Ibhalwa kanjani i cv Study Guide

Ibhalwa Kanjani I Cv

Ibhalwa Kanjani i CV: Umhlahlandlela Wokubhala i-CV Ephumelelayo

ibhalwa kanjani i cv kuyindaba ebalulekile kubantu abaningi abafuna umsebenzi. I-CV,

noma i-Curriculum Vitae, iyisethulo sakho esisemthethweni esibonisa imfundo yakho, amakhono, nolwazi lwakho lomsebenzi. Kubalulekile ukuthi ibhalwe ngendlela ecacile, ehlelekile, futhi ebonisa kahle ukuthi kungani ungumfakisicelo ofanele umsebenzi othile. Kulomhlahlandlela, sizokuchazela izinyathelo ezihamba phambili zokubhala i-CV enhle, sibheke ukuthi yiziphi izinto okufanele uzigxile kuzo, kanye namathiphu okwenza i-CV yakho imile phakathi kwabanye abafakizicelo.

Yini i-CV Futhi Kungani Kubalulekile Ukuyibhalela Ngokucophelela?

I-CV iwuhlobo lombhalo oluchaza amagugu akho emsebenzini, imfundo, kanye namakhono akho. Ngokuyinhloko, i-CV iyithuluzi lokuzikhangisa olwenza ukuthi umqashi akwazi ukukubona ngendlela esheshayo nokuthi ufanele yini umsebenzi okhona. Uma i-CV yakho ibhalwe kabi noma ingachemile, amathuba okuthi uthole ingxoxo yomsebenzi ancipha kakhulu. Ngakho-ke, ukubhala i-CV ngendlela efanele kuyisinyathelo sokuqala esibalulekile ekutholeni umsebenzi.

Izinyathelo Eziyinhloko Zokubhala i-CV

1. Qala Ngolwazi Lwakho Lwesiqalo

Lapha, faka igama lakho eligcwele, ikheli lakho, inombolo yakho yocingo, kanye ne-imeyili esebenzayo. Qiniseka ukuthi imininingwane yakho yokuxhumana icacile futhi ifaneleke. Gwema ukusebenzisa ama-imeyili angahlelekile noma amagama angachazeki.

2. Bhala Isi?nyezo Somsebenzi (Pro?le Summary)

Lesi yisigaba esifushane esichaza ukuthi ungubani, iminyaka yakho emkhakheni, namakhono akho avelele. Kubalulekile ukuthi lesi sigaba sibambe umqashi ngokushesha, sibonise ukuthi unjani umsebenzi ofunwayo, futhi yini ongayiletha enkampanini.

3. Imfundo Yakho

Faka iziqu zakho, izikole noma amanyuvesi owafundela khona, iminyaka owawufunda ngayo, kanye nanoma yiziphi izifundo eziphawulekayo ezihambisana nomsebenzi ofunayo. Uma unemfundo ephakeme, ungaqala lapha, uma kungenjalo, faka imfundo oyiphakamisayo kuqala.

4. Ulwazi Lomsebenzi

Lolu wuhlu lwemisebenzi oyenzile, kusukela kowamuva kuya kowakudala. Faka igama lenkampani, isikhundla osathwele, izikhathi zokusebenza, kanye nemisebenzi eyinhloko owawenza. Zama ukugcizelela amakhono owafunda kanye nezinzuzo owaziletha enkampanini.

5. Amakhono Akho

Lapha, bhala amakhono akho aphambili afana nokusebenza ngamakhompyutha, ikhono lokuxhumana, ukuphatha abasebenzi, noma amakhono akhethekile afanele umsebenzi

wakho. Lokhu kuzokwenza i-CV yakho ibonakale kakhulu.

6. Imininingwane Eyengeziwe

Uma unayo, faka iziti?keti, izifundo ezengeziwe, noma imisebenzi yokuzithandela

ebingasiza ukukhombisa ezinye izici zakho.

Amathiphu Okubhala i-CV Engakwenza Ume Phakathi Kwabanye

Gcina i-CV yakho im?shane futhi icacile: Abaningi abaqashi abafundi amakhasi

1.

amaningi, ngakho zama ukugcina i-CV yakho ibe ngamakhasi amabili noma

ngaphansi.

Sebenzisa amagama angukhiye afanele: Uma ufaka isicelo somsebenzi othile,

2.

qiniseka ukuthi usebenzisa amagama angukhiye asuselwa emsebenzini

ofunwayo?lokhu kusiza ama-ATS (Applicant Tracking Systems) ukuthi akusize.

Gwema amaphutha okubhala: Hlola i-CV yakho kabanzi ukuze ungabi

3.

namaphutha, ngoba lokhu kwenza umqashi acabange ukuthi awunakwa.

Yenza i-CV yakho ibe yomuntu siqu: Ungasebenzisi i-CV ejwayelekile, kodwa

4.

uyilungiselele umsebenzi ofuna ukuwuthola.

Faka ubufakazi bokusebenza kwakho: Uma kungenzeka, faka izibalo noma

5.

izibonelo ezikhombisa ukuthi uluphi usizo olwalunikelwe enkampanini yangaphambili.

Izinto Okufanele Uzigweme Uma Ubhalela i-CV

Ukubhala i-CV akumele kube lula nje kuphela, kodwa futhi kufanele ugweme izinto ezithile ezingase zinciphise amathuba akho. Okokuqala, ungafaki imininingwane engadingekile noma engahambelani nomsebenzi. Lokhu kungadala ukuthi i-CV yakho ibonakale igcwele izinto ezingabalulekile. Okwesibili, ungazami ukubhala amanga noma izinto ongazenzanga ngoba lokhu kungakudumaza uma umqashi ekuthola. Okokugcina, ungasebenzisi ifonti engafundeki noma imibala engakhangisi kahle, gcina ukubukeka kwe-CV yakho kube sobala.

Izibonelo Zama-CV Angakusiza Ukuqala

Uma ungakabi nesiqiniseko sokuthi ibhalwa kanjani i cv yakho, ungathola izibonelo eziningi ku-inthanethi ezizokusiza uqonde ukuthi i-CV enhle ibukeka kanjani. Qaphela ukuthi izibonelo kufanele zisetshenziswe njengesikhuthazo kuphela, ungazifaki ngokungafanele.

Ukusetshenziswa Kwezinhlelo Zokubhala i-CV

Namuhla, kunezinhlelo eziningi ezikwi-inthanethi ezifana ne-Canva, Zety, noma i-LinkedIn eziqedela umsebenzi wokubhala i-CV ngokushesha futhi ngobuchule. Lezi zinhlelo zikunikeza amatempuleti ahlelekile, iziphakamiso zamagama, kanye neseluleko mayelana nendlela yokwenza i-CV yakho ibukeke kahle. Lokhu kungaba usizo olukhulu ikakhulukazi

uma usaqalile.

Ukubaluleka Kokubuyekezwa Kwe-CV Yakho

Ukubhala i-CV akupheli lapho usubhale. Kubalulekile ukuthi uyibuyekeze njalo, ikakhulukazi lapho uthola amakhono amasha noma imisebenzi emisha. Lokhu kuqinisekisa ukuthi i-CV yakho ihlala ifanele futhi ibonisa kahle izinguquko empilweni yakho yobungcweti. Futhi, ngaphambi kokuyithumela, cela umngane noma umeluleki ukuthi ayifunde ukuze athole ukuthi kukhona yini okungathuthukiswa.

Ukubhala i-CV ngendlela efanele kungakuvulela amathuba amaningi emsebenzini futhi kukusize ubonakale njengomfakisicelo onekhono nelungiselelo. Ngakho-ke, lapho uzibuza

ukuthi ibhalwa kanjani i cv, khumbula ukuthi i-CV enhle iyona egcina izinyathelo zakho

zomsebenzi zivulekile futhi ikwenza ume phakathi kwabanye abaningi abafuna umsebenzi ofanayo. Faka isikhathi, sicabange kahle, futhi uzibeke endaweni yomqashi ukuze uthole umphumela ongcono kakhulu.

Question

Answer

Ibhalwa kanjani i-CV

ukuze ithandwe

ngabaqashi?

I-CV ibhalwa ngendlela ecacile nefushane, igxile emakhono

akho, ulwazi lwemfundo, nolwazi lomsebenzi odlule.

Qinisekisa ukuthi usebenzisa amagama abalulekile afanele

umsebenzi ofuna ukuwuthola.

Yiziphi izingxenye

ezibalulekile okufanele

zibe ku-CV?

Izingxenye ezibalulekile zifaka isihloko, ulwazi lomuntu siqu,

inhloso yomsebenzi, imfundo, isipiliyoni somsebenzi,

amakhono, neziti?keti noma izifundo ezengeziwe.

Ngabe i-CV kufanele ibe

yinde kangakanani?

I-CV kufanele ibe mfushane, ngokujwayelekile amakhasi

amabili noma ngaphansi, ukuze ifunde kalula futhi igxile

kulwazi olubalulekile.

Kufanele ngisebenzise

ulimi luni ekubhaleni i-CV

yami?

Ulimi olufanele ukufaka ku-CV luncike kulowo msebenzi

owufuna. Uma usebenza endaweni yezwe elikhuluma

isiZulu, sebenzisa isiZulu esicacile, kanti uma umsebenzi

ungowezwe elikhuluma isiNgisi, sebenzisa isiNgisi esicacile

nesimfushane.

Ngabe kufanele ngifake

isithombe ku-CV yami?

Ukufaka isithombe ku-CV kuyehluka ngokwesiko lwendawo

nomkhakha womsebenzi. Kwezinye izindawo kuyamukeleka,

kodwa kwezinye kungahle kungabi kuhle. Qinisekisa ukuthi

uyayifunda imigomo yenkampani noma yezwe.

Kufanele ngigxile kuphi

lapho ngibhala i-CV

yami?

Gxila ekuboniseni amakhono akho ahambisana nomsebenzi,

isipiliyoni esivelele, nemfundo efanele. Phinde uqinisekise

ukuthi i-CV yakho icacile, ayinazo iziphazamiso zokubhala,

futhi ihlelwe kahle.

Ibhalwa Kanjani i CV: Umhlahlandlela Osebenzayo Wokubhala i-CV Ephilayo

ibhalwa kanjani i cv kuyindaba ebalulekile kubantu abaningi abafuna amathuba

emisebenzi. I-CV, noma i-Curriculum Vitae, iyithuluzi elibalulekile elisetshenziswa ukumela

iziqu zakho, amakhono, nolwazi emsebenzini. Ukuqonda kahle ukuthi ibhalwa kanjani i CV

kungasiza ukuthi umqashi abone ukuthi ungubani, yini ongayenza, nokuthi kungani

kufanele ukhethe wena. Ngaphandle kwalokho, i-CV enhle ingavula iminyango eminingi

emhlabeni womsebenzi, ikakhulukazi lapho kukhuphuka umncintiswano phakathi

kwabafake izicelo.

Ukubhala i-CV ngendlela efanele akuyona nje inqubo yokubhala umlando wakho kuphela, kodwa kuyinqubo yokwethula ubunikazi bakho ngendlela esheshayo, ecacile, futhi ehloniphekile. Kulesi sihloko, sizohlola kabanzi indlela yokubhala i-CV, izici eziyinhloko okufanele zifakwe, kanye namathiphu wokwenza i-CV yakho ibonakale ibalulekile futhi ihluke kwabanye.

Ukuqonda I-CV: Injongo Nemisebenzi Yayo

I-CV iyidokhumenti ehlanganisa ulwazi lwakho lomsebenzi, imfundo, amakhono, neminye imininingwane ebalulekile emqashini. Uma ucabanga ukuthi ibhalwa kanjani i CV, kubalulekile ukuqonda ukuthi umsebenzi wayo uwukuba isithombe sakho esibhalwe phansi esingashintshi, esiveza ukuthi ungubani futhi yini oyingqayizivele ongayinikeza enkampanini.

Uma kuqhathaniswa nezinye izincwadi ezifana ne-cover letter, i-CV igxile kakhulu kulwazi oluhlelekile nolunembile olungathatha imizuzu embalwa kuphela ukufundwa ngumqashi. Lokhu kusho ukuthi kufanele ibhalwe ngendlela ecacile, enengqondo, futhi engenawo amaphutha.

Izici Eziyinhloko Zokubhala I-CV

Ukuze uqonde kahle ibhalwa kanjani i CV, ake sihlole izinto ezibalulekile okufanele zifakwe:

Ulwazi Lomuntu Siqu: Igama, ikheli, inombolo yocingo, ne-imeyili kumele zifakwe

1.

phezulu ukuze kube lula ukuxhumana nawe.

Umsebenzi Wangaphambilini: Bala imisebenzi oyenzile, uhambisane nezinsuku,

2.

izikhundla, nemisebenzi eyenziwe. Qinisekisa ukuthi ulwazi luhambisana

nomsebenzi ofuna ukuwuthola.

Imfundo: Faka iziqu zakho, izikhungo ezifundile, neminyaka yokuphothula.

3.

Amaphrojekthi noma Amakhono: Gqamisa amakhono akho afanele umsebenzi,

4.

njengolwazi lwezobuchwepheshe, ulimi olukhuluma, noma amakhono okuxazulula

izinkinga.

Izifundo Eziqhubekayo Nezitatimende: Uma unazo izifundo ezengeziwe noma

5.

iziti?keti, zifake ukuze ukhombise ukuzimisela kwakho ekuthuthukiseni amakhono.

Ibhalwa Kanjani i CV: Izitayela Nezindlela Ezinzuzo

Izindlela zokubhala i-CV ziyahlukahluka kuye ngesimo somsebenzi ofuna ukuwuthola

kanye nomkhakha. Kodwa-ke, kunezitayela eziyinhloko ezisetshenziswa kakhulu:

1. I-CV Elandelayo Ngomlando Wesikhathi (Chronological CV)

Le ndlela ibeka umsebenzi wakho wahlelwa kusukela emsebenzini wakamuva uye

kowesikhathi esedlule. Kuyindlela evame ukusetshenziswa futhi efanele labo abanemisebenzi ehlukahlukene futhi eqhubekayo. Uqhakambisa ukuhambisana kwesikhathi nomsebenzi wakho, okwenza kube lula kumqashi ukuhlela indlela osebenza ngayo.

2. I-CV Egxile Kumakhono (Functional CV)

Kulesi sitayela, igxile kumakhono akho esikhundleni somlando wesikhathi somsebenzi. Ifanele izimo lapho umuntu engekho nomsebenzi oqhubekayo, noma abafuna ukuguqula umsebenzi. Lapha, amakhono akho ayahlukaniswa ngezigaba futhi kuchazwe kahle ukuthi kanjani angasiza enkampanini.

3. I-CV Ehlanganisiwe (Combination CV)

Le ndlela ihlanganisa izinzuzo ze-CV yomlando wesikhathi nezamakhono. Ivumela ukuthi ubonise amakhono akho ngesikhathi esifanayo ulandise ngomlando wakho womsebenzi. Lokhu kubalulekile kulabo abanezikhala emsebenzini noma abafuna ukuveza amakhono athile.

Amathiphu Okubhala I-CV Ehlelekile

Uma unentshisekelo yokwazi ukuthi ibhalwa kanjani i CV ngendlela efanele, kunezinto eziningi okumele uzicabangele ukuze u?nyelele umphumela omuhle.

Gcina I-CV Ihlanzekile Futhi Ifundeke Kalula: Sebenzisa izihloko ezicacile,

1.

izikhala ezifanele, kanye nezimpawu zokubhala eziphephile. Gwema ukusebenzisa izinhlobo zezinhlamvu noma imibala engafanele.

Qinisekisa Ukuthi I-CV Ilingana Nezidingo Zomsebenzi: Lungisa i-CV yakho

2.

ukuze ihambisane nokuthile okuceliwe endimeni yomsebenzi. Lokhu kusho ukuthi

kufanele ugxile kulokho okubalulekile kumsebenzi ngamunye.

Gwema Amaphutha Ezinhlamvu Nezokubhala: Amaphutha angadala umbono

3.

omubi kumqashi. Hlola kabili i-CV yakho noma ucele omunye umuntu ayibuke.

Yenza Ngoku?ngqiwe: I-CV enhle akumele ibe nde ngokweqile; imvamisa

4.

amakhasi amabili anele ukuchaza konke okubalulekile.

Faka Amagama Angukhiye: Izinhlelo zokuhlunga izicelo (ATS) zihlala zifuna

5.

amagama athile. Sebenzisa amagama ahambisana nomsebenzi ofuna ukuwuthola

ukuze i-CV yakho iphumelele ukuhlolwa kwe-software.

Izici Eziyinhloko Ezingathuthukisa I-CV Yakho

Ukusebenzisa Izibalo Nezibonelo: Lapho kungenzeka, sebenzisa izibalo noma

1.

izibonelo ezibonisa imiphumela yomsebenzi wakho, njengokuthi "Ngakhulisa

ukuthengiswa ngo-20% phakathi konyaka wesibili."

Ukugqama Kokuzibophezela: Faka imisebenzi yezenhlalo noma yokuzithandela

2.

uma ihambisana nomsebenzi, ukukhombisa ukuthi unothando futhi uzibophezela.

Ukugwema Ukungaqiniseki: Sebenzisa ulimi oluqinile nolucacile, ugweme

3.

amagama anjengokuthi "ngizama" noma "ngithemba".

Ukubaluleka Kokulunga Nokuvuselelwa Kwe-CV

Ukubhalwa kwe-CV akupheli lapho usuyibhalele futhi wayithumela. Umhlaba wemisebenzi uyashintsha njalo, futhi amakhono akho nawo kumele avuselelwe. Ukucabangela njalo ukuthi ibhalwa kanjani i CV kuyisinyathelo esibalulekile ekugcineni i-CV yakho ihambisana nezidingo zamanje zemakethe yomsebenzi.

Ukuvuselela i-CV njalo kuqinisekisa ukuthi ulwazi lwakho luhlala luhlaza futhi luyahambisana nezidingo ezintsha zomsebenzi. Lokhu kubalulekile ikakhulukazi kulabo abasebenza emikhakheni esheshayo njengobuchwepheshe, ezokuxhumana, noma ezokumaketha.

Ngaphezu kwalokho, ukufundisa amakhono amasha nokufaka iziti?keti ezintsha ku-CV yakho kungavula amathuba amaningi. Lokhu kubonisa umqashi ukuthi uyakwazi ukuzivumelanisa nezikhathi nokufunda izinto ezintsha.

Ukubhala i-CV kuyinto edinga ubuciko nokucabangela okunembile. Ukuthola ukuthi ibhalwa kanjani i CV ngendlela efanele kuyisisekelo sokuphumelela ekutholeni umsebenzi ofanele. Noma ngabe usuqalile umsebenzi noma ufuna ukushintsha, i-CV yakho iyithuluzi eliyinhloko lokuvula amathuba amasha. Ngakho, hlala uqapha izitayela ezintsha,

qinisekisa ukuthi i-CV yakho ihlanzekile futhi ivuselelwe njalo, futhi uyisebenzise njengendlela yokuzimela nokubonisa ubuchwepheshe bakho emhlabeni wokusebenza. indlela yokubhala i-cv, isibonelo se-cv, izeluleko zokubhala i-cv, i-cv esebenzayo, amaphuzu e-cv, ukwakheka kwe-cv, i-cv yesimanje, amaphutha e-cv okufanele ugweme, i-cv efanele umsebenzi, indlela yokwethula i-cv

yini izingcezu zenkulumo

Yini Izingcezu Zenkulumo

Yini Izingcezu Zenkulumo: Ukuqonda Nokubaluleka Kwazo Ekuxhumaneni

yini izingcezu zenkulumo kuyindaba ebalulekile ekufundeni nasekuqondeni ulimi

nokuxhumana kahle. Izingcezu zenkulumo, noma ?speech parts? ngesiNgisi, ziyizakhi eziyisisekelo ezakhiwa inkulumo ngayinye, zenza ukuthi sikwazi ukuveza imicabango, imizwa, kanye nolwazi ngendlela ecacile nenengqondo. Ukuqonda kahle lezi zingcezu kubalulekile hhayi kuphela ezifundweni zolimi kodwa nasempilweni yansuku zonke, lapho ukuxhumana okuhle kudlala indima enkulu.

Yini Izingcezu Zenkulumo?

Izingcezu zenkulumo ziyizingxenye ezahlukene eziyisisekelo zomusho noma inkulumo. Lezi zingcezu zihlukaniswa ngokwehlukana komsebenzi wazo nokuthi zidlala kanjani indima ekwakheni umusho ophelele. Ngokwesiko, kunezingcezu eziyisishiyagalombili

eziyisisekelo: isenzo (verb), isibizo (noun), isichasiso (adjective), isabizwana (pronoun), isandiso (adverb), isandiso sombuzo (interjection), isixhumanisi (conjunction), nesibopho (preposition).

Izinto Eziyisisekelo Eziyingxenye Yezingcezu Zenkulumo

Ukuze siqonde kahle ukuthi yini izingcezu zenkulumo, ake sibheke izincazelo ezim?shane zezinto ezahlukene:

Isibizo (Noun): Leli yigama elimele umuntu, indawo, into noma umqondo.

1.

Isibonelo: umfana, ikati, umuzi.

Isenzo (Verb): Leli yigama elichaza isenzo noma isimo. Isibonelo: ukudlala,

2.

ukufunda, ukulala.

Isichasiso (Adjective): Leli yigama elichaza isibizo, lifaka incazelo engaphezulu.

3.

Isibonelo: omuhle, omdala, omncane.

Isabizwana (Pronoun): Leli yigama elithatha indawo yesibizo. Isibonelo: mina,

4.

wena, yena.

Isandiso (Adverb): Leli yigama elichaza isenzo, isichasiso noma esinye isandiso.

5.

Isibonelo: kahle, masisha, kakhulu.

Isixhumanisi (Conjunction): Leli yigama elixhumanisa amazwi, imisho noma

6.

izingxenye zomusho. Isibonelo: futhi, noma, kodwa.

Isibopho (Preposition): Leli yigama elibonisa ubudlelwane phakathi kwamagama.

7.

Isibonelo: ku-, nge-, phansi.

Isandiso Sombuzo (Interjection): Leli yigama elihambisa imizwa noma

8.

ukuphendula ngokushesha. Isibonelo: yebo!, hayi!, phela!

Indima Ebalulekile Yezingcezu Zenkulumo Ekuxhumaneni

Ukuba nolwazi oluqinile ngalezi zingcezu zenkulumo kusiza ekwakheni imisho egcwele futhi eqondakala kalula. Ngaphandle kokwazi ukuthi yini izingcezu zenkulumo, kungaba nzima ukuhlanganisa amagama ngendlela efanele ukuze uveze umqondo ngendlela efanele. Lokhu kubaluleke kakhulu ezifundweni zolimi, ikakhulukazi lapho umuntu efunda ulimi olusha.

Ukubaluleka Kokwazi Izingcezu Zenkulumo Kubafundi

Abafundi abafunda ulimi lwesiZulu noma olunye ulimi bayazuza kakhulu uma beqonda izingcezu zenkulumo. Lokhu kubasiza:

Ukubhala imisho eqondile nenengqondo.

1.

Ukuqonda incazelo yemisho eyahlukene.

2.

Ukukhuluma ngokuzethemba nangokucacile.

3.

Ukuqonda izincwadi, izindaba, nezinkulumo ngendlela ejulile.

4.

Ngakho-ke, uma ufunda ulimi, ukubheka izingcezu zenkulumo njengesisekelo kuyindlela ehlakaniphile yokwakha izisekelo eziqinile zolimi.

Izindlela Zokufunda Nokusebenzisa Izingcezu Zenkulumo

Ukufunda izingcezu zenkulumo akufanele kube yinto eyinkimbinkimbi. Kunezindlela ezahlukahlukene ongazisebenzisa ukuze uthuthukise ukuqonda kwakho nokusebenzisa kahle izingcezu zenkulumo ekukhulumeni nasembhalweni.

Ukusebenzisa Izibonelo Ezingokoqobo

Indlela enhle yokufunda ukuthi yini izingcezu zenkulumo ukuthi usebenzise izibonelo ezivela empilweni yangempela. Ngokwesibonelo, ungathatha umusho olula njengokuthi ?Umfana udlala ibhola.? Lapha, ?umfana? uwumfuziselo wesibizo, ?udlala? isenzo, kanti ?ibhola? isibizo esichaza into.

Ukuzijwayeza Ukubhala Nemisho

Ukuqeqesha ukubhala imisho ehlukene usebenzisa izingcezu zenkulumo ezahlukene kuyindlela esebenzayo yokufunda. Ungazama ukubhala imisho elula uqale, bese

uyayandisa imisho yakho ngokungeza izichasiso, izandiso, noma izixhumanisi.

Ukufunda Ngemidlalo Yezingcezu Zenkulumo

Izifundo ezihambisana nemidlalo noma izivivinyo zokuhlanganisa izingcezu zenkulumo zingasiza kakhulu ekuthuthukiseni ulwazi lwakho. Lokhu kungaba ukudlala imidlalo yokuhlela amagama noma ukuhlonza izingcezu zenkulumo emishweni eyehlukene.

Ukusetshenziswa Kwezingcezu Zenkulumo Ezimpilweni Zethu Zansuku Zonke

Yize kungabonakala sengathi izingcezu zenkulumo ziyizinto ezisemazingeni aphansi, zidlala indima enkulu ekuxhumaneni kwethu kwansuku zonke. Ngaso sonke isikhathi esikhuluma nabanye, sisebenzisa izingcezu zenkulumo ukuze sidlulise imicabango nemizwa.

Ukuxhumana Ngokucacile Nengcezu Zenkulumo

Uma siqonda kahle ukuthi yini izingcezu zenkulumo, singakwazi ukwakha imisho ecacile futhi enengqondo. Lokhu kusiza ekugwemeni ukudideka nasekuqondeni okungafanele phakathi kwabantu. Ngokwesibonelo, ukusebenzisa isichasiso esifanele kungachaza kangcono isibizo, ngaleyo ndlela umamukeli womlayezo aqonde kahle incazelo.

Ukuthuthukisa Amakhono Okukhuluma Nezokubhala

Izingcezu zenkulumo zenza kube lula ukuthuthukisa amakhono okukhuluma nokubhala. Uma wazi ukuthi ungazihlanganisa kanjani kahle izingcezu zenkulumo, ungakwazi ukubhala izindaba, izinkulumo, noma izincwadi eziphumelelayo. Lokhu kuqonda futhi

kusiza ekuthuthukiseni amakhono okuxoxisana nabanye ngendlela ephumelelayo.

Izibonelo Zokusebenzisa Izingcezu Zenkulumo Ngolimi LwesiZulu

Ukuze siqonde kahle ukuthi yini izingcezu zenkulumo, ake sibheke izibonelo zomusho nezindlela izingcezu zenkulumo ezisebenza ngazo:

Umfana (isibizo) udlala (isenzo) ibhola (isibizo) kahle (isandiso).

1.

Isikole (isibizo) sikhulu (isichasiso) futhi (isixhumanisi) sinemfundo

2.

(isibizo) enhle (isichasiso).

Yebo! (isandiso sombuzo), ngizokuza (isenzo) kusasa (isandiso).

3.

Lezi zibonelo ziveza ukuthi izingcezu zenkulumo zidlala kanjani indima ebalulekile ekwakheni umusho ophelele.

Iseluleko Sokufunda Nokusebenzisa Izingcezu Zenkulumo

Uma ufuna ukuthuthukisa ulwazi lwakho ngezingcezu zenkulumo, cabanga ngokwenza lokhu okulandelayo:

Funda izincwadi noma izindaba ezilula ukuze ubone izingcezu zenkulumo zisebenza

1.

kanjani.

Yenza uhlu lwamagama ahlukene ngokohlobo lwawo (isibizo, isenzo, njll.).

2.

Bhukha izivivinyo zokuhlela amagama ukuze uqonde kahle umsebenzi ngamunye.

3.

Khuluma nabanye futhi uzame ukusebenzisa izingcezu zenkulumo ngendlela

4.

ehlukile ukuze uthuthukise ukudidiyela kwakho.

Lokhu kuzosiza ukwenza ulwazi lwakho lwezingcezu zenkulumo lube yinto ephilayo futhi esebenzayo.

Yini izingcezu zenkulumo ingumgogodla wokuxhumana okusebenzayo nolimi oluqondakalayo. Ngokuzijwayeza nokusebenzisa kahle lezi zingcezu, umuntu angathuthukisa indlela akhuluma ngayo, abhale ngayo, futhi aqonde ulimi ngendlela ejulile. Ngokuhamba kwesikhathi, lokhu kuzoba isikhali esinamandla eku?nyeleleni izinjongo zakho zokufunda, zokuxhumana, noma zezobungcweti.

Question

Answer

Yini izingcezu zenkulumo?

Izingcezu zenkulumo ziyizigaba noma izingxenye

ezincane ezakha inkulumo ephelele, njengamazwi,

imishwana, namabinzana asetshenziswa ukukhuluma

ngokucacile nokuhleleka.

Kungani kubalulekile ukuqonda

izingcezu zenkulumo?

Ukuqonda izingcezu zenkulumo kusiza ekwakheni

nasekuqondeni izisho ngendlela efanele, kuthuthukisa

ikhono lokukhuluma nokubhala ngokucacile.

Yiziphi izinhlobo ezingcezu

zenkulumo ezivame kakhulu?

Izinhlobo ezingcezu zenkulumo ezivame kakhulu zifaka

phakathi izabizwana, izenzo, izichasiso, izandiso,

iziphawulo, izibizo, nezandiso.

Ungazihlukanisa kanjani

izingcezu zenkulumo?

Izingcezu zenkulumo zingahlukaniswa ngokwezindima

zazo ezahlukahlukene emshweni, njengokuthi igama,

isenzo, isichasiso, njll.

Ingabe izingcezu zenkulumo

zifana kuzo zonke izilimi?

Yize zonke izilimi zinezingcezu zenkulumo, izinhlobo

nokusetshenziswa kwazo kungahluka ngokwesiko

nolimi ngalunye.

Kuyini isibonelo secezu

lenkulumo?

Isibonelo secezu lenkulumo singaba igama elithi

'umfana' (isbizo) noma igama elithi 'gijima' (isenzo).

Izingcezu zenkulumo

zisetshenziswa kanjani

ekufundiseni ulimi?

Zisetshenziswa ukufundisa abafundi ukuhlela imisho,

ukuqonda izakhi zolimi, nokuthuthukisa amakhono

okukhuluma nokubhala.

Ungazithuthukisa kanjani

ulwazi lwakho ngezingcezu

zenkulumo?

Ungazithuthukisa ngokufunda izincwadi zolimi,

ukwenza izivivinyo zokuhlukanisa izingcezu

zenkulumo, nokuzijwayeza ukubhala nokukhuluma.

Ukuqonda Kakhulu: Yini Izingcezu Zenkulumo?

yini izingcezu zenkulumo kuyimibuzo ephakathi kwezifundo zolimi nemibhalo,

ikakhulukazi emkhakheni wokufunda nokufundisa izilimi. Le ngxenye yenkulumo, evame

ukubizwa nangokuthi izingcezu zenhlangano yenkulumo noma izingxenye zenhlangano

yenkulumo, ibaluleke kakhulu ekuqondeni ukuthi izisho ziyakhiwa kanjani, nokuthi

izingcezu ezahlukahlukene zisebenza kanjani ndawonye ukuze zidalwe izisho

ezinengqondo. Ukucwaninga ngokujulile nangokucophelela ukuthi yini izingcezu zenkulumo kwenza kube lula ukuhlaziya izakhi zolimi, ukufundisa ulimi olusha, nokuthuthukisa amakhono okukhuluma nokubhala.

Ukuhlaziya Izingcezu Zenkulumo: Umqondo Oyinhloko

Izingcezu zenkulumo ziyizakhi ezimbalwa eziyisisekelo zomusho noma inkulumo ezihlukene ngokwezinga nokusebenza kwazo. Lezi zingcezu zingahlukaniswa ngezigaba ezahlukene, njengamagama, izaga, noma izisho ezincane ezisebenza ndawonye ukuze zidalwe incazelo ephelele. Ngokwesayensi yolimi, izingcezu zenkulumo zibalulekile ekwakhiweni kolimi ngoba zibonisa indlela ulimi oluhlelwe ngayo futhi zisetshenziswa ukuhlaziya izakhiwo zenkulumo.

Ukuqonda ukuthi yini izingcezu zenkulumo kuhilela ukubheka izici ezifana nokuthi ziyiziphi lezi zingxenye, izindima zazo, nokuthi zihlangene kanjani ukuze zakhe umusho onesizathu. Lokhu kuhlaziya kusiza abafundi, othisha, nochwepheshe bezolimi ukuthi baqonde ngokujulile ukuthi ulimi lusebenza kanjani empilweni yansuku zonke.

Izici Eziyinhloko Zezingcezu Zenkulumo

Izingcezu zenkulumo zingahlukaniswa ngezigaba eziningana ezisemqoka, ngokuvamile ngokusekelwe emisebenzini yazo ngaphakathi komusho:

Isakhiwo: Izingcezu zenkulumo zingaba amagama, izisho ezincane, noma izaga

1.

ezisebenza ndawonye.

Umsebenzi: Zenza umsebenzi othile, njengokubeka isenzo, isihloko, isichasiso,

2.

noma isandiso.

Isikhundla: Indawo yazo kumusho ibalulekile ekuqondeni incazelo yomusho.

3.

Ukuvumelana: Izingcezu ezahlukene kumele zivumelane ngokwamagama, isibalo,

4.

noma isenzo ukuze umusho ube nencazelo efanele.

Ukuhlaziya lezi zici kusiza ekuqondeni ukuthi yini izingcezu zenkulumo nokuthi zisebenza kanjani ngendlela efanele.

Izindima Zezingcezu Zenkulumo Kumqondo Wokufunda Ulimi

Ukufunda ulimi olusha kwenza kube nzima ukuqonda ukuthi yini izingcezu zenkulumo, ikakhulukazi uma ulimi olufundayo lunezakhiwo ezingajwayelekile noma eziyinkimbinkimbi. Ngokusebenzisa izingcezu zenkulumo njengesisekelo, abafundi bangakwazi ukuhlukanisa izisho zibe izingxenye ezincane, okwenza kube lula ukuziqonda nokuzisebenzisa kahle.

Ukufundisa Ngamanye Amagama

Abafundisi basebenzisa umqondo wezingcezu zenkulumo ukufundisa izilimi ngendlela ehlelekile. Ngokwesibonelo, ukufundisa izifundo ezihlanganisa izenzo, izibizo, nezichasiso kubafundi kusiza ekuqondeni izinhlobo zamaqembu amagama, kanye nendlela azihlangene ngayo ekwakheni imisho enengqondo.

Ukuqhathanisa Izilimi Ezihlukene

Umqondo wezingcezu zenkulumo usiza ochwepheshe bezilimi ekuqhathaniseni izakhiwo zolimi ezahlukene. Ngokuhlaziya ukuthi yini izingcezu zenkulumo ezisemishweni yolimi oluthile, kungenzeka ukubona umehluko phakathi kwezilimi, okuyinto ebalulekile ekuguqulweni kolimi nasekuthuthukiseni izindlela zokufundisa ulimi.

Izibonelo Nezinhlobo Zezingcezu Zenkulumo

Ukuze siqonde kahle ukuthi yini izingcezu zenkulumo, kufanele sibheke izinhlobo ezahlukene zazo kanye nezibonelo zazo. Lokhu kusiza ukuhlukanisa phakathi kwezinhlobo ezahlukene futhi kuqondise ekusebenziseni kolimi ngendlela efanele.

Izaga

Izaga yizisho ezincane ezinomqondo ogcwele, ezisebenza njengesigaba esisodwa somusho. Isibonelo:

"Ngiyahamba" ? lapha "ngiya" iyisenzo, "hamba" isenzo esiyinhloko.

1.

"Uthando luyamangalisa" ? "uthando" isihloko, "luyamangalisa" isenzo.

2.

Lezi zaga ziwumfanekiso ocacile wokuthi izingcezu zenkulumo zingaba yizigaba ezihlukene zomusho ezisebenzisana ukuze zakhe umqondo.

Amagama

Amagama ayizinhlobo eziyisisekelo zezingcezu zenkulumo. Zingaba izibizo, izenzo,

izichasiso, noma izandiso. Ngokwesibonelo:

Izibizo: indlu, umuntu, imoto

1.

Izenzo: hamba, dlala, funda

2.

Izichasiso: mkhulu, mnandi, omusha

3.

Izandiso: kahle, ngokushesha, kahle kakhulu

4.

Ukuhlanganisa la magama ngendlela efanele kuhlanganisa izingcezu zenkulumo eziyisisekelo zomusho.

Ukubaluleka Kokwazi Izingcezu Zenkulumo Emsebenzini Wokubhala Nokukhuluma

Ukuba nokuqonda okujulile kokuthi yini izingcezu zenkulumo kuyisihluthulelo ekuthuthukiseni amakhono okukhuluma nokubhala. Lokhu kuqonda kusiza abantu ekwakheni imisho eqondile, enengqondo, futhi ephumelelayo.

Ukuthuthukisa Ukucaca Kwenkulumo

Uma umuntu eqonda izingcezu zenkulumo, angakwazi ukuhlela kahle amagama nezisho ukuze incazelo yakhe icace futhi i?ke kahle kumamukeli. Lokhu kubaluleke kakhulu emsebenzini wezokuxhumana, lapho ukungaqondani kungadala izinkinga ezinkulu.

Ukunciphisa Izimpazamo Zokubhala

Abantu abaqonda izingcezu zenkulumo bavame ukwenza amaphutha ambalwa ezindaweni ezifana nokusetshenziswa kwamabizo, izenzo, noma izichasiso ngendlela engafanele. Lokhu kubangela ukuthi imibhalo yabo ibe necala, encishisiwe, noma engenangqondo. Ngakho-ke, ukuqonda izingcezu zenkulumo kunciphisa amathuba okwenza amaphutha.

Ukusebenzisa Izingcezu Zenkulumo Ekufundiseni Nakwezokuxhumana

Ochwepheshe bezolimi bakholelwa ukuthi ukuqonda izingcezu zenkulumo kuyisisekelo sokufundisa ulimi olusha ngendlela ephumelelayo. Lokhu kungenxa yokuthi izingcezu zenkulumo zenza kube lula ukufundisa izakhiwo zomusho, ukwakha amagama, nokudlulisa imiyalezo ngokucacile.

Ukusetshenziswa kwale ndlela kufaka phakathi ukusebenzisa izibonelo ezicacile, imidlalo yokwakha imisho, nokuhlaziya izisho ezahlukene ukuze abafundi bakwazi ukubona umehluko phakathi kwezingcezu zenkulumo.

Ukucwaninga Kwamanje Kanye Nezinguquko Eziqhubekayo

Emkhakheni wesayensi yolimi, ukuqonda ukuthi yini izingcezu zenkulumo kuqhubeka nokuthuthuka. Izingxoxo eziningi zihlanganisa indlela ezingcezu zenkulumo ezihlangene ngayo nezinye izici zolimi, njengemizwa, izakhiwo zenkulumo ezenzakalayo, nokusetshenziswa kwezobuchwepheshe ukwenza ukuhlaziywa kolimi kube lula.

Imibiko yakamuva iveza ukuthi ukuhlaziya izingcezu zenkulumo ngokusebenzisa izinhlelo zekhompyutha kungasiza kakhulu emkhakheni wokuhumusha, ukufundisa ulimi, kanye

nokucwaninga kwezokuxhumana. Lezi zinhlelo zingahlaziya izingcezu zenkulumo ezinkulumweni ezinkulu ukuze zithole amaphethini okusetshenziswa kolimi.

Ukubheka okuhlangenwe nakho kwamazwe ahlukene, kubonakala ukuthi izindlela zokuhlaziya izingcezu zenkulumo ziyahluka kancane kodwa zihlala zigxile ekuqondeni ukuthi ulimi lusebenza kanjani ngokwezakhiwo.

Lolu cwaningo olujulile lwezingcezu zenkulumo lusiza sizihlanganise kahle izakhi zolimi ukuze siqonde indlela inkulumo esebenza ngayo, kusukela ezingeni lamagama kuya emishweni ephelele. Ukwazi ukuthi yini izingcezu zenkulumo kunikeza amathuluzi abalulekile kubafundi, othisha, nochwepheshe bezilimi, okuqinisa ukuqonda kwethu kolimi kanye nokusetshenziswa kwalo empilweni yansuku zonke.

izingcezu zenkulumo, izingcezu zokukhuluma, izingcezu zomlomo, izingcezu zenkulumo yesiZulu, izingcezu zenkulumo zesikole, izingcezu zenkulumo zomphakathi, izingcezu zenkulumo zabafundi, izingcezu zenkulumo ezim?shane, izingcezu zenkulumo ezinde, izingcezu zokuzilolonga ukukhuluma

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