



## Welsh language skills matrix

### Overall levels' descriptions

Level	Description
<b>Level 0 - Awareness</b>	<p><b>You can:</b></p> <p>Recognise some short, simple words as being Welsh and even guess the meaning of some words when read or heard, provided the person is talking very slowly or the words are read in an explanatory context. Upon hearing simple words numerous times, you can repeat them and can also even write some short words. Although you may not consider these skills to be of much use in the workplace, the language is far from being alien to you and you have a firm grounding from which you can develop your skills.</p> <p>More importantly, you have a strong awareness and understanding of the bilingual environment in which the Wales Audit Office operates, the need to treat both languages equally, and you demonstrate sensitivity towards the needs of Welsh speakers. You are aware of what you can do to ensure both languages are treated equally and to meet the linguistic needs of all stakeholders, eg, use of appropriate translation services, making use of colleagues' language skills.</p>
<b>Level 1 - Entry</b>	<p><b>You can:</b></p> <p>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, eg, 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, eg, on forms. Pass on a simple message or make a simple request, eg, by e-mail.</p>

Level	Description
<b>Level 2 - Foundation</b>	<p><b>You can:</b></p> <p>Understand sentences when people talk slowly about everyday situations, eg, 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, eg, 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, eg, to pass on a message.</p>
<b>Level 3 - Intermediate</b>	<p><b>You can:</b></p> <p>Understand the main points when someone talks about common or everyday topics, or when things to do with work are discussed, eg, 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, eg, 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.</p>
<b>Level 4 - Advanced</b>	<p><b>You can:</b></p> <p>Usually follow most conversations or discussions, even on topics you're not familiar with, unless someone is speaking with a strong unfamiliar accent, eg, 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, eg, 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.</p>
<b>Level 5 - Proficiency</b>	<p><b>You can:</b></p> <p>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, eg, in an informal or formal context.</p>

## Individual skill areas descriptions

Level	Speaking	Listening	Reading	Writing
<b>Level 0 - Awareness</b>	I can repeat some basic, simple words upon hearing them often.	I can recognise some basic everyday greetings eg, bore da, diolch, if the person is talking very slowly.	I can recognise some basic, short Welsh words. I can also guess the meaning of some words when they are in an explanatory context.	I can write a short Welsh word with minimal assistance.
<b>Level 1 - Entry</b>	I can use some familiar everyday expressions, eg, bore da, diolch. I can also pronounce names of places, people and organisations. I can talk about basic personal things in an informal situation, eg, interests, family, work, what you did yesterday. I can also talk about basic topics, eg, the weather, time, prices.	I can understand everyday expressions and very basic phrases if the speaker is talking slowly. I can understand conversations about basic personal information, eg, where someone lives, works, what they like doing, what they did. I can guess what is being said when someone is giving details about events, such as time and place.	I can understand very short phrases, and can guess what some notices mean. I can understand short texts where people are giving basic information about themselves or others. I usually find details, such as time and cost, in advertisements or notices.	I can write very simple phrases or sentences about yourself or others. I can also pass on a simple message or make a simple request, eg, by e-mail.

Level	Speaking	Listening	Reading	Writing
<b>Level 2 - Foundation</b>	I can hold a basic conversation with someone on a common everyday topic, provided the other speaker helps. I can ask and answer questions on familiar topics, eg, work, hobbies, preferences, things which have happened or future plans.	I understand when people talk about everyday situations, eg, personal information, work, what they have done or would do, provided they talk slowly. I can understand when people ask me or others to do something, and when they're asking about future plans, eg, requesting a meeting.	I understand messages about everyday things, and some very basic letters or e-mails, eg, asking for something, or asking to pass a message on. I can also understand short pieces of texts or very simple books, eg, books for children.	I can write a short note to a friend or colleague, asking for something, thanking them or explaining something, eg, absence from work. I can also write a short text about a familiar topic, eg, personal experience, or work-related experience.
<b>Level 3 - Intermediate</b>	I can hold an extended conversation with a fluent speaker on a familiar topic, eg, interests or work. I can express a view and exchange information on a range of topics to do with everyday life, eg, hobbies, travel or immediate work-related topics.	I understand information being given about common or everyday topics, or when things to do with work are being discussed, eg, in conversation, or in small group meetings. I usually understand the main message and details, provided people speak clearly, eg, when announcements are made or when listening to news bulletins.	I can understand straightforward short articles on everyday topics of interest, or to do with work. I can guess what words mean from the context, when the topic is familiar. I understand most e-mails and work-related documents.	I can write a letter on most topics, asking for things, giving explanations, describing experiences, inviting people, or organising an event. I can write fairly accurately on most familiar topics, eg, related to interests or work-related.

Level	Speaking	Listening	Reading	Writing
<b>Level 4 - Advanced</b>	I can talk confidently with fluent speakers on familiar topics related to everyday life or work. I can express views, engage in discussion, and speak at length about general topics, eg, in a meeting, or in a one-to-one situation.	I usually follow most conversations or discussions, even on topics I'm not familiar with. I understand most TV and radio programmes intended for first language Welsh speakers, unless the speaker has a strong, unfamiliar accent.	I understand most correspondence, and scan through long texts to find details. I understand most newspaper articles and reports aimed at first language Welsh speakers, with the aid of a dictionary. I can understand novels and other texts, provided they are not written in a very formal or very colloquial style.	I 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. I can also write detailed and well-structured texts, which are appropriate for the reader. I respond accurately to most types of correspondence from colleagues or external contacts.
<b>Level 5 - Proficiency</b>	I express myself fully and precisely, even when discussing complex issues. I adapt my language style according to the audience, eg, when speaking in a formal context or talking to friends. I can speak at length about a complex issue, present arguments and lead discussions.	I can easily follow all conversations and discussions between others, on all sorts of topics. I understand all kinds of spoken Welsh, including lectures or complex discussions.	I can read and understand almost all written Welsh texts with ease, with only occasional references to a dictionary. I can read long texts, eg, reports, articles, to find relevant details and understand almost all styles of writing, eg, formal or informal.	I can write extended texts, reports, articles, minutes or other types of writing in a style appropriate to the reader. I can write in formal or informal Welsh as necessary. I can write with a high degree of grammatical accuracy on a wide range of topics.