**-SELF-ASSESSMENT of LANGUAGE SKILLS--**

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| **Name:** |  |

*Place a X in the box which best reflects your skills in relation to each language, e.g. you may consider that you are level 1 in Welsh and level 5 in English.*

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|  | **SPEAKING and LISTENING** | **READING** | **WRITING** |
| **Level** | **Definition** | **English** | **Welsh** | **Definition** | **English** | **Welsh** | **Definition** | **English** | **Welsh** |
| **0** | * *You have no speaking or listening skills in this language*
 |  |  | * *You have no reading skills in this language*
 |  |  | * *You have no writing skills in this language*
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| **1 – You can** | * *Pronounce words in the language, place names, department names, etc.*
* *Greet and understand a greeting*
* *Use basic everyday 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 but ability to follow up with supplementary questions/requests is very limited.*
 |  |  | * *Understand simple key words and sentences on familiar/predictable matters relating to own job area, e.g. on signs, in letters*
 |  |  | * *Fill in simple forms, note down simple information, e.g. date and venue of a meeting, an address*
 |  |  |
| **2 – You can** | * *Understand the gist of conversations in work*
* *Respond to simple job-related requests and requests for factual information*
* *Ask simple questions and understand simple responses*
* *Express opinions in a limited way as long as the topic is familiar*
* *Understand instructions when simple language is used.*
 |  |  | * *Understand factual, routine information and the gist of non-routine information on familiar matters related to own job area e.g. in standard letters, leaflets*
 |  |  | * *Write short simple notes / letters / messages on a limited range of predictable topics related to personal experiences or own job area*
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| **3 – You can** | * *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*
 |  |  | * *Scan texts for relevant information*
* *Understand a fair range of job-related routine and non-routine correspondence, factual literature, etc. when standard language is used*
 |  |  | * *Write a detailed/descriptive letter relating to own job area, but will need to have it checked*
* *Make reasonably accurate notes while someone is talking*
 |  |  |
| **4 – You can** | * *Keep up an extended casual work related conversation or give a presentation with a good degree of fluency and range of expression but may need to revert to another language 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*
 |  |  | * *Read and understand information fairly quickly as long as no unusual vocabulary is used and no particularly complex or technical information is involved*
 |  |  | * *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 report / document relating to own job area*
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| **5 – You can** | * *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*
 |  |  | * *Understand complex ideas and information expressed in complex or specialist language in documents, reports correspondence and articles, etc.*
 |  |  | * *Write letters on any subject*
* *Write full and accurate notes of meetings or seminars 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*
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| Signed: | \_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_ | Dated: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |