

Taflen Gwirio Dwyieithrwydd

Agwedd	Oes	Rhannol	Nagoes	Sylwadau
Arferion dwyieithog anffurfiol				
Polisi iaith				
Cynllun iaith Gymraeg				
Delwedd gyhoeddus				
Enw a logo				
Deunydd corfforaethol e.e. papur pennawd / cardiau busnes				
Arwyddion				
Tafleni a deunydd print				
Ffurflenni				
Cylchlythyron				
Hysbysebion a hysbysiadau				
Deunydd cyhoeddusrwydd a datganiadau i'r wasg				
Safle we				
Delio â'r Cyhoedd yn Gymraeg				
Cyfarchiad ffôn				
Delio ag ymholiadau				
Delio â sgysiau penodol				
Neges peiriant ateb				
Ateb gohebiaeth				
Cyfarfodydd cyhoeddus				
Cyfarfodydd ag unigolion				
Gweithgareddau cymdeithasol				
Cytundebau â thrydydd parti				
Gweinyddiaeth a rheolaeth fewnol / Agweddau cefnogol				
Ystyried dwyieithrwydd wrth wneud cais am gyllid				
Canllawiau staff				
Meddalwedd cefnogol				
Strategaeth hyfforddiant				
Strategaeth recriwtio				
Strategaeth farchnata				
Unrhyw agwedd arall				

Checklist for Bilingualism

Context	Yes	Partly	No	Comments
Informal bilingual usage				
Language Policy				
Welsh Language Scheme				
Public image				
Name and logo				
Corporate material e.g. headed paper / business cards				
Signs				
Leaflets and printed material				
Forms				
Newsletters				
Advertisements and notifications				
Publicity material and press releases				
Website				
Dealing with the public in Welsh				
Greeting on the phone				
Dealing with enquiries				
Dealing with specific conversations				
Answering machine message				
Answering correspondence				
Public meetings				
Meetings with individuals				
Social activities				
Agreements with third parties				
Internal administration and management / Supportive features				
Consider bilingualism when applying for funding				
Staff guidelines				
Supportive software				
Training strategy				
Recruitment strategy				
Marketing strategy				
Any other context				