



OET Writing

Meeting the assessment criteria: *Genre & Style*



- ✓ Create a language bank
- ✓ Common verbs
- ✓ Practice requests and informing
- ✓ Use language appropriate for your reader

What do the descriptors mean?

Genre & Style
Writing is clinical/factual and appropriate to genre and reader (discipline and knowledge); technical language, abbreviations and polite language are used appropriately for document and recipient

- ✓ Written in a factual way, not including language of opinion
- ✓ Language is suitable for the reader
- ✓ Abbreviations used only if known
- ✓ Polite request phrases

Factual style

References to marital status

He is divorced → *He lives alone and does not have a strong support network.*

References to patient's refusal to follow instructions

The patient was advised to stop smoking but has refused to make any attempts. → *He smokes 20 cigarettes a day*
He smokes 20 cigarettes a day and has been unable to reduce this.

Patient's lifestyle

Mr Smith binge drinks at the weekend. → *Mr Smith consumes 18 units of alcohol at the weekend, but rarely drinks during the week.*



<i>Regrettably, his cough has worsened</i>	→	<i>His cough has worsened</i>
<i>Unfortunately, her wound has not healed</i>	→	<i>Her wound has not healed</i>

Opening phrases

<i>Thanks for taking this patient on.</i>	→	<i>Thank you for seeing Mrs Smith.</i>
<i>I am writing about my patient</i>	→	<i>I am writing to refer Mrs Smith.</i>
<i>I am writing about Mr Smith who needs a consultation with you.</i>	→	<i>I am referring Mr Smith to you for further investigation</i>
<i>I am moving Ms Barclay into your care.</i>	→	<i>I am writing to refer Ms Barclay into your care for ongoing wound monitoring.</i>

Vocabulary

<i>Mrs Morgan had an operation</i>	→	<i>Mrs Morgan underwent an operation</i>
<i>Her vital signs were checked closely during her hospitalization</i>	→	<i>Her vital signs were monitored closely during her hospitalization</i>
<i>Mr Davis is being moved to Mount Gold hospital tomorrow</i>	→	<i>Mr Davis is being transferred to Mount Gold hospital tomorrow</i>
<i>She will need her clips taken out in 7 days' time</i>	→	<i>She will need her clips removed in 7 days' time</i>



Closing phrases

<i>I think she needs to go to hospital as she is getting worse.</i>	→	<i>In view of the above, I believe she needs urgent admission and further management.</i>
<i>Let me know if there is anything I can do to help</i>	→	<i>If you require any further information, please do not hesitate to contact me.</i>
<i>Give me a ring if you have any questions</i>	→	<i>Should you have any queries, please do not hesitate to contact me.</i>
<i>Get in touch if you need to know anything else about the patient.</i>	→	<i>Please contact me if you require any further information.</i>

Abbreviations

- Think about who you are writing to
- If you are not sure, then do not abbreviate

Polite request phrases

Nursing:

<i>Can you monitor her medication compliance?</i>	→	<i>It would be appreciated if you could monitor her medication compliance.</i>
<i>I want you to assist him with his ADLs.</i>	→	<i>I would appreciate it if you would assist him with his ADLs</i>
<i>His home and surroundings need to be assessed.</i>	→	<i>Your assessment of his home and surroundings would be appreciated</i>
<i>Mr Price should attend some groups for support.</i>	→	<i>It would be beneficial if you could introduce Mr Price to some support groups</i>

