

DESCRIPTION OF EMPLOYEES ABILITY IN WELSH FOR ALL SKILLS/LEVELS

The descriptions below give an indication of the employees level in Welsh for all skills/levels. They relate to recognised qualification and assessment frameworks namely; the National Qualifications Framework , the Welsh for Adults Qualifications Framework, the Common European Framework of Reference for Languages (CEFR) and the Association of Language Testers in Europe (ALTE) framework, by the use of 'Can-do' statements.

ENTRY LEVEL

OVERALL DESCRIPTION OF LEVEL

You can:

Understand and use familiar everyday expressions if the speaker is talking slowly and clearly and is prepared to help.

Introduce yourself and others and can ask and answer questions about basic personal details, e.g. where someone lives, works, what they like doing, things they have and what they did.

Understand very short texts where people are giving basic information about themselves or others, e.g. on forms.

Pass on a simple message or make a simple request, e.g. by e-mail.

LISTENING

You can:

Understand everyday expressions, and very basic phrases if the speaker is talking slowly.

Understand conversations about basic personal information, e.g. where someone lives, works, what they like doing, what they did.

Guess what is being said when someone is giving details about events, such as time and place.

SPEAKING

You can:

Use some familiar everyday expressions, e.g. greetings, thanks.

Pronounce place names and names of people.

Talk about basic personal things in an informal situation, e.g. interests, family, work, what you did yesterday.

Talk about basic topics, e.g. the weather, time, prices.

READING

You can:

Understand very short phrases, and can guess what some notices mean.

Understand short texts where people are giving basic information about themselves or others.

Usually find details, such as time and cost, in advertisements or notices.

WRITING

You can:

Write very simple phrases or sentences about yourself or others.

Pass on a simple message or make a simple request, e.g. by e-mail.

LEVEL 1 - FOUNDATION

OVERALL DESCRIPTION OF LEVEL

You can:

Understand sentences when people talk slowly about everyday situations e.g. basic personal and family information, shopping, local area, employment, and what they have done or would do.

Hold a basic conversation with someone else on a common everyday topic e.g. work, hobbies, preferences, things which have happened or future plans.

Understand messages about everyday things and basic letters/emails.

Write short notes to friends/colleagues e.g. to pass on a message.

LISTENING

You can:

Understand when people talk about everyday situations, e.g. personal information, work, what they have done or would do, provided they talk slowly.

Understand when people ask you or others to do something, and when they're asking about future plans, e.g. requesting a meeting.

SPEAKING

You can:

Hold a basic conversation with someone else on a common everyday topic, provided the other speaker helps.

Ask and answer questions on familiar topics, e.g. work, hobbies, preferences, things which have happened or future plans.

READING

You can:

Understand messages about everyday things, and some very basic letters or e-mails, e.g. asking for something, or asking to pass a message on.

Understand short pieces of texts or very simple books, e.g. books for children.

WRITING

You can:

Write a short note to a friend or colleague, asking for something, thanking them or explaining something, e.g. absence from work.

Write a short text about a familiar topic, e.g. personal experience, or work-related experience.

LEVEL 2 - INTERMEDIATE

OVERALL DESCRIPTION OF LEVEL

You can:

Understand the main points when someone talks about common or everyday topics, or when things to do with work are discussed e.g., in conversation, or in a small group meeting.

Hold an extended conversation with a fluent speaker on a familiar topic to do with everyday life e.g. hobbies, travel or immediate work-related topics.

Describe experiences and events, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

Understand straightforward short articles or emails on everyday topics to do with work.

Write a letter/email on most topics, asking for things, giving information, inviting someone or organising an event.

LISTENING

You can:

Understand information being given about common or everyday topics, or when things to do with work are being discussed, e.g. in conversation, or in small group meetings.

Usually understand the main message and details, provided people speak clearly, e.g. when announcements are made or when listening to news bulletins.

SPEAKING

You can:

Hold an extended conversation with a fluent speaker on a familiar topic, e.g. interests or work.

Express a view and exchange information on a range of topics to do with everyday life, e.g. hobbies, travel or immediate work-related topics.

READING

You can:

Understand straightforward short articles on everyday topics of interest, or to do with work.

Guess what words mean from the context, when the topic is familiar.

Understand most e-mails and work-related documents.

WRITING

You can:

You can write a letter on most topics, asking for things, giving explanations, describing experiences, inviting people, or organising an event.

You can write fairly accurately on most familiar topics, e.g. related to interests or work-related.

LEVEL 3 - ADVANCED

OVERALL DESCRIPTION OF LEVEL

You can:

Usually follow most conversations or discussions, even on topics you're not familiar with, unless someone is speaking with a strong unfamiliar accent e.g. in a conference. Talk confidently with fluent speakers on familiar topics related to everyday life or work, and can express your views, engage in discussion, and speak at length about general topics e.g. in a meeting, or in a one-to-one situation.

Understand most correspondence, newspaper articles and reports aimed at fluent Welsh speakers with the aid of a dictionary, and scan through long texts to find detail.

Write short articles, reviews or reports on a variety of subjects of a general nature, or which are work-related, and respond accurately to most types of correspondence from internal or external sources.

LISTENING

You can:

Usually follow most conversations or discussions, even on topics you're not familiar with.

Understand most TV and radio programmes for first language speakers, unless they're speaking with a strong unfamiliar accent.

SPEAKING

You can:

Talk confidently with fluent speakers on familiar topics related to everyday life or work.

Express views, engage in discussion, and speak at length about general topics, e.g. in a meeting, or in a one-to-one situation.

READING

You can:

Understand most correspondence, and scan through long texts to find details.

Understand most newspaper articles and reports aimed at first language speakers, with the aid of a dictionary.

Understand novels and other texts, provided they are not written in a very formal or very colloquial style.

WRITING

You can:

Write a short article, review or report on a variety of subjects of a general nature, or which are work-related.

Write detailed and well-structured texts, which are appropriate for the reader.

Respond accurately to most types of correspondence from colleagues or external contacts.

LEVEL 4 – PROFICIENCY

OVERALL DESCRIPTION OF LEVEL

You can:

Understand with ease virtually everything heard or read.

Speak at length about complex issues, present arguments, and lead discussions.

Summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.

Express yourself spontaneously, very fluently and precisely, adapting your style according to the audience e.g., in an informal or formal context.

LISTENING

You can:

Easily follow all conversations and discussions between others, on all sorts of topics.

Understand all kinds of spoken Welsh, including lectures or complex discussions.

SPEAKING

You can:

Express myself fully and precisely, even when discussing complex issues.

Adapt your language style according to the audience, e.g. when speaking in a formal context or talking to colleagues.

Speak at length about a complex issue, presenting arguments, and leading the discussion.

READING

You can:

Read and understand nearly all written texts with ease, with only occasional reference to a dictionary.

Read long texts, e.g. reports, articles, to find relevant details and understand nearly all types of writing, e.g. formal or informal.

WRITING

You can:

Write extended texts, reports, articles, minutes or other types of writing in a style appropriate to the reader.

Write in formal or informal Welsh as necessary.

Write with a high degree of accuracy on a wide range of topics.