

# GERMAN

## LEAVING CERTIFICATE HIGHER LEVEL

### BRIEF SCHREIBEN



**THE DUBLIN  
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# Brief schreiben

## Einen Brief schreiben – Ausdrücke und Aufbau

<b>Wie schreibe ich einen Brief?</b>	<b>How do I write a letter?</b>
<b>Briefanfang</b>	<b>Opening of a letter</b>
<b>Anrede</b>	<b>Salutation</b>
Liebe/r ...,	Dear... (the letter 'r' is added if addressing a man/boy)
Hallo/Hi ...,	Hello/Hi...
Grüß dich ...,	Hello there
<b>Anfang</b>	<b>The beginning</b>
Vielen Dank für deinen Brief/ Postkarte/ Nachricht.	Thank you very much for your letter/ postcard/message.
Wie geht es dir?	How are you?
Ich hoffe, es geht dir gut.	I hope you are well.
Schön mal wieder von dir zu hören.	Lovely to hear from you again.
Ich habe mich sehr gefreut zu lesen/zu hören, dass ...	I was glad to read/to hear that...
<b>Hauptteil</b>	<b>Main body</b>
Und nun zu deinen Fragen!	And now to your questions!
Mir geht es gut/nicht (so) gut, weil ....	I am doing well/ not (that) well, because...
Ich muss dir Einiges erzählen.	I need to tell you a few things.

Ich möchte dich fragen, ... / Ich möchte bitte wissen, ob... / wie viel... / wann... / wo... / wer... / wie ... / warum ...	I'd like to ask you/ I would like to know whether... / how much/ when / where/ who/ how/ why
Kannst du mir bitte sagen / erklären, ob... / wie viel... / wann... / wo... / wer... / wie ... / warum ...	Could you please tell me/explain to me whether... / how much/ when / where/ who/ how/ why
Ich würde gerne ... {Hauptverb am Ende des Satzes}, damit ... (Verb am Ende des Satzes).	I would like ... (main verb moves to the end of the sentence) so that (verb at the end)
Ich weiß/ glaube / finde, dass ... {Verb am Ende des Satzes}.	I know/believe/find that..
Schluss	Closing
<b>1. Schlusssatz</b>	<b>Closing sentence</b>
Ich freue mich auf deine Antwort. Bis bald!	I'm looking forward to your reply. Talk soon!
Ich hoffe, dass ich deine Fragen einigermaßen beantwortet habe.	I hope that I have more or less answered your questions.
Ich freue mich von dir zu hören.	I'm looking forward to hearing from you.
Melde dich bald mal wieder.	Do get in touch again.
Bitte antworte mir bald / bis {Datum}.	Please reply to me soon/ until (date).
<b>2. Grüße:</b>	<b>Regards</b>
Liebe Grüße,	Best regards.

Viele liebe Grüße,	Warm regards.
Herzliche Grüße,	Kind regards.
Gruß,	Regards.
Bussi / Küsse,	Kisses.
<b>3. Unterschrift</b>	<b>Signature</b>
Dein(e) Julia(n)	Your Julia ('dein' for boys, 'deine' for girls)

### **Important – addressing your pen pal correctly**

- Use *Liebe* when writing to a female, eg, Liebe Anna, Julia, Angela,...
- Use *Lieber* when writing to a male, eg, Lieber Daniel/Alex/Lukas,....
- Use *Liebe* when writing to more than one person, eg, Liebe Eltern,...
- Choose the correct form of register. *Du* or *ihr* are mostly used.
- Use *du* when writing to one person of your own age/familiar to you in an informal letter.
- Use *ihr* when writing to more than one person in an informal letter.

### **Imperative (commands)**

The imperative form of the verb is used when telling others to do something (*go there, do this, wash the dishes*). It is normally followed by an exclamation mark. If you are asked for advice or to give a few tips in the letter, you can use the imperative form.

*du fragst – frag! – ask!*

*du gehst – geh! – go!*

*du hilfst – hilf (mir)! – help (me)!*

*du sprichst – sprich! – speak!*

*du nimmst – nimm! – take!*

*du rufst an – ruf (mich) an! – call (me)!*

*du stellst dich vor – stell dich vor! – introduce yourself!*

The verbs, which would be hard to pronounce (the same verbs which got an additional “e” in the present tense) get an “e” in here also:

*du antwortest – antworte! – reply!*

*du wartest – warte! – wait!*

*du öffnest – öffne! – open!*

The verbs which got an umlaut in present tense conjugation, do not keep it in the imperative form:

*du fährst – fahr! – drive!*

*du läufst – lauf! – run!*

The forms of *haben* and *sein* are as follows:

**Hab keine Angst!** – Have no fear/don't be afraid!

**Hab mehr Geduld!** – (You should) have more patience!

*Sei still! – Be quiet!*

**Examples of how to use imperative in a letter**

German Expression	English Translation
Stell dir vor!	Just imagine!
Erzähl mir (mehr) darüber!	Tell me (more) about it/them!
Erzähl mir doch mal über...!	Tell me about....!
Schreib mir mal davon!	Write to me about it/them!
Schreib doch mal davon, was....!	Write about what...!
Schreib mir doch mal, was man .... alles tun könnte, um ...zu!	Write to me about all the things that one could do in order to....!
Sag mir warum oder warum nicht!	Tell me why or why not!
Erklär mir, warum du so denkst!	Explain to me why you think so! Tell me why you think so!
Sag mal, was für .... / warum ... / wie .... usw.?	Tell me what kind(s) ..... / why..../ how..... etc.?
Gib mir ein paar Tipps!	Give me a few tips!
Mach mal einen Vorschlag!	Make a suggestion!
Mach mir doch mal ein paar Vorschläge!	Give me a few suggestions!
Lass von dir hören, sobald du Zeit hast!	Let's hear from you as soon as you have time!
Mach's gut!	Take care
Mach dir keine Sorgen!	Don't worry!

Sprich darüber, warum du dich für .... interessierst!	Speak/Talk about why you are interested in....!
Rede nicht schnell!	Don't speak quickly! / Speak slowly!
Mach Pausen!	Take breaks!
Lerne oft!	Study often!
Nimm/Lass dir Zeit!	Take your time!
Trag geeignete/formelle Kleidung!	Wear suitable/formal clothing!
Trag keine Freizeitkleidung!	Don't wear any casual clothes!
Trag keine lässige Kleidung!	Don't wear any casual clothes!
Sei vorsichtig!	Be careful!
Sei geduldig!	Be patient!
Iss viel/mehr Obst und Gemüse!	Eat a lot of / more fruit and vegetables!
Iss wenig Zucker!	Eat less sugar!
Iss keine Süßigkeiten!	Don't eat sweets!
Trink viel Wasser!	Drink lots of/more water!
Trink wenig Alkohol!	Drink less alcohol!
Trainiere regelmäßig!	Exercise regularly!