



# English text methods

by Clara & Marie Sellin  
and Tabata Fenner

# Summary / Outline

(english text given || task: summarize, outline, give an account)



## 1) introductory phrase

- mention the title, author, type of text, date and source
- name the main message

## 2) main part

- restate relevant information of the text
- in the case of an outline: only restate information that are asked for in the task

## 3) conclusion

- round off your text by restating the main message



# Summary / Outline (english text given)

What do I have to consider when writing the text?

- use formal language
- use present tense
- use your own words (do not copy from the text)
- use connectives
- leave out quotes and details (such as numbers, adjectives or examples)
- leave out your personal opinion

# Summary / Outline (english text given)



## 1) introductory phrase

→ *The article / extract "X" written by X and published in X deals with the topic of...*

## 2) main part

→ *The text refers to the fact that... / criticizes the problem of...*

→ *According to the author, ... / The author states... / The writer emphasizes...*

→ *In the next part the reader is informed about... / gets to know that...*

## 3) conclusion

→ *All in all, "X" points out...*



# Mediation

(german text given, \*situation given in the task II task: e-mail, letter, article, blog entry)

## 1) introduction

- welcome your partner
- say how you came across the text and why you think it is relevant for... \*
- mention the title, topic, author and type of text

## 2) main part

- restate information according to the task or that the person should know \*

## 3) conclusion

- sum up the overall idea
- end up by saying goodbye



# Mediation

(german text given, \*situation given in the task)

What do I have to consider when writing the text?

- use target language (informal or formal \*)
- use your own words (do not translate parts of the text)
- paraphrase german words you can not translate
- use connectives
- focus on what the person should know about the topic \*



# Mediation (german text given, \*situation given in the task)

## 1) introduction

→ *Dear X, Have you already heard about...?*

→ *Yesterday, I found a really fascinating article "X", which is mainly concerned with...*

## 2) main part (please refer to summary)

## 3) conclusion

→ *To put it briefly, ...*

→ *What do you think about...?*

→ *Hope to hear from you soon. Best wishes, X*



# Comment

(english text / quote / topic given → basis for argumentation || task: comment on, argument whether...)

## 1) introduction

→ say why the topic is interesting / crucial / current → refer to topic / given problem

→ shortly restate your own opinion

## 2) main part

→ present your own arguments with explanations and examples (f.e. surveys, statistics, experts...)

→ clearly state your own opinion

## 3) conclusion

→ sum up your own opinion or main arguments





# Comment

(english text / quote / topic given → basis for argumentation)

## What do I have to consider when writing the text?

- use formal language
- structure your text carefully (introduction, main part, conclusion)
- arrange arguments in a logical order (f.e. first: pro, then: con)
- use paragraphs
- use connectives



# Comment (english text / quote / topic given → basis for argumentation)

## 1) introduction

- *The... raises the question of / introduces the problem of...*
- *... is a hotly-debated topic right now as...*
- *It seems important to weigh up the benefits and drawbacks of...*

## 2) main part

- *On the one hand... , on the other hand...*
- *As opposed to... , I strongly believe that...*
- *To my mind / Personally*
- *It must also be taken into consideration that...*

## 3) conclusion

- *Having looked at the issue from different points of view, I firmly believe that...*

# Analysis

(english text given || task: analyse how speaker tries to convince audience / use of language / line of argumentation)



## 1) introduction

- mention the title, author, type of text, date and source
- name the first general idea to answer the task

## 2) main part

- present your linguistic devices and analyse their effect
- examine the connection between these effects and the author's line of argumentation

## 3) conclusion

- refer to the first general idea from the beginning and restate your main findings

# Analysis (english text given)



What do I have to consider when writing the text?

- use formal language
- use present tense
- use paragraphs for different ideas
- use connectives
- use a variety of quotations (direct / indirect)
- do not give your personal opinion
- always mention - quote - explain

## rhetorical devices:

- use of euphoric sounding words / strongly negatively connoted words
- personification
- simile
- anaphora
- repetition / parallelism
- enumeration
- allusion
- exaggeration / hyperbole
- irony / sarcasm
- wordplay / pun
- rhetorical question
- first person narrator
- metaphor / symbol
- ellipse

# Analysis (english text given)



## 1) introduction

→ ... *tries to be as convincing as possible by employing a variety of rhetorical devices in a skilful manner.*

## 2) main part

→ ... *tries to make his audience less sceptical by...*

→ *Especially the use of ... makes the description more realistic and creates an imaginary picture of...*

→ *By that, the words remain in the people's minds / the reader can easily follow his train of thought*

→ *The author uses vivid / colloquial / objective / emotive language / technical jargon*

→ *The sentences are complex / simple*

→ *The author employs / makes use of ... to emphasize / underline / to draw the attention to ...*

## 3) conclusion

→ *All in all, the focus in his speech clearly is on...*

Comment or Mediation in form of an

# Article

(task: write a newspaper article on.., write an article for your school/student newspaper on..)



0) catchy headline/title (+ Subheading), byline (date and name of author)

1) introduction

- most important information
- answer “W-Questions”

2) main part

- detailed explanation of the events, reasons, circumstances
- convey facts, information to context

3) conclusion

- Which consequences does the incident/issue/development have?

Comment or Mediation in form of an

# Article

(task: write a newspaper article on.., write an article for your school/student newspaper on..)



## What do I have to consider when writing the text?

- use language appropriate for peer group
- use connectives/linking words
- structure article with different paragraphs for different thoughts/topics
- catch the reader's attention with the help of stylistic devices like rhetorical questions
- be objective, avoid own opinion (reader is supposed to form own opinion)
- you may end article with rhetorical question to provoke reader to think

Comment or Mediation in form of an

# Article

(task: write a newspaper article on.., write an article for your school/student newspaper on..)



## 0) headline, subheading, byline

→ *example: **Robots in School?***

*A new science project attracts attention*

*Max Mustermann, 09.12.2018*

## 1) introduction

→ *In the news I heard..., You won't believe what happened..., Can you imagine... ?*

→ *The problem/question is...*

## 3) main part

→ *view comment/mediation language help*

## 4) conclusion

→ *To sum up..., All in all..., Finally...*

→ *Will the issue/problem be solved in the future?*

*What is the future going to look like?*



Comment or Mediation in form of a

# Blog entry (task: for this weeks blog entry, discuss., inform your blog readers about..)

0) catchy headline/title

1) introduction

- refer to topic/experience/problem the blog entry is about
- present topic you want to give opinion on

2) main part

- give information in logical order
- share experience/opinion with the help of detailed descriptions, explanations, arguments and examples

3) conclusion

- sum up, give outlook for future, invite readers to comment down below/follow





Comment or Mediation in form of a

# Blog entry (task: for this weeks blog entry, discuss., inform your blog readers about..)

## What do I have to consider when writing the text?

- use language appropriate for peer group
- address reader directly
- structure article with different paragraphs for different thoughts/topics
- try and catch the reader's attention with the help of stylistic devices like rhetorical questions
- use linking words to connect ideas
- have blog entry be personal

Comment or Mediation in form of a

# Blog entry (task: for this weeks blog entry, discuss., inform your blog readers about..)



## 0) catchy headline, title

→ example: **Summer time - party time?, Mallorca - more than just partying**

## 1) introduction

→ *Can you imagine... ?, Isn't it incredible that... ?, Have you ever (thought about)... ?, You would never guess..., The reason I am writing this is...*

→ *The problem/question is...*

## 3) main part

→ *I would like to share my opinion/thoughts/experience with you. Firstly/To start with...*

→ *I would like to tell you more about...*

## 4) conclusion

→ *To sum up..., All in all..., Finally...*

→ *Share your thoughts., Let me know what you think.,*

Comment in form of a

# Speech

(task: For X (situation) you are asked to give a speech, that opens a debate about Y)

0) greet audience directly

1) introduction

- thank audience for invitation, name topic of speech (comment)
- start with one interesting fact/statement

2) main part

- convince audience with arguments, examples, explanations (refer to comment)

3) conclusion

- sum up main arguments, come to a conclusion on topic/issue
- thank audience for attention/listening



Comment in form of a

# Speech

(task: For X (situation) you are asked to give a speech, that opens a debate about Y)



## What do I have to consider when writing the text?

- address listeners/audience directly
- catch audience attention by asking rhetorical questions, using repetitions and other stylistic devices
- try to find relatable situations to involve audience
- use linking words to connect ideas
- structure speech and give arguments in logical order

Comment in form of a

# Speech

(task: For X (situation) you are asked to give a speech, that opens a debate about Y)



## 0) greet audience

→ *Hello fellow students, Dear ladies and gentlemen*

## 1) introduction

→ *Thank for for inviting me today to talk about..., Thank you for giving me a voice at X*

→ *Did you know that... ?, Have you ever wondered if... ?, Do you ever think about...?*

## 3) main part

→ *What I think is most important is..., It is crucial to add that...*

→ *example stylistic devices: Have you ever wondered how much of the food you eat is genetically modified? X procent. You heard me right. X procent. (rhetorical question + repetition)*

## 4) conclusion

→ *Finally I want to point out that..., To sum it up/ To conclude my speech it is important to say that...*

→ *Thank you for listening, Thank you for your attention*

Mediation in form of an

# E-mail

(task: write an E-mail to your friend, professor to inform them about...)



## 1) introduction

- formal/informal greeting
- explain reasons/circumstance for writing, explain who you are if unknown (start with a capital letter)

## 2) main part

- restate information according to ask or that the person should know

## 3) conclusion

- finishing sentence
- formal/informal farewell

Mediation in form of an

# E-mail

(task: write an E-mail to your friend, professor to inform them about...)



## What do I have to consider when writing the text?

- use language appropriate for addressee
- use connectives/linking words
- use paragraphs
- write about all the information important to task
- keep it rather personal
- differ between formal and informal



Mediation in form of an

# E-mail

(task: write an E-mail to your friend, professor to inform them about...)



## 1) introduction

→ *formal: Dear Mr/Mrs/Ms..., Dear Sir or Madam*

→ *informal: Hi, Hello, Hey... (name or nickname like dude, friend...)*

→ *I am writing to tell you..., I would like to ask you about..., I came across the article X I'd like to share with you*

## 2) main part

→ *view mediation language help*

## 3) conclusion

→ *What do you think? I look forward to hearing from you.*

→ *formal: Best wishes,... , Sincerely,... , Kind regards... (full name)*

→ *informal: Bye/Love/Yours,... , Take care,... , See you soon, ... (first name)*

Mediation in form of a

# Letter

(task: write a letter to your friend/ professor to inform them about/ ask them about/ let them know...)



## 0) letterhead (Briefkopf)

→ address of addressee →

	Chris McCarthy 32 Main Street St. Julian's, Malta STJ 3153
Jane Smith Marks and Spencer 173 Oxford Street London, W1D 2JR United Kingdom	
	August 16, 2016
Dear Ms. Smith,	

← your address

← date

## 1) introduction

→ greeting →

→ your reason for writing the letter/ your request

## 2) main part

→ restate information relevant to task

## 3) conclusion

→ finishing sentence

→ farewell

Mediation in form of an

# Letter

(task: write a letter to your friend/professor to inform them about/ask them about/let them know...)



## What do I have to consider when writing the text?

- use language appropriate for addressee
- use connectives/linking words
- use paragraphs
- write about all the information important to task
- keep it rather professional
- differ between formal and informal

Mediation in form of an

# Letter

(task: write a letter to your friend/professor to inform them about/ask them about/let them know...)



## 1) introduction

→ formal: *Dear Mr/Mrs/Ms..., Dear Sir or Madam*

→ informal: *Hi, Hello, Hey... (name or nickname like dude, friend...)*

→ *I am writing to tell you/inform you about..., I am writing to inquire..., I contact you to confirm...*

## 2) main part

→ *view mediation language help*

## 3) conclusion

→ *Thank you for your efforts in advance./Thank you for taking the time to read my letter./I look forward to hearing from you soon.*

→ formal: *Best wishes,... , Sincerely,... , Kind regards... (full name)*

→ informal: *Bye/Love/Yours,... , Take care,... , See you soon, ... (first name)*



# Cartoon / Picture Description (task: describe and interpret the cartoon / picture)

## 1) first impression

- first reactions and emotions you felt
- what situation it generally shows
- name the creator, date and where it can be found

## 2) description

- describe detailed what can be seen in the illustration
- mention the most important elements first and then background
- comment on people's body language, facial expressions and relationships
- say how light, colours and focus are used

# Cartoon / Picture Description (task: describe and interpret the cartoon / picture)



## 3) interpretation

- say what message is conveyed by the picture / cartoon
- explain how the effect is achieved
- say whether it is aimed at a particular target group

## 4) evaluation

- say if you think that the creator successfully conveyed its intended message
- what is responsible for its success or failure
- say how you like the illustration and explain why



# Cartoon / Picture Description

What do I have to consider when writing the text?

- use formal language (in ~~on~~ the picture / cartoon)
- use present progressive
- use connectives
- always pay attention on the structure (first describe, then interpret and evaluate)



# Cartoon / Picture Description

## 1) first impression

- *The first thought that comes to my mind, when I see the cartoon is...*
- *X created it in X and afterwards the illustration was published on...*

## 2) description

- *By starting the description, I've to mention that it basically shows / consists of..*
- *What strikes the eye immediately is...*
- *In the center / background / corner, on the right / left hand side, at the bottom / top*
  - *the cartoonist visualized*
  - *... can be discovered / is shown*
- *The colours used to visualize the scene, make the whole cartoon / picture appear...*



# Cartoon / Picture Description



## 3) interpretation

- *The cartoon / picture was staged to achieve a certain effect on the viewer as...*
- *The cartoon / picture is making fun of / criticising... as it brings the message of... across*
- *The creator aims to present / wanted to make people aware of...*
- *The problem illustrated here is...*

## 4) evaluation

- *In my opinion, the cartoon successfully conveyed its intended message as...*
- *It speaks to the observer directly by...*
- *I guess that it is really thought-provoking, because...*

# Connectives

## add

→ moreover / in addition / furthermore / besides / another striking aspect / equally

## reasons

→ therefore / accordingly

## opinion

→ From my point of view / In my opinion

## consequence

→ this implies / for this purpose / due to

## reference

→ with regard to / referring to