

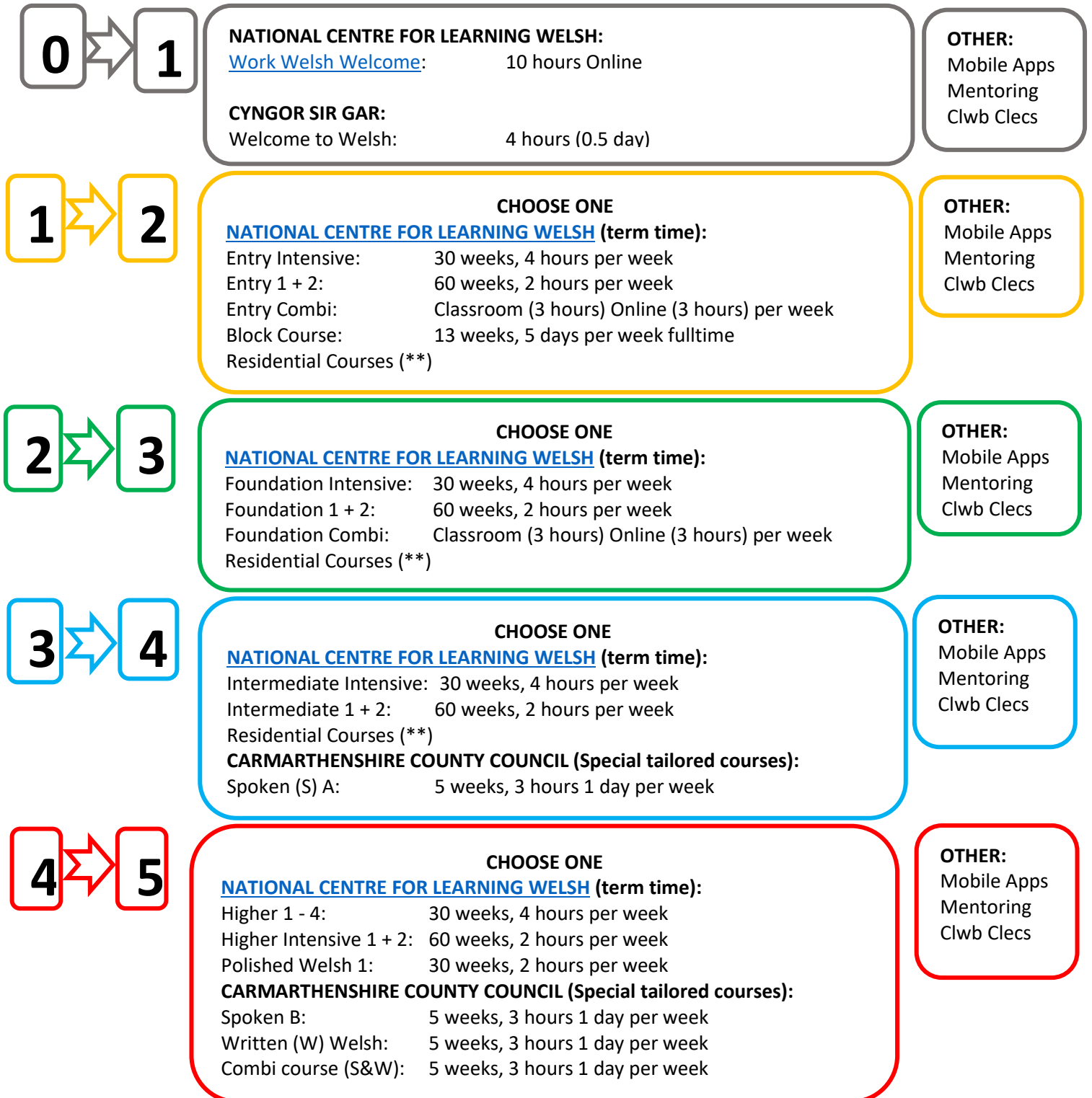
What level are you?

Are you able to...

LISTENING and SPEAKING	READING	WRITING
L1 – Pre Entry		
<ul style="list-style-type: none"> • Pronounce place names and personal names correctly. • Greet customers at reception or on the phone. • Open and close a conversation. 	<ul style="list-style-type: none"> • Understand short text about a familiar topic when it is communicated in plain language, e.g. basic signs, simple instructions, includes agendas. 	<ul style="list-style-type: none"> • Write personal names, place names, job titles and names of council departments.
L2 - Entry		
<ul style="list-style-type: none"> • Understand the core conversation. • Receive and understand simple messages on normal patterns, e.g. time and place of a meeting, request to talk with someone. • Convey basic information and simple instructions. • Open and close conversations and meetings bilingually. 	<ul style="list-style-type: none"> • Understand most short reports and instructions within the expertise of work, if there is sufficient time allowed. 	<ul style="list-style-type: none"> • Understand most short reports and instructions within the expertise of work, if there is sufficient time allowed.
L3 – Foundation		
<ul style="list-style-type: none"> • Understand and participate in most normal day-to-day conversations in the office. • Offer advice to the general public on issues relating to the post. Referring to specialised or technical terms in English. • Contribute to a meeting or a presentation on general issues relating to the post; referring to specialised or technical terms in English. 	<ul style="list-style-type: none"> • Understand most of the reports, documents and correspondence that would be expected to be discussed in the normal course of work. 	<ul style="list-style-type: none"> • Prepare informal messages and reports for internal use.
L4 – Intermediate		
<ul style="list-style-type: none"> • Contribute effectively in internal and external meetings in the context of the work subject. • Understand differences in tone and dialect. • Argue for and against a particular case. • Chair meetings and answer questions confidently. 	<ul style="list-style-type: none"> • Understand formal correspondence and reports. 	<ul style="list-style-type: none"> • Produce business correspondence, short reports, e-mails and promotional literature with editing assistance.
L5 – Advanced / Proficiency		
<ul style="list-style-type: none"> • Contribute fluently and confidently with regard to all aspects of daily work, including negotiating and advising on technical, specialised or sensitive areas. • Contribute to meetings and provide presentations fluently and confidently. 	<ul style="list-style-type: none"> • Understand reports, documents and articles linked to the normal course of work, including complex concepts expressed in convoluted language. 	<ul style="list-style-type: none"> • Produce business correspondence, short reports, e-mails and promotional literature to an acceptable level with the aid of standard language tools. • Draw up detailed notes while taking a full part in the meeting.



How to reach the next level...



Contact Kelly Morris, Welsh Language Learning and Development Adviser to discuss your options further
KellyAMorris@carmarthenshire.gov.uk 01267 24(6774)

*** tailored to meet the needs of different sectors and types of work.*