



## OET Writing: Letter types



- ✓ Be flexible
- ✓ Adapt for each set of case notes and task
- ✓ Keep in mind the reader and purpose

### Letter types

**Nursing**

- ✓ Referral letter → Community Nurse, Physiotherapist, GP, Occupational Therapist
- ✓ Discharge letter → Retirement Home, GP
- ✓ Transfer letter → Community Nurse, Hospital Nurse

**Medicine**

- ✓ Referral letter → Neurologist, Physiotherapist, Surgeon, Occupational Therapist, Endocrinologist, Dietician
- ✓ Discharge letter → GP
- ✓ Hospital admission letter → psychiatric hospital, children's hospital

**Reader awareness is KEY!**

**Be clear about who you are writing to**

- Who am I writing to?
- What am I asking them to do?
- What information do they need to know?
- What information is not needed?

Topics and tasks

