

Tipps zum Schreiben eines Blogeintrags - Beschreibung oder Meinungsäußerung -

In einem Blogbeitrag kannst du über **Erlebnisse berichten**, deine **Meinung äußern** und andere **zu Kommentaren einladen**. Du schreibst für eine bestimmte **Zielgruppe**, z.B. einen Freundeskreis oder Menschen mit ähnlichen Interessen. Überlege vor dem Schreiben, wer angesprochen werden soll und was deine **Botschaft** sein soll. Finde eine **interessante Überschrift** und einen Anfang, der deine Leserinnen und Leser einlädt, deinen Text zu lesen.

Beispielaufgaben zum Schreiben eines Blogs könnten so aussehen:

Travel Talk

Write a blog entry for SchoolHolidayTalk.com about the best day of your school holidays. Write about

- what you did and who was with you
- what you liked about that day.

You can write about a day in Berlin or in some other place. You may include photos.

Opinion on holidays

In a blog entry for SchoolHolidayTalk.com, explain why you think there should be more or fewer school holidays.

Arbeitsschritte

Den Blogbeitrag planen

1) Lies zuerst genau die Aufgabe.

Markiere und notiere,

- worum es in deinem Blogbeitrag geht (**Thema/Problem**)
- wen du mit dem Blogbeitrag erreichen möchtest (**Zielgruppe**)
- was du berichten oder mitteilen möchtest (**Botschaft**).

2) **Nutze den Schreibrahmen** oder eine der beiden **Strukturvorlagen**.

Außerdem kannst du folgende **Hilfekarten** einsetzen:

- Notizen strukturieren (*Using a mind map, Using a table*)
- Argumentieren (*Giving arguments, Giving evidence, Coming to a conclusion*)
- Texte strukturieren (*Using paragraphs, Using linking words, Using topic sentences*)
- Wortschatzprobleme überwinden (*Dealing with vocabulary problems*)
- Korrekturlesen (*Proofreading*)
- Feedback geben (*Giving feedback*)

3) Beziehe dich auf deine **Erfahrungen** oder nutze **Material zum Thema** und markiere interessante Punkte. **Notiere Ideen**, die du einbringen möchtest.

4) **Markiere**, in welcher **Reihenfolge** du über deine Ideen schreiben willst.

Den Blogbeitrag schreiben

Nutze beim Schreiben deine **Notizen** und deine vorbereitete **Struktur**. Achte darauf, dass du deine Leserinnen und Leser direkt ansprichst. Schreib leserlich und setze deutliche Absätze.

Den Blogbeitrag überarbeiten

Überarbeite deinen Blog mit Hilfe der **Checkliste** und nutze dabei auch das **Feedback** einer Mitschülerin oder eines Mitschülers. Schreib deinen Artikel auf dem Computer, wenn du die Möglichkeit dazu hast. Du kannst dabei auch Bildmaterial einfügen.

Level II (Niveaustufen G/H)

Template: How to write a blog entry describing an experience or expressing an opinion

Structure	Sentence starters / Examples
<p>Headline</p> <p>I find a catchy headline which refers to my topic.</p>	<p><i>Summer time – party time?</i></p>
<p>Introduction</p> <p>I refer to my topic and the experience I want to describe / the problem I want to give my opinion on.</p> <p>I try to catch my readers' attention.</p> <p>I address my readers.</p>	<p><u>Catching attention:</u> <i>Should we ...? / Can we ...? / What about ...? Have you ever ...? / What happens if ...? Isn't it incredible that ...? When I saw this for the first time, I asked myself ... / You would never guess ... The reason I am writing this is ...</i></p> <p><u>Giving my opinion:</u> <i>What I'm trying to say is that ... I think we should keep in mind that ...</i></p>
<p>Main part</p> <p>I give the information I want to share with the readers in a logical order:</p> <ul style="list-style-type: none"> - If I write about my experiences, I give detailed descriptions using adjectives, adverbs, time phrases, comparisons, OR - If I state my opinion on a problem, I give explanations and arguments with examples. <p>I use linking words to connect my ideas.</p> <p>I use paragraphs to structure the text.</p>	<p><u>Introducing my ideas:</u> <i>I'd like to share my experiences/thoughts with you. Firstly / To start with ...</i></p> <p><u>Adding more information:</u> <i>I'd like to tell you more about ... Secondly / Besides / Apart from that / In addition ...</i></p> <p><u>Expressing an opinion:</u> <i>I think ... / To my mind ... / In my opinion ...</i></p> <p><u>Hinting at a problem:</u> <i>What is clear is that / The problem here is ...</i></p> <p><u>Giving explanations:</u> <i>Therefore / So / That's why / Thus ...</i></p> <p><u>Giving examples:</u> <i>For example/instance ... / As you can see in ...</i></p>
<p>Conclusion</p> <p>I sum up my experiences OR my opinion and the main arguments.</p> <p>I draw a conclusion.</p> <p>I give an outlook for the future.</p> <p>I invite the readers to comment on my experiences/ideas.</p>	<p><u>Summing up / Concluding:</u> <i>To sum up / To cut a long story short ... It seems quite clear that / After all / Finally ...</i></p> <p><u>Giving an outlook:</u> <i>In future ...</i></p> <p><u>Inviting comments:</u> <i>Share your thoughts! Let me know what you think ...</i></p>

LEVEL II (Niveaustufen G/H)

Template: How to write an article

Structure	Sentence starters / Examples
Headline I write a catchy headline which refers to my topic .	Chatting without limits
Introduction I choose an interesting introduction to catch the readers attention, e.g. - about a related event/story/ personal experience - a provoking question . I refer to the topic . I give my personal opinion .	Catching attention: <i>You won't believe what happened yesterday ... Have you ever heard of ...? / Can you imagine ...? In the news I heard / According to ...</i> Introducing the topic: <i>The problem/question is ... What we have to decide is / ask ourselves is ...</i> Giving my opinion: <i>In my opinion / To my mind ... From my point of view...</i>
Main part I present my arguments in a logical order , e.g. - arguments for my position - arguments against my position. I give explanations and examples for the arguments: argument → explanation → example I use linking words to connect my ideas. I use paragraphs to structure the text.	Structuring my arguments: <i>There are two sides to this question. On the one hand ..., on the other hand ... While/Whereas / In contrast to ... Some people think that ..., others say that ... Firstly/Secondly/Moreover / In addition ...</i> Giving explanations: <i>Therefore/So / That's why / For this reason because/although ... / which/who is ...</i> Giving examples: <i>For example / ... e.g. /... for instance ... as ... clearly shows/illustrates ...</i>
Conclusion I sum up - my position - my arguments. I draw a conclusion . I give an outlook for the future.	Summing up: <i>To sum up / To put it in a nutshell ... To cut a long story short ...</i> Concluding: <i>Finally / All in all / After looking at both sides ... To conclude / It follows that ... I have come to the conclusion that ... The only possible solution is ...</i> Giving an outlook: <i>My arguments clearly show that we will have to be careful when ... / In future ...</i>

LEVEL II (Niveaustufen G/H)

Template: How to write a letter of application

Structure	Sentence starters / Examples
<p>Form</p> <p>left: addressee's name and address right: my address right, below my address: date</p>	<p><i>addressee's name</i> <i>my address</i> <i>addressee's address</i> <i>my phone number</i> <i>my e-mail</i> <i>date</i></p>
<p>Greeting</p> <p>I address the employee by her/his name if I know the name.</p>	<p><i>Dear Ms/Mrs/Mr ...,</i> (name known) <i>Dear Sir or Madam,</i> (name not known)</p>
<p>1. sentence: stating why you are writing</p> <p>I start with a capital letter. I say where I found the advertisement. I state which offer/position I apply for.</p>	<p><i>Perhaps I am the person you seek in your advertisement from ... (date) in ... (paper) / on ... (site). Therefore, I would like to apply for the job as / the position of ... (offer)</i></p>
<p>Paragraph 1: qualifications</p> <p>I write about my - strengths - qualifications for the job - languages - work experiences in the field.</p>	<p><i>Here's why I think that you might be interested in me: I have the experiences/skills you are looking for. As you will see from my enclosed CV, I'm very good at... / competent in ... / I really enjoy ... / I'm very interested in ... (noun or verb + -ing) I speak fluent ... and have a basic knowledge of ... I had a summer job as ... at ... I have a lot of experience in ...</i></p>
<p>Paragraph 2: contributions</p> <p>I express my knowledge about the profile of the company/organization. I state what I can contribute.</p>	<p><i>According to my knowledge your company has specialized in ... / is well-known for ... This seems to fit very well with my ... I understand that you are looking for someone with ... I am confident that I will be able to use my skills in ... My personal skills will enable me to ...</i></p>
<p>Closing remark</p> <p>I write a polite closing remark.</p>	<p><i>Enclosed you'll find my CV. I look forward to hearing from you soon. I would be very happy to be invited to an interview.</i></p>
<p>Closing/Good-bye</p> <p>I use a different closing for a known/ an unknown addressee. I sign with my full name.</p>	<p><i>Yours sincerely, ... (name known) Yours faithfully, ... (name not known)</i></p>

LEVEL II (Niveaustufen G/H)

Template: How to write a formal letter

Structure	Sentence starters / Examples
<p>Form</p> <p>left: addressee's name and address right: my address below my address: date</p>	<p><i>addressee's name</i> <i>my address</i> <i>addressee's address</i> <i>my phone number</i> <i>my e-mail</i> <i>date</i></p>
<p>Greeting</p> <p>I greet the addressee.</p>	<p><i>Dear Ms/Mrs/Mr ... , (known addressee)</i> <i>Dear Sir or Madam, (unknown addressee)</i></p>
<p>First sentence</p> <p>I start with a capital letter. I state my reason for writing or I refer to the letter I have received.</p>	<p><u>Stating reason of writing:</u> <i>With this letter I'd like to confirm ...</i> <i>I am writing to ...</i></p> <p><u>Referring to letter from addressee:</u> <i>You asked me to ...</i> <i>With reference to your letter from ... (date)</i></p>
<p>Main part</p> <p>I give the requested information. I ask my questions.</p> <p>I use paragraphs if I give - a lot of information or - information concerning different topics.</p> <p>I use connectives to structure my text.</p>	<p><u>Beginning the text:</u> <i>Firstly/ At first/ To start with ...</i> <i>I'd like to inform you that ...</i> <i>Here's the information on ...</i></p> <p><u>Adding information:</u> <i>Secondly / Apart from that ...</i></p> <p><u>Asking for information:</u> <i>I'd like to know ...</i> <i>Could you give me / tell me ...</i></p>
<p>Closing remark</p> <p>I write a polite closing remark.</p>	<p><i>For any further information, don't hesitate to contact me.</i> <i>I look forward to hearing from you.</i></p>
<p>Closing/Good-bye</p> <p>I use a different closing for a known/ an unknown addressee. I sign with my full name.</p>	<p><i>Yours sincerely, ... (known addressee)</i> <i>Yours faithfully, ... (unknown addressee)</i></p>

LEVEL II (Niveaustufen G/H)

Template: How to write an outline

Structure	Sentence starters / Examples
<p>Introduction</p> <p>In the first sentence I mention the</p> <ul style="list-style-type: none"> - type of text - title - author - topic. <p>Then, I make clear which aspect(s) I am writing about.</p>	<p><i>The online article / blog entry / excerpt from the novel / short story "...” by ... is about /deals with</i></p> <p><i>In the online article / blog entry / excerpt from the novel / ... "...”, the author discusses/shows ... / the main characters fight about... / the reader gets to know / is informed ...</i></p> <p><i>In the following I want to outline/give an account of / sum up the information on ... as given in the excerpt.</i></p>
<p>Main part</p> <p>I give the important information on the requested aspects in a logical order. I use linking words to structure my text.</p> <p><u>I make sure that I</u></p> <ul style="list-style-type: none"> - focus on the requested aspects - write in present tense - use other tenses only to show that something happened before the other events / that it will happen later - write as short as possible - use my own words - use indirect speech. <p><u>I make sure that I don't:</u></p> <ul style="list-style-type: none"> - repeat the same ideas - give details or examples - give numbers - use direct speech - copy from the text - give my own opinion. 	<p><u>Linking words to begin the main part:</u> <i>Firstly, ...</i> <i>To start with, ...</i> <i>At the beginning, ...</i></p> <p><u>To add information:</u> <i>Secondly, ...</i> <i>Moreover, ...</i> <i>Apart from that, ...</i></p> <p><u>To make the order of events clear:</u> <i>First ...</i> <i>Next ... / Afterwards ...</i> <i>During ... / While ... -ing</i> <i>In the end ... / Finally ... / Eventually ...</i></p> <p><u>Important verbs to outline what the author says or people he/she quotes say:</u> <i>state, claim, point out, believe, describe, suggest, propose, demand, explain, question, complain, criticize</i></p>