

OET Writing

Meeting the assessment criteria: *Organisation & Layout*



- ✓ Think about the reader's perspective
- ✓ Prioritise key information
- ✓ Decide the most appropriate organisation for each set of case notes

What do the descriptors mean?

Organisation & Layout

Organisation and paragraphing are appropriate, logical and clear; key information is highlighted and sub-sections are well organised; document is well laid out

- ✓ Written in clear paragraphs
- ✓ Correct letter layout used
- ✓ Important information is easy to find
- ✓ Ideas are logically grouped together

Clear Paragraphs

Make a paragraph plan

Try to avoid overly long paragraphs

Include information relevant to the focus of each paragraph

Paragraph 1: name, admitted for left hip replacement → ongoing care

Paragraph 2: treatment in hospital (brief summary)

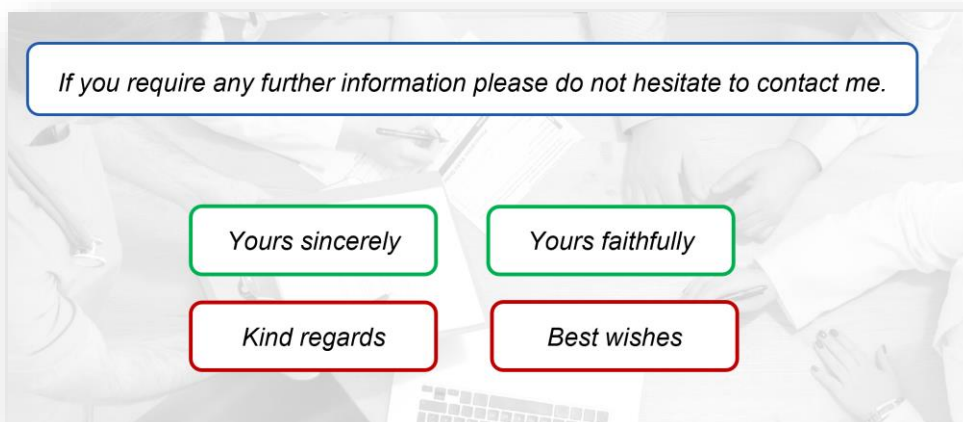
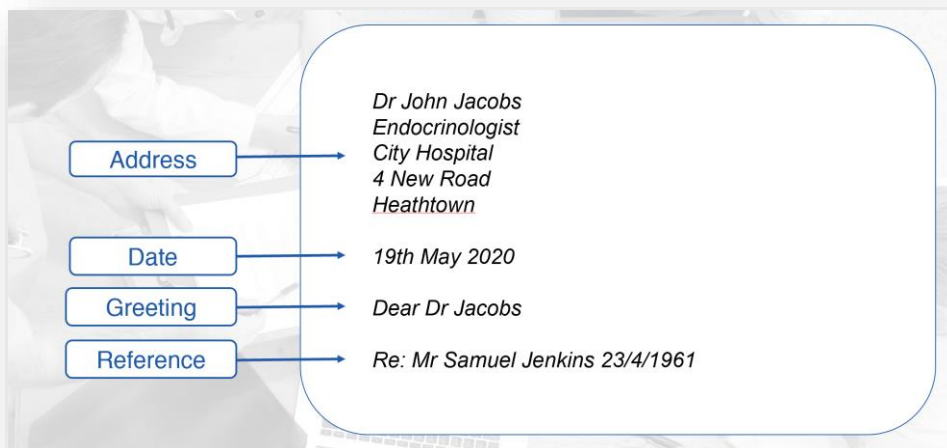
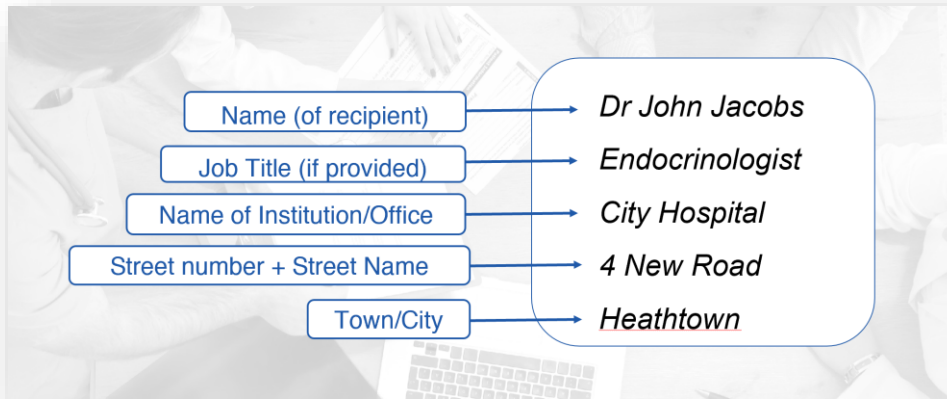
Paragraph 3: current status of wound - & request post discharge needs for wound care (dressing, monitor for infection)

Paragraph 4: current mobility status & post-discharge needs (request help with ADLs, inform reader of physiotherapy sessions at hospital)

SLC Specialist Language Courses



Layout



Information is easy to find

I am writing regarding Mr Manley, who is being discharged back to your retirement home today. He will require ongoing care and support. On 7 February, he was admitted to the hospital and given analgesics for pain and an x-ray confirmed a fractured right neck of femur for which he underwent a total right hip replacement.

I am writing regarding Mr Manley, who underwent a total right hip replacement on 7 February due to a fractured right neck of femur sustained after a fall. He is being discharged back into your care today and will require ongoing care and support.

Information logically grouped together

The overall letter:

Introduce the patient and reason for writing

- Name of pt. Admitted for hip replacement. Ready for discharge. Needs ongoing care.

Hospital treatment

- Treatment in hospital: analgesics, antibiotics, dressings changed.

Progress & current state

- Mobility has progressed – can walk with wheelie walker. Reviewed by physiotherapist and provided exercises.

Post discharge needs

- Post discharge care: monitor wound/ paracetamol for pain. Assist with ADLS. Physio – 2x week Staples removal on 19/02/21.

Introduce the patient and reason for writing

- Name of pt. Admitted for hip replacement. Ready for discharge. Needs ongoing care.

Wound care & pain management

- Treatment in hospital: analgesics, antibiotics, dressings changed & Post discharge needs: monitor wound and paracetamol for pain. Staples removal on 19/02/21.

Mobility & physiotherapy

- Mobility has progressed – can walk with wheelie walker. Reviewed by physiotherapist and provided exercises. Post discharge: Needs help with ADLs / physio 2x week.

Within each paragraph:

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

Mr Manley's wound will need monitoring and he will require assistance with ADLs. Paracetamol 1g can be given as needed and an anti-embolic stocking must be worn for 2 weeks. An appointment has been arranged for staple removal on 19/02/20 at the outpatient clinic and the physiotherapist will contact the retirement home where Mr Manley will receive physiotherapy twice a week.

The physiotherapist will contact the retirement home where Mr Manley will receive physiotherapy twice a week. Mr Manley's wound will need monitoring and he will require assistance with ADLs. An anti-embolic stocking must be worn for 2 weeks. An appointment has been arranged for staple removal on 19/02/20 at the outpatient clinic and paracetamol 1g can be given as needed.