

Guidelines on „How to write texts“

(1st step: headline)

2nd step: important notes

3rd step: notes in right order

4th 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