**How to do mediation**

* What is your task (write an e-mail or talk to someone or write a report)?
* What is the text about?
* Who do you write for or who do you speak to?
* Is it a German person or an English person or an American person?
* What would this person like to know?
* Is there any information that you can leave out because it is not important for this person?
* Is there any information that you should explain to this person because only a person who lives in your region can know it (e.g. Vesper)?
* Always remember to be polite.
* If you don´t know a word:
  + Explain it (e.g. Internat – a school where you also live)
  + Paraphrase it (e.g. Dachboden – the highest place in a building)
  + Use a similar word (e.g. ein Geheimnis lüften = lösen – to solve a mystery)