

Correspondence

Key words

Circular	Cylchlythyr
E-mail	E-bost
Fax.	Ffacs.
Letter	Llythyr
Memorandum	Memorandum/Memorandwm
Message	Neges
Reference	Geirda
Standard letter	Llythyr safonol

- The following guidelines are relevant to those who correspond with institutions, individuals, members of the public (including prospective students) in Wales, members of staff and students at the university.
- Correspondence includes letters, memoranda, circulars, e-mails, faxes. All standard and general correspondence with the above people should be prepared bilingually.
- Registered students express a preference to receive their correspondence from the institution in either Welsh or English at the time of registration. This information is available on the university's AStRA system and may be accessed by AStRA users in departments.
- Staff express their language of choice on the Linguistic Skills Questionnaire and this information is kept by human Resources on the Cyborg system.
- When initiating correspondence in the name of or on behalf of the university, you should ensure that this is done in the preferred language of the recipient, if it is known to you; in all other cases you should correspond bilingually.
- When preparing a written reply to correspondence received in Welsh, the reply should also be in Welsh. DO NOT send a reply in English to correspondence received in Welsh.
- When sending bilingual correspondence, you should ensure that the Welsh and English versions are sent out at the same time, that both versions are equal as regards prominence and presentation and where correspondence is signed, that the signature appears on Welsh and English versions alike.

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

- Examples of letters, faxes, memoranda, labels and envelopes are given. There is also a separate helpsheet on Sending Bilingual E-mails.
- You may also find the helpsheet on dates and posts within the university useful in preparing correspondence.
- Courses for non-Welsh speakers on 'Dealing with Welsh Correspondence' are available.
- Please contact the Centre for Welsh Language Services on ext. 2045 for further advice.
- Please contact translation@aber.ac.uk if you need to translate correspondence. Welsh speakers can also send their own translations to the translation service for editing and checking, if they wish to do so.