



## OET Writing: Understanding the assessment criteria



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

### Purpose:

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

The diagram illustrates four examples of OET writing purposes, each with a feedback label:

- Example 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."   
Label: **too much detail**
- Example 2:** "I am writing regarding to refer Mr James Smith, who was admitted to the hospital on 07/02/20."   
Label: **purpose not expressed**
- Example 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."   
Label: **clear purpose, immediately apparent**
- Example 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."   
Label: **difficult to find**

### Content

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



## Conciseness & Clarity

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

**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

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

**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*

~~*Can you give him a hand with his ADLs? Also, he needs physio x2 pw – the physio is gonna call you*~~

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



## Organisation & Layout

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

*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

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

Minor errors which do not cause strain are ok:

**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 shot breath, fiever and whizzing.**

2.a) **She has productive cough for the last days**

3.a) **she is blood test sent to the lab.**



1.b) **She presented 08/01/20 with shortnes of breath, fever and wheezing.**

2.b) **She had a productive cough for previous 6 days.**

3.b) **Blood tests was ordered**