

## Hinweise und Links für das Motivationsschreiben (300-400 Wörter):

| <b>Struktur (Max. x1 A4 Papier)</b>  |
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| 1. Introduction  |
| 2. Connection between <b>career goals and chosen program</b>   |
| 3. <b>Career plan:</b> how described above goals will be achieved  |
| 4. What <b>qualities, skills and knowledge</b> are important for your career plan, and what do you need to develop?<br>(For higher levels: add 1 paragraph regarding your academic and professional field e.g. using technical vocabulary related to your field of research, the keynote of your last paper/bachelor or master thesis or to your academic plan during your stay abroad.) |
| 5. How the program will help you to <b>develop</b> the appropriate qualities, skills and knowledge and achieve career goals indicated above  |
| 6. How could <b>you</b> be <b>interesting/useful</b> for the University and fellow students  |
| 7. Conclusion  |

| <b>DAAD-Kriterien für die Textproduktion (Schreiben):</b> |  |
|---|--|
| <b>C1</b>   | Kann logisch aufgebaute längere Texte zu komplexen Themen (im akademischen und beruflichen Kontext) verfassen und dabei ein umfangreiches Spektrum an sprachlichen Mitteln nutzen, um flexibel und angemessen je nach Textsorte und Adressatenkreis zu formulieren.<br><i>Can write <b>long, logically structured texts on complex subjects (in the academic and professional field), using a wide range of linguistic tools to express him / herself flexibly and appropriately according to the type of text and target audience.</b></i><br>Linguistic Tools: e.g. complex subordinate/main clauses, connectors, phrasal verbs, relative clauses, nominal constructions, modifying adverb phrases, etc. |
| <b>B2</b>   | Kann zusammenhängende und weitgehend klar strukturierte Texte zu Themen aus dem eigenen Fach- und Interessengebiet verfassen und dabei auf ein hinreichend breites Spektrum sprachlicher Mittel zurückgreifen.<br><i>Can write <b>coherent and to a large extent clearly structured texts on subject matters from his / her own area of expertise or interest using a sufficiently wide range of linguistic tools.</b></i><br>Linguistic Tools: e.g. non-finite clauses, conditional clauses, modality referring to the future, adjectives with conjunctions, etc.   |
| <b>B1</b>   | Kann einfache mitteilende und beschreibende Texte zu Themen des eigenen Interessengebiets verfassen und dabei einfache sprachliche Mittel flexibel einsetzen, um Hauptgedanken auszudrücken.<br><i>Can write <b>simple, informative and descriptive texts on subject matters from his / her own area of interest flexibly using simple linguistic tools so as to express main ideas.</b></i><br>Linguistic Tools: e.g. conjunctions, determiners, discourse markers (on the other hand,...), modality, etc.  |
| <b>A2</b>   | Kann kurze einfache Texte über alltägliche Aspekte der eigenen Lebensumgebung (insbesondere Erfahrungen in Studium und Praktikum) verfassen und dabei ein begrenztes Repertoire an sprachlichen Mitteln nutzen.<br><i>Can write <b>short and simple texts on everyday topics from his / her own environment (in particular studies and internships), using a limited range of linguistic tools.</b></i><br>Linguistic Tools: e.g. adverbs, adjectives, comparison, reporting verbs, determiners (all, ...), passive, etc.  |
| <b>A1</b>   | Kann einfache konkrete Notizen und Informationen mittels sehr elementarer sprachlicher Mittel (auch auswendig gelerntes Repertoire) aufschreiben und Formulare ausfüllen.<br><i>Can make <b>simple notes on specific subjects using rudimentary language (including vocabulary learned by heart), and complete forms.</b></i>  |

Quelle: DAAD-Formular [https://www2.daad.de/medien/ausland/dokumente/daad-sprachnachweis\\_deutsche.pdf](https://www2.daad.de/medien/ausland/dokumente/daad-sprachnachweis_deutsche.pdf)

| <b>Links:</b>           |   |
|-------------------------|---|
| LMU München             | <a href="https://www.jobline.uni-muenchen.de/samples/letters_of_motivation/index.html">https://www.jobline.uni-muenchen.de/samples/letters_of_motivation/index.html</a>   |
| Universität Heidelberg  | <a href="https://backend.uni-heidelberg.de/en/documents/how-to-write-a-cv-and-the-letter-of-motivation/download">https://backend.uni-heidelberg.de/en/documents/how-to-write-a-cv-and-the-letter-of-motivation/download</a> |
| Studyportals HQ (Video) | <a href="https://www.youtube.com/watch?v=Zvtvr38OVvU&amp;t=13s">https://www.youtube.com/watch?v=Zvtvr38OVvU&amp;t=13s</a>   |