

Bangor University Welsh Work Certificate

Level 1

Pronunciation of people's names and place names/buildings/departments

Greeting and farewell, basic phrases

Dialogue/set of simple phrases relevant to the job e.g:

Senior Managers – opening and closing a meeting in Welsh

Reception - telephone call transfer

Library – renew a book at the desk

Language level: Wlpan/Mynediad 1 (8-10 hours of learning)

Level 2

Level 2 is in two parts:

Part 1 (the same for everyone)

Numbers, days of the week, meeting times, job title/department

Set of specific dialogues using formal and informal, offering a 'panad' / arranging a meeting

Basic use of past and present tenses

Respond simply to questions about work: ydw, ydy, do, iawn

'Out of office' bilingual message using a template.

Part 2 (adapted as appropriate for the job)

A set of about 20 phrases/sentences used for the job in dealing with other people

Dialogue/work situation written in advance with help from tutor

Directing someone to another part of the Building or site (support staff)

or

Write a short e-mail to arrange a meeting with a colleague (senior managers)

Language level: Wlpan/Mynediad 2 – before or after Mynediad examination

Level 3

A series of 6 dialogues – face-to-face and by phone – based on situations in the individual's work. All dialogues pre-written with help from tutor. Candidates can learn the script in the test or vary their responses.

Two of the dialogues are set for the test (without the candidate knowing in advance which ones).

Tutor asks 2 work questions at the start of the test: What did you do at work

yesterday / What do you 'do in today/tomorrow?

Write 2 short e-mails (before or after the oral test) relating to the post

e.g. out of office message; arranging a meeting with a colleague;

The material can be varied according to the requirements of the post e.g. library desk – omitting the e-mails and replacing with 2 additional dialogues.

Language level: Wlpan 3/Foundation – before or after Sylfaen examination

Level 4

Be able to deal with several different situations, including:

Face-to-face conversation

- Informal conversation with tutor about work
- Informal conversation with a colleague

Telephone/on-line conversation

- A member of staff asking about the opportunity to use Welsh at work
- Phone a colleague to arrange a meeting or discuss a piece of work

The learner can practise the situations in advance but not know which questions will be asked and what exactly the content will be - no script

Writing tasks

- Write a short list / set of notes relevant to work
- Write an informal e-mail to a colleague relating to work

Language level: Intermediate – before or after Canolradd examination

Level 5

Face-to-face conversation

- Informal conversation with someone in the office
- Conversation with the tutor about work (tutor asks about the work)
- Member of staff calling in the office (conversation not prepared in advance)

Telephone conversation

- Phone someone in a different department or workplace to discuss work or confirm arrangements
- A member of staff in another office phones to discuss something (conversation not prepared in advance)

Writing/reading and understanding

- Write an informal e-mail to a member of staff arranging a meeting or to discuss an event
- Formal item (e.g. Agenda, e-mail to a group of staff)
- Respond to an e-mail containing several points.

Language level: Uwch/Advanced 1 – between Canolradd and Uwch examinations

Level 6

As above but more accuracy/fluency/better understanding than in level 5

Additional writing task: Correct a piece of Welsh containing errors

Includes a mentoring element – helping other staff to learn workplace Welsh at a basic level

Language level: Uwch/Advanced 2 – after Uwch examination

Level 7

Presentation / interview / meeting (actual) – relevant to the post

Talking to a group of people (e.g. students, team members, learners, tutors)

Discuss work with a colleague –someone who has been speaking English with the candidate so far

Mentoring session with a member of staff learning Welsh – or assisting a tutor in a teaching session with a group of learners

Writing tasks as level 6 but to be done in a set time (20minutes each task)

Language level: Proficiency