

**CYMRAEG (Scroll down for English)**

Lefel	Gwrando/Siarad	Darllen/Deall	Ysgrifennu
0	<ul style="list-style-type: none"> <li>Dim sgiliau iaith Gymraeg ar hyn o bryd</li> </ul>	<ul style="list-style-type: none"> <li>Dim sgiliau iaith Gymraeg ar hyn o bryd</li> </ul>	<ul style="list-style-type: none"> <li>Dim sgiliau iaith Gymraeg ar hyn o bryd</li> </ul>
1	<ul style="list-style-type: none"> <li>Gall ynganu geiriau, enwau lleoedd ac enwau personol Cymraeg yn gywir</li> <li>Gall gyfarch cwsmeriaid wyneb yn wyneb neu dros y ffôn a defnyddio geiriau ac ymadroddion pob dydd sylfaenol megis diolch, os gwelwch yn dda ayb.</li> <li>Gall ddechrau a gorffen sgwrs</li> </ul>	<ul style="list-style-type: none"> <li>Gall ddeall geiriau a brawddegau allweddol syml am faterion cyfarwydd / rhagweladwy yn ymwneud â'i faes / maes gwaith ei hun, megis ar arwyddion ac mewn llythyron</li> </ul>	<ul style="list-style-type: none"> <li>Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi Cymraeg ayb.</li> <li>Gall lenwi ffurflenni syml a chofnodi gwybodaeth syml megis cyfeiriad Cymraeg, a dyddiad a lleoliad cyfarfod</li> </ul>
2	<ul style="list-style-type: none"> <li>Gall ddeall craidd sgwrs</li> <li>Gall ymateb i geisiadau syml yn ymwneud â'r swydd a cheisiadau am wybodaeth ffeithiol</li> <li>Gall ofyn cwestiynau syml a deall ymatebion syml</li> <li>Gall ddechrau a gorffen sgysiau a chyfarfodydd yn ddwyieithog</li> </ul>	<ul style="list-style-type: none"> <li>Gall ddeall negeseuon a llythyrau neu e-byst sylfaenol iawn</li> <li>Gall ddeall gwybodaeth ffeithiol ac arferol am faterion cyfarwydd yn ymwneud â'i faes/maes gwaith ei hun, megis mewn llythyrau a thafleuni safonol</li> </ul>	<ul style="list-style-type: none"> <li>Gall ysgrifennu nodiadau / negeseuon syml byr ar amrywiaeth gyfyngedig o dopigau rhagweladwy'n ymwneud â'i faes / maes gwaith ei hun</li> </ul>
3	<ul style="list-style-type: none"> <li>Gall ddeall llawer o'r hyn sy'n cael ei ddweud yn y swyddfa neu mewn cyfarfod</li> <li>Gall gynnal sgwrs syml ar dopig yn ymwneud â'r swydd ond efallai bod angen troi at y Saesneg i drafod gwybodaeth fwy cymhleth neu dechnegol</li> <li>Gall ateb cwestiynau rhagweladwy neu ffeithiol</li> <li>Gall gymryd a throsglwyddo'r rhan fwyaf o negeseuon</li> </ul>	<ul style="list-style-type: none"> <li>Gall fras-darllen testunau am wybodaeth berthnasol</li> <li>Gall ddeall amrywiaeth weddol o destun arferol ac anarferol yn ymwneud â'r swydd pan ddefnyddir iaith safonol</li> </ul>	<ul style="list-style-type: none"> <li>Gall ysgrifennu negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol ond byddai angen i waith ysgrifenedig mwy ffurfiol gael ei wirio gan rywun sy'n meddu ar lefel gymwys o Gymraeg ysgrifenedig</li> <li>Gall gymryd nodiadau tra bo rhywun yn siarad</li> </ul>

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4	<ul style="list-style-type: none"> <li>• Gall gyfrannu'n effeithiol at gyfarfodydd o fewn ei faes / maes gwaith ei hun</li> <li>• Gall ddeall gwahaniaethau o ran iaith a thafodiaith</li> <li>• Gall ddadlau o blaid neu yn erbyn achos penodol</li> <li>• Gall gadeirio cyfarfodydd ac ateb cwestiynau'n hyderus o'r Gadair</li> <li>• Gall roi cyflwyniadau'n rhugl a hyderus yng nghyd-destun y maes gwaith</li> </ul>	<ul style="list-style-type: none"> <li>• Gall ddarllen a deall gwybodaeth yn weddol gyflym os na ddefnyddir geirfa anarferol ac os nad yw'r wybodaeth yn gymhleth neu'n dechnegol</li> </ul>	<ul style="list-style-type: none"> <li>• Gall baratoi llythyrau ffurfiol, gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost ayb.</li> <li>• Gall ysgrifennu adroddiad neu ddogfen syml ond byddai angen cael rhywun sy'n meddu ar lefel gymwys o Gymraeg ysgrifenedig i'w wirio</li> <li>• Gall gymryd nodiadau eithaf cywir mewn cyfarfodydd</li> </ul>
5	<ul style="list-style-type: none"> <li>• Gall gyfrannu'n rhugl a hyderus mewn perthynas â phob agwedd ar y gwaith pob dydd, gan gynnwys trafod a rhoi cyngor ar faterion technegol, arbenigol neu sensitif</li> <li>• Gall roi cyflwyniadau, a chyfweliadau i'r cyfryngau</li> </ul>	<ul style="list-style-type: none"> <li>• Gall ddeall gwybodaeth gymhleth a fynegir mewn iaith gymhleth, arbenigol neu dechnegol mewn dogfennau, adroddiadau, gohebiaeth, erthyglau ayb.</li> </ul>	<ul style="list-style-type: none"> <li>• Gall ysgrifennu gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth sy'n rhoi gwybodaeth i safon dderbyniol gyda chymorth offer iaith</li> <li>• Gall ysgrifennu nodiadau manwl mewn cyfarfod a chyfrannu iddo'n llawn yr un pryd</li> </ul>

**ENGLISH**

<b>Level</b>	<b>Listening/Speaking</b>	<b>Reading/Understanding</b>	<b>Writing</b>
0	<ul style="list-style-type: none"> <li>• No current Welsh language skills</li> </ul>	<ul style="list-style-type: none"> <li>• No current Welsh language skills</li> </ul>	<ul style="list-style-type: none"> <li>• No current Welsh language skills</li> </ul>
1	<ul style="list-style-type: none"> <li>• Can pronounce Welsh words, place names and personal names correctly</li> <li>• Can greet customers face to face or on the telephone and use basic every day words and phrases such as thank you, please etc.</li> <li>• Can begin and end a conversation</li> </ul>	<ul style="list-style-type: none"> <li>• Can understand simple key words and sentences on familiar /predictable matters relating to own job areas, such as on signs and in letters</li> </ul>	<ul style="list-style-type: none"> <li>• Can write personal names, place names, job titles etc.</li> <li>• Can fill in simple forms and note down simple information such as a Welsh address, the date and venue of a meeting</li> </ul>
2	<ul style="list-style-type: none"> <li>• Can understand the essence of a conversation</li> <li>• Can respond to simple job-related requests and requests for factual information</li> <li>• Can ask simple questions and understand simple responses</li> <li>• Can begin and end conversations and meetings bilingually</li> </ul>	<ul style="list-style-type: none"> <li>• Can understand messages and very basic letters or emails</li> <li>• Can understand factual and routine information on familiar matters related to own job area such as in standard letters and leaflets</li> </ul>	<ul style="list-style-type: none"> <li>• Can write short simple notes/messages on a limited range of predictable topics related to own job area</li> </ul>
3	<ul style="list-style-type: none"> <li>• Can understand much of what is said in the office or at a meeting</li> <li>• Can keep up a simple conversation on a work-related topic but may need to revert to English to discuss more complex or technical information</li> <li>• Can answer predictable or factual questions</li> <li>• Can take and pass on most messages</li> </ul>	<ul style="list-style-type: none"> <li>• Can scan texts for relevant information</li> <li>• Can understand a fair range of job-related routine and non-routine text when standard language is used</li> </ul>	<ul style="list-style-type: none"> <li>• Can write informal messages and reports for internal use but more formal written work would need to be checked by someone possessing a competent level of written Welsh</li> <li>• Can make notes whilst someone is talking.</li> </ul>

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4	<ul style="list-style-type: none"> <li>• Can contribute effectively to meetings within own area of work</li> <li>• Can understand differences in language and dialect</li> <li>• Can argue for or against a specific case</li> <li>• Can chair meetings and answer questions confidently from the Chair</li> <li>• Can give presentations fluently and confidently in the context of the job area</li> </ul>	<ul style="list-style-type: none"> <li>• Can read and understand information fairly quickly as long as no unusual vocabulary is used and no complex or technical information is involved</li> </ul>	<ul style="list-style-type: none"> <li>• Can prepare formal letters, business correspondence, short reports, email messages etc.</li> <li>• Can write a straightforward report or document but would need to have it checked by someone possessing a competent level of written Welsh</li> <li>• Take reasonably accurate notes in meetings</li> </ul>
5	<ul style="list-style-type: none"> <li>• Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters</li> <li>• Can give presentations and media interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Can understand complex information expressed in complex, specialist or technical language in documents, reports, correspondence and articles etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools</li> <li>• Can write detailed notes in a meeting whilst contributing fully</li> </ul>