

Advertisements

1. What kind of advertisement?

- Advertisements for University posts, courses, resources and services. Advertisements relating to official or constitutional matters. Every advertisement that includes the University's logo.

2. Where ?

- Advertisements that appear in the Welsh press should be in Welsh only.
- Advertisements that appear in the bilingual or English language press in Wales should be bilingual.

3. Bilingual advertisements : format

- The Welsh and English should be side by side with the Welsh on the left or uppermost.

4. Advertising courses and lectures.

- The titles of the courses and lectures should be in the language that the course or lecture will be delivered. The remaining details should be bilingual.
- Remember to include the date, time and place bilingually, using the Welsh version of place names on the Welsh side.

5. Advertisements on the radio or television.

- The language of the advertisement should correspond to the language of the channel.

The vocabulary and phrases below may be useful when preparing an advertisement for a post or other service. Remember that the translation of advertisements and notices is prioritised by the Translation Unit.

Key words	
Advantageous	Manteisiol
Advertisement(s)	Hysbyseb(ion)
Applicant	Ymgeisydd
Application form	Ffurflen gais
Bilingual skills	Sgiliau dwyieithog
Closing date	Dyddiad cau
Communication skills	Sgiliau cyfathrebu
Computer skills	Sgiliau cyfrifiadurol
Desirable	Dymunol
Essential	Hanfodol
Experience	Profiad
Fixed-term post	Swydd cyfnod penodol
Full-time post	Swydd amser llawn
Important consideration	Ystyriaeth bwysig
...in the first instance.	...yn y lle cyntaf.
Interpersonal skills	Sgiliau rhyngpersonol

Interview date	Dyddiad cyfweiliad
Interview(s)	Cyfweiliad(au)
Job advertisement	Hysbyseb swydd
Job description	Disgrifiad o'r swydd
Managerial skills	Sgiliau rheoli
Part-time post	Swydd ran amser
Person specification	Manyleb person
Post-holder	Deiliad y swydd
Press advertisement	Hysbyseb yn y wasg
Probation	Cyfnod prawf
Qualification	Cymhwyster
Qualifications	Cymwysterau
Ref.	Cyf.
Reference	Cyfeirnod
Relevant experience	Profiad perthnasol
Salary	Cyflog
Salary scale	Graddfa gyflog
Shortlist	Rhestr fer
Skill	Sgîl
Temporary post	Swydd dros dro
Time management skills	Sgiliau rheoli amser
36.5 hours per week	36.5 awr yr wythnos

Useful phrases	
A clean driving licence is essential.	Mae trwydded yrru lân yn hanfodol.
Applications are invited for the above post.	Gwahoddir ceisiadau ar gyfer y swydd uchod.
Experience of work in a higher education institution would be an advantage.	Byddai profiad o weithio mewn sefydliad addysg uwch yn fanteisiol.
For an informal discussion, please contact Mr AB.	I gael sgwrs anffurfiol, cysylltwch â Mr AB.
Informal enquiries may be made by contacting Mr AB.	Gellir gwneud ymholiadau anffurfiol trwy gysylltu â Mr AB.
Interview date: Week commencing 25 October.	Dyddiad cyfweiliad: Wythnos yn dechrau 25 Hydref.
Interviews will be held on 3 November.	Cynhelir cyfweiliadau ar 3 Tachwedd.
Interviews will be held on Monday, 6 December.	Cynhelir cyfweiliadau ddydd Llun, 6 Rhagfyr.
Investors in People.	Buddsoddwyr mewn Pobl.
Relevant administrative experience is essential.	Mae profiad gweinyddol perthnasol yn hanfodol.
Salary negotiable.	Cyflog i'w drafod.
The ability to work as part of a team is essential.	Bydd y gallu i weithio yn rhan o dîm yn hanfodol.
The ability to work through the medium of Welsh is essential for this post.	Bydd y gallu i weithio drwy gyfrwng y Gymraeg yn hanfodol ar gyfer y swydd hon.
The appointee will be responsible for...	Bydd y sawl a benodir i'r swydd yn gyfrifol am...
The post is offered for a fixed-term period (of three years).	Cynigir y swydd am gyfnod penodol (o dair blynedd).
The post to commence on 1 October or as soon as possible thereafter.	Y swydd i gychwyn ar 1 Hydref neu'n fuan ar ôl hynny.

This is a fixed-term post and is subject to probation.	Mae hon yn swydd cyfnod penodol ac yn amodol ar gyfnod prawf.
This is a fixed-term post.	Mae hon yn swydd cyfnod penodol.
This is a post to cover a period of maternity leave.	Swydd yn ystod cyfnod mamolaeth yw hon.
Working towards Equal Opportunities.	Yn gweithio tuag at Gyfle Cyfartal.
You will be responsible for...	Byddwch yn gyfrifol am...
You will have a degree (or equivalent).	Bydd gennych radd (neu'r hyn sy'n cyfateb iddi).
Your duties will include...	Bydd eich dyletswyddau yn cynnwys...

- Although this section deals mainly with advertisements of posts, the Scheme refers to advertisements of all kinds which appear in the press in the name of the University.
- All advertisements for posts in the English-language or bilingual press in Wales shall be bilingual, with the Welsh placed parallel to the English, and to the left.
- All advertisements published in the English-language or bilingual press in Wales and advertising the institution's resources and services shall be bilingual, with the Welsh appearing first or uppermost.
- All notices published in the English-language or bilingual press in Wales shall be bilingual, with the Welsh appearing first or to the left of the English.

Relevant section of the Welsh Language Scheme: 4.10 (Press Advertisements)