

LANGUAGE SKILLS GUIDELINES

	LISTENING / SPEAKING	READING / UNDERSTANDING	WRITING
LEVEL 0	<ul style="list-style-type: none"> No current Welsh language skills 	<ul style="list-style-type: none"> No current Welsh language skills 	<ul style="list-style-type: none"> No current Welsh language skills
LEVEL 1 Entry	<p>I Can:</p> <ul style="list-style-type: none"> Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...' State simple requests 	<p>I Can:</p> <ul style="list-style-type: none"> Understand simple key words and sentences on familiar / predictable matters relating to my own job area, e.g. on signs, in letters 	<p>I Can:</p> <ul style="list-style-type: none"> Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.
LEVEL 2 Foundation	<p>I Can:</p> <ul style="list-style-type: none"> Understand the gist of Welsh conversations in work Respond to simple job-related requests and requests for factual information Ask simple questions and understand simple responses Understand instructions when simple language is used 	<p>I Can:</p> <ul style="list-style-type: none"> Understand factual, routine information on familiar matters related to my own job area, e.g. in standard letters, leaflets, etc. 	<p>I Can:</p> <ul style="list-style-type: none"> Write short simple notes / messages on a limited range of predictable topics related to my personal experiences or my own job area
LEVEL 3 Intermediate	<p>I Can:</p> <ul style="list-style-type: none"> Understand much of what is said in an office, meeting, etc. Keep up a simple conversation on a work related topic, but may need to revert to English to discuss / report on complex or technical information Answer predictable or factual questions Take and pass on most messages that are likely to require attention Offer advice on simple job-related matters Express opinions in a limited way as long as the topic is familiar 	<p>I Can:</p> <ul style="list-style-type: none"> Scan texts for relevant information Understand a fair range of job-related routine and non-routine text when standard language is used. 	<p>I Can:</p> <ul style="list-style-type: none"> Write a formal letter relating to my own job area, but will need to have it checked by a Welsh speaker Make notes while someone is talking
LEVEL 4 Advanced	<p>I Can:</p> <ul style="list-style-type: none"> Keep up an extended casual work related conversation with a good degree of fluency and range of expression but may need to revert to English to answer unpredictable questions or explain complex points or technical information Contribute effectively to meetings and seminars within own area of work Argue for/against a case 	<p>I Can:</p> <ul style="list-style-type: none"> Read and understand information fairly quickly as long as no unusual vocabulary is used and no particularly complex or technical information is involved 	<p>I Can:</p> <ul style="list-style-type: none"> Prepare formal letters of many familiar types such as enquiry, complaint, request and application Take reasonably accurate notes in meetings or straightforward dictation Write a straightforward report / document relating to my own job area, but will need to have it checked by a Welsh speaker
LEVEL 5 Proficiency	<p>I Can:</p> <ul style="list-style-type: none"> Advise on / talk about routine, non-routine, complex, contentious or sensitive issues related to own experiences Give a presentation/demonstration Deal confidently with hostile or unpredictable questions Carry out negotiations using complex / technical terms Give media interviews 	<p>I Can:</p> <ul style="list-style-type: none"> Understand complex ideas and information expressed in complex or specialist language in documents, reports correspondence and articles, etc. 	<p>I Can:</p> <ul style="list-style-type: none"> Write letters on any subject Write full / accurate notes of meetings while continuing to follow discussions and participate in them Write reports / documents with confidence but they may need to be checked for minor errors in terms of spelling and grammar