

① **Complete the checklist!****What do you need to remember when writing a mediation?**

Paraphrase and summarise! Do not give details or word for word translations!	
Choose the information that is relevant to the task and addressee!	
Tenses used in a mediation are:	
I need to make a new paragraph when	
The register needs to	

② **Read the text.****Then answer the following questions:**

- What is the situation and purpose of your mediation?
- What is your role?
- Who is the addressee?
- What is the relationship between you and the addressee? What does that mean in terms of register?
- Are there culture-specific words you have to explain? (e.g. „Gymnasium“, „Abitur“, etc.)