

CANLLAWIAU SGILIAU IAITH

	GWRANDO / SIARAD	DARLLEN / DEALL	YSGRIFENNU
LEFEL 0	<ul style="list-style-type: none"> • Dim gwybodaeth am y Gymraeg o gwbl 	<ul style="list-style-type: none"> • Dim gwybodaeth am y Gymraeg o gwbl 	<ul style="list-style-type: none"> • Dim gwybodaeth am y Gymraeg o gwbl
LEFEL 1 Mynediad	<p>Gallaf:</p> <ul style="list-style-type: none"> • Ynganu geiriau, enwau lleoedd, enwau adrannau Cymraeg, etc. • Cyfarch a deall cyfarchiad • Defnyddio geiriau ac ymadroddion cyffredin, sylfaenol, e.e. diolch, os gwelwch yn dda, esgusodwch fi, etc. • Deall / trosglwyddo ceisiadau llafar syml o fath arferol / cyfarwydd / y mae modd eu rhagweld gan ddefnyddio iaith syml, e.e. 'Ga' i siarad â...' • Gwneud ceisiadau syml 	<p>Gallaf:</p> <ul style="list-style-type: none"> • Ddeall geiriau allweddol a brawddegau syml am faterion cyfarwydd / y mae modd eu rhagweld sy'n ymwneud â maes fy swydd i e.e. ar arwyddion, mewn llythyrau 	<p>Gallaf:</p> <ul style="list-style-type: none"> • Lenwi ffurflenni syml, nodi gwybodaeth syml e.e. dyddiad a lleoliad cyfarfod, cyfeiriad Cymraeg etc.
LEFEL 2 Sylfaen	<p>Gallaf:</p> <ul style="list-style-type: none"> • Ddilyn hanfod sgysiaau Cymraeg yn y gwaith • Ymateb i geisiadau syml sy'n ymwneud â'm swydd a gwneud cais am wybodaeth ffeithiol • Gofyn cwestiynau syml a deall atebion syml • Deall cyfarwyddiadau pan ddefnyddir iaith syml 	<p>Gallaf:</p> <ul style="list-style-type: none"> • Ddeall gwybodaeth ffeithiol, arferol am faterion cyfarwydd sy'n gysylltiedig â maes fy swydd i e.e. mewn llythyrau safonol, taflenni, etc. 	<p>Gallaf:</p> <ul style="list-style-type: none"> • Ysgrifennu nodiadau / negeseuon byr, syml am amrediad cyfyngedig o bynciau y mae modd eu rhagweld, sy'n gysylltiedig â'm profiadau personol i neu â maes fy swydd i
LEFEL 3 Canolradd	<p>Gallaf:</p> <ul style="list-style-type: none"> • Ddeall llawer o'r hyn a ddywedir mewn swyddfa, cyfarfod etc. • Cynnal sgwrs syml am bwnc sy'n ymwneud â'r gwaith, ond efallai bydd angen troi i'r Saesneg i drafod / rhoi manylion gwaith cymhleth neu dechnegol • Ateb cwestiynau ffeithiol neu rai y mae modd eu rhagweld • Cymryd a throsglwyddo'r rhan fwyaf o negeseuon sy'n debygol o fod ag angen sylw • Cynnig cyngor am faterion syml sy'n ymwneud â'm swydd • Mynegi barn mewn modd cyfyngedig, os yw'r pwnc yn gyfarwydd 	<p>Gallaf:</p> <ul style="list-style-type: none"> • Ddarllen testun yn fras i gael gwybodaeth berthnasol • Deall amrediad o ohebiaeth a thestun arferol ac anarferol sy'n gysylltiedig â'm swydd a deall hanfod testunau mwy anarferol pan ddefnyddir iaith safonol 	<p>Gallaf:</p> <ul style="list-style-type: none"> • Ysgrifennu llythyr safonol sy'n ymwneud â maes fy swydd i, ond bydd angen i siaradwr Cymraeg fwrw golwg drosto • Gwneud nodiadau tra bydd rhywun yn siarad
LEFEL 4 Uwch	<p>Gallaf:</p> <ul style="list-style-type: none"> • Gynnal sgwrs anffurfiol estynedig sy'n gysylltiedig â'm gwaith, gydag amrediad o fynegiant, ond efallai bydd angen troi i'r Saesneg i ateb cwestiynau nad oes modd eu rhagweld, neu esbonio pwyntiau cymhleth neu wybodaeth dechnegol • Cyfrannu'n effeithiol i gyfarfodydd a seminarau yn fy maes gwaith i fy hun • Dadlau o blaid / yn erbyn achos 	<p>Gallaf:</p> <ul style="list-style-type: none"> • Ddarllen a deall gwybodaeth yn lled gyflym ar yr amod nad yw'n defnyddio geirfa anarferol ac nad yw'n arbennig o gymhleth na thechnegol 	<p>Gallaf:</p> <ul style="list-style-type: none"> • Baratoi nifer o fathau o lythyrau ffurfiol cyfarwydd, fel ymholiad, cwyn, dymuniad a chais • Cymryd nodiadau go lew o gywir mewn cyfarfod neu gymryd arddywediad syml • Ysgrifennu adroddiad / dogfen syml sy'n ymwneud â maes fy swydd i, ond bydd angen i siaradwr Cymraeg fwrw golwg drosto
LEFEL 5 Hyfedredd	<p>Gallaf:</p> <ul style="list-style-type: none"> • Drafod / cyngori am faterion arferol, anarferol, cymhleth, cynhennus neu sensitif sy'n gysylltiedig â'm profiadau i fy hun • Rhoi cyflwyniad / arddangosiad • Delio'n hyderus â chwestiynau gelyniaethus neu rai nad oes modd eu rhagweld • Trafod gan ddefnyddio termau cymhleth / technegol • Cynnal cyfweiliadau ar y cyfryngau 	<p>Gallaf:</p> <ul style="list-style-type: none"> • Ddeall syniadau a gwybodaeth gymhleth a fynegir mewn iaith gymhleth neu arbenigol mewn dogfennau, adroddiadau, gohebiaeth ac erthyglau etc. 	<p>Gallaf:</p> <ul style="list-style-type: none"> • Ysgrifennu llythyrau am unrhyw bwnc • Ysgrifennu nodiadau llawn / cywir am gyfarfodydd, gan ddilyn trafodaethau a chymryd rhan ynddyn nhw • Ysgrifennu adroddiadau / dogfennau yn hyderus, ond efallai bydd angen bwrw golwg dros y rhain i chwilio am fân frychau sillafu a gramadeg

LANGUAGE SKILLS GUIDELINES

	LISTENING / SPEAKING	READING / UNDERSTANDING	WRITING
LEVEL 0	<ul style="list-style-type: none"> No current Welsh language skills 	<ul style="list-style-type: none"> No current Welsh language skills 	<ul style="list-style-type: none"> No current Welsh language skills
LEVEL 1 Entry	<p>I Can:</p> <ul style="list-style-type: none"> Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...' State simple requests 	<p>I Can:</p> <ul style="list-style-type: none"> Understand simple key words and sentences on familiar / predictable matters relating to my own job area, e.g. on signs, in letters 	<p>I Can:</p> <ul style="list-style-type: none"> Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.
LEVEL 2 Foundation	<p>I Can:</p> <ul style="list-style-type: none"> Understand the gist of Welsh conversations in work Respond to simple job-related requests and requests for factual information Ask simple questions and understand simple responses Understand instructions when simple language is used 	<p>I Can:</p> <ul style="list-style-type: none"> Understand factual, routine information on familiar matters related to my own job area, e.g. in standard letters, leaflets, etc. 	<p>I Can:</p> <ul style="list-style-type: none"> Write short simple notes / messages on a limited range of predictable topics related to my personal experiences or my own job area
LEVEL 3 Intermediate	<p>I Can:</p> <ul style="list-style-type: none"> Understand much of what is said in an office, meeting, etc. Keep up a simple conversation on a work related topic, but may need to revert to English to discuss / report on complex or technical information Answer predictable or factual questions Take and pass on most messages that are likely to require attention Offer advice on simple job-related matters Express opinions in a limited way as long as the topic is familiar 	<p>I Can:</p> <ul style="list-style-type: none"> Scan texts for relevant information Understand a fair range of job-related routine and non-routine text when standard language is used. 	<p>I Can:</p> <ul style="list-style-type: none"> Write a formal letter relating to my own job area, but will need to have it checked by a Welsh speaker Make notes while someone is talking
LEVEL 4 Advanced	<p>I Can:</p> <ul style="list-style-type: none"> Keep up an extended casual work related conversation with a good degree of fluency and range of expression but may need to revert to English to answer unpredictable questions or explain complex points or technical information Contribute effectively to meetings and seminars within own area of work Argue for/against a case 	<p>I Can:</p> <ul style="list-style-type: none"> Read and understand information fairly quickly as long as no unusual vocabulary is used and no particularly complex or technical information is involved 	<p>I Can:</p> <ul style="list-style-type: none"> Prepare formal letters of many familiar types such as enquiry, complaint, request and application Take reasonably accurate notes in meetings or straightforward dictation Write a straightforward report / document relating to my own job area, but will need to have it checked by a Welsh speaker
LEVEL 5 Proficiency	<p>I Can:</p> <ul style="list-style-type: none"> Advise on / talk about routine, non-routine, complex, contentious or sensitive issues related to own experiences Give a presentation/demonstration Deal confidently with hostile or unpredictable questions Carry out negotiations using complex / technical terms Give media interviews 	<p>I Can:</p> <ul style="list-style-type: none"> Understand complex ideas and information expressed in complex or specialist language in documents, reports correspondence and articles, etc. 	<p>I Can:</p> <ul style="list-style-type: none"> Write letters on any subject Write full / accurate notes of meetings while continuing to follow discussions and participate in them Write reports / documents with confidence but they may need to be checked for minor errors in terms of spelling and grammar