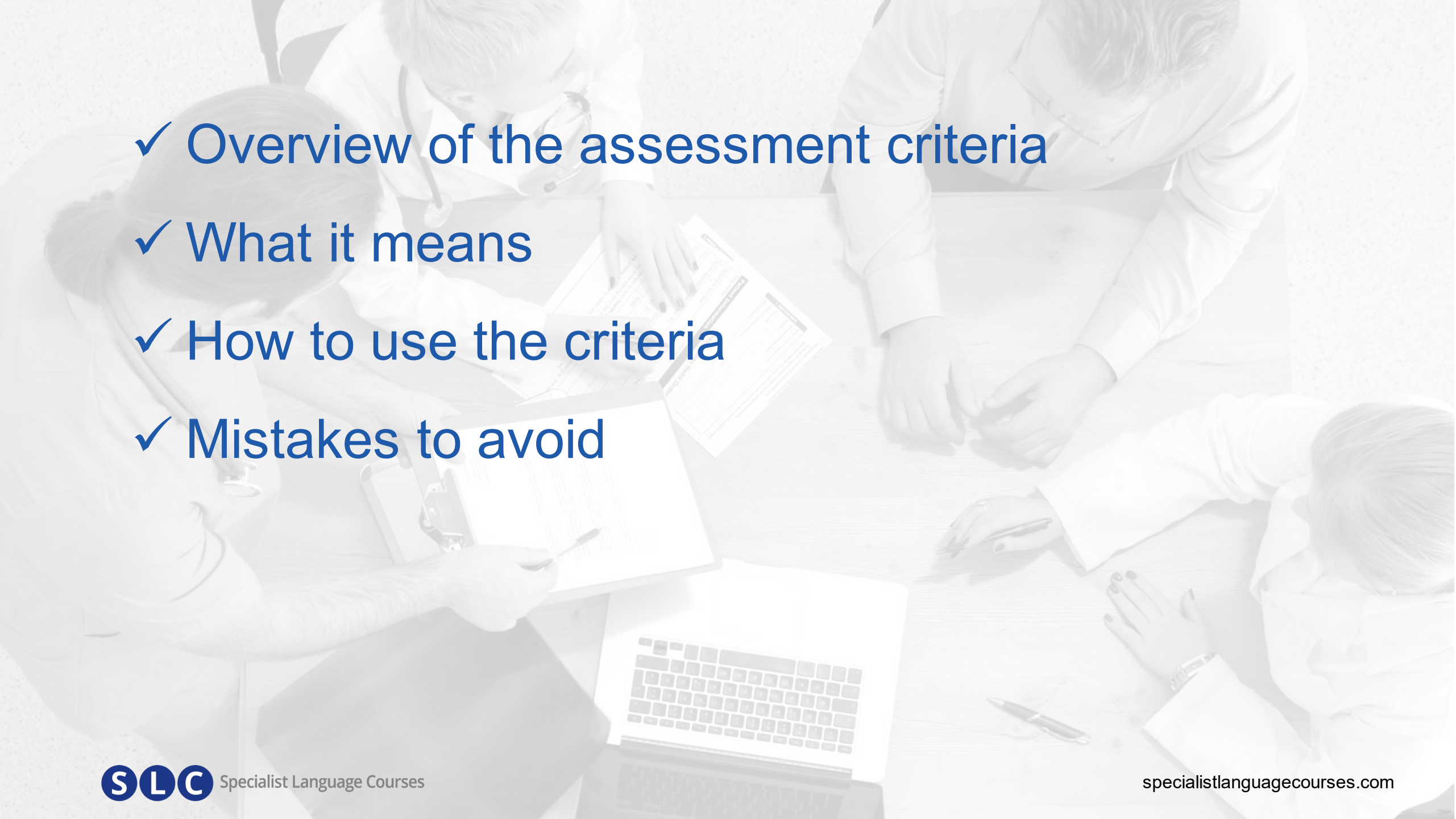


OET Writing

Understanding the OET writing assessment criteria



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- 
- ✓ Overview of the assessment criteria
 - ✓ What it means
 - ✓ How to use the criteria
 - ✓ Mistakes to avoid

The background of the slide is white with a pattern of grey question marks of various sizes scattered across the right side and bottom. The text 'How are you assessed?' is centered in a blue, sans-serif font with a slight drop shadow.

How are you assessed?

Assessment criteria

0-3

- Purpose

- Content

- Conciseness & Clarity

0-7

- Genre & Style

- Organisation & Layout

- Language

Assessment criteria



WRITING Assessment Criteria and Level Descriptors

PUBLIC VERSION

Band	Purpose	Band	Content	Conciseness & Clarity	Genre & Style	Organisation & Layout	Language
3	Purpose of document is immediately apparent and sufficiently expanded as required	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	Length of document is appropriate to case and reader (no irrelevant information included); information is summarised effectively and presented clearly	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	Organisation and paragraphing are appropriate, logical and clear; key information is highlighted and sub-sections are well organised; document is well laid out	Language features (spelling/punctuation/vocabulary/grammar/sentence structure) are accurate and do not interfere with meaning
		6	Performance shares features of bands 5 and 7				
2	Purpose of document is apparent but not sufficiently highlighted or expanded	5	Content is appropriate to intended reader and mostly addresses what is needed to continue care; content from case notes is generally accurately represented	Length of document is mostly appropriate to case and reader; information is mostly summarised effectively and presented clearly	Writing is clinical/factual and appropriate to genre and reader with occasional, minor inappropriacies; technical language, abbreviations and polite language are used appropriately with minor inconsistencies	Organisation and paragraphing are generally appropriate, logical and clear; occasional lapses of organisation in sub-sections and/or highlighting of key information; layout is generally good	Minor slips in language generally do not interfere with meaning
		4	Performance shares features of bands 3 and 5				
1	Purpose of document is not immediately apparent and may show very limited expansion	3	Content is mostly appropriate to intended reader; some key information (about case or to continue care) may be missing; there may be some inaccuracies in content	Inclusion of some irrelevant information distracts from overall clarity of document; attempt to summarise only partially successful	Writing is at times inappropriate to the document or target reader; over-reliance on technical language and abbreviations may distract reader	Organisation and paragraphing are not always logical, creating strain for the reader; key information may not be highlighted; layout is mostly appropriate with some lapses	Inaccuracies in language, in particular in complex structures, cause minor strain for the reader but do not interfere with meaning
		2	Performance shares features of bands 1 and 3				
0	Purpose of document is partially obscured/unclear and/or misunderstood	1	Content does not provide intended reader sufficient information about the case and what is needed to continue care; key information is missing or inaccurate	Clarity of document is obscured by the inclusion of many unnecessary details; attempt to summarise not successful	The writing shows inadequate understanding of the genre and target reader; mis- or over-use of technical language and abbreviations cause strain for the reader	Organisation not logical, putting strain on the reader; or heavy reliance on case note structure; key information is not well highlighted and the layout may not be appropriate	Inaccuracies in language cause considerable strain for the reader and may interfere with meaning
		0	Performance below Band 1				



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source: <https://prod-wp-content.occupationalenglishtest.org/resources/uploads/2019/07/31135305/Writing-Criteria-August-19.pdf>

The background of the slide is white with a pattern of grey question marks of various sizes scattered across it, primarily concentrated on the right side.

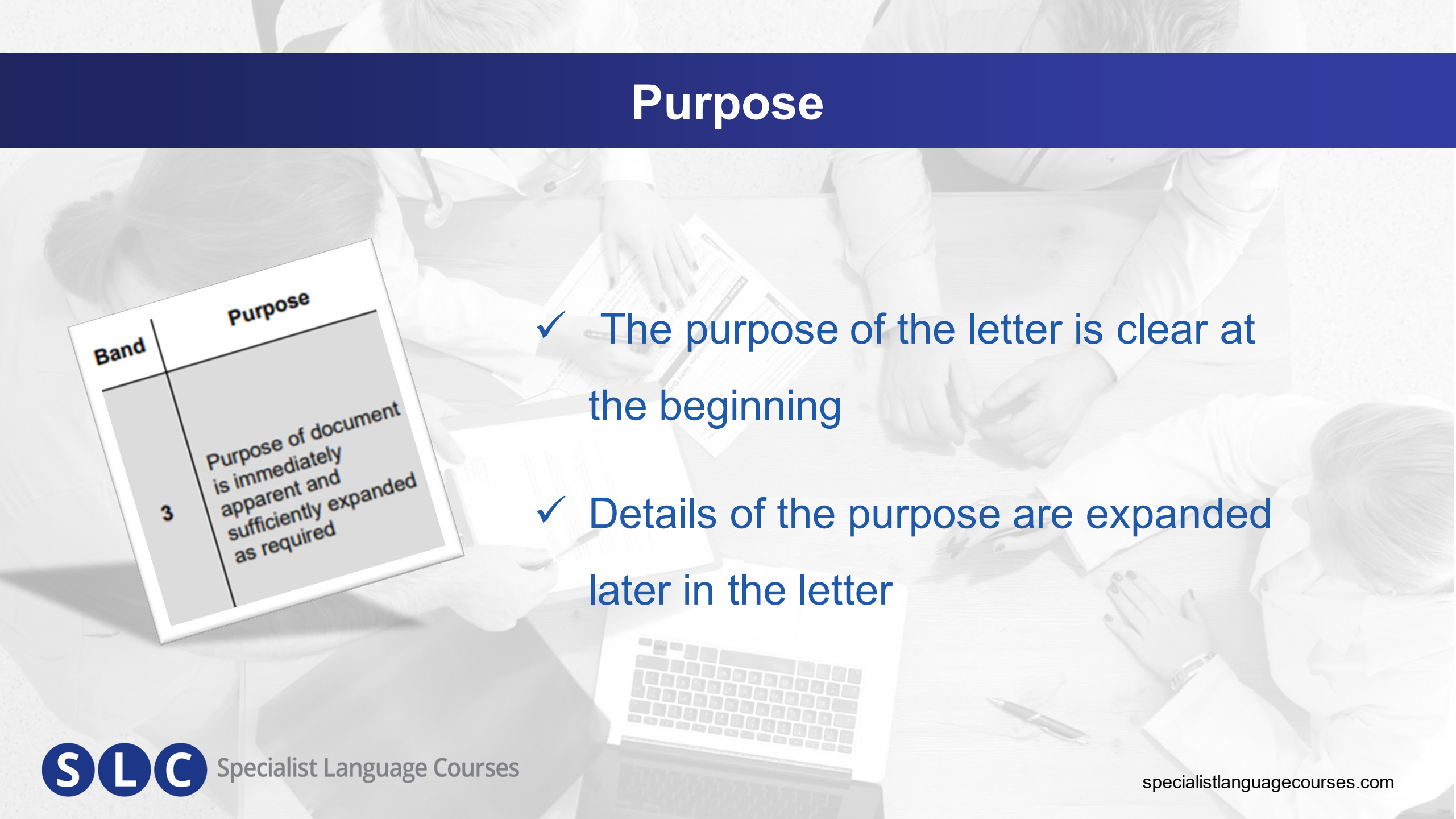
How can you use the criteria in
your OET preparation?

Assessment criteria

- ✓ Look at the highest band score
- ✓ Aim to fulfil the description
- ✓ Create a checklist to use

Purpose

Purpose



Band	Purpose
3	Purpose of document is immediately apparent and sufficiently expanded as required

- ✓ The purpose of the letter is clear at the beginning
- ✓ Details of the purpose are expanded later in the letter

Purpose

Notes:

You are the charge nurse at Summerton Community Hospital. Your patient, Mr Smith, is being discharged today.

Writing Task:

Using the information in the case notes, write a discharge letter to Ms Emma Humphry, the Nurse at Summerton Retirement Home, Claremont Avenue, Summerton, where Mr Smith lives, informing her of the patient's current situation and care required.

Patient: Mr James Smith

Age: 68

Admission: 07/02/20

Diagnosis: Fractured right neck of femur (after a fall)

Treatment: Total right hip replacement

Purpose

1) *"I am writing regarding Mr James Smith, who underwent a total right hip replacement on 07/02/20. He is ready for discharge today and he requires help with his ADLs, paracetamol can be given as required and it would be appreciated if you could monitor his wound."*

3) *"I am writing regarding your resident, Mr James Smith, who underwent a total right hip replacement on 07/02/20. He is ready for discharge today and ongoing care is required."*

2) *"I am writing to refer Mr James Smith, who was admitted to the hospital on 07/02/20."*

4) *"I am writing regarding Mr James Smith, who was admitted on 07/02/20. An x-ray confirmed a fractured right neck of femur and he needs more care. He was in a lot of pain, so morphine was administered. He then underwent a total right hip replacement and his wound was monitored after. He is being discharged today."*

Purpose

1) "I am writing regarding Mr James Smith, who underwent a total right hip replacement on 07/02/20. He is ready for discharge today and he requires help with his ADLs, paracetamol can be given as required and it would be appreciated if you could monitor his wound."

too much detail

3) "I am writing regarding your resident, Mr James Smith, who underwent a total right hip replacement on 07/02/20. He is ready for discharge today and ongoing care is required."

clear purpose, immediately apparent

purpose not expressed

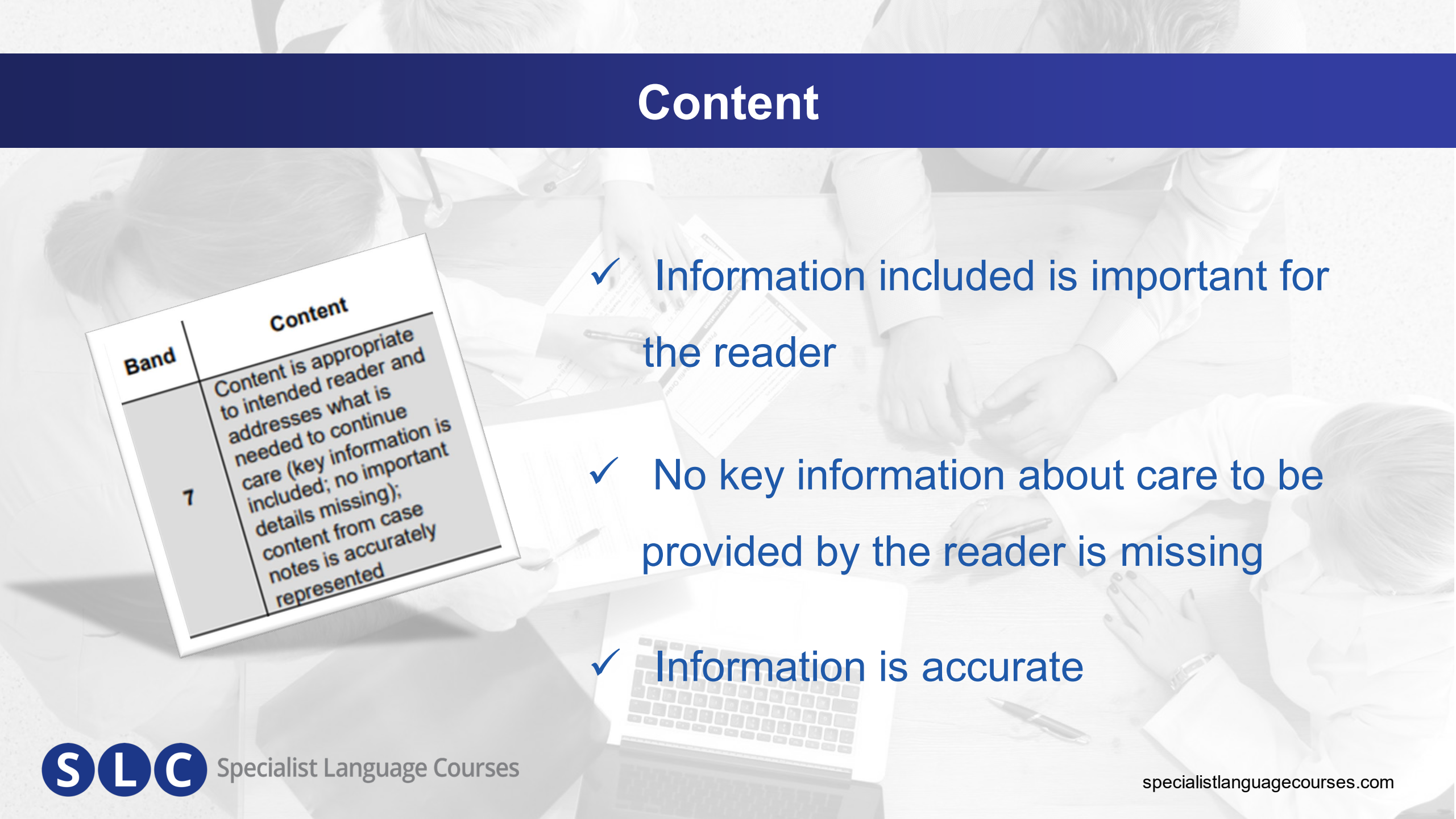
2) "I am writing to refer Mr James Smith, who was admitted to the hospital on 07/02/20."

4) "I am writing regarding Mr James Smith, who was admitted on 07/02/20. An x-ray confirmed a fractured right neck of femur and he needs more care. He was in a lot of pain, so morphine was administered. He then underwent a total right hip replacement and his wound was monitored after. He is being discharged today."

difficult to find

Content

Content



A background image showing several healthcare professionals in white coats gathered around a table, reviewing documents and a laptop. The image is faded and serves as a backdrop for the slide content.

Band	Content
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

Content

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

Writing Task:

Using the information in the case notes, write a discharge letter to Ms Emma Humphry, the Nurse at Summerton Retirement Home, Claremont Avenue, Summerton, where Mr Smith lives, informing her of the patient's current situation and care required.

Content

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

It would be appreciated if you could monitor his progress and provide appropriate care.

Content

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

His staples are due to be removed on 19/03/20

Content

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

I would appreciate it if you could arrange physiotherapy sessions twice a week.

Conciseness & Clarity

Conciseness & Clarity

Conciseness & Clarity

Length of document is appropriate to case and reader (no irrelevant information included); information is summarised effectively and presented clearly

- ✓ Letter is the right length
- ✓ Irrelevancies are not included
- ✓ Relevant information is summarised well
- ✓ Ideas are written clearly and easy to follow

Conciseness & Clarity

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

07/02/20: administered analgesics for pain
 x-ray confirmed fractured right neck of femur
 Total right hip replacement

I am writing regarding Mr James Smith, who underwent a total hip replacement on 07/02/20. He is ready for discharge today and ongoing care is required.

On admission, Mr Smith was given analgesics for the pain and sent to x-ray. The x-ray confirmed the fracture and he underwent a total right hip replacement.

In terms of medical history, Mr Smith has hypertension for which he is on ramipril 10mg daily. Please note, he underwent an appendectomy in 1985 and a total left hip replacement in 2014

Conciseness & Clarity

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

07/02/20: administered analgesics for pain
 x-ray confirmed fractured right neck of femur
 Total right hip replacement

I am writing regarding Mr James Smith, who underwent a total hip replacement on 07/02/20. He is ready for discharge today and ongoing care is required.

~~*On admission, Mr Smith was given analgesics for the pain and sent to x-ray. The x-ray confirmed the fracture and he underwent a total right hip replacement.*~~

~~*In terms of medical history, Mr Smith has hypertension for which he is on ramipril 10mg daily. Please note, he underwent an appendectomy in 1985 and a total left hip replacement in 2014*~~

Genre & Style

Genre & Style

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

Genre & Style

Admission: 07/02/20

Diagnosis: Fractured right neck of femur (after a fall)

Treatment: Total right hip replacement

“Mr James came to the hospital on 07/02/20. We examined him and then the surgeon did a total right hip replacement.”

Mr Smith was admitted to the hospital

He underwent a total hip replacement

Genre & Style

Can you give him a hand with his ADLs? Also, he needs physio x2 p/w – the physio is gonna call you

- ✓ Use polite request phrases
- ✓ Don't use note form
- ✓ Don't use informal language

Organisation & Layout

Organisation & Layout

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

Organisation & Layout

Mr Smith's wounds are healing well and he can mobilise with the help of a wheelie walker. His staples are due to be removed on 19/02/20. Embolic stockings have been provided and after discharge, he needs help with his ADLs.

A physiotherapist has been contacted for physiotherapy sessions. It would be appreciated if you could monitor his wound and he needs to wear his embolic stockings for 2 weeks. The physiotherapist will contact you to arrange physiotherapy sessions twice a week. Paracetamol 1g can be given as required.

Mr Smith's can mobilise with the help of a wheelie walker but he needs help with his ADLs. He requires physiotherapy sessions twice a week and the physiotherapist will contact you to arrange this.

After discharge, it would be appreciated if you could monitor his wound and his staples are due to be removed on 19/02/20. Paracetamol 1g can be given as required and embolic stockings have been provided which need to be worn for 2 weeks.

Language

Language

Language

Language features
(spelling/punctuation/vocabulary/
grammar/sentence structure) are
accurate and do not interfere with
meaning

- ✓ Correct spelling used
- ✓ Correct use of commas
- ✓ Appropriate use of grammar used for the context
- ✓ Accurate use of grammar

Language

context: Describing a past visit to a GP surgery. The patient's first visit in a series of visits

1.a)

She presented 08/01/20 with short breath, fever and whizzing.

1.b)

She presented 08/01/20 with shortness of breath, fever and wheezing.

2.a)

She has productive cough for the last days

2.b)

She had a productive cough for previous 6 days.

3.a)

she is blood test sent to the lab.

3.b)

Blood tests were ordered



Top Tips!

OET writing criteria

- ✓ Make sure you understand the descriptors
- ✓ Use the criteria to make a checklist
- ✓ Review your writing regularly