



Cymraeg Gwaith
Work Wales

Learning Welsh with Work Wales



Y Ganolfan
Dysgu Cymraeg
Genedlaethol —
National Centre
for Learning Welsh



Llywodraeth Cymru
Welsh Government

CYMRAG

Dysgu
Learn



- **Do you want to improve your Welsh language skills?**
- **Do you want to contribute to your organisation's bilingual services?**
- **Do you want to use more Welsh at work?**

The Work Welsh scheme has courses to help you use Welsh at work.

The advantages of learning Welsh with the Work Welsh scheme

There are many advantages to learning Welsh through the Work Welsh scheme. The scheme offers you:

- courses at your level
- courses to help you use Welsh at work
- intensive courses to make more progress in a short time
- courses to make you more confident to use your Welsh
 - personal development
 - an opportunity for professional development at work
 - access to further courses in your area
 - an opportunity for you to use your Welsh with people in your community, at home and with your family

What courses are available?

There are several ways of learning Welsh with Work Welsh

- An on-line **Welcome Work Welsh** course
- Intensive **Learn Work Welsh** courses
- Residential **Use Work Welsh** courses

Welcome Work Welsh

This is an on-line course for people with little or no Welsh language skills. This course will enable you to use phrases that are useful when dealing with Welsh-speaking members of the public when you're at work.

There are 10 units in this course and it takes 10 hours to complete. It's very flexible – you can follow the course any time you like and on any electronic device.

By the end of the course, you'll be able to:

- Introduce yourself to other people;
- Begin and end a conversation appropriately;
- Understand and use familiar phrases like greetings, say thank you and give directions;
- Give basic personal details like your name, company name and address;
- Check whether a customer prefers to use Welsh or English;
- Transfer a phone call to a Welsh-speaking colleague;
- Understand and use informal bilingual greetings when you open and close meetings, answer the phone, or when you're talking face-to-face with customers and colleagues;
- Be polite when you're dealing with enquiries in Welsh;
- Understand simple enquiries;
- Understand simple phrases commonly used at work when a Welsh speaker talks slowly;
- Understand vocabulary that's key to your work in the office or in a meeting.

Learn Work Welsh

The intensive Learn Work Welsh courses will improve your ability to use Welsh and help you to work bilingually. It will also help you to be able to offer services in Welsh to members of the public.

There are different course levels available – Entry, Foundation, Intermediate, Advanced and Proficiency. This table explains the different levels.

Level	Council of Europe (ALTE) Level	Description
Entry	A1	Courses for beginners with an emphasis on speaking Welsh.
Foundation	A2	An opportunity for learners to strengthen their speaking skills.
Intermediate	B1	More writing, reading and listening skills are introduced at this level – but the emphasis is still on speaking Welsh.
Advanced	B2	Courses help learners to improve their writing skills but again, the main emphasis is on strengthening speaking skills.
Proficiency	C1	Courses are available for experienced learners and fluent Welsh speakers who want to strengthen their spoken and written skills.

Using Work Welsh

Using Work Welsh is a five-day residential course. This course will focus on giving you the confidence to use Welsh at work. This course is suitable for learners who are on Intermediate (B1) level or above. It is also suitable for less confident Welsh speakers or confident speakers of Welsh who want to improve their Welsh language skills.

The residential courses will be held in Nant Gwrtheyrn, a centre for learning Welsh on the Llŷn Peninsula. The Nant Gwrtheyrn team will also deliver courses in residential locations in Cardigan and Cardiff. Food, accommodation and all essential learning resources for the residential period will be provided as part of the package.

Using Work Welsh can include:

- courses to improve the fluency of more advanced learners and Welsh-speakers who are not so confident in using their Welsh,
- courses tailored to the needs of specific work sectors or professions,



- general additional courses that meet the needs of employers and employees, and
- courses aimed at key members of staff in organisations such as Human Resources staff and front-line staff.

You can find more information about these courses at learnwelsh.cymru. You can also go to the website to register your interest in one of the courses.

Useful resources to help you learn and use Welsh

There are many resources available to help you when you have completed a course.

- **relevant books and literature** e.g. workbooks, dictionaries and terminology books
- **online resources** such as:
 - Welsh National Terminology Portal: www.termau.cymru
 - The Welsh Academy English-Welsh Dictionary Online: www.geiriaduracademi.org
 - Trinity St David Online Dictionary: www.geiriadur.net
- **Spell-check software** e.g. Cysgliad and/or Microsoft Support:
 - Cysgliad: www.cysgliad.com
 - Microsoft: <https://www.bangor.ac.uk/cymorthcymraeg/microsoft.php.cy>
- **To Bach** (circumflex) programme downloaded to computers to support the use of written Welsh:
 - www.interceptorsolutions.com/tobach
- **Microsoft language interface pack**
 - www.bangor.ac.uk/cymorthcymraeg/microsoft.php.en

Practising your Welsh at work

Having an opportunity to practise your new Welsh language skills is very important. Here are a few ideas:

- You could wear a **lanyard** or a **badge** which signals that you are learning Welsh. This shows other learners and Welsh speakers that you are ready to give it a go.
- You could set a **Welsh interface** on your computer to help you to make use of the Welsh available on your computer.
- There are over 200 Welsh **apps** available including an app to support Welsh **predictive text** on your **phone** or on your **keyboard**. Go to apiauyngymraeg.com to see more.
- You could ask to be paired with a confident and fluent **Welsh speaking colleague or mentor** to receive support and encouragement on a one-to-one basis at work.
- You could join in **social opportunities with colleagues** where you can practise and establish new ways of using Welsh e.g. a coffee-and-chat group, lunch time walking group, quiz night, social night and so on.

Practising Welsh outside work

The best way to develop your language skills is to practise as much as possible outside work too. There are many opportunities to use Welsh in communities across Wales. A good place to start would be to ask your local **Menter Iaith** (Welsh language initiative). There's information about events of all kinds to suit many interests available on learnwelsh.cymru.

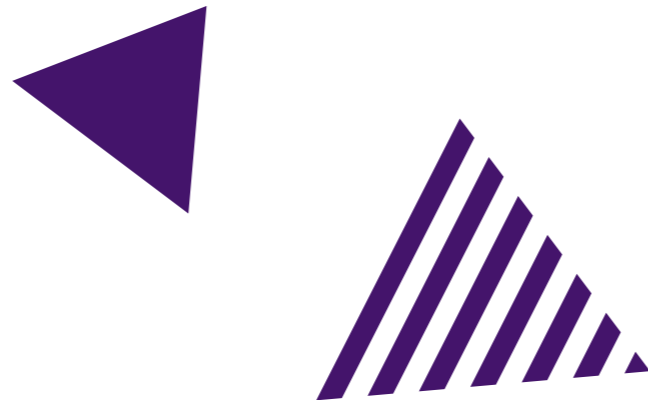
You can practise your listening and understanding skills by watching or listening to Welsh programmes on **S4C** or **Radio Cymru**.

S4C www.s4c.cymru S4C's 'catch up' service is available here: www.s4c.cymru/clic/e_index.shtml

Dal Ati is a specific service by S4C for intermediate and advanced level Welsh learners. It provides information, vocabulary, clips and more to provide enjoyment and confidence on the journey to becoming fluent.

Radio Cymru All of Radio Cymru's programmes are available on the website www.bbc.co.uk/radiocymru or you can listen again through www.bbc.co.uk/iplayer.

Many people use Welsh in **Facebook** groups and on **You Tube**. Have a browse and see what's of interest to you.




Further support

Support and information is available to you by contacting the National Centre for Learning Welsh in the following ways:

cymraeggwaith@dysgucymraeg.cymru
learnwelsh.cymru

Phone: 0300 323 4324

 @learncymraeg

 www.facebook.com/learncymraeg



**Cer amdani.
Give Welsh a go!**