

[I] 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



STEP 3

Scan the text for relevant information / take notes

STEP 4

Based on your notes, summarize the information needed!