

**SUCCEED IN GRADE 12**

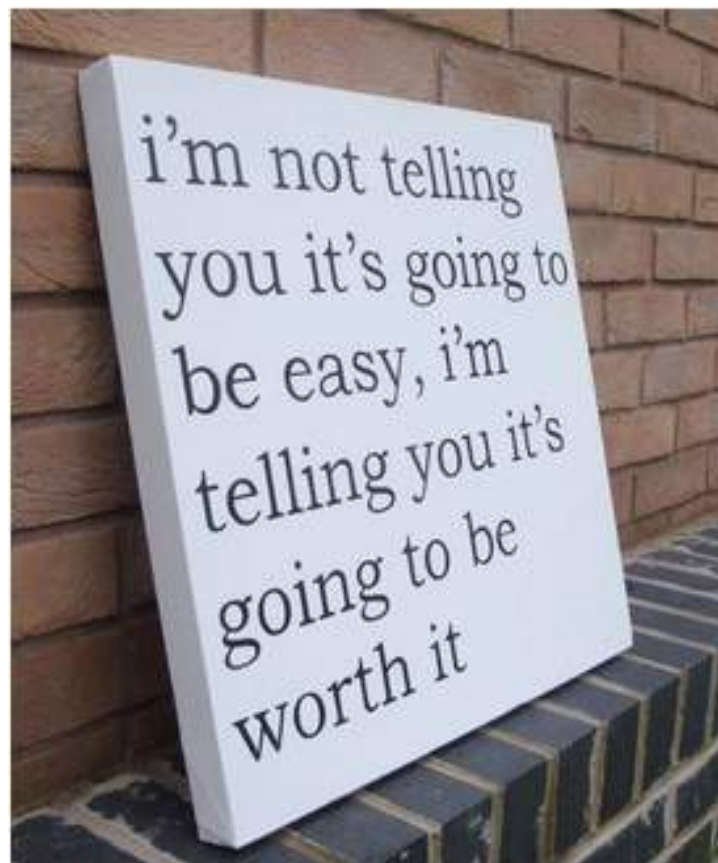
**MATRIC EXAMINATION**

**STUDY TIPS**

**FOR GRADES 10 - 12 LEARNERS**

**2015**

**YOU CAN'T HAVE  
A BETTER  
TOMORROW IF YOU'RE  
STILL THINKING  
ABOUT  
YESTERDAY.**



# CONTENTS

Message from the MEC for Education.....	1-2
Foreword by Head Of Department .....	3-4
Messages of Support from successful Learners .....	5-10
Introduction.....	11
Purpose of Booklet .....	12
Planning to Succeed.....	13
Study tips.....	17
Self Knowledge and Preparation.....	19
Tips on how to improve your study Skills .....	21
Improve your note taking skills .....	22
Improve your memory/recall skills .....	23
Examination - Writing Strategies .....	25
How to relieve exam stress .....	31
What learners should know .....	36
School Based Assessment.....	37
Requirements for a National Senior Certificate .....	38
My subjects and Careers.....	47
Curriculum coverage per subject: Gr 12.....	48
Accounting.....	50
Afrikaans Huistaal.....	51
Afrikaans Eerste Addisionale Taal .....	52
Afrikaans Tweede Addisionale Taal .....	53
Agricultural Science.....	54
Business Studies .....	55
Civil Technology.....	56
Computer Applications Technology .....	57
Consumer Studies .....	59
Dance Studies .....	60
Design .....	61
Dramatic Arts.....	62
Economics.....	63

Electrical Technology .....	64
Engineering Graphics and Design.....	65
English Home Language .....	66
English First Additional Language .....	67
Geography.....	68
History .....	69
Hospitality Studies .....	70
IsiXhosa.....	71 - 73
Information Technology .....	74
Life Orientation .....	75
Life Sciences .....	76
Mathematics .....	77
Mathematical Literacy.....	78
Mechanical Technology .....	79
Music .....	80
Physical Science .....	81
Religion Studies.....	82
Sesotho & Setswana .....	83
Tourism .....	84
Visual Arts.....	85



The secret  
to getting  
ahead is  
getting  
started

## MESSAGE FROM THE MEC FOR EDUCATION MANDLA MAKUPULA TO ALL GRADE 12 LEARNERS OF 2015

**“Education is simply the soul of a society as it passes from one generation to another.”**

**G. K. Chesterton**

*English author & mystery novelist (1874 - 1936)*



It generates a feeling optimism, hope and excitement for me to present to the **Grade 12 Class of 2015** this **Matric Examination Study Tips**. This is an important turning point in the Eastern Cape Department of Education's preparation as we start the new school year 2015 and usher in the second year of the full implementation of Curriculum and Assessment Policy Statement (CAPS) in Grade R-12.

This is indeed a culmination of a conscious decision taken by the management of the Department of Education over the past three years, to, in essence, go back to basics: **to rededicate our commitment to our core business of teaching and learning**. This is not, in any way, an abdication of any of our other responsibilities as a people-centred labour intensive organization. It is more about working smart, intelligent delegations of authority, and decentralizing pockets of our mandate to specialist sister entities/departments, where necessary; e.g. the Scholar Transport Programme that is currently under management of Department of Transport and NSNP that is being managed directly by schools.

We release this publication at the backdrop of marginally increased 2014 National Senior Certificate results by 0,5% compared to 2013 NSC results. The upward trajectory was sustained, however, lethargic it might have been.

We all agree that the implementation of back to basics campaign has only been the first step in re-invigorating adherence to *Batho Pele* by all components of the Department through a common organizational ethos that recognizes that imparting knowledge to young minds is a national duty and responsibility. It is this mind-set that drives our current strategy, it is a commitment to harness the bulk of our resources and available skills to support and strengthen our learners' experience in the classroom and beyond. This **Grade 12 Class of 2015 Matric Examination Study Tips** is meant to assist you the learner with the assistance of your teachers and parents, make informed curriculum choices based on your competencies and your future aspirations.

This **Grade 12 Class of 2015 Matric Examination Study Tips** is targeted at Grades 10 to 12 learners. In the same way the Career Guidance supplement sought to help learners with post matric choices, the Information & Study Tips Booklet is meant to equip learners with in-school planning and learning strategies as they navigate the final hurdle in their schooling career. This booklet is specifically targeted to the needs of learners; it is learner-friendly and will help learners in pacing themselves for the remainder of their studies, with emphasis on each of the subjects on offer. This will also enable parents to assess their children's classes' curriculum coverage over time, and thus be able to offer assistance where necessary. As we have always said: "this department will continue to champion the aspirations of all our communities, with a particular bias for the poorest of the poor". The department will continually strive to meet the high ideals advocated by our icon, Tata Nelson Mandela, when he emphasized that: "*There can be no keener revelation of a society's soul than the way in which it treats its children.*" The children of our country are the reason there is a Department of Education, not the other way round. We dare not forget that.

Learners and young people in schools and other institutions of learning have only one critical responsibility to perform without fail called learning. They should, therefore, embrace learning as their critical social responsibility to carry out. By discharging that duty, learners shall be paying all debts they may have to society and the heroes/heroines who sacrificed to make possible this present democratic society.

It is our hope that the Grades 10-12 learners will enjoy using this resource in their daily preparations for their studies, also in finalizing their plans for their future careers.

Boys and Girls, remember that there is no better time than now. Defeat the anxiety and pressure by starting to prepare right now.

This is a step by step manual to help you through this exciting educational journey; we will never allow you to walk alone. **Grade 12 Class of 2015** this **Matric Examination Study Tips** is designed to make your educational trip a pleasant and fruitful one in 2015. The landing shall be made as soft as possible. Let me conclude by saying, your future is in your hands, make it work. The main thing is to make the main thing, the main thing.

**I wish you all the best! Enjoy your Matric Year 2015!**

**MEC FOR EDUCATION**

**MANDLA MAKUPUL**



## FOREWORD BY HEAD OF DEPARTMENT: EDUCATION

**“Believe in Yourself and all that you are. Know that there is something inside you that is greater than any obstacle”. Christian D Larson**

### Dear Grade 12 Learner

The new school year 2015 has begun and this is the second year of the full implementation of the Curriculum and Assessment Policy Statement (CAPS). The National Senior Certificate at the end of the year is very important and is determinant in your future and should not be underestimated. Excellent results in Grade 12 will afford you opportunities that can positively impact on your future career and wellbeing. It is therefore of paramount importance, that you pay particular attention to your academic work and thoroughly prepare from now until the end of November so that you succeed at the end of the year NSC examination.



We have compiled this Information and study tips booklet for you, to help you succeed in Grade 12 and in your final examinations. In this regard, this booklet contains valuable information and tips to assist you.

It is important that each one of you draw up a comprehensive study time-table using the subject content lists outlined in this booklet. Remember, you cannot easily make up for lost time, so use your time wisely and productively.

Moreover, it is crucial that you work through your subject content methodically. It is equally important that you make summary notes, use drawings, mind maps, textbooks, study guides, past examination question papers, and other resource materials to revise your work and thoroughly prepare for your examinations.

We can have the most dedicated teachers, the most supportive parents, and the best schools in the world – and none of it will matter unless all of you fulfil your responsibilities. Unless you show up to those schools; pay attention to those teachers; listen to your parents, grandparents and elders; and put in the hard work it takes to succeed. And that’s what I want you to focus on from today: the responsibility each of you has for your education. I want you to start with the responsibility you have to yourself.” That’s the opportunity an education can provide.

Education starts by changing one person’s life, and ends up changing the world. The only real failure in life is the failure to try. Never give up trying to fulfil your dreams and ideas.

In the end everyone who tries will succeed, and if you haven’t succeeded, then you have not reached the end. Remember; be proud of who you are and what you have already achieved so far. Keep moving ahead and set your goals high. Believe in yourself.

In 2015 the focus falls on schools performance improvement and the capacity of institutional support systems to turn schools around. The starting point is school leadership, with greater support to school principals as curriculum leaders and change agents for their schools and learner performance improvement.

Teacher proficiency in subject content delivery will be receiving an unprecedented attention, and that includes new institutional and service delivery arrangements that prioritise strategic partnerships with private sector organisations, Higher Education Institutions, Teacher Unions, and civil society organisations.

The concerted effort the Department will make to turn Circuit Offices into bastion of professional and administrative support to schools, and that is part of the broader service delivery improvement project of the Department.

It is equally crucial that you frequently consult your teachers, peers and relatives if you require additional information. The departmental curriculum website also contains a wealth of useful information to assist you, and can be accessed at: <http://www.eccurriculum.co.za>. And [www.dbecloud.org.za](http://www.dbecloud.org.za) and any other useful educational websites you can access.

**I wish you all a successful 2015.**

**Mr R Tywakadi**

***“Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.”  
–Thomas A. Edison***

## MESSAGES OF SUPPORT FROM SUCCESSFUL PAST MATRICULANTS



**CAITLIN ALLEN**

Matriculated from Collegiate Girls High School in Port Elizabeth.

Don't ever doubt the potential that each of you possess. Choose to unlock it and take this first step in creating your future. It really can be anything you dreamed it could be!



**ONESIMO LANGENI**

Matriculated from Dalindyebo Senior Secondary School in Mthatha.

To the Grade 12s of the Eastern Cape, study hard and make sure that you do well because your matric results are the door opener to anything that you want to be in life. Most of us in the the Eastern Cape are from disadvantaged backgrounds and we are often unable to pay university fees, but the government and many big companies invest a lot of money in people who show potential and at this stage your matric results are the only measure of your potential. With hard work, determination and indomitable will no obstacle can hinder your road to success.

**ALL THE BEST WITH YOUR FINAL EXAMS!!!**

## BRENT HARRISON



Matriculated from King Edward High School in Maluti.

For you, matric represents the culmination of your high school careers. This year you will finish laying the foundations of what will become the rest of your life. It is up to you to lay them wisely.

You no doubt know and have been reminded by your family; your teachers; your role models that the choices you make now will be critical in determining your future success. You know the importance of dedication to study. You know that hard work is imperative. You know that it is and will always be a great challenge, but you know also that it is worth it. Each of you nurtures dreams of a golden future. Your Matric year is the key that will unlock that door. Don't be afraid to dream big. Yes, it may be challenging. It may mean hard work; it may mean sacrifice. But some day, when you take your first steps as a doctor, a leader, an entrepreneur, a scientist...

Never be afraid to chase your dreams. Even if it means a leap into the unknown. Even if pursuing your passion means telling your family or your teachers that you won't be becoming a doctor. Or if it means telling them you will.

In the end, only you can choose the path you will take. Right now, only you can take the steps that will lead you to the crossroads. Best wishes and may God richly bless you.

## ZANDISWA NOWALAZA



Matriculated in 2001 in Qumbu Village Senior Secondary School.

She received an award for being the top Female achiever in Mathematics and Science in the Qumbu District. She says that her background motivated her to work hard and to be one of the top achieving learners in 2001.

Zandiswe grew up in the Caba district, one of the most disadvantaged communities in the Qumbu district. Even going to school bare feet did not prevent her from achieving good results. Her motto: "Dream big and never give up no matter how hard it is."



### **NIKITA STRYDOM**

Matriculated from Grens High School

Was the Eastern Cape's Top achiever in 2007. She owes her success to commitment and discipline. She achieved six distinctions. Her motto: "You only have one chance, choose to live up to your true potential. "



### **RONE MCFARLANE**

Rone van Hoërskool D.F.Malherbe in Port Elizabeth

Was die tweede hoogste presteeder in 2007 in die Ooskaap. Sy het 6 onderskeidings behaal.

Haar boodskap aan marikulante: "Dink terug aan die pyn wat jou akedemie die afgelope paar jaar vir jou was en mag dit met hierdie een geleentheid die moeite werd. Sit alles in. Dié een keer!



### **ATHI RWEXU**

Matriculated at St.James Senior Secondary School in Cofimvaba

Was the Eastern Cape's top achiever from A previously disadvantaged schools in 2007.

" Understand your work and seek guidance where your knowledge falls short and remember writing your final exams is no time to practice, time is crucial...remember the grace of God can carry you to dreams you can't reach.... so hold on to that prayer, trust me on this one."



### **ANDISWA FANDESI**

#### **Position 2 in the Province in 2010**

My message to the Grade 12 class of 2015: Victory belongs to those who believe in it the most. Hard work with a mix of determination and perseverance brings about success. Stay positive at all times and you will go far.



### **CHANDRE DU PLESSIS**

#### **Position 2 in the Province in 2010**

Says the following motivated her to always work hard and give her best: "What you are, is God's gift to you. What you do with it, is your gift to God" My message to all matriculants is: I would like to encourage every matriculant to work hard, believe in yourself and to reach for the stars. When you face obstacles, see them as challenges and try to find ways to overcome them. If you can dream it, you can achieve it! Don't go where the path may lead, go instead where there is no path and leave a trail. Best of luck for the final exam and also the future ahead.



### **ONKE VUKAPHI**

Ndingu Onke Vukaphi waseLusikisiki ebengumfundi waseEfata ngo2010 esenza ibanga le-10

"Bafundi akukho nto iza lula apha ebomini, yonke into iyasetyenzelwa kwaye inxesha layo. Libalani ngobumnandi okwethutyana nijongane neencwadi zenu.. Amaxhala enu waphoseni kuYehova ngoba yena unikhathalele.

**SAKUNQANDWA ZINKWENKWEZI".**





**PIETER LOUW**  
**Position 1 in the Province in 2010**

Ek studeer tans Medies(MBCHB) aan die Universiteit van die OranjeVrystaat. My motiveringsboodskap aan die matriek klas is die volgende: Doen net jou beste in die eksamen - dit is, was en sal altyd goed genoeg wees. Werk so hard as wat jy kan en vertrou die Here met die res, Hy sal jou rustig maak en jou deur alles dra. Alle sterkte met die eksamen asook die toekoms, die Vader glo in jou as sy kind: Isdit nie genoeg rede om ook in jouself te glo nie?

**VISHNU PILLAI**  
**Position 3 in the Province in 2012**



Matriculated from Selborne College in 2012

Matric was definitely the most challenging grade I have encountered in my entire schooling career yet it was the year I truly understood the art of studying. I learnt that studying wasn't about just cramming the work into my head but that it was the process of understanding key concepts and applying those concepts to the relevant problems or scenarios. Revising past exam papers was vitally important to get the 'feel' of the questions. If I had to offer advice to any learner doing matric it would be to practice positive self-talk, focus and to never ever give up!

Being a third year Medicine student at Pretoria University, I can comfortably say it is a wonderful experience to be in these higher learning institutions. So work hard and try to attain the best possible results which can open up scores of opportunities which can ultimately change our lives forever.

## **LUZIPHO LUVU**

St. James Senior Secondary School- Cofimvaba 2014

Position 1 in the Province in 2014



Dream. Nothing drives and motivates one like having a dream that one hopes to realise. Be disciplined, work hard, be open to suggestions and advice from teachers, adults and fellow students and have something to believe in so that you have faith in something during difficulties. I will be joining University of Cape Town for Acturial Science.

## **JAIN ROHIN**

Selborne College Boys High, East London 2014

Position 2 in the Province in 2014



Matric is both a tough and equally enjoyable year. The success of it is heavily influenced by your attitude. At the beginning of the year, you might find the year extremely daunting but fear not because with adequate time-management you can pass with flying colours. This is your last year at high school- make it count. Join societies and attend derby days- they all contribute to a memorable year. On the academic front, expose yourself to as many questions and past exam papers possible. Finally, place God above all else and honour Him in all your tasks and success will assuredly follow. I will be joining University of Cape Town for Acturial Science.



## INTRODUCTION

### Dear Grade 12 Learner

One of the major reasons why learners do not succeed in their studies is because they fail to plan and prepare adequately for their final examinations. Many learners also do not devote sufficient time to their studies.

This booklet is an endeavour by the Eastern Cape Department of Education to provide you with guidance on how to organize yourself in order to avoid the last minute rush before writing your examinations.

It also seeks to guide and motivate you as you prepare for your final examination and making career choices after 12 years schooling.

We hope that it will:

- **Provide** you with understanding the relationship between your own abilities, interests, expectations and career requirements and choices;
- **Assist** you to critically evaluate and successfully apply your own study and learning styles and strategies to enhance your learning;
- **Guide** and equip you with study and examination-writing skills;
- **Motivate** you to plan your studies carefully for the rest of the year.

**We wish you success in your endeavours!!!**



## PURPOSE OF BOOKLET

Dear Grade 12 Learners

This booklet has been especially developed to help you prepare for your Grade 12 final examinations from the beginning of your Grade 12 year.

You have reached the final year of your high school career in 2015, and this booklet is intended to provide you with valuable tips on how to succeed in your NSC final examinations.

In this booklet, you will find information on how to study, as well as how to approach the study in Grade 12 and writing of your final examinations. Importantly also, it contains lists of the subject content that you should know and study the entire year. We also provide you with an example of a study time-table, and urge you to draft your own study programme for the beginning of the academic year.

We advise that you utilise this booklet, together with other resources such as textbooks, study guides, newspaper supplements, notes, past examination question papers, examination guidelines, etc. in your preparations for your study for examinations.

The Eastern Cape Department of Education wishes you an exciting and successful year of schooling.

Good Luck!!!



## PLANNING TO SUCCEED

**PLANNING** is crucial for success, and you should leave nothing to chance. It bridges the gap between where we are at a specific point in time, to where we want to go.

**PLANNING** makes it possible for things to occur which would not otherwise happen. As a Grade 12 learner, you need to plan carefully to avoid panicking. One of the golden rules of studying is that you should: **PLAN THOROUGHLY!!!**

You can start by setting your goals the **SMART** way. Know what you want to achieve and prioritise.

A goal is an ambition or something that you want to achieve. To be effective, goals should be **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**ime-bound, i.e. Remember, your goals should be **SMART!!!**



### Specific: Are they clearly stated?

- Goals are personal. Remember, other people cannot set goals for you.
- Identify the goals. Identifying what you want to achieve is essential before you can start setting goals.
- Goals should be clear. Clarify exactly what it you want to accomplish or be able to do.

### Measurable: How will you know when you have achieved the goals?

- Goals need to be progressive – a series of progressive or small steps – so you know whether there has been a change.
- Analyse where you are now. This will help you determine what you need to do to achieve your goals. Remember, you need to be able to measure or see your progress (e.g. increase exercise time from 10 minutes to 30 minutes a session.)



**Attainable: Is it possible for you to achieve the goals?**

- You must be able to accomplish your goal. It should be within your abilities to control.
- Goals must be personally owned and not imposed upon you by others.

**Realistic: Is it probable or likely that you will achieve the goals?**

- A realistic goal is one that can be reached. If you believe you can do something; you have a better chance of accomplishing it.
- Goals must not be too easy or too hard. You may lose interest in them or become discouraged, demotivated and give up.



### Time- bound: By when will the goals be achieved?

- Set a date by which each goal will be achieved.
- Establish a time frame to complete each of the actions that that you will perform to achieve each of your goals.
- The use of timelines gives a sense of organization and control, promotes commitment to the goal and helps pace your efforts.

It  
always  
seems  
impossible  
until  
it is  
**DONE.**

## TIPS ON HOW TO MANAGE YOUR TIME EFFECTIVELY

### **START EARLY AND MANAGE YOUR TIME!**

Exams - they can stress even the most organized of students. But they don't have to. The trick is to start early. That's why we are talking final exams **NOW!**

Cramming doesn't work. When you start to study weeks ahead you have plenty of time to read everything. When you start early enough you can easily avoid the stress and anxiety of pulling an all-nighter. If you have not done so already, **START TODAY!**

Begin by drafting a **plan** that will reflect a **balance** between the **regular** study periods, time for revision and time for other activities of your life. There are obviously times that are fixed and non-negotiable, e.g. school time, religious observances, etc. Under your control is the time you spend on studying, revising, sleeping and importantly, time for leisure and social activities. Your Time Management Schedule should reflect a **balance** between **all** these daily commitments.

**TAKE CHARGE OF YOUR LIFE, START PLANNING NOW!!**

**Self discipline** is important!

Sit down and divide your work into specific tasks so that you are able to draw up a time-table.

A **study plan** is a plan which covers all your work for the period of one academic year. The objective of a study plan is to help you keep track of all tasks (formal and informal) to ensure that you prepare and plan for your performance and complete all your tasks in good time.

This entails the drawing up a **year plan** which should be converted into short-term plans **weekly and daily plans**. The idea is to cover all activities for your seven subjects, including making time for your other activities and chores.

Once you have worked out your study plan for the year, you should put your plan into action and refine or redesign it where it hasn't worked.

### **Steps to be followed:**

#### **1. Develop an Annual / Year Plan:**

- Identify and record the beginning and end dates of each school term.
- Identify and record all dates relevant to the study of your seven subjects, viz.
  - ✓ All exam dates for individual subjects
  - ✓ All test dates
  - ✓ All assessment task submission dates
- Allow sufficient time for the completion of assessment tasks (assignments, projects, or research reports, etc.).

## 1. Develop weekly planning schedules:

- At the beginning of each month, design a schedule for each week (e.g. Sunday to Saturday):
- You do this by building the activities indicated on the year plan into a weekly schedule. Then review the weekly schedule at the beginning of each week (e.g. Sunday evening) to know exactly what needs to be done each week.
- Indicate routine and fixed activities (including travelling time, relaxation, sport commitments, meals and family time) and their timeframes on a seven-day plan. This will give a good indication of the time available for study each week.
- It is important to maintain a healthy balance between studies and other areas of life.

## 2. Develop a Plan for each day:

- Develop a list of what needs to be done by the end of each day from a studying point of view.
- Choose a suitable study time for each day, including weekends.





## Design your Time Management Schedule

You will need a blank calendar, large enough to write in each day's activities. If you cannot find such a calendar, you could easily draw one on an A4 sheet of paper or cardboard. Use a pencil at first, until you are satisfied with your time allocations. Later on you may use different colours to indicate the various activities so that you can tell at a glance the order of your activities.

***Here is an example: October***

*Here is an example:*

### **FEBRUARY 2015**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2	3	4	5	6	7	8
9	10	11	12	13	14	15
Exercise & study 06:00-7:30						
School 08:00-15:00						
Home chores 15:30-16:00						
Revision 16:00-17:30						
Supper/Leisure 17:30-18:30						
Study 18:30-20:30						
Break 20:30-21:00						
Revision 21:00-22:00						
<b>SLEEP</b>						
16.	17.	18.	19	20	21	22
23	24	25	26	27	28	

Once you have filled it in, fix it somewhere visible in your study area for easy reference.

Follow it as far as possible. There might be times when you have to deviate from the schedule, but don't abandon it altogether!

#### **Schedule Guidelines:**

- Study during your alert times (morning/evening)
- Study when there are least distractions/noises
- 1 hr = 50 minute study + 10 minutes break
- Do not study more than 3 hours in a row.
- Implement and stick to it! Study skills and strategies only become study habits if they are practiced regularly.



## SELF KNOWLEDGE AND PREPARATION

**One of the most important criteria for succeeding in life is to know yourself.**

- Identify your most productive time (morning, afternoon or evening). Studying early in the morning is the best.
- Always start with the most difficult work first. It will make you feel better once you have completed some of the more difficult sections of your work first.
- Avoid intellectual exhaustion by getting enough sleep. Most people need 7 to 8 hours sleep each day.
- Eat well because your body needs sustenance to function properly.
- Avoid eating junk food, caffeine and other stimulants.
- Take regular short and effective breaks (e.g. Take a 5 minute break every 40 to 60 minutes of study).
- Exercise regularly.
- Also take some time out to relax with friends and family. However, you should not lose focus. Your studies always come first!

**Know your learning style:**

- Your studying should not be boring. Make it fun by using a variety of methods, which include **writing, drawing, summarising, memorizing, listening (videos, recordings, radio lessons), etc.**
- If you **study better alone**, ask your family and friends not to disturb you while you are studying.
- If you study better in a group, choose partners who are committed and are **hard workers**.
- **Communicate** to your teachers and peers about the sections of work that you are unclear about. Importantly, try to get assistance.
- **Visual learners** have a preference for looking and learning (seeing - think in pictures; visual aids such as overhead slides, diagrams, handouts, etc.).
- **Auditory learners**, best learn through listening (lectures, discussions, tapes, etc.)
- **Tactile/kinesthetic learners** prefer to learn via experience (moving, touching, and doing, i.e. actively exploring the world - e.g. science projects; experiments, etc.)

**Prepare a good study space:**

- Organize a quiet place to study.
- Inform your family members and your friends about your study time to avoid interruptions and distractions.
- Forget about your cellphone!!!



- Make sure you have the necessary study material, (you can ask for assistance from your family).
- Sit at a desk/table/ flat surface while studying. Studying while lying on bed is not only a lazy way of studying, it is also ineffective.

**Ensure that you are well organised:**

- Well- organized information it is easier to remember.
- Try and link the different sections of your work so as to reduce the load. Do not study concepts and aspects of the curriculum in isolation.
- Make sure that you have all available resources close at hand (textbooks, notes, study guides, calculators, dictionaries, thesaurus, stationery, etc.).
- Ensure that you follow and stick to your study time-table.



*"Success consists of going from failure to failure without loss of enthusiasm."*

*Winston Churchill*

## TIPS ON HOW TO IMPROVE YOUR STUDY SKILLS

### 1. IMPROVING YOUR READING SKILLS:

It is useful to know the **PQRRR**, also known as the **PQ3R** Method (i.e. **P**review, **Q**uestion, **R**ead, **R**ecite and **R**evision). The benefits of the PQ3R method include the following:

- ✓ It reduces reading and studying time,
- ✓ It involves greater concentration and focus while reading, and
- ✓ It improves the recall of key information.
- **Preview:** Scanning helps you focus in on the key information. By scanning, you get an overview of the material you are about to read. You can do this by:
  - ✓ Examining the chapter and section titles, headings and subheadings,
  - ✓ Reading introductions, conclusions and chapter summaries.
- **Question:** Questioning is very important and assists in understanding your work. Develop a series of guiding questions and apply them to what you read. You can do this by:
  - ✓ Formulating and applying factual questions, analytical questions, and critical questions.
  - ✓ Such questions usually begin with “**who, what, where, when, why** and **how.**”
- **Read:** Reading is a crucial skill. When you read your texts, poems, short stories, plays, study guides, etc. ensure that you:
  - ✓ Highlight/ make notes about the main ideas of the text in the margin as you go.
  - ✓ Create summary notes after each major section, or at the conclusion of your reading. This will help you to consolidate the learning you have done while reading.
- **Recite:** By writing out or verbally reciting what you have read, you provide yourself with a way to recall what you have read and critically question the knowledge that you have acquired.
- **Review:** Frequently review your summary notes, highlights, and questions.



## IMPROVE YOUR NOTE-TAKING SKILLS

- The following **skills** are necessary in order for you to effectively take down notes in the classroom, or when listening to a video, radio lesson, audio recording, etc.:
  - ✓ listening, reading and questioning skills.
- Always **be prepared** for any note-taking session by ensuring that you have the following at hand:
  - ✓ A note book
  - ✓ Pens, pencils
  - ✓ You can even record a radio lesson if you have the necessary devices/ equipment. In this way, you can always refer to aspects that you need to revise or gain clarity on.
- You should write notes in an **organized** and **concise** manner.
- Do not write down every word, but rather record/ write only the **main ideas**.
- Always try to **make summaries** in your own words. This makes it easier for you to remember. It also saves time.
- Make use **mind maps**. This is also an effective way to summarise and recall important facts.



PUSH YOURSELF  
BECAUSE, NO ONE  
ELSE IS GOING  
TO DO IT FOR YOU.

## IMPROVE YOUR MEMORY/RECALL SKILLS

Being able to recall and apply information in everyday situations is crucial in today's world. Here are some useful tips on how you can do this more effectively:

- Always **associate the information** with something you already know.
- **Visualize** what you need to remember.
- Use **repetition**.
- Use **rhyming**.
- Use **codes, clues** and **word associations** to assist your memory.
- Use **mnemonics** i.e. using the first letters to make a word to remember facts; e.g. colours of the rainbow (Red, Orange, Yellow, Green, Blue, Indigo, Violet – **ROYGBIV**. This makes it easier for some people to remember the facts).
- Prepare **model answers / rehearsals**
- Neatly **write key facts/ notes** on paper/ charts, etc. and display them around the house where you will see frequently them.

### Read! Revise! Remember!

These 3 activities are so crucial to being successful in the coming exams that we thought it necessary to revisit them and consolidate what we have discussed thus far.

Why is it so easy to remember the contents of a magazine article or a good (*not to mention thick*) novel? Certainly your level of interest in the subject/topic has a great deal to do with it. However, it could also have something to do with the way you interacted with the material. One gets involved with the events, characters and images that the text portrays. Yes, there might be times that you want to cry when reading through your Physics book, but the reasons would be entirely different from doing so over a good novel.

- Create an **interest** in the subject/topic. Be open-minded and positive.
- **Visualise** the contents of a paragraph. Close your eyes and watch it like movie in your mind. Make visual maps.
- Read short sections in anticipation of **summarising from memory**. Don't read and write at the same time. This act of recall strengthens your memory and gives you the opportunity of testing and correcting what you memorised.
- **Think and talk** about what you read, just like when you can't wait to tell a friend. This will improve the quality of your interaction with the material.
- **Revise** often. You will soon become aware of the many things you can remember and this in turn will boost your confidence and your interest.
- Try to be as **relaxed** as you can. Don't panic about the volume. Be selective of what you read and realistic about what you can achieve in the time that you have.
- **Work through (different) past question papers** as if you are writing exams. This allows you to test your knowledge and recall ability. You will also practise writing the exam. Thirdly, it helps to get rid of some exam nerves. If you have access to more than one question paper, chances are that similar questions would be phrased differently, thus exposing you to different prompts for responses.
- **Balance** your life by getting enough sleep, exercise and recreation. This will help to block out interferences and assist you to focus your attention and effort when getting down to studying.

**REMEMBER TO WORK THROUGH THE NEWSPAPER TABLOID  
SUPPLEMENTS!!!!!!**

**REVISION TOOLS & TIPS**

To make the ongoing task of revision much easier, simple, easy-to-make revision tools are extremely helpful. Here are some suggestions to turn your notes into revision tools:

- Write ideas and facts onto cards to use as 'prompts'.
- Create memory aids such as diagrams or mnemonics (e.g. initial letters to make a word you need to remember)
- Make visual maps. (Write a topic in the centre of a page and then connect the main ideas / headings by lines to the topic). Use only key words so that your map does not become cluttered.
- Write key facts/notes out and display these around the house where you will see them
- Record yourself reading notes to listen to.

**'Last-minute' revision tips**

Although time may be short, you can still make a difference to your performance in the exams. Try to prioritise; do what you can.

- Use your revision tools (prompts, diagrams etc) to check final facts.
- Keep calm and consolidate your existing knowledge rather than trying to learn new topics.
- Don't stay up all night revising; being overtired will not help you to do your best.

**IF IT IS  
IMPORTANT  
TO YOU, YOU  
WILL FIND A  
WAY. IF  
NOT, YOU  
WILL FIND  
AN EXCUSE.**



## EXAMINATION - WRITING STRATEGIES

### The night before:

- **Finish your revision early** enough to give you a while to do something different and to relax.
- Ensure that you **collect everything you will need** during the examination e.g. your timetable, examination number, ID book, writing equipment, calculator, etc.
- Have more than one **device to wake you up**, e.g. alarm, clock, parent, or friend so that you are assured of not oversleeping.
- **Go to bed fairly early**. Going to bed too late may cause you to feel exhausted the following morning.

### In the morning:

- **Wake up early** to prevent having to rush.
- Do not **study again**.
- Have a **good nutritious breakfast and lots of water**.
- **Arrive on time** for the start of the exam.



### During examinations

Here are some important examination-writing strategies that are aimed at helping you to cope better when you are in the examination room.

- **FAMILIARISE** yourself with the question paper by scanning through it.
- **MENTALLY PLAN** how you will spend your time answering the examination question paper
- **LISTENING**: Listen carefully to any examination instructions that are read out to you.
- **READING**: Carefully read through the written instructions on the question paper at least twice before starting to write the examination. Ensure that you do not misinterpret any instructions and questions.
- **WRITE DOWN** key facts/ points that you feel you might forget on the rough work paper provided with the question paper. This information can be a convenient reference during the course of writing of the examination.

- **PREVIEWING OF THE QUESTION PAPER:**

- Carefully scan through the entire question paper in the allocated reading time.
- Wisely plan your total allocated examination-writing time.
- Do not spend too much time on questions that count few marks towards your total score.
- Do not waste too much time on questions that you cannot answer immediately. Come back to those questions after the completion of the rest of the examination paper.
- Ensure that you keep to the time allocated for each question.



- **MULTIPLE CHOICE:**

- Learners often forget that multiple choice questions contribute significantly to their total score.
- Study hard and rely on your knowledge of the subject to do well in multiple choice questions.
- Read each possible choice carefully before choosing an answer.
- Note, some choices may appear correct at first, but turn out to be wrong when looked at more closely.

- **DATA RESPONSE/ APPLICATION QUESTIONS:**

- Carefully study data/texts/graphs/tables etc. before you attempt to answer any questions.
- Do not copy the text verbatim from the question paper, but rather ensure that you use your own words to answer each question. Do not provide too many facts for questions that count a few marks.
- Use your knowledge to respond to application-type questions.
- Ensure that you use the data sheets provided with the question paper effectively.

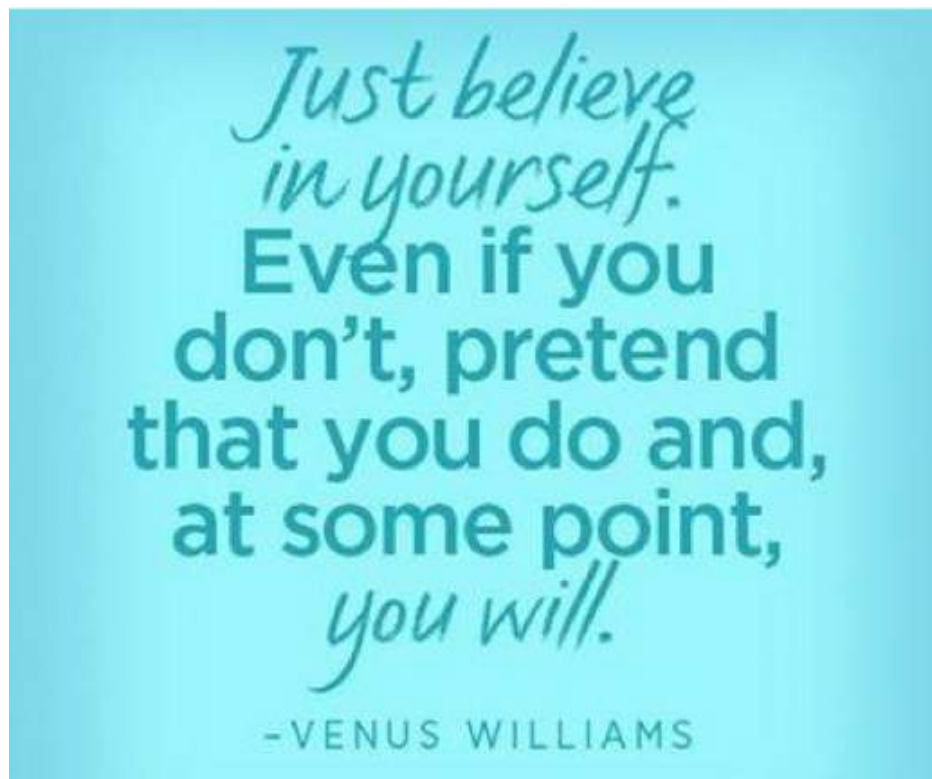
- **ESSAY TYPE QUESTIONS:**

- **Underline/ circle** key words/ terms that appear in the question.
- Circle the **commanding verbs** such as **analyse, compare, contrast, discuss, evaluate, list, summarize**, etc. and respond accordingly. These verbs will direct you to the form that your essay should take, as well as the content which should be included.
- Spend a few minutes for the **proper planning** of your essays. By **organising your thoughts/ facts** logically, and **structuring your essay** carefully, the examiner/ marker is better able to credit you with the marks that you deserve.
- Ensure that you **do not deviate from the facts** that are required by the question.
- **Write legibly/ neatly** so that the marker can read your answers clearly.



- **COMPLETION OF THE EXAMINATION:**

- If you run out of time, complete those sections of the question paper which will reward you with the most marks.
- If you finish before time, read through your answers.
- Make sure that you have numbered each question correctly, especially if you have answered them in a different order.
- Never cancel anything unless you have redone a new solution to a question.
- Do not leave the examination room before the end of the session.



*"Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michaelangelo, Mother Teresea, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein."*

***- H. Jackson Brown Jr.***

## MAXIMISE USE OF WEEKENDS!

So, the weekend is here and the weather is pleasant. Forget about school and hang out with friends, right? Wrong!

By all means you can have some fun with your friends and family, but do not lose focus on your studies. It may sometimes be hard to study on your own while others are having fun, but you cannot afford to lose your study momentum over weekends. Perhaps a **study group** will do the trick. You can spend some time with friends and get some studying done too! But you have to be **disciplined** and focus on the time allocated for studying. Appoint someone to be a **time-keeper** and a **monitor**, to keep you on track.

### Do unto others: teach someone.

A good way to learn something is to teach someone else. It forces you to think about what you know and how to formulate your responses. A study group can “pick you up” when your **motivation** or **momentum** is slipping. You may be reluctant to ask questions in class, but find it easier to do so in small study groups amongst friends. Some group members are likely to understand something you do not. They may bring up ideas you never considered and teach you new study habits.

Let’s face it – studying can sometimes be boring. Interacting with a study group can make **studying enjoyable**, especially over **weekends**!



## MAXIMIZE YOUR ABILITY TO CONCENTRATE

The quality and quantity of work you can produce is dependent, not only on the effort you put in, but on your **ability to concentrate**. Although many of the factors affecting concentration are beyond your control, a large amount is determined by **behaviour**. The following 5 tips will help you get your mind functioning at peak performance:

**1. Get Your Rest.** It might seem obvious, but if you are not well rested your mind will be scattered and lethargic. Avoid this by making sure you get the right amount of sleep at the right time. Set a regular bed time and wake up time for yourself. Use an evening routine to wind down so you don't have trouble sleeping.

**2. Plan your Actions.** Without a purpose, your mind will be pulled in several different directions. Instead of devoting all your attention to one important task, you'll find yourself distracted by a variety of nagging thoughts. To avoid this, make a clear plan of action beforehand. By making a plan, you decide where your mental energy is allocated instead of allowing it to be dispersed randomly.

**3. Eat Light and Healthy.** Nothing slows down the mind and body like a big greasy meal. Overeating puts a huge load of digestion on the body, sapping strength from the mind. Maximize your ability to concentrate by eating light and healthy meals.

**4. Exercise.** The body has pent up energy that needs to be used. If you don't exercise regularly, this energy can manifest itself in the form of a distracted mind. The best way to improve your concentration all day long is by exercising first thing in the morning. This will clear your head, give you a chance to reflect on the day ahead, and allow your body to sweat out impurities. Afterwards you'll feel rejuvenated, cleansed, and ready to take on tough problems.

**5. Take Breaks and Mix Up Your Environment.** Stagnation and fatigue are other factors that can negatively affect concentration. When you've been working too long in the same place, you start to feel stiff and lose focus. The best remedy for this is taking breaks and switching up your work environment. When you find yourself losing focus, get up and take a walk. This will get your heart rate up, increase your alertness, and give your mind a chance to work on the problem internally.



If you have not yet started studying or if you have done very little thus far, then you have probably been procrastinating. That means you have been putting off or delaying your studies unnecessarily. Here are some strategies to help you overcome this:

### TEN STRATEGIES FOR COMBATING PROCRASTINATION

1. Take control of your study environment - study in a **place** that is free from distractions.
2. Make a "TO DO" list.
3. Use a **time management schedule**. (Plan your time)
4. Establish a **routine**. (Stick to your schedule)
5. **Reward** yourself. I can watch TV for a half an hour once I finish reading these 10 pages
6. Divide and Conquer - break larger tasks into **smaller units** - thereby eliminating how daunting the task seems. As you complete each small unit, move on to the next one. Before you know it, you'll be done
7. Use the **10-minute rule**. When you have trouble getting started, select a specific task, such as three pages of reading or "I'm going to spend 10 minutes reading without stopping." At the end of 10 minutes, see how much you've done. Keep working in 10-minute blocks until you are satisfied with what you have done."
8. When you finish studying, do **one more thing** before you quit. Start another chapter/section; then you will be ahead when you sit down to study again.
9. Carry **flashcards, notes** and other study materials with you so that you can make better use of your open time. Recite and review your notes while waiting for the bus, riding in a car, standing in line, etc.
10. Do **two things at once**. Combine recitation and review with another activity. Recite terms and definitions while you are jogging or having your lunch.



***ON YOUR MARKS, GET SET, GO ..... IT IS NOT TOO LATE  
TO START REVISION***

## HOW TO RELIEVE EXAM STRESS

### EXAM STRESS!

Your final grade 12 exams are a major event in your life, so it's only natural to feel anxious and stressed. Not only do you have to deal with your own expectations and fears, but also the expectations of your family, friends and teachers. The problem is that these feelings, if not controlled, can have a detrimental effect on your preparation for and performance during the exams. If you follow the advice we will offer you today, it will not be hard to **get control** of your emotions before the big day.

**Take a break** - Listen to your favourite music, watch a movie, go for a walk or let out a scream. Give your brain a rest. Even if the break is only five minutes of daydreaming, do it.

**Avoid Comparisons** - Stress is often caused when learners compare their own exam preparation/performance with that of their classmates. Use your own performances (e.g. in the trial exams) as a standard against which to set goals. Comparing yourself to others may lead to you setting your expectations either too high or too low.

**Have realistic expectations** – It is important to set your sights high and work hard towards getting there. It is just as important to keep everything in the proper perspective. Know and accept your limits. Your life will **not** be worthless if you don't get every question right in this exam. Block out the unrealistic expectations from family and teachers.

**Positive Self –Talk** - Replace your negative thoughts with strong, positive self-talk like: "I may not have succeeded last time, but this time I am better prepared !" Reward yourself whenever you succeed. Be positive about what you **do know**, not negative about what you don't. Congratulate your self each day that you know more now than the previous day.

**Eat Right** - Some foods like milk and bananas are more calming than others. Avoid junk foods. Try to have a good breakfast every day.

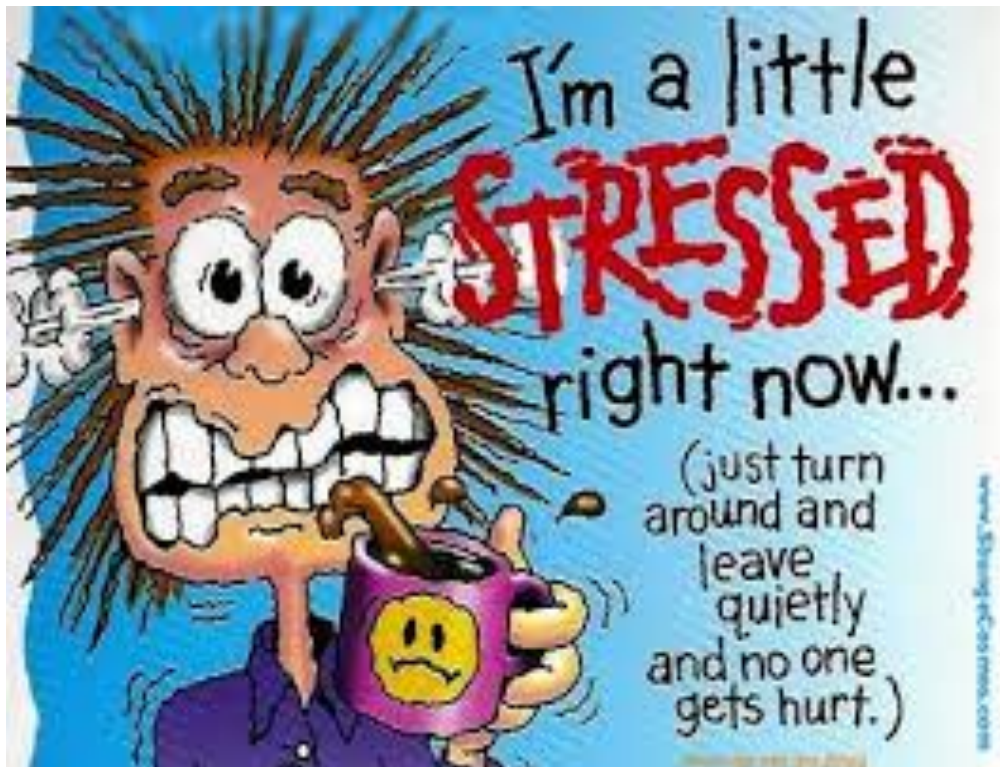
**Exercise** - Apart from calming you down, exercising also increases the rate of blood flow around your body, and to the brain as well. Take a brisk walk or do some stretching.

**Final few minutes** - On the exam day, arrive at the centre early and take a minute to relax. Instead of trying to cram during the last minutes before the exam, use the time to get into the proper mindset.

Exam stress can be a barrier or an aid to success depending on how you view or control it. The object is not to get rid of all stress during exam time because it is useful and necessary for you to perform at your optimum level. Control it!



- Do not panic. Be cool, calm and relaxed.
- Think positive thoughts.
- Every now and again, take a short break by taking a deep breath



Don't let stress get you down! Relax and ask for  
help!

## BEFORE THE EXAM

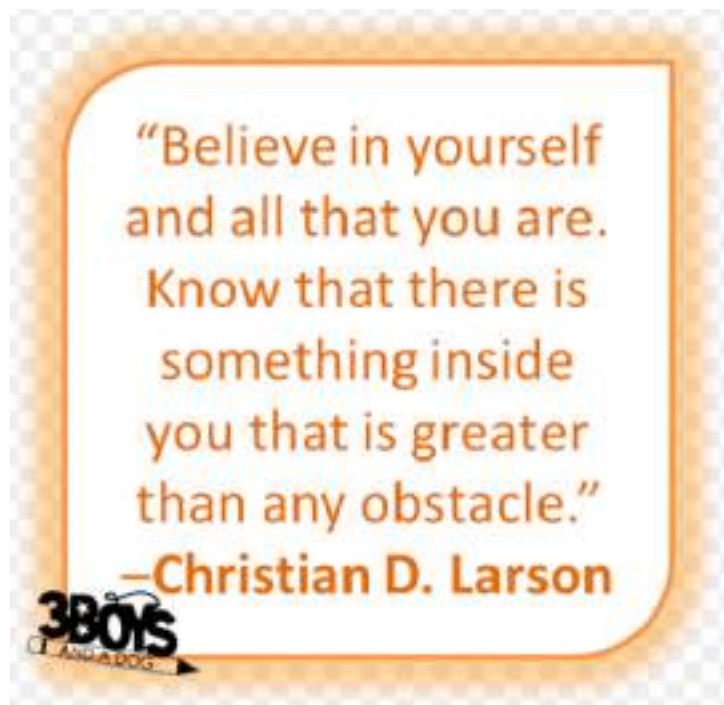
By now you should have done quite a bit of studying for this exam. Think about all that you have done and don't worry about what you don't know. Avoid any temptation to start cramming. Be positive!

### **Make sure that you:**

- get a good night's **sleep** the night before.
- **eat** a decent meal before you write (no junk food).
- pack all **equipment**(pens, ruler, calculator) the night before; don't forget it on the day
- know **what** subject you are writing on the day.
- know **where** (which room) you are writing.
- know **when** the exam starts (morning or afternoon).
- get to the exam centre **early** (to avoid any last minute panic).
- avoid **people** who make you feel confused or nervous.
- go to **toilet** before the exam starts.
- remain as **calm** as possible.

Don't worry if you feel slightly anxious – a certain amount helps you to be alert and to perform well. Motivate yourself. Speak to yourself.

**'I have studied! I have revised! I am ready! I will succeed!'**



## DURING THE EXAM

Relax. If you can remain calm, you will not make any silly mistakes. Believe in yourself.

- Read or listen carefully to all the **instructions**.
- **Scan** the entire question paper. **Categorize** the questions you know very well, those you know something about and those you are not sure of. This will also help you choose between optional questions.
- Work out how much **time** you can assign to answering each question. The number of marks allocated per question should guide you.
- Now read the questions **carefully**, twice if necessary. Underline/circle the key words.
- Write **legibly**.
- Answer **relevantly** and **to the point**. Learners often lose marks because they do not formulate their answers according to what is required. Pace yourself.
- Answer questions in the **order** you categorized them: first the easy questions/the questions you know well. Later you can return to the ones you are not sure of, using other parts of the question paper to help you remember the correct answer.
- Clearly **label** the answers (numbers) and subsections as well as any extra pages/booklets (especially if your order is different).
- **Ignore** the other students.
- If you are **running out of time**, just jot down the key points which are worth a few marks.
- When you are **done**, return to the questions which you feel you have not answered completely. Use the available time to **read** and evaluate your answers. Add information if you can. As a last resort use educated guessing (if time allows) for the questions you did not attempt.
- Make sure you **hand in** every answer booklet, diagram sheet and addendum and ensure your number is clearly entered at the top of the pages. Have these stapled together.

**After the exams**, there is no point in wasting too much time doing a prolonged post-mortem on the question paper. Rather use the experience (positive or negative) to motivate you to improve. Turn your attention and effort to the next exam paper.





## USE THE DETER STRATEGY TO DO BETTER IN THE EXAMS AND TO IMPROVE YOUR MARKS

Knowing your subject matter well is one way of doing well in an exam. Another way is by adopting a strategy that best allows you to show what you know in an exam. One such strategy is the DETER strategy which we will discuss today. Each letter stands for a key word that reminds you what to do.

**D = Directions:** Read the directions of the question very carefully. Look for direction words and limiting words. Does a question require you to **discuss** the properties of something or just **list** them? Does the question refer to a **general** or a **specific** situation? Ask the teacher to explain the directions that you do not understand. By following the directions you can formulate your responses accurately and to the point.

**E = Examine:** Examine the entire question paper to see how much you have to do. This will allow you to

- identify those questions which you know very well, not so well or not at all.
- break the exam down into manageable parts
- pace yourself through the question paper.

### **T= Time:**

- Decide how much time you will spend on each section/question.
- If there are different sections for questions, plan to spend the most time on the sections that count the most marks.
- Avoid spending so much time on one question/section that you have little time left for other questions.

**E = Easiest:** The second E in DETER reminds you to answer the questions you find easiest first. When you *examined* the entire question paper you will have already identified these questions.

If you spend too much time on a difficult item that comes up early in the question paper, you may later find that you do not have enough time to answer questions that you know.

### **R = Review**

If you have planned your time correctly, you will have time to review your answers and make them as complete and accurate as possible. Also make sure to review the exam instructions to be certain you have answered all items required.

Adapted from an article at [www.how-to-study.com](http://www.how-to-study.com)

*IF YOU DON'T GO AFTER WHAT YOU WANT, YOU'LL NEVER HAVE IT. IF YOU DON'T ASK, THE ANSWER IS ALWAYS NO. IF YOU DON'T STEP FORWARD, YOU'RE ALWAYS IN THE SAME PLACE."*

**NORA ROBERTS**

## WHAT LEARNERS SHOULD KNOW



**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 SUBEJCTS	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 style="text-align: center;">OR</p> <p>Mathematical Literacy</p> <p>Life Orientation</p>	<p>Must pass Home Language with at least 40%</p> <p>Must pass two other subjects with at least 40%</p> <p>Must pass three other subjects with at least 30%</p>
3 CHOICE SUBJECTS	
<p>Any 3 other NCS subjects</p> <p>A candidate may not offer both:</p> <ul style="list-style-type: none"> <li>Consumer Studies and Hospitality Studies</li> </ul>	<p>No aggregate mark or % is used for promotion purposes</p>

## SCHOOL BASED ASSESSMENT

### Why is School Based Assessment so important?

- School Based Assessment (SBA), commonly known as CASS, is crucial as it helps learners to gauge the value of their learning.
- It will therefore give you information about your own progress and enables you to take control of and improve your learning.
- Schools Based Assessment constitutes 25% of your NSC finalmarks for each subjects.
- **NOTE:**
  - ✓ It is your responsibility to hand in all your tasks.
  - ✓ This will give you a better chance of passing your end of the year examinations.
  - ✓ Failure to hand in your assignments, projects, PATs, as well as writing your tests may impact negatively on your Grade 12 final results.
  - ✓ If you do not have the correct SBA requirements, you will not receive a National Senior Certificate **even if you write ALL your formal examinations.**



## WHAT ARE THE REQUIREMENTS FOR A NATIONAL SENIOR CERTIFICATE?

**In order to obtain a National Senior Certificate the learner must:**

- Offer seven approved subjects and provide full evidence of School Based Assessment for each subject.
- Complete the programme requirements for Grades 10, 11 and 12 separately and obtain distinct outcomes and associated standards for all the grades.
- Comply with internal assessment requirements for Grades 10, 11 and 12; and the external assessment requirements of Grade 12.
- Achieve at least 40% in three subjects, one of which must be an official language at Home Language level.
- Must achieve at least 30% in three other subjects.
- Provide full evidence of the SBA component in the subject failed.
- The table below shows the minimum requirement to obtain National Senior Certificate.

Promotion requirements	Percentage required
Subject 1: Home Language	40%
Subject 2	40%
Subject 3	40%
Subject 4	30%
Subject 5	30%
Subject 6	30%
Subject 7	0 - 29% (Proof of SBA in the failed subject)

### RATING SCALE

A rating scale is used to summarise achievement. This is the same scale in use in Grades 10 and 11 and which will eventually be used throughout the schooling system when the new Curriculum and Assessment Policy Statements (CAPS) are fully implemented.

ACHIEVEMENT LEVEL	ACHIEVEMENT DESCRIPTOR	MARKS %
7	Outstanding Achievement	80-100
6	Meritorious Achievement	70-79
5	Substantial Achievement	60-69
4	Adequate Achievement	50-59
3	Moderate Achievement	40-49
2	Elementary Achievement	30-39
1	Not Achieved	0-29

## MINIMUM ADMISSION REQUIREMENTS TO HIGHER EDUCATION

It must be emphasised that the minimum requirements for admission to Higher Educations are set by Higher Education Institutions (HEIs). HEIs are at liberty to raise these requirements at any time, depending on the number of applicants they receive. They are also at liberty to set their own entrance and placement tests and to set higher requirements for entrance into particular courses or fields of study. Some HEIs do not recognise particular subjects for selection processes into certain study areas. For example, Mathematical Literacy is not recognised in some HEIs for entrance into courses of study involving Engineering and Sciences. Candidates should consult the HEI of their choice to ascertain entrance requirements.

- **Higher Certificate**

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi.

Institutional and Programme needs may require appropriate combinations of recognized NSC Subjects and levels of achievements.

- **Diploma**

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of:

- **4 x 40%- 49% or better (4 x Level 3 including Home Language)**

Institutional and Programme needs may require appropriate combinations of recognized 20 credit NSC Subjects and levels of achievements.

- **Bachelor's Degree**

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of:

- **4X50%-59% or better (4 x Level 4s Including Home Language)**

Institutional and Programme needs may require appropriate combinations of recognized 20 credit NSC Subjects (which will be known as the designated subject list) and levels of achievements.

Accounting	Engineering Graphics and Design	Mathematics
Agricultural Science	Geography	Mathematical Literacy
Business Studies	History	Music
Consumer Studies	Information Technology	Physical Science
Dramatic Arts	Languages	Religion Studies
Economics	Life Sciences	Visual Arts



### **ADMISSION POINT SCORE:**

**NOTE:** It is worth noting that SOME Higher Education Institutions allocate points, referred to as the Admission Point Score (**APS**), to the levels of achievement obtained for the NSC subjects. You therefore need to know and meet the requirements for the course at the institution at which you intend to register.

### **NATIONAL BENCHMARK TEST (NBT)**

The National Benchmark Tests (NBTs) are an assessment test for first-year applicants to higher education. The NBTs are designed to measure a writer's ability to transfer understanding of academic literacy (language skills), quantitative literacy (numerical skills) and Mathematics to the demands of tertiary (higher education) coursework.

There are two tests. The AQL combines Academic Literacy and Quantitative Literacy in one multiple-choice test. There are seven timed sections, requiring three hours writing time. The second test is Mathematics (MAT), which is also multiple-choice with three hours allowed.

The NBTs are managed by the Alternative Admissions Research Project at the University of Cape Town. More information on the NBTs are available on their website at [www.nbt.ac.za](http://www.nbt.ac.za).

### **Who needs to write the NBTs ?**

It is compulsory for ALL prospective first-year students at University, regardless of the matriculation year, studies at another higher education institution, or examination system followed, to write the National Benchmark Tests. The only applicants who need NOT write the NBTs are students applying for admission to a second university degree as well as students with a B Tech degree.

## How do I register to write the NBTs?

Registration to write the NBTs is done through the internet on **www.nbt.ac.za**. Note that you will need your official South African ID or foreign passport in order to complete the registration process. If you do not have access to the internet, or encounter problems during the registration process, you may either call 021-650-3523 or send an e-mail to [nbt@uct.ac.za](mailto:nbt@uct.ac.za) for assistance

## What does it cost to write?

Test fees are non-refundable and can be paid at any EasyPay point. Fees for the 2015 Admission cycle are: AQL only – R85; AQL and MAT – R170. Registration is valid only for the specific date and location you select and must be done at least three weeks prior to the desired test date. There is no late registration process. Should you miss the test for which you registered, you must register and pay again. Note that results are released only for paid tests.

## What time are the tests and what must I bring with me?

The AQL is written in the morning (3 hours writing time), and writers must be at the test venue by 07:30. The MAT is written in the afternoon on the same day, with a short lunch break between the two tests. The MAT has 3 hours writing time.

### On the morning of the tests, you must bring:

- Your ID Book, passport, or certified receipt of application for South African ID
- Your registration letter and EasyPay proof of payment (without this you will not be allowed to write the NBTs)
- Two HB pencils, an eraser, and a pencil sharpener.
- Lunch and water, if you are writing both tests

### NB:

- **You are not allowed to use calculators, rulers or dictionaries.**
- **Registration** for the 2016 intake cycle will only open on 01 April 2015

## CAREER PLANNING

The nature of the FET band means that as a learner you must make critical decisions regarding career fields and further study. This is informed by your evaluation of self-knowledge, abilities, and personal expectations in relation to career requirements and social considerations. Now that you are in Grade 12 it is time for you to commit to your decision through exploring career opportunities that suit yourself.

Note that there are numerous sources where you could get information on careers and knowledge



about the World of work e.g.

- Your Life Orientation Teacher. Work hard on your first Grade 12 task on the Career Portfolio as it prepares you for the world after Grade 12.
- Career counselors
- Visiting people in the career you aspire for
- Career books
- Career Exhibitions
- The Internet
- Department of Labour
- Programmes like PACE

In the past 2 years you have been planning your future and you have been exposed to various options. At this stage you have to decide and choose from these alternatives:

- Higher Education

What are my options if I am unable to further my studies?

- The world of work
- Entrepreneurship

Use the following checklist of questions for you to make a decision:

- Do I know what I really want to do next year?
- What values are most important to me?
- Do I know the qualification/s that will lead to that career?
- What are the entry requirements for the qualification?
- Will the qualification require me to register for a degree, diploma or certificate?
- Which institution (Universities, Comprehensive Universities or Universities of Technology) are offering the qualification?
- What are the cost implications for the studies?
- Where can I look for funding?

## **Career fields**

A career field comprises a number of careers with similar features. Different character types have a preference for certain work and career fields. Explore the fields below and with reference to your abilities, interests and values decide on the field you are interested in and would like to explore.

The following is the list of career fields:

FIELD	FOCUS	EXAMPLES OF CAREERS	PERSONALITY
ART & DESIGN, PERFORMING ARTS	Culture, Creativity, Design, Talent	Music, Drama, Dance, Fine artist, Author, Copywriter, Journalist, Clothing Designer, Interior designer, Architecture, Textile Designer, Video Technologist, Architect, Hairdresser, Sign writer, Florist, Jewellery Designer	<b>(Artistic, Realistic)</b>  Artistic, creative, cultural
SOCIAL	Working with people  Helping Professions	Public Relations Officer, Personnel Management, Journalist, Librarian, Educator, Social Worker, Psychologist, Lawyer	<b>(Social)</b>  Interested in people, helpful, patient, good communication skills
MEDICAL	Physical and Emotional Health	Pharmacist, Food Nutritionist, Radiographer, Micro-Biologist, dental Technologist, Nurse, Doctor, Dentist, Occupational Therapist, Physiotherapist, Medical Technologist, Clinical Technologist, Health Inspector, Communist Nurse, Somatologist	<b>(Social, Investigative)</b>  Interested in people, health, empathic
TRADES	Working with Hands & Tools, Practical,  Apprenticeship, Learnerships	Sheet and Metal Worker, Joiner, mechanic Builder, Panel Beater, Lithographer, Screen Painter, Bricklayer, Painter, Carpenter, Upholsterer, Jeweller, Electrician, Hairdresser	<b>(Realistic)</b>  Work accurately with hands, interested in making things, creative, logical, practical
SCIENCE	Technology, The How & Why of Things	Chemistry: Analytical Chemist, Plastic & Paint Technologist,  Physics: Nuclear Technologist, Physicist, Astronomer,  Biology: Horticulturist, Zoologist, Botanist, Food Technologist, Physiologist  Geography: Meteorologist, Cartographer, Geographer, Geologist, Oceanographer  Agriculture: Forester, Agricultural Technician,	<b>(Investigative , Realistic)</b>  Enquiring mind, Logical, Mathematically Minded, Interested in the unknown

FIELD	FOCUS	EXAMPLES OF CAREERS	PERSONALITY
ENGINEERING	Design, Building	Aeronautical-, Chemical-, Civil-, Mechanical-, Marine-, Industrial-, Materials-, Biomedical	<b>(Investigative , Realistic)</b>  Practical, Creative, Interested in Engineering, Translate Theory into practice
BUSINESS / COMMERCIAL	Profit, Money, Selling & Buying, Business	Commercial Teacher, Marketing & Personnel Manager, Public Relations Officer, Data Processor, Secretary, Computer Programmer, Hotel, Purchasing & Sales Manager, Computer Analyst, Accountant, Bookkeeper, Computer Operator, Clerk, Teller (On-the-job)	<b>(Enterprising, Conventional)</b>  Interested in money, buying, selling, working with figures
NATURE/ OUTDOOR	Work takes place mostly outside an office	Zoologist, Geologist, Forester, Land Surveyor, Tourism Officer, Nature Conservationist, Recreation Officer, Archeologist	<b>(Investigative , Realistic)</b>  Interested in physical Activity, nature, travelling

Taken from Working World Extravaganza Workbook 2012 by INKANYEZI events.



## LIST OF SOUTH AFRICAN UNIVERSITIES

### EASTERN CAPE

Nelson Mandela Metropolitan University	T: 041 504 1111 F: 041 504 2574	<a href="http://www.nmmu.ac.za">www.nmmu.ac.za</a>
Rhodes University	T: 046 603 8148 F: 046 622 8444	<a href="http://www.ru.ac.za">www.ru.ac.za</a>
University of Fort Hare	T: 040 602 2016 F: 040 653 1338	<a href="http://www.ufh.ac.za">www.ufh.ac.za</a>
Walter Sisulu University of Technology	T: 047 502 2200 F: 047 502 2970	<a href="http://www.wsu.ac.za">www.wsu.ac.za</a>

### FREE STATE

Name & Address	Telephone & Fax	Web Address
Central University of Technology	T: 051 507 3911 F: 051 507 3310	<a href="http://www.cut.ac.za">www.cut.ac.za</a>
University of the Free State	T: 051 401 2114 F: 051 401 3669	<a href="http://www.ufs.ac.za">www.ufs.ac.za</a>

### GAUTENG

Name & Address	Telephone & Fax	Web Address
University of Pretoria	T: 012 420 4111 F: 012 420 4530	<a href="http://www.up.ac.za">www.up.ac.za</a>
University of South Africa	T: 012 429 3111 F: 012 429 2565	<a href="http://www.unisa.ac.za">www.unisa.ac.za</a>
Tshwane University of Technology	T: 012 382 5911 F: 012 382 5422	<a href="http://www.tut.ac.za">www.tut.ac.za</a>
University of the Witwatersrand	T: 011 717 1102 F: 011 339 8215	<a href="http://www.wits.ac.za">www.wits.ac.za</a>
Vaal University of Technology	T: 016 950 9214/5 F: 016 950 9800	<a href="http://www.vut.ac.za">www.vut.ac.za</a>
University of Johannesburg	T: 011 489 3000 F: 011 489 2260	<a href="http://www.uj.ac.za">www.uj.ac.za</a>

## KWAZULU NATAL

Name & Address	Telephone & Fax	Web Address
Durban Institute of Technology	T: 031 373 2411 F: 031 373 2011	<a href="http://www.dut.ac.za">www.dut.ac.za</a>
University of KwaZulu Natal	T: 031 2602227 F: 031 262 2192	<a href="http://www.ukzn.ac.za">www.ukzn.ac.za</a>
Mangosuthu Technikon	T: 031 907 7111 F: 031 906 5470	<a href="http://www.mut.ac.za">www.mut.ac.za</a>
University of Zululand	T: 035 902 6624 F: 035 902 6601	<a href="http://www.unizulu.ac.za">www.unizulu.ac.za</a>

## LIMPOPO

Name & Address	Telephone & Fax	Web Address
University of Limpopo	T: 015 268 2140 F: 015 267 0142	<a href="http://www.ul.ac.za">www.ul.ac.za</a>
University of Venda	T: 015 962 8000 F: 015 962 4742	<a href="http://www.univen.ac.za">www.univen.ac.za</a>

## NORTH WEST

Name & Address	Telephone & Fax	Web Address
North West University	T: 018 299 2601 F: 018 299 2603	<a href="http://www.nwu.ac.za">www.nwu.ac.za</a>

## WESTERN CAPE

Name & Address	Telephone & Fax	Web Address
University of Stellenbosch	T: 021 808 4654/2721 F: 021 808 3714	<a href="http://www.sun.ac.za">www.sun.ac.za</a>
University of Cape Town	T: 021 650 2105/6 F: 021 650 5100	<a href="http://www.uct.ac.za">www.uct.ac.za</a>
University of the Western Cape	T: 021 959 2911 F: 021 959 2973	<a href="http://www.uwc.ac.za">www.uwc.ac.za</a>

## WHEN DOES ONE APPLY FOR 2016 INTAKE IN HIGHER EDUCATION INSTITUTIONS (HEI)/UNIVERSITIES?

Learners of Grade 12 shall apply to HEIs/Universities from April 2015 to get admission in 2016 intake. Different Universities has different dates and most of the Universities start receiving application forms from April 2015 to October 2015. The application forms will be available from the university website as indicated in the booklet.

The following documents shall be included when one make an application

- Completed application form
- Copy of ID
- Copy of Grade 11 result
- Proof of payment for the application.

## MY SUBJECTS AND CAREERS

Please note that the subjects you are doing will eventually pave the way for your future career.

### Scare Skills!!!!

Always target the scarce skills in your career choice. South Africa is currently experiencing a shortage of certain skills. The country is in dire need of scientists and researchers, professionals in fields like ICT and software engineers etc. You need to be vigilant and opt for the so called 'Scarce Skills' as the state has developed and supply a scarce skills fund to students who would like to study them.

### FUNDING YOUR STUDIES

The following are the finance sources you can apply for:

A scholarship; A bursary; A loan

#### Sources:

[www.cod.edu/Course/ed 115s9/ unit5.htm](http://www.cod.edu/Course/ed 115s9/ unit5.htm)

Learning Channel: Life Orientation Grade 10 Learner's Workbook

Maggie Ogilvy Promotions cc: CAREERS UNLIMITED: FOR learners AND school-leavers 2008

*Study Management* by WA Van Schoor. JL van Schaik: Pretoria (1994).

*"Success consists of going from failure to failure  
without loss of enthusiasm."*

**Winston Churchill**

## CURRICULUM COVERAGE PER SUBJECT: GRADE 12

**The following pages** provide you with guidelines on the subjects that you are studying in Grade 12. It also gives subject specific tips that could help you to be more successful.

Subjects are arranged alphabetically so you can find the seven subjects you are offering in Grade 12. Use the content to prepare a revision timetable.

The content information will enable you to pace your studies and ensure that you cover all content areas required in the curriculum. These summaries are contained in the Curriculum and Assessment Policy Statements (CAPS) as the Annual Teaching Plans. Ask your teacher for copies of the content framework for your subjects. This will give you even more detail.

Tick off every topic as it is taught. Revise areas you have been taught regularly as you have planned in your revision timetable.

These summaries **DO NOT** replace your **TEXTBOOK or ATTENDING CLASS**. You must make every effort to go to school everyday and attend all classes. This includes all practical work. Your textbook is a primary source of content. Use it wisely.

### PRACTICE MAKES PERFECT

Make sure that you practice the required skills as per your subject choices e.g. mathematical equations, calculations, drawing and interpreting graphs, practicing your drawings & diagrams, reading widely from magazines, reference books & works of fiction to build ideas and vocabulary. Make sure you can read and follow patterns, case studies & graphs. Practise writing answers to textbook question daily. Make use of pictures, photographs, statistics, diagrams and maps and make sure that you can interpret them. Remember, each subject will require you to practice specific things.

Ensure that you are fully acquainted with your calculator and the way it works. It will save you time in the exams.

You will not get the same examples of diagrams, pictures, maps, graphs etc. in your final exams, but the more you practice, the easier it will be to interpret and analyse the unseen.

***“Your time is limited, don’t waste it living someone else’s life. Don’t be trapped by dogma, which is living the result of other people’s thinking. Don’t let the noise of other’s opinion drown your own inner voice. And most important, have the courage to follow your heart and intuition, they somehow already know what you truly want to become. Everything else is secondary.”***

**Steve Jobs**



Accounting  
Afrikaans Huistaal  
Afrikaans Eerste Addisionele Taal.  
Afrikaans Tweede Addisionele Taal  
Agricultural Sciences  
Business Studies  
Civil Technology  
Computer Applications Technology  
Consumer Studies  
Dance Studies  
Design  
Dramatic Arts  
Economics  
Electrical Technology  
Engineering Graphics and Design  
English Home Language  
English First Additional Language  
Geography  
History  
Hospitality Studies  
IsiXhosa  
Information Technology  
Life Orientation  
Life Sciences  
Mathematics  
Mathematical Literacy  
Mechanical Technology  
Music  
Physical Sciences  
Religion Studies  
Sesotho & Setswana  
Tourism  
Visual Arts

***"DON'T WORRY ABOUT FAILURES,  
WORRY ABOUT THE CHANCES YOU  
MISS WHEN YOU DON'T EVEN TRY."***

**JACK CANFIELD**



# ACCOUNTING

Dear Grade 12 Accounting learner

Welcome to the class of matric 2015. You have successfully completed the two years (grade 10 and 11) building up to this class, which equipped you with the necessary basic accounting concepts, principles, applications, analysis and interpretation to apply with more in-depth in grade 12.

Prepare adequately for the final examination by covering all the content. Practice at least 3 questions per topic per day. Ensure that you revise 20% of prior knowledge from previous grades (10 & 11), especially where that knowledge is required in Grade 12. Ensure that you master accounting theory, concepts and principles, formats of financial statements cash budgets etc. You should also clearly understand financial indicators such as ratios, etc.

Do your Accounting homework/ exercises every day. Remember, Accounting requires daily practice. Always show calculations in brackets so that you could earn some method marks from your workings. Accounting requires you to understand theory, applications, reflections and analysis and interpretation.

## Resources required

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

## Content

You need to understand understand the following:

## 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
- Shares Buy Back
- 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)

Formal tasks contribute towards your 25% of your final mark. Ensure that you complete all your tasks well, so that you obtain a good year mark.

## Compulsory Formal Assessment Tasks:

**Term 1:** 1 controlled test 200marks and 1 written report 50marks

**Term 2:** 1 project 50marks and a mid-year examination -300marks

**Term 3:** 1 controlled test 200marks and 1 case study 50marks

**Term 4:** Final examination paper - 300 marks

**NB.** In addition to the above tasks, the following are **compulsory** informal tasks, which shall assist you in preparing for the formal tasks throughout your academic year.

Compulsory informal Assessment Tasks:

Compulsory informal Assessment Tasks:

- a. A minimum of three class/ home work task weekly
- b. One monthly test of 100marks each per term

**\*\*PLEASE** receive a copy of the summary of the Annual teaching plan and Program of assessment from your teacher. This shall assist you in tracking your progress in all assessments, study ahead, identify problem content areas in time and ensuring that you cover all the required content topics for the entire year in full in order to be sufficiently prepared for the final examination.

# 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 yak:

- o 'n Taalhandboek
- o Voorgeskrewe boeke (Roman, Drama en Digkuns). Lees hierdie boeke voordat die skooljaar begin, verkieslik teen einde Januarie.
- o 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

- o Inhoud van die teks.
- o Leesstrategie: soeklees en vluglees
- o Woordeskatverklaring
- o Feit en mening, ge'impliseerde betekenis

## Opsomming

**Q** Wat jy moet opsom

> In watter **formaat** jy moet opsom

- o Skryf die **hoofgedagtes in volsinne** neer
- o Vermy **direkte aanhalings**
- o Die korrekte **getal woorde**

## Taal in konteks

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

## Digkuns

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

## Roman

**Q** Die Inhoud van die boek

- o Die karakters, hul karaktereienskappe en hul verhoudings met mekaar; karakterontwikkeling
- o Die gebeure; oorsaak en gevolg van gebeure

**Q** Tema, boodskap, ironie en dramatiese ironie

- o Die verband wat gebeure of karakters se uitsprake en optrede met die tema toon

**Q** 500rt verteller en die voordele/nadele van hierdie soort verteller

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

## Drama

Al die aspekte by die Roman, asook:

- o Die fases/ struktuur van die drama
- o Dramatiese rolle (bv. protagon is en antagonis)

## Skryfwerk

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

## Assessering

**Skoolgebaseerde Assessering** bestaan uit 14 take:

e2 toetse: **80 punte**

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

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

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

## Wenke vir sukses

- o Lees gereeld boeke, berigte, artikels, resensies, spotprente en rubrieke. Bespreek dit wat jy gelees het met jou maats.
- o Lees elke dag ten minste 1000 woorde en skryf ten minste 350 woorde in Afrikaans.
- o 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 **5005** 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.

○ Leesstrategie: soeklees en vluglees

=>Woordeskatverklaring

## Opsomming

**Wat** jy moet opsom

In watter **formaat** jy moet opsom: **puntsgewys** of in **paragrawe**

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, by. 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, ge'impliseerde betekenis, stereotipering, gevoelstaal, oorredingstaal en manipulerende taal

## Digkuns

○ Woordbetekenisse

=>Verstegniese 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/ Dialoa/ 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 TWEEDE ADDISIOELE 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.
- Leesstrategie: 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 voorsetseluitdrukings 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

Ontkennende vorm; Direkte en indirekte rede

Woorde wat verwar word, bv. **klere** en **kleure**

### Kortverhale

Die inhoud van die verhaal

Die karakters, hul karaktereenskappe 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 so 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:** 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 so os 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
- e Shelter
- ~ Handling of farm animals
- ~ Behaviour of farm animals

### Animal Reproduction, Protection, and Control

- ~ Reproductive organs (male and female)
- ~ Artificial insemination
- ~ Pregnancy and birth
- e 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.

***"Life is like photography.  
You need the negatives to develop."  
Unknown***



# 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:

OO 1 Construction, safety and material

30 marks

O Q 2 Advance construction and equipment

40 marks

e Q 3 Civil services 30 marks

O Q 4 Quantities, materials and joining 30 marks

e Q 5 Applied mechanics 30 marks

OO 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

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



### 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

# 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.

***Matrics, 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
- Journal to keep record of your practical work.

## 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)

t.) Verbal attributes of communication: pace, pause, rhythm, tone, intonation, volume

C.) Non-verbal attributes of communication: gesture, posture, movement, facial expression, body language

t.) Interpretive and analytical skills (ability to examine how mood, character and meaning are created through performance)

t.) Exercises to improve and develop performance skills

t.) Knowledge of processes and requirements involved in various dramatic presentations

t.) Understanding and application of specific terminology used in dramatic performances

## Basic requirements for the subject

t.) 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

C.) 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
- Q New economic paradigm
- ↔ Features underpinning forecasting
- ↔ Role of the Public Sector
- Q Composition, Necessity, Objectives, Problems
- Q Fiscal policy including Laffer curve
- ↔ Reasons for public sector failure
- ↔ Foreign exchange market
- Q Main reasons for international trade
- Q Balance of payments account
- ↔ Foreign exchange markets
- Q Corrections of balance of payments disequilibria

### Micro Economics

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

### Economic Pursuits

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

↔ Environmental sustainability and international agreements

## Assessment

### School-based Assessment (2S): 100 marks

↔ **Term 1:** Assignment, Control test

↔ **Term 2:** Research project, Examination

Q **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)

Q **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:

O 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

OOHS Act and regulations where applicable.

### Technological Process

O 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

O 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

Q 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.

Q 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

Q 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

E Term 1: Control test

O Term 2: June examination

Q Term 3: Control test and trial examination

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

### External Examination: (50)

3 hours, 200 marks:

Q Q 1 Occupational Health and Safety 10 marks

Three-phase AC generation 20 marks

Three phase transformers 20 marks

Q 4 Three phase motors and starters 40 marks

E Q 5 RLC 20 marks

E Q 6 Logic 20 marks

Q 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.

Q 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)
- o 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

OExtensive 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](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 1 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

Q 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

Q The Civil Rights Movements and the Black Power movements in the USA

Q The Black Consciousness Movement in SA

### Paper 2

Q South Africa in the 1990s

Q 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:

Q Paper 1: Cold War: Cuba

Q 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:

Q Paper 1: *Uhuru* in Africa in the 1960s and 1970s: Tanzania

Q 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:

Q 3 source-based/extended writing tasks

Q 1 heritage assignment

Q 2 standardised tests

Q June and September examinations

## Tips for Success

Q Learn the content thoroughly; you cannot answer anything effectively if you do not know the content.

Q Make sure you have read the questions properly and that you are answering what is asked.

Q Read written sources very carefully.

Look carefully at visual sources; it is important to think about what the artist is saying about the event.

Q 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
- **C** 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.



# ISIXHOSA

## Ulwimi lwasekhaya, oloku-l 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):

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

- Q Amanqanaba esakhiwo sedrama
- Q Abalinganiswa bedrama



- Q Umxholo wedrama
- Q Impixano kwidrama

### Iphepha 1 (Ukusetyenziswa kolwimi ngokusemxeholweni):

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

### Iphepha 3 (Ukubhala)

- Q Iindidi zezincoko - ezichazayo, ezibalisayo, ezixhoxayo, njalo njalo.
- Q Imihlathana em ide nemifutshane
- Q Imizekelo efana ne-obhitshuware
- Q Isivi, idayari, ibrowutsha
- Q Ipowusta ne-ajenda

### Iingcebiso malunga nokulungiselela iimviwo

- Q Cwangcisa ixesha lakho ngobunono nenzondelelo
- Q Yiba nendawo ethe cwaka yokufundela
- Q Xa ufunda, qala ngalo miba inzima kwisifundo ukuya kwelula
- Q Zikhwebule kumkhuba wokuchitha ixesha elininzi kwiindawo zokuzonwabisa endaweni yokufunda iincwadi zakho
- Q Xa ufunda, mana ubhala phantsi amanqaku okufundayo ukuzikhumbuza
- Q Ukuhlaziya okufundileyo, ungasebenzisa amaphepha eemviwo ezigqithileyo
- Q 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-orali: Ukufunda / ukumamela / ukuthetha (10 amanqaku)	I-orali: Ukufunda / ukumamela / ukuthetha (10 amanqaku)	Uvavanyo 1: Uvavanyo lokuqonda / ulwimi / ushwankathelo (40 amanqaku)
Uncwadi: inoveli / idrama (50 amanqaku)	Ukubhala isincoko (50 amanqaku)	I-orali: Ukuphendula kuncwadi (20 amanqaku)	Uncwadi: isihobe (30 amanqaku)	Uviwo lwaphakathi enyakeni lwamaphepha ama-3 onke (250 amanqaku)
Ukubhala isincoko (50 amanqaku)	I-ora li: 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-l olongezelelweyo

Ukubhala isincoko (50 amanqaku)	Uncwadi: inoveli / idrama / ibali elifutshane okanye isihobe (35 amanqaku)	I-orali: Ukufunda / ukumamela / ukuthetha (10 amanqaku)	Uvavanyo 1: Uvavanyo lokuqonda / ulwimi / ushwankathelo (35 amanqaku)	Ukubhala: Umhlathi omde (30 amanqaku) nomhlathi omfutshane (20 amanqaku)
I-orali: Ukufunda / ukumamela / ukuthetha (10 amanqaku)	Ukubhala isincoko (50 amanqaku)	I-orali: Ukufunda / ukumamela / ukuthetha (10 amanqaku)	Uncwadi: Inoveli / idrama / ibali elifutshane okanye isihobe (50 amanqaku)	Uviwo lwaphakathi enyakeni lwamaphepha ama-3 onke (250 amanqaku)
I-orali: 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-orali: ukumamela / intetho elungisiweyo / incoko / ukufunda (25 amanqaku)	Uncwadi: Isihobe / inoveli / idrama / amabali amafutshane (20 amanqaku)	Uvavanyo 1: Uvavanyo lokuqonda / ulwimi / ushwa n kathelo (50 amanqaku)
I-orali: ukumamela / intetho elungisiweyo / incoko / ukufunda (25 amanqaku)	Ukubhala isincoko (40 amanqaku)	I-orali: 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)		



# ISIXHOSA

## Amacandelo namanqaku amaphepha eemviwo

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

### 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, ukuncedisana 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](http://www.education.gov.za)

Okokugqibela, ungaqhakamshelana nam nge-imeyl ethi [Mlamli.matshingana@pgwc.gov.za](mailto:Mlamli.matshingana@pgwc.gov.za) ukufumana iinkcukacha ezithe vets he 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  $\pm 50$  marks)

Second Term: 1 test (theory or practical,  $\pm 50$  marks) plus the June exams (1 practical paper of 120 marks, 1 theory paper of 180 marks)

Third Term: 1 test (theory or practical,  $\pm 50$  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  $\pm 55$  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

- Q A textbook
- Q A workbook
- Q Comfortable clothing for Physical Education activities
- Q 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

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

## Citizenship Education

- Q Evaluate services offered by a community project
  - Discrimination and violation of human rights
  - Knowledge and application of the Bill of Rights
- Q 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

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

## Recreation and Physical Well-being

- Q Monitoring and evaluating long term effects of participation
- Q Participating in various relaxation and recreational activities, sports and games and fitness exercises
- Q Career opportunities in various sporting codes
- O Gender differences in participation
- Q 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
- Q Application for a course at a higher education institution
- Q Unemployment: coping skills
- Q Entrepreneurship: research
- Q Reading the market
  - Decision-making, problem-solving and creative thinking skills.
  - Job contract, conditions of service
  - Labour Laws; Trade unions
- Q Employment Equity Act
- O Recruitment process trends and practices
- Q Work ethics
- O Societal expectations

## Assessment

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

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

## Tips for Success

- Q 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.
- Q Be present in all Life Orientation classes.
- Q Participate in the Physical Education activities:
  - Physical Fitness; Sport and Games; Recreation and Relaxation activities.
- Q Hand in both written ('other') tasks on the expected dates.
- Q 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.
- Q Believe in yourself. If you make a success of Life Orientation, you will make a success of life.

# 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

Your final school exam result in mathematics is extremely important. Good result in mathematics will surely open doors for you that will influence the quality of your future life. So, practice maths regularly, not only before tests and exams. Always tell yourself that "I Can Do Maths".

## 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)
- ~ Sigma notation
- ~ Arithmetic and geometric sequences and series (formulae for  $n$ th term, sum; sum to infinity)

#### Functions and graphs

- ~ Parabola; hyperbola; exponential and logarithmic; trigonometric functions and their transformations
- ~ Polynomials (Remainder and Factor theorems)
- ~ Inverse functions

#### Financial mathematics

- ~ Simple and compound interest
- ~ Logarithms
- ~ Present value and future value annuities (sinking funds and bond repayments)
- ~ Nominal and effective interest rates
- ~ Depreciation (reducing balance and straight line)

#### Differential Calculus

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

#### Probability

- ~ Probability
- ~ Counting principle

### Paper 2

#### Data handling

- ~ Regression and correlation
- ~ Five number summary and box and whisker Plots
- ~ Scatter plots and lines of best fit

#### Analytical Geometry

- ~ Equation of a circle
- ~ Equation of a tangent to a circle

#### Trigonometry

- ~ Compound formulae
- ~ Identities and equations (general solution as well)
- ~ Solution of triangles and problems in 2D and 3D

#### Euclidean geometry

- ~ Circle geometry – prove theorems
- ~ 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:** Investigation/Project; Assignment/Test; Test
- ~ **Term 2:** Assignment; Midyear examination
- ~ **Term 3:** Test; Trial examination

#### Final Examination

- ~ Two 3 hour papers out of 150 marks each.

#### 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.

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

# MATHEMATICAL LITERACY

Dear Grade 12 Mathematical Literacy learner

Mathematical Literacy is a subject that will help you “to identify and understand the role that maths play in the world, to make well-founded judgements and to use and engage with maths in ways that meet the needs of your life as a constructive, concerned and reflective citizen” (OECD,1999). 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  Assignment  Test	
Term 2	Assignment/Investigation Examination	June examination 2 papers: Paper 1 (100marks) Paper 2 (100 marks)
Term 3	Test  Prelim Prelim. examination	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](http://wced.school.za/home/service/qp_index).



# 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.
- Q 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.](http://wced.school.za/home/service/qp_index.html)

[za/home/ service/ qp\\_index.html](http://wced.school.za/home/service/qp_index.html)



# MUSIC

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
- e** 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)
- O** 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

## 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.

## 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 .



# 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

Q 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:

~ 2 examinations:

○ 3 written tasks:

***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

Kgatsa Maithuti wa sehlapa sa 12

Se latelang ke sesebediswa sea a tla se sebedisa  
NO nnetefatsa hare O entse mesebetsi yohle e hlakahalang  
:

Sesebediswa sena se tla a fa dikeletsa mabapi

le sea a tshwanelang ho se etsa hore o tie o sebetse  
ka boqhetseke. Hapola hore o tshwanela ho pasa  
Sesotho/Setswana ka diphesente tse seng ka tlase ho  
tse 40 mafelong a selemo ha ho kopanngwa matshwaa  
a hao kaofela. Sena se balela hare o tshwanela ho  
tiisa haholo e le hore o tie o tsebe ho rua tsebo le ho  
fumana monyetla wa ho ntshetsa pele dithuto tsa hac,  
Leka ho:

ralale ho hlahlaba lenanetsamaiso la hao la  
boikgopotso ba mosebetsi o seng o entswe.

sheba boithlaphisetso ba hao mabapi le ditlhaloba  
tsa Phupjane/Loetse le tsa makgaala-kgang.

kopa titjhere ho a fa morale 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 maqephe a buka a  
tsamaellanang le sehlooho seo.

## OTSHWANETSE HO BA LE:

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

## OTSHWANETSE 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 maamong a dipuisano tsa  
molomo

### Dibuka:

Dithothokiso

Pale e telele

Tshwantshiso

### Sebedisa:

mawa a ho bala

hlalosa meelela 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 bohuwanc, tse mamelwang le tsa mefuta  
e fapaneng ya dipuisano

### Ho ngola:

bokgoni ba ho etsa dipatlisiso

moralo wa ho ngola

Q ho ngola sehlahiswa

Q ho lekala diphoso

### Tshebediso ya puo

hlwaya & hlalosa meelelo ya mantswe o a  
sebedise ka nepo

Q dipolelo

Oboitemohelo bo hlokolosi ba puo

### TSE HLOLWANG:

#### Meqoqo e 2 (150 X 2)

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

#### Dibuka: 3

Q Dithothokiso - (30)

Q Pale e telele - (40/50)

O Tshwantshiso - (40/50)

#### Orale: 4

Q Puo e hlophisitsweng: 10

O Bonono ba ho Mamela: 10

Q Bonono ba ho bala: 10

O Bonono ba ho sekaseka dingolwa: 20.

#### Diteko: 2 - (40 x 2)

Q Seballwa-kutlwisiso/Kakaretso/Tshebediso ya  
puo

#### Tlhahlobo (Phupjane):

Q Pampiri 1: 70 matshwao;

E Pampiri 2: 80 matshwao;

E Pampiri 3: 100 matshwao

#### Tlhahlobo (Loetse):

Q Pampiri 1: 70 matshwao;

E Pampiri 2: 80 matshwao;

E Pampiri 3: 100 matshwao

Matshwao

***“Don’t say you don’t have enough time.  
You have exactly the same number of  
hours per day that were given to Helen  
Keller, Pasteur, Michaelangelo, Mother  
Tereasa, Leonardo da Vinci, Thomas  
Jefferson, and Albert Einstein.”***

***– H. Jackson Brown Jr.***



# TOURISM

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

Q Tourism text book

Q Tourism workbook

Map/ road map 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

Q Service excellence

Q Economic growth and community development.

Q Gross Domestic Product (GDP)

Q Government's strategy with regard to redressing past imbalances in tourism, BBBEE, TEP, FTTSA, DEA T and Growth Strategy

Q Career opportunities, career paths and opportunities for further development in the tourism industry

### Responsible and Sustainable Tourism

Q Factors impacting on sustainable and responsible tourism

Q 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

Q Triple bottom line approach

Q The various cultures and heritage found in South Africa



## Tourism Geography, Attractions and Travel Trends

Q 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

Q The role of SA Tourism to market South Africa as a tourism destination

Q Major currencies; conversion of South African Rand into a selected currency; understanding the concept; exchange rate.

Q The Bank Selling Rate (BSR) and Bank Buying Rate (BBR)

## Customer Care and Communication

Cultural and other interesting opportunities for tourists visiting South Africa

Q Customer feedback, and analysing findings to confirm customer satisfaction

Q Own contribution towards service excellence; ways in which own actions contribute towards service excellence; effectiveness of own participation in teamwork

Q 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:

Q **Term 1:** 1 test (50 marks) and a research task (50 marks)

Q **Term 2:** 1 test (50 marks) and a mid-year examination (200 marks)

Q **Term 3:** 1 test (50 marks) and a *trial* examination (200 marks)

### Practical Assessment Task (PAT) 100 marks

Q 2 Phases of 50 marks each.

### Final Examination: 200 marks

### Tips for Success

Q Make sure that you hand in all your tasks.

This will already give you a good chance of success.

Q 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.

Q 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 for each PAT and Practical Exam
- ↔ 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 & September
- ↔ A theory exam in June & September

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 an exhibition 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.





## GO WELL

In this booklet, we have attempted to provide you with hope, motivation and support in various forms. Articles contained study tips, advice and motivational messages. If you have followed our advice and implemented our suggestions, you should be well prepared for the final exam.

Keep implementing the study tips and they will become habits that will stand you in good stead throughout the exam and in your future studies. After writing that first exam paper, there will be many more hills to climb throughout the exams. Plan your time, get your rest, eat right and work hard. This should be the last exam of your school career, so you might as well end off with a big bang!

You have our best hopes and wishes to accompany you in the upcoming exams and beyond. We complete the booklet with wise words from the first president of our democracy:

*‘Education is the great engine of personal development. It is through education that the daughter of a peasant can become a doctor, that a son of a mineworker can become the head of the mine and that a child of farm workers can become the president of a great nation. It is what we make out of what we have, not what we are given, that separates one person from another.’*

**Nelson Mandela**

**Best wishes and fond regards**

**Department of Education, Eastern Cape Province**



If you feel that you still need support, do not hesitate to contact a Subject Advisor for Life Orientation at a District Office. The contact numbers are listed below:

**SUBJECT ADVISORS - LIFE ORIENTATION DATA**

	<b>Surname</b>	<b>Name</b>	<b>District</b>	<b>Contact Number</b>
1.	Tambodala	Nokwanda	Head Office	0828759603
2.	Siyongwana	Nolukholo	Butterworth	0842452786
3.	Meintjies	Lucinda	Cradock	0832951582
4.	Marais	Eugene Arjuna	Grahamstown	0829481827
5.	Darries	June Bernadette	Graaf Reinet	0792659534
6.	Feni	Balise	Lady Frere	0721489345
7.	Benya	Vathiswa	Libode	0834845519
8.	Nobula	Nonceba Mavis	Lusikisiki	0738071203
9.	Sefoloko	Moses	Maluti	0724538143
10.	Magudumana	Nelisa Pearl	Mbizana	0736796909
11.	Malobola	Zoleka	Mt Fletcher	0833644183
13.	Mabengu	Thandiswa	Ngcobo	0731826741
14.	Muire	Hermina	Port Elizabeth	0839879368
15.	Davids	Pumla	Queenstown	0825609861
16.	Yoko	Linda	Qumbu	0768263156
17.	Tsetse	Mzimkhulu Patrick	Sterkspruit	0725041922
18.	Madlingozi	Ndileka Olive	Uitenhage	0835450616

The following **WEBSITES** would also provide useful information for self study:

[www.eccurriculum.co.za](http://www.eccurriculum.co.za)

**FET**

**Art, Dance, Visual Art**

- <https://www.youtube.com>

**Mathematics**

- [www.mathsandscience.com](http://www.mathsandscience.com)

The following **WEBSITES** would also provide useful information for self study:

[www.eccurriculum.co.za](http://www.eccurriculum.co.za)

## **FET**

### **Art, Dance, Visual Art**

- <https://www.youtube.com>

### **Mathematics**

- [www.mathsandscience.com](http://www.mathsandscience.com)
- <http://phet.colorado.edu/en/simulations/index> (all Levels)
- <http://www.geogebra.org>
- <https://www.khanacademy.org/>
- <http://za.ixl.com> ( Math Pre School to grade 11)
- <http://mathsandscience.com/> (Grade 6 to Grade 12)
- <http://www.heymath.com/> (Grade R to Grade 12)

### **Physical Sciences**

- [www.mathsandscience.com](http://www.mathsandscience.com)
- <http://phet.colorado.edu/en/simulations/index> (all Levels)
- <http://mathsandscience.com> (Grade 10 to Grade 12)
- <http://www.mindset.co.za>

### **Technical Subjects**

- <http://www.educad.co.za/> (AUOTDESK SOFTWARE FOR STUDENTS FREE)

### **Geography**

- <http://phet.colorado.edu/en/simulations/index> (all Levels)
- <http://www.nationalgeographic.com/>
- <http://www.google.com/earth/index.html>

### **History**

- <https://www.khanacademy.org>
- <http://www.sahistory.org.za/>

### **Life Sciences**

- <http://phet.colorado.edu/en/simulations/index> (all Levels)
- <https://www.khanacademy.org>

### **Life Orientation**

- <https://www.khanacademy.org> (Khan Academy)
- <http://www.pacecareers.com> (Pace)
- <http://www.careerplanning.about.com> (Career Planning)
- <http://www.mayoclinic.com> (Mayo Clinic)
- <http://www.teenactiv.co.za> (Teenactiv)
- <http://www.career-lifeskills.com> (Careers and Lifeskills Resources)
- <http://www.health24.com> (Health 24.com)
- <http://www.lovelife.org.za> (Love Life Youth Site)
- <http://www.srsa.org.za> (Department of Sport and Recreation)
- <http://www.doh.gov.za> (Department of Health)

### **Variety**

- <http://www.thutong.doe.gov.za>
- <http://www.dbeccloud.org.za>
- [www.eccurriculum.co.za](http://www.eccurriculum.co.za)
- <http://www.ecexams.co.za>

# Notes

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# Notes

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