

# TEXTSORTEN

## ----- Report -----

### Definition

Ein Bericht (*report*) wird für einen bestimmte Zweck und eine bestimmte Leserschaft (meistens eine Autoritätsperson) geschrieben. Es wird eine spezifische Information und die Bewertung einer Situation/eines Problems erwartet. Meistens nimmt man zur Analyse Statistiken zur Hilfe. Diese Statistiken hat man entweder selbst nach Befragung verschiedener Personen oder eingehender Untersuchung angefertigt, oder in einer Fachlektüre gefunden.

Man schreibt einen Bericht, um eine Person über seine Recherchen zu informieren und danach Vorschläge oder Empfehlungen abzugeben.

### Aufbau

- **Empfänger (*to*)**
- **Autor (*from*)**
- **Datum (*date*)**
- **Titel/Betreff (*title/subject*)**
- **Einleitung (*introduction*)**
- **3 Hauptparagrafen mit Überschriften (*3 main paragraphs with headings*)**
- **Schluss (*conclusion*)**

**Titel/Betreff:** Soll kurz und prägnant/aussagekräftig sein!

**Einleitung:** - Erklärt, warum man schreibt.

- Man erwähnt, von wo/von wem man die Daten erhalten hat.
- Man gibt einen kurzen Hinweis an die Person, die einen um den Report gebeten hat.
- Man weist darauf hin, was man aus der Statistik lesen kann.

**3 Hauptparagrafen mit Überschriften:** Haben immer einen *topic sentence*, der dann erklärt und erweitert wird

**Schluss:** Zusammenfassung mit Empfehlungen/Vorschlägen

### Kennzeichen eines Berichts

- Man will jemandem die Antwort auf Fragen, die derjenige/diejenige gestellt hat, geben.
- Man präsentiert und analysiert Fakten, nicht Meinungen.
- Man wertet alle gefunden Quellen aus.
- Man präsentiert das gefundene Material logisch und prägnant.
- Man macht man kurze Unterüberschriften, die auf den nachfolgenden Paragraphen verweisen.
- Der Schluss ist fast immer ein Vorschlag oder eine Empfehlung.
- Man schreibt sehr formell, kurz und prägnant.

## Model task: Report

An international report group is carrying out an investigation into the housing situation for young people around the world.

You have been asked by the group to write a report about your country.

In your **report** you should:

- summarise the different housing options available in your country for young people
- highlight the problems faced by young people with each option
- suggest future changes in the housing situation for young people

Write around **250 words**. Give your report a **title** and meaningful **headings**.



<p><u>The housing situation for young people in my country</u></p> <p><u>Introduction</u> The aim of this report is to examine the <u>various housing options open</u> to people in their early twenties in my country and the <u>difficulties encountered</u> with each one. It will also consider <u>likely future developments</u> in the housing situation for young people here.</p> <p><u>Buying a property</u> Property speculation and soaring inflation have put house prices well beyond the reach of the vast majority of first-time buyers. The few who do manage to raise the money for the deposit on a small one-bedroomed flat, are then likely to experience problems obtaining a mortgage. Banks are unwilling to lend money to anyone without a permanent contract, something which most young workers can only dream of.</p> <p><u>Renting</u> An obvious alternative is to rent a property. However, just as house prices have risen dramatically, so too have rents, leaving <u>low-earners</u> with little choice but to share. For many <u>twenty-somethings</u> this can prove an enjoyable experience, but some discover only too quickly that <del>they are not suited to living together with others</del>. Local authorities provide some low-cost <u>rented accommodation</u> specifically for young single people, but this tends to be in very short supply.</p> <p><u>Living with parents</u> <u>It is hardly surprising, then, that a significant proportion of school and college leavers</u> opt to continue living in the parental home until they have saved enough money to buy a place of their own. This may take some time, however, and friction between parents and children can result if departure is delayed too long.</p> <p><u>Future developments</u> As long as house prices continue to increase, the outlook for young people here will remain bleak. Only a substantial fall in property values will improve the situation and this does not seem likely in the near future.</p>	<p><b>Title:</b> explanatory</p> <p><b>Introduction:</b> outlines the purpose for writing</p> <p><b>BP 1:</b> 3 housing options given: advantages and disadvantages of each option stated in each paragraph (BP 1 + 2 mixed)</p> <p><b>BP 2:</b> clear subtitles; appropriate linking words</p> <p>Vocab: avoiding repeating "young people"</p> <p><b>BP 3/Conclusion:</b> future outlook</p> <p><b>282 words</b></p>
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From: Ready for writing; [www.eoimamen.files.wordpress.com](http://www.eoimamen.files.wordpress.com) [2014-07-02]

## Useful language

### Introduction:

The aim/the purpose/intention of this report is ...

As requested, this is a report concerning/regarding ...

This report outlines/contains/examines/assesses ...

The report outlines the results of a survey conducted by ...

The data included in this survey contains information/obtained gathered by means of a questionnaire/opinion poll ...

The information below summarizes statistics compiled by ...

### Interpreting statistics/opinion polls etc:

Twenty per cent of the people asked ...

One out of five is of the opinion that ...

A large proportion/the majority of the people questioned ...

One third/half of those interviewed ...

Few/Most people approve of/are in favour of ...

It is generally felt that ...

### Conclusions:

On the basis of the facts mentioned above ...

In conclusion/to conclude ...

I/we conclude/recommend/would suggest ...

My/Our recommendations therefore are ...

It is therefore apparent/obvious ...

On the basis of these findings, it would seem that ...

# TEXTSORTEN

## ----- Article -----

### Definition

Ein Artikel ist ein Text zu einem Thema, der zur Veröffentlichung bestimmt ist (meistens in einer Jugendzeitschrift).

Man schreibt einen Artikel, um die Leserschaft zu unterhalten, zu fesseln, zu überzeugen. Ein Artikel wird auch sehr häufig für Wettbewerbe geschrieben und ist ein selbständiger Teil einer Publikation.

### Aufbau

- **Titel (*title*)**
- **Einleitung (*introduction*)**
- **3 Hauptparagrafen (*3 main paragraphs*)**
- **Schluss (*conclusion*)**

**Titel:** Plakativ; muss packend, fesselnd sein!

**Einleitung:** Soll reißerisch sein, damit man das Interesse der Leserschaft weckt.

**Hauptteil/Paragrafen:** Die einzelnen Absätze haben immer einen *topic sentence*, der dann erklärt und erweitert wird.

**Schluss:** Zusammenfassung oder offenes Ende; man hinterlässt der Leserschaft etwas zum Denken.

### Kennzeichen eines Artikels

- Man muss sich über seine Leserschaft im Klaren sein. (Who am I writing for? Jugendliche, Lehrer/innen oder ...?)
- Man muss sich über den Zweck des Artikels Gedanken machen. (Ist es eine Beschreibung, eine Information, ein Ratschlag?)
- Packende Titel können sein:
  - eine rhetorische Frage: "Is Weight-lifting Bad for Our Health?"
  - direkt an Leser/innen gerichtet: "What You Have Always Wanted to Know About ..."
  - eine Serie von Hauptwörtern: "Austria's Cultural Heritage"
  - mit schmückenden Adjektiven versehen: "Luscious Lollipops for Cool Kids" (hier mit Alliteration)
- Jeder Paragraph beginnt mit einem *topic sentence*.
- Man verwendet rhetorische Fragen.
- Man spricht Leser/innen direkt an ("you").
- Verwendetes Vokabular sollte hohes Niveau haben.
- Man schreibt formell oder informell, je nach Leserschaft.
- Man schreibt jedoch nicht überemotional.
- Man schreibt für eine breitere Öffentlichkeit.

# TEXTSORTEN

## Model task: Article

In your local English café, "Shakespeare & Co.", you have seen an English magazine reaching out to its readers.

**"We are planning a series of articles on the effects of new technology on our lives. We would like you, the readers, to write us an article. The best article will win a brand-new iPad."**

You have decided to send in an article.

In your **article** you should:

- point out how important technology is in your job or school work
- comment on how the internet has affected your life
- argue if recent technological changes are for better or worse

Write around **250 words**. Give your article a **title**.



### **Technology – a curse in disguise**

The technological revolution is full of paradoxes:

it has enabled us to communicate more easily, yet it is killing the art of conversation. It has supposedly freed up more time for leisure, yet it has caused us to become slaves to our work.

If I didn't have a mobile phone I wouldn't be able to respond to the demands of my job. My clients would abandon me and my boss would sack me. So, regrettably and much to the annoyance of my family, it is switched on 24 hours a day. I can spend whole weekends without saying a word to my husband or the children, either because I am on the phone or because they are too angry to want to speak to me.

My attitude to the computer is equally ambivalent.

Thanks to my laptop I can reply to clients' emails from the comfort of my hotel room almost as soon as I have received them. But the faster I work, the greater my clients' expectations become of me and consequently the more pressure I create for myself.

Even in the home environment the computer seems to create more problems than it resolves. My husband and I have now got into the dubious habit of doing our supermarket shopping on the Internet. This cuts us off from human contact and turns us into antisocial, overweight couch potatoes.

All of this leads me to the firm conclusion that mobile phones and computers should all carry a government health warning: technology can seriously damage your health and your personality.

Interesting **title**:

to attract readers' attention and engage their interest

**Introduction:**

strong **opening paragraph** to encourage readers to go on reading

**BP 1:** mobile phone

**D<sup>1</sup> 1:** effects on job

**D 2:** effects on family life

**BP 2:** the internet

**D 1:** effects on job

**D 2:** consequences

**BP 3:**

**D 1:** shopping

**D 2:** lack of human contact

**D 3:** lack of exercise

**Conclusion:**

leaving the reader something to think about

**260 words**

From: Ready for writing; [www.eoimamen.files.wordpress.com](http://www.eoimamen.files.wordpress.com) [2014-07-02]

## ----- ⦿ Blog post and comment ⦿ -----

### Definition

Im Wesentlichen ist ein Blog ein persönliches Online-Tagebuch, das von Internetusern auf der ganzen Welt gelesen werden kann.

Blogs sind deshalb so interessant, weil die Leserschaft auf eine Meinung reagieren kann. Man kann auch lesen, was Dritte über ein Thema denken. Weiters eignet sich der Blog auch dazu, mit anderen Leuten zu kommunizieren.

Es gibt zwei Arten von Blogs:

- a. **Blodgeintrag (*blog entry*)**
- b. **Blogkommentar (*blog comment*)**

### Aufbau

- **Einleitung (*introduction*):**  
je nach Blogart ohne Bezug (*blog entry*) oder mit Bezug (*blog comment*) zu früheren Einträgen
- **Hauptteil (*main text*):**  
in Absätze gegliedert
- **Schluss (*conclusion*)**

### a. Blog entry

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In der Regel dient ein *blog entry* dazu, eine Diskussion zu einem bestimmten Thema zu eröffnen.

#### Erfordert:

- Titel (*title*)
- Benutzernamen (*user name*)
- Datum (*date*)
- Uhrzeit (*time*)

#### Persönlich:

Man schreibt, weil man von etwas Faszinierendem berichten will (neue Idee, Reiseerfahrungen, eine Bastelidee, außergewöhnliches Hobby, ein Thema, das man gerne öffentlich diskutieren möchte etc.)

#### Beruflich:

Imagepflege von Firmen, Mitteilungen an Mitarbeiter/innen machen und ihnen Gelegenheit geben, den Blog zu kommentieren. Eine Firma kann auf diesem Weg den Kontakt mit den Kunden/innen pflegen.

## Kennzeichen eines Blogbeitrags

- Man schreibt, um gelesen zu werden.
- Man ist sich dessen bewusst, dass der Blog im Internet veröffentlicht wird (Stil, Ideen, Originalität).
- Titel:
  - Soll Aufmerksamkeit der Leserschaft auf sich ziehen.
  - Soll für Suchmaschinen geeignet sein (z. B. viele Nomen). Man will ja von der Leserschaft/von Suchmaschinen leicht gefunden zu werden.
  - Soll lustig, interessant, informativ oder kontroversiell sein.
- Man gibt Informationen/überraschende Tatsachen/Außergewöhnliches bekannt.
- Vor allem der erste Paragraph soll die Aufmerksamkeit der Leserschaft erwecken.
- Man bezieht die Leserschaft mit ein, spricht sie direkt an.
- Man ermutigt die Leserschaft, einen Kommentar zu schreiben.

## b. Blog comment

### Erfordert:

- Benutzernamen (*user name*)
- Datum (*date*)
- Uhrzeit (*time*)

## Kennzeichen eines Blogkommentars

- Man schreibt, weil man die Meinung eines anderen kommentieren will.
- Man bezieht sich im 1. Paragraph auf den Blog, den man kommentiert.
- Man ist sich dessen bewusst, dass viele andere diesen Eintrag lesen werden.
- Man kann Originalität, Intelligenz, eigene Meinung oder Erfahrungen zum Ausdruck bringen.
- Man kommuniziert mit dem Autor/der Autorin des Blogs und anderen Kommentator/innen.

## Model task: Blog entry

A lot of teenagers try to be cool and liked by their peers. You and your friends also find this topic interesting and you decide to start a blog.

In this **blog entry** you should:

- comment on why people try to be popular
- point out what famous people do differently
- suggest what people can do to be more popular

Write around **450 words**.



### The Secret Path to Cool: What It Takes to Become the Most Popular Kid in School

by Jeff Goins | 16th May, 20XX/38 Comments | Twitter, Facebook, Google+.

It took me 20 years to learn this.

It's the secret to "cool" – something I never quite grasped – to getting girls to like you and becoming the most popular kid in school. It's also the key to a breakout career that turns fledgling writers into best-selling authors and mediocre musicians into world-famous artists.

#### What is it?

Stop trying so hard.

- To be liked.
- To be accepted.
- To be *known*.

#### What Bono knows (that you don't)

There's something important that rock stars understand that the rest of us don't. In order to get people to like you, you have to stop caring.

At least, a little.

Granted, not everyone who's popular does this. Some obsess over status: how many Facebook friends they have, how many books they've sold, how many numbers they've got stored in their smartphone.

But the true leaders and world's greatest artists set a new standard. They do their work effortlessly. They don't even have to try – or so we think.

They're just so, well, *cool*.

And this endears us to them even more. We love them for not caring, for not competing for our attention or trying to keep up with the status quo.

Of course, we all know that it probably takes lots of effort to make it look so easy, but it's their attitude that makes us love them. Such ambivalence inspires the rest of us to be more daring.

#### Title + Introduction:

attention grabbing

making readers want to read on

#### BP 1:

rock stars are different

**D 1:** they do not care about being popular

**D 2:** being cool endears us to them

**Reader + Author are "we" "us" :** so reader is addressed



# TEXTSORTEN

## It's not really about not caring

Why do we find this attitude of indifference so inspiring? Because it's uncommon to be fearless. It's rare to risk rejection and be true to who you really are.

### The secret to becoming cool, then, isn't to care too little. It's to care too much ... about the right things.

Instead of worrying what people will think, focus on making stuff the world needs. Write what needs to be written. Say what needs to be said. And make what needs to be made.

If you're trying to be accepted, to be *known*, to do the kind of work that makes a difference, and nothing seems to work, try this: Stop caring so much.

Here's what happens when you do this:

- You become more comfortable in your own skin.
- You do better work.
- You get people, some people, to like you.

And most importantly, you realize this isn't about people liking you at all. It's about leaving a legacy, about taking risks and being brave and no longer questioning who you are and the work you were born to do.

**So what do you say? What's one thing you can stop caring so much about?** Share in the comments.

## BP 2:

**Topic sentence:**  
question + answer

**D 1:** do and say important things/show that you care for others

## BP 3:

reader addressed as "you",  
tips in imperative

## Conclusion

reader is asked to comment

**450 words**

From: [http://goinswriter.com/cool/#disqus\\_thread](http://goinswriter.com/cool/#disqus_thread) [2014-07-02]

## Model task: Blog comment (to the above blog)

You have found a blog you are interested in and would like to share your thoughts with the world.

by Jeff Goins | 21st May, 20xx/38 Comments | Twitter, Facebook, Google+

It took me 20 years to learn this.

It's the secret to "cool" - to getting girls to like you and becoming the most popular kid in school. It's also the key to a breakout career.

What is it?

Stop trying so hard.

- To be liked.
- To be accepted.
- To be *known*.

So what do you say? What's one thing you can stop caring so much about? Share in the comments.

In your **blog comment** you should:

- discuss the blog entry
- describe your personal situation
- state how Jeff's blog entry has changed your attitude

Write around **150 words**.

by Mary Stone | 18<sup>th</sup> May, 20XX

Jeff, I stumbled across your blog only recently and it has given me the courage to say what I've always known to be true. I realized a while ago that I needed to stop putting so much effort into making sure I was liked and into ensuring lots of people knew who I was.

Now I focus on myself, not in an arrogant way, but rather on self-improvement. For example, I spend my Saturdays volunteering at a women's shelter whereas in the past I devoted my whole weekends to hair appointments, manicures and buying the latest high-street fashion.

I'm aware that there is still room for me to become less concerned about my popularity. For instance, I keep an eye on the number of my Facebook friends, even though I know this is not important.

And guess what? Since I started caring more for other people and less about myself I've become more popular than ever.

**No title necessary!**

Introduction refers to the stimulus and leads into BP 1

**BP 1:**  
personal situation  
**D1:** changes in her life

**BP 2:**  
idea about what could still be changed

**Conclusion**

**156 words**

## ----- © E-Mail © -----

### Definition

Es gibt formelle und informelle E-Mails. Für das Niveau B2 werden aber hauptsächlich formelle Schreiben verwendet.

Folgende Typen von E- Mails gibt es:

- Beschwerdeschreiben
- Motivationsschreiben für Job
- Bitte um Auskunft
- Bestellungen
- Leserbriefe
- Entschuldigungsschreiben
- Informationen, Rat und Hilfe geben

An dieser Stelle wird nur der allgemeine Aufbau einer formellen E-Mail beschrieben.

### Aufbau

- **Eigene E-Mail-Adresse** (*own e-mail address*)
- **Adresse des Empfängers** (*e-mail address of recipient*)
- **Datum** (*date*)
- **Betreff (Re:)** (*subject*)
- **Anrede** (*salutation*)
- **Einleitung** (*introduction*)
- **3 Hauptparagrafen** (*3 main paragraphs*)
- **Schluss** (*conclusion*)
- **Schlussformel/Verabschiedung** (*complimentary close*)

**Eigene E-Mail Adresse:** Oft nicht notwendig, weil vom Lehrer/Bifie vorgegeben. Wenn ja, in formellen Schreiben macht es sich nicht gut, wenn die eigene E-Mail-Adresse: [katzi1@gmx.at](mailto:katzi1@gmx.at) ist, sondern verwende eine „seriöse“ Adresse (z. B. [a.kofler@gmail.com](mailto:a.kofler@gmail.com))

**Adresse des Empfängers:** Oft schon vorgegeben

**Datum:** Nicht vergessen!

**Betreffzeile:** Muss treffend sein und den Inhalt des E-Mails widerspiegeln.

**Grußformel:** Dear Sir, .../Dear Madam, .../Dear Mr Brown, .../Dear Ms Brown, ...

**Einleitung:** Soll klarmachen, warum man schreibt.

**Hauptteil:** Man führt alle wichtigen Punkte an.

**Schluss:** Man betont die Absicht des E-Mails noch einmal und erklärt, welche Reaktion man sich vom Angesprochenen erwartet.

**Schlussformel:** Formell: Yours faithfully ... (wenn man mit „Dear Sir“ begonnen hat)  
Yours sincerely ... (wenn man mit Mr/Ms mit Namen begonnen hat)

Informell: Best regards, .../Kind regards, ...

## Kennzeichen eines E-Mails

- Betreffzeile bezieht sich auf den Inhalt des E-Mails.
- Man nennt den Grund für das Schreiben in der Einleitung.
- Man stellt sich vor, falls es der erste Kontakt ist.
- Man erwähnt einen eventuell vorangegangenen Kontakt.
- Man rückt immer 3 Punkte ein, wenn ein neuer Paragraph beginnt.
- Neuer Absatz für jeden Hauptpunkt, in dem man weitere wichtige Details präsentiert.
- Man spricht den Leser/die Leserin direkt an („you“).
- Verwendetes Vokabular sollte hohes Niveau haben.
- Man schreibt formell (oder informell), je nach Adressat.
- Stil: komplex (gerunds, present participles)
- keine Abkürzungen oder 'contractions'

## Model task: E-mail

Your economics class at school has chosen you to write to an English company that your class wants to visit during next month's language week. You should ask them for permission to visit their premises.

In your **e-mail** you should:

- give reasons why your class would like to visit the company's premises
- hypothesise what the students would like to do during the visit
- argue how the results of your study trip might be of benefit to the company

Write around **250 words**.



© IQConcept - Fotolia.com

### Re: Request of a visit to your premises on 12<sup>th</sup> May, 20xx

Dear Mr Collins,

I am writing on behalf of my economics class at Salzburg Business College, to request that you be so kind as to permit us to visit your company premises for study purposes. Our class has been learning about the development of technology in industry, and would greatly appreciate the chance to tour your buildings.

It would be most useful to see how the theory we have been taught has been put into practice in a real life situation. Furthermore, we are keen to do our study on a successful company like yours.

It would likewise be valuable if we could tour the premises to get an overall impression of the production system. We would also like to ask questions about the processes involved and your economic policy, as well as information on management and staffing structures.

I would like to offer suggestions as to how such a visit would be of benefit to your company. Allow me to suggest that the local press could be invited to cover the visit, which would generate very positive publicity.

In addition, I feel that your company might wish to use the visit as an opportunity for interviewing the students. It is highly likely that, by establishing first-hand contact with German-speaking students who will be looking for employment when they complete their studies, you would save on your advertising for vacancies in the future.

We would be delighted if you considered the visit as outlined above and I would like to thank you for your time and cooperation in this matter.

Yours sincerely,

Cornelia Maier

### Subject line

### Salutation

### Introduction

### BP 1:

say why the visit would be useful for students

### BP 2:

say what students would like to do during the visit

### BP 3:

benefits for company

### BP 4:

further benefits for company

### Conclusion:

say what you would like the company to do  
thanking the company for considering the visit

### Formal sign-off

### Name

### 257 words

*From: Evans, Virginia: Successful Writing. Proficiency. 2000*

## Useful language

### Reasons for writing:

I am writing with regard/reference to ...

I am writing to express (my concern/disappointment with/disapproval of/apologies for)

I am writing in response to the advertisement concerning ...

I am writing in my capacity as chairman of ...

I would like to draw your attention to/point out certain inaccuracies.

I am writing to complain about/enquire about/tell you about/suggest.

I would like to request further information about.

In response to your letter of 26th February, I am writing to ...

### Introducing points:

Firstly, To begin with, ...

Secondly/Moreover/Furthermore/In addition/What is more ...

Thirdly/Finally ...

I should also like to point out that ...

I must also (dis)agree with ...

According to your (article)

Your article states that ...

However,

To make matters worse, we were informed that ...

Another query I have is about ...

### Request for action:

I would appreciate it/be most grateful if you ...

It would be very helpful if you ...

I wonder whether you could possibly send me ...

Please could you ...

Please keep me informed regarding any further developments.

Could you possibly tell me ...

I look forward to hearing from you soon.

I look forward to receiving the information requested.

I trust/very much hope you will ...

In conclusion, ...

## ----- © Proposal © -----

### Definition

Ein Antrag (*proposal*) ist ähnlich wie ein Bericht (*report*) aufgebaut, nur dass er zusätzlich darauf abzielt, Unterstützung für ein Projekt zu erhalten, indem man konkrete Fakten nennt. Man schreibt einen Antrag, um eine Idee oder ein Projekt vorzuschlagen, die/das man in Zukunft realisieren will. Man versucht, künftige Geldgeber/innen von der Sinnhaftigkeit bzw. der Dringlichkeit des Projektes zu überzeugen und Geldmittel oder anderer Ressourcen zu lukrieren.

### Aufbau

- **Autor (*from*)**
- **Titel/Betreff (*title/subject*)**
- **Einleitung (*introduction*)**
- **3 Hauptparagrafen mit möglichen Überschriften (*3 main paragraphs with possible headings*)**
- **Schluss (*conclusion*)**

**Titel/Betreff:** Soll kurz und prägnant/aussagekräftig sein.

**Einleitung:** Erklärt momentane Situation, verweist auf folgende Paragraphen.

**Paragraphen:** Haben immer einen *topic sentence*, der dann erklärt und erweitert wird.

**Schluss:** Zusammenfassung mit Empfehlungen/Vorschlägen; Bitte um Unterstützung des jeweiligen Projekts.

### Kennzeichen eines Antrags

- Man will jemanden von einer Idee überzeugen.
- Man nennt Tatsachen, nicht Meinungen, um ein Argument zu unterstützen.
- Man kann auf frühere/andere Projekte verweisen und darstellen, wie erfolgreich bzw. wenig erfolgreich sie waren.
- Man weist auf das eigene Projekt hin und wie man es umzusetzen versucht.
- Man erklärt, warum das vorliegende Projekt in die Tat umgesetzt werden soll.
- Man klärt die (finanzielle) Situation objektiv.
- Man verspricht möglichen Geldgebern/-innen einen Nutzen, den sie vom Projekt haben werden.
- Man macht kurze Unterüberschriften, inklusive Einleitungen.
- Man schreibt sehr formal, verwendet überzeugende Sprache, wird jedoch nicht emotional.

vgl. <http://www.dailywritingtips.com/how-to-write-a-proposal/>

## Model task: Proposal

The American Embassy is offering sponsorship to Austrian youth centers which provide various activities to teenagers. Your youth club "Connect" has asked you to apply for this money.

In your **proposal** you should:

- outline the youth club's current situation
- explain how the club's events might be improved
- persuade the embassy to choose your youth club



Write around **250 words**. Divide your proposal into **sections** and give them **headings**.

From: Clara Schmidt	<b>Title:</b> straightforward
<b>Subject: Application for the sponsoring of the youth club "Connect"</b>	
<u>Introduction</u>	<b>Introduction:</b> outlines the main idea
The aim of this proposal is to give recommendations on which new events could be organized in our youth club with additional funding.	
<u>The club as it is now</u>	<b>BP 1</b>
There are a number of cultural activities that we offer such as the book club, which meets on Saturday afternoons to discuss a classic book, and the cinema group, in which a black and white film is projected once a month. While both events have proved to be popular among young adults, there are very few young teenagers showing interest in participating.	<b>D 1:</b> book club <b>D 2:</b> film <b>D 3:</b> reduced interest
<u>Ideas for improvement</u>	<b>BP 2</b>
One suggestion is that we create events aimed at people in their mid-teens. We could organize events centered on American culture, such as original version film evenings, English conversation classes and American cuisine afternoons.	<b>D 1:</b> American culture
Additionally, political discussions would appeal to young intellectuals who could share their knowledge with the other members.	<b>D 2:</b> political discussions
Another idea is forming a football, tennis or climbing club. As climbing is becoming more popular, we could set up climbing workshops with famous climbers.	<b>D 3:</b> sports
<u>Why choose us</u>	<b>BP 3</b>
We are dedicated to increasing the number of young people at our club by making higher quality activities available. We believe that we contribute to intercultural relations by showcasing other ways of life. This would only be possible with your funding.	<b>D 1:</b> increased quality <b>D 2:</b> intercultural relations
<u>Conclusion</u>	<b>Conclusion:</b> summary
Making our youth club more attractive for young people would aid the development of our local community and society as a whole.	
	<b>251 words</b>



## ----- ◎ Leaflet ◎ -----

### Definition

Ein Leaflet ist eine Art offener Brief, der an Leute verteilt wird (per Post, per Hand, in Touristikbüros, etc.) und der gezielte Informationen zu einem Thema enthält.

Man schreibt ein Leaflet um:

- Werbung für ein Produkt/ eine Region etc. zu machen
- Informationen zu geben
- Aufmerksamkeit auf ein Produkt/eine Sehenswürdigkeit etc. zu lenken

### Aufbau

- **Titel (*title*)**
- **Einleitung (*introduction*)**
- **3 Hauptteile mit Untertiteln (*3 main parts with subtitles*)**

Es sollten auch Fotos und künstlerisches Layout integriert sein, was im Rahmen einer schriftlichen Überprüfung aber wahrscheinlich kaum möglich sein wird.

- **Weiterführende Informationen (*further information*)**  
Nummerierungen und Schlagwörter sind möglich!

### Kennzeichen einer Broschüre

- plakativer Titel
- Man beginnt mit einer reißerischen Überschrift oder rhetorischen Frage:
  - "Are you interested in ...?"
  - "Try something new every day."
- Die Einleitung enthält die Geschichte des Produktes, die Vision, die Mission – je nach Themenstellung und Zielgruppe der Broschüre.
- Man schreibt informative Unterüberschriften.
- Man nennt Fakten zum Thema.
- Man verwendet überzeugende Sprache.
- Man beschreibt klar und präzise, worüber man spricht.
- Man verwendet einfache, direkte Sprache.
- Man verwendet meistens die *Present Tense Simple*.
- Man verwendet positive Wörter.
- Man kann Metaphern und Vergleiche verwenden.
- Man kann Aufzählungen mit Aufzählungszeichen (*bullet points*) verwenden.
- Am Schluss gibt man weiterführende Informationen, z. B. Wie? Wann? Wo? Kosten, Kontaktadresse, Telefonnummern, Anfahrtsplan etc.

## Model task: Leaflet

In biology you have just learned about heart disease. For the cross-curricular project **“How to stay fit and healthy”** your English teacher has asked you to write a leaflet on this topic.

In your **leaflet** you should:

- inform the readers why good functioning of your heart is important
- give reasons for heart disease
- outline what you can do to avoid heart disease



Write around **250 words**. Give your leaflet **a title** and meaningful **subtitles**.

<p style="text-align: center;"><b>Look After Your Heart</b> A Simple Guide To Feeling Fitter Looking Better And Living Longer</p> <p><b>Why do I need to look after my heart?</b></p> <p>By looking after your heart you can feel fitter and look better – and you'll be protecting yourself against heart disease too. Austria is one of the worst countries in the world for heart disease. It causes one in three of all deaths among 55- to 64-year-olds.</p> <p><b>What causes heart disease?</b></p> <p>Your heart needs a supply of oxygen that comes from the blood in its arteries. Over a number of years these arteries can get clogged up and the supply of blood to the heart can stop. This causes a heart attack.</p> <p><b>I'm fit and healthy. Why should I worry?</b></p> <p>Heart attacks usually happen to people in middle age, but the damage to your arteries can start long before that, without you realising it. It can even start to develop in childhood. So it's important to look after your heart now, whatever your age.</p> <p><b>Isn't a heart attack a quick way to go?</b></p> <p>Not always. Heart disease can cause years of pain, discomfort and worry.</p> <p><b>How can I avoid getting heart disease?</b></p> <p>There are no guarantees, but the best way to avoid heart disease is:</p> <p><b>Don't smoke.</b> <b>Eat healthily.</b> <b>Take regular exercise.</b> <b>Go easy on alcohol.</b> <b>Avoid stress if you can.</b></p> <p>If you have heart disease in your family, you may have a greater risk of getting it yourself so it's especially important to follow this advice.</p> <p>For further information go to: <a href="http://www.heartspecialists.com">www.heartspecialists.com</a>.</p>	<p><b>Appropriate title</b></p> <p><b>Introduction</b> <b>BP 1:</b> <b>D 1:</b> feel fitter <b>D 2:</b> look better <b>D 3:</b> protect yourself from disease</p> <p><b>BP 2:</b></p> <p><b>D 1:</b> clogged arteries <b>D 2:</b> blood supply stops</p> <p><b>D 3:</b> damage occurs without realizing <b>D 4:</b> damage can start in childhood</p> <p><b>BP 3:</b> <b>details</b></p> <p><b>Further information</b> <b>265 words</b></p>
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From: <http://fce-writing-nadeen.blogspot.co.at/2011/11/leaflet.html> [2014-07-02]

# TEXTSORTEN

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- i BP = bullet point
  - ii D = detail