

**GUIDELINES – DEFINITION OF LANGUAGE SKILLS WHEN WELSH IS ESSENTIAL/DESIRABLE FOR
A POST**

**Posts requiring a high level of competency in Welsh (eg translators, public
relations, etc**

The status of Welsh as an essential or desirable skill and the level of Welsh language skills required will be noted in the **job description/person specification**.

Skill	Fluent	Intermediate	Basic
Under-standing/ Speaking	<p>Able to use Welsh correctly in informal and formal situations; confident to use a wide range of technical and professional terminology.</p> <p>Able to adapt the language register adopted as appropriate to the target audience.</p>		
Literacy	<p>Able to use Welsh language software (ie spellchecker etc) to produce a range of texts accurately and correctly.</p> <p>Capable of producing texts</p>		

	<p>without resort to support software on occasion.</p> <p>Able to adapt the language register adopted as appropriate to the target audience.</p> <p>Able to proofread high status texts (eg marketing copy).</p>		
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