

Level 1 - Entry	Level 2 - Foundation	Level 3 - Intermediate	Level 4 - Advanced	Level 5 - Proficiency
Business support posts				
Speaking				
<p>Can use some familiar everyday expressions and greetings e.g. bore da, diolch.</p> <p>Can pronounce names of places, people and organisations correctly.</p> <p>Can talk about themselves and others in an informal situation e.g. interests, family, work, activities, what you did yesterday, what you will be doing.</p> <p>Can talk about basic topics, e.g., the weather, time, prices.</p>	<p>Can hold a basic conversation with someone on a common everyday topic, provided the other speaker helps</p> <p>Can ask and answer questions on familiar topics e.g. work, hobbies, preferences, things which have happened or future plans.</p> <p>Can express a basic opinion regarding familiar topics including work, hobbies, interests.</p> <p>May need some help e.g. English words to aid understanding, may use some English words when speaking.</p>	<p>Can hold an extended conversation with a fluent speaker on a familiar topic e.g. interests or work, can contribute to work meetings and events bilingually, may use some English words when conversing.</p> <p>Can express an opinion and exchange information on a range of topics to do with everyday life e.g., hobbies, travel or immediate work-related topics.</p>	<p>Can talk confidently with fluent speakers on familiar topics related to everyday life or work.</p> <p>Can express views, engage in discussion, and speak at length about general topics, e.g. personal interests, in a meeting or in a one-to-one situation</p> <p>Can use a variety of tenses to discuss topics fluently.</p>	<p>Able to express yourself fully and precisely, even when discussing complex issues and unfamiliar matters.</p> <p>Can adapt language style according to the audience, e.g., when speaking in a formal context or talking to friends.</p> <p>Can speak at length about a complex issue, present arguments and lead discussions.</p>
Understanding				
<p>Can understand everyday expressions and very basic phrases if the speaker is talking slowly.</p> <p>Can understand simple conversations about familiar topics e.g. where someone lives,</p>	<p>Can usually understand when people talk about everyday situations e.g. personal information, work, what they have done or would do, provided they talk slowly.</p>	<p>Can understand information being given about common or familiar topics, or when things to do with work are being discussed e.g. in conversation, or in small group meetings.</p>	<p>Can usually follow most conversations or discussions, even on topics you're not familiar with.</p> <p>Can understand most TV and radio programmes intended for first language Welsh speakers,</p>	<p>Can easily follow all conversations and discussions between others, on all sorts of topics.</p> <p>Can understand all kinds of spoken Welsh, including lectures or complex discussions.</p>

<p>works, what they like doing, what they did.</p> <p>Can pick out the main information when someone is giving details about events, such as time and place.</p> <p>Able to understand basic, everyday requests.</p>	<p>Can usually understand when people ask you or others to do something, and when they're asking about future plans e.g., requesting and planning a meeting.</p> <p>Some English words may be required to aid understanding.</p>	<p>Can usually understand the main message and details, provided people speak clearly, e.g., when announcements are made or when listening to news bulletins.</p> <p>Able to understand the greater part of predictable, everyday conversations with staff and learners.</p> <p>Able to understand a variety of language patterns and tenses.</p> <p>Some English words may be required to understand unfamiliar / more complex topics or requests.</p>	<p>unless the speaker has a strong, unfamiliar accent.</p> <p>Able to understand professional discussions and relevant technical terms.</p>	
Literacy				
<p>Can understand very short phrases, and can guess what some notices mean.</p> <p>Can understand short texts where people are giving basic information about themselves or others.</p> <p>Can usually find details, such as time and cost, in advertisements or notices.</p> <p>Can write very simple phrases or sentences about yourself or others.</p>	<p>Can understand written messages about everyday things, and some very basic letters or emails about familiar topics, e.g., asking for something, or asking to pass a message on.</p> <p>Can understand short pieces of texts about familiar topics or simple books. May use a dictionary tool to aid/ confirm understanding of some words.</p> <p>Can write notes for personal use e.g. following a meeting. May include some English words or</p>	<p>Can understand straightforward, short articles on everyday topics of interest, or to do with work.</p> <p>Can guess what words mean from the context, when the topic is familiar.</p> <p>Can understand most e-mails and work-related documents.</p> <p>Able to write informal emails and notes to friends and colleagues and for personal use accurately.</p> <p>Can write a letter on most topics, asking for things, giving</p>	<p>Can understand most correspondence, and scan through long texts to find details.</p> <p>Can understand most newspaper articles and reports aimed at first language Welsh speakers, with the aid of a dictionary.</p> <p>Can understand novels and other texts, provided they are not written in a very formal or very colloquial style.</p> <p>Can accurately use a variety of tenses and language patterns in</p>	<p>Can read and understand almost all written Welsh texts with ease, with only occasional references to a dictionary.</p> <p>Can read long texts, e.g., reports, articles, to find relevant details and understand almost all styles of writing, e.g., formal or informal.</p> <p>Can write extended texts, reports, articles, minutes or other</p>

<p>Can pass on a simple message or make a simple request using familiar language patterns, e.g., by e-mail.</p> <p>Able to read common institutional signage.</p> <p>Able to read simple organisational notices / emails including familiar language patterns.</p> <p>Able to write very simple instructions, e.g. notes from a telephone conversation on a predictable subject.</p>	<p>need to check the meaning of some Welsh words following the event.</p> <p>Can write a short note to a friend or colleague, asking for something, thanking them or briefly explaining something, e.g., absence from work, planning a meeting.</p> <p>Can write a short text about a familiar topic, e.g., personal experience, or work-related experience.</p> <p>Can read and write in Welsh using a variety of simple sentence structures including use of different tenses.</p> <p>May ask a colleague/ friend to proof- read and/ or use dictionary tools to translate some content.</p>	<p>explanations, describing experiences, inviting people, or organising an event using a variety of language patterns fairly accurately.</p> <p>Can write fairly accurately on most familiar topics, e.g., related to interests or work-related using a variety of language patterns and tenses.</p> <p>Able to read standard and predictable texts, such as letters and emails.</p> <p>May ask a colleague / friend to proof- read.</p> <p>May be able to use spell check / grammar checking software i.e. Cysill to check accuracy of written documents.</p>	<p>writing to accurately convey tone and meaning.</p> <p>Can write a short article, review or report on a variety of subjects of a general nature, or which are work-related, with fairly accurate grammar.</p> <p>Can write detailed and well-structured texts, which are appropriate for the reader.</p> <p>Can respond accurately to most types of correspondence from colleagues or external contacts.</p> <p>Able to read extended texts (i.e. letters, reports, complex emails).</p> <p>Able to use Welsh language software (i.e.: spellchecker etc) to produce a range of texts, e.g.: standard letters, emails and minutes of meetings</p>	<p>types of writing in a style appropriate to the reader.</p> <p>Can write in formal or informal Welsh as necessary and adapt this to suit the audience.</p> <p>Can write detailed and well-structured texts, which are appropriate for the reader.</p> <p>Can use a variety of tenses and grammatical structures accurately when writing.</p> <p>Can write with a high degree of grammatical accuracy on a wide range of topics.</p> <p>Able to use Welsh language software (i.e. spellchecker etc) to produce a range of texts.</p>
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