

OET Writing

Meeting the assessment criteria: *Conciseness & Clarity*



- ✓ Check the length of your letter
- ✓ Practice summarising and paraphrasing
- ✓ Have you provided only relevant information to the reader?

What do the descriptors mean?

Content	
Band 7	Content is appropriate to intended reader and addresses what is needed to continue care (key information is included; no important details missing); content from case notes is accurately represented

- ✓ Information included is important for the reader
- ✓ No key information about care to be provided by the reader is missing
- ✓ Information is accurate

Length

- Word length is a guide.
- Know your handwriting.
- 3-5 paragraphs
- Keep the focus of the letter in mind

summarise concisely

main focus

Hospital treatment

Post discharge - mobility & physiotherapy

Post discharge – wound care and follow up appointments



Irrelevancies

Patient: Mr James Smith	Mr Smith underwent an appendectomy in 1985 and a total left hip replacement in 2014. He also has hypertension and takes ramipril 10mg daily.
Age: 68	
Admission: 07/02/20	
Diagnosis: Fractured right neck of femur (after a fall)	
Treatment: Total right hip replacement	
Past medical history: hypertension (ramipril 10mg daily)	
03/03/1985 appendectomy	
2014 total L hip replacement	

Summarising effectively

12/03/2020	cough for 4 days temperature 38C shivers at night tiredness	1 Mrs Richards presents with a 12 day history of a worsening cough with sputum, fever and lethargy. Today, she is short of breath and her temperature is 38.3C.
17/03/2020	continuous cough w/sputum temperature 38.4C disturbed sleep mild SOB	2 Mrs Richards initially presented on 12/3/2020 with a cough and a temperature of 38C. She also reported feeling shivers at night and tiredness. Mrs Richards returned 5 days later on 17/03 and the cough was still present with sputum and a fever of 38.4. She also had mild SOB and disturbed sleep. She has presented again today with further deterioration. Her cough has worsened, still with sputum and a she continues to have a fever, 38.3C.
20/03/2020	worsening cough w/sputum temperature 38.3C obvious difficulty breathing weakness & lethargy	

Hospital treatment:	1 The hospital physiotherapy assessment included ROM during his 1st and 2nd session at 2/5 power in his right leg and he could mobilise with the assistance of 1 person. In his 3rd session, ROM was 3/5 and he is now able to mobilise independently with crutches.
22/02/20 reviewed by hospital physio – range of motion (ROM) 1/5 power R leg wound monitoring analgesic for pain	
23/02/20 hospital physio session – range of motion (ROM) 2/5 power R leg able to mobilise with 1 person assist	
24/02/20 hospital physio session – range of motion (ROM) 3/5 power R leg able to mobilise independently (with crutches)	2 In his 3rd, most recent hospital physiotherapy session, power in his right leg was 3/5, and he is currently able to mobilise independently with the help of crutches.

Clarity

Discharge plan:

Paracetamol 1g as needed

Monitor wound

Help with ADLS

Staples removal (19/02/20)

Anti-embolic stocking (for 2 weeks)

Physiotherapy twice a week – Physio will contact retirement home

1 It would be appreciated if you could give painkillers as required and monitor the wound. Assistance with daily activities might be needed and removal of the staples is arranged on 19/02/20. The patient will be wearing anti-embolic stockings for 2 weeks and physiotherapy twice a week at the retirement home.

2 It would be appreciated if you could give paracetamol as required and monitor the wound. The removal of the staples has been arranged on 19/02/20. She will need to wear anti-embolic stockings for 2 weeks and assistance with daily activities will be needed. The physiotherapist will contact you regarding the sessions to be carried out twice a week at the retirement home.

S L C Specialist Language Courses

<p>12/03/2020 cough for 4 days temperature 38C shivers at night tiredness</p> <p>17/03/2020 continuous cough w/sputum temperature 38.4C disturbed sleep mild SOB</p> <p>20/03/2020 worsening cough w/sputum temperature 38.3C obvious difficulty breathing weakness & lethargy</p>	<p>1 Mrs Richards presents with a 12 day history of a worsening cough with sputum, fever and lethargy. Today, she is short of breath and her temperature is 38.3C.</p> <p>2 Mrs Richards presents with a cough with sputum which has worsened. She also has a fever, is short of breath.</p>
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