IT Tips to promote the use of the Welsh language internally

01

Use machine translation

Using the translation function integrated into applications such as Microsoft or Google can be a way of encouraging staff members to draft informal or internal text and build their confidence to use written skills (with an emphasis on careful proofreading).

02

Setting Microsoft's operating language to Welsh

You can set as default, or give staff the option to change the language of Microsoft programs, so that all apps are in Welsh. This will allow staff to be more familiar with terms for activities related to their day-to-day work.

03

Use a Working Welsh (Iaith Gwaith) logo and an e-mail signature that indicates Welsh ability.

Using the badge or a specific wording in an email works as a behaviour change trigger and makes it clear to anyone what language they can use when communicating with that individual.

04

Use spellchecking and grammar software

You should be encouraging everyone to use apps such as **Cysgeir** to check Welsh text and to encourage confidence in using correct Welsh.

05

Use resources such as Dictionaries and Welsh Thesauruses

There are a host of free resources available on the web to help your staff when drafting in Welsh.

06

Add a background on Microsoft Teams/Zoom that includes a Working Welsh (Iaith Gwaith) logo

This will highlight who has Welsh ability and is therefore willing to contribute in Welsh in virtual meetings. You can also create a logo which indicates that someone understands but is unable to contribute, which will facilitate the use of Welsh by others.