OPENING TWOS - THREE WEAK AND ONE STRONG

This method is not quite as common in regular club play as the traditional 'natural strong twos' or 'Benji Acol (featuring two artificial strong bids)', but it is efficient and simple in concept and use.
This is my recommended method from beginner up to an intermediate level.

2♦, 2♥ and 2♠ are weak and natural. The suit will usually be six-card headed by a minimum of KT or QJ, and if opening in first or second seat the hand will not usually contain an outside four-card major.
2♣ is artificial and strong. It promises either 8+ playing tricks in a single-suited hand in a major, 9+ playing tricks in a single-suited hand in a minor, any 23+ points in an unbalanced hand, or or a balanced range higher than your 2NT opening bid - typically 23+.
Note that it is not game-forcing as is the traditional Acol 2♣. It is forcing for one round and promises a rebid, but that is all.

Natural weak twos	p.t. = playing tricks			g.f. = game-forcing
Six-card suit (♦,♥,or ♠)	5 - 9		open two of the suit	don't bid again unless forced.
Standard openings				
Six-card major	10 - 15		open one of the suit	rebid two of the suit.
	16 -22	and not 8 p.t.	open one of the suit	rebid three of the suit.
Six-card minor	10 - 15		open one of the suit	rebid two of the suit.
	16 -22	and not 9 p.t.	open one of the suit	rebid three of the suit.
Strong opening hands				
Six-card major	16 - 22	and 8 - 9 p.t.	open 2♣	rebid in your suit.
	16+	and 9½+ p.t.	open 2♣	jump rebid in your suit (g.f.)
Six-card minor	16 - 22	and 9, 9½ p.t.	open 2♣	rebid in your suit.
	16+	and 10+ p.t.	open 2♣	jump rebid in your suit (g.f.)
Any 5+ - card suit	23+		open 2♣	jump rebid in your suit (g.f.)

Responding to a weak two

The following is based on the principle of 'bidding to the level of the fit' as when overcalling. This principle should be applied with an eye on the vulnerability - be prepared to go one higher when 'green against red' and one less when 'red against green'.
I have chosen to play a simple change of suit as natural and constructive, but not forcing. You may prefer to play it as forcing.

Responding to 2♦, 2♥, or 2♠				
Three-card support			raise to the three-level	bid to the level of the fit.
Four-card support			raise to the four-level	bid to the level of the fit.
Two-card support or better	16+		jump to game	or bid 2NT (see below).
Good six-card suit of your own			bid your suit	encouraging - not forcing.
Poor support - good stops	18+		bid 3NT.	
Game or not?			Bid 2NT	artificial and forcing.
in response	3♣	5 - 7	poor suit	
	3♦	5 - 7	two top honours in suit	A,K,Q are top honours.
	3♥	8 - 9	poor suit	
	3♠	8 - 9	two top honours in suit	
	3NT		A,K and Q	

Responding to an artificial 2♣

This table shows two options - 'always relay' and 'natural positives' - you must agree your method.
Excellent alternative forms of positive response are available (particularly AK positives).

Responding to 2♣.			
Basic method		always	relay with 2♦.
Natural positives	8+	or an A and a K	and a five-card suit headed by 2 top honours. bid your suit (g.f.) 2NT is a positive in diamonds.
		anything else	relay with 2♦.