

**THIS IS A TRANSLATION – THE ORIGINAL LETTER WAS SUBMITTED IN WELSH**

Canolfan Bedwyr

Bangor University

13 August 2013

Dear William Powell AM

**Petition P-04-483 Plain English /Cymraeg Clir policy**

Thank you very much for your letter dated 23 July 2013 regarding the above petition. I would also like to thank you for the copies of Welsh Government and National Assembly for Wales correspondence in relation to the same petition. We are very pleased that the need to communicate with the public in clear and easy to understand Welsh the subject of public debate. We are also pleased that the Assembly's style guide gives clear encouragement to internal and external translators who translate public documents to maintain a clear style, using plain language. In terms of our experience, as a centre, of dealing with various Assembly departments, we are happy to attest to the clear efforts made by officials to keep to these guidelines.

Your letter asks specifically for our opinion about the appropriateness of adopting a formal policy for communicating in Plain English/Cymraeg Clir. Given that the letters presented by the First Minister and the Chief Executive and Clerk of the Assembly emphasise the fact that the principle of communicating using clear and natural language has already been accepted, perhaps there would be no harm in producing a short document to summarise those points. In adopting such a policy, perhaps consideration could also be given to using the Crystal Mark in English and the Cymraeg Clir<sup>1</sup> seal in Welsh to highlight this in public documents. In this context, it is worth emphasising the importance of aiming for clarity in both languages. There is no better way of facilitating a translator's work than a document that has been written clearly and coherently in the first place.

Of course, the challenge in moving from guidelines to policy is to ensure that there are procedures in place that are sufficiently robust to uphold the principles that are being adopted. In an organisation that produces so many bilingual materials, we know that implementing a consistent house style it is not an easy task, despite all encouragement and guidance. In that regard, it would be worth considering an internal editing procedure to ensure that all Assembly public documents are clear and easy to understand.

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<sup>1</sup> Information about the Cymraeg Clir seal is available here:  
[http://www.bangor.ac.uk/canolfanbedwyr/marc\\_cc.php.en](http://www.bangor.ac.uk/canolfanbedwyr/marc_cc.php.en)

I hope that these comments will assist the committee in responding to the petition. If we can make any further contribution to the discussion, or if you would like us to respond to any steps emanating from the discussion, we would be very happy to try to do so.

Yours sincerely

Dr Llion Jones

Director of Canolfan Bedwyr  
(on behalf of the centre's Cymraeg Clir unit)

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