

Labels and Envelopes

Key words	
[Important] Documents enclosed	Dogfennau [pwysig] yn amgaeedig
[Important] Papers enclosed	Papurau [pwysig] yn amgaeedig
Confidential	Cyfrinachol
Date as Postmark	Dyddiad yn ôl y marc post
FAO (For the attention of)	I sylw
First Class	Dosbarth Cyntaf
For information	Er gwybodaeth
For information only	Er gwybodaeth yn unig
Internal Mail	Post Mewnol
Internal	Mewnol
Personal	Personol
Private and Confidential	Preifat a Chyfrinachol
Private	Preifat
Second Class	Ail Ddosbarth
Stamped Addressed Envelope	Amlen â chyfeiriad a stamp
Strictly Confidential	Hollol Gyfrinachol
Urgent	Brys

Counties in Wales	
Anglesey	Sir Fôn
Blaenau Gwent	Blaenau Gwent
Bridgend	Pen-y-bont ar Ogwr
Caerphilly	Caerffili
Cardiff	Caerdydd
Carmarthenshire	Sir Gaerfyrddin
Ceredigion	Ceredigion
Conwy	Conwy
Denbighshire	Sir Ddinbych
Flintshire	Sir y Fflint
Gwynedd	Gwynedd
Merthyr Tydfil	Merthyr Tudful
Monmouthshire	Sir Fynwy
Neath-Port Talbot	Castell-nedd a Phort Talbot
Newport	Casnewydd
Pembrokeshire	Sir Benfro
Powys	Powys
Rhondda Cynon Taff	Rhondda Cynon Taf
Torfaen	Torfaen
Vale of Glamorgan	Bro Morgannwg
Wrexham	Wrecsam

Some Welsh Placenames	
Aberdare	Aberdâr
Abergavenny	Y Fenni
Ammanford	Rhydaman
Barmouth	Y Bermo
Barry	Y Barri
Beaumaris	Biwmares
Blackwood	Y Coed-duon
Brecon	Aberhonddu
Bridgend	Pen-y-bont ar Ogwr
Builth Wells	Llanfair-ym-Muallt
Cardiff	Caerdydd
Cardigan	Aberteifi
Carmarthen	Caerfyrddin
Chepstow	Cas-gwent
Colwyn Bay	Bae Colwyn
Cowbridge	Y Bont-faen
Denbigh	Dinbych
Devil's Bridge	Pontarfynach
Fishguard	Abergwaun
Haverfordwest	Hwlfordd
Holyhead	Caergybi
Holywell	Treffynnon
Kidwelly	Cydweli
Lampeter	Llanbedr pont Steffan
Llandaff	Llandaf
Llandovery	Llanymddyfri
Llandrindod Wells	Llandrindod
Llantwit Major	Llanilltud Fawr
Menai Bridge	Porthaethwy
Milford Haven	Aberdaugleddau
Mold	Yr Wyddgrug
Mountain Ash	Aberpennar
Narberth	Arberth
Neath	Castell-nedd
Newcastle Emlyn	Castellnewydd Emlyn
Newport (Monmouthshire)	Casnewydd (Mynwy)
Newport (Pembs.)	Trefdraeth (Sir Benfro)
Newtown	Y Drenewydd
Presteigne	Llanandras
Ruthin	Rhuthun
St Asaph	Llanelwy
St David's	Tyddewi
Swansea	Abertawe
Tenby	Dinbych-y-pysgod
Welshpool	Y Trallwng
Whitland	Hen Dŷ Gwyn ar Daf
Wrexham	Wrecsam

- You may also find the lists of buildings and rooms within the university of use when addressing envelopes and preparing labels for internal use.
- Remember to use the Welsh form of address when sending correspondence to Welsh-medium and bilingual schools in Wales.

- All labels and envelopes to students and staff who have expressed their wish to receive correspondence in Welsh from the university should be addressed in Welsh or bilingually.
- Labels and envelopes for general mailshots to both students and staff should be prepared bilingually.
- Labels and envelopes to institutions and members of the public (including prospective students) in Wales should be addressed bilingually.

Relevant section of the Welsh Language Scheme: 4.1 (Correspondence)

- Please contact the Centre for Welsh Language Services on ext. 2045 or e-mail *translation@aber.ac.uk* for translations of towns and villages in Wales which are not listed here.