Step 1: Select relevant information from the text.
write down only information you need!

Step 2: Select relevant information
- with regard to the situation
- with regard to the addressee
- consequences for your mediation

Step 3: Structure the relevant information and phrases in the target language. Watch out for aspects that are specific to one culture and explain them in more detail (if necessary)

Angaben zu den Urhebern und Lizenzbedingungen der einzelnen Bestandteile dieses Dokuments finden Sie unter
https://www.tutory.de/entdecken/dokument/help-for-mediation