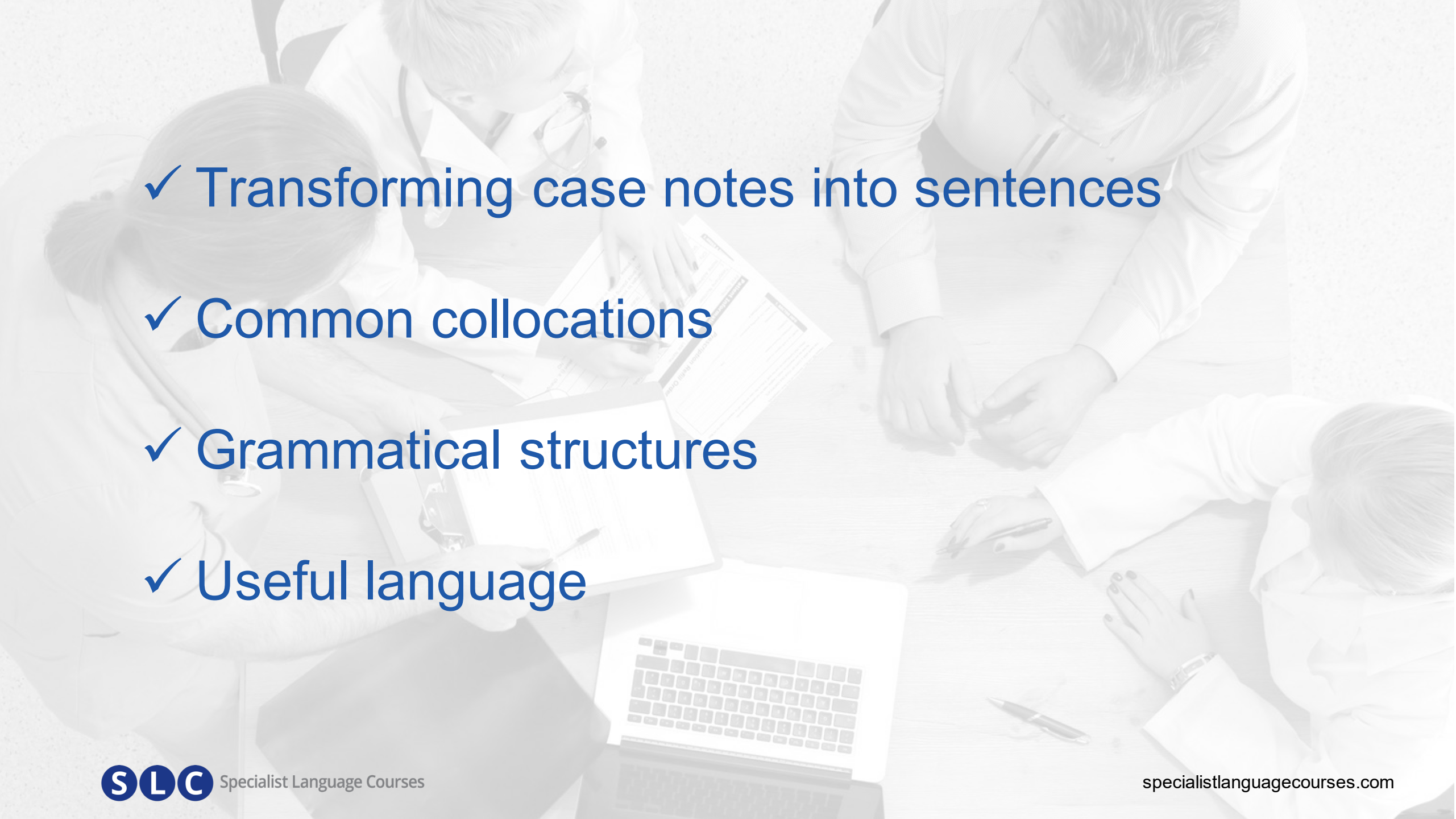


# OET Writing

## How to expand the case notes



Specialist Language Courses

- 
- ✓ Transforming case notes into sentences
  - ✓ Common collocations
  - ✓ Grammatical structures
  - ✓ Useful language



How should you expand the case notes?

# Expanding case notes

case notes

fractured R neck of femur  
R total hip replacement

OET letter



note form



full sentences



# Expanding case notes

fractured R neck of femur  
R total hip replacement

Mr Smith underwent a right total hip replacement after sustaining a fracture of the right neck of femur.

- *the subject (he/she/Mr Smith)*
- *verbs (administer, might be)*
- *articles (a/an/the)*
- *connecting words (and, caused by, for which)*

# Expanding case notes

R total hip replacement → A **right** total hip replacement

**Avoid abbreviations and symbols in your letter:**

R right

L left

→ resulted in/led to

↑ increase

↓ decrease

? possibly

prn as required

# Expanding case notes

**Only use if known and used by the reader:**

**ADLs** activities of daily living

**BP** blood pressure



# Expanding case notes

## Review common collocations:

- be admitted to the emergency department
- remove staples
- apply a dressing
- undergo an operation
- monitor medication compliance
- attend physiotherapy



# Expanding case notes

**Study Tip!**

**Write example sentences**

Mr Jobs *was admitted to the emergency department* on 23/11/19.

She will need to *attend physiotherapy* twice a week for 6 weeks.

- *be admitted* to the emergency department
- *remove* staples
- *apply* a dressing
- *undergo* an operation
- *monitor* medication compliance
- *attend* physiotherapy

The background of the slide is white and features a pattern of question marks in various shades of gray. Some question marks are large and prominent, while others are smaller and more faded, creating a sense of depth and repetition. The question marks are scattered across the right side and bottom of the slide, with some overlapping each other.

# What grammar should you use?

# Grammar

**Passive** **be + past participle**

## Tenses

Ms Jones has hypertension, for which ramipril **is prescribed**. } present simple

Mr Smith **was admitted** to the Emergency Department with severe lacerations to the left leg. } past simple

She **has been referred** to the dietician for advice on her diet. } present perfect

He **will be reviewed** by the surgeon in 6 weeks' time. } future

# Grammar

**Passive** **be + past participle**

Admission: 24/02/20

Diagnosis: Fractured R neck of femur

} case notes

*Mr Patel **was admitted** to the hospital on 24/02/20 with a fractured right neck of femur.*

} OET letter



# Grammar

## Tenses

### present simple

current situation

- ✎ *Mr Holmes **mobilises** with a wheelie walker.*
- ✎ *She **requires** assistance with her ADLS.*

# Grammar

## Tenses

### past simple

past medical history and medical treatment

- ✎ Dressings *were applied* to the burns and she *was administered* analgesics for the pain.
- ✎ He initially *presented* with shortness of breath and *had* widespread wheeze.

# Grammar

## Tenses

### present perfect

ongoing medical conditions

✎ *He **has had** diabetes since 2006.*

recent referrals/interventions still relevant now

✎ *The Occupational Therapist **has been contacted** to install any necessary modifications to his home.*



# Grammar

## Tenses

future

future needs

- ✎ *Mr Webb's stitches **will be removed** on 4<sup>th</sup> March.*
- ✎ *Her daughter **will stay** with her for 6 weeks after the operation.*



# Useful language

# Useful language

## Study Tip!

- Build up a bank of useful phrases
- Look at case notes and sample letters
- Have a range of phrases
- Divide your notebook into different sections

# Useful language

Describing background and hospital treatment

*Admission: 4 February / Diagnosis: Pneumonia*

✍ ***Mr Smith was admitted on 4 February with Pneumonia.***

*diabetes – 15 years*

✍ ***Mrs Jenkins has had diabetes for 15 years.***

# Useful language

## Describing the current situation

*mobilises independently – uses crutches*

✎ ***Mr Marshall is able to mobilise independently with the assistance of crutches.***

*(?early stage Alzheimer's)*

✎ ***She has signs and symptoms suggestive of Alzheimer's.***



# Useful language

Informing/providing relevant information

*OT to suggest/install necessary modifications*

✍ ***The Occupational Therapist has been contacted to assess the house for any modifications.***

*visit day hospital 3x p/w*

✍ ***Mrs Smith needs to attend the day hospital three times a week.***

# Useful language

## Requesting

*monitor cough & headaches (can give paracetamol)*

✍ ***I would appreciate it if you could monitor Mr Smith's cough and headaches for which paracetamol can be given.***

*monitor exercise and dietary regime*

✍ ***It would be appreciated if you could ensure she follows her exercise programme and maintains a healthy diet.***

*encourage social activities*

✍ ***Mr Smith would benefit from some encouragement to be more socially active.***

# Top Tips!

**Top Tips!**

## Expanding case notes

- ✓ Write full sentences
- ✓ Avoid abbreviations
- ✓ Flexible & confident use of passive, tenses, language for different contexts