Mediation

How to transfer meaning

You are not a translator -
You are a communication bridge



WHAT IS MEDIATION?

You **transfer** the **meaning** of a German text into English — not word for word, but in a way that suits your **audience** and **purpose**.

1.Analyse the task

- **Who** is writing? → You — in what role? (student, blogger, ...)
- Who is my **audience**?(English-speaking, age, background?)
- **Why?** What is my purpose? → To inform? To raise awareness? To persuade?
- What **text type** do I need?→ School blog, newsletter, letter, comment, ...?
- What exactly? Which **sub-points** must I cover?



2.Read & select



What goes in

- all sub-points named in the task
- key facts and figures
- relevant arguments
- audience-relevant information

What stays out

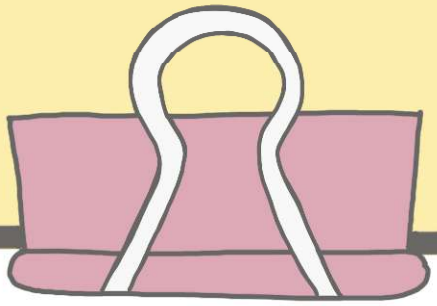
- minor details
- repetitions
- your opinion
  → *unless explicitly asked for*



3.Structure your text

Introduction → Main Body → Conclusion

→ **One paragraph per task point.**



Introduction →

- Set the **scene**. Briefly introduce the topic / source.
- Establish **tone** and **format**.
- Keep your introduction **short**. Get to the point quickly.

Main Body →

- One paragraph per sub-point named in the task.
- Logical, clearly organised.
- Use linking words between paragraphs.

Conclusion →

- Suited to the text type: summary, call to action, closing remark, wishes etc.
- Don't just stop — end properly.

4.Write in your own words

✗ **Translating directly from the German original**

✓ **Rephrasing the meaning**

Strategies:

- rephrase numbers (e.g. *195 million → almost 200 million)*
- split long German sentences
- explain technical terms your audience may not know
- use synonyms
- adapt tone to audience and text type

COMMON MISTAKES

✗ Translating word for word	✓ Rephrase the meaning
✗ Missing a sub-point	✓ Tick off each task point
✗ Wrong register / tone	✓ Match tone to text type
✗ No proper conclusion	✓ End to suit the format
✗ Adding your own opinion	✓ Stick to the source text

HOW YOU ARE ASSESSED

A · Content

- All required sub-points covered?
- Key information accurate and complete?
- Nothing important missing or invented?

B · Communicative Text Design

- Text clearly aimed at the task, intention and audience.
- Text type conventions respected.
- Well structured, sufficiently detailed, no unnecessary repetition.

C · Language Range & Vocabulary

- Independently phrased, not translated.
- Appropriate, varied and precise vocabulary.
- Varied sentence structure.

D · Language Accuracy

- Vocabulary: precise; no false friends.
- Grammar: tenses, subject-verb agreement, articles.
- Spelling & punctuation: consistent and correct.

Checklist

- □ **I covered all task points.**
- □ **I included all key information from the source text.**
- □ **My text type is clear.**
- □ **My tone matches the audience.**
- □ **I used my own words.**
- □ **My text has an introduction, main body and conclusion.**
- □ **I used linking words.**
- □ **I checked grammar, spelling and punctuation.**

USEFUL PHRASES

Introducing the source:

According to a recent German survey / study / report …
A survey conducted by [organisation] reveals that …
German experts / authorities point out that …

Figures & facts:

Around / Approximately … million …
More than half of those surveyed …
The number has risen steadily / dropped for the first time …

Describing problems:

This is a significant problem because
As a result, … is being wasted / overlooked / lost.
Experts warn that …

Passing on recommendations:

People are strongly encouraged to …
Rather than …, the recommendation is to …
The organisation urges / advises people to …

Linking & cohesion:

Furthermore / Moreover / In addition …
However / Nevertheless / Despite this …
As a result / Consequently / Therefore …
To sum up / In conclusion / Ultimately …