

## 02 How to improve your writing skills – Das eigene Schreibverhalten reflektieren



**A1** You are planning your birthday party. Invite your friend Max. Write him a short email. Write about

- the date and duration
- the activities you've planned

The image shows a simulated email client interface. At the top, there's a browser-like address bar with navigation arrows and a refresh button. Below it, a dark header bar says 'New Message' with window control icons. The main area contains two input fields: 'To' and 'Subject'. Below these is a large, multi-lined text area for composing the message. At the bottom right, there are icons for emojis and attachments, and a 'Send' button. A large, diagonal watermark 'VORSCHAU' is overlaid across the center of the form.

**A2** How do you proceed when you have to write a text? What do you do first? What do you do next? Write down your steps.

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**A2** You should always have the structure of your text in mind. Most texts have three parts or paragraphs:

- introduction
- main part
- conclusion

It can be helpful to create a **template** before writing your text. Fill in the missing information from your email (M1.A1).

	Struktur	Satzanfänge/Beispiele
<b>Thema/Inhalt</b>	I name the topic of my email	subject: _____
<b>Anrede</b>	I am writing to: <ul style="list-style-type: none"> <li>• formal: person I don't know</li> <li>• informal: friends/family</li> </ul>	<input type="checkbox"/> Dear Mr / Mrs / Ms _____ <input type="checkbox"/> Dear Sir or Madams _____ <input type="checkbox"/> Hi / Hello / Hey _____
<b>Anfang</b>	I start with a capital letter.	<input type="checkbox"/> Thank you for _____ <input type="checkbox"/> How are you? _____
<b>Erster Teil (Introduction)</b>	<ul style="list-style-type: none"> <li>• I introduce myself to an unknown person.</li> <li>• I explain why I am writing.</li> </ul>	<input type="checkbox"/> My name is _____ <input type="checkbox"/> I am contacting you to _____ <input type="checkbox"/> I wanted to tell you about _____
<b>Hauptteil (Main part)</b>	<ul style="list-style-type: none"> <li>• I write sentences that are easy to understand.</li> <li>• I use linking words.</li> </ul>	My main contents and keywords: <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul> <p>Sentence starters: First I want to..., It's interesting that..., I would like to...</p> <p>Linking words: As / Therefore / After / Finally</p> <p>Besides / In addition</p>
<b>Schlussatz (Conclusion)</b>	My last sentence makes clear that this is the end of my text.	That's all for now. I look forward to hearing from you.
<b>Verabschiedung</b>	My goodbye fits the person: <ul style="list-style-type: none"> <li>• formal: person I don't know</li> <li>• informal: friends/family</li> </ul>	<input type="checkbox"/> Best wishes / Yours sincerely, _____ <input type="checkbox"/> Take care, / Best wishes / Bye / See you soon _____