



WELSH FOR THE WORKPLACE

CYMRAEG I'R GWEITHLE

Greetings / Cyfarchion

Welcome to 'Company Name'	→	Croeso i 'Enw'r Cwmni'
Hello	→	Helô
Good morning	→	Bore da
Good afternoon	→	Prynhawn da
Good evening	→	Noswaith dda
Good night	→	Nos da
Goodbye	→	Hwyl fawr

Answering the Phone / Ateb y Ffôn

Good morning, [Name Of Company]. How can I help you?



Bore da. [Enw'r Cwmni]. Sut alla i'ch helpu chi?

Can I take a message?

→ Ga fi gymryd neges?

What is your telephone number?

→ Beth yw'ch rhif ffôn chi?

Answer Phone Messages / Negeseuon Peiriant Ateb

"This is [Name] phone. I am not available to answer your call at present, so please leave a message. Thank you."



"Dyma ffôn [Enw]. Dw i ddim ar gael i ateb eich galwad ar hyn o bryd, felly gadewch neges os gwelwch yn dda. Diolch."