Guidelines on „How to write texts“

(1\textsuperscript{st} step: headline)
2\textsuperscript{nd} step: important notes
3\textsuperscript{rd} step: notes in right order
4\textsuperscript{th} step: write text

Text: Tense: Simple Past / Simple Present
- Use your own words
- No direct speech
- only the important facts (of the story)
- no unimportant details

After writing:
Re-read text and

- Check verbs/tense
- Check vocab, spelling
- Check word order S+V+O