# Textsorten Englisch

# Article

Überschrift

Absätze

# Bericht

# Blog

Meinung ausdrücken

Vorangehenden Eintrag kommentieren

# Broschüre

# E-Mail

## Letter of application

Beispiel:

Dear Sir or Madam,

In yesterday’s issue of “Kleine Zeitung” you advertised a one-month paid internship in programming. I would like you to consider my application for the advertised post. Having completed my training as a software developer, I am now looking for a post in this business.

I am currently attending the Higher Technical College for software engineering in Villach, Austria. I wish to work abroad and make use of my knowledge of programming. During my training I have taken a great interest in programming and especially in app and web developing.

During my school career I learned different programming languages and created several software projects. As you will see from the enclosed curriculum vitae, I have extensive experience with programming. My personal skills will enable me to work as an effective member of your team.

I am a hard-working student and when it comes to software developing, I am highly motivated. Moreover, I am flexible and results-orientated, and I am a problem solver, which is a useful for your advertised position.

I enclose my CV with this letter. Should you require further information about my qualifications, I would be pleased to quote references. I am available for an interview at any time. I look forward to hearing from you.

## Letter of complaint

Dear Sir/Madam,

I am writing today to complain of the poor service I received from your company on June 12, 2016. I was visited by a representative of That Awful Company, Mr. Madman, at my home on that day.

Your representative…

I trust this is not the way That Awful Company wishes to conduct business with valued customers—I have been with you since the company was founded and have never encountered such treatment before. I would welcome the opportunity to discuss matters further and to learn of how you propose to prevent a similar situation from recurring. I look forward to hearing from you.

I have attached a photocopy of my receipt as proof of purchase.

I would like to have this problem fixed quickly please. If I do not hear from you within 10 days, I will lodge a formal complaint with Consumer Affairs in my state.

You can contact me on 1234 5678 during working hours or after hours on 123 456 789 to discuss this matter further.

# Essay

Mit Thema auseinandersetzten 🡪 eigene Meinung

## Einleitung

* Motivation
* Problemstellung ansprechen
* Überleitung zur These/Frage oder Problemstellung

## Hauptteil

* Zustimmung oder Widerlegung der Fragestellung
* Betrachtung verschiedener Perspektiven

## Schluss

Eigene Meinung mit allgemeiner Stellungnahme und weitere Denkanstöße

Beispiel: