

## 4 Criteria for writing a mediation

The main goal of mediation (Sprachmittlung) is 'getting the message across' in another language. **Do not translate literally!** Merely render the information asked for in factual language and pay attention to the purpose and addressee as stated in the task.

The person you are producing the mediation for might have asked you to outline certain aspects of a text (cf. above: "outlining information"). Thus: Include only-what is necessary for giving information about these aspects!

### PREPARATION

- 1) Read the task well. Find out which ideas contained in the original you have to mention.  
*e.g. For a project on native peoples sum up what the German text says about the living conditions of the Lakota.*
- 2) Identify and highlight key words and/or key sentences you need to complete the mediation task. Then take notes on all **the** information you need to complete your task in English.
- 3) Think of ways to paraphrase words which you do not know.
- 4) Consider ideas/names/technical terms which you need to explain to a reader who might not be familiar with them due to e.g. a different cultural background.

### MEDIATING INFORMATION

- See: "Outlining information"

### POINTS TO REMEMBER

- Do not translate. Paraphrase the idea/issue/message you would like to explain
- Do not interpret or comment; focus on the contents of the text.
- Consider what exactly the information is that is needed from you / what the person you are writing for exactly wants you to do

## 4.1 Self-assessment grid: Writing a mediation

Use this self-assessment grid to evaluate your own work. While checking your work, answer the questions below and tick:

☺ - Yes, well done      😊 - OK, needs some improvement      ☹ - No, needs improvement.

<i>Criteria</i>	<i>Date:</i>			<i>Date:</i>			<i>Date:</i>		
	☹	😊	☺	☹	😊	☺	☹	😊	☺
I have highlighted all the information in the text that is relevant to the task.									
I have mediated the information that is relevant for the addressee and to the task..									
In the introduction I have related the task to the text.									
In the main part I have included all the essential aspects underlining the main topic..									
I have explained facts and terms the addressee might not be familiar with									
I have not translated word for word.									
I have changed direct speech into indirect speech if necessary, using verbs like say, claim, believe, suggest.									
I have neither used "I" nor expressed my personal opinion or comments									
I have structured my text by writing paragraphs.									
I have connected my ideas and sentences logically.									
I have checked my vocabulary/grammar/spelling with the help of a dictionary/ made sure that I have included the relevant aspects from my notes.									