

Checklist: How to do an *Abitur*-type mediation task

I. Understanding the instructions

- Read the instructions carefully.
- Find all the relevant information:
 - What is the **situation**?
 - What is **your role**?
 - Who is your **readership**?
 - What is the **relationship** between “you” and the readership?
 - What is the **purpose** of the text you must write?
 - What **text type** must it be?
 - **How formal** will the text be?

II. Working with the German text(s)

- **Read** the text(s) carefully.
- Find out which information is immediately **relevant** to the task, which is potentially relevant, and which is not relevant at all.
- **Highlight** the information you want to use.
- Identify **words you need to explain**, e.g. *Tagesschau*, *Gymnasium*.

III. Planning to write

Text type and register

- Remind yourself of the **features of the text type** you need to produce and of the appropriate **register** (formal, neutral or informal, depending on the text type and the readership).

Content

- Decide **what to add** to the relevant aspects from the German text(s) in order to complete your text, e.g. a headline for an article, subheadings for a blog entry or some small talk for an informal e-mail.
- Decide how to make your text **interesting to read** and **easy to follow** for **your particular readership**.
- Decide how to show that you are looking at the subject from a **German point of view**.
- Decide how to deal with **culture-specific words**, e.g. *Tagesschau*, *Gymnasium*.

Structure and language

- Put everything you want to include in your text into a **logical order** and divide it up into **paragraphs**.
- Find **ways to express the ideas from the German text in English**. Avoid word-for-word translations; summarize and **paraphrase** instead.
- Make good use of your **active vocabulary**. If you look up a word in the bilingual dictionary, use the examples given in the **monolingual dictionary** to check how it is used correctly.
- Mind the **register**.

IV. Writing

- Watch where you start a new paragraph.
- Keep an eye on the time.

V. Checking your work

- Focus on types of mistakes you typically make.