



**Western Cape
Government**

Education

Grade 12 learners of 2012

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. The nature of your pass at the end of the year will determine your future prospects at university, in your career and your general quality of life.

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

In this booklet we provide you with important tips for success.

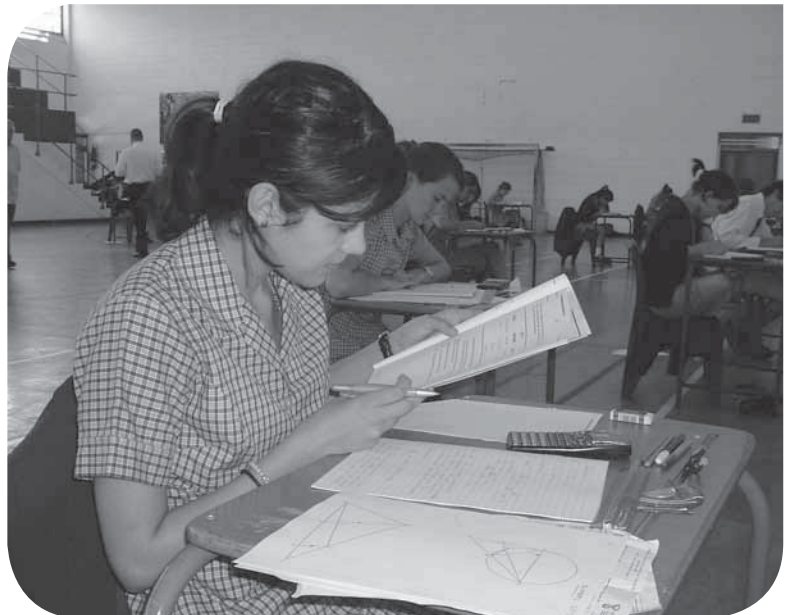
The book contains tips on how to study and how to write an examination.

It contains inspiring stories from past successful grade 12 learners.

It has lists of content to be studied in each subject to help you to 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.



**Grade 12 Tips for Success
2012**



To all WCED Grade 12 NSC Candidates

Dear Grade 12 Learner

The final school examination for the National Senior Certificate is extremely important. Good results can open doors for you that will influence the quality of your future life. For the next few months you should focus strongly on your school work.

The WCED has prepared this book to help you with your examination preparation. This book contains tips for success in the examinations.

The **content lists** for your subjects will help you to draw up your study timetable. Use your time well.

Work systematically through the subject content; make notes and mind maps using your textbooks and study guides. Once you have covered all the topics, work through the exam papers from the past two years. These examinations should give you a good idea of the types of questions you can expect in the final examination.

If you need help, please ask your teachers, your friends or your family. You may also want to look at our website **http://wced.school.za/home/service/qp_index.html**

I wish you a happy learning year.

Yours sincerely

PENNY VINJEVOLD
HEAD: EDUCATION

Date: 2012-01-11

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PROMOTION 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
<p>2 Languages (one Language at Home Language level and the other on either Home or First Additional Language level.)</p> <p>Mathematics</p> <p>OR</p> <p>Mathematical Literacy</p> <p>Life Orientation</p>	<p>Must pass Home Language with 40% or more.</p> <p>Must pass two other subjects with 40% or more.</p> <p>Must pass three other subjects with 30% or more</p>
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 • CAT and IT. 	<p>No aggregate mark or % is used for promotion purposes</p>

Do not aim for the minimum.

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

10 THINGS TO DO TO SUCCEED IN THE GRADE 12 EXAMINATIONS



1. The draft **matric timetable** is out. There is a copy of it in this booklet. Study it and start to plan now. There are sometimes 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. We would not want you to miss your exam!!**
2. There are less than **300 days** to the start of final exams. This includes all 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 get 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. Matric success 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.

TIPS FOR SUCCESS



This booklet is aimed at providing you with information on how to plan your revision, 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.

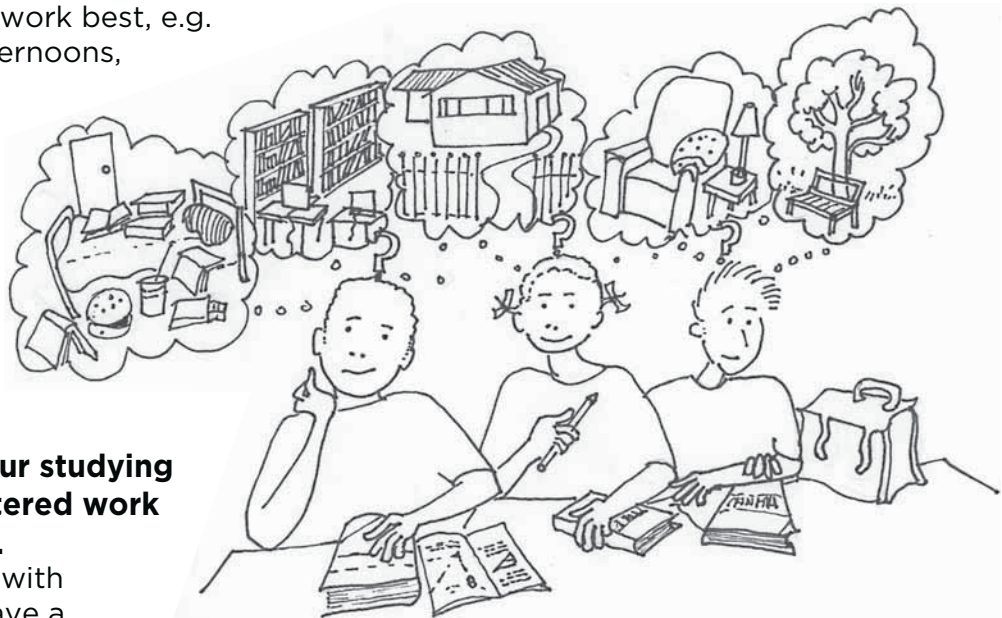
STEP 1 TIME MANAGEMENT

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.

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.
- 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
- Use positive **S**elf-talk to set 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
- Word association, key words, flash cards
- Creating acronyms: e.g. **RICE** stands for *rest, ice, compression and elevation* (What to do when somebody is injured)
- Grouping or categorising – organize the information into logical clusters

Memory – Use it or lose it!

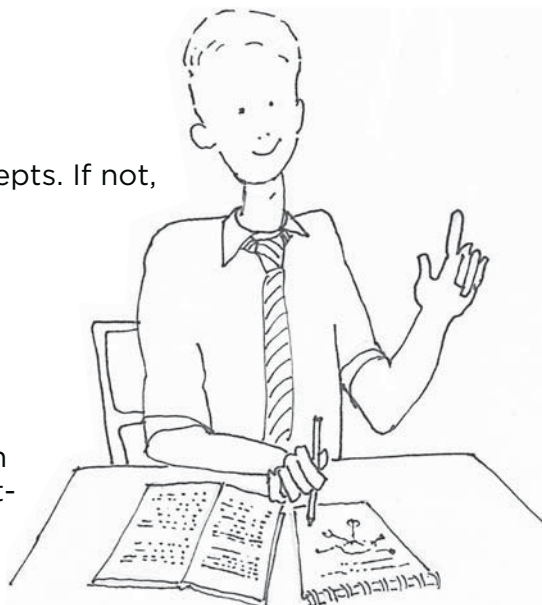
Memory strategies require practice and discipline.



Memory Tip 1

Pay attention and listen carefully in class.

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



Memory Tip 2

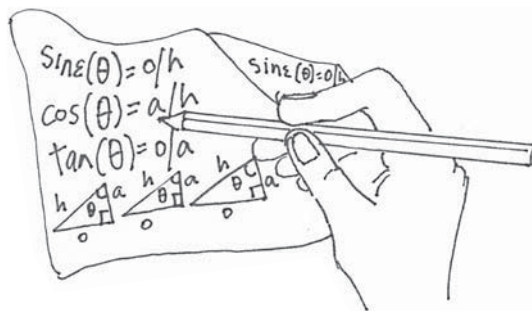
Make effective notes.

- 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:

- Repeat, Repeat, Repeat



Memory Tip 4

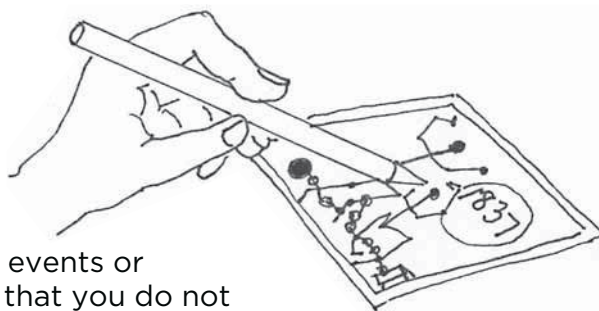
Use mnemonics.

- 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.

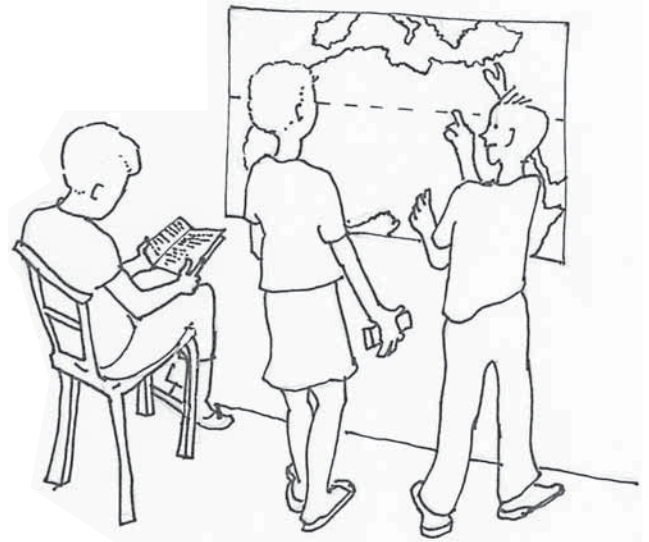
- A very effective way of checking your own understanding is to generate examples of related concepts, situations, relationships, events or case studies. If you cannot do this, it is likely that you do not fully understand this aspect of the syllabus. Ask your teacher for help.



Memory Tip 6

Use visual imagery.

- Visualization 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 memorized 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)



WANT TO SUCCEED? HERE ARE FULLPROOF 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.
- Systematically work through your textbook.
- Learn the work, section by section.
- 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 that were produced to assist you in preparing for your examinations. This will give you a good idea of the types of questions you could expect in a final examination.
- Examination papers and suggested answers of previous years are available on the following website: http://wced.school.za/home/service/qp_index.html
- Ask your teachers and fellow learners to work through the questions and answers with you.

ABOUT ASSESSMENT AND EXAMINATIONS

SCHOOL-BASED ASSESSMENT (SBA) AND PERFORMANCE 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 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 a '999' which means incomplete result. You will not matriculate with your friends and your name will not appear in the newspaper.
- The PAT is very important. By obtaining good marks for your PAT, you have already earned marks towards your final mark for grade 12. Put real effort into every phase of the PAT. Ensure that your implementation plan is realistic and well planned.

Exam Writing Tip 1

Arrive early and ready to begin.

Exam Writing Tip 2

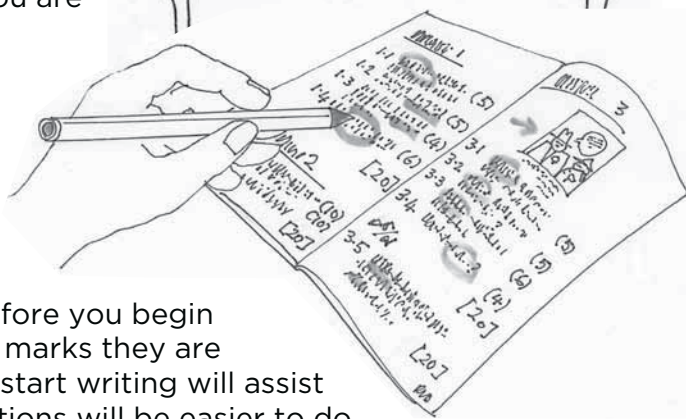
Read and understand the instructions.

- 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 for clarification if you are unsure.

**Exam Writing Tip 3**

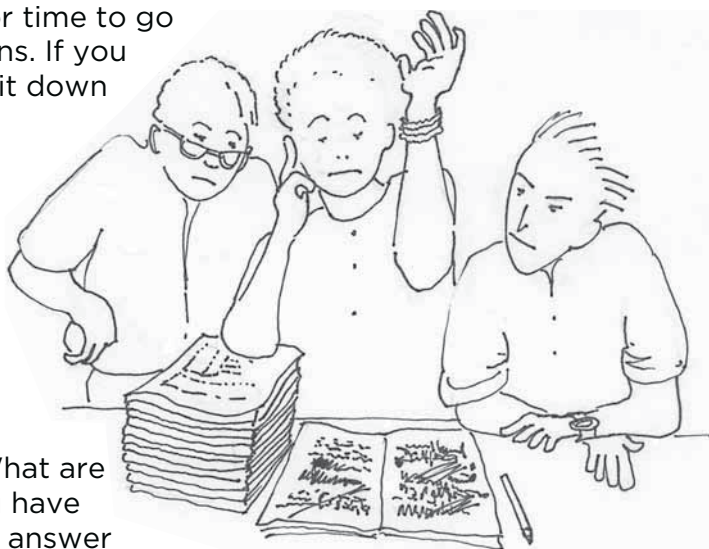
Preview the question paper and allocate your writing time appropriately.

- Read through the whole examination paper before you begin 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 choose. 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



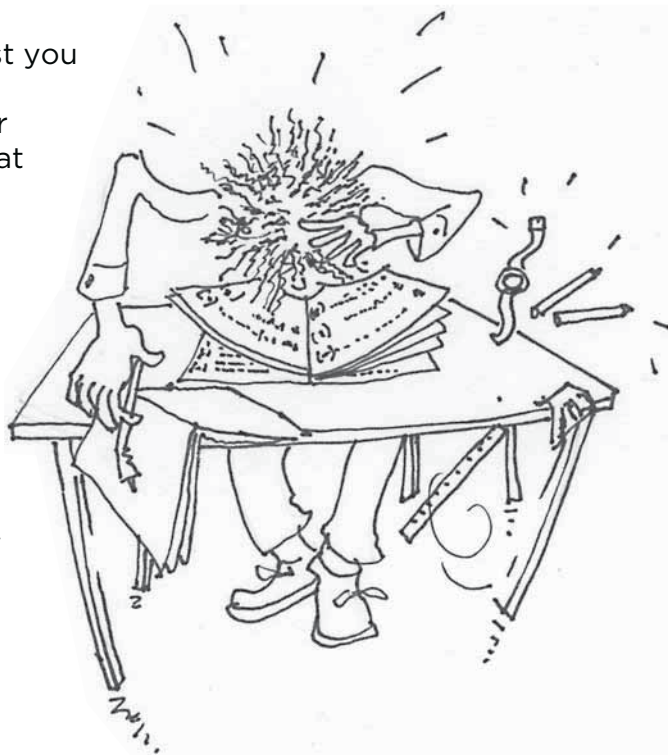
attempted the question. This will also assist you with finding and correcting your mistakes.

- Some questions may ask you to *apply* your knowledge. Write your answer in the format requested, 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 given everything that was asked for.

Exam Writing Tip 9

Stay until the end.

- Don't leave until the exam invigilators throw you out! Sometimes, it takes a little more time for the information in your memory to "surface". So use all the time you are given.

Remember when writing exams:

- Take note of the key verb at the beginning of each question which should guide you on 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.

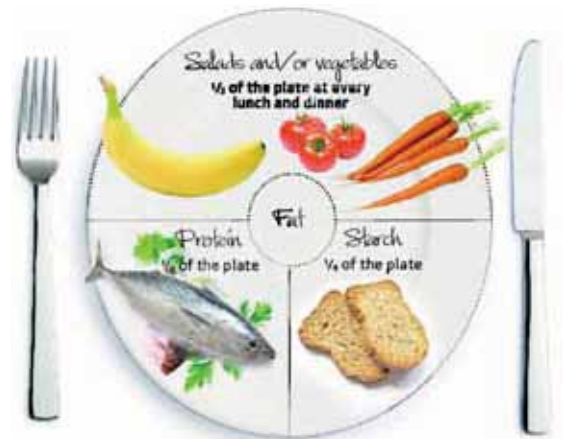
Making the right choices for living the good life!

Making the right choices will help you to look good and feel good. Making healthy choices is also important to help prevent many 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! Eating plenty veg and fruit will provide vitamins and minerals for bright eyes, fabulous skin, shiny hair and will protect your body against many diseases.
- Protein foods build strong muscles - just 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 for special occasions!
- 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 developing 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 game, 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 people's 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!
- You don't have to drink alcohol at all - it raises your risk of diseases, deadly accidents and can put you into risky situations.

What is a healthy lifestyle?

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

Healthy lifestyles begin with:

The right food

- Enjoy a VARIETY of foods.
- Eat LOTS of fresh fruit & veg, grains & beans
- Eat LITTLE 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 the garden - any activity you enjoy that gets you going!

Sexual Health

- Respect yourself, respect others - don't force or be forced!
- Protecting against pregnancy and infection - use a condom every time!
- Have regular health checks
- Avoiding substances
- If you drink - drink RESPONSIBLY!
- Stay away from tobacco and drugs
- If you do have a problem - ask your health worker or social worker for help & support

Make the healthy choice and enjoy life TO THE FULL!

Example of a study timetable for 2012

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: Plant reproduction LO: Employment Equity Act	12 Eng: Read network - characters and their relationships Life Sci: Plant reproduction LO: Work ethics
13 Afr: Kortverhale – lees die verhaal World Cup soccer	14 Afr: Kortverhale - inhoud van die verhaal Life Sci: Local environmental issues -terminology Eng: Paper 2 Novel HL, Genre 1/2 FAL	5 Afr: Kortverhale karakters, hul karaktereenskappe Life Sci: Air pollution Eng: Writing Literature essays and answering contextual questions	16 Afr: Kortverhale-gebeure; oorsaak en gevolg van gebeure Life Sci: Water pollution Eng: Interpreting and answering visual literacy question	17 Afr: Kortverhale ironie, tema, boodskap en soort verteller Life Sci: Soil pollution Eng: Paper 1 editing language in context	18 Afr: Kortverhale - Tyd en ruimte (milieu/ agtegrond) van die gebeure Life Sci: Exploitation of natural resources Eng: Paper 3 shorter transactional writing	19 Family function Day off.
20 Afr: Kortverhale - Kontraste Life Sci: Waste management 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 2012 – STUDY TIMETABLE TEMPLATE FOR YOUR USE

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

MAKE YOUR DREAM COME TRUE



2012 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 they work harder and smarter.



Zintle Kolo Matric 2009

My name is Zintle Kolo. I am 17 years old and looking forward to being a first year student at U.C.T this year. Last

year I was a matriculant at Thandokhulu High School in Mowbray. I stay in Samora Machel near Phillippi and I attended Weltevreden Valley Core Primary School.

I live with my mom, my little brother and 6 other extended family members. Being in grade 12 had its challenges and at first it was as if I'd never make it but through hard work, sacrifice and support from my family and teachers, I managed to make it. I am proud to say that I got 5 A's and 2 B's, with maths at 90%. Pressure and expectations from my family, school, and the society were some of the things that made me scared. I feared that I wouldn't do as well as was expected but at the back of my mind I knew that there was only one person whose expectations I had to meet, and that was me. I also had to worry about what I was going to do after matric. I knew that my mom; who is a single parent, could not afford to send me to varsity but there were other options. I had to apply for financial assistance, write benchmark exams at U.C.T....there was just so much to do and very little time and I had to sacrifice my spare time to do all these things. I knew that whatever sacrifices I made were for my own good. Besides all of that, there was academic pressure..... so much work to do.....and for poor me, a very limited amount of time and study space. I live in a township where there is lots of noise and disruption. I also had house chores to do so I decided to sacrifice at least an hour or two after school to study and do my assignments, sometimes with friends or on my own. I took advantage of every extra tuition time I got, got books from former matriculants and I asked them to help me in every way they could. For me, it was no longer "5 school days a week" but it was "7 days a week". I thank my school teachers for holiday, Saturday and Sunday classes. I also thank friends who would ask me for help after class on Saturdays because through helping them I also managed to get extra lessons. Being in matric is not as difficult as it may sound. One just needs to avoid pressure by studying on a daily basis and avoiding procrastination. The most important thing is not to allow circumstances to determine how you are going to survive...but it is facing

challenges with a positive attitude and knowing that to every problem there is a solution. It is also important to ask God for wisdom and he will give problems to solve, by solving those problems you will not only get wisdom but you will get bravery as well. GOOD LUCK!



Aboo-Bakr Sadick Benjamin - Matric 2009

Being in matric was a real challenge for me. It was the most exciting year of my life although very challenging. I had fun,

but at the same time I worked hard. My challenge was not just academically but also my circumstances. I come from a poverty stricken community where you see people suffer. All around me I see crime, rape, teenage pregnancy and other social ills. I motivated myself, saying and promising that I will rise above my circumstances. I also wanted to be a beacon of light and a role model to other young people so that they can see that their circumstances must not hold them back or use it as an excuse. They must reach for their dreams no matter where they come from. Coming from a family with 8 children and 2 parents (10 in our household), the house was pretty crowded. Although my father (Redewaan) worked in a factory and my mother (Shahiedah) was unemployed, they always motivated me and told me to achieve. They were there for me, always, and they supported me right on till the end which I personally encourage all parents to do. They told me to take all the opportunities that come my way because they never had the chance. They believed in me. The teachers at my school were also very supportive especially my principal, Mr Najaar. All the teachers encouraged me to do well and they always told me to persevere no matter how difficult the challenge. I always tell people to study smart not hard. That was my study strategy. I revised the work I knew and focused more on the work I did not understand. Every night I set two hours aside to study individual subjects. When I had homework I did it (it helps believe me). I studied for a test a week before the time and before examination I revised and worked through question papers. I also loved to tutor individuals because while I am explaining the work I get new insight into it as well and the concept gets clearer and clearer. I also

made sacrifices for instance less TV-time and less hanging out with friends. My advice to Grade 12 learners is that they must make sacrifices. This is the turning point in your life. It is what you make of it. I also advice you to communicate, more especially with your parents. Tell them if you need help with anything. I am sure they will help you and make exceptions. I will also encourage you to work hard (although smart) because matric determines what directions your life will take. Do not look at the negative side of situations because every situation has a positive side. Do not use anything as an excuse. Go for your dreams. All you need to do is believe in yourself and all your abilities. You will achieve beyond your limitations.



Nabeelah Harris - Matric 2010

My name is Nabeelah Harris and I am from Crawford, situated in Athlone, Cape Town. My 12 years of education began humbly at Thornton Road Primary School, a

small school near my home, where many of the learners came from children's homes and other unfortunate circumstances. Because I hardly knew any people that had attended university, I grew up with the impression that it was some vague dream that only materialises for people who went to the right schools and whose parents had the right jobs. It was 10 years into my school career and two schools later that I realised that was not true.

I started at the Cape Academy for Mathematics, Science and Technology in 2008 and although I had always been a dedicated student, I feel that this was when I started working towards receiving the 8 distinctions I did at the end of my grade 12 year. It was here that I realised my potential

My success in 2010 was built on many of things, ranging from dedicated teachers and parents to my own personal ambition for achieving something great. With this in mind, I would like to advise all grade 12 learners of 2011 and beyond, to make a point of using every opportunity they are given to build towards their respective futures. Adjusting your attitude in grade 12 is just as important as studying regularly and by having the correct mind-set during the year you will be able to pull through some of the most stressful matric moments.

It is true that grade 12 can easily be called

the most challenging year of anyone's school career. But this does not mean that it is impossible to pass and to pass well. Remaining on track with your work in each and every subject each and every day from the very first day of classes and being responsible for your own education by taking it upon yourself to pre-read, study and make sure you understand exactly what you should know instead of waiting for others to tell you to, should be some of the most crucial aspects to your matric "game plan". Doing past papers and reading through the examination guidelines can really clear up any uncertainties you may have - and these resources are readily available from the internet and your teachers.

Grade 12 does not only put forth the challenge of having to pass your examinations, but also to get into your desired tertiary institution and sometimes to obtain a bursary. It is extremely important to apply early, make sure you write all admission tests and forward all necessary documents on time.

To the grade 12s, good luck with your examinations. Be prepared to make sacrifices, tackle every challenge head on and have a firm belief in your abilities just when you think you might doubt them. Know when you should take a break - and when you shouldn't. This year is your opportunity to shape your life. Approach it with passion and you will not regret a single moment.



Tyrone van Balla - Matric 2010

It is often said that life can be compared to an interesting journey. Just like a journey may consist of twists and turns, high peaks, and deep valleys, life consists of

unforeseen events, opportunities, highlights, and even low moments. Matric on its own can also be viewed from such a perspective - there are unexpected happenings, plenty of opportunities, moments that you will never forget, both good and bad, add to that a lot of pressure and expectations, and Matric can turn out to be one very demanding journey. But like any journey, the way in which you choose to complete it, will ultimately determine where you end up.

My name is Tyrone van Balla, I am 18 years old and am about to enter the University of Cape Town as a first year student in Electrical

Engineering. I have successfully completed my high school career at South Peninsula High School in Diep River, obtaining 8 subject distinctions. During my matric year, I lived with my parents, a younger brother, and a grandmother. My father, who is self-employed, was the only breadwinner of the family. From a young age I was already instilled with the qualities I have today. I never had anything handed to me and I was always encouraged to work hard for something I wanted. I was also taught to be respectful, helpful, trustworthy and reliable.

Motivation is something that I have always just possessed. My desire to want to achieve and to do my best is what can be considered as the major driving force behind me. Also, knowing my family circumstances, I knew that if I wanted to further my studies I would have to be awarded a bursary. This also pushed me to work harder. Another key factor in my motivation is my desire to use my God given gifts to their fullest potential.

Matric for me was the best year of my high school career. It was filled with many challenges and opportunities, but it was also very stressful and I could not help but feel pressured all the time. One of the things I highly recommend to anyone in matric is a good support system. Friends and family are vital during this year as they will keep you going when things look bleak, and continue to believe in you, when you occasionally do not. Many people would often wonder how I was able to achieve the results that I achieved. I always give the same answer: through hard work. There simply is no substitute for it. During matric it's important to start working from day one. This will ensure that you are thoroughly prepared by the time you reach finals. Sacrifices will have to be made, but they will be easier to make once you fully realise that you are doing this for yourself and no one else. I sacrificed my weekends and a lot of 'free time' to attend extra classes, but I know I made the right choice when I look at what I achieved.

It's true that sacrifice is important, cutting down time spent on socializing and entertainment, but what is even more important is to ensure that you have a balanced lifestyle. I personally enjoyed this year as I got involved everywhere, just to get my mind off things now and then. I also kept on enjoying my hobbies throughout the year but being the person I am, I knew when it was time to get serious.

In all honesty, matric is not difficult. If you know what you want, and know what is required to obtain it, then it is just up to

you to decide whether or not you are willing to put the extra effort in. Set yourself goals throughout the year, and remain focused. Ask for help immediately if you need it. Surround yourself with positive people and ultimately make the most of it. Hold on to your dreams, no matter how outrageous they may seem. And always remember: Hard work is ALWAYS rewarded.

Best of luck and keep in mind that success is the sum of small efforts, repeated day in and day out!



Sheryl Rajpaul - Matric 2010

DO NOT PANIC.

This is the first thing I thought of when I was asked to give advice to future matriculants. There is so much hype about the final matric exams that it can be quite a daunting

prospect. Yes, the final exams are what you are working towards, but it is no use burning yourself out and forgetting to enjoy your last year of school!

Of course, I am not suggesting that you should not work throughout the year – what I believe to be important, is balance. Consistent work, as well as fitting in time for things like exercise, friends and family, will pay off. Try to keep this in mind this year. If you do, you will feel much more confident by the time you write exams.

When it comes to writing exams, it is quite helpful to keep a timetable of your studying that you can stick to. When you design the timetable, you should think about when you study best, what is realistic and what subjects need the most focus. Secondly, plan your breaks carefully – if you don't, they can start to be indefinite and take up your entire day. Most importantly, make sure that you are studying effectively. For example, in subjects like Mathematics and Physical Sciences, you learn best by practice, whereas in History, for example, you will need to do a lot more memorising.

Besides this, there is no secret ingredient to success (not one that I know of, anyway!). I have been lucky to have a privileged background: my family and friends are incredibly supportive and I went to Westerford High School, where I was taught by many talented and inspiring teachers. However, this alone was not enough to ensure success. As I mentioned, I had to work consistently and be disciplined, and I believe

that if you do this, you can realise your goals.

Finally, good luck! I hope you have a wonderful year and that you achieve everything you hope for.



Uthmaan Solomon – Matric 2010

For many a South African, a year to remember. World cup, teachers strike, it had it all. For me, the focus was on matric. Pressure, expectations, all the factors normally

associated with matric were heightened. So it was up to me to meet these challenges with equal vigour.

My name is Uthmaan Solomon. I am 18 years old and was fortunate enough to be a 2010 matriculant of Livingstone High. I am the only son in a family of four children. Two of my sisters who also completed their matric at the same school, did so with excellent results. Thus from the get-go I felt the pressure to not only match their achievements, but try to better them.

I'll be honest, matric can become quite hectic. Balancing everything in conjunction with one's academics was challenging. Family, cultural and leadership responsibilities took up a large part of my time, and I had to be careful not to lose track of my academic goals. I was lucky enough to have my parents and teachers to fall back on when I lost motivation at times. They ensured that I remained focused and on track.

Living up to the expectations people reserve for you might seem a tall order. Even those that you hold for yourself might seem impossible at times; but you'll come to realise that it is those exact pressures that make you go the extra mile. It is that extra bit of effort that can so easily be the difference between failure and success. So when you're feeling the crunch this year, remember: diamonds can only be made under pressure.

I am grateful to the Almighty for not burdening me with serious hardships this past year. Having witnessed friends struggle, but ultimately triumph in spite of their circumstances inspired me. How could I not try to achieve the best I could, given how lucky my situation was in comparison? So I made an oath to utilise every moment I had and use it to the fullest, and that's exactly what I did. When I was in class, I gave it my best. When I was socialising with friends, I gave them my best. And of course, when I

was studying I concentrated on nothing else. Hard work and dedication together with a balanced lifestyle ensured a successful matric year.

As individuals, we are all different. My study method might not necessarily work for the next person. I suggest testing out various study methods such as mind maps, summaries, rewriting notes or forming study groups, and then apply the method that works best for you.

Final advice to all matriculants? Simply that all the clichés work: listen to teachers, ask for help, do your homework, persevere, believe in yourself, stay positive, study smart and work hard consistently! You must have heard these a thousand times, but there's a reason why they are so often repeated. When executed correctly, miracles become possible. Having a vision for yourself is also important, so set your goals early on in the year. This way you have a starting point that should be your driving force towards achieving greater things. If you know what you're aiming for, there will be less time spent on panicking. Achieving your goal is something no one can take away from you; and with perseverance, hard work and sacrifice, any adversity in life can be overcome.

Lastly, enjoy matric! It was definitely my most fun-filled, gratifying, stressful yet rewarding year of my life, and you only get to experience it once (if all goes to plan). Cherish every moment because before you know it, it will be over.

The learners below all attended the Telematics programme and were interviewed after receiving their results.



Lukhanyo Rintsana and Bulumko Xoli

At Manzomthombo Secondary in Mfuleni, two learners, Lukhanyo Rintsana and Bulumko Xoli received A's for Life Orientation and Life Sciences. Lukhanyo also scored an A for Maths

and Physical Science. The Life Science teacher encouraged them to 'find their passion, to enjoy school and to believe in themselves'.

Lukhanyo will be studying Pharmacy at UWC and would like to eliminate obesity in his community whilst Bulumko will be studying Computer Studies at UCT.

They attended all the Telematic classes and

found it 'refreshing' as they could sit back, relax and absorb everything. On Sundays they usually rushed from church to the Telematics classes and encouraged learners from other schools to accompany them. These two best friends enjoyed competing and were available to assist their peers. Better equipped science labs are what they would like learners to be exposed to.

Their tips for Grade12:

- Stay motivated
- Manage your time well as Grade12 is not difficult, but the volume is enormous
- Proper preparation prevents poor performance

These learners like so many others in the Western Cape are truly passionate about education, they love learning and have impeccable attendance records.



Wade Rosant and Mon-Cheri Baatjies

Wade Rosant and Mon-Cheri Baatjies from Elsies River Secondary each obtained four A's.

Despite Wade's challenge of not being able to study at home

during the day due to lack of personal space, he attributes his A's in Physical Science, Maths and Afrikaans Home Language largely to Telematics, the motivation he received from his teachers and the church. He maintains that, 'die lewe is baie moeilik, maar deur harde werk, vroegtydige voorbereiding en deeglike beplanning kan meer leerlinge sukses behaal'.

He says the Telematic lessons not only assisted to prepare him for the exams, he replayed the explanations given by the presenters in his mind's eye whilst writing the Accounting and Maths exams,

Mon-Cheri attended most of the Telematics Broadcasts which were beamed to 120 schools in the Western Cape after school hours and on Sunday afternoons. She was able to secure an A in three of the four

subject broadcasts she attended, i.e. Life Sciences, Afrikaans Home Language and English FAL. She attributes her success to a caring mother, the teachers and principal.

Their tips for Matrics

- Prepare from day 1, work consistently throughout the year – breaks are for after the final exams
- Never blame poor results on your circumstances
- Hard work is the only key to success and reach out for help...it is always available
- Always do your best as only the best is good enough and never settle for mediocrity.

GOOD LUCK TO ALL 2012 MATRIC LEARNERS

Work through past examination papers

Work systematically through the content of the subjects making notes and mind maps using your textbooks and study guides. Once you have covered all the topics, work through the exam papers from the past two years. These questions should give you a good idea of the types of questions you could expect in a final examination.

Examination papers and suggested answers of previous years are available on the following website: http://wced.school.za/home/service/qp_index.html

Matrics, your teacher is your guide, don't be shy to ask your teacher for advice.

Ask your teacher for a content outline on what you should cover in the year.

NOT HAVING MONEY DOESN'T MEAN YOU CAN'T STUDY BURSARIES AND LOANS

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. The National Student Financial Aid Scheme (NSFAS) was set up to help needy South African students to further their education at **public** universities and Further Education and Training (FET) Colleges. Funding is for a first undergraduate degree or a National Certificate (Vocational) course at an FET College.

This 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.). There are also bursaries for the National Certificate (Vocational) courses at FET Colleges – you need a minimum of a Grade 9 to be accepted but many young people with Grade 12 behind them also study these courses.

Since there are not enough bursaries available for all students in South Africa, you may receive a loan which is repayable when you start working one day. In fact, most students in South Africa fund their studies through a 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.

To find the best solution to your funding need, you should plan. By the middle of your Grade 12 year, you should know what field of study you want to enter. Use either your end-of-year Grade 11 or your mid-year Grade 12 exam results to apply to a university.

Once you have been accepted for studies at an educational institution, you can apply for financial aid. Apply at the university's Financial Aid Office or the Student Support Centre at an FET College. You will need the following documents and information for this:

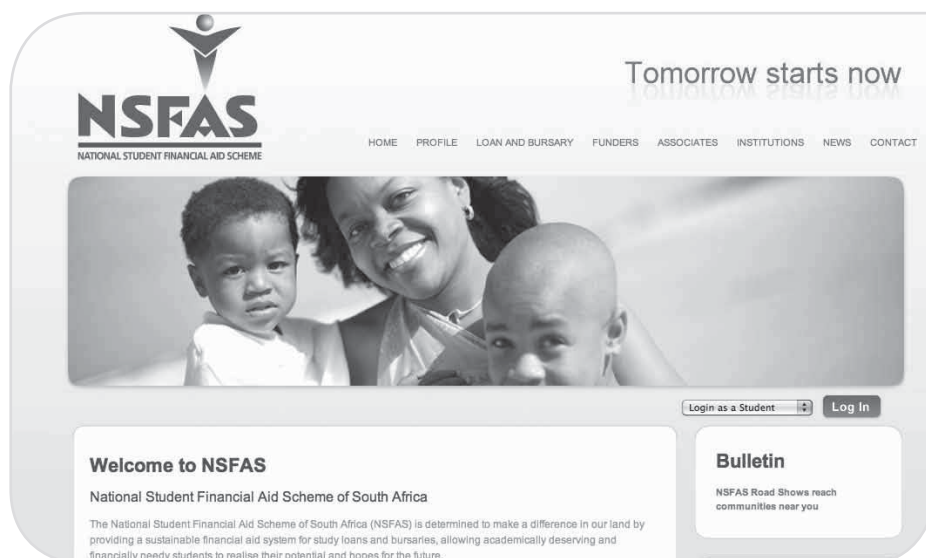
- A certified copy of your barcoded South African ID
- Proof of your family's income
- Copies of the IDs/birth certificates of your siblings at university, college, school or pre-school.

This information will be used to assess the extent of your financial need to see whether you can be provided with financial assistance.

For both the Funza Lushaka teaching bursary and the Department of Social Development social work bursary scheme, you need to apply directly to the relevant Government Department. For more information about the Department of Basic Education's Funza Lushaka bursary, visit **www.funzalushaka.dbe.gov.za**.

You can find out more about bursaries for social work by visiting an office of the Department of Social Development.

If you want to find out more about NSFAS-administered funds, send an SMS query to **32261**, visit **www.nsfas.org.za**, send an email to info@nsfas.org.za, or call (021) 763-3232.



In search of a different dream?

Your best chance of success is with the Thuthuka Bursary Fund...

"Thuthuka gave us the opportunity to make it in a world that many others never get the opportunity to enter - the world of professionals. Where we come from, such a world is a myth, but Thuthuka gave us the opportunity to make that world our reality."



There's no need to limit your dreams. The Thuthuka Bursary Fund offers you a comprehensive academic programme. In addition, tuition, life skills, academic support, textbooks, residential fees and a living allowance form part of an integral part of the programme.

To date, 1800 students have become a part of the Thuthuka Bursary Fund legacy.

Apply for a Thuthuka Bursary

What a Thuthuka Bursary can offer you

The Thuthuka Bursary fund offers comprehensive support. It covers tuition, additional life skills and academic support programmes, text books, residential fees and a reasonable living allowance.

How you can be selected

Learners must:

- Be in Grade 12
- Be African or Coloured
- Achieve at least a level 5 in Mathematics (not Maths Literacy)
- Write the National Benchmarking Test (NBT)
- Obtain university admission into the BCom Accounting programme or equivalent at a SAICA accredited university offering the Thuthuka programme

For more information:

- Ask your educator for an application form or contact us at 08610 SAICA (72422)
- Send the completed application form by 30 April 2012 to:

Thuthuka Bursary Fund
PO Box 59875
Kengray
2100



FINAL EXAMINATION TIMETABLE/FINALE EKSAMENROOSTER
NATIONAL SENIOR CERTIFICATE EXAMINATION/NASIONALE SENIOR CERTIFIKAAT-EKSAMEN

EXAMINATION DATE: OCTOBER - NOVEMBER 2012

EKSAMENDATUM : OKTOBER - NOVEMBER 2012

DATE/ DATUM	SESSION / SESSIE	TIME/ TYD	CODE/ KODE	SUBJECT DESCRIPTION/	VAKBESKRYWING
Monday/ Maandag 22/10/2012	1	09:00 - 11:00	ENGHL.1	English Home Language Paper 1	Engels Huistaal Vraestel 1
		09:00 - 11:00	ENGFA.1	English First Additional Language Paper 1	Engels Eerste Addisionele Taal Vraestel 1
		09:00 - 11:30	ENGSA.1	English Second Additional Language Paper 1	Engels Tweede Addisionele Taal Vraestel 1
	2	14:00 - 17:00	DRMA.1	Dramatic Arts	Dramatiese Kunste
Tuesday/ Dinsdag 23/10/2012	3	09:00 - 12:00	ACCN.1	Accounting	Rekeningkunde
	4	14:00 - 16:00	GRMHL.1	German Home Language Paper 1	Duits Huistaal Vraestel 1
		14:00 - 16:00	GRMSA.1	German Second Additional Language Paper 1	Duits Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	HBRS.1	Hebrew Second Additional Language Paper 1	Hebreeus Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	PRGHL.1	Portuguese Home Language Paper 1	Portugees Huistaal Vraestel 1
		14:00 - 16:00	PRGFA.1	Portuguese First Additional Language Paper 1	Portugees Eerste Addisionele Taal Vraestel 1
		14:00 - 16:00	PRGSA.1	Portuguese Second Additional Language Paper 1	Portugees Tweede Addisionele Taal Vraestel 1
Wednesday/ Woensdag 24/10/2012	5	09:00 - 12:00	CATN.1	Computer Applications Technology Paper 1 (Practical)	Rekenaartoeëpassingstegnologie Vraestel 1 (Praktiese)
	6	14:00 - 16:00	FRHSA.1	French Second Additional Language Paper 1	Frans Tweede Addisionele Taal Vraestel 1
		14:00 - 16:30	LTNSA.1	Latin Second Additional Language Paper 1	Latyn Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	MGRSA.1	Modern Greek Second Additional Language Paper 1	Moderne Grieks Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	URDHL.1	Urdu Home Language Paper 1	Urdu Huistaal Vraestel 1
		14:00 - 16:00	URDFA.1	Urdu First Additional Language Paper 1	Urdu Eerste Addisionele Taal Vraestel 1
		14:00 - 16:00	URDSA.1	Urdu Second Additional Language Paper 1	Urdu Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	ARBSA.1	Arabic Second Additional Language Paper 1	Arabies Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	HNDHL.1	Hindi Home Language Paper 1	Hindi Huistaal Vraestel 1
		14:00 - 16:00	HNDFA.1	Hindi First Additional Language Paper 1	Hindi Eerste Addisionele Taal Vraestel 1
		14:00 - 16:00	HNSA.1	Hindi Second Additional Language Paper 1	Hindi Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	TMLHL.1	Tamil Home Language Paper 1	Tamil Huistaal Vraestel 1
		14:00 - 16:00	TMLFA.1	Tamil First Additional Language Paper 1	Tamil Eerste Addisionele Taal Vraestel 1
		14:00 - 16:00	TMLSA.1	Tamil Second Additional Language Paper 1	Tamil Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	GUJHL.1	Gujarati Home Language Paper 1	Gujarati Huistaal Vraestel 1
		14:00 - 16:00	GUJFA.1	Gujarati First Additional Language Paper 1	Gujarati Eerste Addisionele Taal Vraestel 1

DATE/ DATUM	SESSION / SESSIE	TIME/ TYD	CODE/ KODE	SUBJECT DESCRIPTION/	VAKBESKRYWING
Wednesday/ Woensdag 24/10/2012	6	14:00 - 16:00	GUJSA.1	Gujarati Second Additional Language Paper 1	Gujarati Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	TLGHL.1	Telegu Home Language Paper 1	Telegu Huistaal Vraestel 1
		14:00 - 16:00	TLGFA.1	Telegu First Additional Language Paper 1	Telegu Eerste Addisionele Taal Vraestel 1
		14:00 - 16:00	TLGSA.1	Telegu Second Additional Language Paper 1	Telegu Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	ITLSA.1	Italian Second Additional Language Paper 1	Italiaans Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	SPNSA.1	Spanish Second Additional Language Paper 1	Spaans Tweede Addisionele Taal Vraestel 1
Thursday/ Donderdag 25/10/2012	7	09:00 - 12:00	PHSC.1	Physical Sciences Paper 1 (Physics)	Fisiese Wetenskappe Vraestel 1 (Fisika)
	8	14:00 - 14:30	CATN.5	Computer Applications Technology Paper 1 (Optional Speed Test)	Rekenaartoeëpassingstegnologie Vraestel 1 (Opsionele Spoedtoets)
Monday/ Maandag 29/10/2012	9	09:00 - 12:00	PHSC.2	Physical Sciences Paper 2 (Chemistry)	Fisiese Wetenskappe Vraestel 2 (Chemie)
	10	14:00 - 16:00	FRHSA.2	French Second Additional Language Paper 2	Frans Tweede Addisionele Taal Vraestel 2
		14:00 - 15:30	LTNSA.2	Latin Second Additional Language Paper 2	Latyn Tweede Addisionele Taal Vraestel 2
		14:00 - 16:00	MGRSA.2	Modern Greek Second Additional Language Paper 2	Moderne Grieks Tweede Addisionele Taal Vraestel 2
		14:00 - 16:30	URDHL.2	Urdu Home Language Paper 2	Urdu Huistaal Vraestel 2
		14:00 - 16:00	URDFA.2	Urdu First Additional Language Paper 2	Urdu Eerste Addisionele Taal Vraestel 2
		14:00 - 16:00	URDSA.2	Urdu Second Additional Language Paper 2	Urdu Tweede Addisionele Taal Vraestel 2
		14:00 - 16:00	ARBSA.2	Arabic Second Additional Language Paper 2	Arabies Tweede Addisionele Taal Vraestel 2
		14:00 - 16:30	HNDHL.2	Hindi Home Language Paper 2	Hindi Huistaal Vraestel 2
		14:00 - 16:00	HNDFA.2	Hindi First Additional Language Paper 2	Hindi Eerste Addisionele Taal Vraestel 2
		14:00 - 16:00	HNSA.2	Hindi Second Additional Language Paper 2	Hindi Tweede Addisionele Taal Vraestel 2
		14:00 - 16:30	TMLHL.2	Tamil Home Language Paper 2	Tamil Huistaal Vraestel 2
		14:00 - 16:00	TMLFA.2	Tamil First Additional Language Paper 2	Tamil Eerste Addisionele Taal Vraestel 2
		14:00 - 16:00	TMLSA.2	Tamil Second Additional Language Paper 2	Tamil Tweede Addisionele Taal Vraestel 2
		14:00 - 16:30	TLGHL.2	Telegu Home Language Paper 2	Telegu Huistaal Vraestel 2
		14:00 - 16:00	TLGFA.2	Telegu First Additional Language Paper 2	Telegu Eerste Addisionele Taal Vraestel 2
		14:00 - 16:00	TLGSA.2	Telegu Second Additional Language Paper 2	Telegu Tweede Addisionele Taal Vraestel 2
		14:00 - 16:30	GUJHL.2	Gujarati Home Language Paper 2	Gujarati Huistaal Vraestel 2
Tuesday/ Dinsdag/ 30/10/2012	11	09:00 - 12:00	INFT.1	Information Technology Paper 1 (Practical)	Inligtingstegnologie Vraestel 1 (Praktiese)
	12	14:00 - 17:00	MUSC.1	Music Paper 1 (Music Theory)	Musiek Vraestel 1 (Musiekteorie)
Wednesday/ Woensdag 31/10/2012	13	09:00 - 11:30	AGRS.1	Agricultural Sciences Paper 1	Landbouwetenskappe Vraestel 1
		09:00 - 12:00	NTSC.1	Nautical Science Paper 1	Seevaarkunde Vraestel 1

DATE/ DATUM	SESSION / SESSIE	TIME/ TYD	CODE/ KODE	SUBJECT DESCRIPTION/	VAKBESKRYWING
Wednesday/ Woensdag 31/10/2012	14	14:00 - 17:00	INFT.2	Information Technology Paper 2 (Theory)	Inligtingstegnologie Vraestel 2 (Teorie)
		14:00 - 17:00	CATN.2	Computer Applications Technology Paper 2 (Theory)	Rekenaartoepassingstegnologie Vraestel 2 (Teorie)
Thursday/ Donderdag 01/11/2012	15	09:00 - 11:00	AFRHL.1	Afrikaans Home Language Paper 1	Afrikaans Huistaal Vraestel 1
		09:00 - 11:00	AFRFA.1	Afrikaans First Additional Language Paper 1	Afrikaans Eerste Addisionele Taal Vraestel 1
		09:00 - 11:30	AFRSA.1	Afrikaans Second Additional Language Paper 1	Afrikaans Tweede Addisionele Taal Vraestel 1
	16	14:00 - 15:30	MUSC.2	Music Paper 2 (Music Comprehension)	Musiek Vraestel 2 (Musiekbegrip)
Friday/ Vrydag 02/11/2012	17	09:00 - 12:00	MATH.1	Mathematics Paper 1	Wiskunde Vraestel 1
		09:00 - 12:00	MLIT.1	Mathematical Literacy Paper 1	Wiskunde Geletterdheid Vraestel 1
	18	14:00 - 16:30	GRMHL.2	German Home Language Paper 2	Duits Huistaal Vraestel 2
		14:00 - 16:00	GRMSA.2	German Second Additional Language Paper 2	Duits Tweede Addisionele Taal Vraestel 2
		14:00 - 16:00	HBRSA.2	Hebrew Second Additional Language Paper 2	Hebreeus Tweede Addisionele Taal Vraestel 2
		14:00 - 16:30	PRGHL.2	Portuguese Home Language Paper 2	Portugees Huistaal Vraestel 2
		14:00 - 16:00	PRGFA.2	Portuguese First Additional Language Paper 2	Portugees Eerste Addisionele Taal Vraestel 2
		14:00 - 16:00	PRGSA.2	Portuguese Second Additional Language Paper 2	Portugees Tweede Addisionele Taal Vraestel 2
Monday/ Maandag 05/11/2012	19	09:00 - 12:00	MATH.2	Mathematics Paper 2	Wiskunde Vraestel 2
		09:00 - 12:00	MLIT.2	Mathematical Literacy Paper 2	Wiskunde Geletterdheid Vraestel 2
	20	14:00 - 16:30	GRMHL.3	German Home Language Paper 3	Duits Huistaal Vraestel 3
		14:00 - 16:30	PRGHL.3	Portuguese Home Language Paper 3	Portugees Huistaal Vraestel 3
		14:00 - 16:30	PRGFA.3	Portuguese First Additional Language Paper 3	Portugees Eerste Addisionele Taal Vraestel 3
		14:00 - 16:30	URDHL.3	Urdu Home Language Paper 3	Urdu Huistaal Vraestel 3
		14:00 - 16:30	URDFA.3	Urdu First Additional Language Paper 3	Urdu Eerste Addisionele Taal Vraestel 3
		14:00 - 16:30	TMLHL.3	Tamil Home Language Paper 3	Tamil Huistaal Vraestel 3
		14:00 - 16:30	TMLFA.3	Tamil First Additional Language Paper 3	Tamil Eerste Addisionele Taal Vraestel 3
		14:00 - 16:30	TLGHL.3	Telegu Home Language Paper 3	Telegu Huistaal Vraestel 3
		14:00 - 16:30	TLGFA.3	Telegu First Additional Language Paper 3	Telegu Eerste Addisionele Taal Vraestel 3
		14:00 - 16:30	GUJHL.3	Gujarati Home Language Paper 3	Gujarati Huistaal Vraestel 3
		14:00 - 16:30	GUJFA.3	Gujarati First Additional Language Paper 3	Gujarati Eerste Addisionele Taal Vraestel 3
		14:00 - 16:30	HNDHL.3	Hindi Home Language Paper 3	Hindi Huistaal Vraestel 3
		14:00 - 16:30	HNDFA.3	Hindi First Additional Language Paper 3	Hindi Eerste Addisionele Taal Vraestel 3
Tuesday/ Dinsdag/ 06/11/2012	21	09:00 - 11:30	AGRS.2	Agricultural Sciences Paper 2	Landbouwetenskappe Vraestel 2
	22	14:00 - 16:00	SESHL.1	Sesotho Home Language Paper 1	Sesotho Huistaal Vraestel 1
		14:00 - 16:00	SESFA.1	Sesotho First Additional Language Paper 1	Sesotho Eerste Addisionele Taal Vraestel 1

DATE/ DATUM	SESSION / SESSIE	TIME/ TYD	CODE/ KODE	SUBJECT DESCRIPTION/	VAKBESKRYWING
Tuesday/ Dinsdag/ 06/11/2012	22	14:00 - 16:30	SESSA.1	Sesotho Second Additional Language Paper 1	Sesotho Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	SEPHL.1	Sepedi Home Language Paper 1	Sepedi Huistaal Vraestel 1
		14:00 - 16:00	SEPFA.1	Sepedi First Additional Language Paper 1	Sepedi Eerste Addisionele Taal Vraestel 1
		14:00 - 16:30	SEPSA.1	Sepedi Second Additional Language Paper 1	Sepedi Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	SETHL.1	Setswana Home Language Paper 1	Setswana Huistaal Vraestel 1
		14:00 - 16:00	SETFA.1	Setswana First Additional Language Paper 1	Setswana Eerste Addisionele Taal Vraestel 1
		14:00 - 16:30	SETSA.1	Setswana Second Additional Language Paper 1	Setswana Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	XITHL.1	Xitsonga Home Language Paper 1	Xitsonga Huistaal Vraestel 1
		14:00 - 16:00	XITFA.1	Xitsonga First Additional Language Paper 1	Xitsonga Eerste Addisionele Taal Vraestel 1
		14:00 - 16:30	XITSA.1	Xitsonga Second Additional Language Paper 1	Xitsonga Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	TSVHL.1	Tshivenda Home Language Paper 1	Tshivenda Huistaal Vraestel 1
		14:00 - 16:00	TSVFA.1	Tshivenda First Additional Language Paper 1	Tshivenda Eerste Addisionele Taal Vraestel 1
		14:00 - 16:30	TSVSA.1	Tshivenda Second Additional Language Paper 1	Tshivenda Tweede Addisionele Taal Vraestel 1
Wednesday/ Woensdag 07/11/2012	23	09:00 - 12:00	HIST.1	History Paper 1	Geskiedenis Vraestel 1
		09:00 - 12:00	MRTE.1	Maritime Economics	Maritieme Ekonomie
		09:00 - 12:00	EQNS.1	Equine Studies	Perdestudies
	24	14:00 - 16:00	XHOHL.1	isiXhosa Home Language Paper 1	isiXhosa Huistaal Vraestel 1
		14:00 - 16:00	XHOFA.1	isiXhosa First Additional Language Paper 1	isiXhosa Eerste Addisionele Taal Vraestel 1
		14:00 - 16:30	XHOSA.1	isiXhosa Second Additional Language Paper 1	isiXhosa Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	ZULHL.1	isiZulu Home Language Paper 1	isiZulu Huistaal Vraestel 1
		14:00 - 16:00	ZULFA.1	isiZulu First Additional Language Paper 1	isiZulu Eerste Addisionele Taal Vraestel 1
		14:00 - 16:30	ZULSA.1	isiZulu Second Additional Language Paper 1	isiZulu Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	NDBHL.1	isiNdebele Home Language Paper 1	isiNdebele Huistaal Vraestel 1
		14:00 - 16:00	NDBFA.1	isiNdebele First Additional Language Paper 1	isiNdebele Eerste Addisionele Taal Vraestel 1
		14:00 - 16:30	NDBSA.1	isiNdebele Second Additional Language Paper 1	isiNdebele Tweede Addisionele Taal Vraestel 1
		14:00 - 16:00	SWAHL.1	Siswati Home Language Paper 1	Siswati Huistaal Vraestel 1
		14:00 - 16:00	SWAFA.1	Siswati First Additional Language Paper 1	Siswati Eerste Addisionele Taal Vraestel 1
		14:00 - 16:30	SWASA.1	Siswati Second Additional Language Paper 1	Siswati Tweede Addisionele Taal Vraestel 1
Thursday/ Donderdag 08/11/2012	25	09:00 - 11:30	ENGHL.2	English Home Language Paper 2	Engels Huistaal Vraestel 2
		09:00 - 11:00	ENGFA.2	English First Additional Language Paper 2	Engels Eerste Addisionele Taal Vraestel 2
		09:00 - 11:00	ENGSA.2	English Second Additional Language Paper 2	Engels Tweede Addisionele Taal Vraestel 2
	26	14:00 - 16:00	MATH.3	Mathematics Paper 3	Wiskunde Vraestel 3
Friday/ Vrydag 09/11/2012	27	09:00 - 11:30	LFSC.1	Life Sciences Paper 1	Lewenswetenskappe Vraestel 1
	28	14:00 - 16:30	AGRM.1	Agricultural Management Practices	Landboubestuurspraktyke

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Monday/ Maandag 12/11/2012	29	09:00 - 11:30	LFSC.2	Life Sciences Paper 2 Lewenswetenskappe Vraestel 2
	30	14:00 - 17:00	GRDS.1	Engineering Graphics and Design Paper 1 Ingenieursgrafika en -Ontwerp Vraestel 1
Wednesday/ Woensdag 14/11/2012	31	09:00 - 12:00	BSTD.1	Business Studies Besigheidstudies
	32	14:00 - 16:30	XHOHL.2	isiXhosa Home Language Paper 2 isiXhosa Huistaal Vraestel 2
		14:00 - 16:00	XHOFA.2	isiXhosa First Additional Language Paper 2 isiXhosa Eerste Addisionele Taal Vraestel 2
		14:00 - 16:00	XHOSA.2	isiXhosa Second Additional Language Paper 2 isiXhosa Tweede Addisionele Taal Vraestel 2
		14:00 - 16:30	ZULHL.2	isiZulu Home Language Paper 2 isiZulu Huistaal Vraestel 2
		14:00 - 16:00	ZULFA.2	isiZulu First Additional Language Paper 2 isiZulu Eerste Addisionele Taal Vraestel 2
		14:00 - 16:00	ZULSA.2	isiZulu Second Additional Language Paper 2 isiZulu Tweede Addisionele Taal Vraestel 2
		14:00 - 16:30	NDBHL.2	isiNdebele Home Language Paper 2 isiNdebele Huistaal Vraestel 2
		14:00 - 16:00	NDBFA.2	isiNdebele First Additional Language Paper 2 isiNdebele Eerste Addisionele Taal Vraestel 2
		14:00 - 16:00	NDBSA.2	isiNdebele Second Additional Language Paper 2 isiNdebele Tweede Addisionele Taal Vraestel 2
		14:00 - 16:30	SWAHL.2	Siswati Home Language Paper 2 Siswati Huistaal Vraestel 2
		14:00 - 16:00	SWAFA.2	Siswati First Additional Language Paper 2 Siswati Eerste Addisionele Taal Vraestel 2
		14:00 - 16:00	SWASA.2	Siswati Second Additional Language Paper 2 Siswati Tweede Addisionele Taal Vraestel 2
Thursday/ Donderdag 15/11/2012	33	09:00 - 11:30	AFRHL.2	Afrikaans Home Language Paper 2 Afrikaans Huistaal Vraestel 2
		09:00 - 11:00	AFRFA.2	Afrikaans First Additional Language Paper 2 Afrikaans Eerste Addisionele Taal Vraestel 2
		09:00 - 11:00	AFRSA.2	Afrikaans Second Additional Language Paper 2 Afrikaans Tweede Addisionele Taal Vraestel 2
	34	14:00 - 17:00	DSGN.1	Design Ontwerp
Friday/ Vrydag 16/11/2012	35	09:00 - 12:00	HIST.2	History Paper 2 Geskiedenis Vraestel 2
	36	14:00 - 17:00	MCHT.1	Mechanical Technology Meganiese Tegnologie
Monday/ Maandag 19/11/2012	37	09:00 - 12:00	GEOG.1	Geography Paper 1 (Theory) Geografie Vraestel 1 (Teorie)
	38	14:00 - 15:30	GEOG.2	Geography Paper 2 (Mapwork) Geografie Vraestel 2 (Kaartwerk)
Tuesday/ Dinsdag/ 20/11/2012	39	09:00 - 12:00	TRSM.1	Tourism Toerisme
		09:00 - 11:00	SPES.1	Sport and Exercise Science Paper 1 Sport- en Oefeningwetenskap Vraestel 1
	40	14:00 - 17:00	GRDS.2	Engineering Graphics and Design Paper 2 Ingenieursgrafika en -Ontwerp Vraestel 2

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Wednesday/ Woensdag 21/11/2012	41	09:00 - 12:00	ECON.1	Economics	Ekonomie
	42	14:00 - 16:00	RLGS.1	Religion Studies Paper 1	Religiestudies Vraestel 1
Thursday/ Donderdag 22/11/2012	43	09:00 - 11:30	SESHL.2	Sesotho Home Language Paper 2	Sesotho Huistaal Vraestel 2
		09:00 - 11:00	SESFA.2	Sesotho First Additional Language Paper 2	Sesotho Eerste Addisionele Taal Vraestel 2
		09:00 - 11:00	SESSA.2	Sesotho Second Additional Language Paper 2	Sesotho Tweede Addisionele Taal Vraestel 2
		09:00 - 11:30	SEPHL.2	Sepedi Home Language Paper 2	Sepedi Huistaal Vraestel 2
		09:00 - 11:00	SEPFA.2	Sepedi First Additional Language Paper 2	Sepedi Eerste Addisionele Taal Vraestel 2
		09:00 - 11:00	SEPSA.2	Sepedi Second Additional Language Paper 2	Sepedi Tweede Addisionele Taal Vraestel 2
		09:00 - 11:30	SETHL.2	Setswana Home Language Paper 2	Setswana Huistaal Vraestel 2
		09:00 - 11:00	SETFA.2	Setswana First Additional Language Paper 2	Setswana Eerste Addisionele Taal Vraestel 2
		09:00 - 11:00	SETSA.2	Setswana Second Additional Language Paper 2	Setswana Tweede Addisionele Taal Vraestel 2
		09:00 - 11:30	XITHL.2	Xitsonga Home Language Paper 2	Xitsonga Huistaal Vraestel 2
		09:00 - 11:00	XITFA.2	Xitsonga First Additional Language Paper 2	Xitsonga Eerste Addisionele Taal Vraestel 2
		09:00 - 11:00	XITSA.2	Xitsonga Second Additional Language Paper 2	Xitsonga Tweede Addisionele Taal Vraestel 2
		09:00 - 11:30	TSVHL.2	Tshivenda Home Language Paper 2	Tshivenda Huistaal Vraestel 2
		09:00 - 11:00	TSVSA.1	Tshivenda First Additional Language Paper 2	Tshivenda Eerste Addisionele Taal Vraestel 2
		09:00 - 11:00	TSVSA.2	Tshivenda Second Additional Language Paper 2	Tshivenda Tweede Addisionele Taal Vraestel 2
	44	14:00 - 16:30	XHOHL.3	isiXhosa Home Language Paper 3	isiXhosa Huistaal Vraestel 3
		14:00 - 16:30	XHOFA.3	isiXhosa First Additional Language Paper 3	isiXhosa Eerste Addisionele Taal Vraestel 3
		14:00 - 16:30	ZULHL.3	isiZulu Home Language Paper 3	isiZulu Huistaal Vraestel 3
		14:00 - 16:30	ZULFA.3	isiZulu First Additional Language Paper 3	isiZulu Eerste Addisionele Taal Vraestel 3
		14:00 - 16:30	NDBHL.3	isiNdebele Home Language Paper 3	isiNdebele Huistaal Vraestel 3
		14:00 - 16:30	NDBFA.3	isiNdebele First Additional Language Paper 3	isiNdebele Eerste Addisionele Taal Vraestel 3
		14:00 - 16:30	SWAHL.3	Siswati Home Language Paper 3	Siswati Huistaal Vraestel 3
		14:00 - 16:30	SWAFA.3	Siswati First Additional Language Paper 3	Siswati Eerste Addisionele Taal Vraestel 3
Friday/ Vrydag 23/11/2012	45	09:00 - 12:00	AGRT.1	Agricultural Technology	Landboutegnologie
		09:00 - 12:00	VSLA.1	Visual Arts	Visuele Kunste
	46	14:00 - 16:30	AFRHL.3	Afrikaans Home Language Paper 3	Afrikaans Huistaal Vraestel 3
		14:00 - 16:30	AFRFA.3	Afrikaans First Additional Language Paper 3	Afrikaans Eerste Addisionele Taal Vraestel 3
Monday/ Maandag 26/11/2012	47	09:00 - 12:00	CVLT.1	Civil Technology	Siviele Tegnologie
		09:00 - 11:00	SPES.2	Sport and Exercise Science Paper 2	Sport- en Oefeningwetenskap Vraestel 2
	48	14:00 - 16:30	ENGHL.3	English Home Language Paper 3	Engels Huistaal Vraestel 3
		14:00 - 16:30	ENGFA.3	English First Additional Language Paper 3	Engels Eerste Addisionele Taal Vraestel 3

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Tuesday/ Dinsdag/ 27/11/2012	49	09:00 - 11:30	SESHL.3	Sesotho Home Language Paper 3	Sesotho Huistaal Vraestel 3
		09:00 - 11:30	SESFA.3	Sesotho First Additional Language Paper 3	Sesotho Tweede Addisionele Taal Vraestel 3
		09:00 - 11:30	SEPHL.3	Sepedi Home Language Paper 3	Sepedi Huistaal Vraestel 3
		09:00 - 11:30	SEPFA.3	Sepedi First Additional Language Paper 3	Sepedi Eerste Addisionele Taal Vraestel 3
		09:00 - 11:30	SETHL.3	Setswana Home Language Paper 3	Setswana Huistaal Vraestel 3
		09:00 - 11:30	SETFA.3	Setswana First Additional Language Paper 3 Page 4	Setswana Eerste Addisionele Taal Vraestel 3
		09:00 - 11:30	XITHL.3	Xitsonga Home Language Paper 3	Xitsonga Huistaal Vraestel 3
		09:00 - 11:30	XITFA.3	Xitsonga First Additional Language Paper 3	Xitsonga Eerste Addisionele Taal Vraestel 3
		09:00 - 11:30	TSVFA.3	Tshivenda First Additional Language Paper 3	Tshivenda Eerste Addisionele Taal Vraestel 3
	50	14:00 - 17:00	CNST.1	Consumer Studies	Verbruikerstudies
		14:00 - 17:00	HOSP.1	Hospitality Studies	Gasvryheidstudies
		14:00 - 17:00	NTSC.1	Nautical Science Paper 2	Seevaartkunde Vraestel 2
Wednesday/ Woensdag 28/11/2012	51	09:00 - 12:00	DNCE.2	Dance Studies	Dansstudies
		09:00 - 12:00	ELTT.1	Electrical Technology	Elektriese Tegnologie
	52	14:00 - 16:00	RLGS.2	Religion Studies Paper 2	Religiestudies Vraestel 2

SIGNED: GETEKEN: PENNY VINJEVOLD
HEAD EDUCATION: HOOF: ONDERWYS
DATE: DATUM: 2012-05-18

CONTENT / CONCEPT LISTS PER SUBJECT

The following pages contain guidelines on all the subjects that you are studying in Grade 12 as well as tips to help you succeed. These subject pages were compiled to assist you with your studies. The subjects are arranged alphabetically so that you can find your seven subjects and complete your study timetable.

You can also use these subject pages to keep track of how far you are with your studies. These pages will give you an indication of how much work you have to cover this year, and enable you to manage your time accordingly.

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Afrikaans Tweede Addisionele Taal	28
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ACCOUNTING

Dear Grade 12 Accounting learner

Congratulations on reaching your final year at school. More importantly, congratulations on choosing Accounting as a subject. You have no doubt realised how important this subject is for your career and future job opportunities. We want to affirm this – Accounting can open doors for you. You will by now have a vision for yourself in terms of future studies/jobs you would like to pursue. The skills, knowledge and values you have achieved and 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 you will experience at the end of all the hard work when you experience success in passing Grade 12 is most definitely worth it!

Subject Requirements

Accounting textbook, calculator, general ledger, 8-column cashbook, 3 column cashbook and stationery.

Content Checklist

Please ensure that you understand the following content:

Companies

- ➔ Concepts and Ledger accounts, particularly those unique to companies e.g. income tax
- ➔ GAAP principles (historical cost, prudence, materiality, business entity rule)
- ➔ The Accounting equation
- ➔ Adjustments
- ➔ Final accounts and financial statements with notes including Income Statement, Balance Sheet and Cash Flow Statement
- ➔ Analysis and interpretation of financial statements and audit reports

VAT

- ➔ Concepts and calculations
- ➔ VAT input, VAT output and VAT control accounts

Reconciliations (prepare, analyse and interpret)

- ➔ Bank, Debtors' and Creditors' reconciliation
- ➔ Reconciliation
- ➔ Age analysis

Manufacturing

- ➔ Cost concepts and calculations
- ➔ Break-even (calculate and comment on)
- ➔ Ledger accounts
- ➔ Production Cost Statement with Notes (prepare and analyse)
- ➔ Trading and Profit and Loss Statements (prepare and analyse)

Budgeting

- ➔ Budgeting concepts
- ➔ Debtors' collection and Creditors' payment
- ➔ Cash budgets (analyse and interpret)
- ➔ Projected Income Statement (analyse and interpret)

Fixed assets

- ➔ Depreciation, asset acquisition and disposal at beginning, during and end of year

Inventory systems

- ➔ Concepts
- ➔ Periodic inventory system – Journals and Ledger
- ➔ Inventory valuation using weighted average and FIFO methods

Ethics

- ➔ Code of ethics
- ➔ Professional bodies e.g. SAICA and policies, e.g. King Code

Internal control

- ➔ Basic procedures
- ➔ Internal audits

Assessment

- ➔ Assessment tasks 25% (100 marks)
- ➔ Final examination 75% (300 marks)

Throughout the year you will complete different assessment tasks, both informally and formally. The formal tasks are those tasks that will contribute towards your 25% year mark. All assessment tasks are extremely important and you should complete them to the best of your ability in order to ensure a good year mark.

The following tasks are compulsory in Grades 12:

- ➔ **Term 1:** 1 controlled test and 1 other task, e.g. report
- ➔ **Term 2:** 1 project and a mid-year examination
- ➔ **Term 3:** 1 controlled test, 1 other task, e.g. case study or presentation and a trial examination
- ➔ **Term 4:** Final examination paper - 200 marks

Tips for Success:

- ➔ In order to succeed in Accounting you need to take heed of the following:
- ➔ Complete Accounting homework/ exercises daily PRACTICE... PRACTICE... PRACTICE.
- ➔ Show calculations in brackets (in this way you could earn part marks if your final answer is incorrect).
- ➔ Use the time allocations provided in the question paper to judge whether you are completing the question in the time available.
- ➔ Accounting follows a theory, application and reflection approach. You need to understand and be able to explain concepts, carry out the procedure and reflect and comment on information.

AFRIKAANS HUISTAAL

Beste Graad 12-leerder

In Afrikaans Huistaal leer jy hoe taal in werklikheidsgetroue situasies 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 (Roman, Drama en Digkuns). Lees hierdie boeke voordat die skooljaar begin, verkieslik teen einde Januarie.
- ➔ Skryfboeke vir Skryfwerk, Taal en Voorgeskrewe

Inhoudskontrolelys

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

Leesbegrip

- ➔ Inhoud van die teks.
- ➔ Leesstrategieë: soeklees en vluglees
- ➔ Woordeskatverklaring
- ➔ Feit en mening, geïmpliseerde betekenis

Opsomming

- ➔ **Wat** jy moet opsom
- ➔ In watter **formaat** jy moet opsom
- ➔ Skryf die **hoofgedagtes** in **volzinne** neer
- ➔ Vermy **direkte aanhalings**
- ➔ Die korrekte **getal woorde**

Taal in konteks

- ➔ Spelling, skryftekens en leestekens
- ➔ Woorddele en die betekenis daarvan
- ➔ Woordvorming en woordeboekgebruik
- ➔ Homonieme, homofone en paronieme
- ➔ Meervoud, verkleining, trappe van vergelyking en intensiewe vorme
- ➔ Woordsoorte, Ontkennende vorm
- ➔ Tyd en wyse; Lydende en Bedrywende vorm
- ➔ Direkte en indirekte rede; die enkelvoudige sin
- ➔ Samegestelde en veelvoudige sinne
- ➔ Bepalings, bysinne en sinsuitbreiding
- ➔ Nuutskepping, kontaminasie, pleonasme en analogie
- ➔ Denotasie, konnotasie, geïmpliseerde betekenis, stereotipering, gevoelstaal, oorredingstaal en manipulerende taal

Digkuns

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

Roman

- ➔ Die inhoud van die boek
- ➔ Die karakters, hul karaktereienskappe en hul verhoudings met mekaar; karakterontwikkeling

- ➔ Die gebeure; oorsaak en gevolg van gebeure
- ➔ Tema, boodskap, ironie en dramatiese ironie
- ➔ Die verband wat gebeure of karakters se uitsprake en optrede met die tema toon
- ➔ Soort verteller en die voordele/nadele van hierdie soort verteller
- ➔ Tyd en ruimte (milieu/agtegrond); terugflitse; vooruitwysings; kontraste

Drama

Al die aspekte by die Roman, asook:

- ➔ Die fases/ struktuur van die drama
- ➔ Dramatiese rolle (bv. protagonis en antagonis)

Skryfwerk

- ➔ **Opstelle:** Verhalend, Beskrywend, Verklarend, Argumenterend, Bespiegeland, Beredenerend
- ➔ **Langer transaksionele tekste:** Curriculum Vitae/ Redaksionele kommentaar/ Brosjures/ Onderhoude/ Dialoë/ Brief aan die pers/ Formele briewe/ Vriendskaplike briewe/ Tydskrifartikels en rubrieke/ Memoranda/ Agendas en notules ('n kombinasie)/ Koerantartikels en -rubrieke/ Huldeblyke/ Verslae/ Resensies/ Toesprake
- ➔ **Korter tekste:** Advertensies / Plakkate/ Poskaarte/ Dagboekinskrywings / Uitnodigings/ Vorms (invul) / Aanwysings / Instruksies / Strooibiljette

Assessering

Skoolgebaseerde Assessering bestaan uit 14 take:

- ➔ 2 toetse: **80 punte**
- ➔ 2 eksamens (Halfjaar en September): **250 punte elk**
- ➔ 3 skyftake: **150 punte**
- ➔ 3 Letterkundetake: **120 punte**
- ➔ 4 Mondelingtake: **50 punte**

Die **eksterne eksamen** bestaan uit die volgende vraestelle:

- ➔ **Vraestel 1:** Begrip, Opsomming en Taal: **70 punte**
- ➔ **Vraestel 2:** Literatuur (Digkuns, Roman en Drama): **80 punte**
- ➔ **Vraestel 3:** Skryf (Opstelle, Langer transaksionele skryfwerk en Kort tekste): **100 punte**

Wenke vir sukses

- ➔ Lees gereeld boeke, berigte, artikels, resensies, spotprente en rubrieke. Bespreek dit wat jy gelees het met jou maats.
- ➔ 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.

AFRIKAANS EERSTE ADDISIONELE TAAL

Beste Graad 12-leerder

In hierdie vak leer jy hoe taal 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 (twee genres)
- Skryfboeke vir Skryfwerk, Taal en Voorgeskrewe

Inhoudskontrolelys

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

Leesbegrip

- Inhoud van die teks.
- Leesstrategieë: soeklees en vluglees
- Woordeskatverklaring

Opsomming

- **Wat** jy moet opsom
- In watter **formaat** jy moet opsom: **puntsgewys** of in **paragrafe**
- Skryf die **hoofgedagtes** in **volsinne** neer
- Die korrekte **getal woorde**

Woordstrukture en Sinstrukture

- Die betekenis van pre- en postmorfeme
- Hoe om 'n woord se stam uit te ken
- Woordsoorte, bv. die verskil tussen die voornaamwoorde **wie** en **wat**
- Intensiewe vorme
- Meervouds-, verkleiningsvorme en geslag
- Woordorde, veral by die gebruik van voegwoorde en die infinitief
- Lydende vorm en ontkennende vorm
- Direkte en Indirekte rede
- Denotasie, konnotasie, geïmpliseerde betekenis, stereotipering, gevoelstaal, oorredingstaal en manipulerende taal

Digkuns

- Woordbetekenisse
- Versteegniese middele: uitkenning en funksies
- Uiterlike en innerlike bou van gedigte; soort gedig
- Rym: rymskema en die funksies daarvan
- Titel, tema, beeldspraak en stylfigure

Roman / Kortverhale

- Die inhoud van die boek/verhaal
- Die karakters, hul karaktereienskappe en hul verhoudings met mekaar; karakterontwikkeling
- Die gebeure; oorsaak en gevolg van gebeure
- Tema, boodskap, ironie en dramatiese ironie
- Die verband wat gebeure of karakters se uitsprake en optrede met die tema toon
- Soort verteller en die voordele van hierdie soort verteller

- Tyd en ruimte (milieu/agtegrond); terugflitse; vooruitwysings
- Kontraste

Drama/ Filmstudie

Al die aspekte by die Roman en Kortverhale asook:

- Die fases/ struktuur van die drama
- Filmtegnieke (bv. kameraskote)

Skryfwerk

- **Opstelle:** Verhalend, Beskrywend, Verklarend, Argumenterend, Bespiegeland, Beredenerend
- **Langer transaksionele tekste:** Curriculum Vitae/ Redaksionele kommentaar/ Brosjures/ Onderhoude/ Dialoë/ Brief aan die pers/ Formele briewe/ Vriendskaplike briewe/ Tydskrifartikels en -rubrieke/ Memoranda/ Agendas en notules/ Koerantartikels en -rubrieke/ Huldeblyke/ Verslae/ Resensies/ Toesprake
- **Korter tekste:** Advertensies / Poskaarte / Dagboekinskrywings / Uitnodigings/ Vorms (invul)/ Aanwysings / Instruksies

Assessering

Skoolgebaseerde Assessering bestaan uit 14 take:

- 2 toetse: **75 punte**
- 2 eksamens (Halfjaar en Voorbereidings): **250 punte elk**
- 4 skyftake: **200 punte**
- 2 Literatuurtake: **85 punte**
- 4 Mondelingtake: **50 punte**

Die eksterne eksamen bestaan uit die volgende vraestelle:

- **Vraestel 1:** Begrip, Opsomming en Taal: **80 punte**
- **Vraestel 2:** Literatuur (twee genres): **70 punte**
- **Vraestel 3:** Skryf (Opstelle, Lang transaksionele skryfwerk en Kort tekste): **100 punte**

Wenke vir sukses

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

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 Taalhandboek
- ➔ 'n Voorgeskrewe boek (kortverhale)
- ➔ 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

- ➔ Inhoud van die teks.
- ➔ Leesstrategieë: soeklees en vluglees
- ➔ Woordeskatverklaring
- ➔ Opeenvolgende woorde

Opsomming

- ➔ **Wat** jy moet opsom
- ➔ Hoe jy moet opsom: **puntsgewys**
- ➔ Die korrekte getal woorde

Woordstrukture en Sinstrukture

- ➔ Afkortings, byvoorbeeld dae van die week, maande van die jaar, titels, maateenhede, vaste voorsetseluitdrukkings ens.
- ➔ Die gebruik van die deelteken
- ➔ Voornaamwoorde, byvoorbeeld die verskil tussen **wie** en **wat**
- ➔ Intensiewe vorme
- ➔ Meervouds-, verkleiningsvorme, geslag en trappe van vergelyking
- ➔ Woordorde: by die gebruik van voegwoorde en wanneer die infinitief (om te) gebruik word
- ➔ Lydende en Bedrywende vorm
- ➔ Ontkenende vorm; Direkte en indirekte rede
- ➔ Woorde wat verwar word, bv. **klere** en **kleure**

Kortverhale

- ➔ Die inhoud van die verhaal
- ➔ Die karakters, hul karaktereienskappe en hul verhoudings met mekaar
- ➔ Die gebeure; oorsaak en gevolg van gebeure
- ➔ Ironie, tema, boodskap en soort verteller
- ➔ Tyd en ruimte (milieu/agtegrond) van die gebeure; kontraste
- ➔ Opstel
- ➔ Kenmerke van die Verhalende opstel en die Beskrywende opstel
- ➔ Verhalende opstel: Vertel 'n storie; moet oortuigend wees; gewoonlik in die verlede tyd; behou die leser se aandag met inhoud en styl; bevat goeie beskrywings
- ➔ Beskrywende opstel: Beskryf só dat die leser

dit kan beleef; teken 'n woordprent.

Langer transaksionele tekste

Die formaat en styl van die volgende skryfstukke:

- ➔ Onderhoud/ dialoog/formele en informele brief/ agenda plus notule/ redakteursbrief/ vriendskaplike brief

Korter tekste

Die formaat en styl van die volgende skryfstukke:

- ➔ instruksies/ padaanwysings/
- ➔ advertensie/dagboekinskrywing/poskaart
- ➔ uitnodiging/ vorm voltooi

Assessering

Skoolgebaseerde Assessering bestaan uit 12 take:

- ➔ 2 toetse: **50 punte elk**
- ➔ 2 eksamens (Halfjaar en Voorbereiding): **200 punte elk**
- ➔ 3 skyftake (opstelle, lang transaksionele skryfwerk en kort tekste): **80 punte**
- ➔ 1 Literatuurtaak: **20 punte**
- ➔ 4 Mondelingtake: **100 punte**

Die **eksterne eksamen** bestaan uit die volgende vraestelle:

- ➔ **Vraestel 1:** Begrip, Opsomming, Taal en Literatuur: **120 punte**
- ➔ **Vraestel 2:** Skryf (Opstelle, Lang transaksionele skryfwerk en Kort tekste): **80 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.
- ➔ 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 in die handboek langs die onderwerp neer.

Your teacher wants you to succeed.

If there is anything you don't understand, remember to ask your teacher for advice.

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 Sciences, Agricultural Management and Basic Agricultural Genetics. The content checklist gives a breakdown of these main content topics.

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.

Animal Sciences:

- ➔ 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

- ➔ Increasing production
- ➔ Shelter
- ➔ Handling of farm animals
- ➔ Behaviour of farm animals

Animal Reproduction, Protection, and Control

- ➔ Reproductive organs (male and female)
- ➔ Artificial insemination
- ➔ Pregnancy and birth
- ➔ Milk production
- ➔ Diseases and pests

Agricultural Management and Genetics:

- ➔ Agricultural Management
- ➔ The market
- ➔ Methods of marketing
- ➔ Pricing, pricing strategies and price determination
- ➔ Entrepreneurship
- ➔ Business planning

Production Factors and Management

- ➔ Land (soil)
- ➔ Labour
- ➔ The management process
- ➔ Capital

Basic Agricultural Genetics

- ➔ Heredity, selection and breeding
- ➔ Variation
- ➔ Mendel's laws
- ➔ Mechanisms
- ➔ Breeding and selection in plants and animals
- ➔ Traditional methods of genetic improvement
- ➔ GMO and their purpose

Assessment

School Based Assessments (SBA)

- ➔ Task-based assessment: a Research Task, Practical Investigation and an Assignment - 60% of your final mark
- ➔ Two control tests
- ➔ A June examination and a trial examination. The trial examination consists of two papers which have exactly the same content distribution and format as your final examination.

The Final Examination paper at the end of the year (Paper 1 and Paper 2) will amount to 75% of your final mark for the subject and is structured as follows:

Paper 1: Animal Sciences (Total of 150 marks)

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

Paper 2: Agricultural Management and Genetics (Total of 150 marks)

- ➔ Agricultural 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.
- ➔ Use as many past Agricultural Sciences papers as possible to prepare you for the examinations and especially section A which is the shorter questions.

BUSINESS STUDIES

Dear Grade 12 Business Studies Learner

Grade 12 Business Studies is the culmination of three years of study. The work done in Grade 10 and 11 should be revised as it forms part of the Grade 12 final examination.

Subject Requirements

You will need the following:

- ➔ A Business Studies textbook
- ➔ Exercise books

Content Checklist

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

Business Environments

- ➔ **Types of Business Strategies:** how a business can respond to challenges of the business environment (Macro, Market and Micro) - Apply models i.e. SWOT analysis, PESTLE, Porter's Five Forces, Balanced Score Card
- ➔ **Social Responsibility:** Corporate Social responsibility, Legislative requirements: Employment Equity Act, BBBBEE: All aspects including compliance of businesses, BEE strategies, aims and principles, implications
- ➔ **Impact of Recent Legislation** on small and big business operations: BBE Act no 53 of 2002, Impact of Act on Human Resources Development / National Credit Act: purpose, advantages / benefits / disadvantages to credit providers, consumers (persons and businesses), consumer rights

Business Ventures

- ➔ Evaluating entrepreneurial qualities of a business venture
- ➔ Key success factors
- ➔ Areas for improvement
- ➔ Extent to which a business adheres to human rights, inclusivity, environmental issues
- ➔ Presentation and interpretation of business information with different types of tables, graphs, diagrams and illustrations
- ➔ Range of available business investment opportunities
- ➔ Impact of forms of ownership on success or failure of a business

Business Roles

- ➔ Steps in problem solving, apply advanced problem solving skills and techniques (Grade 11) i.e. Delphi, Force field analysis, Scamper, Empty chair, Simplex and Brain storming
- ➔ Professional, responsible, ethical and effective business practice
- ➔ Theories of and differences between leadership and management
- ➔ Applying conflict management skills to resolve differences including case studies
- ➔ Assessing and evaluating team dynamics in the workplace

- ➔ Role of different aspects toward improving the performance of employees

Business Operations

- ➔ Relevant legislation regarding the human resource function
- ➔ Procedures related to recruitment, selection and interviewing
- ➔ Labour Relations Act, Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA)
- ➔ Legalities of employment contracts / Procedures for induction and placement / Interviewing, selection and induction / Salary determination / Employee benefits / Skills Development Act and link to SETAs, Learnerships
- ➔ Industrial relations, history of trade unions, function and role of trade unions and grievance procedures
- ➔ Concept of quality and how it relates to each of the 10 different business functions

Assessment

School based (25%): 100 marks

- ➔ **Term 1:** Assignment (Case study or Data response), Control test
- ➔ **Term 2:** Research project, Examination
- ➔ **Term 3:** Media investigation with oral presentation and Trial Examination

External Senior Certificate Examination: (75%)

3 hours, 300 marks

Composition of paper:

- ➔ **Section A:** Multiple choice questions, matching columns, provide one word for, etc. 40 marks
- ➔ **Section B:** Three compulsory questions. 60 marks each.
- ➔ **Section C:** Essay questions: do any two of the four questions provided. 80 marks.

Tips for Success

- ➔ For the Section C essay question, plan a framework to include an introduction, headings and sub-headings and a conclusion. Number and underline the different elements required.

CIVIL TECHNOLOGY

Dear Grade 12 Civil Technology 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.

Subject Requirements

You will need the following:

- Textbook, exercise books, calculator, drawing instruments, dust coat.

Content Checklist

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

Construction

- **Concrete:** Installation method of rib and block floor, identify the various parts and draw a section cut through such a floor.
- **Brickwork and block work bonds:** Make free hand sketches to familiarize yourself with the various brick bonds.

Applied mechanics

- **Roof frames:** Determine graphically the nature and magnitude for the different members of a frame.
- **Beams:** Calculate the reactions at the supports.
- **Centroids:** Calculate the centre of gravity of irregular shapes.

Civil Services

- **Sewerage:** Draw a complete sewer line and name all the parts.
- **Geysers:** Different types of installations, the advantages and disadvantages of cold and hot water systems.
- **Electrical systems:** Installation and location of a meter box.

Joining

- **Roof trusses:** Methods of joining roof trusses.
- **Plumbing pipes:** Material used for joining pipes.

Drawings

- **House plans:** Drawing of house plans with different types of roof structures.

Quantities

- **Material:** Calculate the quantities for a one bedroom dwelling.
- **Cutting list:** Work out a cutting list for a door and window frame.

Assessment

School based assessment (25%): 100 marks

- **Term 1:** Investigation task 50 marks, Control test 50 marks

- **Term 2:** Simulation task 50 marks, June examination 150 marks
- **Term 3:** Control test 50 marks, Trial examination 200 marks.

Practical Assessment Task (PAT) (25%): 100 marks (portfolio 25 and artefact 75)

External Examination: (50%) 3 hours, 200 marks:

- Q 1 Construction, safety and material 30 marks
- Q 2 Advance construction and equipment 40 marks
- Q 3 Civil services 30 marks
- Q 4 Quantities, materials and joining 30 marks
- Q 5 Applied mechanics 30 marks
- Q 6 Graphics and communication 40 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 page numbers next to the topic.
- Spend at least 2 hours per week after school and during the holidays studying Civil Technology to get a thorough understanding of the components.
- Make sure you practise your drawings.
- Work through as many questions as possible on calculations to increase your calculation skills.
- Systematically work through your Civil Technology textbook.



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 practical techniques to use and apply these 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, spread sheets, databases, presentations and even design web sites to solve problems.

At the end of this document you will find some Do's and Don'ts you need to be aware of when sitting for the practical examination.

Subject Requirements

Entry level computer with at least the following software:

- ➔ Windows XP/Vista/Windows 7 or Linux as your operating system
- ➔ Office suite (MS Office 2003/2007/2010 or open source software such as the latest version of Open Office or Libre Office)
- ➔ Graphics application (such as Paint, etc.)
- ➔ Anti-virus software
- ➔ Internet access

Content Checklist

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

Hardware

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

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)
- ➔ 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

Attend school every day and any extra tuition offered to you.

COMPUTER APPLICATIONS TECHNOLOGY (CAT)

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%).

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

- ➔ First Term Tests: Theory (60 marks) Practical (40 marks)
- ➔ Second Term: Test (3 60 marks)
- ➔ Third Term: Test (3 40 marks)

Final examination

Paper 1: Practical paper – 3 hours – 200 marks

- ➔ This paper mainly assesses the practical skills pertaining to the three compulsory application packages, namely word-processing, spread sheets and databases. These skills will be assessed in an integrated manner based on a given real-life scenario.

Paper 2: Written paper – 3 hours – 150 marks

- ➔ **Section A:** Short questions based on all three Learning Outcomes.
- ➔ **Section B:** A variety of questions based on given real-life end-user scenarios.

Tips for Success

Revision of the theory section of the work is best done by working out the questions from previous papers and to verify your answers against the memoranda. The more difficult sections of the practical work (spread sheets 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.
- ➔ 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.

During Exams

- ➔ Read your questions carefully.
- ➔ Enter your exam number as the header to all your answers.
- ➔ Call the invigilator when you need help.
- ➔ Make use of the help functions on the computer.
- ➔ Save your work frequently (every 10 minutes).
- ➔ Save your work in your exam folder only.

After Exams

- ➔ Don't log off or Shut Down.
- ➔ 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.
- ➔ Wait quietly whilst the teacher checks your files.
- ➔ Dismiss in orderly fashion when told to do so.

If you are writing the SECOND SESSION

- ➔ Report an hour BEFORE THE END of the first session.
- ➔ NO cell phones or other communication tools are allowed in the room while you wait in a secure place.
- ➔ NO late-comers will be allowed to write after the second session started.

In case of a POWER FAILURE

Stay sitting at your work station. You are not allowed to communicate. Wait for instructions from the invigilator.

Matrices, your teacher is your guide, don't be shy to ask your teacher for advice.

CONSUMER STUDIES

Dear Grade 12 Consumer Studies learner

Consumer Studies is a subject consisting of two components, namely a practical and a theoretical component. You have to make sure that you achieve good marks in both components.

Subject Requirements

You will need the following:

- ➔ Text book
- ➔ Calculator
- ➔ Scrap book/ rough workbook
- ➔ White apron preferably, for any practical work
- ➔ Hair cover (head gear) for food production

Content Checklist

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

Management of the Consumer Role

- ➔ Channels for consumer complaints
- ➔ The implication of taxes, interest rates and inflation on the management of available funds for acquiring food, clothing, housing and furnishings
- ➔ Knowledge of consumer choices

Food and Nutrition

- ➔ The prevention and management of nutritional and food-related health conditions

Clothing

- ➔ Clothing theory to the selection of clothing for the world of work
- ➔ Current fashion trends for young adults

Soft Furnishing and Housing

- ➔ The financial and contractual responsibilities of the occupants for different housing options, and investigate the different role-players in accessing housing
- ➔ The choice of household equipment, and the financial and contractual responsibilities in buying furniture and household equipment
- ➔ Responsible use of resources
- ➔ The responsible use of water, electricity and municipal services related to housing and household equipment

Product

- ➔ Production and marketing of food / clothing / soft furnishing products
- ➔ Entrepreneurship (basic information)
- ➔ Implementation plan for the production and marketing of a product
- ➔ Calculating the cost of products. Evaluating the sustainable profitability of the enterprise

Assessment

The school-based assessment (SBA) tasks and PATS prepare you for your final examinations. The projects, tests and exams give you a year mark which contributes 25% of your final mark for grade 12.

SBA Tasks to be done:

- ➔ 1 Project: 50 marks
- ➔ 3 Tests: 50 marks each
- ➔ 2 Examinations (June and September): 200 marks each
- ➔ Two PATS: 100 marks each.

Tips for Success

Theory

- ➔ Ask your teacher for the content framework for grade 12. This will give you the detailed content and explain the above. 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 are able to do the calculations on costing.
- ➔ Don't be surprised if you get case studies in exam papers that you have never seen before. The examiners do this on purpose; they want to know if you can use your knowledge, not just learn it off by heart.

Practical

- ➔ Attend every practical lesson and do your best to produce quality products.
- ➔ Do the preparation for the practical lesson as well as possible, and hand it in on time.
- ➔ Make sure you are able to read and follow a recipe / follow a needlework pattern.



DANCE STUDIES

Dear Grade 12 Dance Studies learner

Congratulations on reaching your final year of Dance Studies. By now you must have realised that this subject requires time, patience, passion and dedication. Hopefully you are enjoying participating in the practical dance sessions and find the theory interesting and stimulating. Whether you are looking forward to a career related to dance or to using your skills and knowledge to get fit, for recreation or for entertainment, your efforts will bring lasting results.

Subject Requirements

You will need the following:

- ➔ Appropriate dancewear for the dance form **to be brought to school daily**
- ➔ Dance textbook and study guides
- ➔ Workbook and journal

Content Checklist

Below is a list of the main Dance Studies theory concepts and content to assist you in determining the work you need to cover in order to prepare adequately for your final theory National Senior Certificate examinations. Use the list below to draw up your theory revision programme:

Dance History and Theory

- ➔ Values and functions of dance in society
- ➔ Principles and characteristics of your dance major
- ➔ An indigenous or cross-cultural dance, including its name, country/culture, historical context, characteristics, musical accompaniment, purpose, symbolism, costumes, props, dancers
- ➔ Prescribed South African and international choreographers of choice (one or two of each)
- ➔ A prescribed dance work of each of the selected choreographers, including title, choreographer, music, synopsis/ intention, historical context, movement vocabulary, production elements (costumes, sets, props, lighting), dancers and symbolism
- ➔ Dance related careers: job description, training and skills needed, training providers
- ➔ Choreographic elements and structures
- ➔ Production planning: financial, marketing, scheduling, logistics
- ➔ Dance terminology: definitions and explanations
- ➔ Designing a community dance project

Music

- ➔ Time signatures, note values
- ➔ Simple and compound time
- ➔ Music elements, terminology and explanations
- ➔ Western and African instruments: categories and how the sound is created

- ➔ Music of the prescribed dance works you have studied, including the composer, musicians, music styles, genres, instrumentation and contribution of the music to the prescribed dances

Anatomy and Health Care

- ➔ Bones, joints, major muscles and their anatomical actions
- ➔ Components of fitness: strength, flexibility, control, endurance, core stability, nutrition, neuromuscular skills, posture
- ➔ Lifestyle choices: substance abuse (drugs, diet pills, cigarettes, alcohol), diet, HIV and AIDS and safe sex
- ➔ Injuries: types, causes, care, prevention
- ➔ Causes and effects of fatigue, tension, stress and relaxation
- ➔ Nutrition and hydration

Assessment

School-based assessment 25%

Term 1: Theory and practical tests

Term 2 & 3: Theory and practical examinations

In addition, you will need to present **three PATs** during the first three terms including:

1. Performing an indigenous dance, including presentation of background research
2. A group dance, and
3. Your own choreography, including a journal.

Final written and practical exams 75%

Paper 1 Theory 150 marks

- ➔ **Section A:** History, literacy, theory = 70 marks
- ➔ **Section B:** Music = 20 marks
- ➔ **Section C:** Anatomy, health care = 60 marks

Paper 2 Practical 150 marks

Your final external practical dance examination will consist of the following:

- ➔ A 30-minute comprehensive set **class in the dance major** to evaluate your technical ability (Make sure you know the classwork well and can focus on performance quality.)
- ➔ A choreographed **set solo** dance of 2 minutes in your *dance major* (You need to personalise your solo.)
- ➔ A solo or group **improvisation** (practice improvising alone and with others.)

Tips for Success

- ➔ Dance Studies has a very full programme, so you need to work consistently and not leave tasks for the last minute. You need to manage your time so that you can develop your practical dance abilities and complete the performance assessment tasks (PATs) within the required time.
- ➔ Be sure to stretch regularly and practise dancing daily – especially during examination times and the June-July holidays – so that you keep up your strength and stamina.

DESIGN

Dear Grade 12 Design learner

It will be very important to keep drawing / designing and creating throughout the year. Make sure that you draw / design at least 2 -3 times per week in your sourcebook. In addition spend at least the suggested time per week observing / studying / reading about design.

Subject Requirements

You will need to have

- ➔ A Design textbook
- ➔ An A3 workbook
- ➔ Materials related to your chosen design field

Content Checklist

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

Design literacy: (1 hour per week)

- ➔ Definition of design
- ➔ Design terminology
- ➔ Context / purpose of products, images, signs and symbols used in design
- ➔ Investigation, reflection and interpretation of the development and influences of global design
- ➔ Analyses of design examples and the relation to their cultural, historical and contemporary contexts
- ➔ Case Studies: Local and international designers concerned with social and/or environmental issues: a compilation of a comprehensive and formally-structured research assignment showing evidence of thorough and coherent planning and reference skills



Design in a social/ environmental context: (1 hour per week)

- ➔ Case Studies: How design can reinforce or challenge social, cultural, environmental and ethical issues
- ➔ Case Studies: Design's responsibility towards environmental issues and sustainable design

Design in a business context: (1 hour per week)

- ➔ Case Studies: Ways in which design products and services are marketed
- ➔ Target market, packaging and advertising
- ➔ Case Studies: Designers concerned with responsible design, human rights and environmental issues
- ➔ Career and tertiary opportunities in design

Assessment

You will be required to complete:

- ➔ Three Practical Assessment Tasks (PATs), one per term
- ➔ Two theory tests in the first and third terms
- ➔ A practical exam in June
- ➔ A theory exam in June
- ➔ These marks will count towards your school based assessment, 25% of your total mark at the end of the year.

During the final exam you will be expected to do a practical exam and display it with your year work for external moderation.

External theory exam 150 marks (3 hours long) based on:

- ➔ Design literacy (80)
- ➔ Design in a social/environmental context (40)
- ➔ Design in a business context (30)

Tips for Success

- ➔ Become **design literate** by being aware of design around you! Remember that most of the theory paper will test your ability to analyse unseen designs.
- ➔ Answer ALL 7 questions but read the instructions carefully as there are choices **within** those questions.
- ➔ 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 excel in your practical component.

DRAMATIC ARTS

Dear Grade 12 Dramatic Arts learner

Dramatic Arts guides and prepares you for your life. You will leave the school system with a broad knowledge of elements of drama; these will give you an invaluable grounding if you choose to make a professional career out of drama.

Subject Requirements

You will need the following:

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

Content Checklist

Below is a content list that will assist you in tracking your progress in the subject Dramatic Arts throughout the year. It will assist you in planning a programme of revision. Please note that the list below only gives the main topics of focus. Ensure that you know, understand and can apply the skills, content and exercises supporting these topics.

Three Play Texts

- ➔ Structure, plot, theme, character, characterisation, relationships, style, use of language
- ➔ Staging techniques, set, use of technical devices, costume/make-up
- ➔ Intent of play, social/historical/economical context of the play, modern perception of the play, South African perception of the play
- ➔ Specific devices related to the genre of the play.

Theatre History

- ➔ Realism
- ➔ "Isms" A choice between Absurdism or Epic Theatre or Post-Modern Theatre
- ➔ Poor Theatre (from Grade 11)
- ➔ South African Theatre (pre- and post-apartheid)

Study the above theatre genres and dramatic movements in terms of:

- ➔ Aims of the theatre movements
- ➔ Background/context and philosophy that characterise the genre
- ➔ Dramatic/staging techniques and other devices used in the genre, including design elements
- ➔ Stage types used in the genre
- ➔ Terminology and main concepts of the genre
- ➔ Examples of plays in each genre and wherever possible examine the elements of the genre that are evident in specific plays
- ➔ Playwrights and practitioners
- ➔ Relationship between the genres (differences, similarities, developments from and reactions to)
- ➔ Evaluation of genre (effectiveness and relevance to theatre and society today)

Practical (including voice work)

- ➔ Verbal attributes of communication: pace, pause, rhythm, tone, intonation, volume
- ➔ Non-verbal attributes of communication: gesture, posture, movement, facial expression, body language
- ➔ Interpretive and analytical skills (ability to examine how mood, character and meaning are created through performance)
- ➔ Exercises to improve and develop performance skills
- ➔ Knowledge of processes and requirements involved in various dramatic presentations
- ➔ Understanding and application of specific terminology used in dramatic performances

Basic requirements for the subject

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

Assessment

School Based Assessment: Internal

- ➔ Task 1: Performance Assessment Task 1
 - Preparation 25 marks, Performance 25 marks
- ➔ Task 2: Control Test – 50 marks
- ➔ Task 3: Performance Assessment Task 2
 - Preparation 25 marks, Performance 25 marks
- ➔ Task 4: Mid-Year-Exam:
 - Performance Examination – 150 marks
 - Written Examination – 150 marks
- ➔ Task 5: Performance Assessment Task 3
 - Preparation 25 marks, Performance 25 marks
- ➔ Task 6: Control test – 50 marks
- ➔ Task 7: Trial Examination:
 - Performance Examination – 150 marks
 - Written Examination – 150 marks

End-of-Year Examination: External NCS

- ➔ Paper 1: Written Examination 150 marks
Study three play texts and their accompanying dramatic movements, voice and body development and live performance. Integrate theory and practical aspects.
- ➔ Paper 2: Performance Examination 150 marks
Perform three contrasting drama items with original transitions linking them. Present all in the form of a theme programme.

Tips for Success

- ➔ This subject is academically / theoretically extremely demanding. Practical skills development demands a high level of mastery and must be practised on a daily basis.

Be positive about the subject and enjoy the work!

ECONOMICS

Dear Grade 12 Economics 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.

Subject Requirements

- ➔ You will need a good Economics textbook, a calculator and a workbook

Content Checklist

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

Macro Economics

- ➔ Circular flow model, national account and multiplier
- ➔ Open economy 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, Objectives, Problems
- ➔ 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
- ➔ Corrections of balance of payments disequilibria

Micro Economics

- ➔ Perfect competition
- ➔ Market structure (comparative table)
- ➔ Individual businesses, industry, competition policies (short questions)
- ➔ Reasons and consequences of market failures
- ➔ Imperfect markets (draw graphs of
- ➔ Monopolies only - not oligopoly)
- ➔ Monopolies
- ➔ Oligopolies
- ➔ Monopolistic competition

Economic Pursuits

- ➔ South African growth and development policies
- ➔ International benchmarks
- ➔ SA industrial development policies
- ➔ Protectionism and free trade
- ➔ SA economic and social performance indicators
- ➔ Contemporary Economic Issues
- ➔ Inflation
- ➔ Tourism

- ➔ Environmental sustainability and international agreements

Assessment

School-based Assessment (25%): 100 marks

- ➔ **Term 1:** Assignment, Control test
- ➔ **Term 2:** Research project, Examination
- ➔ **Term 3:** Media investigation with oral presentation and trial examination

External Examination: (75%) 3 hours, 300 marks

Composition of paper:

- ➔ **Section A:** Multiple choice, matching columns, terminology etc.) (50 marks)
- ➔ **Section B:** Select three of the five questions provided. (50 marks each)
- ➔ **Section C:** Essay questions: answer any two of the four questions provided (50 marks each).

Tips for Success

- ➔ Summarise the content daily in a hard cover note book starting from day 1.
- ➔ Underline or highlight the main ideas, and furthermore encircle the key words.
- ➔ Use these to make a creative mind-map that stands out for each content topic.

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

***It always seems impossible until it's done
- Nelson Mandela***



ELECTRICAL TECHNOLOGY

Dear Grade 12 ET learner

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

Subject Requirements

You will need the following:

- ➔ Textbook, calculator, workbook, dust coat.

Content Checklist

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

Occupational Health & Safety

- ➔ OHS Act and regulations where applicable.

Technological Process

- ➔ Understanding the technological process.

Technology, Society and the Environment

- ➔ Understanding the relationship between Technology, Society and the environment and how they impact on each other.

Three-phase AC generation

- ➔ Explain how three phase AC is generated.

RLC Circuits.

- ➔ Explain how a RLC circuit reacts when an AC signal is connected to it at different frequencies. (series and parallel circuits)

Switching and Control Circuits

- ➔ Explain the operating principles of switching and control circuits.

Amplifiers

- ➔ Analyse the output of amplifiers, taking characteristics and feedback into account.

Three-Phase Transformers

- ➔ Explain the operation and use of three-phase transformers.

Logic Concepts and PLC's

- ➔ Combine logic concepts as an introduction to programmable control.
- ➔ Construct and analyse programmable control circuits.
- ➔ Introduction to the Programmable Logic Control Device and History of the PLC as a rationale for using a PLC (Hard Wiring vs. Soft Wiring, Advantages of using PLC's)
- ➔ The programmed scan cycle of a PLC (Input, Process, Output)
- ➔ Introduction to Ladder Logic

Three-Phase Motors

- ➔ Explain the operating principles and application of three-phase motors and control.
- ➔ Construct and analyse three phase motor control circuits.

Assessment

- ➔ The school based assessment tasks and PATs prepare you for your final examinations. Make sure that you hand in all your tasks on time. This will give you a good chance of passing and doing well.

School-based Assessment (25%): 100 marks

- ➔ **Term 1:** Control test 50 marks
- ➔ **Term 2:** June examination 150 marks
- ➔ **Term 3:** Control test 50 marks, and trial examination 200 marks

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

External Examination: (50%)

3 hours, 200 marks:

- ➔ Q 1 Occupational Health and Safety 10 marks
- ➔ Q 2 Three-phase AC generation 20 marks
- ➔ Q 3 Three phase transformers 20 marks
- ➔ Q 4 Three phase motors and starters 40 marks
- ➔ Q 5 RLC 20 marks
- ➔ Q 6 Logic 20 marks
- ➔ Q 7 Amplifiers 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 page numbers next to the topic.
- ➔ Spend at least 2 hours per week after school and during the holidays studying Electrical Technology to get a thorough understanding of the themes and skills.
- ➔ Make sure you understand the formulas and know how to apply them. Make sure you can manipulate formulas to solve problems.
- ➔ Work through as many questions as possible on calculations to increase your calculation skills.
- ➔ Systematically work through your Electrical Technology textbook.

ENGINEERING GRAPHICS & DESIGN

Dear Grade 12 EGD 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 Grade 12 content in full. Make sure that you understand all drawings of the different sections below.

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.

Mechanical Drawings

- ➔ **Mechanical assemblies:** Multi-view working drawings of **complex** mechanical assemblies that are completely different in terms of 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.

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.

Isometric Drawings

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

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).

Developments

- ➔ **Interpenetration and development:** A complex drawing of two or more objects or solids that are joined together. All the parts must be developed.
- ➔ **Development of a transition piece:** A drawing of a complex off-centre polygon-to-circle transition piece.

Loci

- ➔ **Loci of a Helix:** A complex application of a helix in either a civil or a mechanical context.
- ➔ **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)

- ➔ 1 exam (mid-year)
- ➔ 3 practical assignments

Practical Assessment Task

- ➔ PAT: Part 1 Design project (50 marks)
- ➔ PAT: Part 2 CAD drawing task (50 marks)

External Examination: (50%) 3 hours, 200 marks

Paper 1 (100 marks) First Angle Projection

- ➔ Q1 Civil analytical 15 marks
- ➔ Q2 Interpenetration and developments 20 marks
- ➔ Q3 2-point perspective drawing 20 marks
- ➔ Q4 Civil working drawings 45 marks

Paper 2 (100 marks) Third Angle Projection

- ➔ Q1 Mechanical Analytical 15 marks
- ➔ Q2 Loci of a helix 20 marks
- ➔ Q3 Isometric drawing 20 marks
- ➔ Q4 Assembly drawings 45 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 page numbers next to the topic.
- ➔ Spend at least 3 hours per week after school on Engineering Graphics and Design.

ENGLISH HOME LANGUAGE

Dear Grade 12 Learner

The skills you are expected to master at this level are 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

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

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

Drama

- ➔ The same aspects related to study of a novel
- ➔ The phases and structure of a drama
- ➔ Dramatic goals
- ➔ The roles of characters, e.g. protagonist and antagonist

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, memoranda, agenda and minutes, dialogues, Curriculum Vitae, interviews
- ➔ **Shorter transactional texts:** advertisements, diary entries, invitations, completion of forms, directions and instructions
- ➔ **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 14 tasks:

- ➔ Two tests: 80 marks (40 marks each)
- ➔ Three literature tasks: 120 marks (40 marks each)
- ➔ Three writing tasks (essays, long and short transactional): 150 marks
- ➔ Four oral tasks: 50 marks
- ➔ Two internal examinations (midyear and September): 250 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, transactional and shorter texts): 100 marks

Tips for Success

- ➔ Extensive reading and writing on a daily basis

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 study 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/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, Punctuation
- ➔ 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 have a choice between answering contextual or essay-type questions. 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 and space

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, dialogue, reports, reviews, brochures, magazine and newspaper articles, minutes and agendas, speeches
- ➔ **Shorter transactional:** advertisements, postcards, diary entries, invitations, completion of forms, directions and instructions

Assessment

School based assessment (SBA) comprises 14 tasks:

- ➔ Two tests: 75 marks (35 marks each)
- ➔ Two internal examinations (midyear and preparatory): 500 marks (250 marks each)
- ➔ Four writing tasks (essays, longer and shorter transactional): 200 marks
- ➔ Two literature tasks: 85 marks
- ➔ Four oral tasks: 50 marks

External examination (November) comprises 3 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

Tips for Success

- ➔ Extensive reading and writing on a daily basis

Work through past examination papers

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

http://wced.school.za/home/service/qp_index.html

GEOGRAPHY

Dear Grade 12 Geography Learners

As Geographers you will ask the following questions:

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

On each of the following sections below learners should be able to answer the above questions.

Integrate map work where applicable with topographical and orthophoto maps

Subject Requirements

- ➔ You will need a textbook, topographic map and orthophoto map of the same area, non-programmable calculator, protractor, compass, workbook, pencil, ruler and eraser.

Content Checklist

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

Climate

- ➔ Mid latitude Cyclones, Tropical Cyclones, Anticyclones (High Pressure Cells)
- ➔ Weather of regional extent
- ➔ Weather of local extent (Valley and Urban)
- ➔ Synoptic Weather maps

Fluvial processes (Geomorphology)

- ➔ Drainage basins, longitudinal and cross profiles
- ➔ Stream channel characteristics, stream piracy
- ➔ Superimposed and antecedent streams
- ➔ Structural landscapes (horizontal, inclined and massive igneous rocks)
- ➔ Slopes and slope types

Rural settlements

- ➔ Definition and function; patterns
- ➔ Factors influencing the following: site, situation and form
- ➔ Rural depopulation, rural development strategies

Urban settlements

- ➔ Definition and function
- ➔ Distribution of urban centres
- ➔ Factors influencing the following: site, situation and form
- ➔ Urbanisation
- ➔ Urban morphology, land use zones
- ➔ Urban problems and possible solutions
- ➔ Planning for improved urban environments
- ➔ Governance of urban settlements
- ➔ Sustainability-related strategies

People and their needs

- ➔ Economic activities
- ➔ Agriculture as an economic activity
- ➔ Industry as an economic activity
- ➔ The importance and challenges of the informal sector
- ➔ Transport and trade, globalisation and trade
- ➔ Water as a critical resource in South Africa

Map work and GIS

- ➔ Map work techniques
- ➔ Application of theory on topographical and orthophoto maps
- ➔ Photographs used in map work
- ➔ Map projections
- ➔ Geographical Information Systems

Assessment

School-based assessment consists of four main sections:

- ➔ One project $1 \times 20 = 20\%$
- ➔ Two Assignments (data-handling and map work) $2 \times 20 = 40\%$
- ➔ Two Controlled tests $2 \times 10 = 20\%$
- ➔ Midyear and Trial Examination $2 \times 10 = 20\%$

The external examination consists of two question papers:

Paper 1: 1st session, 3 hours.

- ➔ The paper is divided into two sections.
- ➔ Section A will cover content on climate and weather (50%) and fluvial processes (50%)
- ➔ Section B will cover content on settlement (50%) and people and their needs (50%).

Paper 2: 2nd session 1½ hours.

This question paper consists of four questions that are compulsory and comprised of the following:

- ➔ Question 1: Multiple choice ($10 \times 2 = 20$)
- ➔ Question 2: Geographical techniques and calculations (20 single marks)
- ➔ Question 3: Application of theory / map and photo interpretation ($20 \times 2 = 40$)
- ➔ Question 4: Geographical Information Systems ($10 \times 2 = 20$)

Tips for Success

- ➔ While studying, make full use of pictures, photographs, satellite images and statistics, diagrams and maps.
- ➔ The ability to interpret maps and diagrams will help 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,
This is your final year of schooling, so work hard and good luck!

Subject Requirements

- ➔ History textbook, source materials, workbooks

Content Checklist

The History examination at the end of the year consists of two papers. There are four questions on each paper, and you will have to answer two. To ensure that you have the best chance of doing well, you will need to study at least three topics for each paper thoroughly.

Your examinations in both June and September should be full papers so that you get enough practice to do well in the final examination. You will need to study two topics for Paper 1 and two topics for Paper 2 for the June examination. Your teacher will have covered enough topics with the class for you to answer two questions on each paper. For example, by June you might have covered:

Paper 1

- ➔ The Civil Rights Movements and the Black Power movements in the USA
- ➔ The Black Consciousness Movement in SA

Paper 2

- ➔ South Africa in the 1990s
- ➔ Dealing with the past and facing the future – the TRC

You will have 3 hours for each paper. Each question counts 75 marks: 45 marks for the source-based section and 30 marks for the extended writing.

Study programme for the September examinations

By September examinations you will have finished the syllabus. In addition to the four topics studied for the June examination, add at least one other topic for each paper to your study programme for the September examinations. If you study these topics thoroughly for this examination, you will have studied 6 topics by September and will have only two more to add when it comes to the final examination. For example: for your September paper you might want to add:

- ➔ **Paper 1:** Cold War: Cuba
- ➔ **Paper 2:** Collapse of Russia in 1989: the impact on ending apartheid in South Africa.

When you study this topic, it is important to remember that it was not only the collapse of the Soviet Union that brought an end to

apartheid, but also the internal mass resistance of the 1980s. In an essay it is useful to be able to show how both contributed to the end of apartheid, even if the question only asks about the impact of the collapse of the Soviet Union.

November examination:

The last two topics are:

- ➔ **Paper 1:** *Uhuru* in Africa in the 1960s and 1970s: Tanzania
- ➔ **Paper 2:** The impact of the collapse of the USSR on Africa: Angola

Assessment

You will need to complete the following tasks for your formal assessment. These marks will count towards your final mark in your matric examinations. The tasks are as follows:

- ➔ 3 source-based/extended writing tasks
- ➔ 1 heritage assignment
- ➔ 2 standardised tests
- ➔ June and September examinations

Tips for Success

- ➔ Learn the content thoroughly; you cannot answer anything effectively if you do not know the content.
- ➔ Make sure you have read the questions properly and that you are answering what is asked.
- ➔ Read written sources very carefully.
- ➔ Look carefully at visual sources; it is important to think about what the artist is saying about the event.
- ➔ Plan and structure your essays. If the essay topic asks for an opinion, give your opinion in the introduction and then use evidence to back it up.



HOSPITALITY STUDIES

Dear Grade 12 Hospitality Studies learner

Hospitality Studies is a subject consisting of two components, namely a practical and a theoretical component. You have to make sure that you achieve good marks in both components.

Subject Requirements

You will need the following:

- ➔ Text book
- ➔ Calculator
- ➔ Scrap book/ rough workbook
- ➔ For food production; hair cover (head gear)
- ➔ Comfortable shoes (which are not slippery)
- ➔ Chef's jacket and apron
- ➔ Waiter's friend
- ➔ Toolbox (if possible)
- ➔ Recipe book
- ➔ Food magazines

Content Checklist

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

Hospitality Concepts

- ➔ Basic marketing tools to promote a hospitality product
- ➔ Entrepreneurship, entrepreneurial opportunities in the food and beverage sector, a basic business plan

Health and Safety

- ➔ Professional appearance, attitude, ethics and values in the preparation and service of food and beverages
- ➔ HIV/AIDS, Tuberculosis, Gastro-enteritis: origin, symptoms and treatment. Transmission possibilities in the food and beverage environment

Food Production

- ➔ Discuss the use and benefit of computers in the administration of kitchen operations.
- ➔ Maintain and keep records of food production, equipment and food items to ensure effective stock control.
- ➔ Cost and calculate the selling price of a meal and draw up a quotation for a function including utility, infrastructure and labour costs.
- ➔ Plan menu for formal dinners and cocktail functions, taking into account nutrition and the specific dietary needs: Halaal, Kosher, Christian, African, vegetarian (different types).
- ➔ Demonstrate a knowledge and understanding of the following food commodities: meat, vegetarian dishes, choux pastry, pastry and desserts.

Food and Beverage Service

- ➔ Maintain stock control by keeping a record of food and beverage equipment for the restaurant.
- ➔ The basic principles of wine service, paying particular attention to customer service and the applicable liquor laws.
- ➔ Prepare and set up the venue and tables for formal dinners and cocktail functions.
- ➔ Service and clearing techniques for food and beverages at cocktail functions and formal dinners.

Assessment

School-based Assessment tasks to be done:

- ➔ 1 Project 50 marks
- ➔ 3 tests 50 marks each
- ➔ 2 examinations (June and September) 200 marks each
- ➔ Two PATS 100 marks each.

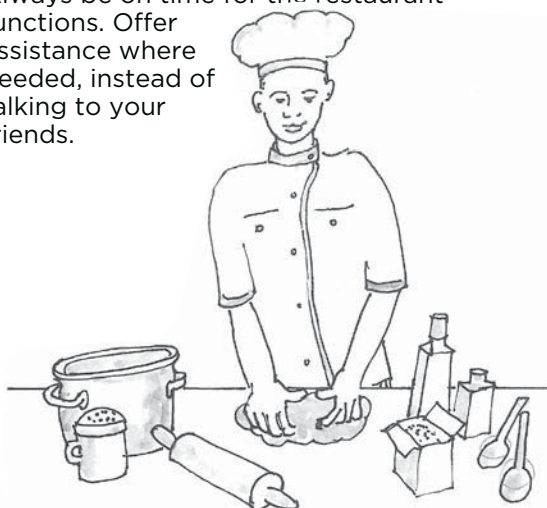
Tips for Success

Theory

- ➔ 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 are able to do the calculations on costing.

Practical

- ➔ Attend every practical lesson and do your best to produce quality products. Do the preparation for the practical lesson as well as possible, and hand it in on time.
- ➔ Make sure you have the correct uniform for the restaurant functions. It should be clean and neat.
- ➔ Remember that a chef is not allowed to wear jewellery.
- ➔ Your hair should be neat and long hair should be tied away from your face. Nails should be short and clean.
- ➔ Always be on time for the restaurant functions. Offer assistance where needed, instead of talking to your friends.



Ulwimi lwasekhaya, oloku-1 nolwesi-2 olongezelelweyo

Bhota mfundi webanga 12

Minyaka le, uhlalutyo lweziphumo zebanga 12 ludandalazisa ukuba elona phepha libanika ubunzima abafundi lelesibini kulwimi lwasekhaya nolokuqala olongezelelweyo. Nangona, kunjalo akuyongxaki oku kulwimi lwesibini olongezelelweyo kuba eli phepha alizimelanga liyinxalenye yephepha lokuqala kwaye linamanqaku ambalwa.

Ngoko ke, abafundi bebanga 12 kufuneka balibazele iliso elibanzi eli phepha kulwimi lwasekhaya kunye nolwimi lokuqala olongezelelweyo.

Masikhumbuzane ngokuqulethweyo kumaphepha onke esiXhosa kulwimi lwasekhaya nolokuqala olongezelelweyo.

Iphepha 2 (Uncwadi):

- ➔ Kwimibongo – ziqhelanise nohlalutyo lwemibongo emiselweyo
- ➔ Wazi umxholo/umongo wombongo (okuqulethwe ngumbongo)
- ➔ Yazi intsingiselo yombongo (okuthethwa kumbongo)
- ➔ Sazi isimbo sokubhala sembongi (ulwimi olusetyenzisiweyo yimbongi)
- ➔ Kwinoveli – umxholo ubaluleke kakhulu
- ➔ Ukuzotywa kwabalinganiswa
- ➔ Isimo sentlalo nesakhiwo senoveli
- ➔ Impixano kwinoveli
- ➔ Ulwimi olusetyenzisiweyo
- ➔ Kwidrama – isimo sentlalo

- ➔ Amanqanaba esakhiwo sedrama
- ➔ Abalinganiswa bedrama
- ➔ Umxholo wedrama
- ➔ Impixano kwidrama

Iphepha 1 (Ukusetyenziswa kolwimi ngokusemxelelweni):

- ➔ Uvavanyo lokuqonda nesishwankathelo
- ➔ Uhlalutyo lweekhathuni okanye izibhengezo-ntengiso
- ➔ Usetyenziso lolwimi – izibizo, izimelabizo nemisebenzi yazo, izichazi, izihlomelo, izifanekiso-zwi, izibanjalo, izilabalabi, izifezekisi, amagatya, njalo njalo.

Iphepha 3 (Ukubhala)

- ➔ Iindidi zezincoko – ezichazayo, ezibalisayo, ezixhoxayo, njalo njalo.
- ➔ Imihlathana emide nemifutshane
- ➔ Imizekelo efana ne-obhitshuwari
- ➔ Isivi, idayari, ibrowutsha
- ➔ Ipowusta ne-ajenda

Iingcebiso 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 ukuzikhumbuza
- ➔ Ukuhlaziya okufundileyo, ungasebenzisa amaphepha eemviwo ezigqithileyo
- ➔ Yazi ukuba ukufunda yinto oyenza ubomi bakho bonke, ngoko ke, ziqhelanise nokufunda rhoqo.

Ukuhlola

Udweliso lwemisebenzi ehlolwa ngokusesikweni namanqaku ayo.



ISIXHOSA

Kulwimi lwasekhaya

Ukubhala isincoko (50 amanqaku)	Uncwadi: inoveli / idrama (40 amanqaku)	I-oral: Ukufunda / ukumamela / ukuthetha (10 amanqaku)	I-oral: Ukufunda / ukumamela / ukuthetha (10 amanqaku)	Uvavanyo 1: Uvavanyo lokuqonda / ulwimi / ushwankathelo (40 amanqaku)
Uncwadi: inoveli / idrama (50 amanqaku)	Ukubhala isincoko (50 amanqaku)	I-oral: Ukuphendula kuncwadi (20 amanqaku)	Uncwadi: isihobe (30 amanqaku)	Uviwo lwaphakathi enyakeni lwamaphepha ama-3 onke (250 amanqaku)
Ukubhala isincoko (50 amanqaku)	I-oral: Ukufunda / ukumamela / ukuthetha (10 amanqaku)	Uvavanyo 2: Uvavanyo lokuqonda / ulwimi / ushwankathelo / imihlathi emifutshane (40 amanqaku)	Uviwo lwamalungiselelo lwamaphepha ama-3 onke (250 amanqaku)	

Kulwimi loku-1 olongezelelweyo

Ukubhala isincoko (50 amanqaku)	Uncwadi: inoveli / idrama / ibali elifutshane okanye isihobe (35 amanqaku)	I-oral: Ukufunda / ukumamela / ukuthetha (10 amanqaku)	Uvavanyo 1: Uvavanyo lokuqonda / ulwimi / ushwankathelo (35 amanqaku)	Ukubhala: Umhlathi omde (30 amanqaku) nomhlathi omfutshane (20 amanqaku)
I-oral: Ukufunda / ukumamela / ukuthetha (10 amanqaku)	Ukubhala isincoko (50 amanqaku)	I-oral: Ukufunda / ukumamela / ukuthetha (10 amanqaku)	Uncwadi: Inoveli / idrama / ibali elifutshane okanye isihobe (50 amanqaku)	Uviwo lwaphakathi enyakeni lwamaphepha ama-3 onke (250 amanqaku)
I-oral: Ukuphendula kuncwadi (20 amanqaku)	Ukubhala isincoko (50 amanqaku)	Uvavanyo 2: Uvavanyo lokuqonda / ulwimi / ushwankathelo (30 amanqaku)	Uviwo lwamalungiselelo lwamaphepha ama-3 onke (250 amanqaku)	

Kulwimi lwesi-2 olongezelelweyo

	Ukubhala: Umhlathi omde (20 amanqaku)	I-oral: ukumamela / intetho elungisiweyo / incoko / ukufunda (25 amanqaku)	Uncwadi: Isihobe / inoveli / idrama / amabali amafutshane (20 amanqaku)	Uvavanyo 1: Uvavanyo lokuqonda / ulwimi / ushwankathelo (50 amanqaku)
I-oral: ukumamela / intetho elungisiweyo / incoko / ukufunda (25 amanqaku)	Ukubhala isincoko (40 amanqaku)	I-oral: ukumamela / intetho elungisiweyo / incoko / ukufunda (25 amanqaku)	Uviwo lwaphakathi enyakeni lwamaphepha ama-2 onke (200 amanqaku)	
Ukubhala: Umhlathi omfutshane (20 amanqaku)	Uvavanyo 1: Uvavanyo lokuqonda / ulwimi / ushwankathelo (50 amanqaku)	Uvavanyo 2: Uviwo lwaphakathi enyakeni lwamaphepha ama-2 onke (200 amanqaku)		

Amacandelo namanqaku amaphepha eemviwo

Iphepha 1	Iphepha 2	Iphepha 3
<p>Icandelo A: Isicatshulwa (30 amaqaku)</p> <p>Icandelo B: Isishwankathelo (10 amaqaku)</p> <p>Icandelo C: Ulwimi (30 amaqaku) kolwasekhaya (40 amaqaku) kweloku-1 olongezelelweyo</p> <p>(60 amaqaku) kolwesi-2 olongezelelweyo</p> <p>Icandelo D: Uncwadi (Kolwesi-2 olongezelelweyo kuphela) (20 amaqaku)</p>	<p>Kulwimi lwasekhaya</p> <p>Icandelo A: Isihobe (30 amaqaku)</p> <p>Icandelo B: Inoveli (25 amaqaku)</p> <p>Icandelo C: Idrama (25 amaqaku)</p> <p>Kulwimi loku-1 olongezelelweyo</p> <p>Icandelo A: Inoveli (35 amaqaku)</p> <p>Icandelo B: Idrama (35 amaqaku)</p> <p>Icandelo C: Amabali amafutshane (35 amaqaku)</p> <p>Icandelo D: Isihobe (35 amaqaku)</p> <p>Kulwimi lwesi-2 olongezelelweyo</p> <p>Icandelo D: Uncwadi (20 amaqaku) lihlonyelwe kwiphepha 1</p>	<p>Icandelo A: Isincoko</p> <p>Kulwimi lwasekhaya noloku-1 olongezelelweyo (50 amaqaku)</p> <p>Kulwimi lwesi-2 olongezelelweyo (40 amaqaku)</p> <p>Icandelo B: Imihlathi emide</p> <p>Kulwimi lwasekhaya noloku-1 olongezelelweyo (30 amaqaku)</p> <p>Kulwimi lwesi-2 olongezelelweyo (20 amaqaku)</p> <p>Icandelo C: Imihlathi emifutshane</p> <p>Kulwimi lwasekhaya, oloku-1 nolwesi-2 olongezelelweyo (20 amaqaku)</p>

Amaphulo okuncedisana nawe aquka

- ➔ Izifundo zesiXhosa eziqhutywa koonomathotholo abafana noMhlobo wenene neRadio Zibonele incedisana neBush Radio.
- ➔ Kwezinye izithili, kuqhutywa izifundo zangoMgqibelo zesiXhosa, izikolo zasebusika, izikolo zasentwasahlobo, ukuncedisa nawe mfundi.
- ➔ Incwadi yedrama emiselweyo ethi, Amaza, ebhalwe nguZS Qangule, iyenziwa eqongeni e-Artscape minyaka le kwaye wamkelekile ukuba uye kuyibukela xa isenziwa eqongeni.
- ➔ Amaphepha eminyaka edlulileyo esiXhosa ayafumaneka kwiwebhusayithi ethi www.education.gov.za
- ➔ Okokugqibela, ungaqhakamshelana nam nge-imeyl ethi Mlamli.matshingana@pgwc.gov.za ukufumana iinkcukacha ezithe vetshe malunga nemibuzo onayo ngesiXhosa
- ➔ Ukho nomnxeba wam othi 021-4672590
- ➔ Ndikunqwenelela impumelelo kwizifundo zakho zonke ingakumbi kwisiXhosa.

The only dumb question is a question you don't ask – Paul MacCready

INFORMATION TECHNOLOGY

Dear Grade 12 IT learner,

What you have learnt over the past three years in IT will give you the edge in this information driven age we live in.

Subject Requirements

- ➔ Computer
- ➔ Programming and office software
- ➔ Textbook

Content Checklist

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

Practical Examination (Paper 1) 120 marks

Question 1: Database Programming using SQL

- ➔ No need to know the connection code (that will be supplied)
- ➔ Know your SQL commands as well as how to select information from more than one table: either the JOIN or the WHERE command

Question 2: Object Oriented Programming

- ➔ Write a class with several attributes, parameterised and non-parameterised constructors, accessors ("gets"), mutators ("sets"), a toString as well as other methods, know what has to be 'private' and what has to be 'public' and how to call one method from within another method
- ➔ Create an object of this class, populating it with data
- ➔ Finally some processing: i.e. averaging, selecting, listing, sorting, etc. Formatting of output is important: limiting the number of decimal places in a number, using the '\t' and '\n' formatters as well as the 'printf' function

Question 3: General and Problem-solving Programming

- ➔ A large variety of different aspects can be tested here, ranging from working with a two-dimensional array, the finding of duplicates, multiple looping, mathematical manipulation, more complex string handling, multiple decision-making, reading from and writing information to a text file, etc.

Theory Examination (Paper 2) 180 marks

Hardware and software

- ➔ Factors affecting overall performance of computer system
- ➔ How the CPU functions: the machine cycle
- ➔ The motherboard and its components and in particular 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 such as 'virtual memory',

'thrashing', 'buffering', 'spooling' and 'caching'

- ➔ For operating systems the processing techniques 'multi-tasking', 'multi-threading' and 'multi-processing'
- ➔ Networks: types of network, their structure, security and communication between components in terms of switching techniques and protocols

E-Communication

- ➔ Know 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.

Social and ethical issues

- ➔ 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

Program design and software development

- ➔ Important topics in this section would be the normalization of databases
- ➔ Design of classes and presentation in the form of class diagrams, appropriate assigning of data types
- ➔ Providing an algorithmic solution to a problem
- ➔ Testing and tracing an algorithm

Assessment

- ➔ You have 50% of the total for this subject in your hands before you enter the exam room in October through the School-based assessment and PATs. This includes:
- ➔ First Term: 1 theory test and 1 practical test (each ± 50 marks)
- ➔ Second Term: 1 test (theory or practical, ± 50 marks) plus the June exams (1 practical paper of 120 marks, 1 theory paper of 180 marks)
- ➔ Third Term: 1 test (theory or practical, ± 50 marks) plus the September exams (1 practical paper of 120 marks, 1 theory paper of 180 marks)
- ➔ PAT: January to August, divided into 3 phases: Phase 1 (planning) 30 marks, Phase 2 (designing) 30 marks, Phase 3 (implementation) 110 marks.

Tips for Success

- ➔ At the heart of the theory paper is the major topic "hardware and software". Know this section extremely well. It not only forms the largest single question (Q2) for ± 55 marks, but it also forms part of other questions.
- ➔ The work you put into phase 2 of the PAT will add value to your preparation for Question 5, "Programming and software development".

LIFE ORIENTATION

Dear Grade 12 learner

Life Orientation guides and prepares you for life, for life's responsibilities and all of life's challenges. You should exit the schooling system with skills that have prepared you to be a responsible adult with good decision-making skills; a responsible citizen who can contribute to the economy of the country, 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 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.

Personal Well-being

- ➔ Stress: identifying, coping
- ➔ Communication: feelings, beliefs, attitudes
- ➔ Conflict resolution: ways to resolve conflict
- ➔ Rights in relationships and rights and responsibilities in sexual relationships
- ➔ Lifestyle diseases (including HIV & AIDS)
- ➔ Environmental factors and disasters that contribute to lifestyle diseases
- ➔ Community responsibility to promote safe and healthy living
- ➔ Abuse of power in work settings, cultural context, societal context and the negative effect on health and well-being

Citizenship Education

- ➔ Evaluate services offered by a community project
- ➔ Discrimination and violation of human rights
- ➔ Knowledge and application of the Bill of Rights
- ➔ Role and responsibilities of the media in a democratic society
- ➔ Structure of an own mission statement
- ➔ Respecting the rights of others to hold different views and values

Recreation and Physical Well-being

- ➔ Monitoring and evaluating long term effects of participation
- ➔ Participating in various relaxation and recreational activities, sports and games and fitness exercises
- ➔ Career opportunities in various sporting codes
- ➔ Gender differences in participation
- ➔ Entry of women into previously men's only sport, and factors influencing this.

Career and Career Choices

Commitment to a decision taken for next year

- ➔ Application for a job, covering letter, CV, interview
- ➔ Application for a course at a higher education institution
- ➔ Unemployment : coping skills
- ➔ Entrepreneurship: research
- ➔ Reading the market
- ➔ Decision-making, problem-solving and creative thinking skills.
- ➔ Job contract, conditions of service
- ➔ Labour Laws; Trade unions
- ➔ Employment Equity Act
- ➔ Recruitment process trends and practices
- ➔ Work ethics
- ➔ Societal expectations

Assessment

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

- ➔ 2 written tasks: 2 X 75=150
 - ➔ 2 examinations: (June & Sept.) 2 X 75=150
 - ➔ 1 Physical Education Task (PET) 100
- TOTAL: 400

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 text book page numbers next to the topic.
- ➔ Be present in all Life Orientation classes.
- ➔ Participate in the Physical Education activities: Physical Fitness; Sport and Games; Recreation and Relaxation activities.
- ➔ Hand in both written ('other') tasks on the expected dates.
- ➔ Be sure to write both examinations.
- ➔ Take steps to overcome problems. If you are not able to adhere to a deadline, or if you do not understand what is expected of you for a specific task, speak to your teacher.
- ➔ Believe in yourself. If you make a success of Life Orientation, you will make a success of life.

***The only dumb question
is a question you don't
ask - Paul MacCready***

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 and endurance are some of the important characteristics needed to make a success of Life Sciences.

Subject Requirements

You need the following:

- ➔ A textbook and exercise book
- ➔ A blue or black pen
- ➔ A pencil to make drawings
- ➔ A ruler, protractor and a compass to draw a pie chart
- ➔ A non-programmable calculator

Content Checklist

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

Paper 1

Code of life: DNA and RNA (45 marks)

- ➔ Structures, functions and DNA replication
- ➔ Protein synthesis
- ➔ Biotechnology: DNA profiling, cloning,
- ➔ Genetic engineering, polyploidy (ethics, risks and benefits)
- ➔ Genes, chromatids, chromosomes and mutations
- ➔ Meiosis
- ➔ Karyotypes

Inheritance and genetic disorders (45 marks)

- ➔ Variation, alleles, polygenic inheritance
- ➔ Dominance and Law of segregation
- ➔ Monohybrid crossings (complete, incomplete, dominance and co-dominance, sex-linked traits, production of sex cells)
- ➔ Genetic disorders/diseases
- ➔ Pedigree diagrams

Evolution (60 marks)

- ➔ Earlier theories (Erasmus Darwin, Wallace, Charles Darwin & Lamarck)
- ➔ Natural selection, mutation and speciation
- ➔ Evidence for evolution
- ➔ Human evolution
- ➔ "Out of Africa" theory
- ➔ Evolution in present times

Paper 2

Life processes (90 marks)

- ➔ Hormones and defence mechanisms in plants
- ➔ Human nervous systems and receptors
- ➔ Human endocrine system
- ➔ Life cycles in plants and insects
- ➔ Flowers as reproductive structures
- ➔ Reproductive strategies in certain animals
- ➔ Human reproduction

Population ecology (40 marks)

- ➔ Terminology
- ➔ Size of population
- ➔ Human population
- ➔ Social organisation

Community ecology (interactions) (20 marks)

- ➔ Predation and competition
- ➔ Symbiosis (parasitism, mutualism and commensalism)
- ➔ Human impact
- ➔ Ecological succession

Assessment

- ➔ Assessment tasks 25% (100 marks)
- ➔ Final 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 in order to ensure a good year mark.

The following formal assessment tasks are compulsory:

- ➔ **Term 1:** Practical task and formal test
- ➔ **Term 2:** Assignment and midyear examination
- ➔ **Term 3:** Practical task, formal test and trial examination
- ➔ **Term 4:** Final external examination: two question papers (see content checklist).

Paper 1: 2.5 hours

150 marks

Paper 2: 2.5 hours

150 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 number next to the topic.
- ➔ Use previous question papers throughout the year to assess your understanding of the concepts/ processes and the ability to apply the acquired knowledge in new situations

MATHEMATICS

Dear Grade 12 Mathematics learner

Preparing for the final examination requires hard work and persistence.

Subject Requirements

You will need:

- ➔ A Mathematics textbook
- ➔ Workbooks
- ➔ A scientific calculator

Content Checklist

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

Paper 1

Equations and inequalities

- ➔ Quadratic equations and inequalities
- ➔ Simultaneous equations

Number patterns and sequences

- ➔ General patterns (linear and quadratic)
- ➔ Arithmetic and geometric sequences and series (formulae for n th term, sum; sum to infinity)

Functions and graphs

- ➔ Parabola; hyperbola; exponential; trigonometric functions and their transformations
- ➔ Inverse functions

Financial mathematics

- ➔ Simple and compound interest
- ➔ Logarithms
- ➔ Nominal and effective interest rates
- ➔ Depreciation (reducing balance and straight line)
- ➔ Annuities (sinking funds and bond repayments)

Calculus

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

Linear programming

- ➔ Setting up linear constraints
- ➔ Graphing the feasible region
- ➔ Optimising the objective function using the search-line method

Attend school every day and any extra tuition offered to you.

Paper 2

Data handling

- ➔ Mean, median, mode, variation and standard deviation
- ➔ Five number summary and box and whisker plots
- ➔ Cumulative frequencies and ogives
- ➔ Scatter plots and lines of best fit
- ➔ Analytical geometry
- ➔ Distance formula, midpoint formula, gradient, parallel and perpendicular criteria
- ➔ Inclination and equation of a line
- ➔ Circles and tangents

Transformation geometry

- ➔ Basic transformations: translations, reflections and rotations through 90° and 180°
- ➔ Rotations through a general angle
- ➔ Enlargements

Trigonometry

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

Paper 3 (Optional)

- ➔ Recursive sequences

Data-handling and probability

- ➔ Probability
- ➔ Regression and correlation
- ➔ Counting principle

Euclidean geometry

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

Assessment

Your final mark will be compiled as follows:

SBA: 25% (100 marks) +

Final exam: 75% (300 marks) = 400 marks

School-based Assessment

- ➔ **Term 1:** 1 test, 1 project or 1 investigation
- ➔ **Term 2:** 1 test and a midyear examination
- ➔ **Term 3:** 1 test and a trial examination

Final Examination

- ➔ Two 3 hour papers out of 150 marks each. Paper 3 (out of 100 marks) is optional.

Tips for Success:

- ➔ Ensure that you are fully acquainted with your calculator. It will save you time in the examination, for instance, in calculating the standard deviation.

MATHEMATICAL LITERACY

Dear Grade 12 Mathematical Literacy learner

Below are the main concepts and content that you need to study and practise:

Subject Requirements

- ➔ A good textbook and workbooks.
- ➔ A calculator, ruler and pencil.
- ➔ A collection of examination question papers and memos from previous years.

Content Checklist

Use this checklist to ensure that you have covered the content in full:

Measurement & Measurement units 1

- ➔ Convert units of measurement: between different systems (use conversion tables) and between different scales.
- ➔ Estimate, measure and calculate: length and distance, perimeter of polygons and circles.

Measurement & Measurement units 2

- ➔ Estimate, measure & calculate: area of polygons; volume of right prisms and right circular cylinders; surface area of right prisms; surface area of right circular cylinders.
- ➔ Adjust solutions for measurement and rounding-off errors.
- ➔ Scale drawings of plans: calculate values according to scale; build and interpret models.
- ➔ Maps and grids
- ➔ Find the following on a map drawn to scale:
 - Location, relative position.
 - Real ground distance between any two consecutive points using a given scale.
 - Latitude and longitude in global positioning systems.

Dealing with relationships: formulae, tables and graphs

- ➔ Write formulae for relationships given on a table or in words.
- ➔ Represent relationships on a table using the given formula.
- ➔ Represent relationships given on tables or formulae graphically

Dealing with graphs, tables and formulae

- ➔ Find output values for the given input values (from a table/formula/graph) and vice versa.
- ➔ Predict future output values for given input values (using a table/formula/graph) and vice versa.
- ➔ Identify trends from tables/graphs.
- ➔ Compare trends from two or more graphs/tables.

Design & planning problems

- ➔ General problem solving.

Data Handling

- ➔ Data collection
 - Data collection methods (interviews, questionnaires, etc.)
 - Populations and samples
- ➔ Summarising data (measures of central tendency and spread)
 - Mean, median, mode, range, quartiles (interpretation), percentiles (interpretation)
- ➔ Data organisation and display
 - Tables, tallies, pie charts, single and compound bar graphs, histograms line and broken – line graphs
- ➔ Use and misuse of statistics
 - Sample representatively and bias.
 - Misleading graphs.

Probability

- ➔ Meaning of probability.
- ➔ Ways of expressing probability.
- ➔ Simple contingency tables.
- ➔ Tree diagrams.

Financial literacy

- ➔ **Personal and business finance:** budgets; income and expenditure; profit and loss.
- ➔ **Effects of:** taxation, inflation, changing interest rates, currency fluctuations.
- ➔ **Interpret** calculated answers in terms of contexts used.

Assessment

Throughout the year you have to complete the following school based assessment tasks:

Term 1	Investigation (10%)	Test (10%)	Test (10%)
Term 2	Test (10%)	June examination (25%) 2 papers: Paper 1 (150marks) Paper 2 (100 marks)	
Term 3	Test (10%)	September Examination (25%) 2 papers Paper 1 (150 marks) Paper2 (150 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 number next to the topic.

Work through past examination papers

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

http://wced.school.za/home/service/qp_index.html

MECHANICAL TECHNOLOGY

Dear Grade 12 Mechanical 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 the different themes and applying the theory in the making of the PAT.

Subject Requirements

- ➔ Textbook, calculator, drawing instruments, dust coat, workbooks.

Content Checklist

To assist you with your studying here is a list of the content you should revise:

Safety

- ➔ The Occupational Health and Safety (OHS) Act

Tools and Equipment

- ➔ Principles and functions of advanced engineering equipment.

Engineering Materials

- ➔ Reasons for using certain engineering materials taking environmental aspects into consideration.
- ➔ Description and explanation of the iron-carbon equilibrium diagram with reference to certain materials.

Terminology

- ➔ Demonstration and understanding of appropriate terminology and procedures used in the subject including lathes and milling machines.

Joining Methods

- ➔ Analysis of the possible defects of welding joints by visual inspection
- ➔ Applications: defects; destructive tests; non-destructive tests
- ➔ Manufacturing of various joints using a variety of joining techniques which includes gas metal arc welding.

Forces

- ➔ Basic calculations of forces found in engineering components
- ➔ Moments found in engineering components (by calculation only)
- ➔ The concepts of stress, strain and modulus of elasticity
- ➔ Calculation of performing advanced tests on various mechanical principles.

Maintenance

- ➔ The effect of a lack of maintenance on operating systems

Systems and Control

- ➔ Calculations to demonstrate understanding of systems and control
- ➔ Explaining fault finding techniques on operating systems.

Turbines

- ➔ Types of turbines, their components and the function thereof

Assessment

School-based Assessment (25%): 100 marks

- ➔ **Term 1:** Investigation task 50 marks, control test 50 marks
- ➔ **Term 2:** Simulation task 50 marks, June examination 150 marks.
- ➔ **Term 3:** Control test 50 marks and trial examination 200 marks.

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

- ➔ 25 marks for the portfolio and 75 marks for the artefact.

External Examination: (50%) 3 hours, 200 marks

Q 1 Multiple-choice questions	20 marks
Q 2 Tools and Equipment	20 marks
Q 3 Materials	20 marks
Q 4 Safety, Terminology and Joining.	50 marks
Q 5 Maintenance and Turbines	40 marks
Q 6 Forces and Systems and Control	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 page numbers next to the topic.
- ➔ Make sure you can manipulate formulas to solve problems.
- ➔ The school based assessment tasks and PATs prepare you for your final examinations. Make sure that you have handed in all your tasks.

Work through past examination papers

Work through the exam papers from the past two years. These questions should give you a good idea of the types of questions you could expect in a final examination.

Examination papers and suggested answers of previous years are available on the following website: http://wced.school.za/home/service/qp_index.html

Dear Grade 12 Music learner

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

Subject Requirements

You will need:

- ➔ Access to your musical instrument
- ➔ Textbook for general musical knowledge
- ➔ Exercise book for theory of music
- ➔ Manuscript book
- ➔ Access to a CD player

Content Checklist

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

- ➔ Performance (Individual and ensemble work):
- ➔ Prepare **four pieces** on at least Grade 5 level for your chosen instrument. One of these pieces must be a work for an ensemble. Ensure that you have mastered these pieces by the end of August, because you will be expected to give a polished performance of the pieces at an external examination that will be arranged between August and October.

You will also be tested on your skill to

- ➔ Improvise on a given rhythm or melody or chords.
- ➔ Sight sing a melody.
- ➔ Read and clap a rhythm.
- ➔ Sing major, diminished and augmented triads.
- ➔ Play scales, arpeggios, and other technical exercises.
- ➔ Sight read a piece of music that you have not seen before.

Theoretical work

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

- ➔ Treble-, Bass-, Alto and Tenor clefs
- ➔ Major, harmonic minor, melodic minor, whole tone and blues scales, dorian-, aeolian- and lydian modes
- ➔ Key signatures of keys up to seven sharps and seven flats
- ➔ Time signatures and the correct grouping of notes
- ➔ Intervals
- ➔ Triads
- ➔ Transpose a melody from one key to another
- ➔ Transcribe music from staff to tonic solfa; and tonic solfa to staff
- ➔ Complete a melody up to 12 bars
- ➔ Four-part primary and secondary chords in root position and inversion
- ➔ Dominant seventh chord in root position and inversions

General Musical Knowledge

Make sure that you have a thorough knowledge of the following:

- ➔ The development of the symphony
- ➔ Symphony No. 4 by Brahms
- ➔ Character piece or Art song or Opera or Concerto or Symphonic poem
- ➔ Ragtime, Blues, Swing, Bebop, African Jazz
- ➔ Impressionism or Musical Theatre or Neo-Classicism
- ➔ Heavy Metal or Michael Jackson or Glam Rock or Brit Pop or Girls/Boys bands
- ➔ Mandoza or Lucky Dube or Steve Hofmeyr
- ➔ Plea from Africa or Monna e montenya or Gabi, Gabi
- ➔ South African traditional music: Kwaito or Music for social occasions or Moppies and Gomma songs
- ➔ Khumalo or Van der Watt or Khoza
- ➔ The music industry: copyright and performing rights
- ➔ The National Anthem of the Republic of South Africa
- ➔ Sonata form and through-composed songs

Assessment

Your year mark will be based on the following practical tasks and examinations:

Practical Assessment Tasks (PATs)

- ➔ Public performance of one piece and programme notes (50 marks)
- ➔ Harmony assignment (50 marks)
- ➔ Improvisation performance (50 marks)
- ➔ Own composition or arrangement (50 marks)
- ➔ Research task on South African music (50 marks)

Examinations

- ➔ June examination (300)
- ➔ September examination (300)

The mark allocation for the external examination is as follows:

- ➔ Practical examination
Pieces, technical work, aural and sight-reading (142 marks)
- ➔ **Paper 1** (3 hours): Theory (60marks); Musical Knowledge (65 marks)
- ➔ **Paper 2** (1½ hour) Music Comprehension (33 marks)

Tips for Success

- ➔ Ask your teacher for the subject 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.

PHYSICAL SCIENCES

Dear Grade 12 Physical Sciences learner

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. Therefore the purpose of this guide is to show you what you have to learn and do in your preparation for your final examination.

Subject Requirements

- ➔ A good textbook
- ➔ A scientific calculator
- ➔ Mathematical instruments, graph paper, pen, pencil, ruler and eraser
- ➔ Workbooks

Content Checklist

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

Physics

- ➔ Vertical projectile motion
- ➔ Relative velocity
- ➔ Newton's laws of motion, momentum, change in momentum.
- ➔ Impulse
- ➔ Work, energy and power
- ➔ Diffraction and interference
- ➔ Doppler Effect
- ➔ Electrostatics
- ➔ Electric circuits
- ➔ Electric motors and generators
- ➔ Alternating current
- ➔ Photo-electric effect
- ➔ Electromagnetic radiation

Chemistry

- ➔ Exothermic and endothermic reactions
- ➔ Reaction Rate
- ➔ Chemical equilibrium
- ➔ Galvanic and electrolytic cells
- ➔ Organic chemistry
- ➔ Chemical processes and the Fertilizer Industry

Assessment

For your school-based assessment mark you will do the following tasks:

- ➔ Two practical investigations
- ➔ Two control tests
- ➔ One research project
- ➔ One June and one September Examination

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** on Physics 3 hours 150 marks
- ➔ **Paper 2** on Chemistry 3 hours 150 marks.

The content that will be assessed in each paper is listed in the content checklist above.

Each question paper consists of Section A and Section B.

- ➔ **Section A** (25 marks) consists of one word items (5 marks) and multiple choice questions (20 marks)
- ➔ **Section B** (125 marks) consists of longer questions.

Tips for Success

- ➔ Teaching time is 4 hours per week. Ensure that you exploit it optimally to learn!
- ➔ Be ahead always. Research, read and calculate to know the content and the experiment before the lesson is taught on a daily basis.
- ➔ 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.
- ➔ 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 factorisation in order to work with numbers and variables. Know calculus and proportion also.
- ➔ In Physical Sciences you are expected to do science investigations and 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.



RELIGION STUDIES

Dear Grade 12 Religion Studies learner

Below is a summary of the content that should be addressed in Religion Studies.

Subject Requirements

- ➔ Textbook, workbooks

Content Checklist

Make sure that you include the topics below in your revision programme.

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

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

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

Research into and across religions

- ➔ Religions in areas of conflict in South Africa, Africa and across the world
- ➔ Religion and the natural sciences

Assessment

The assessment consists of two parts:

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

- ➔ 2 tests: 100 marks each
- ➔ 2 examinations: 300 marks each
- ➔ 3 written tasks: 100 marks each

Attend school every day and any extra tuition offered to you.

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

Tips for Success

- ➔ Religion Studies comprises of a lot of self-study. Read as many sources as possible.
- ➔ 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 any case study or exemplars used in the question papers.



SESOTHO & SETSWANA

Kgotso Moithuti wa sehlopha sa 12

Se latelang ke sesebediswa seo o tla se sebedisa ho nnetefatsa hore o entse mesebetsi yohle e hlokalahalang :

Sesebediswa sena se tla o fa dikeletso mabapi le seo o tshwanelang ho se etsa hore o tle o sebetse ka boqhetseke. Hopola hore o tshwanela ho pasa Sesotho/Setswana ka diphesente tse seng ka tlase ho tse 40 mafelong a selemo ha ho kopanngwa matshwao a hao kaofela. Sena se bolela hore o tshwanela ho tiisa haholo e le hore o tle o tsebe ho rua tsebo le ho fumana monyetla wa ho ntshetsa pele dithuto tsa hao. Leka ho:

- ➔ rala le ho hlahloba lenanetsamaiso la hao la boikgopotso ba mosebetsi o seng o entswe.
- ➔ sheba boithlophisetso ba hao mabapi le ditlhahlobo tsa Phupjane/Loetse le tsa makgaola-kgang.
- ➔ kopa titjhere ho o fa moralo wa tse tla ithutwa. Sena se tla o fa moralo o phethahetseng. Manamisa moralo ona bukeng ya hao. Tshwaya sehlooho ka seng se rutilweng mme o ngole mapephe a buka a tsamaellanang le sehlooho seo.

O TSHWANETSE HO BA LE:

Dibuka tse balwang sekolong
Dibuka tse ding ntle le tsa sekolo tse kenyeletsang dimakasine le dikoranta.
Bukantswe/tlotlontswe ya puo ya hao.

O TSHWANETSE HO TSEBA:

Puisano ya molomo:

- ➔ Mawa a fapaneng a puisano ya molomo
- ➔ Bokgoni ba ho etsa moralo le dipatlisiso
- ➔ Nehelano ya puo ya molomo ka bolokohile le boikutlwahatso
- ➔ Tshebediso ya puo maemong a dipuisano tsa molomo

Dibuka:

- ➔ Dithothokiso
- ➔ Pale e telele
- ➔ Tshwantshiso

Sebedisa:

- ➔ mawa a ho bala
- ➔ hlalosa meelelo ya ditema – tse ngotsweng, tse bohuwang, tse mamelwang, tse mamelwang hammoho le ho bohuwa tshebediso ya puo le ditshwantsho ditemeng
- ➔ dibopeho tsa ditema
- ➔ ditema tsa kgokahano

Terama le ho ithuta ka difilimi

- ➔ ditema tse bohuwang, tse mamelwang le tsa mefuta e fapaneng ya dipuisano

Ho ngola:

- ➔ bokgoni ba ho etsa dipatlisiso
- ➔ moralo wa ho ngola
- ➔ ho ngola sehlahiswa
- ➔ ho lekola diphoso

Tshebediso ya puo

- ➔ hlwaya & hlalosa meelelo ya mantswa o a sebedise ka nepo
- ➔ dipolelo
- ➔ boitemohelo bo hlokolosi ba puo

TSE HLOLWANG:

Meqoqo e 2 ('150 x 2)

- ➔ Ditema tsa kgokahano – e telele + e kgutshwane (30 + 20)

Dibuka: 3

- ➔ Dithothokiso – (30)
- ➔ Pale e telele – (40/50)
- ➔ Tshwantshiso – (40/50)

Orale: 4

- ➔ Puo e hlophisitsweng: 10
- ➔ Bonono ba ho Mamela: 10
- ➔ Bonono ba ho bala: 10
- ➔ Bonono ba ho sekaseka dingolwa: 20.

Diteko: 2 - (40 x 2)

- ➔ Seballwa-kutlwisiso/Kakaretso/Tshebediso ya puo

Tlhahlobo (Phupjane):

- ➔ **Pampiri 1:** 70 matshwao;
- ➔ **Pampiri 2:** 80 matshwao;
- ➔ **Pampiri 3:** 100 matshwao

Tlhahlobo (Loetse):

- ➔ **Pampiri 1:** 70 matshwao;
- ➔ **Pampiri 2:** 80 matshwao;
- ➔ **Pampiri 3:** 100 matshwao

Dear Grade 12 Tourism learner

The Tourism industry needs students that are diligent, team players, hardworking and can manage time. These attributes will help you with your studies.

The past 2011 rugby and netball World Cup tournaments provide an ideal opportunity to gather information about tourism. Matric success requires planning and hard work.

Subject Requirements

- ➔ Tourism text book
- ➔ Tourism workbook
- ➔ Map/ roadmap of South Africa
- ➔ Calculator

Content Checklist

Below is a list of the content you need to include in your planning for success in Tourism.

Tourism as an Interrelated System

- ➔ Service excellence
- ➔ Economic growth and community development.
- ➔ Gross Domestic Product (GDP)
- ➔ Government's strategy with regard to redressing past imbalances in tourism, BBBEE, TEP, FTTSA, DEAT and Growth Strategy
- ➔ Career opportunities, career paths and opportunities for further development in the tourism industry

Responsible and Sustainable Tourism

- ➔ Factors impacting on sustainable and responsible tourism
- ➔ Strategies that are in place globally to protect the environment, e.g. The World Heritage Convention (1972); The Ramsar Convention, Man and Biosphere Programme (MAB), WWF, The Kyoto Protocol
- ➔ Marketing local tourism products
- ➔ Diversity and heritage; market, inbound and domestic tourism
- ➔ Triple bottom line approach
- ➔ The various cultures and heritage found in South Africa



Tourism Geography, Attractions and Travel Trends

- ➔ Time zones and daylight saving time, the 24-hour clock and time zones; the time zone map
- ➔ Accessing information to advise tourists about health and safety, travel entry documents and regulations and customs requirements
- ➔ The role of SA Tourism to market South Africa as a tourism destination
- ➔ Major currencies; conversion of South African Rand into a selected currency; understanding the concept; exchange rate.
- ➔ The Bank Selling Rate (BSR) and Bank Buying Rate (BBR)

Customer Care and Communication

- ➔ Cultural and other interesting opportunities for tourists visiting South Africa
- ➔ Customer feedback, and analysing findings to confirm customer satisfaction
- ➔ Own contribution towards service excellence; ways in which own actions contribute towards service excellence; effectiveness of own participation in teamwork
- ➔ Available technology to communicate

Assessment

School based assessment (SBA) consists of a research task, 2 tests and 2 examinations. In Tourism there is also a Practical Assessment Task (PAT). The PAT makes up 25% of the end-of-year promotion mark.

School Based Assessment (SBA) tasks

100 marks:

- ➔ **Term 1:** 1 test (50 marks) and a research task (50 marks)
- ➔ **Term 2:** 1 test (50 marks) and a mid-year examination (200 marks)
- ➔ **Term 3:** 1 test (50 marks) and a trial examination (200 marks)

Practical Assessment Task (PAT) 100 marks

- ➔ 2 Phases of 50 marks each.

Final Examination: 200 marks

Tips for Success

- ➔ Make sure that you hand in all your tasks. This will already give you a good chance of success.
- ➔ Write and calculate every day.
- ➔ Don't be surprised if you get resources you have never seen before. The examiners do this on purpose: they want to know if you can use your knowledge, not just learn it off by heart.
- ➔ Systematically work through your Tourism textbook.

Good luck

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 visual diary / 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 / visual diary
- ➔ A theory workbook
- ➔ 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.

Visual Culture Studies:

(At least 1 hour per week)

- ➔ Analyses of Visual Images: Appropriate terminology related to all areas of art theory, to describe and discuss artworks, crafts and applied design forms, both verbally and in writing
- ➔ Evaluation of the effectiveness of own and others' research, creative processes and art products
- ➔ Research Essay: Critical analytical writing and research skills in the study of art within historical and cultural contexts from multiple sources (visual and written)
- ➔ An understanding of the historical context and stylistic evolution of a selection of fine art, applied design and craft forms
- ➔ Career and Tertiary Possibilities: Independent research that will illustrate the relationship between knowledge and skills acquired through Visual Arts and post Matriculation education

Assessment

You will be required to complete:

- ➔ Three Practical Assessment Tasks, one per term
- ➔ Two theory tests in the first and third terms
- ➔ A practical exam in June
- ➔ A theory exam in June

These marks will count towards your school based assessment, 25% of your total mark, at the end of the year.

During the final exam you will be expected to do a practical exam and display it with your year work for external moderation.

Finally you will write an external theory exam based on the visual culture themes you have studied and visual literacy. You will need to answer 5 (20 marks each) of the 10 questions or themes for 100 marks in total. It is a three hour paper.

Tips for Success

- ➔ 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!
- ➔ There will be **ten** themes in the theory paper to choose from. You only have to answer **five** of these themes. Do **not** attempt to answer a theme that you did not do in the class with your teacher!
- ➔ Read the instructions carefully. **Underline** the verbs to see what is asked in each question. Do **not** give unnecessary information and therefore waste time.
- ➔ Answer in full essays. Start with an introduction, a solid argument and end with a logical conclusion (based on the question).
- ➔ Specialise in one direction or field to excel in your practical component.





QUESTIONNAIRE: RESPONSE TO “GRADE 12 TIPS FOR SUCCESS”

Dear Grade 12 Learner

We would like to determine the effectiveness of this book for you, the learner.

Please answer the following questions and hand in to your LO teacher or post/fax/email your responses to:

WCED Private Bag X9114 Cape Town 8000
FAX no: 021 4672620-
For attention: P. Satyo

or
or Email to Psatyo@pgwc.gov.za

QUESTIONS:

- Do you find the contents of this booklet useful?
- If yes, in which way is it useful?

Yes		No	
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- If no, please explain why you do not find the book useful.

- Do you find that this book helps you to be better prepared for the final examination?
- If yes, in what way?

Yes		No	
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- If no, what recommendations do you have to make it more effective?

- Please list in order of importance which features you particularly found useful in this book.

- What is your overall impression of the book: GRADE 12 TIPS FOR SUCCESS?

Many thanks for taking the time to respond. It is much appreciated.

FET Curriculum Directorate