

**What is a mediation?**

You are very likely to be confronted with situations where people who do not speak German need your help because some information they need is only available in German. Such situations are very similar to those that you find in mediation tasks. That's why, in a mediation, you typically sum up information from a German text to 'get the message across'.

**① Preparation:**

- Read the task carefully to find out what information is needed. Certain passages are likely to be irrelevant to the task. You might highlight the important elements.
- Sometimes you need to produce the German text in the form of an email, an article, a letter, a speech, or a blog entry. This means that you must change the way the information is presented to you in German. In order to do this, you need to remember what is typical for that particular kind of text.

**② Introduction:**

List all the general information about the text. This usually includes the title, author, type of text, time and place of publication, and topic of the text.

Finally, you name the addressee to whom your mediation is addressed. In the case of a mediation in the form of a letter or an e-mail, for example, you begin the introduction with a salutation.

**③ Main part:**

In the main part of your mediation in English, it is best to stick to the original text. Follow the order of the original text and do not jump wildly between sections. Use the same tense as in the original text. If the text is written in the present tense, you should also use the present tense in your mediation in English.

- ④ Conclusion:** The conclusion of your mediation differs from the conclusion of many other types of texts. Because here you do not add your own statement, conclusion or outlook. Your mediation simply ends with the last paragraph that you transferred from the original text. There is a separate conclusion only if your task is to write a mediation in the form of a letter or an e-mail. In this case, you round off your text with a greeting and your signature.

**Points to remember:**

1. Follow a clear and logical structure and use paragraphs.
2. Write in a way which appeals to your target group.
3. Use vocabulary that is appropriate for your target group and purpose.
4. Contemplate the exact information you're asked for.
5. Remember to paraphrase in your own words.
6. Leave out irrelevant details.
7. Make sure your text matches the genre you should write.
8. Remain neutral and factual. Avoid slang and personal judgments.

**Don't forget to proofread your mediation! Check not only spelling and grammar, but also structure, style, and relevance to the task at hand.**