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**MEMORANDUM**

**At/To:**

**Cc:**

**Dyddiad/Date:** 01/10/10

**Pwnc/Subject:**

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**Brief memos**

[Welsh text / Testun yn Gymraeg]

XX  
XX

[English text]

XX  
XX

**Longer memos**

- Include the Welsh text on one side and the English text on the other.
- Ensure that both sides are signed.
- Use the words 'Cymraeg drosodd > / English overleaf' to help the reader choose which version he/she wishes to read.

**Memos of more than one page**

- Provide separate Welsh and English versions, ensuring that both versions are signed and sent out simultaneously.

- The Design Studio can provide headed memoranda for departments and offices and will ensure that contact details are available bilingually, as with headed paper.
- Please contact the Centre for Welsh Language Services (ext. 2045) for help with bilingual layouts and further advice.
- Please contact *translation@aber.ac.uk* for translations of memoranda.