

Vale of Glamorgan Council - Welsh Language Skills Assessment Framework

Speaking

<p>Basic</p> <p>Learn Welsh level: Entry / Mynediad</p> <p>CEFR: A1</p>	<p>I can: Pronounce Welsh words, place names, department names. Introduce myself and state my job title/ department/place of work.</p> <p>Use greetings, e.g. good morning, good afternoon, goodbye, How are you? Fine, thank you.</p> <p>Use simple requests and statements, e.g. May I help you? Introduce myself. (My name) speaking. I can't speak Welsh. One minute, please.</p> <p>Talk about basic topics e.g. the weather, time, directions.</p>
<p>Competent</p> <p>Learn Welsh level: Foundation / Sylfaen</p> <p>CEFR A2</p>	<p>I can: Ask if someone would like to speak in Welsh, say I am learning Welsh/ I speak a little Welsh, ask someone to repeat or speak slowly, say whether someone is available, apologise, say when someone will contact the caller/client, ask how I can help someone, ask someone to hold the line while I transfer the person, ask someone to sign in and give simple directions to the person/ place required.</p> <p>Hold a basic conversation with someone else on a common everyday topic, ask and answer questions on familiar topics e.g. work, hobbies, preferences.</p>
<p>Good</p> <p>Learn Welsh level: Intermediate / Canolradd</p> <p>CEFR B1</p>	<p>I can: Keep up a simple conversation on a routine work related topic, but may need to revert to English to discuss/report on complex or technical information.</p> <p>Hold an extended conversation with a fluent speaker on a familiar topic.</p> <p>Answer predictable or factual questions.</p> <p>Offer advice on simple job-related matters.</p> <p>Express simple opinions relating to my area of work.</p> <p>Express a view and exchange information on a range of topics to do with everyday life e.g. hobbies, travel, family.</p>
<p>Fluent</p> <p>Learn Welsh level: Advanced / Uwch</p> <p>CEFR B2</p>	<p>I can: Take part in an extended informal work-related conversation with a good degree of fluency and range of expression, but may revert to or ask for clarification in English when complex or technical language is used.</p> <p>Contribute effectively to meetings.</p> <p>Give an opinion relating to my job area.</p> <p>Talk confidently with fluent speakers on familiar topics related to everyday life or work.</p> <p>Express views, engage in discussion, and speak at length about general topics.</p>
<p>Fluent +</p> <p>Learn Welsh level: Proficiency / Gloywi / Hyfadredd</p> <p>CEFR C1</p>	<p>I can: Talk about and advise others on routine and complex work - related issues.</p> <p>Give a presentation / demonstration.</p> <p>Deal confidently with unpredictable or challenging questions.</p> <p>Carry out negotiations using complex / technical terms.</p> <p>Conduct / take part in a job interview.</p> <p>Give media interviews.</p> <p>Express myself fully and precisely, even when discussing complex issues.</p> <p>Adapt my language style according to the audience e.g. when speaking in a formal context or to colleagues.</p>

Understanding

<p>Basic</p> <p>Learn Welsh level: Entry / Mynediad</p> <p>CEFR A1</p>	<p>I can: Understand greetings, basic information such as name, phone number and email and note these down.</p> <p>Understand requests, e.g. May I speak to...? I would like to speak in Welsh.</p> <p>Understand conversations about basic personal information, e.g. where someone lives, works, what they like doing, what they did.</p> <p>Guess what is being said when someone is giving details about events, such as time and place.</p>
<p>Competent</p> <p>Learn Welsh level: Foundation/ Sylfaen</p> <p>CEFR A2</p>	<p>I can: Understand simple questions and enquiries and when people ask me to do something, such as who the person wishes to speak to and the gist of the enquiry, seeking clarification if necessary.</p> <p>Understand the gist of simple conversations at work e.g. how a colleague is feeling or a simple request, and where someone/something is.</p> <p>Understand when people talk slowly and clearly about everyday situations, e.g. personal information, work, what they have done or would do.</p>
<p>Good</p> <p>Learn Welsh level: Intermediate / Canolradd</p> <p>CEFR B1</p>	<p>I can: Take and pass on most messages in standard spoken form.</p> <p>Understand much of what is said at work or in a meeting.</p> <p>Understand information being given about common or everyday topics, or when things to do with work are being discussed, e.g. in conversation, or in small group meetings.</p> <p>Usually understand the main message and details, provided people speak clearly, e.g. announcements or when listening to news bulletins.</p>
<p>Fluent</p> <p>Learn Welsh level: Advanced / Uwch</p> <p>CEFR B2</p>	<p>I can: Understand informal and fairly formal spoken language used at work e.g. meetings, presentations, interviews and discussions.</p> <p>not familiar with.</p> <p>Understand most TV and radio programmes for first language speakers, unless they're speaking with a strong unfamiliar accent.</p>
<p>Fluent +</p> <p>Learn Welsh level: Proficiency / Gloywi / Hyfadredd</p> <p>CEFR C1</p>	<p>I can: Fully understand all work – related conversations.</p> <p>Understand complex and specialist language used in meetings, presentations, negotiations, discussions and interviews.</p> <p>Easily follow all conversations and discussions on a variety of topics.</p>

Reading

<p>Basic</p> <p>Learn Welsh level: Entry / Mynediad</p> <p>CEFR: A1</p>	<p>I can: Understand simple key words relating to my job, such as: First Name, Surname, Phone Number, E mail Address, Job Title, Staff Number, Department, Line Manager, Location, Reception, Office, Fire Exit, Entrance, Dear ..., Regards.</p> <p>Understand short phrases and can guess what some notices mean.</p> <p>Understand short texts with basic information and can usually find details like times and costs in notices.</p>
<p>Competent</p> <p>Learn Welsh level: Foundation / Sylfaen</p> <p>CEFR A2</p>	<p>I can: Understand simple factual information in a message, letter or leaflet eg: a simple request seeking information or requesting an appointment.</p> <p>Understand messages about everyday things and some basic letters or emails e.g. asking for something or asking to pass a message on.</p> <p>Understand short texts e.g. social media posts or simple books.</p>
<p>Good</p> <p>Learn Welsh level: Intermediate / Canolradd</p> <p>CEFR B1</p>	<p>I can: Scan and understand a fair range of job-related texts when standard language is used, e.g. emails, letters, notes, with support of a dictionary.</p> <p>Understand straightforward short articles on everyday topics of interest, or to do with work.</p> <p>Guess what words mean from the context, when the topic is familiar.</p> <p>Understand most e-mails and work-related documents.</p>
<p>Fluent</p> <p>Learn Welsh level: Advanced / Uwch</p> <p>CEFR B2</p>	<p>I can: Read and understand most work – related material which does not contain complex or technical information e.g. e mails, letters, notes, reports, minutes of a meeting, application forms, possibly with the help of a dictionary or checking with a Welsh speaker.</p> <p>Understand most correspondence, and scan through long texts to find details.</p> <p>Understand most newspaper articles and reports aimed at first language speakers, with the aid of a dictionary.</p> <p>Understand novels and other texts, provided they are not written in a very formal or very colloquial style.</p>
<p>Fluent +</p> <p>Learn Welsh level: Proficiency / Gloywi / Hyfadredd</p> <p>CEFR C1</p>	<p>I can: Understand information and ideas expressed in complex or specialist language in documents, reports, correspondence, minutes of a meeting, applications and articles etc.</p> <p>Read and understand nearly all formal and informal written texts with ease, with only occasional reference to a dictionary.</p> <p>Proofread Welsh texts including Welsh translations received from the translation service.</p>

Writing

<p>Basic</p> <p>Learn Welsh level: Entry / Mynediad</p> <p>CEFR: A1</p>	<p>I can: Fill in information on a simple form, e.g. First Name, Surname, Address, Phone Number, E mail Address, Job Title, Staff Number, Department, Line Manager, Location.</p> <p>Write very simple phrases or sentences about myself or others.</p> <p>Note down spoken information e.g. name, phone number and email address.</p>
<p>Competent</p> <p>Learn Welsh level: Foundation / Sylfaen</p> <p>CEFR A2</p>	<p>I can: Write short simple notes / message including expressions for starting and ending an email, apologising, stating when I or someone else will be available / can deal with the query, asking for something, thanking them or explaining something e.g. absence from work.</p> <p>Write a short text about a familiar topic.</p>
<p>Good</p> <p>Learn Welsh level: Intermediate / Canolradd</p> <p>CEFR B1</p>	<p>I can: Write emails and a formal letter relating to my job area, checked by a Welsh speaker.</p> <p>Make notes for my own use, from a spoken source.</p> <p>Write a letter on most topics, asking for things, giving explanations, or organising an event.</p> <p>Write accurately on most familiar topics.</p>
<p>Fluent</p> <p>Learn Welsh level: Advanced / Uwch</p> <p>CEFR B2</p>	<p>I can: Prepare and respond to familiar formal letters such as an enquiry, complaint, request and application.</p> <p>Take reasonably accurate notes in meetings or straightforward dictation.</p> <p>Write a straightforward report / document relating to my job area, which may need to be checked by a Welsh speaker.</p> <p>Write a short article, review or report on a variety of subjects of a general nature or work-related.</p> <p>Write detailed and well-structured texts, appropriate for the reader.</p> <p>Respond accurately to most types of correspondence from colleagues or external contacts.</p>
<p>Fluent +</p> <p>Learn Welsh level: Proficiency / Gloywi / Hyfadredd</p> <p>CEFR C1</p>	<p>I can: Write informal and formal letters on any subject.</p> <p>Write full, accurate notes of meetings whilst continuing to follow discussions and participate in them.</p> <p>Write reports and documents confidently with the help of spell/ grammar check for minor errors.</p> <p>Write extended texts, reports, articles, minutes or other types of writing in a style appropriate to the reader.</p> <p>Write with a high degree of accuracy on a wide range of topics.</p>