

# Goethe B1 Schreiben Guide

## E-Mail, Meinung & Aufgabe richtig beantworten

A clear guide for learners who want to write better B1 texts for Goethe, telc, ÖSD and DTZ-style German exam goals.

### Inside this guide

- what Goethe B1 Schreiben usually checks
- how to answer E-Mail, Meinung and formal tasks
- useful German Redemittel with English meanings
- simple grammar patterns for clear B1 writing
- exam-style tasks with model answers
- common mistakes and better B1 sentences
- a 14-day writing practice plan

### Quick B1 writing formula

Read the task + mark all points + choose the correct tone + write short sentences + check word order.

Goal: clear German that answers the task, not perfect German.

### Practice with Test German

Practice with real exam-style tasks on Test German and see exactly what to improve before your exam. Write your answer, get instant AI feedback, and improve grammar, word order, task completion and clarity step by step.

<https://app.testgerman.de/auth/signup>

Note: This guide supports your preparation. Always check the official information from your exam provider and your local test centre.

# 1. Who this Goethe B1 Schreiben guide is for

This guide is for German learners who prepare for a B1 writing exam. It is useful if your goal is Goethe B1 Schreiben, telc B1, ÖSD B1, DTZ, integration, work, residence or citizenship-related German practice.

You do not need perfect German at B1. You need clear German. You need to understand the task. You need to answer all points. You also need a simple structure, correct tone and understandable sentences.

Many learners lose points because they write too freely. They forget one bullet point. They use the wrong greeting. Or they write long sentences with many word order mistakes. This guide shows you how to avoid these problems.

At B1 writing, focus on	What it means	Simple action
<b>Task relevance</b>	Your text answers the exact task.	Mark every bullet point before you write.
<b>Structure</b>	Your text has a clear beginning, middle and end.	Use Anrede, Einleitung, Inhalt and Schluss.
<b>Tone</b>	Your language fits the reader.	Use informal language for friends and polite language for offices.
<b>Grammar</b>	The text is understandable.	Write shorter sentences and check verb position.
<b>Vocabulary</b>	Words fit the topic.	Learn phrases by situation, not only by alphabet.

## Teacher tip

Before you write a long answer, write a small plan. A 2-minute plan can save many points because you will not forget the task points.

### Best mindset

Do not try to sound advanced. Try to sound clear, polite and organized.

### Best sentence length

Use one idea per sentence. Short sentences are safer in B1 writing.

### Best practice

Write, get feedback, rewrite the same text and compare both versions.

## 2. What happens in Goethe B1 Schreiben

The Goethe B1 Schreiben module has three writing tasks in the official model test. In the model test, tasks 1 and 3 are emails. Task 2 is a discussion contribution, called Diskussionsbeitrag. The writing time in the official model test is 60 minutes.

The exact topic changes. However, the skills stay similar. You must understand the situation, answer all points and use the correct form for the text.

Part	What you usually write	Good focus	Useful structure
Teil 1	A personal E-Mail, often about an everyday situation.	Answer all points and sound friendly.	Greeting + thanks/reaction + 3 points + friendly closing.
Teil 2	A short opinion text for an online discussion.	Give opinion, reason and example.	Opinion + reason + example + short conclusion.
Teil 3	A formal or semi-formal E-Mail.	Be polite and clear. Use Sie if needed.	Polite greeting + problem/request + solution + polite closing.

### Important

Do not copy one memorized answer into every task. Learn flexible sentence blocks. Then you can answer many different Goethe B1 Schreiben topics.

What examiners usually want to see	What you can do
All content points are answered.	Write the three task points on your plan and tick them after writing.
The text type is clear.	Make the text look like an email or discussion post.
The tone fits the reader.	Use du for friends and Sie for formal contacts.
The text is connected.	Use simple connectors: weil, denn, deshalb, außerdem, zum Beispiel.
Mistakes do not block meaning.	Use short sentences and check verb position at the end.

Accuracy note: Exam formats and timing can change. Always check the current information from Goethe-Institut or your local test centre before exam day.

## 3. A simple strategy for every writing task

Use the same writing routine for every Goethe B1 Schreiben task. This routine helps you stay calm and complete the task.

Step	What to do	Why it helps
1. Read	Read the situation first. Ask: Who writes to whom?	You choose the right tone.
2. Mark	Underline every bullet point in the task.	You do not forget content.
3. Plan	Write 3-5 keywords. Do not write full sentences yet.	Your text has order.
4. Write	Use short sentences and useful Redemittel.	Your German stays clear.
5. Check	Check greeting, all points, verb position and closing.	You fix easy mistakes before finishing.

<p><b>Before writing</b></p> <p>Mark the task points. Decide: formal or informal? Write a mini plan.</p>	<p><b>During writing</b></p> <p>Answer one point at a time. Use connectors, but keep sentences short.</p>	<p><b>After writing</b></p> <p>Check: Did I answer everything? Is the verb in the right place?</p>
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A safe B1 text is not very long. It is complete, logical and easy to read. If you have time, improve one or two sentences. Do not rewrite the whole text at the end.

### Use this mini checklist while practising

- Did I answer all task points?
- Did I use the correct greeting and closing?
- Did I give at least one reason?
- Did I use simple connectors?
- Did I check word order after weil, dass and deshalb?

### Continue on Test German

Train exam-style writing tasks on Test German. Choose your level, write your answer, get instant AI feedback, and see what to improve in grammar, word order, clarity and task completion.

<https://app.testgerman.de/auth/signup>

## 4. Teil 1: Write a personal E-Mail

In Teil 1 of Goethe B1 Schreiben, you usually write to a friend or a person you know. The tone is friendly. You often describe something, explain a reason and make a suggestion.

Part of the email	Useful German phrase	Meaning
Anrede	Liebe Maria, / Lieber Ali,	Dear Maria, / Dear Ali,
Start	vielen Dank für deine E-Mail.	thank you for your email.
Describe	Letzte Woche war ich ...	Last week I was ...
Reason	Das hat mir gefallen, weil ...	I liked that because ...
Suggestion	Vielleicht können wir ...	Maybe we can ...
Closing	Schreib mir bald. / Liebe Grüße	Write to me soon. / Best wishes

### Safe structure for Teil 1

1. Friendly greeting
2. Short reaction to the situation
3. Answer point 1
4. Answer point 2 with a reason
5. Answer point 3 with a suggestion
6. Friendly closing

Exam-style task: You visited a new city last weekend. Write an email to your friend. Describe the city, explain why you liked the trip, and suggest going there together.

### Model answer - personal E-Mail

Liebe Sara,  
 wie geht es dir? Letztes Wochenende war ich in Heidelberg. Die Stadt ist sehr schön und es gibt viele alte Häuser. Besonders gut hat mir die Altstadt gefallen, weil sie ruhig und interessant ist. Das Wetter war auch gut. Vielleicht können wir nächsten Monat zusammen dorthin fahren. Dann können wir spazieren gehen und Kaffee trinken.  
 Liebe Grüße  
 Mina

Tip: In a personal email, you can use du. Keep the language natural and friendly.

## 5. Teil 2: Write your Meinung clearly

In Teil 2, you write a short opinion for an online discussion. You do not need a perfect argument. You need a clear opinion, one or two reasons and a simple example.

Function	Redemittel	Meaning
Start opinion	Meiner Meinung nach ... / Ich finde, dass ...	In my opinion ... / I think that ...
Give reason	Das ist wichtig, weil ... / Der Grund ist ...	This is important because ... / The reason is ...
Give example	Zum Beispiel ... / Bei mir ist es so: ...	For example ... / For me it is like this: ...
Add idea	Außerdem ... / Dazu kommt, dass ...	Also ... / In addition ...
Show contrast	Auf der anderen Seite ... / Trotzdem ...	On the other hand ... / Nevertheless ...
Finish	Insgesamt finde ich ...	Overall, I think ...

<p><b>Simple formula</b> Opinion + reason + example + short conclusion.</p>	<p><b>Good connectors</b> Use weil, denn, deshalb, außerdem and zum Beispiel.</p>	<p><b>Avoid this</b> Do not write one very long sentence. Use clear short sentences.</p>
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Exam-style topic: Online learning is becoming more popular. Write your opinion for an online discussion.

### Model answer - Meinung / Diskussionsbeitrag

Ich finde Online-Lernen sehr praktisch. Man kann zu Hause lernen und spart viel Zeit. Außerdem kann man Übungen wiederholen, wenn man etwas nicht versteht. Zum Beispiel lerne ich abends online, weil ich tagsüber arbeite. Auf der anderen Seite fehlt manchmal der Kontakt zu anderen Lernenden. Trotzdem finde ich Online-Lernen gut, wenn man regelmäßig übt. Insgesamt ist es eine gute Hilfe für die Prüfung.

Tip: A strong opinion text does not need difficult words. It needs a clear order.

## 6. Teil 3: Write a polite formal E-Mail

In Teil 3, you often write a shorter formal or semi-formal email. You may write to a course office, a teacher, a company, a doctor, a landlord or an authority. The tone must be polite.

Situation	Useful phrase	Meaning
Formal greeting	Sehr geehrte Frau Müller, / Sehr geehrter Herr Müller,	Dear Ms. Müller, / Dear Mr. Müller,
Reason for writing	ich schreibe Ihnen, weil ...	I am writing to you because ...
Apology	Es tut mir leid, aber ...	I am sorry, but ...
Request	Könnten Sie mir bitte ...?	Could you please ...?
Suggestion	Ich schlage vor, dass ...	I suggest that ...
Closing	Vielen Dank für Ihre Hilfe. Mit freundlichen Grüßen	Thank you for your help. Kind regards

### Formal writing rule

Use Sie, Ihnen and Ihre with capital letters when you write politely to an official person. Example: Könnten Sie mir bitte helfen?

Exam-style task: You cannot come to your appointment at the language school. Write to Frau Schneider. Apologize, explain the reason and ask for a new appointment.

### Model answer - Formal E-Mail

Sehr geehrte Frau Schneider,  
 ich schreibe Ihnen, weil ich morgen leider nicht zu meinem Termin kommen kann. Es tut mir leid, aber mein Kind ist krank und ich muss zu Hause bleiben. Könnten Sie mir bitte einen neuen Termin in der nächsten Woche geben?  
 Vielen Dank für Ihre Hilfe.  
 Mit freundlichen Grüßen  
 Ahmed Yilmaz

Tip: Be polite, but stay direct. Do not add too many details.

## 7. Vocabulary and Redemittel for B1 writing

Learn phrases by function. In the exam, you need to know what you want to do: thank, explain, ask, suggest, apologize or give an opinion.

Function	German phrase	English meaning	German example
Thank	Vielen Dank für ...	Thank you for ...	Vielen Dank für deine Einladung.
Explain reason	weil / denn / aus diesem Grund	because / for this reason	Ich kann nicht kommen, weil ich arbeiten muss.
Describe	Es war ... / Ich habe ... gemacht.	It was ... / I did ...	Es war sehr interessant und ich habe viel gelernt.
Suggest	Wir könnten ... / Ich schlage vor, dass ...	We could ... / I suggest that ...	Wir könnten uns am Bahnhof treffen.
Ask politely	Könnten Sie bitte ...?	Could you please ...?	Könnten Sie mir bitte antworten?
Apologize	Es tut mir leid, aber ...	I am sorry, but ...	Es tut mir leid, aber ich bin krank.
Opinion	Meiner Meinung nach ...	In my opinion ...	Meiner Meinung nach ist Sport wichtig.
Example	Zum Beispiel ...	For example ...	Zum Beispiel fahre ich oft mit dem Bus.
Conclusion	Insgesamt finde ich ...	Overall, I think ...	Insgesamt finde ich das Thema wichtig.

### For friends

Hallo ..., Liebe Grüße, Schreib mir bald, Bis bald.

### For formal emails

Sehr geehrte ..., Könnten Sie bitte ..., Mit freundlichen Grüßen.

### For opinions

Ich finde, dass ..., weil ..., Zum Beispiel ..., Insgesamt ...

### Practice idea

Choose five phrases from this page. Write one short sentence with each phrase. Then use the same phrases in a full exam-style answer.

## 8. Grammar patterns that help your score

You do not need complicated grammar in Goethe B1 Schreiben. But you should control important sentence patterns. These patterns make your text clearer.

Pattern	Simple explanation	Correct example	Common mistake
<b>weil + verb at the end</b>	After weil, the conjugated verb goes to the end.	Ich lerne Deutsch, weil ich die Prüfung bestehen möchte.	..., weil ich möchte die Prüfung bestehen.
<b>dass + verb at the end</b>	After dass, the conjugated verb goes to the end.	Ich finde, dass Online-Lernen praktisch ist.	Ich finde, dass Online-Lernen ist praktisch.
<b>deshalb + verb second</b>	After deshalb, the verb comes directly after deshalb.	Ich habe morgen einen Termin, deshalb komme ich nicht.	..., deshalb ich komme nicht.
<b>denn + normal order</b>	After denn, use normal word order.	Ich kann nicht kommen, denn ich bin krank.	..., denn bin ich krank.
<b>Könnten Sie ...?</b>	Use this for polite requests.	Könnten Sie mir bitte helfen?	Kannst du mir helfen? in a formal email.
<b>Modal verb + infinitive</b>	The second verb goes to the end.	Ich muss morgen arbeiten.	Ich muss arbeite morgen.

### Write safer sentences

Use one idea per sentence.

Long and risky: Ich kann nicht kommen, weil mein Kind krank ist und ich muss zum Arzt gehen und danach muss ich einkaufen.

Better: Ich kann nicht kommen, weil mein Kind krank ist. Wir müssen zum Arzt gehen. Danach muss ich einkaufen.

Quick check: Find every weil and dass sentence. Then check if the verb is at the end.

### Test German feedback focus

When you practise on Test German, use feedback to improve word order, articles, endings, connectors, spelling, punctuation and task completion. Repeat the same task after feedback.

## 9. Sample tasks and model answers

Use these examples for practice. They are exam-style tasks, not official exam tasks. Write your own answer first. Then compare it with the model answer.

### Task A - Personal E-Mail

Your friend missed your birthday party. Write an email. Describe the party. Explain which present you liked most and why. Suggest meeting soon.

Model:

Liebe Emma,  
 schade, dass du nicht kommen konntest. Die Party war sehr schön. Viele Freunde waren da und wir haben Musik gehört. Besonders gut hat mir das Buch gefallen, weil ich gern lese. Vielleicht können wir uns am Samstag treffen. Dann erzähle ich dir alles.  
 Liebe Grüße  
 Nora

### Task B - Meinung

Topic: More people should use bicycles in the city. Write your opinion.

Model:

Ich finde, dass Fahrräder in der Stadt sehr nützlich sind. Man spart Geld und schützt die Umwelt. Außerdem ist Radfahren gut für die Gesundheit. Zum Beispiel fahre ich im Sommer oft mit dem Fahrrad zur Arbeit. Ein Nachteil ist, dass es bei Regen schwierig sein kann. Trotzdem finde ich Fahrräder für kurze Wege sehr praktisch.

### Task C - Formal E-Mail

You ordered a book online, but the wrong book arrived. Write to the shop. Explain the problem. Ask for the correct book. Ask what you should do with the wrong book.

Model:

Sehr geehrte Damen und Herren,  
 ich schreibe Ihnen, weil ich gestern ein falsches Buch bekommen habe. Ich habe ein Deutschbuch für B1 bestellt, aber ein A2-Buch erhalten. Könnten Sie mir bitte das richtige Buch schicken? Außerdem möchte ich wissen, was ich mit dem falschen Buch machen soll.  
 Vielen Dank.  
 Mit freundlichen Grüßen  
 Lina Becker

Practice rule: Do not only read model answers. Copy the structure, but change the topic and details.

## 10. Common mistakes and better B1 sentences

Small mistakes are normal. But some mistakes make your text unclear. Learn these corrections and use them every time you practise Goethe B1 Schreiben.

Common problem	Weak sentence	Better B1 sentence
No greeting	Ich kann nicht kommen.	Liebe Maria, ich kann leider nicht kommen.
Missing reason	Ich komme nicht.	Ich komme nicht, weil ich krank bin.
Wrong word order after weil	..., weil ich muss arbeiten.	..., weil ich arbeiten muss.
Wrong word order after deshalb	Ich bin krank, deshalb ich bleibe zu Hause.	Ich bin krank, deshalb bleibe ich zu Hause.
Too direct in formal email	Gib mir einen neuen Termin.	Könnten Sie mir bitte einen neuen Termin geben?
No task point	I answer only one point.	Check all task points and write one sentence for each point.
No closing	Stops suddenly.	Vielen Dank. Mit freundlichen Grüßen / Liebe Grüße
Too long sentence	One sentence has four ideas.	Use two or three short sentences.

### Content checklist

- All task points answered
- Reason included
- Example or detail included

### Language checklist

- Verb position checked
- Correct du/Sie
- Connectors used correctly

### Form checklist

- Greeting
- Short paragraphs
- Closing
- Name if needed

### Before you finish

Read your text once like an examiner. Ask: Can the reader understand the situation quickly? Did I answer every point? Is the tone polite or friendly enough?

# 11. 14-day Goethe B1 Schreiben practice plan

Short regular practice works better than one long writing session before the exam. Use this plan and repeat weak tasks.

Days	Focus	Daily task
1-2	Task understanding	Read three writing prompts. Mark who writes, to whom and why.
3-4	Personal email	Write one Teil 1 email. Check greeting, all points and closing.
5-6	Opinion text	Write one opinion with reason, example and conclusion.
7	Review	Rewrite one old text after feedback.
8-9	Formal email	Write a polite email with Sie and Könnten Sie ...?
10-11	Grammar repair	Practise weil, dass, deshalb and modal verbs.
12	Timed practice	Write three short tasks with a timer.
13	Weak point repair	Choose your weakest text and improve only two things.
14	Final simulation	Do one full Goethe B1 Schreiben practice and check it carefully.

## Continue your preparation on Test German

Start your free demo and train with tasks that feel close to the real exam. Choose your level, practise Reading, Listening, Writing and Speaking, and get instant AI feedback for Writing and Speaking. Improve grammar, word order, clarity, task completion, fluency and pronunciation before exam day.

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## Sources / accuracy note

This guide keeps the language simple. The exam information was checked against official or provider information from Goethe-Institut, telc, ÖSD, BAMF and g.a.s.t. Always confirm the latest rules, timing and task format with your exam provider or local test centre.

This guide is not an official Goethe, telc, ÖSD, BAMF or g.a.s.t. publication. It is an independent preparation guide by Test German.

## Final mindset

You do not need perfect German. You need clear German. Answer the task, use a simple structure and improve one text at a time.