

DURCH STARTEN

MIT
PRAXIS-
ERPROBTE
BEISPIELEN

ENGLISCH TEXTSORTENTRAINING

LÖSUNGEN

9
bis
13

1.–5. Jg. BHS / 5.–8. Kl. AHS



VERITAS

Gemeinsam besser lernen

Ü01

Individuelle Lösungen

Ü02

Lösungsvorschläge:

- ➔ Argumente zum vorgegebenen Thema auflisten
- ➔ der Leserin/dem Leser den eigenen Standpunkt verdeutlichen
- ➔ sachlich bleiben
- ➔ klar und logisch aufbauen
- ➔ höflich formulieren
- ➔ die Angabe inkludieren
- ➔ keine einzelnen Phrasen oder Sätze aus der Angabe wortwörtlich übernehmen
- ➔ keine Abkürzungen (z. B. don't, can't ...) oder umgangssprachlichen Formulierungen wählen
- ➔ die Leserin/den Leser nie direkt ansprechen
- ➔ nur rhetorische Fragen (keine direkten Fragen) oder Passivkonstruktionen (keine *you*-Formen) verwenden
- ➔ die geforderte Länge von 400 Wörtern (+/- 10 %) nicht überschreiten

Ü03

Lösungsvorschlag:

Due to the fact that nowadays more and more young people are deciding to become vegan, the public opinion on this matter is quite diverse.

You have discussed this topic at school and your English teacher has asked you to express your opinion on the given theme in an essay: **Is veganism a healthy trend or not?**

State your opinion either **for or against** the topic and give reasons for your view.

In your opinion **essay** you should:

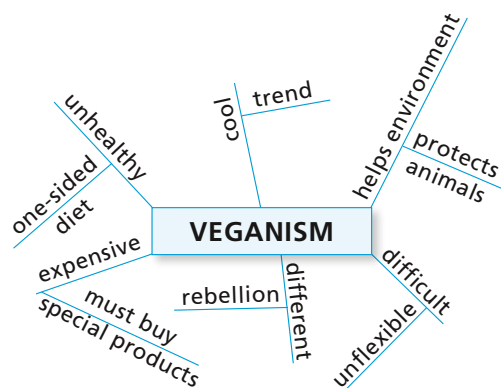
- ➔ explain the term **veganism**
- ➔ state **arguments** for or against this new diet
- ➔ outline **reasons** to support **your view**

Write around **400 words** and do not forget to include a **title**!

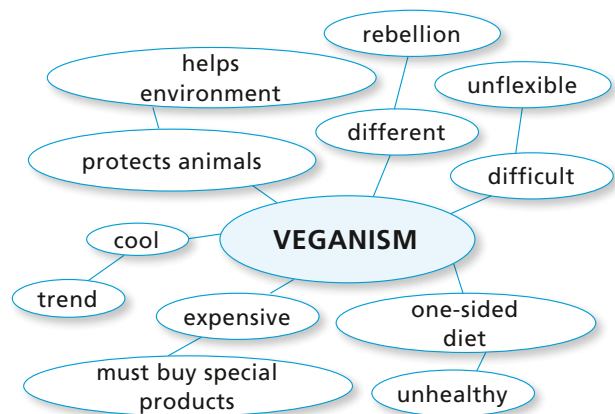
Ü04

Lösungsvorschläge:

Beispiel für eine Mindmap:



Beispiel für einen Cluster:



Ü05

Individuelle Lösungen

Ü06

Lösungsvorschlag:

First of all, I would like to point out that according to experts veganism is unhealthy.

Since it is a one-sided diet, one must take special vitamins and food additives to ensure a balanced diet.

Thus, I am convinced that such a trend is a health risk.

topic sentence

Begründung

Beispiel

Ü07

Lösungsvorschläge:

- ➔ Vegans Make the World a Better Place
- ➔ Sports at School Every Day?
- ➔ Gap Year – Once-in-a-Lifetime Experience

Ü08

Lösungsvorschläge:

- ➔ listet Argumente nur für einen Standpunkt auf
- ➔ Argumente müssen belegt und begründet sein
- ➔ formelle Sprache, keine Kurzformen, kein *you*
- ➔ gliedert sich in Überschrift – Einleitung – Hauptteil – Schluss
- ➔ umfasst 400 Wörter (+/- 10 %)

Ü09

Individuelle Lösungen

Ü10

Individuelle Lösungen

Ü11

Individuelle Lösungen

ÜBUNGSBEISPIELE ESSAY

BEISPIEL 1

Lösungstextvorschlag:

Mobile Phones in Lessons – Yes or No?

Some people claim that the advancement of technology should be reflected in classes at school. This essay deals with the question whether students should be allowed to use mobile phones during lessons or not. In my opinion, such technical devices should not be permitted in class.

Firstly, I take the view that children use their mobile phones very often a day, perhaps too often – (but that is not the theme of this essay). I have read that on average they play games or watch videos online for more than two hours each day. As I see it, students would become even more addicted to their phones, if they were allowed to use them in a classroom setting. Because of this fact, I think they should not be permitted to use their phones during lessons.

Secondly, I believe that too much contact with phones is not good for one's health. When I am on my phone for a while I become tired faster and then I cannot work or think as clearly as without using such a device. I am convinced that students cannot focus as well on lessons or exams if they are permitted to use their phones in class. Without a doubt, it would disturb their concentration.

Thirdly, in my opinion students should learn how to use other technical devices such as computers. I have the feeling that a computer is not much better but at least the students would have a bigger screen to look at. I am totally opposed to working on small screens for such a long time since it is harmful for one's eyes.

I would like to point out that at my school students are not allowed to use their phones during lessons. An exception may be when language teachers permit looking up a specific translation when using an online dictionary. In my experience it is not necessary to use one's phone in class.

To sum up, this essay outlines that students should not be allowed to use their phones during lessons. All things considered, excessive use of mobile phones is bad for children's health and concentration. To put it in a nutshell, I strongly feel that such technical devices should not be permitted in class. (379 words)

Gap Year – Once-in-a-Lifetime Experience

'Life begins at the end of your comfort zone'. In my view this saying perfectly describes a gap year. On the one hand, such a year is a completely new experience that might not always be very delightful. On the other hand, however, life is about broadening one's horizon, making new friends on the other side of the world and getting to know other cultures and habits. The essay will not only examine what a gap year is, but also outline its advantages.

First of all, what is meant by 'gap year'? This term describes a gap between school and university, which can be considered a time-out from studying. I get the impression that it is a year usually spent either working or travelling. Without a doubt there is a variety of activities one can do during such a gap year including volunteer work, going abroad as an au-pair, working or travelling.

To my mind, it must be taken into account that taking a year off has many advantages. As I see it, a gap year is a time out during which young people can recharge their batteries. I take the view that such a year can be spent relaxing and escaping the stress of graduation and studying in general before life at university can start with newly gained energy.

My view on the matter is that taking a gap year enables young people to take time to reflect and plan their life. I would like to point out that not everyone knows what they want to study or where they wish to work after finishing school. I am convinced that going abroad and getting away from familiar surroundings may strengthen one's view on the things which are really important in life. Besides, time spent in another country makes it possible to encounter different cultures and get to know new people who may even become life-long friends.

All in all, I would like to conclude that taking a gap year has numerous advantages. On the basis of these findings, it would seem that getting out of one's comfort zone not only broadens young people's horizons but also gives them a new perspective on the more important things in life. (374 words)

Sports at School Every Day?

It is often said that more and more children are becoming obese nowadays. Many people claim that one sports lesson a day would help young people live healthier and be happier. Others, however, argue that a daily lesson of sports would be a waste of time and money. My plan for this essay is to discuss the different arguments on the theme of daily sports at school and explain my view on the matter.

On the one hand, experts claim that children and teenagers should do about five hours of sports each week in order to strengthen their bones and joints. Without a doubt sports is good for one's health and fitness owing to the fact that people who do sports regularly live longer and are sick less often. Therefore a daily lesson of sports would strengthen an athlete's body and mind.

On the other hand, it has been shown that the actual amount of physical activity in a typical P.E. lesson at school can be calculated with five minutes of non-stop movement if one considers how long it takes for the students to get changed and then set everything up and stretch and warm up. Thus a daily lesson of sports can be considered a waste of students' and teachers' precious time.

It is true to say that when an entire class does activities together like running and playing games and dancing, the students get along better and can have fun together. As a consequence, doing sports on a regular basis strengthens the team spirit and also helps classmates bond.

Nevertheless, it can be argued that financing such a project must be difficult. This is due to the fact that if students should be able to have sports at school every day, more P.E. teachers and well equipped gymnasiums would be necessary. As a result it is a popular opinion that a daily lesson of sports is a waste of money which could be invested elsewhere.

In conclusion, it can be summarized that there are many different arguments for and against a daily lesson of sports. All things considered I take the view that such a project would help improve every student's health and well-being. On the basis of the facts mentioned above, it would seem that sports at school every day would be a wonderful idea. (392 words)

Ü12

Lösungsvorschläge:

- ➔ die Leserinnen und Leser entweder informieren, überzeugen, unterhalten etc. (abhängig von der Aufgabenstellung)
- ➔ das Interesse der Leserschaft wecken
- ➔ die Leserinnen und Leser unterhalten
- ➔ klar und logisch aufbauen
- ➔ formell oder persönlich formulieren (abhängig von der Aufgabenstellung)
- ➔ die Angabe inkludieren
- ➔ keine einzelnen Phrasen oder Sätze aus der Angabe wortwörtlich übernehmen
- ➔ die Leserinnen und Leser direkt ansprechen
- ➔ rhetorische Fragen stellen
- ➔ amüsante Geschichten, indirekte Reden und Beschreibungen inkludieren
- ➔ die geforderte Wortanzahl (+/- 10 %) einhalten

Ü13

Lösungsvorschläge:

- ➔ In einem *article* können die Leserinnen und Leser direkt angesprochen werden, in einem *essay* nicht.
- ➔ Ein *article* kann die Leserschaft unterhalten. Ein *essay* informiert die Leserinnen und Leser.
- ➔ Ein *article* kann Kurzformen und informelle Sprache enthalten. Ein *essay* ist immer formell.
- ➔ Ein *article* kann 250 oder 400 Wörter umfassen, ein *essay* hat immer 400 Wörter.

Ü14

Lösungsvorschlag:

Family Celebrations

Your **school magazine** has asked you to write an article **describing a family celebration** you much enjoyed. The best article will be published in the next issue.

In your **article** you should:

- ➔ **describe** such a pleasant **event**
- ➔ **explain** why you have **chosen** this particular family celebration
- ➔ **point out** the **importance** of family celebrations

Write around **400 words** and include an **interesting title**!

Ü15

Individuelle Lösungen

Ü16

Individuelle Lösungen

Ü17

Lösungsvorschlag:

A particular birthday celebration that comes to mind took place a few years ago when my partner fell ill, and I had a surprisingly pleasant party with family instead. On this special day my mother and grandmother picked me up unexpectedly and took me out for lunch. Three generations sitting at one table, sharing a meal and enjoying each other's company – was a memorable event.

Ü18

Lösungsvorschläge:

- ➔ Let's Celebrate!
- ➔ How Global is Our World?
- ➔ Increased Binge Drinking among Teens

Ü19

Einige Merkmale sind:

- ➔ soll die Leserinnen und Leser zum Weiterlesen anregen
- ➔ muss eine interessante Überschrift haben
- ➔ kann persönlich oder formell geschrieben sein
- ➔ soll die Leserinnen und Leser direkt ansprechen
- ➔ kann unterhalten
- ➔ umfasst entweder 250 oder 400 Wörter

ÜBUNGSBEISPIELE ARTICLE

BEISPIEL 1 Lösungstextvorschlag:

How to Make Your Home Green – for Dummies

How green are you? Have you ever considered how quickly and easily you can take measures to help the environment? There is nothing better than helping every household become green.

There is no doubt that making your house more environmentally-friendly positively affects the environment. Experts agree that such houses not only help protect our planet but also provide a better future. Therefore, it is necessary to understand how valuable they actually are.

It is worth mentioning that one way to live an eco-friendly life is by recycling. Generally speaking, recycling means putting waste into the right bins. It is so easy – anyone can do it! The rule of the wise is: the more bins – the better.

Moreover, you can save electricity if you install sockets which automatically turn on and off only when needed. They are inexpensive and easy to install. In addition, collecting rain water in a large barrel to water the plants with is a great way to save one of our most precious elements – water – and also money. You may be aware of the fact that there is a growing number of houses with photovoltaic panels on the roof which produce electricity.

All things considered it can be said that there are many ways to make your house green such as recycling and saving water and electricity. What it comes down to is that we have to help our planet and there are different methods of achieving that goal. In other words: every household can and should be made green. In the end the question remains: 'How green are you?' (274 words)

BEISPIEL 2 Lösungstextvorschlag:

A Healthy School is a Happy School

Imagine a school where students try to order burgers and fries but are only offered soup, salad and vegetables instead. How do you think pupils would react to such a situation?

Are they aware of the importance of a healthy school? Have they ever thought about the duties which it entails? It is probably true to say that such an adjustment might lead to possible problems. Nevertheless everyone should want to find out about helpful solutions.

Generally speaking, having a healthy lifestyle means looking after your body and therefore filling it with 'the right fuel'. Due to the fact that the first step to becoming a healthier school is by only offering healthy food and drinks at the cafeteria – there is no doubt that cutting back on junk food and soft drinks is the solution.

Apart from that, being active plays an important role in having a healthy lifestyle. Because of that, experts agree it would be best for schools to offer a varied sports program which appeals to different preferences.

It is worth mentioning that the WHO's Global School Health Initiative has set the goal of turning as many schools as possible into 'health-promoting schools'. Therefore, going to a healthy school makes it easier to adapt to a healthier lifestyle.

On top of that, it is a proven fact that a balanced diet and an active lifestyle make it easier for students to study. Due to the fact that they have more energy and will-power, this will lead to better grades. In other words: a healthy school is a happy school.

There is reason to believe that the transformation into a healthy school can cause problems. There might be a number of students who will not be content with the new selection of food and therefore not buy it, but it is a common fact that change takes time and so students must be given the chance to get accustomed to the new situation.

All things considered, it would be advisable for schools to make adjustments in order to become healthy schools. What it comes down to in the end is that it is essential to have and support a healthy lifestyle. Do you agree that students at a healthy school are happier? (381 words)

Ü23

Lösungsvorschläge:

- ➔ Fakten, Angaben und Informationen klar und präzise wiedergeben
- ➔ der Leserin/dem Leser mögliche Lösungswege zeigen und Empfehlungen abgeben
- ➔ sachlich bzw. neutral formulieren
- ➔ klar und logisch aufbauen
- ➔ die Angabe inkludieren
- ➔ keine einzelnen Phrasen oder Sätze aus der Angabe wortwörtlich übernehmen
- ➔ keine Abkürzungen (z. B. *don't*, *can't* ...) oder umgangssprachlichen Formulierungen verwenden
- ➔ die indirekte Rede (= *reported speech*) für Aussagen anderer Personen wählen
- ➔ ich-Formulierungen vermeiden
- ➔ die geforderte Länge (+/- 10 %) einhalten

Ü24

Lösungsvorschläge:

- ➔ Du musst Fakten, Angaben und Informationen klar und präzise wiedergeben.
- ➔ sachlich und neutral formulieren
- ➔ Ich-Formulierungen vermeiden
- ➔ keine Kurzformen verwenden

Ü25

Hauptaussagen:

- ➔ 61 % aller Befragten geben an, nie einen Fahrradhelm zu tragen. (= 61 % *say that they never wear a cycle helmet*)
- ➔ 20 % tragen ihn manchmal. (= 20 % *sometimes wear a cycle helmet*)
- ➔ 18 % tragen einen Helm, wenn sie lange Strecken fahren. (= 18 % *wear a cycle helmet on long distances*)
- ➔ 11 % tragen einen Helm, auch wenn sie kurze Strecken fahren. (= 11 % *wear a cycle helmet even on short distances*)

Ü26

Individuelle Lösungen

Ü27

Lösungsvorschlag:

Introduction

subheading

As requested by the Mayor, I have researched among young people aged 13–17 to find out if and how often they wear a cycle helmet when riding their bikes. Both the key findings and my recommendations are presented below.

Einleitung

Ü28

Lösungsvorschlag:

Why few people wear cycle helmets

subheading

Contrary to expectations almost all the questioned people never wear cycle helmets. There are many reasons for this, the most important one being that young people simply are not aware of the risks. Another factor could be that it is not considered cool or fashionable to wear a cycle helmet.

paragraph

Ü29

Lösungsvorschläge:

- ➔ Als Ausgangspunkt kann oft eine Grafik erwartet werden.
- ➔ Ein *report* ist in Kopf, Betreffzeile, Einleitung, Hauptteil und Schluss gegliedert.
- ➔ Am Beginn müssen immer die/der Empfänger/in, die/der Autor/in genannt und das Datum angegeben werden.
- ➔ An vorgegebene Daten und Fakten halten.
- ➔ Überlegen, für wen und warum dieser Bericht geschrieben wird.
- ➔ Vor jedem Absatz eine Überschrift formulieren, die erklärt, worum es geht.



Individuelle Lösungen



Individuelle Lösungen



Individuelle Lösungen

ÜBUNGSBEISPIELE REPORT

BEISPIEL 1 Lösungstextvorschlag:

To: Hans Smith
From: Martin Doyle
Date: May 17, 2018

Farmers' Markets vs. Food Miles

Introduction

As requested by my Biology teacher, the aim of this report is to inform you on the origin of fruits and vegetables at our local supermarket in comparison to farmers' markets. The content is based on my own findings and will be presented below.

Food Miles

Most people seem to feel that fruits and vegetables must be cheap and good. There are several factors which affect the price of fresh greens. The branch manager of our local supermarket states that brand-name bananas which are sold at his store are imported from Costa Rica and cucumbers are first exported from Peru to Italy and then to Vienna. One should not forget how many miles these supposedly fresh products have been transported before they are sold.

Farmers' Markets

In comparison, locally grown food, which is also sold at our chain store, is more expensive. According to my research, prices can be up to twice as much. It is important to add that the eggs at our farmers' market are bigger and tastier. Everyone I interviewed agreed that the quality of food at farmers' markets is better, but the prices are higher.

Recommendation

It would be advisable for the market chain to reduce food miles. For this reason, I would strongly recommend that most of the products should be bought from local producers.

Conclusion

All in all, it can be summarized that supermarkets are cheaper but farmer's markets are better. In short, it is essential to reduce the amount of food miles. For this reason it would be a good idea to increase the amount of purchases of locally grown products. (274 words)

Communication Comparison

To: May Shenner

From: June Oldmann

Date: July 27, 2018

R U up 2 date on Communicating?

Introduction

As requested, I have researched the preferences of students aged 12 to 17 concerning different forms of communication. The source for this report are interviews with 100 students I questioned about the way they like to communicate with their peers. In the following report I will present the results, compare the popularity of the different technologies and suggest possible reasons for the results.

Results

According to the data, 44 percent of the 100 interviewed students prefer speaking via mobile phone and using instant messages. This is followed by text messages which 33 percent of the questioned teenagers choose to communicate by. The survey also shows that almost one fifth communicates on social media platforms. Otherwise just three out of 100 contact each other by means of e-mails.

Popularity of Technologies

There is a significant preference of students to use their mobile phones for voice calls and instant messages in comparison to the second most frequently used form of communication – text messages. The figures for exchanging information via e-mails are the lowest. It is worth mentioning that none of the interviewed students resort to land lines in order to contact someone. Compared to that the amount of communication through social media platforms is substantially higher.

Possible Reasons

At first, I surmise that text messages overweigh other forms of communication since most students seem to feel that they are quick and easy to send. This explains a new infomercial with the caption: 'Do not text and drive'! Nowadays almost everyone has got a smartphone, which makes it much easier to stay in contact either through message services or voice calls. E-mails are outdated because it takes much longer to send them in comparison to a short text message. Social media websites can be found in the middle of the ranking due to the fact that they are faster than e-mails but not as quick as text messages.

Conclusion

To sum up it has been shown that students prefer to communicate via mobile phones and instant messages the most and e-mails the least. It is obvious that time is of the essence and therefore the fastest method of communication prevails. (377 words)

Ü33

Individuelle Lösungen

Ü34

Lösungsvorschläge:

- ➔ Das richtige Layout verwenden:
Empfängerin/Empfänger (Brief)
Absenderin/Absender (Brief)
Betreff
Datum (Brief)
Anrede
Text
Verabschiedung
Unterschrift
- ➔ Die Aufgabenstellung gut durchlesen.
- ➔ Einen angemessenen Schreibstil wählen.
- ➔ Wissen, wer die Empfängerin/der Empfänger ist.
- ➔ 250 Wörter schreiben (+/- 10 %).

Ü35

Lösungsvorschlag:

- ➔ Ein Internat in Oxford sucht junge Leute, die im Zeitraum von Juni bis August 350 Studentinnen und Studenten von 15 bis 17 Jahren betreuen. (= *A boarding school in Oxford is looking for young people to look after 350 students, aged 15–17 years, from June to August.*)
- ➔ Die Voraussetzungen sind, dass man verantwortungsbewusst und fürsorglich ist und eine starke Persönlichkeit hat. (= *You must be reliable, caring and have a strong personality.*)
- ➔ Man muss hauptsächlich am Abend arbeiten. (*You must mainly work in the evenings.*)

Ü36

Individuelle Lösungen

Ü37

Individuelle Lösungen

Ü38

Lösungsvorschlag:

Dear Mrs. Morrison,

I was interested to read your advertisement at the local post office in Tonbridge. I am writing because I would like to apply for the advertised position.

Ü39

Lösungsvorschlag:

I would be particularly suitable for the demands of working as a newspaper courier since I am an early riser and do not mind getting up early even on weekends. This job would give me the opportunity to ride my bike daily which suits my active lifestyle. In addition, I have recently purchased a new bicycle and helmet, therefore I am ready and well equipped to work for you.

Ü40

Lösungsvorschlag:

I would be delighted to be invited to an interview and would welcome the opportunity to discuss details of the position with you personally.

Yours sincerely, ...

Ü41

Lösungsvorschläge:

- ➔ Gleich zu Beginn Bezug auf die Stellenausschreibung nehmen!
- ➔ Den Grund für die Bewerbung erklären!
- ➔ Höflich ausdrücken!
- ➔ Stärken nennen!
- ➔ Nur für die Stellenausschreibung relevante Details nennen!

ÜBUNGSBEISPIEL E-MAIL OF APPLICATION

BEISPIEL

Lösungstextvorschlag:

Dear Ms Buttercup,

With interest I read your advertisement in yesterday's edition of The Valley Sun. I am writing because I would like to apply for the advertised position as a waitress at Café Buttercups.

Having completed my training as a waitress at school I am now looking for a position in which to practise my newly acquired profession. I am an 18-year-old graduate and I am currently looking for a job as a waitress.

My strengths are good interpersonal and communication skills which will enable me to work as an effective member of your team. My native language is German, but during my time at school I also learned English for eight years and French for four years. Thus, I have no problem speaking these two foreign languages. I am confident I will be able to apply my skills in the advertised post. I am highly motivated and look forward to the varied work which the position of a waitress would entail. Would you please be so kind as to tell me how high the salary is and how many hours I would have to work? If possible, I would like to request starting work at noon on Sundays. It would be very helpful since I attend church Sunday mornings. Therefore, I would be willing to work longer hours on Saturday and Sunday evenings.

Please find my résumé attached. Should you require any further information about my qualifications, I would be pleased to quote references.

Thank you for your time, I hope you will consider my application.

I look forward to receiving information from you.

Yours sincerely,

Miranda Schmid (270 words)

Lösungsvorschläge:

- ➔ In einem Bewerbungsschreiben führt man Fähigkeiten und Erfahrungen an, in einem Leserbrief nicht.
- ➔ Ein Leserbrief informiert die Leserschaft über die eigene Meinung, das spielt in einem Bewerbungsschreiben keine Rolle.
- ➔ In einem Leserbrief muss man einen Inputtext besprechen, in einem Bewerbungsbrief nicht.

Individuelle Lösungen

ÜBUNGSBEISPIEL E-MAIL TO THE EDITOR

BEISPIEL Lösungstextvorschlag:

Dear Sir,

I have recently read your article about permanent body ink in the last issue of your magazine. Thus, I feel compelled to comment on the matter.

In my opinion, tattoos are not only unhealthy but also unnecessary. To my mind, it should not be made such an important subject since there are much more important matters, for sure.

I feel compelled to state that I know a lot of people who have a tattoo but not one of them is in any way connected to jail. What an absurd accusation and false image you have chosen to convey. I am convinced that it is sufficient that young people under the age of 18 are not allowed to have a tattoo. I think tattoos should not be forbidden under the age of 21. By the way, are there not enough cases which prove that piercing your body is equally dangerous and harmful to painting it with 'permanent ink'?

I believe everyone should be able to choose if they wish to decorate their skin without having to fear it will one day put either them or their friends in jail. Personally, I do not think that tattoos look attractive and I would never get one. But I still feel compelled to point out how absurd such accusations are.

I hope that you have now gained insight into what some of your readers think and that you will take this matter seriously.

Yours faithfully,

Junia Heroditas, Gloggnitz (246 words)



Individuelle Lösungen

ÜBUNGSBEISPIEL LETTER OF COMPLAINT

BEISPIEL Lösungstextvorschlag:

Niek Company
Fifth Avenue
2324 New York, USA

Janine Bather
Mustermannstraße 3
1030 Wien, Austria

May 15, 2018

Dear Sir or Madam,

I am writing in order to complain about a purchase I recently made at one of your stores. Yesterday I bought a pair of Veeery Boosty 370 at the Niek Store on Mariahilferstraße in Vienna. I am writing in order to inform you that unfortunately these shoes were not made by Niek. This was a confusing and shocking revelation to me when I realized it at home. I must say that the placement of such a product in your brand-name store was misleading.

As you can imagine this is an unbearable situation for me. It is important to me to run in shoes of that particular brand because so far I have been nothing but content with your products. I assume that it is in both our interest that this state remains the same.

In order to solve this unfortunate problem I would appreciate it if you could exchange the shoes I purchased with original Niek running shoes. In case that is not possible, my suggestion would be that you refund my money. Enclosed please find the bill of purchase.

I look forward to receiving an explanation to this situation. You can reach me at 0555/654321 any time after 5 p.m.

I suggest that you take this matter seriously. I am looking forward to hearing from you soon.

Yours faithfully,

Janine Bather

Janine Bather (229 words)

Ü47

Lösungsvorschläge:

1. In einem Beschwerdebrief muss man sein Anliegen rigoros vertreten, in einer Anfrage nicht.
2. In einer Anfrage bittet man um Informationen, in einem Beschwerdebrief gibt man Informationen.
3. In einem Beschwerdebrief endet man mit einem Lösungsvorschlag, in einer Anfrage bittet man noch einmal um Informationen.

Ü48

Individuelle Lösungen

ÜBUNGSBEISPIEL LETTER OF ENQUIRY**BEISPIEL**

Lösungstextvorschlag:

Dear Sir or Madam,

I have decided to spend my summer holidays in Florida and I am going to stay at the Bay Side Resort in Miami. I am writing in regard to a recommendation of your resort that was given to me by a friend.

I am writing to enquire about a bedroom for the time of my stay. I would need a calm and comfortable room for two weeks in July. Kindly let me know if one is available at that time.

Due to the fact that I have never been to Florida before I would like to receive information about possible outings or daytrips to sights close-by. Could you please send me information on package deals your resort has to offer for its guests? I would be most grateful if you could provide me with relevant information so that I may plan my tours ahead.

Another query I have is considering what I should take with me. I would appreciate it if you could let me know what the average temperatures are at this time of year.

Please send me exact information concerning the price of the hotel room. On the internet I read that the price would be 55 Dollars a day. Could you possibly tell me if that is per person or per room? I would also like to know whether breakfast is included in the price, or not.

I would be very grateful if you could answer my questions promptly since they are crucial for me to be able to plan my journey accordingly. Thank you for your time and attention.

Yours faithfully,

Jeremy Schneider

Jeremy Schneider (273 words)

Ü49

Individuelle Lösungen

Ü50

Lösungsvorschläge:

- ➔ Ich muss die Aufgabenstellung gut durchlesen.
- ➔ Ich muss darauf achten, für wen ich den *blog* schreibe.
- ➔ Ich muss darauf achten, was der Zweck meines Schreibens ist.
- ➔ Ich muss das richtige Layout verwenden.
- ➔ Ich muss die geforderte Wortanzahl einhalten.
- ➔ Ich muss Absätze machen.
- ➔ Ich muss auf den Schreibstil achten (formell – informell).

Ü51

Lösungsvorschlag:

Your **best friend** has become a **vegetarian**. Now you have become curious and decided to **try it out** yourself and **publish a blog** on the internet. The aim of this blog is to share **your positive and negative experiences** with this new diet.

In your **blog entry** you should:

- ➔ **describe** your **motivation**
- ➔ **write** about your own **experiences**
- ➔ outline **positive and negative aspects** of this new diet

Write about **400 words** and give your blog a **title**!

Ü52

Individuelle Lösungen

Ü53

Individuelle Lösungen

Ü54

Individuelle Lösungen

Ü55

Lösungsvorschlag:

Last week when we went out I looked at the menu and spontaneously chose a vegetarian dish.	<i>topic sentence</i>
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Guess what, all the entrées which consisted of meat simply didn't tickle my taste buds.	Begründung
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I would like to mention that when all our food was served at the same time I was glad to have chosen a vegetarian dish.	Beispiel
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Ü56

Lösungsvorschlag:

Save the Planet – Refuse Meat!

Ü57

Lösungsvorschlag:

- ➔ bei *blog entry* nicht auf den interessanten Titel vergessen
- ➔ zu Beginn immer Informationen angeben: von wem – Datum – Uhrzeit
- ➔ die Leserinnen und Leser direkt ansprechen, indem man Fragen stellt, Antworten und Tipps gibt
- ➔ die Befehlsform verwenden

Ü58

Individuelle Lösungen

Ü59

Individuelle Lösungen

Ü60

Individuelle Lösungen

ÜBUNGSBEISPIELE BLOG

BEISPIEL 1 Lösungstextvorschlag:

Is Fame Relative?

posted by Caro/on April 1/at 12:02 a.m.

I must say, to me it's perfectly clear that fame is relative! Have you ever thought about the dark side of stardom? I ask myself: Why do so many people even want to be famous?

I think most famous people want to be:

- ➔ rich
- ➔ well-known
- ➔ able to work with other popular people

As I see it, it's a paradox. What I have noticed is that most people claim they want to become famous and when they are, they wear dark sunglasses to hide from their fans ... That's very strange, don't you agree? I understand that it's a problem that celebrities don't have much privacy because they can't do anything without paparazzi following their every move. For example, when they go shopping they are photographed from every angle. Can you imagine what it must be like? I for my part feel that would be a nightmare.

I'm sure you have seen pictures in magazines or also online of certain mishaps that stars have. I recall a photo of two rich and well-known young ladies who were getting out of a limo on their way to a party and their dresses had shifted in an inappropriate and revealing way. Of course, it had to be shown for all the world to see. That must have been so embarrassing! I can't imagine what my life would be like if all my mistakes were made public within minutes. Can you?

But then again celebrities earn so much money that they can pretty much buy whatever they want to, right? I have recently read somewhere that JB earned over 100 million Dollars in the last two years! That's incredible! But it makes me wonder: what does one single person do with so much money? – I would say: often get into trouble because he or she parties too hard or gets mixed up with the law. I'm sure we all have a few examples that instantly come to mind.

So, what do you think about fame and stardom? Would you like to be famous, or not? Please, share in the comments below. (360 words)

BEISPIEL 2 Lösungstextvorschlag:

Why Do People Often Overindulge When Drinking?

by Jemima Ruthson / posted on July 4 at 2:12 p. m.

Hey guys, here's a question for you: Have you ever been to a wedding where the groom was so 'out of it' that in his toast he thanked the guests for coming to his special day? Well, I experienced that last Saturday and it was ... mind-boggling. Guess what, he then explained that he was new at sharing and called it 'his and her special day' so 'their special day'. Wow – how confusing and sad, don't you agree?

It was not a pretty sight when at the end of the wedding festivities the groom could barely stand up straight to say thank you and good night to the guests. At least it didn't seem to be too embarrassing for the bride, but still ... it was her/their wedding. Have you ever had a similar experience? If so, please let me know about it.

I would also like to mention the fact that this particular young man may not be able to remember much of the supposedly most special day and night of his life. Is it worth it? What do you think? Have you ever considered the negative effects of binge drinking? It leads to the loss of many things such as:

- ➡ memory
- ➡ control
- ➡ money
- ➡ friends
- ➡ ...

... and I'm sure many more.

All in all, I would recommend considering the consequences of your actions before overindulging. Just imagine how you will feel the next morning!

Please feel free to share your thoughts and experiences in the comments below. (268 words)

BEISPIEL 3 Lösungstextvorschlag:

by Mani Kietow / June 5 / 5:33 p.m.

Jeff, I have recently stumbled across your blog criticizing social media with the picture about FB. I mean the one where there is an untypical wedding night because the bride is updating her FB status as soon as they have been married. Can you imagine? I understand that it's an exaggeration and yet this cartoon wonderfully shows what a terrible state our personal relationships are in nowadays and how human interaction is being reduced to a bare minimum thanks to various forms of modern social media.

This has given me the courage to say what I have always known to be true: real life doesn't happen online – or at least it shouldn't, in my opinion. I believe that lately too much power and voice is being given to modern social media. As I see it, we should strive to actually enjoy our lives and live in the moment instead of constantly posting about it. I for one don't understand people who post every little detail of their entire day. I really don't care what you had for breakfast this morning – I'm sorry but that's the way it is.

To be honest, I believe that the comic you posted may actually be a glimpse of the sad but sure future we are facing. I have noticed that nowadays there is little to no communication without smartphones – it's terrible but true! I think when you're talking to someone and they whip out their phone and glance at it while they are supposedly listening to you – that's flat out rude! I feel that if I bore you so much then we should not be having this conversation or else it is just a waste of time and energy – for both of us.

As you can tell, I have a problem with people who can't put their phones down even for a few minutes and have a real face to face conversation. It makes me crazy! As I see it, it is fine if people regularly use social media but nobody wants to know everything about their entire day! (360 words)

BEISPIEL 4 Lösungstextvorschlag:

by Michelle Cherie/Oct 19/3:55 p.m.

Sandy, I stumbled across your blog and I think you're absolutely right. There are numerous negative aspects of modern social media: the picture you posted on your blog wonderfully describes the present situation. I think this picture is the perfect example for the sad state of personal relationships nowadays. A couple on a date should be looking deep into each other's eyes across the table, instead of staring at the screen they are focused on.

It's true that people don't talk to each other as much anymore, because everyone is constantly on his or her mobile phone or laptop. I believe that we live in an age where an addiction to screens has to be considered a proven scientific fact – by now there has got to be a name for this contagious disease, for sure.

Dear Sandy, I totally agree with you – social media has seriously changed our world. Without it our lives would surely be very different nowadays. I think the fascination or addiction starts at a very young age since I often see two-year-olds playing with smartphones. Many young children already watch random videos online, but I personally doubt that is a good idea.

I want to compliment you on this wonderfully chosen topic. I really think it's great that your blog will (hopefully) make people think about how often and how long they sit in front of a screen daily. It sure helped me. (248 words)

Ü62

Lösungsvorschlag:

Ein leaflet (= Broschüre) ist Werbe- oder Informationsmaterial, das vor allem im Marketingbereich verwendet wird. Die Broschüre kann entweder für etwas Werbung machen, über etwas informieren oder vor etwas warnen. Das kann ein bestimmtes Produkt sein, ein Land, ein Geschäft, eine Kampagne etc. Broschüren können sowohl in Papierform verteilt als auch per E-Mail versandt werden. Sie enthalten in der Regel immer anschauliche Bilder oder Illustrationen, um die Leserinnen und Leser anzusprechen und aufmerksam zu machen.

Ü63

Lösungsvorschläge:

- Die AIDA-Formel anwenden!
- Die Leserschaft überzeugen!
- Ausreichend informieren!
- Das richtige Layout verwenden! (Titel – Absätze – Überschriften – Nummerierungen – Schlagwörter)

Ü64

Lösungsvorschlag:

Recently Vienna Newtown has started building a **public swimming pool**. The **inhabitants** are asked to **invest** in this project due to the fact that financial resources are running low. You have been asked to design a leaflet in which **you promote this** new public pool called '**Aqua Newtown**'.

In your **leaflet** you should:

- explain how inhabitants can **personally benefit** from such a project
- outline **what can be done** at such a public pool
- **persuade the readers** that visiting 'Aqua Newtown' is **good for them**

Write about **250 words**. Divide your leaflet into **sections** and give them **headings**!

Ü65

Individuelle Lösungen

Ü66

Lösungsvorschlag:

Are you aware of the fact that there is no public pool in Vienna Newtown? What do you think about that? It is unbearable! Why do people not do whatever it takes to change this frustrating situation?

Ü67

Lösungsvorschlag:

Aqua Newtown is amazing

subheading

At Aqua Newtown there are so many things you can do! For example:

paragraph

- swimming
- sunbathing
- relaxing

... to name a few. There is so much more to experience there! It is the best!

Ü68

Lösungsvorschläge:

We Definitely Need a School Band!

Become Our Partner School!

Enjoy and Refresh Yourself at Aqua Newtown!

Ü69

Lösungsvorschläge:

- ➔ ein leaflet besteht aus zwei bis vier Teilen
- ➔ es soll das Interesse der Leserschaft wecken und sie überzeugen
- ➔ es soll ausreichend informieren
- ➔ es kann übertrieben wirken
- ➔ es soll in kurze und überschaubare Absätze gegliedert sein
- ➔ es soll eher kurze, nicht zu komplizierte Sätze enthalten
- ➔ es soll einen plakativen Titel haben
- ➔ es umfasst 250 Wörter (+/- 10 %)

Ü70

Individuelle Lösungen

Ü71

Individuelle Lösungen

Ü72

Individuelle Lösungen

ÜBUNGSBEISPIELE LEAFLET

BEISPIEL 1

Lösungstextvorschlag:

We Definitely Need a School Band!

Do you love to jam?

Can you play an instrument or sing? – Then you are perfect for our school band! My name is Anton and I am from Austria. I am 15 and I will be at this school for a year and I believe it is missing a cool band. Don't you agree? That is why I am starting a school band. You can be a part of it!

Why not consider joining the band?

Our school band needs reliable and relaxed musicians and singers who are willing to meet regularly to practice. What do you think about jam sessions? You don't know? – They are fun and unforgettable! Ask anyone with experience! You should be part of one!

Just try it!

Have you ever been in a band before? It is the best! – Seriously, you should try it! What have you got to lose?

Just imagine, in a band you ...

- ➔ get to know cool people with common interests
- ➔ make new friends with similar tastes
- ➔ can learn to apply and present your talent
- ➔ gain valuable experience
- ➔ make unforgettable memories

Join us now!

Our school band is going to be amazing! You do not want to miss out on it! So sign up now! We need your help and talent! I promise that you will not regret it! (226 words)

Become Our Partner School!

Austria is the Happening Place!

Have you ever seen the Sound of Music? Do you want to go skiing in the Alps? Would you enjoy eating Wiener Schnitzel and Sachertorte? Have you ever danced a Waltz or tried on Dirndl or Lederhosen?

Have you ever heard of Snowmount Highschool? Our school is in the beautiful mountains of Austria. We are a sports-track school which focuses on skiing. It is the best! You should really get to know us!

Why not become our partner school?

We would like to broaden our horizon and make new friends. How does that sound? Are you interested?

As partner schools we would ...

- ➡ keep in touch by sharing about regular events and happenings at school
- ➡ personally get together once a year for a week
- ➡ take turns visiting and exploring our beautiful countries

Why do schools have partnerships?

That is simple – because they are amazing! You should try it!

In a school partnership you ...

- ➡ get to know people from a foreign country
- ➡ help each other when necessary
- ➡ encourage students to practice a foreign language

Try it!

Would you like to improve your German or go hiking in the Austrian Alps? Talk to our headmaster today! Become our partner school and get to know peers from another country. You will not regret it! It will be wonderful! (225 words)
