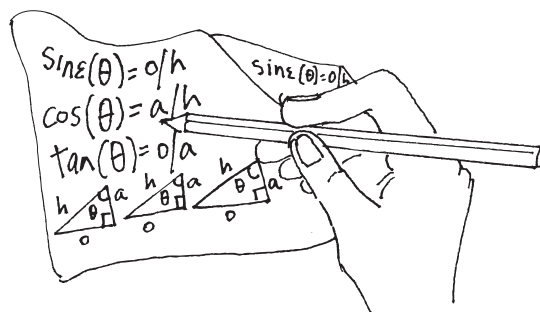
Remember these three Rs:

- **R**epeat, **R**epeat, **R**epeat

Memory Tip 4

Use mnemonics.

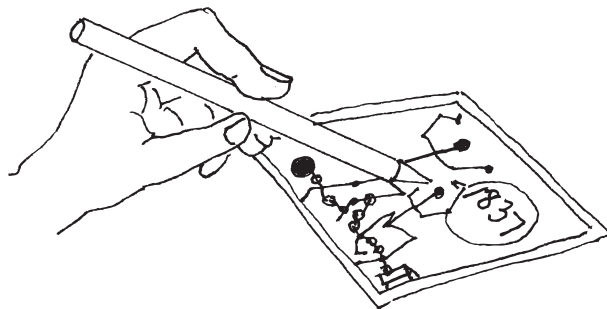
- Mnemonics are devices, using arbitrary, easy-to-remember associations, to help you remember information.
Examples:
 - **sohcahtoa** (used in trigonometry to memorize important information about the sine, cosine, and tangent)
 - **roygbiv** (the colours of the rainbow in their correct order – red, orange, yellow, green, blue, indigo and violet)



Memory Tip 5

Generate examples.

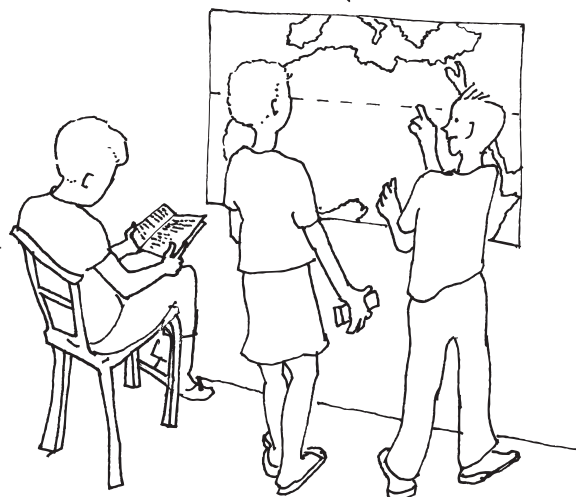
- A very effective way of checking your own understanding is to generate examples of related concepts, situations, relationships, events or case studies. If you cannot do this, it is likely that you do not fully understand this aspect of the syllabus. Ask your teacher for help.



Memory Tip 6

Use visual imagery.

- Visualisation of a concept, situation, relationship or sequence of events can be a very powerful way to learn. Create stories or movies in your mind, or make your own drawings, stick figures or cartoons.



Memory Tip 7

Make associations.

- Make connections between the new information and something familiar to you.

Memory Tip 8

Use rehearsal strategies.

- Practise retrieving information by reciting key ideas, predicting questions, practising problem-solving and testing yourself by using previous exam papers.

Applying memory

Once you have memorised information, rather than just restating that information, you need to be able to use it.

You should do the following:

- Analyse the information.
- Identify exactly what the examination question is asking for.
- Decide what information is required by the question.
- In some cases, apply the information in a context.
- In some cases, develop a well-reasoned argument.
- Present information logically and coherently.

Enjoy the challenge of having your knowledge tested and do not panic.

REFERENCES

Learning resources (Academic Support Centre, University of Alberta)

Smart study: a guide to skill yourself to be a better student (Edumedia, 2005)

Fleet, J, Goodchild, F, and Zajchowski, R, *Learning for success* (Harcourt Brace and Company, 1999)



The 9 BEST Scientific
Study Tips
<https://goo.gl/Bcx9f5>



13 Study Tips
<https://goo.gl/vPqDv5>

NATIONAL SENIOR CERTIFICATE MATRIC CLASS OF 2024

➤➤➤ Do the right thing! In the exam room:

DO:	DON'T:
<ul style="list-style-type: none"> • Work out a study programme • Study hard • Make good notes • Get enough sleep • Review work • Eat well and healthily • Check your timetable every day • Bring your admission letter to the examination room every day • Have all necessary stationery (pen, pencil, eraser, extra pen, non-programmable calculator, ruler, specialist subject equipment where required) • Be early at the examination venue (at least 40 minutes before the start of the examination) • Listen to the instructions of the principal, chief invigilator and invigilators 	<ul style="list-style-type: none"> • Take drugs or any medication to keep you awake • Leave studying to the night before the examination • Try to find out what will be in the examination paper in advance • Bring notes, memoranda or any other material that could be used to assist you unfairly into the examination room. • Copy from another candidate • Communicate with another candidate • Pose as someone else in an examination • Behave in an unruly manner in the examination room • Disobey the instructions of the chief invigilator • Remove your script or any answer sheet from the examination venue

**Don't
bring your
cellphone
into the
exam room.**

COPYING IS A SERIOUS OFFENCE!

If you are found guilty of copying, your result in the subject will be declared null and void. You will also be barred from writing NSC examinations for the next three years.

3 EFFECTIVE EXAMINATION WRITING TECHNIQUES

Exam Writing Tip 1

Arrive early and ready to begin.

Exam Writing Tip 2

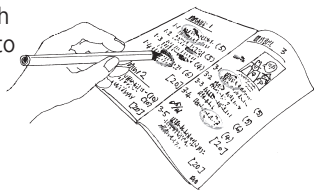
Read and understand the instructions.

- Check that you have received the correct examination paper.
- ALWAYS carefully read the INSTRUCTIONS at the beginning of the question paper. Many students do not take the time to do this and discover later that they answered the wrong questions. Are you required to answer a certain number of questions or do you have to answer all of them? Ask if you are unsure.

Exam Writing Tip 3

Preview the question paper and allocate your writing time appropriately.

- Read through the whole examination paper before you start writing. Note the number of questions and the marks they are worth. Reading over the questions before you start writing will assist in activating your memory. Decide which questions will be easier to do and which ones will take more time. Identify where you have choices among questions and **within** questions and decide which questions to answer. Allocate time for the answering of each question. Also allow for time to go over your answers and to make corrections. If you think of something as you preview, write it down immediately.



Exam Writing Tip 4

Tackle each question systematically.

- Read each question carefully, underlining key words, especially the verbs that tell you what to do.
- Is it a one-part or a two-part question? What are you being asked to do? Identify what you have and what you need. Plan the way you will answer the question and make a few notes on the steps you will take. This will provide you and the person marking the exam with an idea of how you attempted the question. This will also assist you with finding and correcting your mistakes.
- Some questions may ask you to **apply** your knowledge. Write your answer in the format required, e.g. an essay, a programme, a review, an interview, a letter, a calculation.



Exam Writing Tip 5

Write down something for every question

- If all you can do is provide a definition, then do so. If you are running out of time, answer in point form, instead of complete sentences. Write down anything you know that is related to the question.

Exam Writing Tip 6

Set out your answers clearly.

- Write legibly so the marker can read it easily. Leave spaces between questions and always start a new **section** on a new page. Make sure you number your answers correctly according to the numbering on the question paper.

Exam Writing Tip 7

If you feel you are unable to answer a question, don't panic and allow anxiety to affect how you are going to fare in the exam.

- Ask yourself "What do I need to **know** to answer this question?", and start writing down your thoughts. Avoid negative self-talk. Focus on the task instead of yourself.

Exam Writing Tip 8

Review and make corrections.

- Take time to go over your answers. Do not change anything unless you are quite sure it is wrong. Check mathematical answers by performing reverse calculations. Look at the processes you used. Make sure you have written down everything that was asked for.

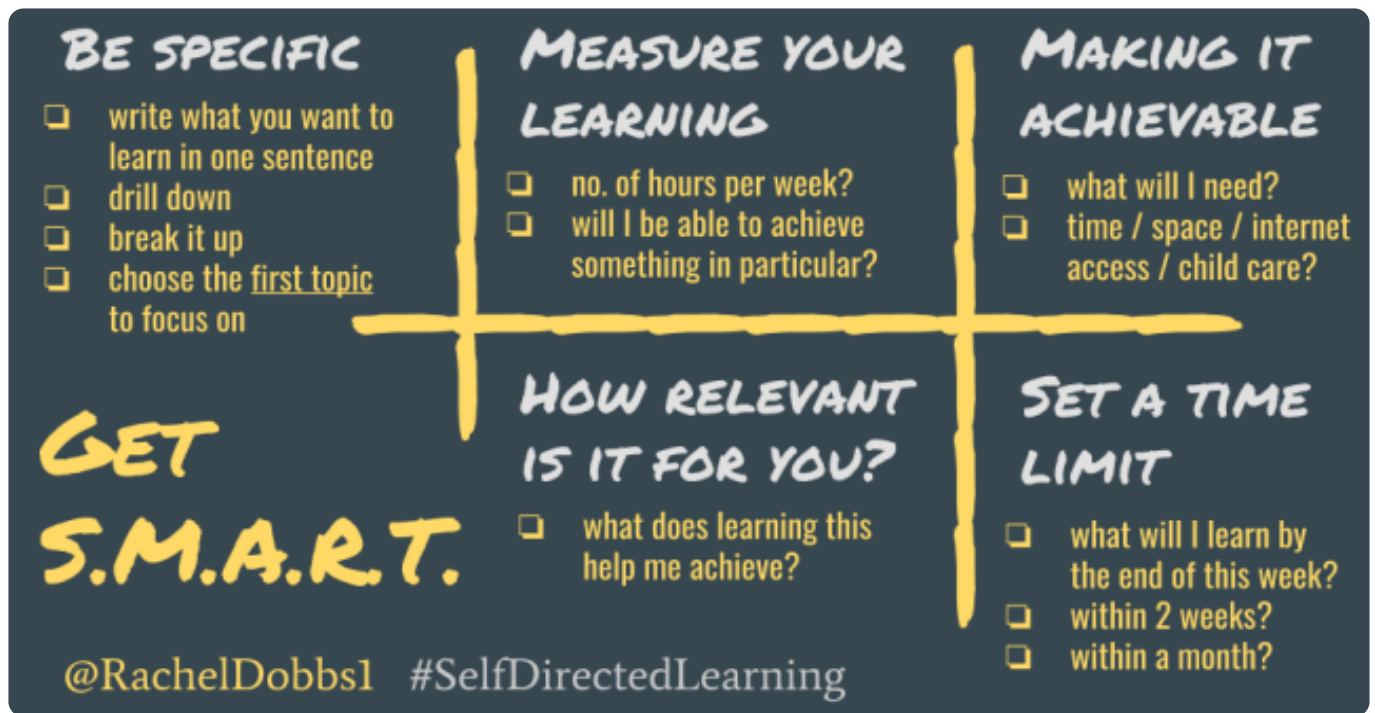
Exam Writing Tip 9

Stay until the end.

- Don't leave the exam before the time elapses. Sometimes, it takes a little more time for the information in your memory to "surface". So use all the time you are given. Check that you have answered all the required questions. Read your answers over again and again.

Remember when writing exams:

- Take note of the key verb at the beginning of each question which should guide you in your response to the question.
- Read instructions to questions/ activities to ensure you know what is being asked.
- Always write neatly and legibly. The **marker** of your Grade 12 examination papers must be able to read your handwriting.



5 Step DIY Self-Directed Learning Plan

#1: Understand your motivation

Start with **why** you really want to learn a new skill – understanding your own motivation for learning will stand you in good stead when you feel like giving up

#2: Be clear & S.M.A.R.T. about what you are planning to learn

- **S** – Get Specific
- **M** – Measure your learning
- **A** – set Achievable learning goals
- **R** – create a Relevance to your studies. Why do I need to study this?
- **T** – Set a Time by which you aim to have completed a section of work

#3: Get organised with your time & tracking your learning

Part of the attraction of learning in a self-directed way or learning online may well be that you can engage with learning at your own pace. You might want to make a regular appointment with yourself – for example “I am going to spend 1 hour learning about [X, Y, Z topic] on a Wednesday.

#4: Make a public commitment to your learning & buddy up

Making a public commitment to your learning is a good first step – tell other people what you are intending to do. This might be a friend or a family member. Ask them to check-in with you on your learning, and perhaps to remind you to stay on track with your goals when they see you getting distracted.

You can take this a step further by buddying up with someone you know to commit to learning a new skill together, or to learn new things alongside each other – agreeing to check-in with each other regularly, to hold each other accountable and share what you are learning.

#5: Apply what you are learning in real-world projects

Find a way to make your learning practical – if what you are learning helps you to solve a real-world problem, it will help you maintain your motivation and test out your new skills & knowledge.

<https://rachel.we-are-low-profile.com/blog/5-step-self-directed-learning-plan/>

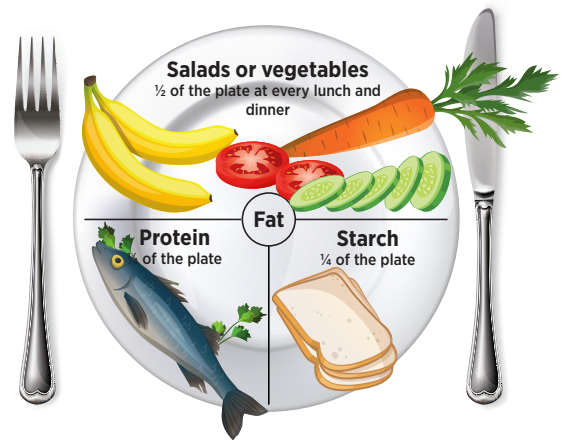
Making the right choices >>> for living the good life

Making the right choices will help you to look good and feel good. Making healthy choices is also important to help prevent diseases.

Tips for living the good life

1. You are what you eat ... see the contents of the 'perfect' designer plate

- Enjoy a variety of foods everyday to get all the nutrients you need.
- Make your plate more colourful and crunchy! Veg and fruit will provide vitamins and minerals for bright eyes, fabulous skin, shiny hair and protect your body against diseases.
- Protein foods build strong muscles. Keep meat you eat lean. Legumes (lentils, peas, beans) are a great source of powerful proteins too!
- High fibre starchy foods and grains keep you full for longer and help to fight fat!



2. Limit "sometimes" foods ... and you will look good and feel good

- "Sometimes" foods = junk foods or treats
- Too many of these are high in fat, salt and/or sugars. They can make you overweight, feel sluggish and increase your chance of developing lifestyle diseases, so keep these to a minimum.
- Fight the fats! Eat less fat, fried and oily foods.
- Shake your salt habit! Use salt sparingly: watch out for hidden salt in snacks (e.g. chips) and salty foods (e.g. polony, viennas and takeaways). We get enough salt in our diet so there is no need to add salt at the table.
- Tame your sweet tooth! Eat less sugar and sweet foods (e.g. sweet fizzy drinks, sweets, cakes, doughnuts).
- Pack a healthy lunch box or buy a healthy sandwich rather than buying junk food/takeaways which are packed with unhealthy fat, salt and sugar.

3. Get physical to boost your body and your brain!

- Move more, be active and eat healthily. It is the best way to prevent weight gain and diseases.
- Have fun with your friends and get fit! Take a walk or join the rugby, soccer, swimming team or do your favourite sport!
- Switch off ... limit screen time (e.g. TV, Internet, computer games, social networking on your phone) and get moving! Rather boost your social life: dance more, walk to the shopping mall or to the park with friends, etc.

4. Be smart – don't smoke or take drugs!

- Never start smoking or taking drugs - they are very addictive and can kill you, so stay away from them!
- Avoid breathing in other peoples' second hand smoke. It is just as dangerous and puts you at risk. Encourage your friends or family to stop - for your health and theirs!
- If you do smoke or take drugs, ask for help to quit.

5. Rethink your drink!

- Get rid of sweet, fizzy drinks that make you fat, and drink plenty of healthy fresh water!
- Don't drink alcohol at all. It raises your risk of diseases, fatal accidents and can put you into risky situations.

What is a healthy lifestyle?

Healthy lifestyles are about making the choices that help all people, of all ages enjoy a better quality of life.

Healthy lifestyles begin with:

The right food

- Enjoy a VARIETY of foods.
- Eat LOTS of fresh fruit and vegetables, grains and beans.
- Cut down on fats, sugar and salt.
- Drink LOTS of water!

Daily exercise

- Anyone, any age can benefit!
- Move with energy for just 30 minutes a day!
- Walk, dance, play, dig in the garden – any activity you enjoy that gets you going!

Health

- Have regular health checks.
- Stay away from alcohol, tobacco and drugs.
- If you do have a problem – ask your health worker or social worker for help and support.

Make the healthy choice and enjoy life TO THE FULL!

Example of a study timetable for 2024

3 study blocks per day of 50 minutes each, with a 10 minute break between each block

Subject combination: English, Afrikaans, Mathematics, Life Orientation, History, Economics, Life Sciences

Sunday	Monday	Tues	Wed	Thurs	Fri	Sat
		1 Maths: Quadratic equations and inequalities Hist: The Civil Rights Movements and Black Power movements in the USA Econ: Circular flow model, national account and multiplier	2 Maths: Simultaneous equations Hist: The Black Consciousness Movement in SA: Econ: Business cycles	3 Maths: Number patterns and sequences (linear and quadratic) Hist: Apartheid in the 1980s: Econ: Role of the public sector	4 Maths: Arithmetic and geometric sequences and series Hist: South Africa in the 1990s Econ: Foreign exchange market	5 Maths: Functions and graphs Hist: Revise sections from last 4 days. Econ: Revise sections from the last 4 days. Self-quiz. Check past exam papers
6 Relax with family	7 Eng: Paper 2 HL Poetry Genre 1/2 Life Sci: DNA and RNA LO: Citizenship education	8 Eng: Paper 2 Drama HL Read network FAL Life Sci: DNA and RNA LO: Bill of Rights	9 Eng: Read network - socio-political and cultural background of text Life Sci: Inheritance and genetic disorders LO: Labour law	10 Eng: Paper 1 Summary writing Life Sci: Inheritance and genetic disorders LO: Trade unions	11 Eng: Read network - themes, messages and values in the text Life Sci: Human reproduction LO: Employment Equity Act	12 Eng: Read network - characters and their relationships Life Sci: Human reproduction LO: Work ethics
13 Afr: Kortverhale – lees die verhaal World Cup soccer	14 Afr: Kortverhale - inhoud van die verhaal Life Sci: Meiosis Eng: Paper 2 Novel HL, Genre 1/2 FAL	5 Afr: Kortverhale karakters, hul karaktereienskappe Life Sci: Meiosis Eng: Writing Literature essays and answering contextual questions	16 Afr: Kortverhale-gebeure; oorsaak en gevolg van gebeure Life Sci: Evolution Eng: Interpreting and answering visual literacy question	17 Afr: Kortverhale ironie, tema, boodskap en soort verteller Life Sci: Evolution Eng: Paper 1 editing language in context	18 Afr: Kortverhale - Tyd en ruimte (milieu/agtegrond) van die gebeure Life Sci: Evolution Eng: Paper 3 shorter transactional writing	19 Family function Day off.
20 Afr: Kortverhale - Kontraste Life Sci: Endocrine System Hist: The Black Consciousness Movement in SA	21 Maths: Functions and graphs – parabola, hyperbola Econ: Business cycles - composition and features Hist: Ideas of Steve Biko	22 Maths: Functions and graphs – exponential Econ: Business cycles – explanations, Government policy Hist: Spread of Black Consciousness Movement	23 Maths: Functions and graphs – inverse functions Econ: Business cycles – new economic paradigm Hist: 1976 Soweto Uprising	24 Maths: Functions and graphs – trig: and their transformations Econ: Business cycles – features, forecasting Hist: Impact of BCM	25 Maths: Functions and graphs – revise all Econ: Business cycles – revise all Hist: Impact of Steve Biko	26 Day off

MATRIC 2024 - STUDY TIMETABLE TEMPLATE FOR YOUR USE

Sun/Son	Mon/Maan	Tues/Dins	Wed/Woens	Thurs/Dond	Fri/Vry	Sat

SELF-EVALUATION

Matric Support

Every term I evaluate myself by indicating whether I have achieved my goals in every subject. Write down the percentage you achieved for each subject then circle Yes or No if you achieved your target

Home Language

Term 1		Term 2		Term 3		Term 4	
%	Y / N	%	Y / N	%	Y / N	%	Y / N

First Additional Language

Term 1		Term 2		Term 3		Term 4	
%	Y / N	%	Y / N	%	Y / N	%	Y / N

Life Orientation

Term 1		Term 2		Term 3		Term 4	
%	Y / N	%	Y / N	%	Y / N	%	Y / N

Maths / Maths Literacy

Term 1		Term 2		Term 3		Term 4	
%	Y / N	%	Y / N	%	Y / N	%	Y / N

Subject 1

Term 1		Term 2		Term 3		Term 4	
%	Y / N	%	Y / N	%	Y / N	%	Y / N

Subject 2

Term 1		Term 2		Term 3		Term 4	
%	Y / N	%	Y / N	%	Y / N	%	Y / N

Subject 3

Term 1		Term 2		Term 3		Term 4	
%	Y / N	%	Y / N	%	Y / N	%	Y / N

Subject 4

Term 1		Term 2		Term 3		Term 4	
%	Y / N	%	Y / N	%	Y / N	%	Y / N

Subject 5

Term 1		Term 2		Term 3		Term 4	
%	Y / N	%	Y / N	%	Y / N	%	Y / N

2024 Grade 12 learners



This is your opportunity to make your dreams come true

Grade 12 is a challenging and demanding year for learners. You need extra support and good advice. This booklet seeks to motivate and encourage current Grade 12 learners by providing the success stories of some of the learners who did well in past National Senior Certificate Examinations. These learners share their stories by first giving their backgrounds, highlighting the strategies that they used to

ensure good results, and then providing words of encouragement and motivation.

It is hoped that, upon reading the stories of these successful NSC candidates, you will be encouraged and convinced that, irrespective of your situation and the challenges that you face, you can achieve success if you work harder and smarter.



Reading and Learning



The SQ3R Method of Textbook Study

The SQ3R method is a proven, step-by-step strategic approach to learning and studying from textbooks. Why is it successful? Because it helps you to discover the important facts and ideas that are contained in your textbook, and master and retain that information so that you are prepared for an examination.

SQ3R is an abbreviation to help you remember the steps and to make references to it simpler. The symbols stand for the steps followed in using the method: Survey, Question, Read, Recite, and Review. A description of each of these steps is given below:

These five steps, when applied to textbook assignments, will help you in making your study time more efficient and effective. While this method will take time and practice to master, once it is learned and applied, it will no longer be necessary to re-read textbook chapters. The added benefit of using the SQ3R Method is that often you will find your own questions on a test. Because many instructors use the textbook as an outline for their courses, test questions will be coming from the same source as yours. As you review your notes and texts, you will be able to predict and prepare answers for many exam questions.

1. SURVEY: (before class)

Read the following: This survey should take no more than 10-25 minutes, even on the longest chapter. The purpose of surveying the chapter is to get a general idea of what it is going to be about, what kind of information the author gives, how many sub-topics the information is broken down into, and how much time you will have to spend reading it.

- ➡ Chapter Title
- ➡ Introduction
- ➡ Objectives
- ➡ Vocabulary
- ➡ Summary
- ➡ Review questions
- ➡ Boldface headings
- ➡ Graphics and their accompanying captions



4 strategies to master
Reading with understanding
<https://goo.gl/LzegQI>

2. QUESTION: (before class)

Turn each boldfaced heading into a question by using one of the following words: who, what, where, when, why, or how.

- ➡ The reason for creating a question out of each heading is to set a purpose for reading the material in more detail. When you are reading to find the answer to a specific question, you are reading actively.

3. READ: (after class)

Actively read the section of the text accompanying the heading for an answer to the question you asked yourself in step 2. The answer will usually be made up of the main idea(s) of the paragraph(s) and the supporting details. Read the section to find the answer. The purpose of reading is to find the answer to your question.

4. RECITE: (after class)

Recite the answer to each question to yourself. Put the answer into your own words, or rephrase the author's words. Be sure that you can recall the answer, not just recognize the information as correct. Write the questions in your notebook along with a few key words or phrases that summarize the answer. The purpose of doing this is to help you think about and understand what you have read. When you rewrite or rephrase what you read, your comprehension and retention will improve.

5. REVIEW: (before next class)

To review, cover the answers and ask yourself the questions. If you can't answer the question, look at your notes and test yourself again. Once you are sure you know and understand the question and answer, check it off. The purpose of reviewing is to help you prepare for the eventual test. Remember that very few people read textbooks for pleasure; they are read to acquire information and to remember and apply it. Reviewing helps you remember the information.

Muzzamil Mohamed

Rondebosch Boys' High School - Gr12 2023

I have gathered, from numerous conversations with Grade 11 students, that the Matric year gives rise to as much anxiety as excitement. This anxiety is largely engendered by an uncertainty of how to adequately prepare for the unique challenges that accompany the final year of school. Despite this, your Grade 12 year has the potential to be one of the best of your school career – it merely requires consistent, unwavering effort from day one.



Planning and preparation are integral to succeeding as well as enjoying your year. This is not the year for the last minute.com approach. Use every minute of class time productively – your teachers are a much better source of learning and information than the Internet!

Pivotal to success in your Languages is regular reading. This is a keystone that, I believe, cannot be replaced by anything else. Casual reading, whether for enjoyment or enlightenment, will enhance your ability to decipher both explicit and subtle messages within prescribed novels and comprehension texts. Furthermore, exposure to diverse writing styles will enable you to improve your own by mimicking and adapting those that most appeal to you, resulting in a unique, impactful writing technique.

Create study groups to help you deal with the content-heavy subjects – testing one another, explaining concepts and co-creating summaries and mind maps will help you embed the details in your mind.

Lastly, aim for balance in this crucial year. Studying is easier and more effective if you build in exercise and appropriate social time. Keeping your friendship bonds strong will help you cope better as well as build great memories in this so-important year.

Mischa Carnow

Apex High School - Matric 2023

My steps to success for grade 12

If I could describe matric in one word, it would be overwhelming! Matric will push you beyond your limits but will make you the better for it. You learn as you progress throughout the year on how to make your grade 12 year a success and here are my few:



Self-confidence. Matric is tough, no doubt about it! There is the pressure of studying content for each of your subjects, completing homework, passing your exam series, managing your personal and academic lifestyle so that they do not conflict. Therefore it is crucial to have confidence in yourself. Trust yourself! The thought of not passing your matric year at all or not well enough will always be there. I encourage you to push through because you have so much to gain rather than lose. It is your duty to live it to its fullest and to the best of your potential!

Mental preparation. Take the time to clean and organize your room into a study space. Oversee your examination dates and schedule your study times according to it beforehand. Mentally, ensure that your mind is well-composed and able to absorb the content you are revising. For example, go on walks, stretch any tense muscles and practice words of affirmation. I find that breathing exercises and having dance breaks between studying are most helpful for me. Do what you're most comfortable with to put your mind at ease. Studying should not be stressful. "Take it easy, you got this", as my best friends always remind me.

Be proud of yourself. Do not allow doubt to creep in if it concerns not studying enough or not passing exceptionally well for your assignments, class tests or examinations. Doubt will always be lurking in the back of your mind. I urge you to shove that thought even further away. The mark that you are graded on does not determine your worth as a person. Be proud of what you achieved because you did that! You made it happen despite the many obstacles you had to overcome, not only in your academic life but in your personal life as well. Before any of

my tests or exams, my mother always told me, "You do your best and that is all that matters". I believe her and you should too!

Most importantly, always remember that small successes are achievements too. In order to excel in something, you need to be knocked down a few times first. So do not focus on the low grade that you received or ever compare your progress to others around you. If you studied for two hours and still did chores. That is great! You completed your homework for all your seven subjects and still prepared for upcoming class tests in one afternoon. That is amazing! Success does not begin with big and irrational decisions; you have to take baby steps first. Give yourself a pat on the back for always being resilient and continue on the path to achieve greater successes.

The advice that I can offer to each matriculants reading this is you are still human, so be kind to yourself. Rely on your fellow matriculants and remember your friends are there to support you. Stay committed to the goal you want to achieve at the end of the year. Matric is not just to be passed but it is also the foundation for your future.

Zoë Long

The Road to Success

We all know Queen's famous lines, "under pressure, pushing down on me" and one is certainly feeling the pressure as matric students. The big mantra one hears about matric is to work hard and consistently, eating healthily and doing regular exercise and taking no breaks. While these are all good seeds of advice, they leave no room for growth, life experience or even any room to breathe.

One's final year is on one level about hard work and commitment, not just academically but in your external activities - a time to shine. However it is important to leave room to breathe amongst the high intensity year ahead of one. The year is about creating a memorable life experience that adds to one's character and who they are as a person. It allows for



both failures and achievements and entails a year which one will never forget. One's final year is on one hand, a year which a student almost doesn't look forward to because of the immense amount of pressure forced on to one and the high expectations which follow. It is labelled as the year which determines the rest of your life, yet you need not know all the answers. Focus on the here and now, after all the way to eat an elephant is one bite at a time - through perseverance and courage.

"I like to listen. I have learned a great deal from listening carefully. Most people never listen." - Ernest Hemingway

Listening is an instrumental factor in life, specifically when it comes to learning and gaining life experience. Take into the account the advice given to you by parents and teachers to work hard and make sacrifices. However, one needs to listen over and above these role models to oneself, one's physical and mental state of mind. Success is not a state of doing, but rather a state of mind and therefore empowers one to achieve and create a life experience which enables growth and self-love.

"Change is inevitable. Change is constant" - Benjamin Disraeli

Change, a word connotated with negativity and anxiety. It alludes to distant and unhappy memories. Yet, this is quite the opposite of one's matric year. This change is not a negative one, but a positive opportunity allowing for character development and life experience. Yes, some changes might be difficult and one will face many challenges throughout their final year. Who knows, there might possibly be another world crisis, like the 2020 Covid-19 pandemic. All worrisome thoughts aside, think for a moment of all the positive change which has occurred in one's life leading to new opportunities for growth and a memorable life experience and therefore, the positive changes which await amidst one's final year before that so-called "sweet freedom".

If there is anything which should be instilled in one's mind, it should be that yes, change is inevitable and it is constant. However change does not mean a bad ending or a consequential downfall, it often leads to growth. Whether that be in oneself, one's academics or one's state of mind. One should not fear the change and challenges which lie ahead, but rather embrace them and face them head on like a bear in the forest.

Making a career choice ...

Do you know...

- What you would like to become one day?
- What career you plan to pursue after school?
- What subjects you will need to study for this career?
- Where you will study?
- How you will pay for your studies?

Are you able to...

- Plan well for your future?
- Make informed decisions about a career?
- Make good choices?

LET THE WCED ASSIST YOU TODAY....

This book is filled with information on FET subjects and possible careers that can be pursued if you have selected these subjects.

The subjects that you have selected can lead you to a variety of career fields within which you will find a multitude of careers to select from, amongst others:

Languages and Communication: editor, writer, Interpreter, journalist, translator

Visual Arts & Design: art teacher, artist, advertising, clothing designer, dental technician

Performing Arts: actor, comedian, disc jockey, make-up artist, television producer

Marketing and sales: advertising, entrepreneur, fashion buyer, tourism and travel

Management and Planning: administrative officer, event manager, project manager

Financial Management: accountant, auditor, treasurer, credit controller, broker

Clerical and Secretarial: secretary, receptionist, data capturer, proof reader

Plants and Animals: tour leader, agriculturist, biologist, horticulturist, zoologist

Sport: biokineticist, sport coach, fitness instructor, personal trainer, referee

Trades: agricultural technician, carpenter, coppersmith, locksmith, welder

Engineering: air traffic controller, draughtsman, civil engineer, mechanical engineer

Sciences: biochemist, cartographer, chemist, physicist, soil scientist, nuclear scientist

Computers: business systems analyst, computer hardware/ software engineer

Health Sciences: dentist, dermatologist, internist, medical doctor, psychiatrist



Health Support Services: dietician, health worker, nurse, occupational therapist

Social Sciences: ambassador, editor, historian, political scientist, social worker

Law: lawyer, advocate, investigator, foreign affairs officer, public protector

Education and Support Services: au pair, career counselor, teacher, librarian

Creative Services: caterer, chef, engraver, hairdresser, hotel manager, sign-writer

General Services: air hostess, barber, chauffeur, cleaner, meter reader, taxi driver

Law Enforcement and protection Services: policeman, soldier, traffic officer

Find a career that will be compatible with the subjects that you have chosen. If you are not sure whether your interests and talents will guide you to a career, it is important that you complete the interest questionnaire or self-explorative exercise that is part of the information on the PACE Career Centre's CD or in the PACE Career Directory that is available at your school. It is important that you research the careers in order to find answers to all your questions.

The interest questionnaire allows you to reply YES/NO to 105 random interest questions, regarding likes/dislikes, talents, interests, personality, etc.. After completing the entire questionnaire, a profile is shown of the career fields that you could be interested in, based on your replies. The career directory gives a list of 21 career fields, but there could be more. The career fields are arranged from most interested to least interested. Now you may research the field to determine which careers holds your interest most, and then research specific careers.

Speak to your Life Orientation teachers at school. They will be able to assist you with more information on possible careers.

The cost of studying at university or college is high, and many people think that you must have your own money to be able to do so. But, that's not so.

There are many sources of bursaries and loans. Assistance may be in the form of a loan or bursary. Bursaries are available for specific fields of study – teaching, accounting and actuarial science, social work, and various scarce skills study fields (e.g. IT, engineering, etc.). Many bursaries for the National Certificate (Vocational) courses are available at TVET Colleges.

You may also apply for a loan which is repayable when you start working. Many financial institutions (Banks) offer study loans for which repayment only begins when the applicant starts working. Many students in South Africa fund their studies through a National Student Financial Aid Scheme (NSFAS)-administered loan. A NSFAS loan doesn't require a credit check on you or your parents. Repayment is easy, and the interest rate is low. Plus, part of the loan will not be repayable if you do well in your studies. The NSFAS contact details are tel 021-7633232, e-mail info@nsfas.org.za; website www.nsfas.org.za

Some Tips when Applying for a Bursary

- The closing date for applying for any bursary or scholarship is very important.
Applications received after the closing date will not be considered.
- Apply for a bursary when you are in grade 12 so that you can be sponsored for the next academic year of study at a tertiary institution, not **after passing** matric.
- Applying for a bursary doesn't guarantee that you will get it, so always apply to as many companies as possible to increase your chances.
- Getting a bursary **doesn't** automatically give you a tertiary admission; you have to apply for tertiary admission.
- After receiving your Grade 12 results, a certified copy must be sent to the company to enable you to get a Bursary Confirmation Letter to register at **their** approved institution.
- The company that is offering a bursary is investing in you; you might be required to work for them after completing your studies for a certain period of time, but if you fail your tertiary studies you may lose the bursary.



Here are the names of some of many organisations that offer bursaries

1. **Teaching:** Funza Lushaka Bursary Programme; 222 Struben St, Pretoria 0001 / Western Cape Education Department (WCED); <http://www.funzalushaka.doe.gov.za>
2. **Business Sciences and Commerce, Education, Engineering, FET College:** Access Fund: (021) 671 1521, (021) 674 0141; <http://accesstrust.org.za/>
3. **Various:** EDU-LOAN. Tel 0860 555544; info@eduloan.co.za; www.eduloan.co.za
4. **Accounting:** Deloitte & Touche, www.deloitte.co.za; Ernst and Young, PO Box 2322, Johannesburg 2000; PriceWaterhouse Coopers, Private Bag X36, Sunninghill 2157; Old Mutual Accountancy Bursary, PO Box 66 Cape Town 8000, www.oldmutual.co.za; MTN Accounting Bursary, c/o Career Wise (PTY) Ltd, PO Box 30632, Braamfontein 2017, www.careerwise.co.za
5. **Agriculture:** Department of Agriculture, Private Bag X250, Pretoria 0001; National Treasury, Private Bag X115, Pretoria 0001; University of Stellenbosch, Faculty of AgriSciences, Private Bag X1, 7602 Matieland, Stellenbosch, Tel (021) 808 9111
6. **Actuarial Science:** Old Mutual Actuarial Bursary, PO Box 66, Cape Town 8000; www.oldmutual.co.za; Metropolitan Actuarial Bursary, PO Box 2212, Bellville 7535
7. **Business Science and Commerce:** South African Breweries, www.sabcareers.co.za; Sasol Limited, PO Box 5486, Johannesburg 2000
8. **Engineering:** Anglo Platinum Bursary Scheme, PO Box 451, Kroondal 0350; De Beers Ltd, PO Box 30632, Braamfontein 2017, www.careerwise.co.za
9. **Social Work:** Oppenheimer Memorial Trust (Vodacom), PO Box 30632, Braamfontein 2017; SA Institute of Race Relations (SAIRN). PO Box 32597, Braamfontein 2017
10. **Nursing:** Solly Ginwala Memorial Trust, PO Box 4138, Durban 4000

External bursaries

Bursaries for full-time studies at approved tertiary institutions are currently offered to persons residing in the greater Cape Metropolitan area who will be registering for an undergraduate or postgraduate degree or diploma in one of the following fields of study in 2019:

- Architecture
- Atmospheric science (MSc/PhD)
- BComm (procurement logistics)
- Business analyst
- Building development
- Building and construction development
- Chemistry (MSc/PhD)
- Civil engineering (MSc)
- Civil engineering (Housing projects management)
- Civil engineering (specialisation in port and coastal engineering)
- City, town and regional planning
- Conservation of the built environment/heritage studies and management (postgraduate)
- Conservation ecology/biodiversity and conservation (MSc/PhD)
- Ecotoxicology (MSc/PhD)
- Electrical engineering - heavy current (BSc)
- Energy management (postgraduate)
- Law/ethics/risk/auditing/IT (Forensic)
- Geographical information systems (MSc/PhD)
- Geomatics (BSc)
- Industrial engineering
- Landscape architecture
- Library and information science
- Materials and road pavement engineering
- Mechanical engineering (MSc)
- Molecular biology/virology (MSc/PhD)
- Nursing
- Occupational health and safety management (BTech)
- Pharmacy
- Project management (postgraduate)
- Property studies (postgraduate)
- Real estate
- Surveying (BTech)
- Statistics
- Town and regional planning
- Transport logistics
- Transportation studies
- Traffic engineering
- Water utilisation/water treatment (MSc/PhD)

Bursaries will cover registration, examination and class fees.

Enquiries: City of Cape Town Employment Service Desk: 0860 103 089 (Option 6),
021 400 1404 / 2044 / 3619 / 3899

Information Technology Business Learnership Programme (ITBLP)

Leading companies from the Information & Communication Technology (ICT) and other banking sectors, in partnership with the Belgium Campus, offer an ICT qualification of a high standard to talented South African youngsters.

The ITBLP qualification and associated learning programme is aligned to the ICT skills needs of the ICT and banking industries.

How to apply:

Please email your CV to Allistine: Allistine.ragebult@fnb.co.za

Western Cape Government (Provincial Treasury Bursary)

The Western Cape Provincial Treasury invites matriculants, undergraduate and postgraduate students interested in pursuing careers in Economics, Fiscal and Public Policy, Asset Management (Supply Chain Management, Physical Asset Management), Accounting, Public Finance (Expenditure and Revenue Analysis and Management) or Corporate Governance (Risk Management, Corporate Finance, Business and Public Administration) to apply for full-time bursaries.

<http://www.gostudy.net/bursary/western-cape-government-provincial-treasury-bursary>



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CAREER DEVELOPMENT SERVICES



Senior Curriculum Planners

SENIOR CURRICULUM PLANNERS (SCP) HEAD OFFICE – CAPE TOWN

Name	Subject	Tel. Number	E-Mail Address
Mr Don Haripersad	Director: Curriculum FET	021 467 2623	Don.Haripersad@westerncape.gov.za
Dr Glynis Schreuder	CES: Curriculum FET Schools	021 467 2630	Glynis.Schreuder@westerncape.gov.za
Dr Joseph Bronkhorst	CES: MST	021 467 2564	Joseph.Bronkhorst@westerncape.gov.za
Mr Neil Simons	CES: FET Practical	021 467 2576	Neil.Simons@westerncape.gov.za
Mrs. B. Kulata	Personal Assistant to Director	021 467 2622	Babalwa.Kulata@westerncape.gov.za
Blanche Chambeau	Senior Admin Clerk	021 467 2198	Blanche.Chambeau@westerncape.gov.za

Name	Subject	Tel. Number	E-Mail Address
Mr Chris Banda	Afrikaans	021 467 2632	Christopher.Banda@westerncape.gov.za
Mr Marius Marx	Mathematical Literacy	021 467 2636	Marius.Marx@westerncape.gov.za;
Ms Nosisa Beyile	IsiXhosa	021 467 2590	Nosisa.Beyile@westerncape.gov.za
Ms Ina Bruce	Dramatic Arts Dance Studies	021 467 2069	Ina.Bruce@westerncape.gov.za
Mr Marius Diergaardt	Physical Sciences/ Technical Sciences	021-467 2581	Marius.Diergaardt@westerncape.gov.za
Ms Razzia Ebrahim	Mathematics/ Technical Mathematics	021 467 2617	Razzia.Ebrahim@westerncape.gov.za
Ms Janice Conradie	Accounting	021 815 8459	Janice.Conradie@westerncape.gov.za
Mr Ian Carstens	CAT Information Technology	021 467 2409	Ian.Carstens@westerncape.gov.za
Mr Jean Goliath	Life Sciences	021 467 2559	Jean.Goliath@westerncape.gov.za
Ms Fazeela Haffejee	English	021 467 2868	Fazeela.Haffejee@westerncape.gov.za
Mr Rodney Johnson	Tourism	021 467 2173	Rodney.Johnson@westerncape.gov.za
Mr Ivan Fortuine	Life Orientation Religion Studies	021 467 2082	Ivan.Fortuine@westerncape.gov.za
Ms Ellene Louw	Design Visual Arts	021 467 2556	Ellene.Louw@westerncape.gov.za;
Ms Maggie Mbatane	Consumer Studies Hospitality Studies	021 467 2636	Maggie.Mbatane@westerncape.gov.za;
Ms Mathapelo Matsabisa	Sesotho	021 467 9366	Mathapelo.Matsabisa@westerncape.gov.za
Mr Leicester Momberg	Business Studies	021 467 2436	Leicester.Momberg@westerncape.gov.za;
Mr Glenn Samaai	Geography	021 467 2200	Glenn.Samaai@westerncape.gov.za
Mr Malcolm Blanchard	Economics	021 467 2563	Malcolm.Blanchard@westerncape.gov.za
Mr Keith Tabisher	Music	021 467 2242	Keith.Tabisher@westerncape.gov.za
Ms Bridget Tobin	History	021 467 2251	Bridget.Tobin@westerncape.gov.za
Mr Nathan Joseph	Mechanical Technology Electrical Technology	021 467 2554	Nathan.Joseph@westerncape.gov.za
Mr John Ellis	Civil Technology and EGD	021 467 9359	John.Ellis@westerncape.gov.za

ACCOUNTING

Dear Grade 12 Accounting learner

Congratulations on reaching Gr 12 Accounting. The skills, knowledge and values you will achieve this year will be invaluable to you in your personal and professional life. Grade 12 is hard work but the satisfaction and joy in passing this grade is most definitely worth it.

Subject Requirements:

You need the following:

- ➔ A textbook
- ➔ One or more Accounting workbooks
- ➔ A blue or black pen, pencil and a ruler
- ➔ A non-programmable calculator

Content Checklist

PAPER 1

• Companies

- ➔ Concepts unique to companies
- ➔ Unique company ledger accounts, e.g. Shareholders for dividends, Retained Income, Appropriation account, etc.
- ➔ GAAP principles (historical cost, prudence, materiality, business entity rule, matching, going concern)
- ➔ Effect of transactions on the accounting equation
- ➔ Company Financial Statements with Notes (i.e. Statement of Comprehensive Income, Statement of Financial Position and Cash Flow Statement)
- ➔ Audit report; Directors report
- ➔ Analysis & interpretation of fin. statements (financial Indicators)
- ➔ Ethical and responsible corporate governance (management and control) of a company. Comment about executive (e.g. CEO) and non-executive directors, work committees, e.g. audit, remuneration, skills development, CSI committees, etc.
- ➔ Professional bodies & policies, e.g. SAICA, SAIPA, King Code III (accountability and transparency) and their role in ethical corporate governance

PAPER 2

• VAT

- ➔ Concepts, ethical behavior in terms of VAT
- ➔ Calculations of the amount receivable from/ payable to SARS

• Reconciliations (prepare, analyse and interpret)

- ➔ Bank, debtors' and creditors' reconciliation
- ➔ Debtors' age analysis
- ➔ Ethical issues and internal control processes

• Manufacturing

- ➔ Cost concepts, calculations and internal control processes
- ➔ Break-even (calculate and compare with production levels)
- ➔ Prepare and analyse:
 - ➔ Production Cost Statement with notes
 - ➔ Statement of Comprehensive Income (abridged version)

• Budgeting

- ➔ Concepts, ethical behaviour, internal control processes
- ➔ Debtors' collection and Creditors' payment schedules
- ➔ Complete, analyse and interpret Cash budgets and Projected Statement of Comprehensive Income
- ➔ Compare actual to budgeted figures; comment on the effect of cost items on income items (e.g. advertising on sales, etc.)

• Fixed assets (Paper 1 AND Paper 2)

- ➔ Both papers: Depreciation, asset acquisition and disposal at beginning, during and end of year
- ➔ Paper 1: Valuation for reporting, e.g. Fixed Assets Note
- ➔ Paper 2: Recording & internal control of fixed assets, Asset disposal account / Fixed asset register

• Inventory systems (Paper 1 and Paper 2)

- ➔ Concepts, ethical conduct and internal control
- ➔ Periodic vs Perpetual inventory system (advantages/disadvantages); calculations of cost of sales & gross profit
- ➔ Inventory valuation methods: Specific identification, FIFO, Weighted average
- ➔ Ethical management & internal control of inventory

FORMULA SHEET

The SAME formula sheet is provided for Paper 1 and 2.

Familiarise yourself with all the formulae on this sheet and how to apply it in the exam. Please read the instructions for calculations in the question carefully to ensure that the correct figures are used, e.g. FINAL stock OR AVERAGE stock.

Assessment requirements

School-based Assessment:

- ➔ **Term 1:** Written report; Controlled test 1
- ➔ **Term 2:** Research project; Mid-year examination* (2 papers)
- ➔ **Term 3:** Case study; Trial exam (2 papers)

NSC Final Exam: Two papers (150 marks; 2 hours Each)

The TWO exam papers are written on different dates so check the exam timetable carefully. All questions are compulsory. Each question covers a main topic and is answered in a specially prepared answer booklet. Show all your rough workings in this answer book.

REMEMBER: You may write the full exam in dark pencil to enable you to erase your errors. NO correction fluid is allowed in the exam and marks are deducted for untidy and illegible writing.

Tips for Accounting success

- ➔ Complete at least ONE Accounting activity/question DAILY on the topic covered in class. It will improve your understanding and application of the theory and/or calculations.
- ➔ PRACTISE ... PRACTISE ... PRACTISE. Work regularly through past exam papers to strengthen your exam writing skills, e.g. working against time, reading instructions with understanding, etc.
- ➔ Your study/revision programme should show the number of weeks and days available to study. Allow enough time for EACH topic; work more on your weaker topics but also revise your favourite topics. TIP: Start studying for the final exams in Term 1 already – revise Gr 11 content.
- ➔ Time management: Adopt effective reading and calculating methods while studying. These methods should ensure that you do not waste time and will complete a paper in two hours.
- ➔ Try to answer ALL questions and sub-questions. Avoid leaving blank spaces. One mark is better than no marks.
- ➔ Complete a calculation, even if you know it may not be correct. If you use this 'incorrect' answer correctly in a follow-up question, you can score maximum marks for the follow-on question.
- ➔ Show calculations in brackets in tests and exams to earn part marks.



Scan this QR code for
Gr 12 Revision material
available on the E-portal

<https://wcedportal.co.za/eresource/109466>



AFRIKAANS HUISTAAL

Beste Graad 12-leerder

In Afrikaans Huistaal leer jy hoe taal in werklikheids-getroue situasies gebruik word. Die klem val op die gevorderde gebruik van die vaardighede luister en praat, lees en kyk, skryf en aanbied asook op taalstrukture.

Vakvereistes

Jy het die volgende nodig vir die vak:

- ➔ 'n Goedgekeurde taalhandboek
- ➔ Voorgeskrewe boeke (Roman, Drama en Digkuns)
- ➔ Skryfboeke vir Skryfwerk, Taal en Voorgeskrewe
- ➔ 'n Woordeboek
- ➔ 'n Versameling koerante en tydskrifte

Inhoudskontrolelys

Hieronder is 'n kontrolelys wat jy moet gebruik om te verseker dat jy al die Graad 12-inhoud gedek het

Leesbegrip & Opsomming

- ➔ Interpretasie van visuele tekste
- ➔ Leesbegripstrategieë
- ➔ Kritiese taalbewustheid
- ➔ Doel en formaat van opsommings

Taalstrukture en -konvensies Oorredingstegniese

Gevoels- en manipulerende taal, partydigheid, vooroordeel, diskriminasie, stereotipering, taalvariëteite, afleidings, aannames, argumente, doel met die insluiting of uitsluiting van inligting

Woordeskatontwikkeling en taalgebruik

- ➔ Betekenisleer en figuurlike taal
- ➔ Taalverskynsels
- ➔ Klankleer en spelling
- ➔ Woordvorming
- ➔ Skryf- en leestekens
- ➔ Denotasie, konnotasie

Sinstrukture en die ontleding van sinne

- ➔ Woordsoorte
- ➔ Verbindingswoorde
- ➔ Enkelvoudige, saamgestelde en veelvoudige sinne
- ➔ Direkte en indirekte rede
- ➔ Lydende en bedrywende vorm (aktief en passief)
- ➔ Ontkenning, Tye en Sinswyse
- ➔ Feit en mening, direkte en geïmpliseerde betekenis
- ➔ Agtergrond van tekste en outeur

Letterkunde

Jy moet kontekstuele sowel as opsteltipe vrae beantwoord. Jy sal die volgende genres bestudeer en daarvoor geëksamineer word:

Digkuns (12 gedigte)

- ➔ Letterlike en figuurlike betekenis
- ➔ Verstegniese middele: uitkenning en funksies
- ➔ Uiterlike en innerlike bou; soort gedig
- ➔ Rym: rymskema en die funksies daarvan
- ➔ Titel, tema, beeldspraak, stylfigure en klankeffekte

Roman

- ➔ Die inhoud van die boek
- ➔ Karakter, karakterontwikkeling en karakterisering
- ➔ Intrige en subintrige (spanningslyn)
- ➔ Innerlike en uiterlike konflik

- ➔ Temas en boodskappe
- ➔ Ironiese wending / afloop
- ➔ Rol van die verteller /perspektief
- ➔ Agtergrond en milieu
- ➔ Tydsverloop (chronologies, terugflitse, tydspronge)

Drama

Al die aspekte by die Roman, asook:

- ➔ Struktuur van die drama
- ➔ Dramatiese ironie en dramatiese rol
- ➔ Toon, stemming en toneelaanwysings (neweteks)
- ➔ Dialoog / monoloog/ alleenspraak en handeling

Skryfwerk

- ➔ **Opstelle:** Verhalend, Beskrywend, Verklarend, Argumenterend, Bespiegeland, Beredenerend
- ➔ **Langer transaksionele tekste:** Vriendskaplike brief/ formele brief (versoek/ klagte / aansoek / bedanking / gelukwensing / simpatie/sakebrief) formele of informele briewe aan die pers / Curriculum Vitae en dekbrieff (as 'n kombinasie) /e-pos / formele of informele verslag / resensie / koerantberig / tydskrifartikel/ agenda en notule (as 'n kombinasie)/ formele of informele toespraak / dialoog / geskrewe onderhoud / huldeblyk

Assessering

Skoelgebaseerde Assessering bestaan uit:

- | | |
|--|------------------|
| ➔ 1 toets: | 35 punte |
| ➔ Halfjaareksamen: | 150 punte |
| OF | |
| ➔ Halfjaartoets: | 55 punte |
| ➔ Voorbereidende eksamen: | 250 punte |
| ➔ 2 skyftake (opstel en lang transaksionele teks): | 75 punte |
| ➔ 1 Letterkundetaak: | 35 punte |
| ➔ Totaal: $545 \div 5,45 / 450 \div 4,50$ | 100 punte |

Die eksterne eksamen bestaan uit 4 vraestelle:

- | | |
|--|------------------|
| ➔ Vraestel 1: Begrip, Opsomming en Taalstrukture en -konvensies: | 70 punte |
| ➔ Vraestel 2: Letterkunde (Digkuns, Roman en Drama): | 80 punte |
| ➔ Vraestel 3: Skryf (Opstelle en twee langer transaksionele skryfstukke): | 100 punte |
| ➔ Vraestel 4: Mondeling | 50 punte |
| ➔ Totaal | 300 punte |

Wenke vir sukses

- ➔ Lees gereeld boeke, artikels, resensies, spotprente en rubrieke in koerante en tydskrifte.
- ➔ Lees elke dag ten minste 1000 woorde en skryf ten minste 350 woorde in Afrikaans.
- ➔ Vra jou onderwyser vir 'n bestek van die Graad 12-inhoud. Dit sal jou 'n volledige oorsig van die inhoud gee. Plak dit in jou oefenboek. Merk elke onderwerp af soos dit in die klas onderrig word en skryf die ooreenstemmende bladsynommers uit die handboek langs die onderwerp neer.



**Plakkaat: Gr 12 Afrikaans
HT Hersiening 2020**

<https://wcedportal.co.za/eresource/172656>

AFRIKAANS EERSTE ADDISIONELE TAAL

Beste Graad 12-leerder

In hierdie vak leer jy hoe Afrikaans gebruik word. Die klem val op die vaardighede luister en praat, lees en kyk, skryf en aanbied asook op grammatika.

Vakvereistes

Jy het die volgende nodig vir die vak:

- ➔ 'n Taalhandboek
- ➔ Voorgeskrewe boeke (enige twee genres: Roman/ Drama/ Kortverhale/ Gedigte)
- ➔ Skryfboeke vir Skryfwerk, Taal en Voorgeskrewe
- ➔ 'n Tweetalige woordeboek

Inhoudskontrolelys

Hieronder is 'n kontrolelys wat jy moet gebruik om te verseker dat jy al die Graad 12-inhoud gedek het.

Leesbegrip en Opsomming

- ➔ Interpretasie van visuele tekste
- ➔ Leesbegripstrategieë
- ➔ Kritiese taalbewustheid
- ➔ Onderskei tussen hoof- en ondersteunende idees

Taal in konteks

Oorredingstegnieke

- ➔ Gevoelstaal, oorredende taal, partydigheid, manipulerende taal
- ➔ Hoe taal en beelde waardes en houdings reflekteer/ oordra / weergee en vorm
- ➔ Beelde en taal wat seksisties, partydig, ouderdomdiskriminerend is en stereotipes versterk
- ➔ Die impak en gebruik van lettertipes en lettergroottes

Woordeskatontwikkeling en taalgebruik

- ➔ Figuurlike taal en retoriese middels
- ➔ Denotasie en konnotasie
- ➔ Voorvoegsels en agtervoegsels
- ➔ Idiomatiese uitdrukkings, idioome en spreekwoorde
- ➔ Hoe dialekte, sleng en leenwoorde teksbetekenis beïnvloed
- ➔ Homofone, homonieme, sinonieme en antonieme
- ➔ Een woord vir 'n omskrywing.
- ➔ Afkortings, verkortings en akronieme

Sinstrukture en die ontleding van sinne

- ➔ Lydende vorm en ontkennende vorm
- ➔ Direkte en Indirekte rede
- ➔ Ontkenning
- ➔ Woordorde
- ➔ Sinsoorte en Woordsoorte
- ➔ Verbindingswoorde

Letterkunde

Jy moet kontekstuele vrae beantwoord. Jy sal twee van die volgende genres bestudeer en daarvoor geëksamineer word:

Poësie (10 gedigte)

- ➔ Woordbetekenis
- ➔ Verstegniese middele: uitkenning en funksies
- ➔ Uiterlike en innerlike bou van gedigte
- ➔ Rym, halfrym en herhaling
- ➔ Titel, tema en boodskap
- ➔ Beeldspraak en stylfigure

Roman / Kortverhale (8 verhale)

- ➔ Die inhoud van die boek/verhaal
- ➔ Intrige en subintrige
- ➔ Karakterisering
- ➔ Konflik, verteller, ruimte en tyd
- ➔ Ironie, tema en boodskap

Drama

Al die aspekte by die Roman en Kortverhale asook:

- ➔ Dramatiese ironie
- ➔ Verhoog- en toneelaanwysings
- ➔ Handeling, tyd en dialoog
- ➔ Die struktuur van die drama

Skryfwerk

- ➔ **Opstelle:** Verhalend, Beskrywend, Argumenterend, Bespiegeland, Beredeneerd
- ➔ **Langer transaksionele tekste:** Vriendskaplike briewe/ Formele briewe (versoek/ aansoek/ sakebrief/ klagte/ simpatie/ gelukwensing/ bedanking)/ Curriculum Vitae en dekbrieff (as 'n kombinasie)/ Formele en informele briewe aan die pers/ e-pos/ Resensies/ Koerantberig/ Tydskrifartikel/ Agendas en notules (as 'n kombinasie)/ Formele en informele verslae/ Huldeblyke/ Dialoog/ Geskrewe onderhoude/ Geskrewe formele of informele toesprake
- ➔ **Korter tekste:** Advertensie / Uitnodigingskaartjie/ Plakkaat / Strooibiljet Dagboekinskrywing / Kort teksboodskappe (SMS), naamlik: WhatsApp, Facebook Messenger, ens.) / Instruksies / Aanwysings

Assessering

Skoorgebaseerde Assessering bestaan uit:

- ➔ 1 toets: **40 punte**
- ➔ 2 eksamens (of 1 eksamen + 1 toets) **250 punte**
(halfjaar /toets en Voorbereidend / toets):
- ➔ 3 skyftake (opstel, lang en kort transaksionele tekste): **100 punte**
- ➔ 1 Letterkundetaak: **35 punte**
- Totaal: 675 ÷ 6,75** **100 punte**

Die eksterne eksamen bestaan uit 4 vraestelle:

- ➔ **Vraestel 1:** (Begrip, Opsomming en Taal): **80 punte**
- ➔ **Vraestel 2:** Literatuur (enige twee uit: Digkuns, Roman, Drama en Kortverhale): **70 punte**
- ➔ **Vraestel 3:** Skryf (Opstelle, Lang en Kort transaksionele tekste): **100 punte**
- ➔ **Vraestel 4:** Mondeling **50 punte**
- Totaal: 300 punte**

Wenke vir sukses

- ➔ Lees gereeld boeke, berigte, artikels en spotprente in Afrikaanse koerante en tydskrifte.
- ➔ Lees elke dag ten minste 800 woorde en skryf ten minste 300 woorde in Afrikaans.



DBO Selfstudiegids:
Kritiese Taalbewustheid

<https://wcedportal.co.za/eresource/172656>



AFRIKAANS TWEDE ADDISIONELE TAAL

Beste Graad 12-leerder

In hierdie vak leer jy hoe Afrikaans gebruik word. Die klem val op die vaardighede luister en praat, lees en kyk asook skryf en aanbied. Jy gaan ook nuwe Afrikaanse woorde leer en leer hoe sinne in Afrikaans gevorm word..

Vakvereistes

Jy het die volgende nodig vir die vak:

- ➔ 'n Goedgekeurde taalhandboek
- ➔ 'n Voorgeskrewe werk (kortverhale of poësie of 'n novelle of 'n eenbedryf)
- ➔ Skryfboeke vir Skryfwerk, Taal en Voorgeskrewe
- ➔ 'n Tweetalige woordeboek
- ➔ Leesstof (koerante, tydskrifte, ens.)

Inhoudskontrolelys

Hieronder is 'n kontrolelys wat jy moet gebruik om te verseker dat jy al die Graad 12-inhoud gedek het.

Leesbegrip en Opsomming

- ➔ Inhoud van die teks
- ➔ Woordbetekenis
- ➔ Leesstrategieë: soeklees, vluglees en herlees
- ➔ Hoofidees en tema

Taal in konteks

• Woordeskat en taalgebruik

- ➔ Figuurlike taal en retoriese middels
- ➔ Denotasie en konnotasie
- ➔ Voorvoegsels en agtervoegsels
- ➔ Idiomatiese uitdrukkings, idioome en spreekwoorde
- ➔ Homofone, homonieme, sinonieme en antonieme
- ➔ Een woord vir 'n omskrywing.
- ➔ Afkortings, verkortings en akronieme

• Sinstrukture

- ➔ Lydende vorm en ontkennende vorm
- ➔ Direkte en Indirekte rede
- ➔ Woordorde
- ➔ Sinsoorte
- ➔ Verbindingswoorde
- ➔ Woordsoorte

• Kritiese taalbewustheid

- ➔ Gevoelstaal, oorredende taal, partydigheid, manipulerende taal
- ➔ Hoe taal en beelde waardes en houdings reflekteer/ oordra / weergee en vorm
- ➔ Beelde en taal wat seksisties, partydig, ouderdomdiskriminerend is en stereotipes versterk
- ➔ Die impak en gebruik van lettertipes en lettergroottes
- ➔ Ontleding, interpretasie, evaluering en respons op die spotprent of strokiesprent
- ➔ Denotasie en konnotasie

Langer Transaksionele Tekste

Afhangende van die voorgeskrewe werk wat julle bestudeer, sal die fokus op die volgende val:

- ➔ Intrige, tema, boodskap, karakterisering en agtergrond
- ➔ Die kenmerke van kortverhale/die novelle /die drama
- ➔ Hoe karakters, agtergrond en die gebruik van woorde die

boodskap en tema ondersteun

- ➔ Beeldspraak en stylfigure

Opstelle

Verhalende opstel en die Beskrywende opstel

Langer Transaksionele Tekste

Vriendskaplike brief / formele brief (versoek / klagte / aansoek / bedanking / gelukwensing / simpatie) kort verslag / resensie/ toespraak / dialoog

Korter Tekste

Advertensie / dagboekinskrywings / plakkaat / uitnodigingskaartjie / instruksies / aanwysings / strooibiljet / Kort teksboodskap (SMS), naamlik: WhatsApp, Facebook Messenger, ens.

Assessering

Skoolgebaseerde Assessering bestaan uit:

- | | |
|---------------------------------------|------------------|
| ➔ 1 toets: | 40 punte |
| ➔ 2 eksamens (of 1 eksamen + 1 toets) | |
| Halfjaareksamen: | 120 punte |
| OF | |
| ➔ Halfjaartoets: | 40 punte |
| ➔ Voorbereidend: | 200 punte |
| ➔ 1 skyftake (opstel): | 40 punte |
| ➔ Totaal: 400 ÷ 4 / 320 ÷ 3.2 | 100 punte |

Die **jaareindeksamen** bestaan uit 3 vraestelle:

- | | |
|--|------------------|
| ➔ Vraestel 1: Begrip, Opsomming en Taal: | 80 punte |
| ➔ Vraestel 2: Letterkunde | 40 punte |
| ➔ Vraestel 3: Skryf (Opstelle, Lang en Kort transaksionele tekste): | 80 punte |
| ➔ Vraestel 4: Mondeling | 100 punte |
| ➔ Totaal | 300 punte |

Wenke vir sukses

- ➔ Lees gereeld berigte, artikels, resensies, spotprente en rubrieke in Afrikaanse koerante en tydskrifte.
- ➔ Lees elke dag ten minste 500 woorde en skryf ten minste 250 woorde in Afrikaans.



DBO Selfstudiegids: Kritiese Taalbewustheid

<https://wcedportal.co.za/eresource/172656>

AGRICULTURAL MANAGEMENT PRACTICES

Dear Grade 12 Agricultural Management Practices learner

Agricultural Management Practices is the study and application of production, economic and management principles that are used in the cultivation, transformation and marketing of food and other agricultural products. These principles are used to produce and add value to high-quality agricultural products so that these products have economic, aesthetic, social and cultural value.

The subject is designed to provide you with a sound practice-orientated base that integrates theoretical and practical competencies

Scope of Knowledge

- management skills: the knowledge and skills required to plan, organise, guide, control and evaluate production factors to achieve sustainable production enterprises;
- entrepreneurial skills: the ability to manage risks and combine production factors creatively to produce superior goods and services;
- operational skills: involve the day-to-day management of crop and animal enterprises;
- marketing skills: those value-adding activities in the agricultural supply chain that deal with various agricultural production lines; and
- research skills: involve aspects of problem identification; setting objectives; data collection, analysis, evaluation; and report writing.

Subject requirements

Each learner should have:

- a textbook; and
- protective clothing for practical work.

Time Allocation for Agricultural Management Practices

- Four hours per week are allocated to Agricultural Management Practices. A two-hour continuous period must be allocated per week for practicals. Practical classes in the afternoons can be used to finish the PAT and various practical activities as decided by the school.

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 content in full.

In Grade 12 the main content topics are:

1. Crop Production and Crop Management
2. Soil and Water Management
3. Product Harvesting and Quality Control
4. Animal Production and Animal Management Aspects
5. Farm Management and Evaluation
6. Value Adding, Processing and Producer Organisations
7. Agri-tourism, Business Planning and Entrepreneurship



Assessment

- SBA: 25% 100 marks
- PAT: 25% 100 marks
- Final external examination (Nov) **50%** **200 marks**

During the year you will complete different formal assessment tasks. All assessment tasks are extremely important and you need to complete them to the best of your ability to ensure a good SBA mark.

The following **formal assessment tasks are compulsory:**

- PAT
- One practical task
- Two control tests
- Trial examination. This examination has exactly the same content distribution and format as the final examination.
- November examination
- **Duration of paper:** **3 hours**
- **Production Enterprise**
- **Section A** (shorter questions) **50 marks**
- **Section B** (3 x longer questions) **(150) 3 x 50 marks**
- **Total:** **200 marks**

Tips for success

- Ask your teacher for the content framework for Grade 12. This will give you the detailed content to be studied. Paste it in your exercise book. Tick off every topic as it is taught in class, and write the relevant textbook page numbers next to the topic.
- Prepare yourself to draw and interpret graphs, do calculations, read case studies or scenarios very carefully, interpret diagrams, study sketches (also the labelling) and apply your knowledge.
- Work through as many past Agricultural Management Practices papers as possible to prepare you for the examinations.
- PAT must be done accurately and neatly according to the PAT guidelines and must be finished in the prescribed time
- Assignments and practical tasks must be done according to the guidelines and handed in on time



AGRICULTURAL SCIENCES

Dear Grade 12 Agricultural Sciences learner

Agricultural Sciences seeks to develop your scientific knowledge and approach to relevant agricultural concepts. In Grade 12 the main content topics are Animal Studies, Agricultural Management and Basic Agricultural Genetics.

Subject requirements

- ➔ Make sure that you have a textbook, exercise books, calculator, ruler, eraser, pen and pencil.

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 content in full.

1. Animal Studies:

Animal Nutrition

- ➔ The alimentary canals of farm animals: General structures
- ➔ Digestion and absorption of feeds in farm animals
- ➔ Components of a feed
- ➔ Digestibility of feeds
- ➔ Biological value of feeds
- ➔ Energy value of feeds
- ➔ Supplements
- ➔ Types of feeds
- ➔ Planning a feeding programme

Animal Production, Protection and Control

- ➔ Increasing production
- ➔ Shelter
- ➔ Handling of farm animals
- ➔ Behaviour of farm animals
- ➔ Diseases (viral, bacterial, protozoan and fungal)
- ➔ Internal and external parasites
- ➔ Plant and heavy metal poisoning
- ➔ The role of the state in animal protection

Animal Reproduction

- ➔ Reproductive organs (male and female)
- ➔ Synchronisation of oestrus
- ➔ Artificial mating and breeding
- ➔ Pregnancy and birth
- ➔ Milk production

2. Agricultural Management:

Agricultural Management and Marketing

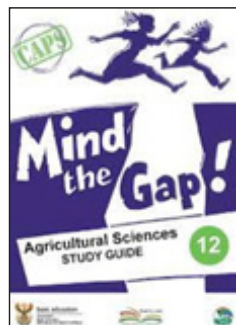
- ➔ Agricultural marketing
- ➔ Market equilibrium
- ➔ Marketing systems
- ➔ Entrepreneurship and business planning

Production Factors

- ➔ Land and labour
- ➔ Capital and management

3. Basic Agricultural Genetics:

- ➔ Monohybrid and dihybrid crossings
- ➔ Heredity
- ➔ Variation and mutations
- ➔ Selection
- ➔ Genetic modification and engineering



Assessment

- ➔ Formal assessment tasks: 25% **100 marks**
- ➔ Final external examination 75% **300 marks**

During the year you will complete different formal assessment tasks. All assessment tasks are extremely important and you need to complete them to the best of your ability to ensure a good year mark.

The following **formal assessment tasks are compulsory**:

- ➔ One practical investigation or research task
- ➔ Two control tests
- ➔ Trial examination. This examination consists of two papers which have exactly the same content distribution and format as the final examination papers.

The external examination papers are structured as follows:

Paper 1: Animal Sciences **150 marks**

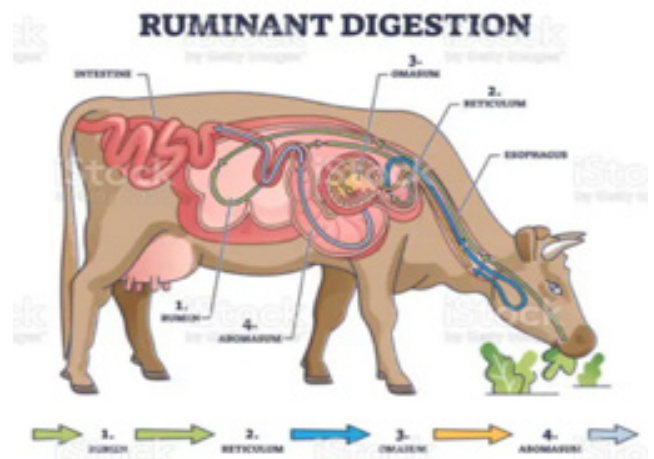
- ➔ Animal Nutrition **50 marks**
- ➔ Animal Production, Protection and Control **50 marks**
- ➔ Animal Reproduction **50 marks**

Paper 2: Agricultural Management and Genetics **150 marks**

- ➔ Agricultural Marketing and Management **50 marks**
- ➔ Production Factors and Management **50 marks**
- ➔ Basic Agricultural Genetics **50 marks**

Tips for success

- ➔ Ask your teacher for the content framework for Grade 12. This will give you the detailed content. Paste it in your exercise book. Tick off every topic as it is taught in class and write the relevant textbook page numbers next to the topic.
- ➔ Make sure that you prepare the relevant and correct content topics for each of the Agricultural Sciences papers on the day of the examination.
- ➔ Prepare yourself to draw and interpret graphs, do calculations (e.g. the coefficient of digestibility or nutritive ratio), read case studies or scenarios very carefully, interpret diagrams (also the labeling) and apply your knowledge.
- ➔ Work through as many past Agricultural Sciences papers as possible to prepare you for the examinations.



AGRICULTURAL TECHNOLOGY

Dear Grade 12 Agricultural Technology learner

The subject Agricultural Technology focuses on technology used in agriculture. The subject covers the knowledge of how processes, tools, equipment, structures and skills are utilized by farmers to cultivate agricultural land and produce food and products, through various production processes, thus sustaining and maintaining quality of life and increasing economic, aesthetic and sound cultural values.

Scope of Knowledge

- ➔ Technology, society and the environment
- ➔ Technological process
- ➔ Specific knowledge and understanding
- ➔ Application of knowledge

Subject requirements

Schools must have adequate human resources and access to appropriately equipped workshops where the practical demonstrations, lessons and practical work (PAT) can be done. Make sure that you have a textbook, exercise book, calculator, ruler, eraser, pen and pencil.

Time Allocation for Agricultural Technology

Four hours per week are allocated to Agricultural Technology. A two-hour continuous period must be allocated per week for practicals. Practical classes in the afternoons can be used to finish the PAT and various practical activities as decided by the school.

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 content in full. In Grade 12 the main content topics are Safety, Structural Materials, Energy, Construction Processes, Tools and Equipment and Irrigation and Water Supply, Communication, Drawings and Measurements, Calculations and Calibrations.

Overview of Topics

Safety

Safety hazards: three steps of a hazard control system

OHS Act: farm safety regulations according to the OHS Act.

Structural Materials

- ➔ Metal alloys
- ➔ Synthetic materials
- ➔ Electric fences

Energy

- ➔ Alternative energy: wind, solar geothermal and bio-energy

Construction Processes

- ➔ Advanced welding techniques

Tools and Equipment

- ➔ Harvesting or processing machines/equipment
- ➔ Tractor systems



Irrigation and Water Supply

Overhead irrigation systems (macro irrigation systems):

- ➔ irrigation scheduling
- ➔ waste water removal
- ➔ water purification/softening.

Communication

- ➔ Computer and irrigation control systems
- ➔ Computers controlling and monitoring engines implements and equipment (GPS; CIS; VRT).

Drawings

- ➔ Produce freehand design drawings of structures, buildings or implements.

Measurements, Calculations and Calibrations

- ➔ Problem solving in data collected.

Assessment

- ➔ **SBA:** 25% **100 marks**
- ➔ **PAT project:** 25% **100 marks**
- ➔ **Final external examination** (Nov): 50% **200 marks**

The following **formal assessment tasks are compulsory:**

- ➔ One practical task
- ➔ Two control tests
- ➔ Trial examination. This examination has exactly the same content distribution and format as the final examination
- ➔ PAT
- ➔ November examination

The **external examination paper** is structured as follows:

- ➔ **November Exam Paper:** (3 hrs) **200 marks**
- ➔ **Section A:** Question 1 (Short Questions) **40 marks**
- ➔ **Section B:**
 - Question 2:** Materials and Structures **35 marks**
 - Question 3:** Energy **20 marks**
 - Question 4:** Skills and Construction Processes **35 marks**
 - Question 5:** Tools, Implements and Equipment **40 marks**
 - Question 6:** Water Management **30 marks**

Tips for success

- ➔ Ask your teacher for the content framework for Grade 12. This will give you the detailed content for Agricultural Technology. Paste it in your exercise book. Tick off every topic as it is taught in class, and write the relevant textbook page numbers next to the topic.
- ➔ Prepare yourself to draw, design, sketches and do calculations. Read case studies or scenarios very carefully, interpret diagrams, study sketches (also the labelling) and apply your knowledge.
- ➔ Work through as many past Agricultural Technology papers as possible to prepare for the examinations.
- ➔ PAT must be done accurately and neatly according to the PAT guidelines and must be finished in the prescribed time.
- ➔ Assignments and practical tasks must be done according to the guidelines and handed in on time.



Dear Gr. 12 Business Studies Learner.

Congratulations for making it to Grade 12. In preparation for the Final NSC Examination it is important that you make use of every opportunity to understand and apply the knowledge and skills that you will be exposed to this year. Please use the checklist below to ensure that you have covered all the content that you will be assessed on in the Final NSC examination. Best wishes with your studies!

Content Checklist

TERM 1

1. Recent Legislation

- **Impact of Recent Legislation on large Businesses:** Skills Development Act; Labour Relations Act: Employment Equity Act; Basic Conditions of Employment Act; Compensation for Occupational Injuries & Diseases Act; BBBEE Act; National Credit Act; Consumer Protection Act.

2. Human Resources Function

- **Human Resources Activities:** Recruitment; Selection; Induction; Placement; Salary determination and Employee benefits. Implications of LRA; SDA; EEA and COIDA on the Human Resource Function.

3. Ethics and Professionalism

- King-code principles: How professional, responsible, ethical, and effective business practice should be conducted; Unethical business practices: Unfair advertising practices, Pricing of goods in rural areas, Taxation /Tax evasion; Unprofessional business practices: Sexual harassment, Unauthorised use of workplace funds and resources, Abuse of work time; Issues that could challenge ethical and professional behaviour.

4. Creative Thinking & Problem Solving

- Creative thinking and problem solving techniques.
- Problem solving steps.

5. Development of strategies

- Strategic management process; Types of Business Strategies: Integration, Intensive, Diversification, Defensive; Industrial Analysis Tools: SWOT Analysis; PESTLE analysis & Porter's Five Forces; Strategy evaluation

TERM 2

6. Business Sectors and their environments

- **Business sectors:** Primary, Secondary, Tertiary.
- **Business environments:** Micro, Market, Macro; Extent of control

7. Quality of Performance

- Quality concepts; Benefits of a good quality management system; Quality indicators; TQM elements; Role of quality circles; Ways in which TQM can reduce the cost of quality; Impact of TQM if poorly implemented by businesses.

8. Management and Leadership

- Leadership styles; Theories of leadership & management. Role of personal attitude in successful leadership.

9. Investment: Securities

- Functions of the JSE. Factors that should be considered when making investment decisions. Types of investment opportunities and their risk factors; Forms of investment; Types of shares; Calculate simple and compound interest.

10. Investment: Insurance

- Insurances vs Assurance; Compulsory- and Non-compulsory insurance; Insurance concepts; Principles of insurance; Importance of insurance; Calculation of under-insurance.

11. Team performance & Conflict Management

- Criteria for successful team; Characteristics of successful team performance. Stages of team development. Team dynamics; Causes of conflict; Dealing with grievances and difficult people and difficult personalities.

TERM 3

12. Human Rights, Inclusivity & Environmental issues

- Human Rights; Economic-, Social- and Cultural rights; Diversity in the business; Environmental protection and human health.

13. Social Responsibility & Corporate Citizenship

- Social Responsibility; Corporate Social Responsibility [CSR] & Corporate Social Investment [CSI]

14. Presentation and Data Response

- Verbal & Non-verbal Presentations; Factors that must be considered Before, During and After a presentation; Handle feedback in a non-aggressive and professional manner; Areas of improvement. Data response: aspects that must be considered when designing a multi-media presentation; Impact of visual aids.

15. Forms of Ownership

- Characteristics; Impact of forms of ownership; Comparison of different forms of ownership; Focus on the following criteria: Taxation; Management: Capital; Division of profits; Legislation..

Assessment

School Based Assessment [SBA] – 25%: 100 marks

- **Term 1:** Case Study and Control Test
- **Term 2:** Presentation and Control Test or June Exams
- **Term 3:** Project & Trial Examination

NSC Examination – 75%:

300 marks

- **Paper 1:** 150 Marks, 2 Hours

- **Paper 2:** 150 Marks, 2 Hours

Paper 1 [Business Environments & Business Operations]

- **Section A:** Compulsory **30 marks**
- **Section B:** Answer Two of Three questions **80 marks**
- **Section C:** Answer One of Two questions **40 marks**

Paper 2 [Business Ventures & Business Roles]

- **Section A:** Compulsory **30 marks**
- **Section B:** Answer Two of Three questions **80 marks**
- **Section C:** Answer One of Two questions **40 marks**

Tips for Success:

- Visit the Business Studies website on the WCED E-Portal for additional resources.



Gr 12 DBE Business Studies Learner book:

<https://wcedportal.co.za/eresource/215041>



Gr 12 Telematics video on the Human Resources Function

<https://youtu.be/-WWWuy6BTMo>

CIVIL TECHNOLOGY

Grade 12 Civil Technology (Specialization) Learner

It is extremely important that you practise your drawings throughout the year and do plenty of freehand sketches to understand the various components of civil drawings. Practical work is of outmost importance to link the theory to it.

Subject Requirements

Three fields of specialisation are offered in this field:

- ➔ Civil Services
- ➔ Construction
- ➔ Woodworking.

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 content of Civil Technology in full.

NB: Remember that a Generic part as well as a Specific part will be covered.

Generic Section for Construction and Woodworking (Technology Subjects):

- ➔ **OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993 (OHSA)** - Application of the OHS Act pertaining to general health and safety in the workplace:
 - Scaffolding
 - Handling of material
 - Floors and stairs with open sides
 - Builders hoist
 - Ladders
- ➔ **MATERIALS**
Preservation and sustainability of materials:
 - Painting
 - Curing
 - Electroplating
 - Powder coating
 - Galvanising
- ➔ **TOOLS AND EQUIPMENT**
Identification, proper use and care of the following specialised tools:
 - Dumpy level
 - Laser level
 - Multi detector
- ➔ **JOINING (Omitted)**
Identify and explain the uses of:
 - Bolts and nuts
 - Rawl bolts
 - Plastic plugs
 - Rawl plugs
- ➔ **GRAPHICS AS MEANS OF COMMUNICATION (GENERIC)**
Interpretation of advanced drawings:
 - Site plan, floor plan and elevation of multi storey buildings
 - Basic drawing symbols relating to the built environment in accordance with the SANS for building drawings

The table below indicates the main topics in Civil Technology according to the area of specialisation.

CIVIL SERVICES:

- Occupational Health and Safety Act 85 Of 1993 (OHS)
- Safeguarding of openings and the use of safety harness.
- Safety risk associated with deep manholes eg. fumes and gasses
- Materials
- Explain chemical -reactions between dissimilar materials
- Equipment and Tools
- pumps, drain cleaning tools, machine tools and testing tools
- Graphics as means of communication
- Pattern development
- ➔ **Quantities**
Calculate quantities of bricks, volume of concrete, etc

- ➔ **Joining**
Identify and explain the uses of fixing agents
Methods of cutting, joining and securing pipe connections.
Subject Specific Content For Civil Services
- ➔ **Construction Associated With Civil Services**
Brick and concrete ring manholes. Setting out levels and trenches
- ➔ **Cold Water Supply**
Uses and installation of valves, joints and fittings for pipes, water saving devices and repairs and alterations to existing pipe work
- ➔ **Hot Water Supply**
Working principles, Installation, regulations, advantages and disadvantages of heating units and faults in water systems
- ➔ **Storm Water**
Methods of disposing large quantities of water.
- ➔ **Hot Water Supply**
Working principles, installation, regulations, advantages and disadvantages of heating units and faults in water systems
- ➔ **Roof Work**
Installation of rectangular gutters
- ➔ **Storm Water**
Methods of disposing large quantities of water
- ➔ **Drainage (Sewarage) Above and Below Ground**
Drainage system. Septic tanks, vacuum tanks and French drains.
- ➔ **Sanitary Fittings**
Working parts, working principles, labelling of sectional sketches.

CONSTRUCTION:

- Occupational Health and Safety Act 85 Of 1993 (OHS)-
General health and safety in the workplace, scaffolding, handling of material, floors and stairs with open sides, builders hoist, ladder
- Materials
- Application and uses of concrete, properties of ferrous and non-ferrous metals, cladding, glass
- Equipment And Tools
- Safe handling, application and care of construction machinery
- Graphics As Means Of Communication
- Detailed scale of drawings
- ➔ **Quantities**
Calculation of the quantity of materials for a building.
- ➔ **Joining**
Identify and explain the uses of bolts and nuts.
Roof trusses to brickwork, wall plate to wall, concrete to steel.
- ➔ **Brick work:** Cavity walls - Scale drawings, Paving, Beam filling
- ➔ **Excavations**
Safety factors and regulations. Shuttering for shallow trenches
- ➔ **Foundations**
Pile foundations
- ➔ **Concrete floors:** Rib and Block floors
- ➔ **Reinforcement in concrete:** Floors, Beams & Columns
- ➔ **Construction:** Roofs
- ➔ **Formwork**
Beams, Beams with attached floor slab, Straight flight of stairs
Properties of materials, The use of wedges in form work
- ➔ **Arches:** Construction detail, Advantages, disadvantages
- ➔ **Staircase**
Vertical cross- through a straight flight of concrete staircase.
- ➔ **Construction:** Plaster and Screed
- ➔ Plaster, Alternative finishes to walls, Screed

CIVIL TECHNOLOGY

- ➔ **Rib and Block Floor**
Sketches, advantages, installation method and precautions.
- ➔ **Reinforcement**
Floors, beams, columns, cavity walls and defect due to shuttering.
- ➔ **Plaster and Screed**
Application, skimming, admixtures, finishes bagging.
- ➔ **Screed:** preparation, application, purpose and admixtures.

WOODWORKING:

Materials

The procedure, properties tested and the advantages of grading timber. Methods of applying various types of preservatives on timber. Factors to be considered in the selection of timber

Equipment And Tools

Safe handling and care of portable and fixed woodworking machines.

Graphics as Means of Communication (Specific)

Scale drawing of exploded and assembled isometric view of woodworking joints. Sketches of line diagrams of roof trusses

- ➔ **Quantities**
Calculation of material required for a small building.
Development of a cutting list for a bedroom cupboard from floor to ceiling.
- ➔ **Joining**
Identify and explain the uses of fixing agents
Methods of joining woodworking items to structures.
Application, uses and drawings of woodworking (joints (exploded and assembled views)
- SUBJECT SPECIFIC CONTENT FOR WOODWORKING**
- ➔ **Casement**
Sketch of the vertical section through the transom and adjacent members. Identification and drawing of the external elevation of a double casement with fanlights within a frame
- ➔ **Doors**
Drawing of front elevations, horizontal and vertical sections and constructional details of purpose made external doors.
- ➔ **Wall Panelling and Cupboards**
Front elevation, horizontal section and vertical section of wall panelling up to ceiling. Joining of strip boards.
Working drawings of a built-in and free standing cupboard up to ceiling height
- ➔ **Roofs**
Scale drawings and constructional detail of roof trusses
- ➔ **Centering**
Sketches, methods of construction and erection of centres for flat and semi-circular arches with maximum 1 200 mm span
- ➔ **Formwork**
Properties of materials used for formwork.
Drawing of formwork and methods of erecting and supporting horizontal and vertical concrete structures.
Wedges in formwork
- ➔ **Shoring**
Single line diagrams showing the components of the shoring for a three storey building
- ➔ **Ironmongery**
Identification and use of door and cupboard locks used in woodworking
- ➔ **Suspended Timber Floor**
Sketch of a plan and the vertical section through a suspended timber floor
- ➔ **Ceiling**
Constructional details around the trap door of a ceiling

- ➔ **Staircase**
Line diagram with details of a straight flight of stairs with a landing and a staircase well with a half landing
- ➔ **Roofs**
Regulations, purpose and methods of installation of roofs with coverings. Roof underlay. Methods of joining smaller trusses to full trusses. Identification and uses.

Assessment

School based assessment (25%) 100 marks

ASSESSMENT TASK	MARK ALLOCATION	WEIGHTING FOR TERM	WEIGHTING FOR YEAR	TERM 1	TERM 2	TERM 3	TERM 4
ASSIGNMENT	Minimum 50	TERM 1 - 100%	10%	1			
MID-YEAR EXAMINATION	200	TERM 2 - 100%	7.5%		1		
PREPARATORY EXAMINATION	200	TERM 3 - 100%	7.5%			1	
FINAL EXAMINATION	200	TERM 4 - EXAMINATION - 100%	50%				1
PAT PHASE ONE = 20 MARKS	100	PAT TERM 4 - 25%	25%				1
100 PAT PHASE TWO = 80 MARKS							

Practical Assessment Task (PAT) (25%): 100 marks

External Examination: (50%) 3 hours 200 marks



Complete construction of RCC-DESIGN

https://www.youtube.com/watch?v=_A7_tfv0UY



Basic Wood Joints

https://www.youtube.com/watch?v=i-F7tTNRH_04

COMPUTER APPLICATIONS TECHNOLOGY (CAT)

Dear Grade 12 CAT learner

Computer Applications Technology is the study of the components of a computer system (such as hardware and software) and the use and application of practical techniques to solve everyday-life problems. In CAT you will be given case studies (scenarios) and will be asked to use applications such as word-processing, spreadsheets, databases, presentations and even design web sites to solve problems.

Subject Requirements

Entry level computer with at least the following software:

- ➔ Windows 8 / Windows 10 or Linux as your operating system
- ➔ Office suite (MS Office 2016/2019/2021/365)
- ➔ Graphics application (such as Paint, Paint 3D, etc.)
- ➔ HTML text editor (such as Notepad++)
- ➔ Anti-virus software
- ➔ Internet access

Content Checklist

Hardware

- ➔ Input and Output devices
- ➔ Storage devices and media
- ➔ Data capture and output
- ➔ Processing
- ➔ Network environments
- ➔ New technologies
- ➔ End-user ICTs: Impact on society in everyday-life
- ➔ Traditional use of devices
- ➔ Troubleshoot and problem-solving
- ➔ Advantages and limitations of devices

Software

- ➔ Utility software
- ➔ File organisation and management
- ➔ Operating System
- ➔ Role and features of the Operating System
- ➔ Functions and procedures
- ➔ Troubleshoot and housekeeping

Application Software

- ➔ Word processing (WP)
- ➔ Spread sheets (SP)
- ➔ Database (DB)
- ➔ HTML (web design)
- ➔ Integration
- ➔ Advanced editing and formatting
- ➔ WP: styles, mail merge, automatic table of contents, indexes, pagination, referencing, document design and layout
- ➔ SP: functions and formulae – e.g. IF, COUNTIF, SUMIF, VLOOKUP, Date and time calculations, text functions, graphs
- ➔ DB: Data types, field properties, basic calculations in queries and reports, grouping and sorting, validation techniques
- ➔ Troubleshoot and solution provision to a scenario
- ➔ HTML elements: ordered and unordered lists, hyperlinks, inserting graphics, creating tables and working with font attributes

Communication

- ➔ Internet, E-mail
- ➔ Legal, ethical, security and environmental issues
- ➔ Health and ergonomic issues
- ➔ Information Management
- ➔ Find, access and process information
- ➔ Synthesise, create and communicate information. Reflect, evaluate and suggest solutions.

Assessment

Every learner must produce a Practical Assessment Task (PAT), where you will apply all your skills and knowledge of the applications to solve a problem. The PAT counts 25% towards your final mark. The other 75% is made up of the end-of-year exams (50%) and your school-based assessment tasks (25%).

Practical Assessment Task (Examination 3)

- ➔ Phase 1 – Completed in term 1
- ➔ Phase 2 – Complete in term 2
- ➔ Phase 3 – Complete by middle August in term 3
- ➔ Ensure you frequently work on the PAT for maximum marks

The school-based assessment tasks (SBA) consist of the following:

Term 1

- ➔ Theory test **50 marks**
- ➔ Practical test **50 marks**

Term 2

- ➔ Test/Alternative Test **50 marks**
- ➔ June examination **(P1 – 150; P2 – 150)**

Term 3

- ➔ Prelim examination **(P1 – 150; P2 – 150)**

Final examination

- ➔ **Paper 1: Practical paper – 3 hours** **150 marks**
This paper mainly assesses the practical skills pertaining to the compulsory application packages, namely word-processing, spreadsheets, database and HTML. These skills will be assessed in an integrated manner based on a given real-life scenario.

- ➔ **Paper 2: Theory paper – 3 hours** **150 marks**

- **Section A:** Multiple choice questions, matching column and/or modified False/True questions.
- **Section B:** A variety of short questions based on content, concepts and skills.
- **Section C:** Integrated scenario – based on a given real-life end-user scenario.

Tips for Success

- ➔ Revision of the theory section of the work is best done by working out the questions from previous papers and verifying your answers against the memoranda. The more difficult sections of the practical work (spreadsheets and databases) should be revised by doing multiple examples so that the procedures are understood, and the skills are practised.

CAT PRACTICAL EXAMS: DO's and DON'Ts for CANDIDATES Before Exams

- ➔ Report promptly.
- ➔ Pay attention to the teacher during the log-on process.
- ➔ Extract the data and rename your folder to your exam number.
- ➔ Hand your access card back with your examination number on it to the invigilator.
- ➔ Read your question paper carefully.
- ➔ Check whether you have all the required files in your folder
- ➔ Use the additional blank pages to plan thoroughly.

During Exams

- ➔ Call the invigilator when you need help.
- ➔ Save your work frequently (every 10 minutes).
- ➔ Save your work in your exam folder only.

After Exams

- ➔ Don't log off or Shut Down the computer.
- ➔ Check if all your files are saved in your exam folder.
- ➔ Check if your files can open, that there are no short cuts or no missing files.
- ➔ Complete your Information sheet.

If you are writing the SECOND SESSION

- ➔ Report an hour BEFORE THE END of the first session (10:00)
- ➔ All the prescriptions and requirements of the first session also apply here.

In case of a POWER FAILURE

- ➔ Stay seated at your workstation
- ➔ You are not allowed to communicate
- ➔ Wait for instructions from the invigilator

Examination papers and suggested answers of previous years are available on: ePortal

CONSUMER STUDIES

Dear Grade 12 Consumer Studies learner

Welcome to Consumer Studies page. Here we will share some of the aspects that will help you as prepare for the final exams.

Content Checklist

Use the following checklist to ensure that you have studied all the topics mentioned in the 2024 ATP and the current exam guidelines in full.

1. The Consumer

- ➔ Financial and contractual **aspects** of consumers
- ➔ The implication of taxes, interest rates and inflation on costs of food, clothing, housing and furnishings
- ➔ Sustainable consumption of water and electricity
- ➔ Responsibilities of municipalities and communities

2. Food and Nutrition

- ➔ The prevention and management of an existing nutritional and food related health condition.
 - There are 12 health conditions that are covered in the CAPS document. All 12 may be covered this or be staggered over 3 years. Please consult your teacher to know which are relevant and will be taught this year.
 - Glycaemic Index; Low and high blood pressure; Diabetes; Coronary Heart Diseases; High Blood Pressure; Anaemia; Food allergies; Food Intolerances; Eating Disorders; Obesity and HIV/AIDS
- ➔ Food allergies.
- ➔ Dairy and gluten intolerance.
- ➔ Eating disorders:
 - Anorexia,
 - Bulimia
 - Obesity
- ➔ Food-borne diseases
 - Gastro-enteritis, Hepatitis A (infective jaundice)
 - E-coli infection and TB.
- ➔ Food additives
- ➔ Food labelling as a source of information
- ➔ Food-related consumer issues: Organic food, Irradiated food, GM foods
- ➔ Food Security

3. Clothing

- ➔ Fashion and the role of appearance in the world of work
- ➔ The fashion cycle and current fashion trends for young adults
- ➔ Basic wardrobe planning for the world of work
- ➔ Consumer issues regarding clothing and textiles

NB: Design Elements and Principles (Gr.11 content)

- ➔ Application of design elements and principles when planning a wardrobe for the world of work.

4. Housing and Interior

- ➔ Different housing acquisition options
- ➔ Financing related to buying a house
- ➔ The choice of household appliances
- ➔ Finances and contracts related to buying furniture and household appliances.

5. Entrepreneurship

- ➔ Production and marketing of a product
- ➔ Factors influencing efficient production
- ➔ Requirements for quality products
- ➔ Developing a marketing plan according to the 5P Marketing Strategies
- ➔ Evaluating the sustainable profitability of an enterprise

Assessment

School-based Assessment (SBA) 100 marks (25%)

Term 1

- ➔ Test **80-100 marks (75%)**
- ➔ Practical lessons **3 lessons of 25 marks (25%)**

Term 2

- ➔ 3 Practical lessons **(25%)**
- ➔ June examinations **(75%)**

Term 3

- ➔ September exam **200 marks (100%)**

Practical Assessment Task (PAT)

- ➔ **This is a formal external examinations.**
- ➔ **1 Practical exam 100 marks (25%)**

NB. Compulsory: Failure to do your PAT exam will result in an **INCOMPLETE RESULT** and you will have to do the PAT the following year to receive your matric certificate

Final Examination 200 marks (50%)

3 hours	200 marks	
Question 1:	Short questions (All topics)	40 marks
Question 2:	The consumer	40 marks
Question 3:	Food and nutrition	40 marks
Question 4:	Clothing	20 marks
Question 5:	Housing	20 marks
Question 6:	Entrepreneurship	40 marks

Tips for Success

- ➔ Study all the topics in great detail.
- ➔ Know subject specific concepts and terminology
- ➔ Read instructions carefully.
- ➔ Analyse the action verbs and determine what is expected of you to do.
- ➔ Use the trim and peel method to analyse and formulate questions
- ➔ Time management: Mark allocation determines time spent on question and how much to write.
- ➔ Don't leave blank spaces. If you don't know the correct answer, write anything.
- ➔ Keep abreast of topical consumer issues within the community and country that are relevant to any of the consumer studies topics



Trim and peel strategy

https://drive.google.com/file/d/1Tc14y3WT_KSE0YKX56o0omJT2WxHVQub/view?usp=sharing

DANCE STUDIES

This subject requires time, patience, commitment and dedication. Whether you are looking forward to a career related to dance or to use your skills and knowledge to get fit, for recreation or for entertainment, your efforts and what you have gained from this subject will bring lasting results in any career you might pursue.

Subject Requirements

You will need the following:

- ➔ Appropriate dancewear to be brought to school daily
- ➔ Dance Textbook, Study Guides, DVDs, videos and Self Study Lessons
- ➔ Workbook/ Task book and PAT journal

Cover the following:

TOPIC 1: DANCE PERFORMANCE

Practical Performance/ Technique Class and Integrated Theory: (3 hours per week)

- ➔ A Technical Solo
- ➔ A Performance Solo
- ➔ Unseen Improvisation
- ➔ Integrated theory must include:
 - Q1: Injuries (15 marks)
 - Q2: Components of fitness (20 marks)
 - Q3: General health care (10 marks)
 - Q4: Dance performance (15 marks)

TOPIC 2: DANCE COMPOSITION

Improvisation and Choreography and Integrated Theory: (1 hour per week plus time after school)

- ➔ Term 1 - PAT process for 60 marks which includes starting your Composition and Journal
- ➔ Term 2 - PAT product for 40 marks which includes your final Dance Work and Journal
- ➔ Unseen improvisation activities
- ➔ Integrated theory must include:
 - Q5: Improvisation and composition (25 marks)

TOPIC 3: DANCE HISTORY AND LITERACY:

(1 hour per week)

- ➔ Theory includes:
 - Q6: Dance literacy (25 marks)
 - Q7: One prescribed South African or international dance work (25 marks)
 - Q8: One prescribed South African or international choreographer (15 marks)

WRITTEN EXAMINATION

Instrument to help you answer well

Ask your teacher to help you to understand and use each level of Blooms Taxonomy to improve your skills, knowledge and techniques for the written examinations. When you answer your written Examination, it is not enough to only know the content, you must be able to show how you apply the content at each level of the Blooms Taxonomy. It is your THINKING about the content that earns you marks.

Meta Thinking Procedural Thinking Conceptual Thinking Factual Thinking	CREATING	Synthesise ideas from different sources or materials to create new perspectives or a new original product	Create, Design, Develop, Find out, Formulate, Make up, Hypothesise, Plan, Formulate, Produce	90%-100%
	EVALUATING	Judging the value of research or content, based on criteria or standards, comparing ideas and identifying the strengths and weaknesses of scholarly work	Judge, Value, Defend, Compare the value of	80%-90%
	ANALYSING	Examining the research on theories, linking evidence, and seeing relationships between parts or something	Compare, Differentiate, Select, Point out, Categorise, Classify	60%-79%
	APPLYING	Using ideas in new ways and applying theories to real situation	Select, Sketch Solve, Use, Demonstrate, Organise	40%-59%
	UNDERSTANDING	Describing what knowledge means, finding the main ideas, summarising or explaining new ideas and their trends and significance	Summarise, Explain, Illustrate, Give examples	30%-39%
	MEMORISING	Remembering the concepts, content, knowledge, skills, values, attitudes, techniques, characteristics and principles in your subject	List, Name, Remember, Identify	0%-29%

Practical Performance Examination:

Instrument to help you perform at your best

Meta Thinking Procedural Thinking Conceptual Thinking Factual Thinking	NATURALISING	A high level of creative and innovative performance is achieved with actions becoming integrated and second nature	Flawless, No errors, Create, Invent	A++ 95%-100% A+ 90% - 95% A 80% - 90%
	ARTICULATING	Actions are performed in a harmonious and coordinated manner	Adapt, Combine, Master, Modify, Revise, Adjust, Customise, Solve	B 70% - 79%
	PRECISION	Actions are more precise but with still some errors. Precision is not perfect. It is to be clear, articulated, accurate, correct, 'controlled', smooth and with finesse	Perform skillfully, Proficient, Becoming an expert	C 60% - 69%
	MANIPULATING	Actions are performed from memory and from instruction learnt	Implement, Demonstrate, Re-create, Repeat, Perform, Execute, Present	D 40% - 49% E 30% - 39%
	IMITATING	The learner is learning or has learnt to watch and copy instructions and actions. Actions consist of concepts, content, values, attitudes, skills, techniques, characteristics and principles in the subject	Repeat, Duplicate, Reproduce, Imitate, Copy	F 20% - 29% G 10% - 19% H 0% - 9%

Ask your teacher to help you to understand and use each level of Dave's Taxonomy to improve your skills, knowledge and techniques for the Performance examinations.

Assessment:

School Based Assessment		
Term 1	Task 1: Written Test Evaluation Task	25 marks 25 marks
	Task 4: PAT choreography and Journal: o Process Choreography o Process Journal	30 marks 30 marks
Term 2	Task 2: Mid-Year Performance Examination Mid-Year Written Examination	50/100 marks 50/100 marks
	Task 4: PAT choreography and Journal: o Process Choreography o Process Journal	20 marks 20 marks
Term 3	Task 3: Trial Written Examination Evaluation Task (Performance Examination)	100 marks 50 marks

Final End-of-Year Examination.	External NCS.NSC
Paper 2: Performance Examination = 100 marks	
Requirement 1: Solo one. Technical: 1-3 minutes	50 marks
Requirement 2: Solo two. Performance: 1-3 minutes	30 marks
Requirement 3: Unseen Improvisation: 2 minutes	20 marks

Final End-of-Year Examination.	External NCS.NSC
Paper 1: Written Examination = 150 marks	
Section 1: Safe Dance Practice and Health Care	60 marks
Section 2: Dance History and Literacy	90 marks

Note:

Your teacher uses guidelines to ensure everything you are taught is done correctly. Ask your teacher to work through these with you:

1. DBE Examination Guidelines
2. DBE PAT Guidelines
3. DBE Written Examination Question Paper and Memorandum of November 2020
4. WCED Self Study Lessons

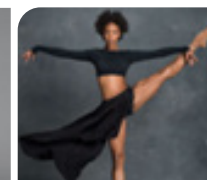
Note: You do not have to memorise anything from these guidelines. You must only use them to make sure you know what is expected of you for the Examinations and PATs



https://www.youtube.com/watch?v=MkO_ApV65el



<https://www.youtube.com/watch?v=MxtwL1jsHw>



DESIGN

Dear Grade 12 Design learner

Subject Requirements

You will need to have:

- ➔ A design textbook
- ➔ A process book
- ➔ Materials related to your chosen design field

Design categories

You will specialise in one of the following categories:

- ➔ Visual Communication/Information Design
- ➔ Surface Design
- ➔ Product Design
- ➔ Environmental Design

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 Design content in full:

Topic 1 – Design Process (Process book):

- (10-12 hours per practical task per term)
- The process book must show all your planning, preparation, investigation and research to solve the identified problem of the brief. The research assignments (**Design in a Business Context**) form part of this process and must have a direct link with your practical task.

Topic 2 – Design Production:

- (18 - 20 hours per practical task per term plus time after school)
- You must now produce the product(s) in your chosen Design category. Remember the functionality of the product is important. It is important to strive for originality, creativity and innovation in product, while also demonstrating an advanced degree of technical skill in the use of a range of materials and techniques chosen.

Topic 3 – Design theory

The theory is divided into the following three sections:

Section A: Design Literacy (Questions 1 -3) 30 marks

- Analysis of unseen examples
- Communication through design
- Architecture

Section B: History of Design (Question 4) 30 marks

- History of design

Section C: Design in a Socio-cultural/ Environmental and Sustainable Context (Questions 5 and 6) 40 marks

- Design and socio-cultural issues
- Design and environmental/sustainable issues

You must answer ALL 6 questions but read the instructions carefully as there are choices within those questions.

You will be required to complete:

TERM 1	TERM 2	TERM 3	TERM 4
TASK 1 Theory test 50 marks	TASK 3 Theory examination or controlled test 100 marks	TASK 5 Theory Preliminary examination 100 marks	TASK 7.1 Theory Paper 1 100 marks
TASK 2 Practical 1 Process Book 100 marks	TASK 4 Practical 2 Process Book 100 marks	TASK 7.2 Practical Paper 2 Process Book 50 marks	TASK 7.2 Practical Paper 2 Product 50 marks

TASK 6: PAT (Retrospective exhibition): This is an exhibition of your work where the minimum requirements are Products 1 & 2. You should develop and extend your products into a cohesive and holistic body of work that is seen in the context of an exhibition. 100 Marks

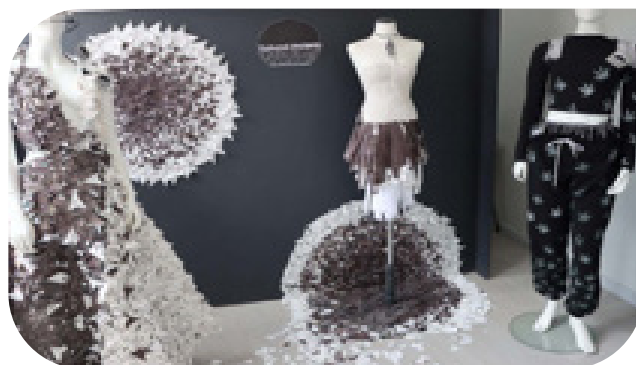
PRACTICAL 1 Product 1	PRACTICAL 2 Product 2	PRACTICAL PAT: RETROSPECTIVE EXHIBITION Refinement, extension & development of products in practical 1 & 2 100 marks
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TASKS 1 – 5 will count towards your school based assessment (SBA) (25% of final mark)

100 (SBA) + 100 (TASK 6: PAT) + 100 (TASK 7.2: PRACTICAL EXAM) + 100 (TASK 7.1: THEORY EXAM) = 400 (TOTAL MARKS)

Tips for Success

- ➔ Become **design literate** by being aware of design around you! Pay attention to trends in Design. Be sensitive and aware of social and environmental issues influencing design. Distinguish beforehand between **local and international** designers' case studies and do not get confused during the examination.
- ➔ Specialise in one design direction or field to build your capacity and excel in your practical component.
- ➔ Always keep your client or target market in mind when you design. Is your design functional and aesthetic, will it answer to his/her needs and wants, will it better his/her life?



Design Revision Term 2

<https://wcdeportal.co.za/eresource/123571>



Design Revision Term 3

<https://wcdeportal.co.za/eresource/147261>



Grade 12 Design Study Guide

<https://wcdeportal.co.za/eresource/203286>

DRAMATIC ARTS

Dear Grade 12 Learner

Dramatic Arts guides and prepares you for life by providing intellectual, physical, spiritual, emotional and psychological skills. Its artistry requires learners who are prepared to work hard. Developing practical drama skills demands a high level of mastery and must be practised daily. Dramatic Arts is also an academically demanding subject. Do not neglect to study the theory of the skills, techniques, knowledge and concepts and rehearse the performance skills and techniques.



Basic requirements for the subject:

Textbook, play texts, DVDs for each of the chosen dramatic movements, workbook, black pants and T-shirt

Content list:

Theory Topics

1. Topic 1: 20th century 'isms'
2. Topic 3: Epic, Post Modern or Theatre of the Absurd
3. Topic 4: Prescribed Play Text 1. Either Epic, Post Modern or Theatre of the Absurd
4. Topic 5: Prescribed Play Text 2. South African Text (1960-1994)
5. Topic 6: South African Contemporary Theatre (post 1994)
6. Topic 7: Prescribed Play Text 3. SA Contemporary Theatre (post 1994)
7. Grade. 11. Topic 1: Realism in the Theatre
8. Grade. 11. Topic 4. Workshop, Community etc. Theatre
9. Grade. 11. Topic 10. Poor Theatre

Meta Thinking Procedural Thinking Conceptual Thinking Factual Thinking	CREATING	Synthesise ideas from different sources or materials to create new perspectives or a new original product	Create, Design, Develop, Find out, Formulate, Make up, Hypothesise, Plan, Formulate, Produce	90%-100%
	EVALUATING	Judging the value of research or content, based on criteria or standards, comparing ideas and identifying the strengths and weaknesses of scholarly work	Judge, Value, Defend, Compare the value of	80%-90%
	ANALYSING	Examining the research on theories, linking evidence, and seeing relationships between parts or something	Compare, Differentiate, Select, Point out, Categorise, Classify	60%-79%
	APPLYING	Using ideas in new ways and applying theories to real situation	Select, Sketch Solve, Use, Demonstrate, Organise	40%-59%
	UNDERSTANDING	Describing what knowledge means, finding the main ideas, summarising or explaining new ideas and their trends and significance	Summarise, Explain, Illustrate, Give examples	30%-39%
	MEMORISING	Remembering the concepts, content, knowledge, skills, values, attitudes, techniques, characteristics and principles in your subject	List, Name, Remember, Identify	0%-29%

It is essential you use Bloom's Taxonomy to learn and study your theory work for the Written Papers. Identify what you must do at each level and gradually improve your skills, knowledge and content by doing what the next level requires.

Practical Topics

1. Grade 11. Topic 3: Voce and Body Work
2. Grade 11. Topic 6: Physical Theatre and movement work
3. Topic 9. Director/ Designer in Theatre / Film
4. Grade 10. Topic 7: Non-verbal Communication
5. Grade 10. Topic 8. Text Interpretation
6. Grade 10. Topic 12: Staging or Film conventions
7. Grade 12. Topic 2: Adapted Theme/Audition/Technical

Tips for the Performance Examination: Theme programme

Select three **contrasting** Dramatic Items E.g. Prose or Monologue or Praise Poem or Poem or Dramatic Prose from three **contrasting** genres/ Dramatic Movements: African Drama Forms, African Oral

Forms, African Traditions, Greek Theatre, Commedia Dell Arte, Elizabethan Theatre, Realism in the Theatre, Epic Theatre, Theatre of the Absurd, Post Modern Theatre, South African Theatre (workers theatre etc, pre- 1994 and post 1994). You may use Dramatic Items you have prepared for your Grade 10, Grade 11 and Grade 12 PATs'.

Tips for the Technical Examination

Select either: Theatre or Film: Directing, Design (scene or set or prop or set dressing/furniture) or costume or lighting or sound design. Note only if your teacher has a Qualification in a Technical subject may you do this option.

Meta Thinking Procedural Thinking Conceptual Thinking Factual Thinking	NATURALISING	A high level of creative and innovative performance is achieved with actions becoming integrated and second nature	Flawless, No errors, Create, Invent	A++	95%-100%
				A+	90% - 95%
				A	80% - 90%
	ARTICULATING	Actions are performed in a harmonious and coordinated manner	Adapt, Combine, Master, Modify, Revise, Adjust, Customise, Solve	B	70% - 79%
	PRECISION	Actions are more precise but with still some errors. Precision is not perfection. It is to be clear, articulated, accurate, correct, 'controlled', smooth and with finesse	Perform skillfully, Proficient, Becoming an expert	C	60% - 69%
	MANIPULATING	Actions are performed from memory and from instruction learnt	Implement, Demonstrate, Re-create, Repeat, Perform, Execute, Present	D	40% - 49%
	IMITATING	The learner is learning or has learnt to watch and copy instructions and actions. Actions consist of concepts, content, values, attitudes, skills, techniques, characteristics and principles in the subject	Repeat, Duplicate, Reproduce, Imitate, Copy	E	50% - 59%
				F	20% - 39%
				G	10 - 19%
				H	0 - 9%

It is essential you use Dave's Taxonomy to learn and study your performance work for the Adapted Theme or Audition or Technical Theatre programme. Identify what you must do at each level and gradually improve your skills, techniques, knowledge and content by doing what the next level requires.

Assessment

School Based Assessment	Internal NSC
Task 1: Practical Assessment Task 1	
• Preparation	25 marks
• Performance. Dramatic Item 1	25 marks
Task 2: Control Test	50 marks
Task 3: Practical Assessment Task 2	
• Preparation	25 marks
• Performance. Dramatic Item 2	25 marks
Task 4: Mid-Year Control Test / Examination	
• Written Control Test or Examination	50/100 marks
Task 5: Mid-Year Control Test / Examination	
• Written Control Test or Examination	50/100 marks
Task 6: Practical Assessment Task 3	
• Preparation	25 marks
• Performance. Dramatic Item 2	25 marks
Task 7: Trial Examination	
• Performance Examination	150 marks
Task 8: Trial Examination	
• Written Examination	150 marks

Final DBE Examination. End -of-the-Year Examination. External. NCS.NSC

Paper 2: Performance Examination	150 marks
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Final DBE. Examination. End -of-the-Year Examination. External. NCS.NSC

Paper 1: Written Examination	150 marks
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ECONOMICS

Dear Grade 12 learner

Congratulations that you have finally reached Grade 12 Economics, the 'science of decision-making! You have made many sound choices to have reached this stage of your high school career in Economics.

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 Economics content in full.

TERM 1

MACRO ECONOMICS (Paper 1)

Circular flow model

- ➔ Presentation of the circular flow model / Markets / National account aggregates and Conversions / Multiplier

Business Cycles

- ➔ Composition and features / Explanations Government policy / New economic paradigm / Features underpinning forecasting

Role of the Public Sector

- ➔ Composition, Necessity, Problems, Objectives
- ➔ Fiscal policy including Laffer curve
- ➔ Reasons for public sector failure

Foreign exchange market

- ➔ Main reasons for international trade
- ➔ Balance of payments account
- ➔ Foreign exchange markets
- ➔ Establishment of foreign exchange rates
- ➔ Corrections of balance of payments surplus and deficit

TERM 2

MICRO ECONOMICS (Paper 2)

Dynamics of markets: Perfect markets

- ➔ Perfect competition / Individual business and industry / Market structure (comparative table) / Output / Profits / Losses and supply / Competition policies

Dynamics of markets: Imperfect markets

- ➔ Dynamics of imperfect markets with the aid of cost and revenue curves / Monopolies / Oligopolies / Monopolistic competition

Dynamics of markets: Market failures

- ➔ Causes of market failures
- ➔ Consequences of market failures
- ➔ Cost-benefit analysis

ECONOMIC PURSUITS (Paper 1)

Protection and Free Trade

- ➔ Export promotion/Import promotion/Protectionism (the arguments)/A desirable mix/Evaluation

Economic growth and development

- ➔ Demand-side approach/Supply-side approach/Evaluation of the SA approaches/North vs South divide.

TERM 3

ECONOMIC PURSUITS (Paper 1)

Economic growth and development: Industrial development policies

- ➔ SA industrial development/Regional development

- ➔ South Africa's endeavours/The appropriateness of SA strategies

Economic and social performance indicators

- ➔ Performance of an economy
- ➔ Economic indicators
- ➔ Social indicators
- ➔ International comparisons

CONTEMPORARY ECONOMIC ISSUES (Paper 2)

- ➔ Inflation
- ➔ Tourism
- ➔ Environmental sustainability

Assessment

School based (25%):

100 marks

- ➔ **Term 1:** Assignment, Control test
- ➔ **Term 2:** Research project, Midyear examination
- ➔ **Term 3:** Case study, Trial Examination

External Senior Certificate Examination: (75%)

- ➔ **Paper 1:** Macro / Economic Pursuits: **2 hours** 150 marks
- ➔ **Paper 2:** Micro / Contemporary Issues: **2 hours** 150 marks

Composition of paper:

- ➔ **Section A:**
 - Multiple-choice Items
 - Match items
 - Give one term for each of the descriptions given
- ➔ **Section B:**
 - Answer any **TWO** questions of the three from this section
- ➔ **Section C:** (Essay responses):
 - Answer any **ONE** question of the two from this section.

Tips for Success:

- ➔ All learners are to make use of the current Examination Guideline Document to prepare for all their examinations. Learners to ensure that they have a copy of this document and / or download it from the national web-page of the DBE. **Link: <https://www.education.gov.za/>**
- ➔ Use previous examination papers and marking guidelines to ascertain whether you have mastered the work AFTER you have understood the content from your note-/text book, and not as the only way of learning. **Link: <https://bit.ly/NSCPapers2014to2021>**
- ➔ Read the financial and business section of the daily newspapers – your knowledge about this is assessed in the examination paper.

Best of luck! May you be successful and find your final year of studying Economics interesting and meaningful. ENJOY Economics!



Quiz on terminology and concepts

<https://qr.go.page.link/jQHxn>



ELECTRICAL TECHNOLOGY

Dear grade 12 Electrical Technology learner

To succeed at the end of the year it is very important to keep on learning and applying the prescribed key concepts in Electrical Technology in the different themes and apply the theory in the making of the Practical Assessment Task (PAT)

Basic requirements for the subject

Text book, scientific calculator and PPE

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 Electrical Technology content in full.

Electrical Technology (Power Systems)

- ➔ **Occupational Health and Safety**
The consequences of the OHS Act, risk assessments, human rights in the workplace, work ethics and emergencies
- ➔ **RLC**
The effect of AC on series and parallel RLC Circuits
- ➔ **Three Phase AC Generation**
Power in three phase systems, measurements and calculations
- ➔ **Three Phase Transformers**
Principle of operation, calculations and applications
- ➔ **Three Phase Motors & Starters**
Principle of operation, testing and commissioning and starters
- ➔ **Programmable Logic Controllers (PLC)**
Motor control using the PLC and Variable Speed Drives (VSD)

Electrical Technology (Electronics)

- ➔ **Occupational Health and Safety**
The consequences of the OHS Act, risk assessments, human rights in the workplace, work ethics and emergencies
- ➔ **RLC**
The effect of AC on series and parallel RLC Circuits
- ➔ **Semiconductor Devices**
Introduction to the FET, UJT, Darlington, 741 op – Amp and 555 Timer
- ➔ **Switching Circuits**
Electronic Switching circuits using the 555 Timer and the 741 Op – Amp
- ➔ **Amplifiers**
Principle of operation and application of discrete component amplifiers and oscillators.

Assessment

School Base Assessment (Power Systems & Electronics)		(25%)
Term 1: Assignment		50 marks
Term 2: Control Test / Examination		200 marks
Term 3: Preparatory examination		200 marks
Total	450 converted to 100 marks	

Practical assessment Task (PAT)		(25%)
Term 1: Simulation 1		50 marks
Term 2: Simulation 2		50 marks
Term (1-3): Project		150 marks
Total	250 converted to 100marks	

External examination (50%) 3 hours	200 marks
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Power Systems:

Topic	Grade 12	
	Percentage	Marks (+/-4)
Multiple Choice – choose correct answer	7.5%	15
Occupational Health and Safety	5%	10
RLC	17.5%	35
Three Phase AC Generation	17.5%	35
Three Phase Transformers	15%	30
Motors and Starters	17.5%	35
Programmable Logic Controllers	20%	40
Total	100%	200 Marks

Electronics:

Topic	Grade 12	
	Percentage	Marks (+/-4)
Multiple Choice – choose correct answer	7.5%	15
Occupational Health and Safety	5%	10
RLC	17.5%	35
Semiconductor Devices	22.5%	45
Digital and Sequential Devices	25%	50
Microcontrollers	22.5%	45
Total	100%	200 Marks

The school base assessment tasks and PAT's prepare you for your final examinations. Make sure that you hand in all your tasks. This will give you a good chance of passing and doing well.

Tips for Success

- ➔ Ask your teacher for the content framework for Grade 12 Electrical Technology. This will give you the detailed content. Paste it in your exercise book.
- ➔ Tick off every topic as it is taught in class, and write the relevant text book page numbers next to the topic.
- ➔ Make sure you can manipulate formula and solve problems.
- ➔ Systematically work through your Electrical Technology text book and your prescribed Practical Assessment Tasks



WCED eportal:

<https://wcedportal.co.za/grade12-subject-support>



OHS

<https://www.youtube.com/watch?v=9iKD7vuq-rY>



Three Phase Motor Control

<https://qrgo.page.link/74jgN>

ENGINEERING GRAPHICS & DESIGN

Dear Grade 12 Engineering Graphics and Design learner

It is extremely important that you practise your drawing skills throughout the year. Do plenty of freehand sketches to understand what you are drawing before applying it to paper or your computer.

Subject Requirements

You will need the following:

- ➔ Textbook, calculator, workbook, drawing instruments.

Content Checklist

Below is a checklist you should use to ensure that you have covered the EGD Grade 12 content in full. Make sure that you understand all drawings of the different sections below.

1. Civil Drawings

- ➔ **Civil sectional elevations of 'foundation to-roof':** A detailed working drawing, at an enlarged scale, of a complete section through a window, a door and the roof. Include **all** other visible features and all relevant dimensions and labels.
- ➔ **Civil floor plan and elevations:** A working drawing that shows the complete floor plan and at least **three** elevations of a dwelling that has at least two separate bedrooms, a separate bathroom, a separate kitchen and a separate living/working area. The complete **electrical wiring** diagram must be included on the floor plan and the **plumbing detail** must be included on all relevant views. **All** the other relevant fixtures and **all** the relevant drawing features are required.
- ➔ **Civil site plan:** A working drawing showing all the water, sewerage and electrical features. **All** other relevant features, as required for a site plan working drawing, must also be included.

2. Mechanical Drawings

- ➔ **Mechanical assemblies:** Multi-view working drawings of complex mechanical assemblies that are completely different in their design, their function and their parts. All must have fasteners that are, if possible, presented in different ways.
- ➔ **Mechanical analytical exercise:** Tolerances, welding symbols and machining and surface treatment symbols must be adhered to.

3. Perspective Drawings

- ➔ **Two-point perspective drawing:** The perspective must be of a complex civil object that has circular features, preferably horizontally and vertically, and other features on different planes.

4. Isometric Drawings

- ➔ A complex drawing with auxiliary view(s), constructed circles and a section.

5. Solid Geometry

- ➔ A multi-view 1st angle drawing of an inclined sectioned solid that consists of a combination of geometrical solids. Include the true shape(s) of the sectioned plane(s).

6. Developments

- ➔ **Interpenetration and development:** A complex drawing of two or more objects or solids that are joined together. All the parts must be developed.

7. Loci

- ➔ **Loci of a Cam:** A complex application of a cam that could include different types of motion. The follower must be a roller.

- ➔ **Loci of points on a Mechanism:** An advanced application of the loci of two or more points on the moving parts of a mechanism.

Assessment

School-based Assessment		25%	100 marks
➔ Course drawings		7,5%	30 marks
➔ Midyear examination		7,5%	30 marks
➔ Trial examination		10%	40 marks
Practical Assessment Task		25%	100 marks
➔ Phase 1 Part A Design project		4,5%	18 marks
➔ Phase 3 Part A Design project		1,75%	7 marks
➔ Phase 2 Part B Presentation drawings		12,5%	50 marks
➔ Drawing competency and skill		6,25%	25 marks

External Exam: (50%) 3 hours (x2) 200 marks

FINAL NSC EXAMINATION

PAPER 1 - <i>CIVIL</i> - (3 hours) In first-angle orthographic projection			PAPER 2 - <i>MECHANICAL</i> - (3 hours) In third-angle orthographic projection		
Q 1	Civil analytical	± 15%	Q 1	Mechanical analytical	± 15%
Q 2	Solid geometry and/or Interpenetration and development	± 20%	Q 2	Loci of a Cam and/or Loci of a Mechanism	± 20%
Q 3	2-point perspective drawing	± 20%	Q 3	Isometric drawing	± 20%
Q 4	Civil working drawing including electrical features	± 45%	Q 4	Mechanical assembly	± 45%

Tips for Success

- ➔ Ask your teacher for the content framework for EGD Grade 12. This will give you the detailed content. Paste it in your exercise book. Tick off every topic as it is taught in class, and write the relevant textbook page numbers next to the topic.
- ➔ Spend at least 3 hours per week after school on Engineering Graphics and Design.



Line Types in Technical Drawings

https://www.youtube.com/watch?v=_t2NjPpsegE

ENGLISH HOME LANGUAGE

Dear Grade 12 learner

The skills you are expected to master in Grade 12 are high levels of listening and speaking, reading and viewing, writing and presenting as well as language in context.

Subject Requirements

You will need the following:

- A good language text book
- Prescribed literature study books
- Exercise books for writing purposes
- A good English dictionary

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 content in full.

Reading and Comprehension

- Reading strategies: skimming, scanning and intensive reading
- Identify emotive language, persuasion, bias and manipulative language
- Understand how language reflects and shapes values and attitudes

Vocabulary and language in context

- Vocabulary building and spelling rules
- Denotation and connotation of words
- Idioms, idiomatic expressions and proverbs
- Literal and figurative meanings of words
- Fact and opinion; bias and stereotyping; emotive, persuasive and manipulative language
- Using a dictionary and thesaurus
- Number, comparison, gender, diminutives
- Abbreviations, acronyms, roots, prefixes and suffixes
- Direct and reported speech; voice
- Concord, tenses, word order and ambiguity
- Parts of a sentence: subject, verb, object
- Sentences: simple, complex, compound, statements, questions, commands, questions, instructions
- Visual literacy language: cartoons, advertisements, graphs and caricatures (analyse, interpret and evaluate – font, layout, headings, captions and body language)

Literature

You will be required to answer both contextual and essay-type questions. You will study and be examined on the following genres:

Poetry

- Meanings of words in context
- Identify and know the functions of common figures of speech used by poets and the effect created e.g. metaphors, similes, personification, alliteration, pun, onomatopoeia, irony
- Poetic forms, e.g. sonnet, lyric
- The effect of punctuation on meaning
- Rhythm and rhyme; Title and theme
- Mood and tone in relation to word choice
- Imagery and sound devices

Novel

The content

- Character development and character traits
- Interpersonal relationship between characters
- Contrasts; irony and dramatic irony
- Events and the causes thereof

- Time and space (milieu) of events, predictions
- Theme and message
- The literature essay

Drama

The same aspects related to study of a novel (see above)

- The phases and structure of a drama
- Dramatic goals
- The roles of characters, e.g. protagonist and antagonist
- The literature essay

Writing

- **Essays:** narrative, descriptive, argumentative, discursive, reflective and expository
- **Longer transactional texts:** reviews, reports, speeches, obituaries, pamphlets, formal and informal letters, magazine and newspaper articles, agenda and minutes, dialogues, Curriculum Vitae, interviews
- **General:** the use of content, style and register to suit purpose and audience; correct writing conventions; structure; process-writing

Assessment

School-based assessment (SBA) comprises 10 tasks:

- One test: **35 marks**
- June exam **50 marks**

OR

- June controlled test **55 marks**
- One literature task: **35 marks**
- Two writing tasks (essay, long transactional): **75 marks**
- One internal examination (September): **250 marks Total: =100 marks**

The external examination comprises 3 papers:

- **Paper 1:** comprehension, summary, language in context: **70 marks**
- **Paper 2:** Literature (poetry, novel, drama): **80 marks**
- **Paper 3:** Writing (essay and two transactional): **100 marks**
- **Paper 4:** Orals **50 marks**
- **Total:** **300 marks**

Tips for Success

- Extensive reading and writing daily
- Read books, magazine articles, newspapers and your textbooks daily
- Use graphic organisers to make notes
- Work through past year examination papers



Telematics Videos

<https://shorturl.at/fhB15>

ENGLISH FIRST ADDITIONAL LANGUAGE

Dear Grade 12 learner

The skills that you will be expected to have mastered are listening and speaking, reading and viewing, writing and presenting as well as language structures and conventions.

Subject Requirements

You will need the following:

- ➔ A good language text book
- ➔ Prescribed literature study books
- ➔ Exercise books for writing purposes
- ➔ A good English/bilingual dictionary

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 content in full.

Reading and Comprehension

- ➔ Reading strategies: skimming, scanning, intensive reading

Vocabulary and Language Structures

- ➔ Vocabulary building and spelling rules
- ➔ Direct and implied meanings
- ➔ Fact and opinion
- ➔ Parts of speech, e.g. adjectives, verbs
- ➔ Roots, prefixes and suffixes, acronyms
- ➔ Synonyms and antonyms
- ➔ Idiomatic expressions and proverbs
- ➔ Using a dictionary and thesaurus
- ➔ Sentences: simple, complex, compound
- ➔ Parts of a sentence: subject, verb, object
- ➔ Word order and ambiguity
- ➔ Sentence types: questions, statements, commands, instructions
- ➔ Tenses; concord;
- ➔ Punctuation
- ➔ Direct and reported speech; voice
- ➔ Visual literacy language: cartoons, advertisements, graphics

Literature

You will study and be examined on two of the following genres:

Poetry

- ➔ Meanings of words and imagery
- ➔ Figures of speech: metaphors, similes, personification
- ➔ Types of poetry
- ➔ Role of punctuation in conveying meaning
- ➔ Rhythm and rhyme
- ➔ Title and theme

Short Stories

- ➔ Content, themes and message
- ➔ Characters and character traits and their relationships with one another
- ➔ The events: causes and consequences
- ➔ Contrast and irony
- ➔ Time, space, setting

Novel

- ➔ Content, theme and message
- ➔ Characters and character traits and interpersonal relationships; character development
- ➔ Events: causes and consequences
- ➔ Irony and dramatic irony
- ➔ Narrative voice, time and space

Drama

All the aspects related to study of a novel

- ➔ Phases and structure
- ➔ Dramatic goals
- ➔ The role of characters: protagonists and antagonists

Writing

- ➔ **Essays:** narrative, descriptive, discursive, reflective, argumentative
- ➔ **Longer transactional:** CV, letters (friendly/formal), dialogue, reports, reviews, brochures, magazine and newspaper articles, minutes and agendas, speeches, obituary and interview
- ➔ **Shorter transactional:** advertisements, postcards, diary entries, invitations, directions, instructions, flyer and poster

Assessment

School based assessment (SBA) comprises 10 tasks:

- ➔ One test **40 marks**
- ➔ 2 Examinations (or 1 examination **150 marks** + 1 controlled test **55 marks**)
- ➔ 3 Writing tasks (essay, long transactional and short transactional): **100 marks**
- ➔ One literature task: **35 marks**
- ➔ **Total: 725 ÷ 7,25** **100 marks**

External examination (November) comprises 4 papers:

- ➔ **Paper 1:** Comprehension, summary, language in context: **80 marks**
- ➔ **Paper 2:** Literature (any two genres): **70 marks**
- ➔ **Paper 3:** Writing (essay, longer and shorter transactional): **100 marks**
- ➔ **Paper 4:** Orals **50 marks**
- ➔ **Total:** **300 marks**

Tips for Success

- ➔ Extensive reading and writing daily
- ➔ Read books, magazine articles, newspapers and your textbooks daily
- ➔ Use graphic organisers to make notes
- ➔ Work through past year examination papers



Telematics Videos

<https://shorturl.at/fhB15>

GEOGRAPHY

Dear Grade 12 Geography learner

Subject Requirements:

You will need a DBE approved textbook, topographic maps and a variety of photographs including an orthophoto map of the same area, non-programmable calculator, protractor, compass, pencil, ruler and erasers. While studying, make full use of pictures, photographs, satellite images and statistics, diagrams and maps.

As Geographers you will be asking the following questions on each of the sections or topics:

- ➔ What is it?
- ➔ Where is it?
- ➔ Why is it there?
- ➔ What does it look like?
- ➔ How did it happen?
- ➔ What impact does it have?
- ➔ How should it be managed for the mutual benefit of humanity and the natural environment?

You must be able to answer the questions above in each of the sections or topics.

Integrate map work and geographical information systems (GIS) where applicable with topographical maps and a variety of photographs including orthophoto maps of the same area. Before attempting the mapwork question, use about 10 minutes to read the topographic map by looking at the following:

- ➔ Relief (Brown)
- ➔ Drainage (Blue)
- ➔ Infrastructure (Red, Black)
- ➔ Settlements (Grey)
- ➔ Economic activities (Farming green, industries black)

Content Checklist:

Below is a checklist you should use to ensure that you have covered the Grade 12 Geography content in full.

Climate and weather

- ➔ Mid latitude cyclones
- ➔ Tropical cyclones
- ➔ Subtropical anticyclones (high pressure cells)
- ➔ Valley climates and urban climates
- ➔ Synoptic weather maps

Geomorphology

- ➔ Drainage systems in South Africa: Concepts, types of rivers, drainage patterns and density, stream orders and laminar- and turbulent flow
- ➔ Fluvial processes: River profiles, fluvial landforms, river grading, rejuvenation of rivers, river capture (stream piracy) and superimposed and antecedent streams
- ➔ Catchment and river management

Rural settlement and urban settlement

- ➔ Concept of settlement
- ➔ Site and situation
- ➔ Classification of settlements according to size, complexity and function

Rural settlements

- ➔ Factors influencing the following: site and situation
- ➔ Classification according to pattern and function
- ➔ Different shapes of settlement: Round, linear, T-shaped and cross-road
- ➔ Land use in rural settlements
- ➔ Rural settlement issues, rural-urban migration, depopulation, rural development strategies and social justice issues

Urban settlements

- ➔ Origin of urban settlements: urbanisation
- ➔ Factors influencing: site, situation and classification of urban settlements
- ➔ Classification of urban settlements according to function
- ➔ Urban hierarchies: Concepts, lower/higher order functions and services
- ➔ Urban structure and pattern: Internal structure, land use zones, urban profile, factors influencing morphological study of cities, models of urban structure and changing urban patterns in South

Africa.

- ➔ Urban settlement issues: Recent urbanisation patterns in South Africa, Urban issues related to rapid urbanisation.
- ➔ Growth of informal settlements and issues

Economic Geography of South Africa

- ➔ Structure of the economy:
- ➔ Agriculture as an economic activity:
- ➔ Mining as an economic activity
- ➔ Secondary and tertiary sectors
- ➔ Strategies for industrial development
- ➔ The importance and challenges of the informal sector

Map work and GIS

- ➔ Map work skills: Direction and bearing, map reference, grid reference, cross section, inter-visibility, direction of river flow.
- ➔ Calculations: Distance, area, gradient, vertical exaggeration, magnetic bearing, magnetic declination.
- ➔ Application of theory on topographical and orthophoto maps
- ➔ Aerial photographs and orthophoto maps
- ➔ Geographical Information Systems (GIS): Concepts and application

Assessment

School-based assessment consists of four main sections:

- ➔ One research project
- ➔ One Assignment map work
- ➔ Two controlled tests
- ➔ Mid-year and Trial Examination

The external examination consists of two question papers

PAPER 1 – CLIMATE AND WEATHER AND GEOMORPHOLOGY

Marks allocation: 150

Time allocation: 3 hours

Question 1: Climate and weather (60 Marks)

- ➔ Short objective questions (15 marks)
 - ➔ 3 questions of 15 marks each on climate and weather
- NB. One paragraph question of 8 marks in any of the three sub-questions

Question 2: Geomorphology (60 Marks)

- ➔ Short objective questions (15 marks)
 - ➔ 3 questions of 15 marks each on Geomorphology
- NB. One paragraph question of 8 marks in any of the three sub-questions

Question 3: Mapwork (30 Marks)

- ➔ Map skills and calculations (10 marks)
- ➔ Map interpretation (12 marks)
- ➔ GIS (8 marks)

PAPER 2 – RURAL AND URBAN SETTLEMENTS AND ECONOMIC GEOGRAPHY OF SOUTH AFRICA

Marks allocation: 150

Time allocation: 3 hours

Question 1: Rural and urban settlement (60 Marks)

- ➔ Short objective questions (15 marks)
 - ➔ 3 questions of 15 marks each on rural and urban settlements
- NB. One paragraph question of 8 marks in any of the three sub-questions

Question 2: Economic Geography of South Africa (60 Marks)

- ➔ Short objective questions (15 marks)
 - ➔ 3 questions of 15 marks each on climate and weather
- NB. One paragraph question of 8 marks in any of the three sub-questions

Question 3: Mapwork (30 Marks)

- ➔ Map skills and calculations (10 marks)
- ➔ Map interpretation (12 marks)
- ➔ GIS (8 marks)

Tips for Success:

- ➔ The ability to interpret maps and diagrams helps you to understand and remember work and gain extra marks in written questions.
- ➔ Candidates should remember not to expect the same diagrams in the examinations as those in text books, although similar diagrams could be supplied in the final examinations.

HISTORY

Dear Grade 12 History learner

History can prepare you for any future. How do you know who you are unless you know where you've come from? How can you tell what's going to happen unless you know what's happened before? History isn't just about the past. It's about why we are who we are and about what's next.

Subject Requirements

History textbook, source materials

SECTION A: SOURCE-BASED QUESTIONS

PAPER 1 (ONE question per topic will be set)

1. Extension of the Cold War

Question focus: The origins of the Cold War

- End of Second World War (introduction); why did a Cold War develop?
- The USSR and the USA and the creation of spheres of interest (Installation of Soviet-friendly governments in satellite states; USA's policy of containment; Truman Doctrine; Marshall Plan; the Berlin Crisis 1949–1961; Opposing military alliances; NATO and the Warsaw Pact)
- Who was to blame for the Cold War?

2. Independent Africa

Question focus: Africa in the Cold War:

- Case study: Angola
- Angola: colonialism and independence
- Outbreak of civil war in 1974 (MPLA, FNLA and UNITA)
- Reasons for and nature of involvement in Angola (USSR, USA, Cuba, China, South Africa); impact on regional stability
- Significance of the Battle of Cuito Cuanavale 1987 and 1988

3. Civil society protests from the 1950s to the 1970s

Question focus: The US Civil Rights Movement

- Reasons and origins of Civil Rights Movement in the USA
- Role, impact and influence of Martin Luther King Jr; the influence of passive resistance (Gandhi) on Martin Luther King Jr
- Forms of protest through civil disobedience: Montgomery Bus Boycott; Sit-ins; Freedom Riders; campaigns and marches including Birmingham Campaign, the march to Lincoln Memorial, Freedom Summer and the Selma-Montgomery marches
- School desegregation: case study Little Rock Arkansas (as part of forms of protests OR as a case study)
- Short-term and long-term gains

SECTION B: ESSAY QUESTIONS

PAPER 1 (ONE question per topic will be set)

1. The Extension of the Cold War – Case Study: Vietnam

Question focus: Stages in the war:

- 1957–1965 Struggle in Vietnam between the South Vietnamese army and communist-trained rebels (also known as the Viet Cong)
- 1965–1969 North Vietnamese–USA struggle (include the nature of the Vietnamese war against the USA)
- The war from a Vietnamese and USA perspective
- The war as a global issue
- 1969–1975 USA withdrawal from Vietnam (impact on USA political student movements)

2. Independent Africa

Question focus: How was independence realised in Africa in the 1960s and 1970s?

- Case study: The Congo
- What were the ideas that influenced the Congo?
- Political (type of leader, legacies of colonialism, type of government, political stability and instability)
- Economic (type of economy)
- Social and cultural successes/challenges that the Congo faced (benefits of independence, education, Africanisation)

3. Civil society protests from the 1950s to the 1970s

Question focus: The Black Power Movement

- Reasons for the Black Power Movement
- Formation of the Black Panther Party
- Roles of Malcolm X, Stokely Carmichael, Huey Newton and other African American activists
- Short-term and long-term gains

SECTION A: SOURCE-BASED QUESTIONS

PAPER 2 (ONE question per topic will be set)

1. Civil Resistance, 1970s to 1980s: South Africa

Question focus: The crisis of apartheid in the 1980s

- Government attempts to reform apartheid (the 1982 Urban Bantu Authorities Act; the tricameral system)
- Internal resistance to reforms
- Growing power of the Trade Union Movement from 1973
- Response to Botha's 'reforms' – new methods of mobilisation (labour's 'rolling mass action', roles of civics, UDF, Mass Democratic Movement and End Conscription Campaign)

2. The coming of democracy to South Africa and coming to terms with the past

Question focus: The Truth and Reconciliation Commission (TRC)

- Reasons for the TRC hearings
- Hearings (focus on various case studies: victims and perpetrators)
- The debates concerning the TRC
- Positive aspects of the TRC

- Amnesty provisions and problems with amnesty
- Focus on gross human rights violations of the 1980s
- Reparations
- Responses of political parties to the TRC and the final report of the TRC

3. The end of the Cold War and a new order 1989 to the present

Question focus: New World Order

- What is globalisation?
- Balance of power and impact on Africa
- Dominance of global capitalism
- Emerging economies and different forms of capitalism: BRICS
- South Africa's success in avoiding outright civil war and President Mandela's policy of reconciliation
- Responses to globalisation

SECTION B: ESSAY QUESTIONS

PAPER 2 (ONE question per topic will be set)

1. Civil Resistance, 1970s to 1980s: South Africa

Question focus: The challenge of Black Consciousness to the apartheid state

- The nature and aims of Black Consciousness
- The role of Bantu Stephen Biko
- Black Consciousness Movement (BCM)
- The challenge posed by the ideas of Black Consciousness to the state
- The 1976 Soweto uprising–briefly, relating to the influence of BCM on the students
- The legacy of Black Consciousness on South African politics

2. The coming of democracy to South Africa and coming to terms with the past

Question focus: Negotiated settlement and the Government of National Unity

- Beginning of negotiations 1990–1991
- Breakdown of negotiations
- Multi-party negotiation process resumes
- Ongoing violence: attempts to derail negotiations
- Final road to democracy in 1994
- 27 April 1994 election; the Government of National Unity (GNU)

3. The end of the Cold War and a new world order

Question focus: The end of the Cold War: The events of 1989

- Gorbachev's reforms in the Soviet Union
- Eastern Europe (events in Poland; significance of these events on the Soviet Union's influence in the Eastern Europe; Germany; The fall of the Berlin Wall)
- The disintegration of the Soviet Union
- Turning point in South Africa (the collapse of the Soviet Union and its impact on South Africa)

Assessment: School based Assessment: Subject to Change

Term 1	Term 2	Term 3	Term 4
Task 1 Source-based and Essay Task 100 Marks	Task 3 Submission of Research Task 100 Marks	Task 5 Standardise Test 2 Source-based and Essay 100 Marks	FINAL EXAMS TWO PAPERS OF 150 MARKS EACH
Task 2 Standardised Test 1 Source-based and Essay 100 Marks	Task 4 June Exams Source-based and Essay P1 = 150 Marks P2 = 150 Marks 300 Marks	Task 6 September Trial Exams (2 x 3 Hour Papers) P1 = 150 + P2 = 150 300 Marks	
Issue of Research Task	JUNE EXAMS based on P1 and P2 Content. THE SBA WILL REMAIN WITH 6 TASKS AND THE FINAL EXAMS		
25% of total year mark = 100 marks			75% of total year mark = 300 marks

Remember

- Know your content
- Work with sources and understand the questions
- Analyse the essay questions and plan your response
- Develop a line of argument
- Make sure your introduction and conclusion are linked to the question
- Practice using past papers from from 2021 with similar topics
- Know the focus of each question
- Adhere to Covid 19 Protocols
- Stay safe!

Consult the WCED E-portal for resources and lessons

<https://wcedportal.co.za/add/eresource>



Telematics Videos

<https://drive.google.com/file/d/1kJ2fUxUB-Eof3JJEZFKL8yury7QeXn0a/view?usp=sharing>

HOSPITALITY STUDIES

Dear Grade 12 Hospitality Studies learner

Hospitality Studies is a subject consisting of two components, i.e. practical and theoretical.

Content Checklist

Use the following tables as a checklist to ensure that you have studied all the topics mentioned in the 2023 ATP and 2021 exam guidelines in full.

Layout of the paper and topics

Section A: Q1: 40

Short questions (all topics)

- Multiple choice
- Matching
- One word/term
- Selection/Identification
- Rearrange

Section B: Q2: 20

Kitchen and restaurant operations

- Professionalism in the Hospitality industry
- Computer operations Hygiene, safety, and security

Hygiene

- Food borne Diseases

Section C: Q3 & Q4 (40x2)

Nutrition and menu planning

- Principles of menu planning
- Ingredients causing allergic reactions
- Cocktail functions
- Costing

Food Commodities

- Choux pastry
- Pastry
- Meat
- Preserved Foods
- Vegetarianism
- Deserts
- Gelatine

Section D: Q5 & 6 (30x2)

Sectors and Careers

- Contribution of the hospitality industry to the South African economy
- Careers in the hospitality industry
- Self-employment
- Marketing

Food and Beverage Service

- Preparing venues and table setting for four course dinners
- Classification of wine types
- Dispensing bar beverages

The final question paper

- ➔ The layout of the paper is the same as the one on the left-hand side.

In section A

- ➔ Expect to see short questions covering all the topics.
- ➔ The questions will either be easy or moderate in difficulty and are to incorporate the 3 cognitive levels.

Sections B, C and D

The nature of the questions

- ➔ Identification of pictures/ drawings/ photos (source-based responses)
- ➔ Analysis/ Interpretation of illustrations/ graphs/tables with data
- ➔ Medium-response questions
- ➔ Long-response questions
- ➔ Questions start easy, become moderately difficult and then difficult. Therefore, you should know how to respond in each question by looking at what the instructional verb requires you to do and the knowledge you must know in order to respond properly.

Assessment Requirements

School Based Assessment (SBA)

Term 1	Marks
March Test	50%
3 Practical lessons	25%
1 Skills test	25%
Term 2	
3 practical lessons	25%
1 Skills test	25%
June examinations	50%
Term 3	
September trial examinations	100%
Practical Assessment Task (PAT)	100%
1 PAT exam	
Compulsory - Failure to do your PAT exam will result in an INCOMPLETE RESULT and you will have to do the PAT the following year to receive your matric certificate.	

Tips for successful exams

- ➔ Study all the topics in great detail.
- ➔ Know subject specific concepts and terminology
- ➔ Read instructions carefully.
- ➔ Analyse the action verbs and determine what is expected of you to do.
- ➔ Use the trim and peel method to analyse and formulate questions
- ➔ Time management: Mark allocation determines time spent on question and how much to write.
- ➔ Write answers in the correct order e.g., steps in a recipe, serving wine, crumbing down, presenting bread etc.
- ➔ Don't leave blank spaces. If you don't know the correct answer, write anything.
- ➔ Keep abreast of current trends within the industry which are relevant to hospitality studies.



Trim and peel strategy

https://drive.google.com/file/d/1Tc14y3WT_KSE0YKX56o0omJT2WxHVQub/view?usp=sharing

ISIXHOSA

Bhota mfundi webanga 12

Ngunyaka wakho wokugqibela ufunda esikolweni. Kunyanzelekile ukuba ubhale iimviwo zokuphela konyaka, ukwenza oko kulindeleke ukuba uzilungiselele kangangoko unako.

lingcebiso malunga nokulungiselela iimviwo

- ➔ Cwangcisa ixesha lakho ngobunono nenzondelelo
- ➔ Yiba nendawo ethe cwaka yokufundela
- ➔ Xa ufunda, qala ngalo miba inzima kwisifundo ukuya kwelula
- ➔ Zikhwebule kumkhuba wokuchitha ixesha elininzi kwiindawo zokuzonwabisa endaweni yokufunda iincwadi zakho
- ➔ Xa ufunda, mana ubhala phantsi amanqaku okufundayo ukuzikhumbuzo
- ➔ Ukuhlaziya okufundileyo, ungasebenzisa amaphepha eemviwo ezigqithileyo
- ➔ Yazi ukuba ukufunda yinto oyenza ubomi bakho bonke, ngoko ke, ziqhelanise nokufunda rhoqo.

Ukuhlola

Udwelelo lwemisebenzi ehlolwa ngokusesikweni namanqaku ayo.

Kulwimi lwasekhaya

Ukuhlola okwenziwa ezikolweni ngokwekota			Uviwo lwan-gaphandle
Ikota 1: 1 Uvavanyo + 4 imisebenzi	Ikota 2: 2 imisebenzi + limviwo zikaJune Iphepha 1= 70 Iphepha 2 = 80	Ikota yesi-3: 1 umsebenzi + limviwo zokuxabangela Iphepha 1=70 Iphepha 2= 80 Iphepha = 100	Ikota yesi-4: Uviwo lwan-gaphandle Iphepha= 70 Iphepha = 80 Iphepha = 100

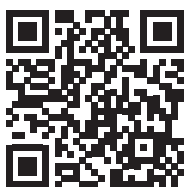
Kulwimi loku-1 olongezelelweyo

Ukuhlola okwenziwa ezikolweni ngokwekota			Uviwo lwan-gaphandle
Ikota yoku-1: Uvavanyo olu- 1 olubhalwayo + imisebenzi 3	Ikota 2: 3 imisebenzi + limviwo zikaJune Iphepha 1 = 80 Iphepha 2 = 70	Ikota yesi-3: limviwo zokuxa-bangela Iphepha 1 = 80 Iphepha 2 = 70 Iphepha 3 = 100	Ikota yesi-4: Uviwo lwan-gaphandle Iphepha 1 = 80 Iphepha 3 = 70 Iphepha 3 = 100



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Kulwimi lwesi-2 olongezelelweyo

Ukuhlola okwenziwa ezikolweni ngokwekota			Uviwo lwan-gaphandle
Ikota 1: Uvavanyo olu-1 olubhal- wayo + imisebenzi emi-2	Ikota 2: 2 imisebenzi + limviwo zikaJune Iphepha 1 = 80 Iphepha 2 = 40 Okanye Uvavanyo lwephepha loku-1 = 80	Ikota 3: 1 Umsebenzi + limviwo zokuxa- bangela Iphepha 1= 80 Iphepha 2 = 40 Iphepha 3 = 80	Ikota 4: Uviwo lwan-gaphandle Iphepha 1= 80 Iphepha 2 = 40 Iphepha 3 = 80

Amacandelo namanqaku amaphepha eemviwo

Amaphulo okuncedisana nawe ukulungiselela ezi mviwo

- ➔ Kwezinye izithili, kuqhutywa izifundo zangoMgqibelo zesiXhosa, izikolo zasebusika, izikolo zasentwasahlobo, ukuncedisana nawe mfundi.
- ➔ Amaphepha eminyaka edlulileyo esiXhosa ayafumaneka kwiwebhusayithi ethi www.education.gov.za
- ➔ Ndikunqwenelela impumelelo kwizifundo zakho zonke ingakumbi kwisiXhosa.



INFORMATION TECHNOLOGY

Dear Grade 12 IT learner

Information technology is the study of the components of a computer system such as hardware and software. In IT, you are also asked to design programs that can solve problems. What you have learned in the last three years in IT will benefit you in the current world driven by information.

Subject Requirements

- ➔ Computer
- ➔ Programming and Office software
- ➔ Textbooks – for IT theory and programming

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 IT content in full.

Practical Examination (Paper 1) 150 marks

- ➔ This is a practically oriented paper covering questions on solution development
- ➔ It will assess the practical skills of the programming language and includes interaction with a database
- ➔ The paper will cover the broad topics of
 - Basic programming skills
 - Integrated data-aware and SQL solutions
 - Object orientated programming
 - General and advanced problem solving
- ➔ All graphical user interfaces will be provided
- ➔ You will receive two pages and reading time for your planning – use this time wisely and ensure you make the most of the time allocated to you.

Theory Examination (Paper 2) 150 marks System Technologies (Hardware and Software)

- ➔ Factors affecting overall performance of computer systems
- ➔ How the CPU functions in terms of the machine cycle
- ➔ The motherboard and its components and focussing on how data flows between these components
- ➔ The concept of modular design in terms of expansion cards and memory modules
- ➔ Different types of memory and how memory is managed. Terms including virtual memory, thrashing, buffering, spooling and caching
- ➔ Operating systems. Processing techniques, multi-tasking, multi-threading and multi-processing.
- ➔ Mobile computers like smartphones, tablets etc.

Communication Technologies and Network Technologies

- ➔ The different forms of electronic communication and their implications. How to protect information: techniques such as encryption, passwords, user access rights and privileges, digital signatures and certificates, security protocols such as SSL.
- ➔ The role of Internet services and supporting technologies, including cloud computing.
- ➔ Networks: types of network, their structure, security and communication between components in terms of switching techniques and protocols.

Data and Information Management

- ➔ Representation and classification of data and information
- ➔ Database design for use in information-driven ICT systems
- ➔ DBMS software and its purpose.

Social Implications

- ➔ Effects of the use of computers.
- ➔ Ethical issues relating to the use of computers, intellectual property rights, availability of information, information

overload, capabilities and limitations of ICTs, computers providing solutions to issues of national and international importance, consequences of search engines and how ICTs impact on careers.

Solution Development

- ➔ Design of classes and their presentation in the form of class diagrams.
- ➔ Appropriate assigning of data types.
- ➔ Providing an algorithmic solution to a problem.
- ➔ Testing and tracing an algorithm.
- ➔ Application of the principles of human computer interaction to design functional user interfaces.

Assessment

- ➔ You have 50% of the total for this subject in your hands before you enter the examination room in October through School-based assessment (25%) and the PAT (25%). This includes:
 - ➔ **Term 1:** Theory test 50 marks
Alternative task 50 marks
 - ➔ **Term 2:** Practical test 50 marks
June examination (P1-150; P2-150)
 - ➔ **Term 3:**
Preparatory examinations: Practical examination 150 marks
Theory examination 150 marks
 - ➔ **PAT:** January to August, 150 marks
divided into 3 phases:
 - **Phase 1:** Planning and designing
 - **Phase 2:** Implementation (coding)
 - **General:** Whole PAT evaluation
 - Ensure you frequently work on PAT for maximum marks

Tips for Success

- ➔ At the heart of the theory paper is the major topic “System Technologies”. Know this section extremely well.
- ➔ The work you put into Phase 2 of the PAT will add value to your preparation for the theory question on “Solution Development”.
- ➔ The skill of building on given/existing code.

Work through past examination papers.

- ➔ At the heart of the theory paper is the major topic “System Technologies”. Know this section extremely well.
- ➔ The work you put into Phase 2 of the PAT will add value to your preparation for the theory question on “Solution Development”.
- ➔ The skill of building on given/existing code will be very important for the Practical Exam.



Examination papers and suggested answers of previous years are available on: ePortal

LIFE ORIENTATION

Dear Grade 12 learner

Life Orientation guides and prepares you for life, life's responsibilities, possibilities, and all of life's challenges. You will engage in critical discussions for reflection hence you should exit the schooling system with skills that have prepared you to be a responsible citizen who can live meaningfully and contribute constructively to the economy of the country and community life, and your knowledge of health and exercise should prevent lifestyle illnesses.

Subject Requirements

- A textbook
- A workbook
- Comfortable clothing for Physical Education activities
- Comfortable shoes, tackies

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 Life Orientation content in full. Make sure that you include this in your revision programme. This content will be included in the assessment tasks and the examinations.

1. Development of the self in society

- Healthy lifestyle choices
- Stress: identifying, coping with, levels of stress, managing stress
- Conflict resolution: ways to resolve conflict
- Communication: feelings, beliefs, attitudes
- Transition between school and post-school destination
- Personal lifestyle plan to promote quality of life
- Human factors that cause ill-health, accidents, crises and disasters
- Lifestyle diseases
- Commitment to participate in Physical Education exercise activities for long-term engagement

2. Physical Education

Participate in programmes that promote:

- Relaxation and recreational activities
- Games and sport
- Personal fitness and health goals



3. Study skills

- Process of assessment
- School-based assessment
- National Senior Certificate: study plan
- Revision of study skills; exam writing skills



4. Democracy and Human Rights

- Responsible citizenship
- Discrimination and violation of human rights
- Role of the media in a democratic society
- Ideologies, beliefs and worldviews on recreation and physical activities



5. Social and Environmental responsibility

- Community responsibility to promote safe and healthy living
- Formulating a personal mission statement
- Impact of vision on actions/ behaviour in life



6. Career and Career Choices

- Commitment to a decision taken
- Application for a job/ further study
- Strategies to achieve goals
- Reasons for and impact of unemployment
- Innovative solutions to counteract unemployment: volunteering, part-time jobs, community work, entrepreneurship and informal jobs
- Financial and social viability, including SARS tax obligations
- Impact of corruption and fraud

- Core elements of a job contract: worker rights and obligations; conditions of service
- Labour Laws; Trade unions
- Equity and redress
- Work ethics and societal expectations
- The value of work: how work gives meaning to life

Assessment

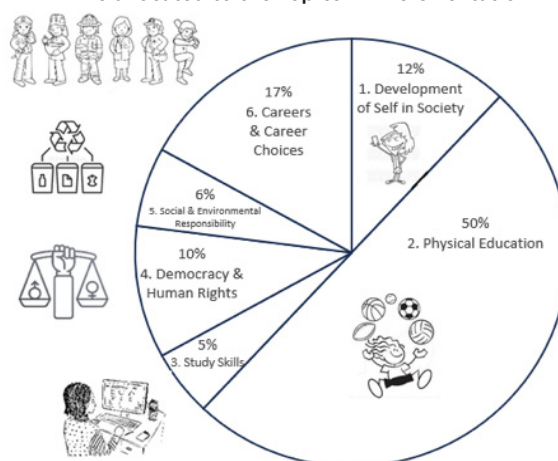
Life Orientation is 100% school-based assessment. Every learner should complete:

- Source-Based task **90 marks**
 - Project **90 marks**
 - 2 examinations
 - Control Test **100 marks**
 - Common Assessment Task September examination **100 marks**
 - Physical Education Task (PET) **10 + 10 = 20**
- TOTAL: 400 marks**

Tips for Success

- Attend all Life Orientation classes.
- Participate in critical reflection.
- Participate in the Physical Education activities: Physical Fitness; Sport and Games; Recreation and Relaxation activities.
- Practise your own responses to key command verbs.
- Hand in all written tasks on the expected dates.
- Be sure to write both examinations.

Time allocated to the Topics in Life Orientation



LO Grade 12 Revision Booklet Term 1 2023

<https://docs.google.com/document/d/1sB9yK-lvPxi4-8qs4PIHu4397LSHvzQD/edit?usp=sharing&ouid=110525439005755272952&rtopof=true&sd=true>



LO Grade 12 Revision Booklet Term 2 2023

https://docs.google.com/document/d/1mb-ydgUW2_1FicdyrcYU7XBudAZtZiX/edit?usp=sharing&ouid=110525439005755272952&rtopof=true&sd=true



LO Grade 12 Revision Booklet Term 3 2023

https://docs.google.com/document/d/1oGFQDwUnTxab9_Wr1ulbWnJ1qabcV3J/edit?usp=sharing&ouid=110525439005755272952&rtopof=true&sd=true

LIFE SCIENCES

Dear Grade 12 Life Sciences learner

A love and aptitude for science, a curious and meticulous nature, an analytic, critical and enquiring mind, enthusiasm for solving problems, endurance, are some of the important characteristics which are needed to make a success of Life Sciences.

Subject Requirements

- ➔ Textbook
- ➔ a Blue or black pen
- ➔ Pencil for drawings
- ➔ (Ruler, protractor and compass to draw a pie chart)
- ➔ Non-programmable calculator

Content Checklist

Below is a checklist you should use to ensure that you have covered the content of Life Sciences in full.

Paper 1

- ➔ **Reproduction in vertebrates** – diversity of reproductive strategies
- ➔ **Human reproduction** – structure of the male and female reproductive systems, puberty, gametogenesis, menstrual cycle, fertilisation, development of the zygote to blastocyst, implantation, gestation and the role of the placenta
- ➔ **Responding to the environment (humans)** – central nervous system, peripheral nervous system, autonomic nervous system, nerves, simple reflex arc, disorders of the central nervous system, receptors, human eye and human ear
- ➔ **Responding to the environment (plants)** – plant hormones and plant defence systems
- ➔ **Endocrine system and homeostasis** – including negative feedback mechanisms

Paper 2

- ➔ **DNA: The code of life** – Location, structure, functions, DNA replication, DNA profiling, RNA location, structure and functions, protein synthesis
- ➔ **Meiosis** – process, importance, abnormal meiosis, comparison of mitosis and meiosis
- ➔ **Genetics and inheritance** – concepts in inheritance, monohybrid crosses, sex determination, sex-linked inheritance, blood grouping, dihybrid crosses, genetic lineages/pedigrees, mutations, genetic engineering, paternity testing, genetic links
- ➔ **Evolution** – evidence for evolution, variation, theories (Charles Darwin, Lamarck, Punctuated equilibrium), artificial selection, speciation, mechanisms of reproductive isolation, evolution in present times, human evolution, “Out of Africa” hypothesis

Assessment

During the year you will complete different formal assessment tasks. All assessment tasks are extremely important and you need to complete them to the best of your ability in order to ensure a good year mark.

- | | |
|----------------------------------|------------------|
| ➔ Formal assessment tasks 25% | 100 marks |
| ➔ Final external examination 75% | 300 marks |

The following formal assessment tasks are compulsory:

- ➔ **Term 1:** Practical task (minimum 30 marks) and formal test (minimum 50 marks)
- ➔ **Term 2:** Practical task (minimum 30 marks) and June examination (150 marks, one paper)
- ➔ **Term 3:** Assignment (minimum 50 marks) and trial examination (two papers – 150 marks each)
- ➔ **Term 4:** Final external examination (two papers – 150 marks each)

Tips for Success

- ➔ Ask your teacher for the National Examination Guideline for Grade 12. This will give you the detailed content of Life Sciences to be studied. Paste it in your exercise book. Tick off every topic as it is taught in class, and write the relevant textbook page number next to the topic.
- ➔ Use previous and exemplar question papers throughout the year to assess your understanding of the concepts/processes and your ability to apply the acquired knowledge in new situations.
- ➔ You are expected to design your own investigations. You need to know and understand what independent, dependent and control variables are before you apply them. You also need to know and understand what an investigative question and a hypothesis are before you can formulate them yourself.



Life sciences tutoring resources:
<http://bitly.ws/RD2s>



Telematics videos:
<https://bit.ly/31Wk7Xf>



Life sciences lessons:
<https://wcedportal.co.za/lessons/fet-phase>

MATHEMATICS

Dear Grade 12 Learner

Preparing for the final Examination requires hard work, working regularly and persistently.

Subject Requirements

You will need the following:

- * A Mathematics textbook and Scientific calculator
- * Notebook, for Paper 1 and Paper 2 work.
- * Study Guide with summaries and a lot of revision
- * Access to previous examination question papers and memorandum
- * Create a SIYAVULA account, by going to, <https://www.siyavula.com/>. This website is free and excellent for revision, consolidation and working through examination questions.

The marks in brackets next to the topic is an indication of the approximate mark on that topic in the final examination paper.

Paper 1

Equations and Inequalities (25 ± 3 Marks)

- ➔ Quadratic equations and inequalities
- ➔ Simultaneous equations
- ➔ Exponents & Surds
- ➔ Nature of roots

Number Patterns and Sequences (25 ± 3 Marks)

- ➔ Number patterns (linear, geometric and quadratic)
 - ➔ Analysis of differences
 - ➔ Arithmetic and geometric sequences and series formulae for n^{th} term and sum to n^{th} terms
 - ➔ convergence and sum to infinity

Functions and Graphs (35 ± 3 Marks)

- ➔ Parabola; hyperbola; exponential functions and their properties
- ➔ Transformations of functions: the effect of different parameters
- ➔ One-to-one and many to one mappings
- ➔ Inverses of functions
- ➔ Restricting the domain of the original function

Financial Mathematics (15 ± 3 Marks)

- ➔ Simple and compound interest
- ➔ Logarithms
- ➔ Nominal and effective interest rates
- ➔ Depreciation (reducing balance and straight line)
- ➔ Annuities (present and future value formulae)

Calculus (35 ± 3 Marks)

- ➔ First principles and “power” rule
- ➔ Gradient at a point and tangents to curves
- ➔ Concavity/ Second Derivative
- ➔ Cubic graphs
- ➔ Applications (maxima and minima; rate of change)

Probability (15 ± 3 Marks)

- ➔ Probability and Relative Frequency
- ➔ Rules and Identities for Dependent & Independent Event
- ➔ Venn diagrams; Tree diagrams; Contingency tables
- ➔ Counting principle; factorial notation, permutations
- ➔ The counting principle in solving probability problems

Paper 2

Statistics (20 ± 3 Marks)

- ➔ Mean, median & mode (Grouped & ungrouped data)
- ➔ Variance and Standard Deviation
- ➔ Quartiles
- ➔ Five Number Summary & Box and Whisker Plots
- ➔ Cumulative Frequency & Ogive
- ➔ Histograms & Frequency Polygon
- ➔ Scatter Plots
- ➔ Least Squares Regression Line
- ➔ Correlation Coefficient

Analytical Geometry (40 ± 3 Marks)

- ➔ Distance, Midpoint & gradient formula
- ➔ Parallel and Perpendicular line criteria
- ➔ Inclinations and equation of a line
- ➔ Circles and tangent

Trigonometry (50 ± 3 Marks)

- ➔ Definitions, basic identities, reduction formulae; special angles
- ➔ Compound and double angle formulae
- ➔ Identities and equations (general solution as well as specific solution)
- ➔ Solution of triangles and problems in 2D and 3D
- ➔ Trigonometric graphs: trigonometric functions and their transformations

Euclidean Geometry (40 ± 3 Marks)

- ➔ Circle geometry
- ➔ Ratio and proportion
- ➔ Similarity of triangles

Assessment

School Based Assessment consists of 6 formal assessment tasks. Your final mark will be compiled as follows:

- ➔ SBA: 25% +
 - Final exam: 75%
- 100 marks**
300 marks
= 400 marks

School Based Assessment

- ➔ **Term 1:** project or investigation (15%); test (15%)
- ➔ **Term 2:** assignment(15%); June Exam (15%)
- ➔ **Term 3:** test (15%) and a trial examination (25%)

Final Examination

- ➔ Two 3 hour papers which are out of 150 marks each.

Tip:

- ➔ Ensure that you are fully acquainted with your calculator and know how to calculate the standard deviation, the least squares regression function and the correlation coefficient.
- ➔ Ensure you are familiar with the information sheet. Which formulae are on it and where these formulae are on the page.

To access the examination guideline with acceptable reasons for Geometry:

<https://wcedportal.co.za/eresource/160436>



To access previous Mathematics National Examination papers go to:
<http://bit.ly/Gr12MathsPapers>



Revision Material Per Topic:
<https://bit.ly/GR12TERMREVMAT>

MATHEMATICAL LITERACY

Dear Grade 12 Mathematical Literacy learner

Mathematical Literacy is intended to equip you with the knowledge and skills you need in dealing with real-life problems. The skills and knowledge you will master are drawn from the pure Mathematical knowledge you learned in previous grades. Real-life problems you may encounter are organised into FIVE topics, namely:

- finance
- measurement
- maps, plans and other representations of the physical world
- data handling and
- probability.

Subject Requirements

- ➔ A textbook and exam study guide
- ➔ A calculator

Content Checklist

The checklist below gives a summary of content you will cover in each of the topics.

1. Finance

- ➔ Financial documents
- ➔ Tariff systems
- ➔ Income/expenditure, profit/loss, budgets
- ➔ Cost price and selling price
- ➔ Break-even analysis
- ➔ Interest
- ➔ Banking, loans and investments
- ➔ Inflation
- ➔ Taxation
- ➔ Exchange rates

2. Measurement

- ➔ Unit conversions
- ➔ Length
- ➔ Weight
- ➔ Perimeter
- ➔ Area
- ➔ Volume
- ➔ Temperature
- ➔ Time

3. Maps, plans and other representations of the physical world

- ➔ Maps
- ➔ Scale
- ➔ Plans
- ➔ Models

4. Data handling

- ➔ Data collection
- ➔ Data classification
- ➔ Data organisation
- ➔ Summarising data
- ➔ Data representation
- ➔ Interpret and analyse data

5. Probability

- ➔ Expressions of probability
- ➔ Prediction
- ➔ Probability of simple events
- ➔ Probability of compound events

Assessment

Throughout the year you will complete a minimum of SEVEN assessment tasks. Marks obtained in these tasks make up your final school-based assessment (SBA) mark. The SBA mark makes 25% of your final mark in the subject. The remaining 75% comes from your external exam mark.

TERM	GRADE 12	
1	Investigation	Minimum of 50 marks for each task
	Control Test 1	Minimum of 50 marks
2	Assignment	Minimum of 50 marks
	Paper 1 2 hours (100 marks)	Paper 2 2 hours (100 marks)
3	Control Test	Minimum of 50 marks
	PRELIM EXAMINATION	
	Paper 1 3 hours (150 marks)	Paper 2 3 hours (150 marks)
4	EXTERNAL EXAMINATIONS	
	Paper 1 3 hours (150 marks)	Paper 1 3 hours (150 marks)
Total: SBA + External examination = 400		

Examinations

Mathematical Literacy examination consist of two papers (150 marks each). For both papers, about 30% of questions (45 marks) are all easy questions and test your ability to perform basic mathematical calculations in familiar context. 30% of the remaining questions test your ability to do 2-step or 3-step context-based questions. The rest, 40%, of the questions will test your ability to use mathematical and non-mathematical knowledge to solve problems in both familiar and non-familiar contexts.

Paper 1: The following context are covered in paper 1: Finance, Data and Probability.

Paper 2: The following context are covered in paper 2: Measurement, Maps and Plans and Probability.

PAPER 1	PAPER 2
Finance 60% (± 5) Data Handling 35% (± 5) Probability 5% Including Growth Charts (CAPS page 65) assesses application of measures of spread in data handling.	'Maps, plans and other representation of the physical world' 40% (± 5) Measurement 55% (± 5) Probability 5% Including $\pm 5\%$ (Income, Expenditure, Profit/loss, Income-and-Expenditure statements and Budgets, Cost price and Selling price) where there is direct link to Measurement and Maps and Plans.
Question 1: 30 marks ± 5 marks Level 1 questions from Finance and Data Handling Question 2: Finance Question 3: Data Handling Question 4: Integrated context on Finance and Data Handling Including Growth Charts (CAPS page 65) assesses application of measures of spread in data handling. Question 5: Finance, data handling or integrated question Probability will be examined in the context of one or more of the other questions. Each question can contain more than one context.	Question 1: 30 marks ± 5 marks Level 1 questions from Measurement and Maps, plans Question 2: 'Maps and plans Question 3: Measurement Question 4: Integrated context on 'Measurement and Maps and plans Including (Income, Expenditure, Profit/loss, Income-and-Expenditure statements and Budgets, Cost price and Selling price) where there is direct link to Measurement and Maps and Plans. Question 5: Measurement, maps and plans or integration Probability will be examined in the context of one or more of the other questions. Each question can contain more than one context.
N.B: EACH PAPER MAY HAVE 4 OR 5 QUESTIONS	

MECHANICAL TECHNOLOGY

Dear Grade 12 Mechanical Technology learner

To succeed at the end of the year it is very important to continue learning and applying the prescribed key concepts of Mechanical Technology in the different themes and applying the theory in the making of the PAT.

Basic requirements for the subject

Textbook, calculator, drawing instruments, PPE.

Content Checklist

(Generic sections to be covered by all specialisations)

Safety (Generic)

- ➔ First Aid HIV/Aids Awareness
- ➔ OHS act, Machine specific Safety measures

Materials (Generic)

- ➔ Properties and Uses
- ➔ Methods of enhancing the properties of steel

Fitting and Machining

Terminology

- ➔ Indexing
- ➔ Dovetail slides
- ➔ Irregular work pieces
- ➔ Manufacturing a spur gear

Tools

- ➔ Principles and functions of engineering equipment
- ➔ Calculations on depth and screw thread micrometres

Forces

- ➔ Basic calculations on forces,
- ➔ Moments, Stress and strain

Maintenance

- ➔ Suitable preventative maintenance
- ➔ Coefficient of friction

Joining Methods

- ➔ Calculations on size of drills for bolts and nuts ISO metric
- ➔ Calculations on size of drills for bolts and nuts Square thread

Systems and control

- ➔ Mechanical components
- ➔ Velocity calculations
- ➔ Transfer of movement
- ➔ Hydraulics/Pneumatics

Automotive

Tools

- ➔ Application of diagnostic equipment

Engines

- ➔ Crankshafts
- ➔ Construction and operation of turbo chargers

Forces

- ➔ Automotive calculations

Maintenance

- ➔ Use test equipment to diagnose faults

Systems and control

- ➔ Operation and function of the Automatic gearbox, steering geometry
- ➔ Electricity

Welding and Metalwork

Tools

- ➔ Purpose-made tooling and equipment

Terminology

- ➔ Templates
- ➔ Calculations sheet metal

- ➔ Welding symbols application, Developments

Forces

- ➔ Forces and moments
- ➔ Steel frameworks
- ➔ Stress and strain

Maintenance

- ➔ Maintenance on various operating systems

Joining Methods

- ➔ Inspection of welds, Destructive tests
- ➔ Non-destructive tests, Distortion and stresses
- ➔ Effect of temperature on steel

ASSESSMENT

School Based Assessment 25%

100 marks

- ➔ Term 1: Assignment 50 marks
- ➔ Term 2: Practical Simulation Task 200 marks
- ➔ Term 3: Preparatory examination 200 marks
- ➔ Total 450 converted to 100 marks

Practical Assessment Task (PAT) 25%

(Automotive)

- ➔ Term 1: Simulation 1 50 marks
- ➔ Term 2: Simulation 2 & 3 2 x 50 marks = 100 marks
- ➔ Term 3: Simulation 4 & 5 2 x 50 marks = 100 marks
- ➔ Total 250 converted to 100 marks

'Practical Assessment Task (PAT) 25%

(Fitting and Machining and Welding and Metalwork)

- ➔ Phase 1: Manufacturing task 50 marks
- ➔ Phase 2: Joining task 50 marks
- ➔ Phase 3: Maintenance/Simulation task 50 marks
- ➔ Total 250 converted to 100 marks

Tips for Success

- ➔ Ask your teacher for the content framework for Grade 12 Mechanical Technology. This will give you the detailed content of Mechanical Technology. Paste it in your exercise book.
- ➔ Tick off every topic as it is taught in class, and write the relevant textbook page numbers next to the topic.
- ➔ Make sure you can manipulate formulas every week to solve problems.
- ➔ The school based assessment tasks and PATs prepare you for your final examinations.
- ➔ Make sure that you hand in all your tasks on time with attention to accuracy, detail and neatness.



WCED eportal:

<https://wcedportal.co.za/grade12-subject-support>



Engines:

Construction and operation of Turbo Chargers

<https://qrgo.page.link/FtfFv>

Dear Grade 12 Music learner

Music demands regular study and practice in both the written and practical components.

For the written components, you must select either Indigenous African Music (IAM), Jazz or Western Art Music (WAM).

Subject requirements

- ➔ Study notes for General Music Knowledge (GMK)
- ➔ Musical instrument
- ➔ Manuscript book
- ➔ Audio and video player

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 content.

1. Performance (Paper 3, 150 marks)

You will be required to prepare the following for your chosen instrument(s):

- ➔ **Technical work** (scales/arpeggios/exercises/studies)
- ➔ **Three pieces.** At least one of these pieces must be an ensemble work.
- ➔ **Aural skills** (sight singing, singing of triads and clapping of rhythms)
- ➔ **Sight reading** (unseen piece of music)

2. Music Literacy (Paper 1, All Streams, 60 marks)

In Grade 12 you must understand, identify and use the following:

- ➔ Treble-, Bass-, Alto and Tenor clefs
- ➔ Major, minor (natural, harmonic & melodic), pentatonic, chromatic, whole-tone and blues scales
- ➔ Modes
- ➔ All key signatures
- ➔ Time signatures and grouping of notes
- ➔ Intervals
- ➔ Transposition and transcription
- ➔ Triads: primary and secondary chords in all positions
- ➔ Cadential and passing 6/4 chords
- ➔ Dominant seventh in root position
- ➔ Non-chordal notes
- ➔ Musical terms
- ➔ Complete a given melody up to 12 bars in ternary form for any instrument or voice
- ➔ Harmonisation of a given melody

3. GMK (Paper 1, 60 marks)

The Music Industry (compulsory for all streams)

- ➔ How a musical work is published, registered and protected by copyright
- ➔ Recording companies in South Africa

If you are following the **Indigenous African Music** stream, you must cover the following:

- ➔ The function of music in African societies
- ➔ An in-depth study and analysis of two songs (and the artists) in each of the following genres:
 - **Mbhaqanga:** Melodi Yalla & Wamuhle
 - **Maskandi:** Kuke Kwagijim' Iveni & Umama
 - **Isicathamiya:** uNomathemba & Wena Wedwa
 - **Malombo:** Phamba Madiba & Ngwana O Ya Iela
 - **Kwela:** Banna Ba Rustenburg & See You Later
- ➔ You will also be required to study two traditional performances different from your own culture.

If you are following the **Jazz** stream, you must understand the development of the following South African jazz genres, as well as study a representative artist and related work for each genre:

- **Cape Jazz:** Abdullah Ibrahim (Mannenberg)

- **Early Jazz Singers:** Miriam Makeba (Lakutshon' iLanga)
- **Jazz at Home:** Zim Nqawana (eBhofolo)
- **Jazz in Exile:** Brotherhood of Breath (Mra)
- **New Jazz:** The Jazz Epistles (Vary-oo-vum)
- **Kwela:** Spokes Mashiyane (Banna Ba Rustenburg)
- **Marabi (Female):** Flying Jazz Queens (Langa More)
- **Marabi (Male):** Manhattan Brothers (Jikela Emaweni)
- **Mbhaqanga:** Makgonatsohle Band (Umqomela)
- **Recent years:** Feza Faku (The Colours They Bring)

If you select the **Western Art Music** stream, you must study the following genres and related works:

- ➔ The **Symphony, Concert Overture** and **Symphonic Poem**
 - Development of the symphony
 - Sonata, Rondo and Minuet & Trio forms
 - **Symphony No. 6 (Pastoral)** - L van Beethoven: Basic analysis of entire work with in-depth study of the 4th and 5th movements.
 - **Hebrides Overture** - F Mendelssohn
- ➔ **The Opera**
 - Development of opera
 - Important opera terminology
 - **The Magic Flute** - WA Mozart: Basic analysis of entire work, with in-depth study of the Overture, Der Vogelfänger bin ich ja, Dies Bildnis ist bezaubernd schön, O Isis und Osiris, Der Hölle Rache, Pa-, pa-, pa-

4. Comprehension (Paper 2, all streams, 30 marks)

You will be required to apply your knowledge of musical concepts, form structures and prescribed works while listening to audio tracks

Assessment

Four tasks make up 50% of the final mark:

TWO Practical Assessment Tasks (PATs): 100 marks (25% of the final mark)

- ➔ **PAT 1:** Own composition or arrangement or improvisation (50 marks)
- ➔ **PAT 2:** Public performance of one piece with programme notes and a business plan (50 marks)

THREE SBA tasks: 700 marks (25% of the final mark)

- ➔ Term 1 Test (100)
- ➔ June examination (300)
- ➔ Preliminary examination (300)
- Total SBA:** 700 converted to 100

The remaining 50% is obtained from the **final NSC examination.**

- ➔ The written examination (Paper 1 and Paper 2) (25% of the final mark)
- ➔ The practical examination (Paper 3) (25% of the final mark)

Tip for success

- ➔ You will be rewarded with good marks if you practice your pieces and technical work daily and hand in your tasks on time



PHYSICAL SCIENCES

Dear Grade 12 Physical Sciences learner

Welcome to Physical Sciences. By now you know that Physical Sciences is a challenging subject. You also know that you have to understand and remember what is taught each day.

The subject Physical Sciences uses mathematical functions, concepts, operations and calculus in its definitions, laws and principles. Ensure that you know the relevant functions in trigonometry, logarithms, indices, exponents, the straight line, the hyperbola and the parabola. Ensure that you know the basic operations of addition, subtraction, multiplication, division and factorization in order to work with numbers and variables. Know how to apply calculus and proportion.

Content Checklist

A summary of the prescribed content is provided below.

1. Physics (Paper 1)

Grade 12:

- ➔ Momentum and Impulse
- ➔ Vertical projectile motion
- ➔ Newton's second law of motion expressed in terms of momentum.
- ➔ Work, energy and power and the Work-Energy Theorem
- ➔ Doppler Effect
- ➔ Electric circuits (internal resistance, resistors in series and parallel)
- ➔ Electrodynamics
- ➔ Photo-electric effect
- ➔ Spectra

Grade 11:

- ➔ Newton's 1st, 2nd and 3rd laws and Universal gravitation
- ➔ Electrostatics (Coulomb's Law and Electric fields)
- ➔ Electric circuits (Ohm's Law, Power and Energy)

2. Chemistry (Paper 2)

Grade 12:

- ➔ Reaction Rate
- ➔ Chemical equilibrium
- ➔ Acids and bases
- ➔ Galvanic and electrolytic cells
- ➔ Organic chemistry

Grade 10 and 11:

- ➔ Balancing chemical equations (Grade 10)
- ➔ Intermolecular forces (Grade 11)
- ➔ Stoichiometry (Grade 11)
- ➔ Endothermic and exothermic reactions, bond- and activation energy (Grade 11)

ASSESSMENT REQUIREMENTS

For your year mark you will do the following tasks:

- ➔ Two experiments **50 marks**
- ➔ One control test **50-100 marks**
- ➔ June exam **300 marks**
- ➔ One September Examination **300 marks**
- ➔ These tasks make up 25% of the total mark for Physical Sciences. The rest of the marks viz. 75% are allocated to the Final Examination.

Final Examination

- ➔ You will write two question papers:

- **Paper 1:** Physics (3 hours) **150 marks**
- **Paper 2:** Chemistry (3 hours) **150 marks**

The content that will be assessed in each paper is listed in the content checklist. Each question paper consists of:

- Multiple choice questions **20 marks**
- Structured questions **130 marks**

Total 150 marks

Tips for success

- ➔ Teaching time is 4 hours per week. Ensure that you use it optimally.
- ➔ Research, read and calculate, on a daily basis, to know the content and the experiment before the lesson is taught.
- ➔ The building blocks of science knowledge are definitions, laws, principles and concepts. Know and understand them first, before you try to remember and apply them.
- ➔ In Physical Sciences you are expected to do science experiments. You need to know and understand what independent, dependent and control variables are before you apply them. You also need to know and understand what an investigative question and a hypothesis are before you can formulate them yourself.



Telematics videos and workbooks

<https://wcedonline.westerncape.gov.za/revision-videos-telematics-physical-sciences-grade-12>

RELIGION STUDIES

Dear Grade 12 Religion Studies learner

Religion Studies is aimed at developing and reflecting upon our lives and in this, allows us to live our best lives. RS leads to the recognition, understanding and appreciation of a variety of religions within a common humanity, in the context of delivering well rounded positive, contributing members of society.

Subject Requirements

- ➔ Textbook, workbooks

Content Checklist

Below is a summary of the content that you will study in Religion Studies. Make sure that you include all the topics below in your revision programme.

1. Variety of Religions

- ➔ Concepts: identity, uniqueness, unity, similarity, difference and comparability as far as religion is concerned
- ➔ Internal differences in a number of religions
- ➔ Unique features of various religions
- ➔ Inter-religious relationships in South Africa, Africa and international communities

2. Common features of religion as a generic and unique phenomenon

- ➔ The roles of teaching in a variety of religions
- ➔ The central teachings of **one** religion
- ➔ Oral, written and contemporary sources in several religions
- ➔ Normative sources or traditions in **one** religion
- ➔ Secular world views

3. Topical issues in society

- ➔ Religious freedom, human rights and responsibilities in different religions
- ➔ Strategies to seek solutions to major social problems
- ➔ The role of the media with reference to Religion

4. Research into and across religions

- ➔ Religions in areas of recent conflict in South Africa, Africa and across the world: identify and analyse two or three areas of recent conflict. Determine whether religion is part of the problem or of the solution (The role of religion in Africa and globally)
- ➔ Religion and the natural sciences: examine the relationship between religion and the natural sciences with reference to views of creation and evolution
- ➔ Specialisation in one religion

Assessment

Assessment of Religion Studies consists of two parts:

School-based assessment makes up 25% of the total.
This includes:

- | | |
|------------------------------|-----------------------|
| ➔ 1 test | 150 marks |
| ➔ 2 Examinations June + Sept | 600 marks each |
| ➔ 2 written tasks | |
| • Source Based | 100 marks |
| • Project | 100 marks |



The final external examination makes up 75% of the total

- ➔ This examination comprises of
2 X 2 hours examination papers i.e. **2 X 150 = 300 marks**

Topics to be cover in each question paper

Grade 12 Paper 1 (150 marks)	Grade 12 Paper 2 (150 marks)
Answer 3 questions. Question 1: Compulsory Choose 2 from section B	Answer 3 Questions
Conceptual distinctions; Appreciation of the uniqueness of various religion Religious teachings	opical Issues in Society (Social problems • Marriage and divorce • Crime and corruption • Teenage Pregnancy
Religious freedom, human rights, and responsibility.	The central teachings in one religion (with specialisation in ONE religion)
Media coverage on public issues that have religious implications	The role of rituals in religion.
	History and present-day dynamics of interreligious relationships in South Africa as well as in the international community
	Normative sources in various religions
	Hermeneutical principles: Ways of interpreting normative sources
	Religion and the sciences
	Analysis of at least TWO secular world views: atheism, agnosticism, humanism, and materialism.

Tips for Success

- ➔ Religion Studies comprises of a lot of self-study. Read as many sources as possible and keep abreast of current news in the subject.
- ➔ For the examinations you should focus on interrogating a range of sources to be able to compare different religions, and analyse and interpret generic issues pertaining to religions.
- ➔ Make sure that you can apply your knowledge of Religion Studies to case studies or exemplars used in the question papers.



RS Revision Booklet Gr 12 Term 1&2

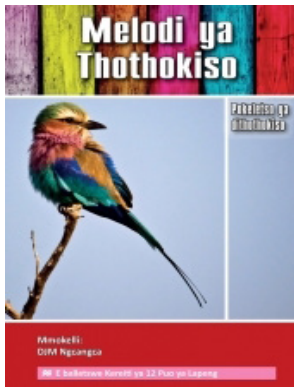
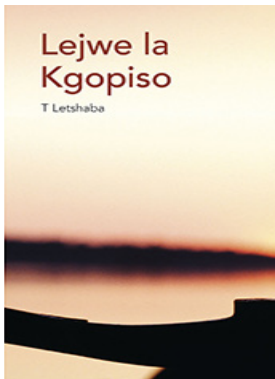
<https://docs.google.com/document/d/1dieWqfLMp6tQHUnRHV7EQk1ZmJYA-vh/edit?usp=sharing&ouid=110525439005755272952&rtfpof=true&sd=true>



RS Revision Booklet Gr 12 Mock Exam

<https://docs.google.com/document/d/1YJVgYICysL8XEFQ2DkiSgiQLYYI9JoLc/edit?usp=sharing&ouid=110525439005755272952&rtfpof=true&sd=true>

Kgotso Moithuti wa Sehlopha sa 12!



Se latelang ke sesebediswa se tla o nnetefaletsa hore o ents'e mesebetsi yohle e hlokaalang selemong sena:

O TSHWANETSE HO BA LE:

- ➔ Buka e reretsweng ho o ruta puo le ho bala.
- ➔ Dibuka tse ding ntle le tsa sekolo tse kenyelletsang dimakasine le dikoranta.
- ➔ Bukantswe
- ➔ Dibuka tsa dingolwa tse balwang sekolong: Tutudu ha e patwe; Lejwe la kgopiso le Melodi ya thothokiso.

Sebedisa:

- ➔ Mawa a ho bala
- ➔ Meelelo ya ditema – tse ngotsweng, tse bohuwang, tse mamelwang, tse mamelwang mmoho le ho bohuwa, tsebediso ya puo le ditshwantsho ditemeng;
- ➔ Dibopeho tsa ditema
- ➔ Ditema tsa kgokahano

Ha o ithutile mawa ana hantle, o tla ipeha motjheng o motle wa ho ngola.

Ho ngola:

- ➔ Bokgoni ba ho etsa dipatlisiso
- ➔ Moralo wa ho ngola
- ➔ Ho ngola mokgwaritso kapa mekgwaritso e mmalwa e le leano la ho ngola sehlahiswa se phethahetseng
- ➔ Ho lekola diphoso

Tshebediso ya puo:

- ➔ Hlwaya & hlalosa meelelo ya mantswe ebe o a sebedisa ka nepo
- ➔ Dipolelo
- ➔ Boitemohelo bo hlokolosi ba puo

MESEBETSI E HLOLWANG:

KOTARA 1	KOTARA 2	KOTARA 3
ORALE:		
HO MAMELA	MOSEBETSI WA BUKA	ORALE
MOQOQO	ORALE	
TEMA YA KGOKAHANO	TLHAHLOBO	
ORALE:		

Dibukeng tsa dingolwa ho ithutwa tse latelang:

Poloto le sekapoloto (tlhekelo le kamano ya baphetwa, tikoloho (maemo, sebaka & nako); Sesosa sa kgohlano, Tharahano – ho rarahana hwa diketsahalo; Sehlohlolo; Mothipoloho; Phethelo/Tharollo; Setaele j.k lewa la bongodi la ho tsebela mmadi pele diketsahalong tse tla etsahala ka ho sebedisa puisano kapa boipuiso kapa lewa la ho hetla morao; Popeho le kgolo ya baphetwa/batshwantshisi; Seabo sa mopheti le ntlhakemo ya mongodi; Mookotaba lemolaetsa; Boitshetleho; Maikutlo le Sehalo; Mothinya le Sephetho se sa lebellwang; Ditaalo tsa kalaneng; Tomatso tshwantshisong. Moelelo o otlolohileng/totobetseng; Moelelo o hlahiswang ke tshebediso ya puo ya bonono/o akanngwang/o patehileng; Sehalo; Maikutlo/Thanyo; Karaburetso; Dikapuo; Kgetho ya mantswe; Disebediswa tsohle tsa bonono le bokgabo; Karabelo e bontshang ho ameha maikutlong; Matshwao a puo; Phetapheto (hlaahlela); Disebediswa tsa modumo (poeletsomodumo/alithereishene, (khonsonense), poeletsodummannosthi (asonense) le poeletsadumammoho (khonsonense), raeme/morumo, Morethetho; Enjambamente (pholletso/pholletsi/motjetje/molamotjetje); melathothokiso.

- ➔ Dilemong tse fetileng, ho hlokomelile hore baithuti ba bangata ba ba le pharela dibukeng. Haeba le wena o na le bothata bo tshwanang, iphe nako e ngata ya ho bala dibuka tse na o be o di phete makgetlo. Botsa titjhere ya hao le a mang matitjhere a rutang Sesotho mme o tla buleha mahlo haholo.
- ➔ Ikwetlise ka ho bala dipamipri tsa dilemo tse fetileng o tle o bone hore ditebello ke dife mabapi le ho araba dipotso tse fapaneng.
- ➔ Bala! Bala! Bala!

RWALLA LE SA TJHABILE ESERE WA AHA SEROBE PHIRI E SE E JELE!



TECHNICAL MATHEMATICS

Dear Grade 12 Learner

Congratulations on reaching your final year at school. More importantly, congratulations on choosing Technical Mathematics as a subject. You have no doubt realised how important this subject is for your career and future job opportunities. Grade 12 is hard work but the satisfaction and joy you will experience in passing Grade 12 is most definitely worth it.

Subject Requirements

You will need the following:

- ➔ A Technical Mathematics textbook
- ➔ Scientific calculator
- ➔ Notebook, in which Paper 1 and Paper 2 work is recorded separately.
- ➔ Summaries and a lot of revision.
- ➔ Access to the Exemplar examination question papers and memorandum.

The marks in brackets next to the topics below is an indication of the approximate mark of that topic in the final examination paper.

Paper 1

Algebra (50 ± 3 Marks)

- ➔ Expressions, Quadratic equations and inequalities
- ➔ Simultaneous equations
- ➔ Exponents, Surds and Logarithms
- ➔ Nature of roots
- ➔ Changing the subject of the formulae
- ➔ Factorize a cubic using factor theorem
- ➔ Complex Numbers

Functions and Graphs (35 ± 3 Marks)

- ➔ Straight Lines, Parabola, hyperbola and Exponential functions and their properties
- ➔ Transformations of functions and the effect of different parameters
- ➔ Circles and Semi Circles

Financial Mathematics (15 ± 3 Marks)

- ➔ Simple and compound interest
- ➔ Logarithms
- ➔ Nominal and effective interest rates
- ➔ Depreciation (reducing balance and straight line)

Differential Calculus & Integration (50 ± 3 Marks)

- ➔ Average Gradient
- ➔ Determining Derivative by:
 - ➔ First principles
 - ➔ Using Differentiation Rules: "power" rule
- ➔ Gradient at a point and tangents to curves
- ➔ Cubic graphs:
 - ➔ Determining x-intercepts using factor theorem
 - ➔ Determining Stationary points, using differentiation
 - ➔ Sketching cubic graphs
 - ➔ Interpretation of graphs
- ➔ Applications (maxima and minima; rate of change)
- ➔ Integration of Polynomials
- ➔ Apply Integration to determine area.

Paper 2

Analytical Geometry (25 ± 3 Marks)

- ➔ Distance, Midpoint & gradient formula
- ➔ Parallel and Perpendicular line criteria
- ➔ Inclination and equation of a line
- ➔ Circles and tangents
 - Plotting the Ellipse

Trigonometry (50 ± 3 Marks)

- ➔ Definitions, basic identities, reduction formulae; special angles
- ➔ Identities and equations (solution in interval $[0^\circ; 360^\circ]$)

- ➔ Solution of triangles and problems in 2D and 3D
- ➔ Trigonometric graphs: trigonometric functions and their transformations
- ➔ Rotating Vectors

Euclidean Geometry (40 ± 3 Marks)

- ➔ Circle geometry
- ➔ Ratio and proportion
- ➔ Similarity of triangles

Mensuration, circles, angles and angular movement (35 ± 3 Marks)

- ➔ Circles, Angles and Angular Movement
 - Circles (with origin as centre)
 - Radius and Equation
 - Angles and Arcs
 - Degrees and Radians
 - Sectors and Segments
 - Angular and circumferential/peripheral velocity
- ➔ Mensuration
 - Surface Area and Volume of Right Prisms
 - Effect on Surface Area and Volume of Right Prism when multiply any dimension by a factor k
 - Midordinate Rule

Assessment

School Based Assessment consists of 5 formal assessment tasks. Your final mark will be compiled as follows:

- ➔ SBA: 25%
- ➔ Practical 25%
- ➔ Final exam: 50%

School Based Assessment and PAT

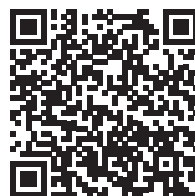
- ➔ **Term 1:** test (15 %) and PAT
- ➔ **Term 2:** assignment (15%), June exam (25 %) and PAT
- ➔ **Term 3:** test (15%) , trial exam (30 %) and PAT

Final Examination

- ➔ Two 3 hour papers which are out of 150 marks each.

Tip:

- ➔ Ensure that you are fully acquainted with your calculator it will save you time in the examination.
- ➔ Ensure you are familiar with the information sheet. Which formula are on it and where these formula are on the page.



Technical Maths

<https://drive.google.com/drive/folders/1uttLA0Ud2SoUhpZH47cWd62D6-MirMR?usp=sharing>



Telematics Videos

<https://qrigo.page.link/mCY4k>

TECHNICAL SCIENCES

Dear Grade 12 learner

Welcome to Technical Sciences. By now you know that Technical Sciences supports learners in the three focus areas of technology, namely Mechanical, Electrical and Civil Technology. You also know that you have to understand, remember and practice what is taught each day. The purpose of this guide is to show you what you have to learn and do in your preparation for your Final Examination.

CONTENT CHECKLIST

A summary of the prescribed content is provided below.

Paper 1

From Grade 12 only

- ➔ Newton's 1st, 2nd and 3rd laws
- ➔ Momentum and Impulse
- ➔ Work, Energy and Power
- ➔ Elasticity
- ➔ Viscosity
- ➔ Hydraulics
- ➔ Electrostatics
- ➔ Electric circuits
- ➔ Electromagnetism
- ➔ Waves, Sound and Light

Paper 2

From Grade 12 only

- ➔ Organic chemistry
- ➔ Plastics and polymers
- ➔ Electronic properties of matter
- ➔ Electrochemical cells
- ➔ Alternate energies

ASSESSMENT REQUIREMENTS

School Based Assessment

TERM 1

- ➔ Experiment 1
- ➔ Control test

TERM 2

- ➔ Experiment 2
- ➔ June Examination

TERM 3

- ➔ Experiment 3
- ➔ Trial Exam

One control test, the June examination and the September examination make up the **SBA** mark which is 25% of the final mark.

The **PAT** consists of three experiments which make up 25% of the final mark.

The rest of the marks viz. 50% are allocated to the **Final Examination**.



Telematics Videos

<https://qr.go.page.link/XqcTF>

Final Examination

You will write two question papers:

- ➔ **Paper 1:** Physics
- ➔ **Paper 2:** Chemistry
- ➔ The content that will be assessed in each paper is listed in the content checklist. Each question paper consists of:
 - ➔ Multiple choice questions section and
 - ➔ Structured question section

150 marks - 3hr
75 marks - 1.5hrs

Tips For Success

1. Teaching time is 4 hours per week. Ensure that you exploit it optimally to learn!
2. Be ahead always. Research, read and calculate to know the content and the experiment before the lesson is taught on a daily basis.
3. The building blocks of science knowledge are definitions, laws, principles and concepts. Know and understand them first, before you try to remember and apply them.
4. The subject Technical Sciences uses mathematical functions, concepts, operations and calculus in its definitions, laws and principles. Ensure that you know the basic operations of addition, subtraction, multiplication, division and factorisation in order to work with numbers and variables.
5. In Technical Sciences you are expected to do science and technology experiments.
6. You need to be able to make drawings and graphical representation of your understanding of the concepts.
7. Reading is essential to help formulate a deeper understanding of the subject.
8. Teaching and assessment will be based on technology examples.



Revision Material Term one



Revision material Term Two



Revision Material Term Three

TOURISM

Dear Grade 12 Tourism learner

Tourism as a school subject has already opened many doors for numerous of our past learners who are currently pursuing rewarding careers in South Africa's growing tourism industry.

If you work hard and consistently deliver your best, the same type of opportunities may come your way and soon you too could be part of an industry that offers a range of exciting career options.

Subject Requirements

- ➔ a textbook and a notebook
- ➔ a non programmable calculator
- ➔ a political world map and a timezone map
- ➔ access to the White Paper on the Promotion and Development of Tourism in South Africa (1996) and the latest version of the Tourism Growth Strategy
- ➔ access to a variety of tourism magazines, brochures, tourist maps and advertising booklets such as hotel brochures, booklets and maps of South Africa's National Parks (SANParks)
- ➔ a grade 12 tourism Annual Teaching Plan (ATP).

Content Checklist

Tourism is the study of the activities, services and industries that deliver a travel experience to groups or individuals.

There are nine tourism topics in grade 12

1. Tourism sectors
2. Map work and tour planning
3. Tourism attractions
4. Sustainable and responsible tourism
5. Domestic, regional and international tourism
6. Culture and heritage tourism
7. Foreign exchange
8. Communication and customer care
9. Marketing

Assessment

You will be required to complete the following:

- ➔ **SBA** (5 x school based assessment tasks)

TERM 1 - total term mark 100

- SBA TASK 1: March Control Test

TERM2 - total term mark 100

- SBA TASK 2: Tourism Skills Assessment
- SBA TASK3: June Exam

TERM3 - total term mark 100

- SBA TASK 4: Data Handling Task
- SBA TASK 5: September Preparatory Exam

SBA TOTAL CALCULATED AS FOLLOWS:

Term 1 + Term 2 + Term 3 = 300 ÷ 3

100 marks

- ➔ **PAT** (Practical Assessment Task)

This is a Practical Assessment Task completed in term 2 and 3 that counts for **100 marks**.

Final Examination in November

200 marks

Section	Content	Mark
Section A	Short questions (all topics)	40
Section B	Map work and tour planning; foreign exchange	50
Section C	Tourism attractions; cultural and heritage tourism; marketing	50
Section D	Tourism sectors; sustainable and responsible tourism	30
Section E	Domestic; regional and international tourism; communication and customer care	30
	Total	200

Tips for success

- ➔ The tuition time for Tourism is 4 hours per week. Spend at least three more hours per week studying, reading and making summary notes in your notebook.
- ➔ In order to be successful at the end of the year, it is important to keep studying throughout the year. Always deliver your best and be sure to complete and hand in all tasks including the compulsory Practical Assessment Task on time.
- ➔ Read newspapers regularly and search for news on Tourism and environmental issues.
- ➔ Be sure to ask your teacher for assistance regarding any difficult tourism concepts you may struggle with.
- ➔ Regularly practise your time zone and forex calculations. Do at least one calculation every day.

SOUTH AFRICA'S BIG FIVE

The Big Five : Rhino, Leopard, Lion, Buffalo, Elephant



VISUAL ARTS

Dear Grade 12 Visual Arts learner

It will be very important to keep drawing and creating throughout the year. Make sure that you draw at least 2 – 3 times per week in your sourcebook. In addition, spend at least the suggested time per week observing /studying/reading about the visual arts.

Subject Requirements

You should have:

- ➔ A Visual Arts textbook
- ➔ A source book
- ➔ Materials related to your chosen discipline

Content Checklist

Below is a checklist you should use to ensure that you have covered the Grade 12 content in full.

- **Topic 1 – Source book:**
(10 – 12 hours per practical task per term)
The sourcebook must tell 'the story' of how your artworks were conceived, developed and produced. This should be done through drawing, writing, research and experimenting.
- **Topic 2 – Making of artworks:**
(18 – 20 hours per practical task per term plus time after school)
You must follow a specialised practical option such as painting, printmaking, multi-media work, etc. to create your prescribed number of artworks. It is important to strive for originality, creativity and innovation in your artworks, while also demonstrating an advanced degree of technical skill in the use of a range of materials and techniques chosen.
- **Topic 3 – Visual Culture Studies:**
You will study SIX themes of the following eight themes (TWO per term):
 1. The voice of emerging artists
 2. South African artists influenced by African and/or indigenous art forms
 3. Socio-political art – including Resistance art of the '70s and '80s
 4. Art, craft and spiritual works mainly from rural South Africa
 5. Multimedia and New media – alternative contemporary and popular art forms in South Africa
 6. Post-1994 democratic identity in South Africa
 7. Gender issues: masculinity and femininity
 8. Architecture in South Africa

You must study a minimum of two artists and two artworks for each theme. Questions on each section would consist of visual literacy ("unseen" artworks) and content that has been studied. **Visual Literacy** underpins the study of all themes; therefore, the study of **specific artworks** must be used to explain the historical, political, social and/or economic background of civilisations/styles/movements and individual artists.

You will be required to complete:

TERM 1	TERM 2	TERM 3	TERM 4
TASK 1 Theory test 50 marks	TASK 3 Theory examination or controlled test 100 marks	TASK 5 Theory Preliminary examination 100 marks	TASK 7.1 Theory Paper 1 100 marks
TASK 2 Practical 1 Sourcebook 100 marks	TASK 4 Practical 2 Sourcebook 100 marks	TASK 7.2 Practical Paper 2 Sourcebook 50 marks	TASK 7.2 Practical Paper 2 Artwork 50 marks
TASK 6: PAT (Retrospective exhibition): This is an exhibition of your work where the minimum requirements are Artworks 1 & 2. You should develop and extend your practical work into a cohesive and holistic body of work that is seen in the context of an exhibition.			

PRACTICAL 1 Artwork	PRACTICAL 2 Artwork	PRACTICAL PAT: RETROSPECTIVE EXHIBITION Refinement, extension & development of themes in practical 1 & 2 100 marks
TASKS 1 – 5 will count towards your school based assessment (SBA) (25% of final mark)		
100 (SBA) + 100 (TASK 6: PAT) + 100 (TASK 7.2: PRACTICAL EXAM) + 100 (TASK 7.1: THEORY EXAM) = 400 (TOTAL MARKS)		

Tips for Success

- ➔ Be creative, innovative and experiment with different media and techniques. Enjoy what you are doing and always strive towards a personal interpretation of a task. Specialise in your practical to excel in your practical component.
- ➔ Become visually literate! Be aware of and study the diverse roles and functions of visual arts in contemporary life, as well as in different times and cultures. This should be part of your everyday life!
- ➔ Remember that a large part of the theory paper will test your ability to analyse unseen artworks.



Theory Summaries

<https://wcedportal.co.za/eresource/69686>



Grade 12 Theory Study Guide

<https://wcedportal.co.za/eresource/202176>



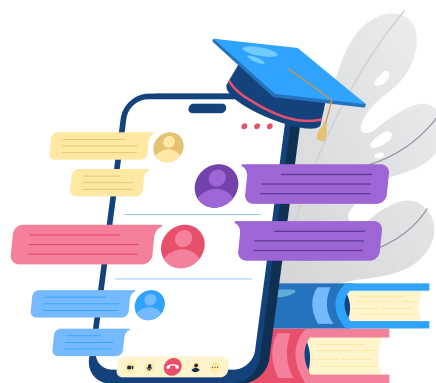
Art Sparks for conceptual development in your sourcebook.

<https://wcedportal.co.za/browse/grades/12/subjects/visual-arts/topics/sourcebook-conceptualisation>

E-LEARNING SUPPORT

“Success is the sum of small efforts, repeated day in and day out.” ~ Robert Collier

The WCED ePortal (<https://wcedportal.co.za/>) has selected a wide range of resources for your matric success. Look no further for advice on preparing for the exams, planning your study time, memory skills and tools as well as time management. Get practical advice for the day of the exam, exam vocabulary and answers to all your NSC FAQs.



Learner Dashboard

Register on the ePortal and receive relevant digital content pushed to your profile according to your subject choices. No need for extensive and time-consuming searches. Watch the **Learn and Jump In** videos and scan the QR code above for the Step by Step video guide to get you going. | <https://wcedportal.co.za/register>



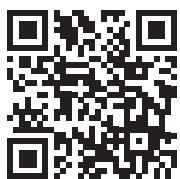
NSC Exam Support

We answer all your questions about the NSC exams. Need to practice your exams skills? We have collected the Common Papers, Exemplars, Past Papers and eAssessments. | <https://wcedportal.co.za/past-papers>



Gr. 12 Subject Support Resources

Subject-specific resources are available to help Grade 12 learners with curriculum and assessment requirements. See each subject support page for a comprehensive overview of revision and tutoring material. | <https://wcedportal.co.za/grade12-subject-support> | <https://wcedportal.co.za/fet-revision-posters>



Gr. 12 Self Study Guides

See a collection of self study guides to help you conquer complex concepts while browsing subject summaries and practising your skills. The collection includes guides from DBE, MindSet, Bright Ideas, Mind The Gap, Via Afrika and Survival Kits. | <https://wcedportal.co.za/fet-study-guides>



Exam Bot on WhatsApp or Messenger

Save time, save data and get the marks you want. Get instant test prep and homework help 24/7. | <https://foondamate.com/>



Gr. 12 Questions & Answers NSC Revision

Gr. 12s! Test your knowledge with this bank of interactive short questions and answers from the NSS Past Papers in Afrikaans and English. | <https://wcedelearn.westerncape.gov.za/moodle/login/index.php>

Matric Support

The website below contains links to:

- Exam timetable
- Past matric exam papers
- Matric revision videos
- Tips for success



Programmes and packages available to help you study

Support material for the following subjects is available from:

- DSTV Channel 319: **Mindset programmes**
English First Additional Language
Accounting
Business Studies
Economics
Geography
History
Life Sciences
Mathematics
Mathematical Literacy
Physical Sciences
Tourism
- Thutong website: **Study Mate booklets and DVDs**
which feature expert teachers explaining common errors and difficult examination questions
www.thutong.doe.gov.za/supportformatrics
- Thutong website: **Maths 911 books**
- The WCED will be publishing a 52 page book of exemplar question papers with marking memoranda in the beginning of the third term. Look out for it.

Mathematics and Science Resources

Check on this website to find a variety of helpful resources:

<http://wcedportal.co.za/mathematical-literacy>

The Interactive **Telematics** Programme

The WCED, in association with the University of Stellenbosch's Telematic Teaching Project, has made available a series of DVDs containing lessons for selected subjects including Mathematics, Physical Sciences, Afrikaans Home Language, English First Additional Language, Accountancy, Life Sciences, Geography, History and Business Studies.

These lessons are broadcast from a studio at Stellenbosch University to learners in 131 satellite schools plus >200 livestream schools across the province using satellite technology as well as web based technology and handheld devices, creating a kind of 'cyber-classroom'.

If Telematics is offered in your school or a school close to you, make sure you attend.

<http://www.facebook.com/telematicsschoolsproject>

For information on how to obtain copies of the Telematics DVDs, please contact

**Edumedia (WCED),
3 Station Road,
Mowbray,
Cape Town 7705**

Tel: 021 689 9536

edumedia@westerncape.gov.za

<http://wcedonline.westerncape.gov.za/>

Watch out for **Winter Schools** and **Spring Schools** organised by the District offices.

eLearning website:

<http://wcedportal.co.za>

Practising with past examination and exemplar papers

Test your knowledge and practise your exam-writing skills using past papers and exemplar papers and check your answers against the marking memoranda. You can obtain past examination papers from your school or from the WCED website:

<http://www.education.gov.za/Examinations/PastExamPapers/tabid/351/Default.aspx>

Revision Countdown:
Matric 2023 – Question and Answer booklet.
Each Western Cape Grade 12 learner will receive a copy in August via their schools.

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Good Luck Matrics of 2024



**Western Cape
Government**

FOR YOU

Education