

How to cope with mediation: The **SIDASE** steps

S	Situation	<p><u>Remember:</u> A mediation task is usually embedded in a certain communicative situation, e.g. a presentation, a speech, a conversation...</p> <p>Make sure you are aware of the features which go with your particular communicative situation:</p> <ul style="list-style-type: none"> ○ register (formal / informal / semi-formal) ○ typical phrases (e.g. presentation phrases) ○ addressee's requirements: What does (s)he need to know?
I	Information	<p>What are the facts presented in the text? Summarize the content (paragraph-by-paragraph summary).</p>
D	Distance	<p>Look at the text again.</p> <ul style="list-style-type: none"> ○ Where was the text published? Does this magazine, newspaper etc. have a certain political slant? Does this slant come out in your text? ○ Does the text have a certain purpose? ○ Separate objective facts from opinions (which should be treated as such!) ○ IMPORTANT: Are there any parts that could offend your addressee? Remember – you will be talking TO the people your text is ABOUT!
A	Additional information	<p>Does your addressee require any additional pieces of information, e.g. background knowledge like</p> <ul style="list-style-type: none"> ○ politicians' functions ("Frank-Walter Steinmeier, the German Foreign Secretary, ...) ○ media information ("The text was published in BILD, the biggest German tabloid – very much like 'The Sun' in Britain") ○ etc.
S E	Soften & Edit	<p>Softening:</p> <p>How can you convey the offensive parts without actually angering your addressee?</p> <ul style="list-style-type: none"> ○ Re-phrase criticism so that it becomes easier to "stomach" for your addressee ○ See separate handout ○ TEST: How would you react if someone used these words to talk about your country? <p>Editing:</p> <ul style="list-style-type: none"> ○ Leave out information from Step I that is irrelevant to your addressee ○ Arrange relevant pieces of information. Include additional information (Step A) if necessary. ○ Make sure you include "situational references", e.g. presentation phrases.
Finishing the job		<p>Proof-reading:</p> <ul style="list-style-type: none"> ○ Check, ○ cross-check, ○ re-check.