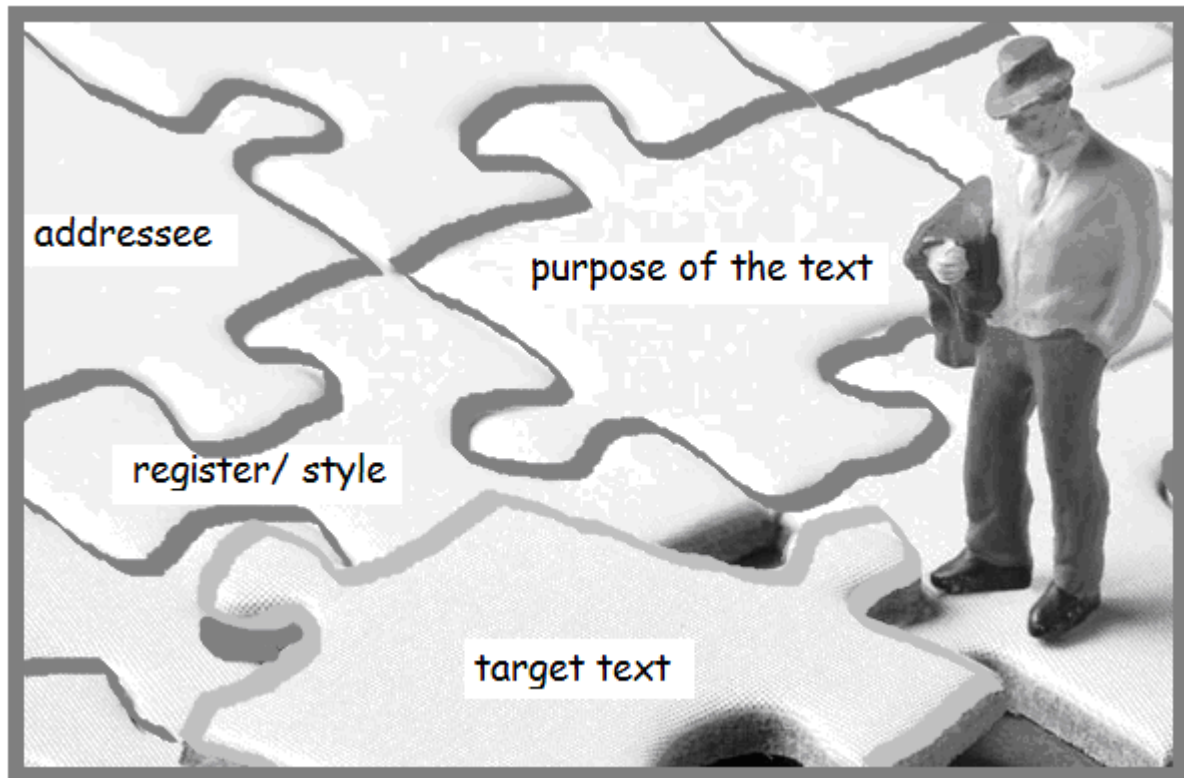


Revision guide – Mediation



Checklist for Mediation Tasks

The Task: What to do before you start writing

1. Find out how you have to write your text and what it should be about. Style and content of your text depend on the addressee and the purpose of your text.

| What | How |
|--|--|
| <ul style="list-style-type: none"> - Which register do you have to choose for your text? (formal, informal) - What type of text do you have to write? (letter, newspaper article, ...) | <ul style="list-style-type: none"> - Which information is needed from the original text? What can be ignored? |

The Original Text

2. Read the text and underline only the information that is relevant to your mediation.

Preparing your writing

3. In the margin, write notes (in English) that sum up what the marked passages are about. Don't stick too closely to the German text, but rather condense the information.

Writing your text

4. Use your notes to write the target text. Make sure that your language fits the required text (register + style).

Proofreading

5. Read your text again and check on the following:

| | |
|---|-----------------------|
| Did you include all needed information/ leave out unnecessary information? | <input type="radio"/> |
| Did you create the type of text that was wanted (newspaper article, letter, ...) ? | <input type="radio"/> |
| Does your register fit the addressee and the purpose of the text? | <input type="radio"/> |
| Is your text structured in a sensible way? | <input type="radio"/> |
| Did you correct all spelling and grammar mistakes? | <input type="radio"/> |
| Did you use linking words to connect sentences? | <input type="radio"/> |