**Mediation**

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| Definition |
| * Not a translation of the text, but a presentation, usually of the most important facts * May have a specific addressee (colleague, friend, …) * You sometimes mediate the whole text, sometimes take notes on specific aspects * You might also produce a specific type of text, e.g. you write an email to a colleague |
| Types |
| 1. **Passing on German information in English (KMK)** 2. Passing on English information in German (IHK) |
| Why this is important |
| * Part of everyday life * Helpful skill for helping people whose English is not as good as yours * One of the tasks in your KMK * One (quite easy) task in your IHK exam |
| Dos |
| * Do not translate but pass on the **meaning** * Pass on important aspects, leave unimportant aspects out * Break up / change complex sentences * Use a dictionary to help you |
| Getting started |
| * Identify the bits of information the other person needs to know   + Highlight important passages   + Mark difficult parts of the text     - Find out whether or not you need to exactly understand these passages     - If no: ignore them     - If yes: use a dictionary * Select the information you want to mediate, leave out the information that is not needed * Careful: The relevant information is sometimes not found in chronological order |