

Some Abitur advice

Steps to follow during the exam – advice for pupils

(for the 2020 Abitur)

1. Please bear in mind:

a) You have 210 minutes –

70 minutes for I. Comprehension (- 10 points)

70 minutes for II. Analysis (- 25 points: 10 contents & 15 lang.)

70 minutes for III. Composition (- 25 points: 10 contents & 15 lang.)

b) Make a rough draft for both II and III.

c) Write legibly – this is especially important with the Zweit- und Drittkorrektoren, who do not know you. Use an extra sheet for annotations.

I. Comprehension - reading comprehension – suggested procedure:

Step 1: Skim the text

Step 2: Read ALL the questions. Speculate what the correct answer might be. Choose a different colour for every question and highlight the question on the Reading Comprehension answer sheet(s) using that colour.

Step 3: Then highlight the quote in the text that is relevant for each question using the appropriate colour.

Step 4: Tick the correct box, write down the line(s) and write down the quote – *only the first three and the last three words of the quote.*

NB: Unless it says otherwise, for multiple choice questions, there is ONE correct solution.

DO NOT spend more than 70 minutes on reading comprehension – it is only worth 10 of 60 points!

II. 1 Analysis (not Mediation) – suggested procedure:

Step 1: Read the tasks properly. Highlight the *Operatoren* and make sure you know what they mean.

Step 2: Make a rough draft and number your points – so that you put them in the correct order.

Step 3: Introduction – main body – conclusion.

Make paragraphs. Use linking devices.

Step 4:

Re-read your essay for language mistakes.

II. 2 Mediation – suggested procedure:

Step 1: Read the task properly and highlight

WHO you are mediating this text to (because your register and softening will depend on that)

WHAT you are supposed to include in the text

WHERE it was published.

Step 2: Highlight the important information/the information that is asked for in the text.

Step 3: Take notes (in English)

Step 4: Write your article/speech/...

Step 5: Re-read for language mistakes.

III. Composition – suggested procedure:

Step 1: Read the task properly and highlight the *Operatoren* and make sure you know what they mean.

Step 2: Decide which of the two tasks to choose. Make sure you understand the cartoon – if you do not, choosing this task will be detrimental!

Step 3: Once you have decided which task you are going to work on – stick with that task.

Step 4: Make a rough draft and number your points – so that you put them in correct order.

Step 4a: If you choose the cartoon, before you start describing the cartoon, make sure that this is what you are supposed to do. If you do describe the cartoon, only do so briefly – and only the relevant aspects.

Step 5: Introduction – main body – conclusion.

Make paragraphs. Use linking devices.

Step 6: Re-read your essay for language mistakes.

Please have a look at the list of *Operatoren* either [here](#) (Servicepaket Fremdsprachen) or [here](#) (Landesbildungsserver Method Kit: How to write...)!

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