

Checklist:

How to do an *Abitur*-type mediation task

I. Understanding the instructions

- Read the instructions carefully.
- Find relevant information:
 - What is the **situation**?
 - What is **your role**?
 - Who is the **addressee**?
 - What is the **relationship** between “you” and the addressee?
 - 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.
- **Mark** the information you decide to use.
- Identify **words you need to explain**, e.g. *Tatort*, *Gymnasium*.

III. Planning to write

- Remind yourself of the **features of the text type you produce.**
- **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 or some small talk for an informal e-mail.
- Put everything you want to include in your text into a **logical order.**
- Find **ways to express the ideas from the German text in English.** Avoid word-for-word translations; summarize and **paraphrase** instead.
- Decide how to express yourself in order to be **formal or informal** (depending on the text type).
- Decide how to deal with **culture-specific words**, e.g. *Tatort*, *Gymnasium*.
- Only look up the words you really need to look up. Make good use of your **active vocabulary.** Use the examples given in the monolingual dictionary to check how a word is used correctly.

IV. Writing

- Watch the tenses.
- 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.