

Cymraeg

**#Caru
Cymraeg**



GRŴP COLEGAU
NPTC
GROUP OF COLLEGES

**GEIRFA
BUSNES**

**BUSINESS
VOCABULARY**

**apwyntiadau
busnes
cofnodion
cyfarfod
cynaliadwyedd
derbynfa
deunydd ysgrifennu
dogfennau
dyddiadur
ffeilio
ffôn
gweinyddiaeth
gweithdrefnau
gwybodaeth
iechyd a diogelwch
perfformiad
post
sefydliad
sgiliau
systemau
swyddfa
tasgau
terfyn amser**

**appointments
business
minutes (of a meeting)
meeting
sustainability
reception
stationary
documents
diary
filing
phone
administration
procedures
information
Health and Safety
Performance
mail
organisation
skills
systems
office
tasks
deadlines**

