WESTERN CAPE
Education Department
Provincial Government of the Western Cape

GRADE 12
TIPS FOR SUCCESS

2010

Grade 12 learners of 2010

This book has been prepared for you.
When you receive the book there will be
200 days until the start of the National Senior Certificate Examinations.
Use every day well in preparation for writing the examinations.
Use this book in preparing for the writing of the examinations.
The book contains tips on how to study and how to write an examination.
It contains inspiring stories from successful grade 12 learners of 2009.
Finally it has lists of content to be studied in each subject.

Use this book with your textbook and past examination papers.

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

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Western Cape Education Department

ISebe leMfundo leNtshona Koloni

To all WCED Grade 12 NSC Candidates

Dear Grade 12 Learner

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

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

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

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

If you need help, please ask your teachers, your friends or your family. You may also want to look at our website **www.wced.wcape.gov.za**.

Good luck, be your best, and study hard! It's worth it!

Yours sincerely

PENNY VINJEVOLD
HEAD: EDUCATION
DATE: 2010 – 04 – 12

CONTENTS

10 Things to do to succeed in the Grade 12 Examinations 1

Tips for Success 2

Step 1: Time Management 3

Step 2: How to study 3

Step 3: Effective examination writing techniques 6

Example of a study timetable for June 2010 9

Matric 2010 Blank study timetable for you to copy 10

Make your dream come true 11

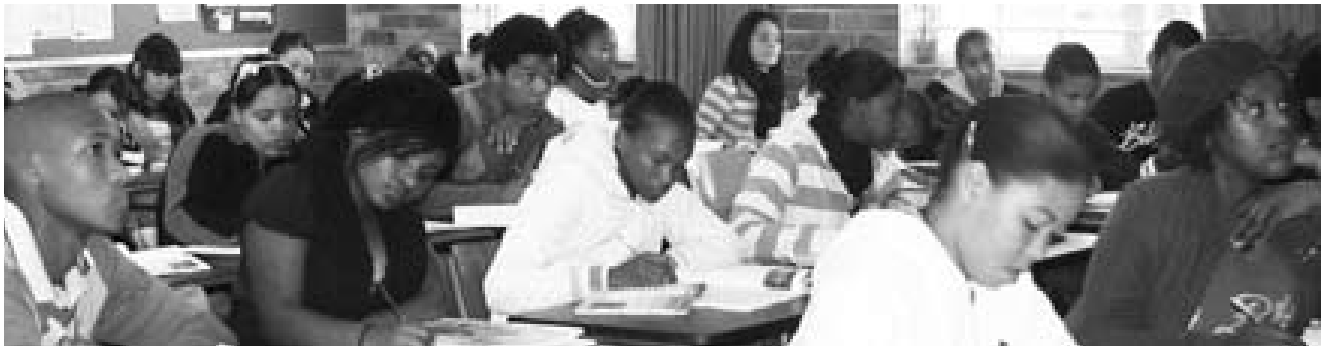
2010 National Senior Certificate (NSC) Examination Timetable October/November 2010 17

Bursaries and Loans 19

Content / concept lists per subject 21

- Accounting 22
- Afrikaans Eerste Addisionele Taal 23
- Afrikaans Tweede Addisionele Taal 24
- Agricultural Sciences 25
- Business Studies 26
- Civil Technology 27
- Computer Applications Technology ..... 28 – 29
- Consumer Studies 30
- Dance Studies 31
- Design 32
- Dramatic Arts 33
- Economics 34
- Electrical Technology 35
- Engineering Graphics and Design 36
- English: Home Language 37
- Geography 38
- History 39
- Hospitality Studies ..... 40 – 41
- Information Technology ..... 42 – 43
- IsiXhosa 44
- Life Orientation 45
- Life Sciences 46
- Mathematics 47
- Mathematics Literacy 48
- Mechanical Technology 49
- Music 50
- Physical Sciences 51
- Sesotho & Setswana 52
- Tourism 53
- Visual Arts 54

10 THINGS TO DO TO SUCCEED IN THE GRADE 12 EXAMINATIONS



1. The **matric timetable** is out. There is a copy of it in this booklet. Study it and start to plan now. There are sometimes two exams on one day so you will have to be super sharp and alert.
2. There are only **200 days** to the start of final exams. This includes all weekends and holidays. Start today and work everyday. Set targets for achievement…
3. Do not miss **one day of school** between now and your exams. Keep healthy and alert. Listen to your teachers. They have done this before and will help you succeed.
4. **Reading** is a hot skill. Reading will change your life. Read at least 1000 words everyday. Read everything you can get your hands on. Read accurately and quickly.
5. **Writing** is power, but it requires practice. We are all judged, every day, on our writing – we can inspire, impress, persuade, congratulate and express love in writing. Write at least 400 words every day – carefully, accurately and beautifully.
6. **Textbooks** are an essential student companion. Have you got a textbook for each subject? Make sure you do and that you work systematically through your textbooks. Don't wait for your teacher to explain it all. Look at what you have to cover for the year and plan accordingly.
7. Your **BMI** can help you in matric. Your Body Mass Index (BMI) is an indication of how healthy you are. Calculate your BMI and then exercise and eat healthily throughout the year to keep an optimum BMI.
8. Academic work requires **concentration and focus**. Every day you should be engaged in intensive, focused, individual academic work. Turn off iPods, music centres, the TV, the cell phone and have an intensive and rewarding academic workout everyday. Build your brain cells and be the envy of all your friends.
9. **Good vibes** are good for success. Surround yourself with positive, happy people who want you to succeed. Your family and friends will be important in supporting you in the next 200 days. Be grateful for their support.
10. Matric success requires **planning and hard work**. Start planning and working today. Attend school every day. Do homework everyday. Read every day. Write and calculate everyday. Stick to your year plan.

How many of the items above are you doing?

1-2: Get help urgently.

3-4: Start planning today.

5-6: You are on your way. Intensify your efforts.

7-8: You're well organised and nearly ready for success.

9-10: You're doing great. Help someone else to get organised for success.

AIM FOR THE HIGHEST MARK POSSIBLE!

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

Your **first step** to success is TIME MANAGEMENT through proper planning.
You need to schedule your activities to include time for studying, assignments, sports or hobbies, and your family and friends.

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

TIME MANAGEMENT = PLANNING = SUCCESS

You will also find the content and tips for success in the subjects you are studying. Use the information for your seven or more subjects to set up your study timetable.

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

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

TAKE CHARGE OF YOUR LIFE AND YOUR FUTURE!
START PLANNING.

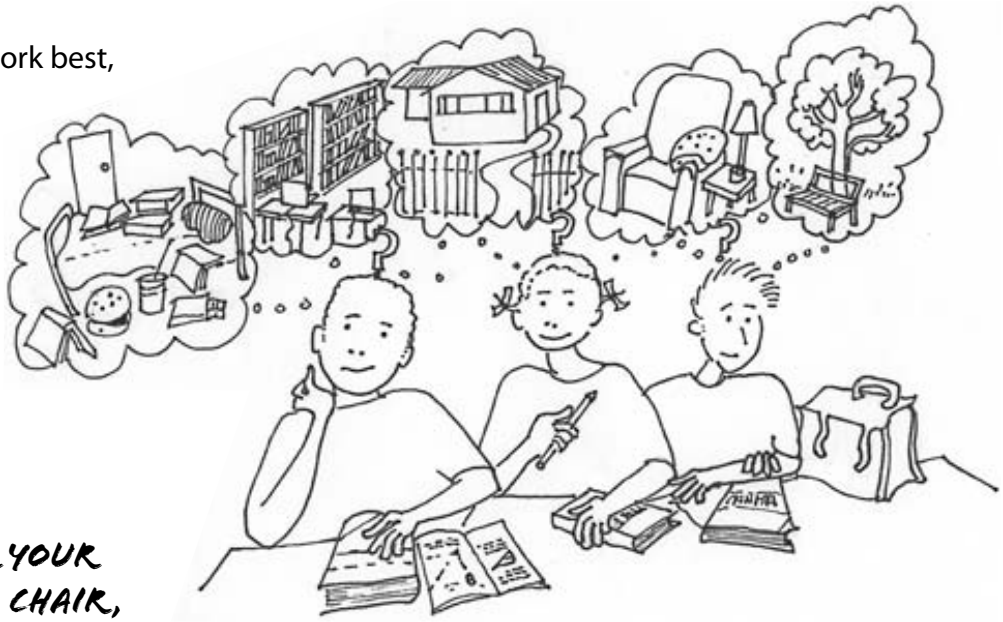
STEP 1 TIME MANAGEMENT

Plan to study daily, starting today:

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

STEP 2 HOW TO STUDY

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



SET UP A PLACE FOR YOUR STUDYING – TABLE, CHAIR, UNCLUTTERED WORK SPACE, GOOD LIGHTING.

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

MAKE YOUR STUDYING ACTIVE BY USING STUDY METHODS, WRITING, DRAWING, SUMMARIZING, CHANTING OR TEACHING YOUR STUDY BUDDY.

- Concentrate fully and try not to allow your mind to wander. This improves with practice.

- Avoid last-minute cramming.

Mentally prepare to study (RAVES)

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

Memory principles

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

ABOUT MEMORISING

Memorising skills can be learned.

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

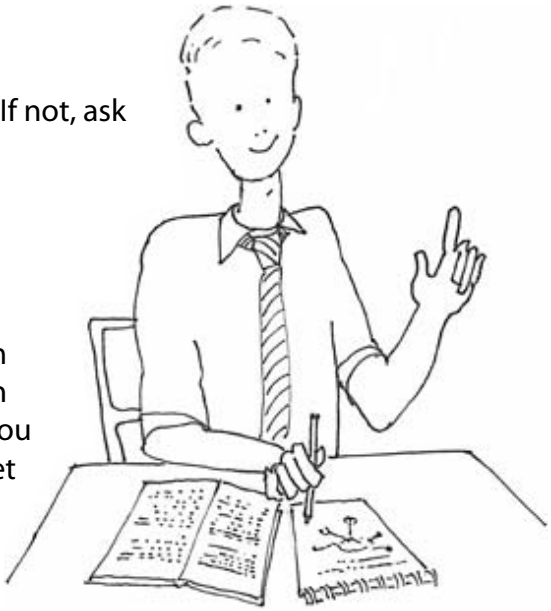
- Mind maps
- Cartoons, pictures, labelling
- Rhymes and jingles – use words that rhyme to help you remember important facts
- Word association, key words, flash cards
- Creating acronyms: e.g. ***RICE*** stands *for* ***r****est*, ***i****ce,* ***c****ompression* and ***e****levation* (What to do when somebody is injured)
- Grouping or categorising – organize the information into logical clusters

Memory – Use it or lose it!

Memory strategies require practice and discipline.

MEMORY TIP 1

Pay attention and listen carefully in class.



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

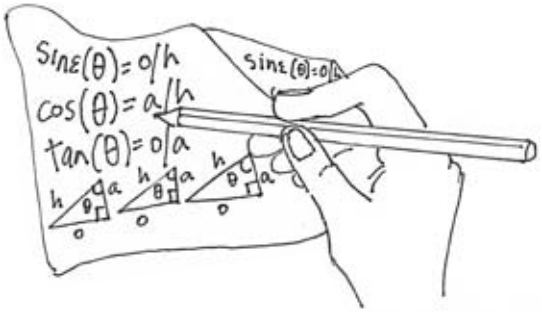
MEMORY TIP 2

Make effective notes.

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

MEMORY TIP 3

Remember these three Rs:



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

MEMORY TIP 4

Use mnemonics.

- Mnemonics are devices, using arbitrary, easy-to-remember associations, to help you remember information.
  Examples:
  - **sohcahtoa** (used in trigonometry to memorize important information about the sine, cosine, and tangent)
  - **roygbiv** (the colours of the rainbow in their correct order – **r**ed, **o**range, **y**ellow, **g**reen, **b**lue, **i**ndigo and **v**iolet)

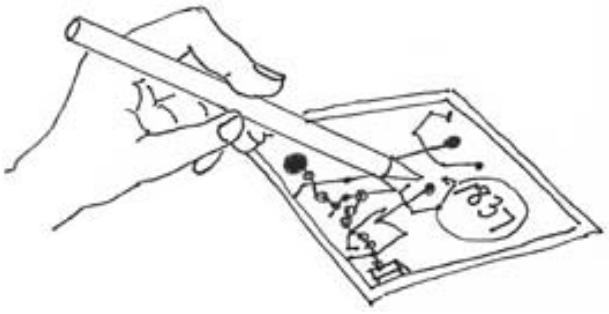
MEMORY TIP 5

Generate examples.

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

MEMORY TIP 6

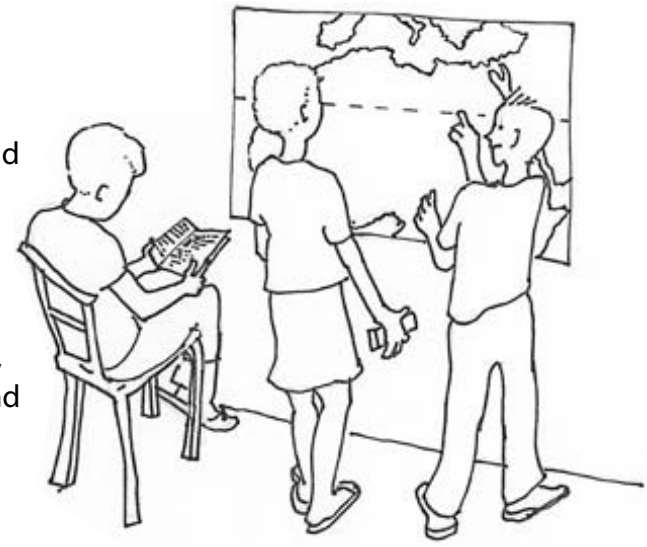
Use visual imagery.



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

MEMORY TIP 7
Make associations.

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



MEMORY TIP 8
Use rehearsal strategies

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

APPLYING MEMORY
Once you have memorized information, rather than just restating that information, you need to be able to use it. You should do the following:

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

STEP 3 EFFECTIVE EXAMINATION WRITING TECHNIQUES

EXAM WRITING TIP 1
Arrive early and ready to begin.

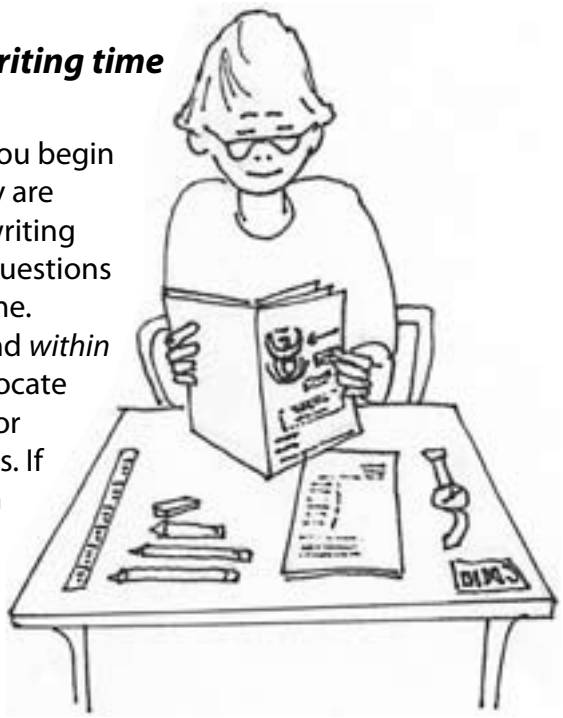
EXAM WRITING TIP 2
Read and understand the instructions.

- Check that you have received the correct question paper.

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

EXAM WRITING TIP 3

Preview the question paper and allocate your writing time appropriately.

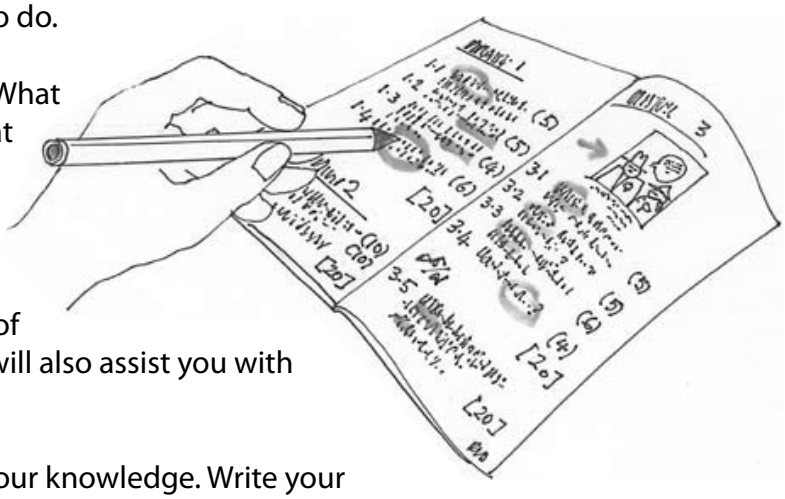


- Read through the whole examination paper before you begin writing. Note the number of questions and what they are worth. Reading over the questions before you start writing will assist in activating your memory. Decide which questions will be easier to do and which ones will take more time. Identify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

EXAM WRITING TIP 4

Tackle each question systematically.

- Read each question carefully, underlining key words, especially the verbs that tell you what to do.

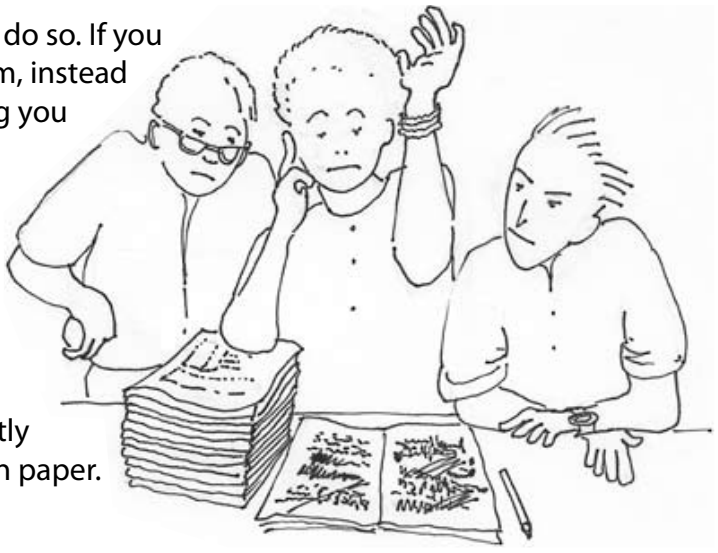


- Is it a one-part or a two-part question? What are you being asked to do? Identify what you have and what you need. Plan the way you will answer the question and make a few notes on the steps you will take. This will provide you and the person marking the exam with an idea of how you attempted the question. This will also assist you with finding and correcting your mistakes.

- Some questions may ask you to *apply* your knowledge. Write your answer in the format requested, e.g. an essay, a programme, a review, an interview, a letter, a calculation.

EXAM WRITING TIP 5

Write down something for every question



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

EXAM WRITING TIP 6

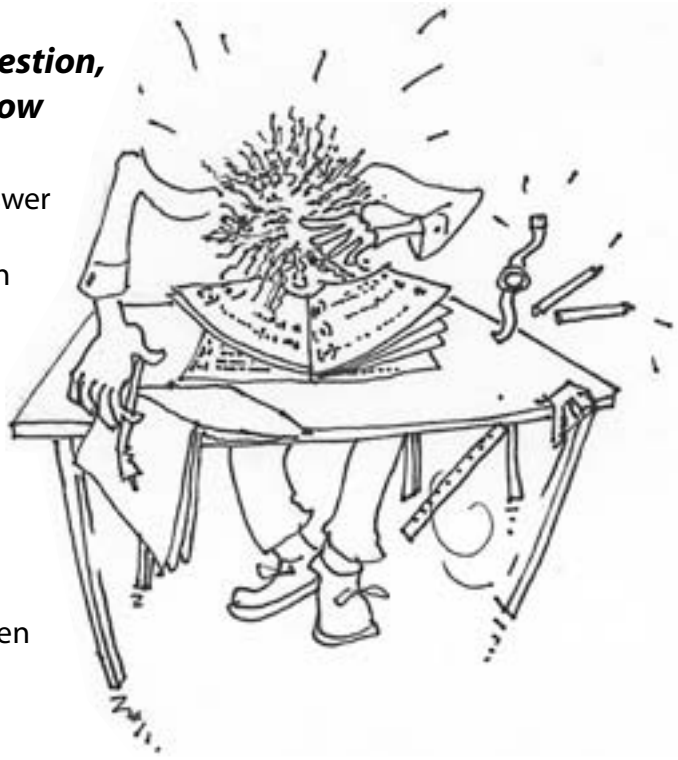
Set out your answers clearly.

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

EXAM WRITING TIP 7

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

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



EXAM WRITING TIP 8

Review and make corrections.

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

EXAM WRITING TIP 9

Stay until the end.

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

SCHOOL BASED ASSESSMENT AND PATS

The school based assessment tasks and PATs prepare you for your final examinations. Make sure that you have handed in all your tasks. This will already give you a good chance of passing and doing well.

Remember if you do not hand in all of the PAT or SBA tasks you will receive a '999' which means incomplete. You will not matriculate with your friends and your name will not appear in the newspaper.

ENJOY THE CHALLENGE OF HAVING YOUR KNOWLEDGE TESTED AND DO NOT PANIC.

REFERENCES

Learning resources (Academic Support Centre, University of Alberta)
Smart study: a guide to skill yourself to be a better student (Edumedia, 2005)
Fleet, J, Goodchild, F, & Zajchowski, R, *Learning for success* (Harcourt Brace & Company, 1999)

EXAMPLE OF A STUDY TIMETABLE FOR JUNE 2010

3 study blocks per day of 50 minutes each, with a 10 minute break between each block
Subject combination: English, Afrikaans, Mathematics, Life Orientation, History, Economics, Life Sciences

Sunday	Monday	Tues	Wed	Thurs	Fri	Sat
		1 **Maths**: Quadratic equations and inequalities **Hist**: The Civil Rights Movements and Black Power movements in the USA **Econ**: Circular flow model, national account and multiplier	2 **Maths**: Simultaneous equations **Hist:** The Black Consciousness Movement in SA: **Econ**: Business cycles	3 **Maths:** Number patterns and sequences (linear and quadratic) **Hist:** Apartheid in the 1980s: **Econ**: Role of the public sector	4 **Maths:** Arithmetic and geometric sequences and series **Hist**: South Africa in the 1990s **Econ**: Foreign exchange market	5 **Maths**: Functions and graphs **Hist**: Revise sections from last 4 days. **Econ**: Revise sections from the last 4 days. Self-quiz. Check past exam papers
6 Relax with family	7 **Eng**: Comparative and superlative degrees of adjectives and adverbs **Life Sci**: DNA & RNA **LO**: Citizenship education	8 **Eng:** Parts of speech Read setwork **Life Sci**: DNA and RNA **LO**: Bill of Rights	9 Schools close. **Eng**: Setwork - socio-political and cultural background of text **Life Sci**: Inheritance & genetic disorders **LO**: Labour law	10 **Eng:** Synonyms and antonyms, idioms, idiomatic expressions & proverbs **Life Sci**: Inheritance & genetic disorders **LO**: Trade unions	11 **Eng:** Setwork - themes, messages and values in the text **Life Sci**: Plant reproduction **LO:** Employment Equity Act	12 **Eng**: Setwork - characters and their relationships **Life Sci**: Plant reproduction **LO**: Work ethics
13 **Afr:** Kortverhale – lees die verhaal World Cup soccer	14 **Afr:** Kortverhale - inhoud van die verhaal **Life Sci**: Local environmental issues -terminology **Eng**: Parts of speech	5 **Afr**: Kortverhale karakters, hul karaktereienskappe **Life Sci**: Air pollution **Eng**: Punctuation	16 **Afr**: Kortverhale- gebeure; oorsaak en gevolg van gebeure **Life Sci**: Water pollution **Eng**: Tenses (verb forms and auxiliaries)	17 **Afr**: Kortverhale ironie, tema, boodskap en soort verteller **Life Sci**: Soil pollution **Eng**: Concord	18 **Afr:** Kortverhale - Tyd en ruimte (milieu/ agtegrond) van die gebeure **Life Sci**: Exploitation of natural resources **Eng**: Direct and indirect speech	19 Family function Day off.
20 **Afr:** Kortverhale - Kontraste **Life Sci**: Waste management **Hist**: The Black Consciousness Movement in SA	21 **Maths:** Functions and graphs – parabola, hyperbola **Econ**: Business cycles - composition and features **Hist**: Ideas of Steve Biko	22 **Maths:**Functions and graphs - exponential **Econ**: Business cycles – explanations, Government policy **Hist**: Spread of Black Consciousness Movement	23 **Maths:** Functions and graphs - inverse functions **Econ**: Business cycles – new economic paradigm **Hist**: 1976 Soweto Uprising	24 **Maths:** Functions and graphs **–** trig: and their transformations **Econ**: Business cycles – features, forecasting **Hist**: Impact of BCM	25 **Maths:** Functions and graphs - revise all **Econ**: Business cycles – revise all **Hist**: Impact of Steve Biko	26 Day off

MATRIC 2010

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

Blank study timetable for you to copy

2010 Grade 12 learners:
This is your opportunity to make your dreams come true

Grade 12 is a challenging and demanding year for learners. You need extra support and good advice. This booklet seeks to motivate and encourage current Grade 12 learners by providing the success stories of some of the learners who did well in the 2009 National Senior Certificate Examinations. These learners share their stories by first giving their backgrounds, highlighting the strategies that they used to ensure good results, and then providing words of encouragement and motivation.

It is hoped that, upon reading the stories of these successful 2009 NSC candidates, current Grade 12 learners will be encouraged and convinced that, irrespective of their situations and the challenges that they face, they can achieve success if they work harder and smarter.

Learners who contributed to this booklet told their stories in ways that best suited them. Each one used the language and writing style of his or her choice.

JACOBUS FRANCOIS CONRADIE

I am an 18 year old male and like to think of myself as an intelligent, motivated, trustworthy and reliable person, willing to work hard to reach my goals.

I was born and bred in Kuils River and went to school in De Kuilen High. I was very fortunate to be in a school with such great teachers that offered me such a wide variety of opportunities. But school is not just about academics – De Kuilen taught me about life, leadership and myself.

A balanced lifestyle is important and my diverse group of friends and I have fun, share experiences and depend on one another. Family is very important. I can always count on them for advice and support. I am particularly grateful to my parents for raising me to be well-mannered, disciplined and motivated.

I have always been a very motivated person and I guess that is just the way that I am built. I set myself goals and through hard work and dedication I am able to reach most of them.

One of the goals that I set myself in 2009 was to be in the top 20, but I never dreamed that I would end up finishing number 1. A lot of people have asked me for tips and if there were specific strategies that I used to achieve this. My answer is always plain and simple: hard work. You have to be willing to put in the hours and do your bit every day.

For all the current Grade 12's who want to make a success of their final year I can give the following words of advice: You have to work hard and do your bit every day. It is very important not to fall behind in your school work; you have to stay on top of things. However, a balanced lifestyle is also very important and you need to divide your time between sport, academics, culture and social activities.

I firmly believe that each and every one of us has the ability to reach our goals and ultimately make a success of our lives through hard work, dedication, the help of our heavenly Father and a touch of good luck.

ZINTLE KOLO

My name is Zintle Kolo. I am 17 years old and looking forward to being a first year student at U.C.T this year. Last year I was a matriculant at Thandokhulu High School in Mowbray. I stay in Samora Machel near Phillippi and I attended Weltevreden Valley Core Primary School. I live with my mom, my little brother and 6 other extended family members.

Being in grade 12 had its challenges and at first it was as if I'd never make it but through hard work, sacrifice and support from my family and teachers, I managed to make it. I am proud to say that Igot 5 A's and 2 B's, with maths at 90%. Pressure and expectations from my family, school, and the society were some of the things that made me scarred. I feared that I wouldn't do as well as I was expected but at the back of my mind I knew that there was only one person who's expectations I had to meet, and that was me.

I also had to worry about what I was going to do after matric. I knew that my mom; who is a single parent; would not afford to send me to varsity but there were other options. I had to apply for financial assistance, write benchmark exams at U.C.T....there was just so much to do and very little time and I had to sacrifice my spare time to do all these things. I knew that whatever sacrifices I made were for my own good.

Besides all of that, there was academic pressure..... so much work to do.....and for poor me, a very limited amount of time and study space. I live in a township where there is lots of noise and disruption. I also had house chores to do so I decided to sacrifice atleast an hour or two after school to study and do my assignments, sometimes with friends or on my own.

I took advantage of every extra tuition time I got, got books from former matriculants and I asked them to help me in every way they could. For me, it was no longer "5 school days a week" but it was "7 days a week". I thank the Engen incubator school, the Maths and Science Education Programme, Trudon matric revision and my school teachers for holiday, Saturday and Sunday classes. I also thank friends who would ask me for help after class on Saturdays because through helping them I also managed to get extra lessons.

Being in matric is not as difficult as it may sound. One just needs to avoid pressure by studying on a daily basis and avoiding procrastination. The most important thing is not to allow circumstances determine how you are going to survive...but it is facing challenges with a positive attitude and knowing that to every problem there is a solution. It is also important to ask God for wisdom and he will give problems to solve, by solving those problems you will not only get wisdom but you will get bravery as well. GOOD LUCK!

SURYA EBRAHIM

My name is Surya Ebrahim and I am very fortunate to have matriculated at Livingstone High in 2009. One of my dreams is to become a medical doctor but to achieve this I knew I had to get very good symbols to get in at a tertiary institution. I ended up getting six distinctions in matric and was the top student at my school.

My father was the sole breadwinner of a family of eight. My siblings and I were encouraged from a young age to try our very best in everything that we did as everything would come at a price in this world. My family was not very well off but this did not deter me from seeking a good education and when I saw my older siblings achieve so much with so little, it inspired me to work even harder.

Livingstone might not have the best facilities, the best scenery or even enough space for all their students (with some classes reaching in excess of forty learners) but they do have the most dedicated teachers. In addition to having the support from my teachers and family I was fortunate to go for tuition for some subjects that I thought I needed help in. This was also a great sacrifice to my parents.

My advice to any student who wants to do their best is to listen to their teachers, read at every opportunity that they can and to always do their homework. I advise students to be punctual and to attend school regularly. The best advice, however, that I can give to a student is to be consistent and diligent in their studies and to make sure that they give attention to every subject. No subject is more important than the other. Furthermore, it is essential to have a balanced life. Knowing when to study is important but so is knowing when to take a break to watch a movie or simply to socialise with friends. The school offers a variety of extra-mural activities and associations such as the Eco society, Amnesty International and the Welfare society. If you manage your time correctly, you will be able to join such societies, like I did, and play a meaningful role in the community. Theses activities ensure that school is more fun and enjoyable as well.

I would like to take this opportunity to thank God Almighty, for giving me the strength to persevere in my studies, my parents and family for their encouragement, support and their sacrifices and my principal, teachers and tutors, who always put in extra effort to ensure my success.

Lastly, to all the students out there, do not let negative thoughts get you down. Believe in yourself and your abilities. Everybody has the potential to achieve greatness. Take it from me, someone who did not have her own room to study in and who did not have access to the internet at home, that it is not what you have, but the way in which you utilise that which you do have

Good luck!

BARRY REYNOLDS

My name is Barry Reynolds and I matriculated in 2009 in Worcester Gymnasium, a beautiful school with stunning views of the picturesque Worcester environment as well as an amazing staff and dedicated students. I've been living in Worcester for 18 years and was delighted to be able to enroll in this prestigious school.

Matric was a very busy year, and balancing everything on top of your academics was quite tough. Sports, culture and leadership responsibilities took up a large part of my time, and I had to be careful not to move my academics to the backseat. I stayed motivated, though, through the support of my parents and the staff of Worcester Gymnasium. But, my most important motivation was that I did it for myself. Education is the one thing that no-one can take away from you, and I wanted to prove to myself that I could accomplish anything I wanted to. Being on the Merit list for the WCED was never my priority, I simply wanted to give my all and use all of my God given talents.

The most important strategy I used to ensure successful studies was certainly hard work. As I had very little time to sit around doing nothing, I had to utilise every moment and use it to the full. When I was playing hockey, I gave it my all. When I was socialising with friends, I gave it my all. And of course, when I was studying I concentrated on nothing else. Hard work and dedication together with a healty, balanced lifestyle ensured I achieved my goal in the 2009 NSC Examinations.

If your matric exams are still lying ahead, I'd advise you to start focusing in class immediately. Teachers are there for a reason, and by asking for their help and listening attentively, you can reduce your studying time drastically. Ask other students for help, form study groups, and don't move on to the next chapter before you've fully grasped the current one.

Finally, enjoy matric! It certainly was one of the

most exciting, gratifying, scary years of my school life, and it only crosses your path once (if all goes well, of course...). Grasp it to the full and cherish each moment, it'll be over before you know it.

Barry Reynolds studying at University of Stellenbosch

RAZIA BANDERKER

I live with my parents, grandmother and older brother. My family has always been very supportive and constantly wanted to know how things were going at school.

I knew I had to do well because my first choice of study was Medicine which is a highly competitive field. My family and teachers played a big role in my success because they believed in me when I myself did not. I can be quite lazy and have a habit of doing things at the last possible moment so my family frequently had to remind me when it was time to sit with the books.

I never really had a strategy to get good marks. As I said before, I usually procrastinate but at the beginning of my Matric year I told myself I would work harder (as I do every year). I would not recommend my study method to anyone, "Procrastination is the thief of time."

Something I learnt a long time ago, which really helped me, is that you should always listen to your teachers. Just doing that makes everything a lot easier. In subjects where you are overloaded with facts you need to remember, make summaries using your own words.

Many people end up wondering why they don't do well in subjects like mathematics and accounting even though they've been studying for weeks. You need to make sure you first understand all the concepts involved and then applying them will become easy. If you don't understand something, you should immediately ask your teacher about it. You can't study something you don't understand. Make sure you take time out for yourself. Matric is a very stressful year and there is a lot of pressure on you to do well but that does not mean you should spend all your time working. If you are having trouble in a certain subject, I would recommend finding a good tutor. That little extra help can do a lot in the long run. Draw up a study timetable and stick to it! It can make everything much less stressful. One of the best ways to prepare for your exams is to work through past papers. By doing this, you will know which sections of the work you need to concentrate on.

Matric is the most important school year because it can determine what the rest of your life will be like. With good results you could get into a tertiary institution and study further. In this day and age it is extremely difficult to find a good job, even with a degree.

Don't use your circumstances as an excuse. If you want something badly enough, you need to be prepared to work for it.

Enjoy your final year at school and always do your best. Good luck!

ABBOOR - BAKAR

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

My challenge was not just academically but also my circumstances. I come from a poverty stricken community where you see people suffer. All around me I see crime, rape, teenage pregnancy and other social ills. Everywhere you go you will hear that someone has been stabbed or has gone missing. In my community we see the domestic abuse verbally and physically which causes many people to suffer from emotional abuse. We literally see gangsters walking around and teenagers using drugs, throwing their lives away which saddens me to see it.

I told myself that I will not be part of my circle. I motivated myself, saying and promising that I will rise above my circumstances. I also wanted to be a beacon of light and a role model to other young people so that they can see that their circumstances must not hold them back or use it as an excuse. They must reach for their dreams no matter where they come from. Coming from a family with 8 children and 2 parents (10 in our household), the house was pretty crowded. I was lucky enough to receive bursary from the Walter George Mostert Scholarship Foundation which supported me financially and removed some of the financial worries from my parents like my stationery, school fees and school clothes. They also bought me study aids which helped me a lot. Although my father (Redewaan) worked in factory and my mother (Shahiedah) was unemployed, they always motivated me and told me to achieve. They were there for me- always - and they supported me

right on till the end which I personally encourage many parents to do. They told me to take all the opportunities that come my way because they never had the chance. They believed in me. The teachers at my school were also very supportive especially my principal, Mr Najaar. All the teachers encouraged me to do well and they always told me to persevere no matter how difficult the challenge.

I always tell people to study smart not hard. That was my study strategy. I revised the work I knew and focused more on the work I did not understand. Every night I set two hours aside to study individual subjects. When I had homework I did it (it helps believe me). I studied for a test a week before the time and before examination I revised and worked through question papers. I also loved to tutor individuals because while I am explaining the work I get new insight to it as well and the concept gets clearer and clearer. I also made sacrifices for instance less TV-time and less hanging out with friends.

My advice to 2010 Grade 12 learners is that they must make sacrifices. This is the turning point in your life. It is what you make of it. I also advice you to communicate, more especially with your parents. Tell them if you need help with anything. I am sure they will help you and make exceptions. Try to do things the smart way not the hard way and you will reap the benefits.

I will also encourage you to work hard (although smart) because matric determines in what directions your life will take. Get information on what you want to do and work towards it. I always believe that anyone can reach their goals. It does not matter where you come from but what you make of it. Do not look at the negative side of situations because every situation has a positive side. Do not use anything as an excuse. Go for your dreams. All you need to do is believe in yourself and all your abilities. You will achieve beyond your limitations.
Aboo-Bakr Sadick Benjamin.

ZAKEERA TALIEP

In life, we will always be faced with challenges but how we emerge from that challenge; whether we succeed or not is determined by how effectively we deal with these challenges. In an adolescent's life, matric is only but another challenge. One that should be viewed not only as a challenge but also as an empowering journey in which one undergoes the transition from an adolescent to a young adult, ready to experience the real world.

My name is Zakeera Taliep and I have recently completed my final year of secondary education at Rylands High and I am currently in my first year of study at UCT for a degree in medicine. Being at a historically disadvantaged school has had its drawbacks but it was never an obstacle in my path of doing well. I pride myself in saying that it doesn't matter where you come from, success and achieving your goal is something no one can take away from you; and that with perseverance, hard work and sacrifice you can triumph over any adversity life throws at you!

To answer the question 'what motivated me?' is something that required some thought because quite frankly there was not a specific thing that kept me driven to do well. It is in my nature to be self-motivated and therefore trying my best to excel at matric was just another one of my personal goals, a goal that I didn't lose sight of. And I appeal to all matriculants: Never lose sight of your goals even if they seem out of reach at times!

Matric is anything but moonshine and roses, and no the intention is not to scare you but merely to make you aware of what lies ahead. In your matric year more often than not, you will feel pressured; pressured by teachers, parents, family and even yourself. This is normal as matric without pressure would not be matric. Sometimes it can be overwhelming but it's up to you to take control and not let the pressure control you. What scared me, and most other matriculants, is the idea of matric being so 'FINAL'. Don't Panic! Yes, it is one of the most important years in your life but it is merely a stepping stone toward the greater future! I firmly believe that anyone who puts in some effort can be successful. It is important to remember that even though you need to pay a lot of attention to your school work, you also need to pay attention to yourself as a person and your wellbeing by striking a balance between schoolwork, social life, family, sport and other aspects in your life. Now that I have completed matric, I look back and realise that there were many other contributing factors that helped me make the best of my final year. It is vital to have a GOOD SUPPORT SYSTEM. Every student needs that support to fall back on. When things get tough, when you need to vent or even just when you need advice or motivation it is comforting to know that someone is there for you. I can also safely say that without the guidance and work of the Almighty things do not always turn out as you want and therefore I would

say that even in the hustle and bustle of it all, it is very important to always remember to turn to your creator and to never to lose your faith.

A piece of advice that I won't fail to mention is that you should start working from the beginning and do not PROCRASTINATE because there's nothing worse than having to fall behind with work and cracking under the pressure.

Besides all the hard work and pressure in matric, for me it was actually one of the most fun years at high school. It is your last year of 'being a teenager' so have fun while working towards your goal; and trust me it is possible! My last words of encouragement and motivation to all matriculants of 2010 are: make the best of it because this is YOUR YEAR! Always remember to be true to yourself and be comfortable being an individual!

Reach for the stars and even if you fall short, well you will still be pretty high up! GOODLUCK and show everyone what you guys are made of!!!

SAMKELISIWE TENGWA

My name is Samkelisiwe Tengwa. I matriculated in 2009 from the Centre of Science and Technology which is situated in Khayelitsha. I am originally from Idutywa in the Eastern Cape but I have been living in Cape Town for the past three years of my high school life. Ever since I was young, my dream was to matriculate with good results and this dream came true last year. We are all familiar with the saying, "Success only comes before work in the dictionary" and this is very true because in order to succeed one has to work hard. Like most students I procrastinated a lot, decided to do something else instead of studying but unlike other students I knew when to stop. Matric is not an easy for anyone because between all the pressures from school one has to apply for university, must find time to do extramural activities and must still get good grades. The trick to overcoming all this is to plan ahead.

Most days I would feel like not studying but because I had a dream, a vision and a purpose in life I would tell myself that dreams will remain dreams if I don't study but they can be turned into reality if I study. My Family was always there and they supported me every step of the way and I am where I am today because of them. They were very understanding and I did less chores so I always had enough time to study and if I was writing a major test we could always sort something out.

For me sticking to my plans was hard because I had to do everything in a given time span and I found that difficult at first but with practice it became easier. I started studying before hand so that I would not study under pressure. Most people say they work best pressure but I actually think that they give it their all then because they know that they have to do the work. I worked hard from the beginning so that I always know that I did my best and I gave it my all. I had to miss out on the things that most learners did because I was studying, sometimes I would feel left out but I knew that my studies came first and that I could not do everything and still pass.

As people we are all different so it could happen that what worked for many not work for someone else so I would advise you to try a variety of study methods such as mind maps, summaries in different colour pens, rewriting notes (which is what I did), forming study groups etc and just see what works for you.

The only thing I can tell matriculants of this year is to study hard and not to lose hope. Things might not go well at first but if you work harder you will soon see the difference. One must also remember that the road to success is long and narrow and failure is one of the obstacles you'll pass along the way. A wise man once said, " You might be disappointed if you fail but you are doomed if you don't try", so always attempt everything with zest, enthusiasm and a lot of spirit

GOOD LUCK TO ALL 2010 MATRIC LEARNERS

Compiled by Directorate: Research Services
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(021) 467 9350/ e-mail to vnayalash@pgwc.gov.za

basic education
Department:
Education
REPUBLIC OF SOUTH AFRICA

2010 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATION TIMETABLE OCTOBER/NOVEMBER 2010

WEEK 1	**09:00**	**14:00**
Monday 25/10	Information Technology P2 Theory (3hrs) Computer Application Tech P2 Theory (3hrs)	
Tuesday 26/10	Dance Studies (3hrs) Electrical Technology (3hrs	Portuguese HL, FAL, SAL P1 (2hrs) German HL, SAL P1 (2hrs) Hebrew P1 (2hrs)
Wednesday 27/10	History P1 (3hrs) Maritime Economics Equine Studies	Hindi, Gujarati, Urdu, Tamil, Telegu HL, FAL, SAL P1 (2hrs) Arabic, French, Italian, Spanish, Modern Greek SAL P1 (2hrs) Latin FAL P1 (2½hrs)
Thursday 28/10	Afrikaans HL and FAL P1 (2hrs SAL P1 (2½hrs)	
Friday 29/10	Mathematics P1 (3hrs) Mathematical Literacy P1 (3hrs)	Portuguese HL P2 (2½ hrs), Portuguese FAL, SAL P2 (2hrs) German HL P2 (2½ hrs), German SAL P2 (2hrs) Hebrew P2 (2hrs)
WEEK 2	**09:00**	**14:00**
Monday 1/11	Mathematics P2 (3hrs) Mathematical Literacy P2 (3hrs)	Hindi, Gujarati, Urdu, Tamil, Telegu HL P2 (2½hrs) FAL and SAL P2 (2hrs) Arabic, French, Italian, Spanish, Modern Greek SAL P2 (2hrs) Latin FAL P2 (1½ hrs)
Tuesday 2/11	English HL and FAL P1 (2hrs) SAL P1 (2½hrs)	Engineering Graphics and Design P1 (3hrs)
Wednesday 3/11	isiZulu, isiXhosa, Siswati, isiNdebele HL and FAL P1 (2hrs) SAL P1 (2½hrs)	Engineering Graphics and Design P2 (3hrs)
Thursday 4/11	Agricultural Science P1 (2½hrs) Nautical Science P1	
Friday 5/11		
WEEK 3	**09:00**	**14:00**
Monday 8/11	Agricultural Science P2 (2½hrs)	Visual Arts (3hrs)
Tuesday 9/11	Afrikaans Home Lang P2 (2½hrs) FAL and SAL (2hrs)	Sepedi, Sesotho, Setswana, Xitsonga, Tshivenda HL and FAL P1 (2hrs) and SAL P1 (2½hrs)
Wednesday 10/11	Economics (3hrs)	Mechanical Technology (3hrs)
Thursday 11/11	English HL P2 (2½hrs) FAL and SAL P2 (2hrs)	Portuguese, HL and FAL P3 (2½hrs) German HL P3 (2½hrs),
Friday 12/11	Physical Science (Physics) P1 (3hrs)	

WEEK 4	09:00	14:00
Monday 15/11	Physical Science (Chemistry) P2 (3hrs)	Hindi, Gujarati, Urdu, Tamil, Telegu HL and FAL P3 (2½hrs)
Tuesday 16/11	English HL and FAL P3 (2½hrs)	Music P1 Theory (3hrs)
Wednesday 17/11		
Thursday 18/11	History P2 (3hrs)	Agricultural Technology (3hrs)
Friday 19/11	Life Sciences P1 (2½hrs)	Afrikaans HL and FAL P3 (2½hrs)
WEEK 5	**09:00**	**14:00**
Monday 22/11	Life Sciences P2 (2½hrs)	Religion Studies P1 (2hrs)
Tuesday 23/11	Tourism (3hrs)	Mathematics P3 (2hrs)
Wednesday 24/11	Accounting (3hrs)	Agriculture Management Practices (2½hrs)
Thursday 25/11	isiZulu, isiXhosa, Siswati, isiNdebele HL P2 (2½hrs) FAL and SAL P2 (2hrs)	Design (3hrs)
Friday 26/11	Sepedi, Sesotho, Setswana, Xitsonga, Tshivenda HL P2 (2½hrs) FAL and SAL P2 (2hrs)	Dramatic Art (3hrs)
WEEK 6	**09:00**	
Monday 29/11	Business Studies (3hrs)	Music P2 Comprehension (1½hrs)
Tuesday 30/11	isiZulu, isiXhosa, Siswati, isiNdebele HL and FAL P3 (2½hrs)	Sepedi, Sesotho, Setswana, Xitsonga, Tshivenda HL and FAL P3 (2½hrs)
Wednesday 1/12	Geography (Theory) P1 (3hrs)	Geography (Map work) P2 (1½hrs)
Thursday 2/12	Consumer Studies (3hrs) Nautical Science P2	
Friday 3/12	Religion Studies P2 (2hrs) Civil Technology (3hrs)	Hospitality Studies (3hrs)

CONCLUSION OF THE 2010 NSC EXAMINATION: 3 DECEMBER 2010

WEEK 0	09:00	14:00
Wednesday 13/10	Computer Application Speed Test (Optional)	Must still form part of monitoring plan so that very good monitoring takes place
Thursday 14/10	Computer Application Tech P1 (3hrs) Practical	
Friday 15/10	Information Technology P1 (3hrs) Practical	
CAT and IT Practical will be administered prior to the official examination period. Learners not offering CAT and IT will attend school as normal on 13, 14 and 15 October 2010. Normal classes continue until 22 October. Gr. 12 learners may not be released for study purposes before 22 October 2010 to secure three weeks contact time in the 4th term		

CONCLUSION OF THE 2010 NSC EXAMINATION: 3 DECEMBER 2010

NOT HAVING MONEY DOESN'T MEAN YOU CAN'T STUDY

BURSARIES AND LOANS

The cost of studying at university or college is high, and many people think that you must have your own money to be able to do so. But, that's not so. The National Student Financial Aid Scheme (NSFAS) was set up to help needy South African students to further their education at **public** universities and Further Education & Training (FET) Colleges. Funding is for a first undergraduate degree or a National Certificate (Vocational) course at an FET College.

This assistance may be in the form of a loan or bursary. Bursaries are available for specific fields of study – teaching, accounting and actuarial science, social work, and various scarce skills study fields (e.g. IT, engineering, etc.). There are also bursaries for the National Certificate (Vocational) courses at FET Colleges – you need a minimum of a Grade 9 to be accepted but many young people with Grade 12 behind them also study these courses.

Since there are not enough bursaries available for all students in South Africa, you may receive a loan which is repayable when you start working one day. In fact, most students in South Africa fund their studies through a NSFAS-administered loan. A NSFAS loan doesn't require a credit check on you or your parents. Repayment is easy, and the interest rate is low. Plus, part of the loan will not be repayable if you do well in your studies.

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

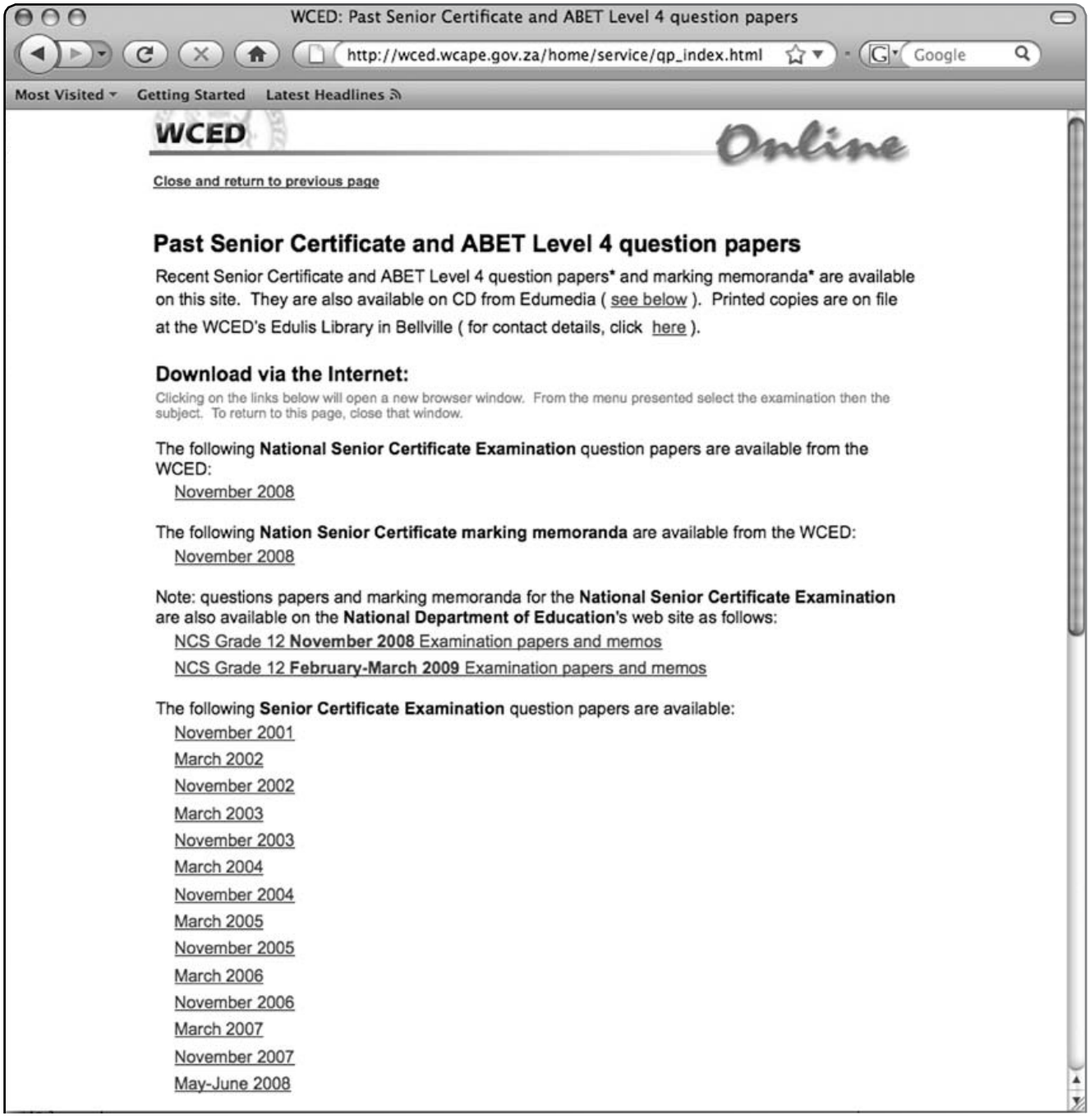
Once you have been accepted for studies at an educational institution, you can apply for financial aid. Apply at the university's Financial Aid Office or the Student Support Centre at an FET College. You will need the following documents and information for this:

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

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

For both the Funza Lushaka teaching bursary and the Department of Social Development social work bursary scheme, you need to apply directly to the relevant Government Department. For more information about the Department of Education's Funza Lushaka bursary, visit **www.funzalushaka.doe.gov.za**. You can find out more about bursaries for social work by visiting an office of the Department of Social Development.

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


WCED: Past Senior Certificate and ABET Level 4 question papers
http://wced.wcape.gov.za/home/service/qp_index.html
Google
Most Visited
Getting Started
Latest Headlines
WCED
Online
Close and return to previous page
Past Senior Certificate and ABET Level 4 question papers
Recent Senior Certificate and ABET Level 4 question papers* and marking memoranda* are available on this site. They are also available on CD from Edumedia (see below). Printed copies are on file at the WCED's Edulis Library in Bellville (for contact details, click here).
Download via the Internet:
Clicking on the links below will open a new browser window. From the menu presented select the examination then the subject. To return to this page, close that window.
The following National Senior Certificate Examination question papers are available from the WCED:
November 2008
The following Nation Senior Certificate marking memoranda are available from the WCED:
November 2008
Note: questions papers and marking memoranda for the National Senior Certificate Examination are also available on the National Department of Education's web site as follows:
NCS Grade 12 November 2008 Examination papers and memos
NCS Grade 12 February-March 2009 Examination papers and memos
The following Senior Certificate Examination question papers are available:
November 2001
March 2002
November 2002
March 2003
November 2003
March 2004
November 2004
March 2005
November 2005
March 2006
November 2006
March 2007
November 2007
May-June 2008

CONTENT / CONCEPT LISTS PER SUBJECT

The following pages contain lists of main concepts and content extracted from subjects that you may be studying in Grade 12. These lists were compiled to assist you with your studies. The subjects are arranged alphabetically so that you can find your seven or more subjects and enter the concepts/content on your study timetable.

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

Accounting 22
Afrikaans Eerste Addisionele Taal 23
Afrikaans Tweede Addisionele Taal 24
Agricultural Sciences 25
Business Studies 26
Civil Technology 27
Computer Applications Technology ..... 28 – 29
Consumer Studies 30
Dance Studies 31
Design 32
Dramatic Arts 33
Economics 34
Electrical Technology 35
Engineering Graphics and Design 36
English: Home Language 37
Geography 38
History 39
Hospitality Studies ..... 40 – 41
Information Technology ..... 42 – 43
IsiXhosa 44
Life Orientation 45
Life Sciences 46
Mathematics 47
Mathematics Literacy 48
Mechanical Technology 49
Music 50
Physical Sciences 51
Sesotho & Setswana 52
Tourism 53
Visual Arts 54

Working through past examination papers

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

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

http://wced.wcape.gov.za/home/service/qp_index.html

ACCOUNTING

Dear Grade 12 Accounting Learner

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

Tips for success in Accounting

In order to succeed in Accounting you need to take heed of the following:

- Start working from day 1
- Pay careful attention in class to ensure that you understand
- Complete Accounting homework/exercises daily
- Work neatly and accurately
- Show calculations in brackets
- Read instructions to questions/activities carefully to ensure you know what is being asked
- Complete tasks and assessment activities including tests diligently as if preparing for your final examination
- Use past examination papers and tests for revision
- Refine your examination technique: when you revise, choose questions that will extend you in your weaker areas. Use the time allocations provided in the question to judge whether you are completing the question in the time available.

Please ensure that you understand the following content:

Companies

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

VAT

- Concepts and Calculations
- VAT input, VAT output and VAT control accounts

Reconciliations

- Bank reconciliation
- Debtors reconciliation
- Age analysis
- Creditors reconciliation

Manufacturing

- Costing Concepts
- Cost calculations
- Break-even
- Ledger accounts
- Production Cost Statement
- Trading Statement

Budgeting

- Concepts
- Debtors' collection and Creditors' payment
- Cash budgets
- Projected Income Statement

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 method
- Inventory valuation using FIFO method

Ethics

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

Internal control

- Basic procedures
- Internal audits

AFRIKAANS EERSTE ADDISIONELE TAAL

Liewe Graad 12-leerder

Hieronder vind jy 'n lys van al die inhoud wat jy hierdie jaar moet bestudeer. Maak asseblief seker dat jy al jou formele assesseringstake vir die jaar voltooi.

Begripstoets
- Inhoud van die teks.
- Leesstrategieë: soeklees en vluglees
- Woordeskatverklaring
- Opeenvolgende woorde
- Die beantwoording van "OOP VRAE

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

Digkuns
- Woordbetekenisse
- Verstegniese middele: uitkenning en funksies
- Bou van strofes; soort gedig
- Leestekens, veral beletseltekens, dubbelpunt, aandagstreep
- Rym, titel en tema
- Beeldspraak

Roman
- Die inhoud van die boek.
- Die karakters, hul karaktereienskappe en watter verhoudings hulle met mekaar het.
- Ook karakterontwikkeling.
- Die gebeure; oorsaak en gevolg van gebeure
- Tema en boodskap
- Ironie, dramatiese ironie
- Die verband wat gebeure of karakters se uitsprake met die tema toon
- Soort verteller en die voordele van hierdie soort verteller
- Tyd en ruimte (milieu/agtegrond) van die gebeure; terugflitse; vooruitwysings
- Kontraste

Kortverhale
- Die inhoud van die verhaal.
- Die karakters, hul karaktereienskappe en watter verhoudings hulle met mekaar het.
- Die gebeure; oorsaak en gevolg van gebeure
- Ironie, tema, boodskap en soort verteller
- Tyd en ruimte (milieu/agtegrond) van die gebeure
- Kontraste

WENKE OM SUKSES TE BEHAAL
- Lees gereeld berigte, artikels, resensies, spotprente en rubrieke in koerante, en tydskrifte
- Lees elke dag ten minste 1000 woorde en skryf ten minste 150 woorde in Afrikaans.

SKOOLGEBASEERDE ASSESSERING (SBA) EN PATS

Die skoolgebaseerde assesseringstake en PATs berei jou voor vir die eindeksamen. Maak seker dat jy al jou take ingelewer het. Dit sal jou help om te slaag en goed te vaar.

Onthou, as jy nie al jou PATs of SBA-take inlewer nie, sal jy 'n kode '999' ontvang wat "onvoltoid' beteken. Jy sal nie saam met jou maats matrikuleer nie en jou naam sal nie in die koerant verskyn nie.

AFRIKAANS TWEEDE ADDISIONELE TAAL

Liewe Graad 12-leerder

Hieronder vind jy 'n kontrolelys van al die inhoud wat jy hierdie jaar moet bestudeer. Maak asseblief seker dat jy al jou formele assesseringstake vir die jaar voltooi.

Woordstrukture en Sinstrukture

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

Digkuns

- Titel
- Tegniese aspekte soos: rympatrone, beeldspraak, kontras, funksies van leestekens, sonnette, ens.

Opstel

- Kenmerke van die Verhalende opstel en die Beskrywende opstel
- Verhalende opstel: Vertel 'n storie; moet oortuigend wees; gewoonlik in die verlede tyd; behou die leser se aandag met inhoud en styl; bevat goeie beskrywings
- Beskrywende opstel: Beskryf só dat die leser dit kan beleef; teken 'n woordprent

Langer transaksionele tekste

Die formaat en styl van die volgende skryfstukke:

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

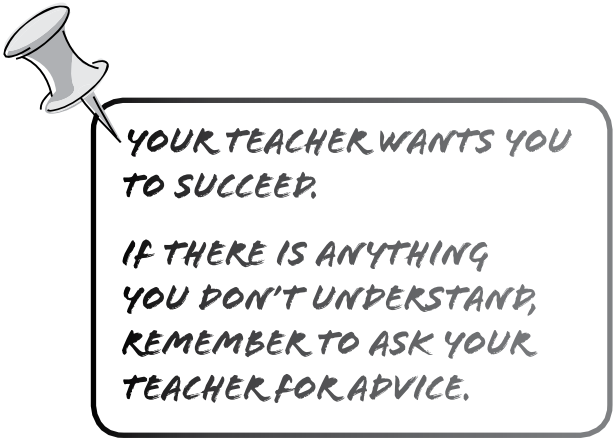
Korter tekste

Die formaat en styl van die volgende skryfstukke:

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

WENK OM SUKSES TE BEHAAL

Lees elke dag ten minste 1000 woorde en skryf ten minste 150 woorde in Afrikaans.



AGRICULTURAL SCIENCES

Dear Grade 12 Learner

To be able to have success at the end of the year it is very important to keep on learning and applying the key concepts/processes in the different sections throughout the year. Make sure that you are able to analyse and interpret unfamiliar case studies/ information such as Agricultural Sciences articles in newspapers and magazines. In addition spend at least two hours per week studying / reading / making summaries about the different concepts listed below:

PAPER 1: ANIMAL SCIENCES:

Animal Nutrition

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

Animal Production

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

Animal Reproduction, Production, and Control

- Reproductive organs: male and female
- Artificial insemination
- Pregnancy and birth
- Milk production
- Diseases and Pests

PAPER 2: AGRICULTURAL MANAGEMENT AND AGRICULTURAL GENETICS:

Agricultural Management

- The market and 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

TIPS FOR SUCCESS

- Make sure that you have a deep understanding of all the key concepts.
- 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.
- Make sure that you are able to interpret line and bar graphs as well as pie charts
- Read the questions very carefully and present your answers according to the action words in the questions. For example compare, tabulate, explain and/or describe. Don't provide drawings or flow charts if not asked.

BUSINESS STUDIES

Dear Grade 12 Learner

Below is a checklist you should use as to ensure that you have covered the Grade 12 content in full, as well as some important hints to help you to be successful in the final examination.

BUSINESS ENVIRONMENTS

- **Types of Business Strategies** of how a business can respond to challenges of the business environment (Macro, Market and Micro) – select a business from each sector, describe the environments related to these sectors, and the extent to which the business can control these environments: 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

- Evaluate 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 interpretations of business information with different types of tables, graphs, diagrams and illustrations
- Range of available business investment opportunities / Assurance and insurance – viability of investment options (calculate: payments/premiums/claims for underinsurance, Return on investments, e.g. simple and compound interest, dividends, earnings)
- How form of ownership impacts on success or failure of a business (e.g. sole trader, company, partnership) – Income tax act: impact of tax on different forms of ownership

BUSINESS ROLES

- Steps in problem solving, apply advanced problem solving skills and techniques (Grade 11) Delphi, Force field analysis, Scamper, Empty chair, Simplex and Brains storming
- Professional, responsible ethical and effective business practice: explain ethical and professional behaviour, apply King's Code (Code of Best practices fore Corporate Governance) Unethical advertising: Identify from case studies.
- Difference between leaderships and management, theories of management and leadership: Role of personal attitude in success and leadership
- Apply conflict management skills to resolve differences (including case studies)
- Assess and evaluate team dynamics in the workplace, types of teams, reasons for use of teams, characteristics o successful teams / assess team performance (including case studies)
- Role of the following toward improving of performance of employees: coaching and mentoring, performance appraisal, motivation, stress reduction, rewards and incentives, staff development programmes, training programmes, counselling, rehabilitation, team building exercises

BUSINESS OPERATIONS

- Relevant legislation regarding human resource function: recruitment and selection, employee contracts, induction, salaries and other benefits.
- Procedures related to recruitment, selection and interviewing
- Discuss Labour relations act, Basic Conditions of Employment act (BCEA), Employment Equity Act (EEA)
- Legalities of employment contracts / Procedures for inductions and placement /Interviewing selection and induction / Salary determination / Employee benefits / Skills development act and link to SETAs, Learnerships
- Industrial relations, history of trade unions, functional and role of trade unions and grievance procedures
- Concept of quality and how it relates to: General management, purchasing, marketing, production, Financial , Human resources, Public relations, Administration, Risk management, Information technology

Best wishes for a most successful year!

CIVIL TECHNOLOGY

Dear Grade 12 Learner

It is very important to work throughout the year. Attend all extra classes offered to you. Spend at least 2 hours per week after school on Civil Technology. Make sure you understand the formulas and know how to manipulate the formulas. Work as many questions out on calculations as possible.

Content to study
- Safety Materials
- Construction: Concrete, Plaster and Mortar

Building
- Brickwork Building Drawings Models (House) Block work

Waterproofing Formwork
- Concrete Work: Columns, Beams, Slabs and Stairs

Civil Practices
- Water Civil Practices
- Sewage

Quantities
- Quantities Steelwork: Columns, Beams, Slabs and Stairs
- Quantities Finishing

Excavations
- Buildings

Electrical
- Wood Joining

Applied Mechanics
- Buildings

Roof covering
- Finishing

Civil Services

TIPS FOR SUCCESS
- Work through last year's examination papers as well as the exemplar papers prepared to assist you in your examinations.
- Ask your teachers and fellow learners to work through the questions and answers with you.
- Systematically work through your Civil Technology textbook.

SCHOOL BASED ASSESSMENT AND PATS

The school based assessment tasks and PATs prepare you for your final examinations. Make sure that you have handed in all your tasks. This will already give you a good chance of passing and doing well.

Remember if you do not hand in all of the PAT or SBA tasks you will receive a '999' which means incomplete. You will not matriculate with your friends and your name will not appear in the newspaper.

COMPUTER APPLICATIONS TECHNOLOGY

Dear Grade 12 CAT Learner

Below you will find an indication of the content you need to work through in preparation of the final exams.

Revision of the theory section of the work is best done by working out the questions from previous papers. After you have attempted to answer the questions yourself, verify your answers against the memorandum given to you by your teacher. Make corrections. Rewrite the correct answers as a means of drilling to consolidate the content.

The more difficult sections of the practical work (spreadsheets and databases) should be revised by doing multiple examples so that the procedures are understood and the skills are practised.

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.

Hardware

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

Software

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

Application Software

- Word processing (WP)
- Spreadsheets (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

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.

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 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
- Save your work in your exam folder only

CAT PRACTICAL EXAMS: DOS AND DON'TS FOR CANDIDATES

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

SCHOOL BASED ASSESSMENT AND PATS

The school based assessment tasks and PATs prepare you for your final examinations. Make sure that you have handed in all your tasks. This will already give you a good chance of passing and doing well.

Remember if you do not hand in all of the PAT or SBA tasks you will receive a '999' which means incomplete. You will not matriculate with your friends and your name will not appear in the newspaper.

MATRICS, YOUR TEACHER IS YOUR GUIDE, DON'T BE SHY TO ASK YOUR TEACHER FOR ADVICE.

ASK YOUR TEACHER FOR A GUIDELINE ON WHAT YOU SHOULD COMPLETE, BY WHEN. WHEN TO FINISH THE SYLLABUS?

CONSUMER STUDIES

Dear Grade 12 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.
Attend school every day. Always pay attention in the class, whether it is theory or practical.

The body of knowledge for Consumer Studies is built on the following:

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
- Knowledgeable Consumer Choices
- The prevention and management of nutritional and food-related health conditions
- Clothing theory to the selection of clothing for the world of work
- Current fashion trends for young adults
- 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
- Production and marketing of Food / Clothing / Soft Furnishing Products
- Entrepreneurship (basic information)
- Implementation plan for the production and marketing of a product
- Calculate the cost of products. Evaluate the sustainable profitability of the enterprise

TIPS FOR THEORETICAL WORK

- Ask your teacher for the content framework for grade 12. This will give you the detailed content and explain the above outlines. 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.
- Take your textbook to class every day and open it at the topic of discussion. Get to know your textbook really well. After a lesson in class, read the relevant sections again at home that afternoon/evening.
- Do homework regularly.
- Make sure that you are able to do the calculations on costing.
- Start studying well in advance for tests and exams. Try to obtain good marks.
- Do your best with the project and hand it in on time. Remember that the project, tests and exams gives you a year mark which contributes 25% of your final mark for grade 12
- Work through last year's examination papers as well as the exemplar papers that were prepared to assist you prepare for your examinations.
- 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.
- Always write neatly and legibly. Practise your handwriting. The marker of your grade 12 paper must be able to read your handwriting.

TIPS FOR PRACTICAL WORK

- 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.
- The PAT is very important. By obtaining good marks for your PAT, you have already earned 25% of your final mark for grade 12.
- Put real effort into every phase of the PAT. Ensure that your implementation plan is realistic and well planned. Hand it in on time.

DANCE STUDIES

Dear Grade 12 Dance Studies Learner

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

You need to manage your time so that you can develop your practical dance abilities and complete the PATs within the required time. It is a very full programme so you need to work consistently and not leave tasks for the last moment. Be sure to stretch regularly and practise dancing daily especially during the long June-July holidays so that you keep up your strength and stamina.

Dance History and Theory

- Values and functions of dance in society
- Principles and characteristics of dance major
- Principles and characteristics of indigenous/ cultural dance form
- Prescribed South African choreographer of choice (including background and training, country and culture, career achievements, collaborations and influences, style and contribution to the art of dance)
- Prescribed dance work of the selected South African choreographer (including title, choreographer, composer/musician, synopsis/ intention/theme, historical context, costumes, sets, props, lighting, dancers and symbolism)
- Prescribed international choreographer of choice (including background and training, country and culture, career achievements, collaborations and influences, style and contribution to the art of dance)
- Prescribed dance work of the selected international choreographer (including title, choreographer, composer/musician, synopsis/ intention/theme, historical context, costumes, sets, props, lighting, dancers and symbolism)
- Indigenous or cross-cultural dance (including name, country/culture, musical accompaniment, historical context, function/meaning/intention/ theme, symbolism, costumes, props and dancers, message portrayed, significance of the work)
- Dance related careers: job description, training needed, skill set needed, training providers
- Choreographic elements and choreographic structures
- Production elements: lighting, sound, staging, sets, props
- 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
- Instruments and categories
- Music of prescribed dance works including 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, stamina, 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, dehydration

TIPS FOR SUCCESS

- Distinguish beforehand between South African and international choreographers and dance works.
- Work systematically through the themes making notes and mind maps using your textbooks and study guides. Once you have covered all the topics, work through the exam papers from the past two years. These questions should give you a good idea of the types of questions you could expect in a final examination. Examination papers and suggested answers of previous years are available on the following website: http://wced.wcape.gov.za/home/service/qp_ index.html
- Personalise your solo dance, make sure your relate to others in your group dance, practise improvising so you are confident and make sure you prepare and present your own choreography. Good luck!

DESIGN

Dear Grade 12 learners

It is 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. Here are some suggestions:

Core content to be covered in 2010:

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: 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

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 confuse these during the examination.

SCHOOL BASED ASSESSMENT AND PATS

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DRAMATIC ARTS

Dear Grade 12 Learner

Below is a checklist 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 checklist below only gives the main topics of focus. Ensure that you know, understand and can apply the skills, content and exercises supporting these topics. Ensure that you focus on the detail as provided in the Dramatic Arts Curriculum.

Core content to be covered in 2010

Apply Personal Resources when

- Applying techniques of physical expressiveness and of vocal production for the purpose of communicating thought, feeling and character creatively.

Create, Make and Present

- A performance and implement the following:
- Interpretative and performance skills to narrative, lyrical and dramatic forms.
- Technical elements which will contribute to a cohesive theatrical product.
- Document observation of a theatrical presentation. Include: acting, directing, writing, workshopping, management, design, marketing, technical aspects.

Understand and Analyse when

- Evaluating three texts and compare purposes which include: entertaining, educating, challenging, celebrating, propaganda, debating, reconciliation, contributing to personal and national healing.
- Focusing on the selected genres and dramatic movements as suggested for each grade.
- Comparing roles of both the privileged and the disadvantaged in terms of access, resources and patronage. Focus on a range of cultures and periods for research and presentation.

Reflect and Evaluate on:

- Dramatic action and performance. Evaluate and compare forms, styles, conventions and processes: include one of the following: Live performance or new media or cultural performance
- Choices in own and others' work. Use specialized vocabulary and culture fair aesthetic values. Focus on own experiences, human commonality and diversity and human experience.
- Dramatic Product. Identify and discuss interpretative choices made in realization of a dramatic product.

TIPS FOR SUCCESS

- Start working from day 1
- Pay careful attention in class to ensure that you understand the work
- Complete homework daily
- Work neatly and accurately
- Read instructions to questions / activities to ensure that you know what is being asked
- When unsure or in doubt, ask your educator or classmate
- Complete tasks and assessment activities including tests diligently as if preparing for your final examination
- Use past examination papers and tests for revision
- Be positive about the subject and enjoy the work!

ECONOMICS

Dear Grade 12 Learner

Congratulations that you have finally reached Grade 12 Economics, the Science of Decision-making! You have made many sound CHOICES so far to have reached this stage of your high school career in Economics.

Below is a checklist you should use to ensure that you have covered the Grade 12 content in full, as well as some important hints to help you to be successful in the final examination.

Grade 12 Content

MACRO ECONOMICS
- Circular flow model, national account and multiplier
- Open economy circular flow model
- Markets
- National account aggregates and conversions
- Multiplier

Business Cycles
- Composition and features
- Explanations
- Government policy
- New economic paradigm
- Features underpinning forecasting

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

Foreign exchange market
- Main reasons for international trade
- Balance of payments account
- Foreign exchange markets
- Corrections of balance of payments disequilibria

MICRO ECONOMICS
- Perfect competition
- Market structure (comparative table)
- Individual businesses, Industry, competition policies (short questions)

Reasons and consequences of market failures

Imperfect markets
(Draw graphs of Monopolies only - not oligopoly)
- Monopolies
- Oligopolies
- Monopolistic competition

ECONOMIC PURSUITS
- **South African growth and development policies**
  - International benchmarks
- **SA industrial development policies**
- **Protectionism and free trade**
- **SA economic and social performance indicators**

CONTEMPORARY ECONOMIC ISSUES
- **Inflation**
- **Tourism**
- **Environmental sustainability and international agreements**

TIPS:
- Summarise the content daily neatly in a hard cover note book starting day 1. Underline or highlight the main ideas, and furthermore encircle the key words. Use these to make a CrEaTiVe MIND-MAP that would stand out for each content topic. Memorise the content daily – you cannot pour 5 litres of water into a 2 litre bottle!!!
- Use previous exam papers to check whether you have mastered the contents only AFTER you have studied a section of work and NOT as an only means of study!

Best of luck! May you be successful and find Economics an interesting and meaningful field of study.

ELECTRICAL TECHNOLOGY

Dear Grade 12 Learner

It is very important to work throughout the year. Attend all extra classes offered to you. Spend at least 2 hours per week after school and during the holidays on Electrical Technology. Make sure you understand the formulas and know how to manipulate the formulas. Practise doing as many calculations as you can using past exam papers.

Content and Concepts for timetabling

Safety
- OHS Act and regulations where applicable.

Three-phase AC generation
- Determine the effect of AC on series and parallel resistor, inductor and capacitor component combination circuits.

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

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

Three-Phase Transformers
- Explain the operation and use of three-phase transformers.

Programmable Control
- Combine logic concepts as an introduction to programmable control
- Construct and analyse programmable control circuits

Three-Phase Motors
- Explain the operating principles and application of three-phase motors and control.
- Construct and analyse single-phase and three-phase circuits

TIPS FOR SUCCESS

- Work through last year's examination papers as well as the exemplar papers that were prepared to assist you prepare for your examinations.
- Ask your teachers and fellow learners to work through the questions and answers with you.
- Systematically work through your Electrical textbook.

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

SCHOOL BASED ASSESSMENT AND PATS

The school based assessment tasks and PATs prepare you for your final examinations. Make sure that you have handed in all your tasks. This will already give you a good chance of passing and doing well.

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ENGINEERING GRAPHICS AND DESIGN

Dear Grade 12 Learner

It is very important to work throughout the year. Attend all extra classes offered to you. Spend at least 3 hours per week after school on Engineering Graphics and Design. Make sure you understand all the drawings of the different sections below.

Practise all the following drawings:

Single and Multi-view
- Sectioning, using freehand and instruments

Civil Drawing
- Annotation, dimensioning and scale multi view working drawings of dwellings

Electrical
- Wiring diagrams on floor plans of buildings

Mechanical
- Complex assemblies

Interpenetration - line of intersection when two advanced objects meet

Development
- Surface development of advanced transition pieces and containers (excluding seam allowance).

Loci
- Loci of points on the components of mechanisms

Pictorial
- Isometric drawing from given information

Computer Technology
- Advantages and disadvantages of indigenous and global electronics

Profiles and System
- Variables Customizing the drawing environment

Drawing Techniques and Principles.
- UCS / 3-axis xyz wire frame. 3D–projection

Principles of Dimensioning
- Dimensions to objects.

Annotations
- Use annotations to drawings.

Co-Operative Drawing
- Link up with other users on a network and doing co-operative drawing assemblies

Scale printing
- Full scale and scaling down the print itself

Layout printing
- Multiple layout options

The Design process
- In civil, electrical and mechanical context

Visualisation
- Cognitive and perceptual exercises.

TIPS FOR SUCCESS

- Work through last year's examination papers as well as the exemplar papers that were prepared to assist you prepare for your examinations.
- Ask your teachers and fellow learners to work through the questions and answers with you.
- Systematically work through your EGD textbook

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

ENGLISH: HOME LANGUAGE

Dear Grade 12 Learner

Below you will find a checklist with all the content you need to study this year. Please ensure that you complete all your formal assessment tasks for the year.

PAPER 1

- Know instruction words: state, list, explain, compare, quote, analyse, evaluate, etc.
- Know exam terminology: consecutive words, titles, phrase, point form, expression, viewpoint, etc.
- Evaluate how language and images (or the lack thereof) affect values and attitudes in texts.
- Summarise in point or paragraph form
- Visual literacy: reading and understanding cartoons, advertisements, graphs, caricatures and other graphic texts
- Fact and opinion; bias and stereotyping; emotive, persuasive and manipulative language
- Direct and implied meanings; denotation and connotation; literal and figurative language
- Vocabulary building and spelling rules, Parts of speech
- Simple, compound and complex sentences, and conjunctions
- Parts of sentences: subject, object, predicate; Types of sentences: statements, questions, commands, instructions
- Punctuation
- Tenses (verb forms and auxiliaries)
- Concord, word order and ambiguity
- Direct and indirect speech; Active and passive voice
- Negative forms
- Use of the dictionary and thesaurus
- Abbreviations and acronyms; roots, prefixes and suffixes
- Gender, plural and diminutives of nouns
- Comparative and superlative degrees of adjectives and adverbs
- Homophones, homonyms, polysemes and commonly confused words
- Synonyms and antonyms
- Idioms, idiomatic expressions and proverbs

PAPER 2

- Know and analyse the socio-political and cultural background of setworks
- Know the prescribed texts: recognise and understand all words, information, events (plot) and facts in texts
- Identify and interpret themes, messages and values in the setworks
- Know and understand all the characters and their relationships, and the viewpoints of speakers/ narrators
- Identify and comment on mood and tone in relation to word choice, imagery and sound devices
- Understand how a specific passage relates to the rest of the text from which it was taken
- Understand how the text relates to "human life" in general
- Identify and know the functions of figures of speech (pun, satire, oxymoron, anticlimax, antithesis, etc.) and sound devices (alliteration, onomatopoeia, etc) – what **effect** they create
- Evaluate dramatic purpose and dramatic irony (genre: drama)
- Practise giving personal and critical responses to texts.
- Know how to structure responses according to mark allocation of individual contextual questions
- Analyse essay question topics

PAPER 3

- Know the essay types: narrative, descriptive, argumentative, discursive, reflective and expository.
- Know the formats of different transactional texts: reviews, reports, speeches, obituaries, pamphlets, etc
- Use appropriate content, style and register to suit purpose, audience and context of text
- Apply correct conventions of writing: paragraphing, topic sentences, introductions, conclusions, etc
- Practise planning, drafting, editing and proofreading skills
- Build vocabulary through regular reading and use of the dictionary
- Formulate personal views/style and give expression to your views/ opinions
- Practise presenting neatly

TIPS FOR SUCCESS

- Read newspaper and magazine articles, stories, reviews and cartoons regularly
- You should read 1000 words and write at least 350 words of English everyday.

GEOGRAPHY

Dear Grade 12 Geography Learner

Geographers 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 learners should be able to answer the above mentioned questions.

Climate

- Mid latitude Cyclones, Tropical Cyclones, Anticyclones (High Pressure Cells)
- Weather of regional extent,
- Weather of local extent (Valley & 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
- Integrate map work where applicable with topographical and ortophoto maps

Rural settlements

- Definition and function; Patterns
- Factors influencing the following: site, situation and form
- Rural depopulation, rural development strategies
- Integrate map work where applicable with topographical and ortophoto maps

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
- Integrate map work where applicable with topographical and ortophoto maps
- 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

Dear Grade 12 Learner

You will need to make sure that you have covered two topics for Paper 1 and two topics for Paper 2 by June. There will be a full examination paper in June. This is an example of a study programme:

JANUARY – JUNE: PAPER 1

- **The Civil Rights Movements and the Black Power movements in the USA**: Black Power Movement; disarmament and peace movements; context and reasons for student movements; reasons for and role of the women's movements.

- **The Black Consciousness Movement in SA**: Ideas of Steve Biko; spread of Black Consciousness movement; 1976 Soweto Uprising; impact of BCM and Steve Biko

- **Apartheid in the 1980s**: P.W. Botha, the tri-cameral parliament; mass resistance

JANUARY – JUNE: PAPER 2

- **South Africa in the 1990s**: De Klerk's transformation policy; conflict, compromise, negotiations and 1994 elections; Government of National Unity.

- **Dealing with the past and facing the future – the TRC**: Aims and work of the TRC; debates around the process; impact of the TRC in national reconciliation

JULY – OCTOBER: PAPER 1

One other from the topics below:

- **Cold War**: USSR and USA spheres of interest; international conflict and tension; Truman Doctrine and Marshall Plan; Division of Berlin; COMECON, Cominform, NATO and Warsaw Pact; extension of the Cold War: China and Vietnam (2010); Cuba and the Middle East (2011); Angola (2012); Role played by the UN and other multi-lateral organizations such as the OAU, NAM in attempting to mediate in conflicts in the 1960s

- ***Uhuru* in Africa in the 1960s and 1970s**: Ideas that influenced the emergence of independent African states; decolonisation and challenges in Ghana and Tanzania (2009; 2011); Kenya and the Congo (2010; 2012); types of states set up e.g. democratic/ totalitarian state; possibilities and constraints

JULY – OCTOBER: PAPER 2

One other from the topics below:

- **Collapse of Russia in 1989**: USSR in 1985; Gorbachev's reforms; reasons for the collapse of the USSR; impact of the collapse of the USSR on the USA; impact of the collapse of the USSR on ending apartheid in South Africa

- **The impact of the collapse of the USSR on Africa**: Each year will focus on a different case study. The case studies are: Central Africa (Angola and Congo 2009); West Africa (Benin and Guinea 2010); North Africa (Egypt 2011); African countries after independence – political models, possibilities and constraints; impact of the collapse of the USSR; influence of democracy and re-imagining Africa in the 1990s.

HOSPITALITY STUDIES

Dear Grade 12 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.
Attend school every day. Always pay attention in the class, whether it is theory or practical.

The body of knowledge for Hospitality Studies is built on the following:

Hospitality Concepts

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

Health and Safety

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

Food Production

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

TIPS FOR THEORETICAL WORK

- Ask your teacher for the content framework for grade 12. This will give you the detailed content and explain the above outlines. 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.
- Take your textbook to class every day and open it at the topic of discussion. Ask your teacher to indicate important information.
- Get to know your textbook really well. After a lesson in class, read the relevant sections again at home that afternoon/evening.
- Do homework regularly.
- Make sure that you are able to do the calculations on costing.
- Start studying well in advance for tests and exams. Try to obtain good marks.
- Do your best with the project and hand it in on time. Remember that the project, tests and exams gives you a year mark which contributes 25% of your final mark for grade 12
- Study the exam guidelines (2009)
- Work through last year's examination papers as well as the exemplar papers that were prepared to assist you prepare for your examinations.
- Ask your teachers and fellow learners to work through the questions and answers with you.
- 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.

- Always write neaty and legibly. Practise your handwriting. The marker of your grade 12 paper must be able to read your handwriting.

TIPS FOR PRACTICAL WORK

- 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.
- The PAT is very important. By obtaining good marks for your PAT, you have already earned 25% of your final mark for grade 12.
- 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, clean and without nail polish.
- Always be on time for the restaurant functions. Behave well. Offer assistance where needed, instead of talking to your friends.
- Never leave after practical lessons or functions before cleaning and tidying up, and greet your teacher before leaving.

SCHOOL BASED ASSESSMENT AND PATS

The school based assessment tasks and PATs prepare you for your final examinations. Make sure that you have handed in all your tasks. This will already give you a good chance of passing and doing well.

Remember if you do not hand in all of the PAT or SBA tasks you will receive a '999' which means incomplete. You will not matriculate with your friends and your name will not appear in the newspaper.

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 currently live in. You have 50% of the total for this subject in your hands before you enter the exam room in October. Yes, you can pass before entering that room, 60% in SBA and 60% for the PAT will ensure this – thus aim higher! The question then is "How well do you want to pass?"

If your programs don't compile or run correctly, marks will be awarded for correct code, even if you have placed parts in comments (//). You may use any IDE that is compatible with Java 1.5 or above.
At the heart of the theory paper is the major topic "hardware and software". Know this section extremely well.

For the Practical Examination (Paper 1) you will need to know the following:

Question 1:
Database Programming using SQL

- NO need to know the connection code (that will be supplied)
- Know your SQL commands: SELECT, FROM, WHERE, ORDER BY, AS, ROUND, SUM, AVERAGE, COUNT, UPDATE, SET, INSERT INTO, VALUES, DELETE, as well as dates and the date functions.
- Select information from more than one table using 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'
- Call one method from within another method.
- Create a one-dimensional array of objects, populating it with data from a text file.
- Track the number of objects in an array
- Instantiate objects using the data (including breaking up the long data strings, parsing numbers from text to number format, etc).
- Processing of arrays: i.e. summing, averaging, selecting, listing, sorting, inserting and deleting objects, etc. Formatting of output: 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

- The same specifications as mentioned for Question 2 apply except that the coding of classes and objects will be optional in this question.
- 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, to writing information to a text file.

Theory Examination (Paper 2):
Hardware and software

- Factors affecting overall performance of computer system,
- How the CPU functions in terms of 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 must be understood.
- Different types of memory and how memory is managed.
- Terms such as virtual memory, thrashing, buffering, spooling and caching. The processing techniques multi-tasking, multi-threading and multi-processing are important.
- Networks: types of network, 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 computer, 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 its presentation in the form of class diagrams
- Appropriate assigning of data types
- Providing an algorithmic solution to a problem
- Testing and tracing an algorithm.

TIPS: IT 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 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
- 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 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 starts

In case of a POWER FAILURE

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

SCHOOL BASED ASSESSMENT AND PATS

The school based assessment tasks and PATs prepare you for your final examinations. Make sure that you have handed in all your tasks. This will already give you a good chance of passing and doing well.

Remember if you do not hand in all of the PAT or SBA tasks you will receive a '999' which means incomplete. You will not matriculate with your friends and your name will not appear in the newspaper.

ISIXHOSA

Bhota mfundi webanga 12

Uhlalutyo lweziphumo zeBanga 12 zonyaka wama-2009 lubonisa ukuba elona phepha libanika ubunzima abafundi lelesibini, iphepha loncwadi. Elilandelayo iphepha ekuqhwaleliseni abafundi, liphepha lokuqala. Oku kuthetha ukuba abafundi bebanga 12 ku-2010 kufuneka bawabazele iliso elitsolo laa maphepha ngokulandelelana kwawo. Nasi isicwangciso sohlaziyo esilungiselelwe abafundi bebanga 12 ukukhawulelana nalo mngeni ungasentla:

Iphepha 2 (Uncwadi)

- Umbongo - ziqhelanise nohlalutyo lwemibongo emiselweyo.
- Wazi umxholo/umongo wombongo (okuqulethwe ngumbongo).
- Yazi intsingiselo yombongo (okuthethwa kumbongo).
- Sazi isimbo sokubhala sembongi (ulwimi olusetyenziswe yimbongo).
- Inoveli – umxholo ubalulekile kakhulu.
- Ukuzotywa kwabalinganiswa.
- Isimo sentlalo nesakhiwo senoveli.
- Impixano yenoveli.
- Ulwimi.
- Idrama - isimo sentlalo.
- Amanqanaba esakhiwo sedrama.
- Abalinganiswa bedrama.
- Umxholo wedrama.

Iphepha 1 (Ulwimi)

- Uvavanyo lokuqonda nesishwankathelo.
- Uhlalutyo lweekhathuni okanye izibhengezo.
- Usetyenziso lolwimi – Izibizo.
- Izimelabizo nemisebenzi yazo.
- Izichazi nezihlomelo.
- Izifanekiso-zwi nemisebenzi yazo.
- Izibanjalo, izilabalabi nezifezekisi.

Iphepha 3 (Ukubhala)

- Iindidi zezincoko – ezichazayo, ezibalisayo, esixoxayo.
- Imihlathana emide nemifutshane – i-obhitshuwari.
- Isivi, idayari, ibrowutsha.
- Ipowusta ne-ajenda.
- Iingcebiso malunga nokulungiselela iimviwo
- Cwangcisa ixesha lakho ngobunono nenzondelelo.
- Yiba nendawo ethe cwaka yokufundela.
- Xa ufunda, qala ngalo miba inzima kwisifundo ukuya kwelula.
- Zikhwebule kumkhuba wokuchitha ixesha elininzi kwiindawo zokuzonwabisa.
- Xa ufunda, mana ubhala phantsi amanqaku oko ukufundayo ukuzikhumbuza.
- Ukuhlaziya okufundileyo, ungasebenzisa amaphepha eemviwo ezigqithileyo.
- Yazi ukuba ukufunda yinto oyenza ubomi bakho bonke, ngoko ke, ziqhelanise nokukwenza oku rhoqo.

LIFE ORIENTATION

Dear Grade 12 Learner

Life Orientation guides and prepares you for life, for its responsibilities and all its possibilities. It is a fundamental subject and the only subject that is 100% school-based assessed. Make sure that you complete and hand in written tasks, write both examinations and participate in all the Physical Education activities.

Below is a summary of the content that should be addressed in Life Orientation. Make sure that you include this in your revision programme. This content will be included in the assessment tasks and the examinations.

Personal Well-being

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

Citizenship Education

- Evaluate services offered by a community project
- Discrimination and human rights: how to address this
- Knowledge and application of the Bill of Rights
- Role and responsibilities of the media in a democratic society
- How to structure an own mission statement
- How to respect the rights of others to hold different views and values

Recreation and Physical Well-being

- Monitoring and evaluating long term effects of participation
- Participating in various relaxation and recreational activities, sports and games, and fitness exercises
- Career opportunities in various sporting codes
- Knowledge of social constructs: recreation and physical activity
- Influence of beliefs and ideologies
- Compare urban and rural participation in recreation and physical activity
- Identify gender differences in participation
- Evaluate entry of women into previously men's only sport, and factors influencing this

Career and Career Choices

- Job, course or institution application
- Unemployment & Entrepreneurship
- Reading the market
- Decision-making, problem-solving and creative thinking skills.
- Job contract, conditions of service
- Labour Laws
- Recruitment process trends and practices
- Trade unions
- Employment equity act
- Work ethics
- Societal expectations
- Revise own study skills
- Examination writing skills
- Understanding the importance of continuous assessment

TIPS FOR SUCCESS

- Be present in all Life Orientation classes. You can only be prepared for life if you participate in all the Life Orientation classes.
- Participate on a weekly basis in the Physical Education activities. Assessment for the Physical Education task is determined by participation and performance and will help you do well in the exams.
- Hand in both written ('other') tasks on the expected date.
- Take steps to overcome problems. If you are not able to adhere to a deadline, or if you do not understand what is expected of you for a specific task, speak to your teacher.
- Believe in you. If you make a success of Life Orientation, you will make a success of life.

LIFE SCIENCES

Dear Grade 12 Learner:

To be able to have success at the end of the year it will be very important to keep on learning and applying the prescribed key concepts/processes and process skills in the different knowledge areas throughout the year. Make sure that you are able to analyse and interpret unfamiliar case studies/ information such as Life Sciences articles in news papers and magazines. In addition spend at least a few hours per week studying / reading / making summaries about the four knowledge areas.

PAPER 1

DNA and RNA
- Structures
- Functions
- DNA replication
- Protein synthesis
- DNA profiling/ fingerprinting
- Genetic engineering (risks and benefits)
- Genes, chromatids and chromosomes
- Meiosis
- Karyotypes
- Production of sex cells
- Ethics of cloning and GMOs

INHERITANCE AND GENETIC DISORDERS
- Variation, alleles
- Dominance and Law of Segregation
- Monohybrid crossings (complete dominance, incomplete dominance and co-dominance
- Genetic disorders/diseases
- Pedigree diagrams

HUMAN AND PLANT REPRODUCTION
- Male and female structures (Diagrams, labels and functions)
- Sperm and ovum (diagrams, labels and functions)
- Production of gametes
- Ovarian cycle and Menstrual cycle
- Developing fetus inside the uterus (Diagram, labels and functions)
- Prenatal care, birth and postnatal care
- Human fertility
- Sexual and asexual reproduction in plants
- Pollination
- Sex diseases (Humans)

PAPER 2

LOCAL ENVIRONMENTAL ISSUES
- Terminology
- Air pollution
- Water pollution
- Soil pollution
- Exploitation of natural resources
- Waste management

EVOLUTION
- Earlier theories (Darwin & Lamarck)
- Current Knowledge (Natural selection, mutation, variation, macro-, micro evolution and speciation)
- Evidence
- Geological time scale
- Theories of mass extinction
- Human evolution

TIPS FOR SUCCESS
- Make sure that you have a deep understanding of all the key concepts in the four knowledge areas
- 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
- Make sure that you are able to plot and interpret line and bar graphs as well as pie charts
- Read the questions very carefully and present your answers according to the action words in the questions. For example compare, tabulate, explain and/or describe. Don't make any drawings or flow charts within an essay.

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

MATHEMATICS

Dear Grade 12 Learner

Remember to show all your calculations in answering the questions. Words like "hence" and "thus" suggest that a previous result should be used in answering a follow-up question.

PAPER 1

Equations and inequalities
- Quadratic equations and inequalities
- Simultaneous equations

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

Functions and graphs (understanding the effects of various parameters)
- Parabola; hyperbola; exponential; trig: and their transformations
- Inverse functions

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

Calculus
- First principles and "power"rule
- Gradient at a point and tangents to curves
- Cubic graphs
- Applications (Maxima and minima; Rate of change)

Linear programming

PAPER 2

Data handling
- Mean, median, mode, variation and standard deviation
- Five number summary and box plots
- Cumulative frequencies and ogives
- Scatter plots and lines of best fit

Analytical geometry
- Straight lines (distance formula, gradient, inclination and equation of a line)
- Circles and tangents

Transformation geometry
- Basic transformations (Translations, reflections and rotations through 90° and 180°)
- Rotations through a general angle
- Enlargements

Trigonometry
- Basic trigonometry in a right angled triangle
- Reduction formulae
- Special angles
- Compound and double angle formulae
- Identities and equations (general solution as well)
- Solution of triangles and problems in 2D and 3D (area; sine and cosine formulae)
- Trigonometric graphs

PAPER 3

Recursive sequences

Datahandling and probability
- Sampling
- Regression and correlation
- Contingency tables
- Counting methods and probabilities

Euclidean geometry
- Circle geometry
- Ratio and proportion
- Similarity

TIP:
- Work systematically through previous question papers using the framework set out above. Remember to start early with a revision time table. Ensure that you are fully acquainted with your calculator. It will save you time in the examination for instance in calculating the standard deviation.

MATHEMATICS LITERACY

Dear Grade 12 Learner

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

Measurement & measurement units - 1

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

Measurement & measurement units - 2

- Estimate, measure & calculate: area of polygons; volume of right prisms & 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 models

Working with data and formulae (tables and graphs)

- Numerical data & formulae
  - Input & output values (in formulae)
  - Tables with negative output values
  - Two or more linear relations on the same table with the same input values
- Drawing graphs
  - Draw graphs with negative output values
  - Draw two or more graphs on the same set of axes

Dealing with graphs and tables

- Interpreting graphs and tables
  - Find output values for given input values from the graph and vice versa
  - Predict future input values for given outputs and vice versa
  - Compare graphs
- Design & planning problems
- Optimum values under two or more linear constraints

Data collection

- Data handling
  - Why data? (social, political, environmental & economic issues)
  - Data collection methods (interviews, questionnaires, etc.)
  - Populations & samples
  - Sources of data (media, stats SA, etc.)
  - Comparing data from different sources & samples
- Summarising data (measures of central tendency & spread)
  - Mean, median, mode, range, quartile (explanation), percentile (explanation)

Dealing with summarized data

- Data organisation & display
  - Tables, tallies, pie charts, single & compound bar graphs, line & broken – line graphs
  - Correlation – negative correlation, positive correlation
  - Use and misuse of statistics in society

Probability

- Meaning of probability
- Simple contingency tables
- Tree diagrams
- Predict outcomes in games & other life situations using probability

Financial literacy

- Personal & 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

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

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

MECHANICAL TECHNOLOGY

Dear Grade 12 Learner

It will be very important to work throughout the year. Attend all extra classes been offered to you. Spend at least 2 hours per week after school and during the holidays studying Mechanical Technology. Make sure you understand the formulas and know how to manipulate the formulas. Work as many as possible question out on calculations

Content to Timetable:

Safety
- OHS Act and regulations where applicable

Tools and equipment
- Principles and functions of advanced engineering equipment

Engineering materials
- Classify the enhanced materials according to their properties, uses and environmental aspects

Terminology
- Correct terminology in the proper context

Joining methods
- Incorrect application of joining methods
- Possible defects by visual inspection:
- Destructive tests and Non-destructive tests

Forces
- Demonstrate an understanding of the concepts of stress, strain and modules of elasticity

Maintenance
- Preventative maintenance in operating systems

Systems and control
- Calculations to demonstrate understanding of systems and control and
- explain fault finding techniques on operating systems

Turbines
- Operating principles of turbines.

TIPS FOR SUCCESS

- Work through last year's examination papers as well as the exemplar papers that were prepared to assist you prepare for your examinations.
- Ask your teachers and fellow learners to work through the questions and answers with you.
- Systematically work through your Mechanical Technology textbook

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

SCHOOL BASED ASSESSMENT AND PATS

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MUSIC

Dear Grade 12 Learner

In order to be successful in Music, you need to complete the following tasks:

Performance (Individual and ensemble work):

Study FOUR PIECES for your chosen instrument. One of these pieces must be a work for an ensemble (group music making).

You will be expected to a give a polished performance of the pieces by the end of August. (Tip: Make sure that you know the notes of all your pieces by the end of June.)

You will also be tested on your skill to

- Improvise on a given rhythm or melody or chords
- Sight-sing a melody that you have not seen before
- Clap a rhythm that will be played to you twice
- Play Scales, arpeggios, and other technical exercises that are important for your instrument.

Theoretical work:

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

- Major, harmonic minor, melodic minor, whole tone and blues scales
- Key signatures
- Time signatures and the correct grouping of notes
- Intervals
- Triads

- Transpose a melody from one key to another
- Transcribe music from staff to tonic solfa; and tonic solfa to staff
- Complete a melody up to 12 bars
- Harmonise a melody in four parts

General Musical Knowledge

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

- 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 for 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

Practical Assessment Tasks (PAT)

During the year you must complete THREE PATs. One must be a coordination of a performance, one a composition and one research task. Ensure that these tasks are all completed by the end of August.

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PHYSICAL SCIENCES

Dear Grade 12 Learner

Physical Sciences is a challenging subject. You have to understand what is taught each day. This may take time and therefore you need to spend at least half an hour a day studying it. Physics requires a good knowledge of Mathematics. Chemistry requires a good knowledge of compounds, reactions and processes.

CORE CONTENT FOR 2010

- Energy and chemical change
- Rates and extent of reaction
- Chemical equilibrium
- Electrochemical reactions

- Vertical projectile motion
- Frames of reference
- Newton 3, momentum and change in momentum
- Impulse
- Work, energy and power

- Organic molecules

- Colour
- 2D & 3D wavefronts
- Doppler Effect
- Electrostatics
- Electric circuits
- Electrical machines
- AC current

- Chemical industries

- Optical phenomena
- Electromagnetic radiation

TIPS FOR SUCCESS

- You must remember, understand, explain and apply definitions, principles, laws, concepts and content. Every day, you should be reading, understanding, studying and doing calculations, wherever you are. The more you do this, the greater your success will be.

- 30 % of the total mark (45 marks) is awarded for recall and easy comprehension. Make sure that you get these marks and begin by knowing all the definitions in Physical Sciences.

  For all the correct definitions, concepts, content, laws and principles in Physical Sciences you should use the following web site: http://www.dictionary.reference.com

The following definitions are used in national papers:

- An investigative question is a relationship between the independent and dependent variables in an experiment. It is also a question.
- A hypothesis is also a relationship between the independent and dependent variables in an experiment. It is a statement and not a question.
- Ensure that you use these definitions to formulate your investigative questions and hypotheses in the final examination.

The national papers target:

- Calculations involving more than two steps
- Calculations involving one step
- Previous NSC question papers and their answers help to show you the standard of the external examinations you are preparing to write and the answers that are expected. They can also be used for revision and to test how much you know.
- There are WCED Examination Guidelines for Physical Sciences dated 2010 that will tell you all you need to know to prepare for your Final examination in 2010. Regard this document as the most important document that you should consult and ensure that your teacher gives you a copy. Pay attention to the marking rules.
- Past examination question papers for Grade 12 NSC and the Examination Guidelines dated 2010 can be downloaded from the national Department of Education's web site: http://www.education.gov.za/Curriculum/Curriculum.asp
- Practical work is now examinable externally and approximately 120 marks are allocated to it in each paper. Ensure that you have the science skills to pass the NSC. Study your Practical Investigations when you prepare for the Final Examination in 2010.

Kgotso Moithuti wa sehlopha sa 12

Sesebediswa sena se tla o fa tjhebo-kakaretso ya mosebetsi o tlamehang ho etswa selemong sena. Se tla o thusa ho:

- rala le ho hlahloba porokereme ya hao ya boikgopotso ba mosebetsi o seng o entswe
- boitlhophisetso ba hao mabapi le ditlhahlobo tsa Phupjane/Loetse le tsa makgaola-kgang.

Puisano ya molomo:

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

Dibuka:

- Thothokiso
- Pale e telele
- Tshwantshiso
- Sebedisa:
- mawa a ho bala
- hlalosa meelelo ya ditema – tse ngotsweng, tse bohuwang, tse mamelwang, tse mamelwang mmoho le ho bohuwa hong
- tshebediso ya puo le ditshwantsho ditemeng
- dibopeho tsa ditema
- ditema tsa kgokahano

Terama le ho ithuta ka difilimi

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

Ho ngola:

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

Tshebediso ya puo

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

Maqiti a boitlhophiso:

- Iketsetse dinoto ha o ntse o bala ebe o di sebedisa bakeng sa boikgopotso ha ho se ho atametse tlhahlobo, haholo-holo dibukeng.
- Bala, bua o be o ngole ho hong letsatsi le le leng le le leng.
- Mamela & boha TV le seyalemoya bakeng sa tshebediso e nepahetseng ya puo.

Ho feta mona, etela diwebosaeteng tse latelang bakeng sa dipampiri le dikarabo tsa dilemo tse fetileng:

http://curriculum.wcape.school.za/site/160/page/view/

http://www.education.gov.za

http://wced.wcape.gov.za

TOURISM

Dear Grade 12 Learner

Attend school every day and any extra tuition offered to you. Use every hour of the day to improve your Tourism knowledge and skills. The 2010 Soccer World Cup provides an ideal opportunity to absorb lots of information about tourism. Matric success requires planning and hard work. Do homework every day. Write and calculate every day. Here are some suggestions for you to include in your planning for success in Tourism.

Tourism as an Interrelated System

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

Responsible and Sustainable Tourism

- Factors impacting on sustainable and responsible tourism development
- 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 and promote inbound and domestic tourism.
- The various cultures and heritage found in South Africa

Tourism Geography, attractions and Travel trends

- Time zones and daylight saving time
- The 24-hour clock and time zones. The time zone map
- Access information to advise tourists travelling between countries about health and safety, travel entry documents and regulations and customs requirements
- The role of SA Tourism to market South Africa as a tourism destination
- Foreign currencies and exchange rates:
- Major currencies to South African Rand and convert South African Rand into a selected currency.
- The Bank Selling Rate (BSR) and Bank Buying Rate (BBR)

Customer Care and Communication

- Cultural and other interesting opportunities for tourists visiting South Africa
- Customer feedback, and analyze findings to confirm customer satisfaction
- Own contribution towards service excellence, ways in which own actions contribute towards service excellence, effectiveness of own participation in teamwork
- Available technology to communicate, e.g. telephone, fax, computer, email, cell phones, internet, photo copiers etc

TIPS FOR SUCCESS

- Work through last year's examination papers as well as the exemplar papers that were prepared to assist you prepare for your examinations.
- Ask your teachers and fellow learners to work through the questions and answers with you.
- Don't be surprised if you get resources you have never seen before. The examiners do this on purpose: they want to know if you can use your knowledge, not just learn it off by heart.
- Systematically work through your Tourism textbook.

Good luck

VISUAL ARTS

Dear Grade 12 Learner

It will be very important to keep drawing and creating throughout the year. Make sure that you draw at least 2 – 3 times per week in your sourcebook.

In addition spend at least the suggested time per week observing / studying / reading about Visual Arts. Here are some suggestions:

Core content to be covered in 2010:

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

TIPS FOR SUCCESS:

- Become VISUALLY LITERATE! Be aware of and study the diverse roles and functions of visual arts in the 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.
- Answer in full essays. Start with an introduction, a solid argument and end with a logical conclusion (based on the question).

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