

**INFO**

Mediation provides a link between two languages and normally also between two different text types or (cultural) situations. It means **summing up** relevant points in your own words, **explaining** content by **paraphrasing** or **adding necessary information**. You never translate every sentence of the original text!

 STEP 1

Read the scenario / assignment

- Who is the addressee?
- Which text type is required?
- What kind of information are you asked to provide?

 STEP 2

Skim the text

- headlines / headings
- photos / statistics / data
- topic sentences

**key messages** **STEP 3**

Scan the text for relevant information / take notes

 STEP 4

Based on your notes, summarize the information needed!