



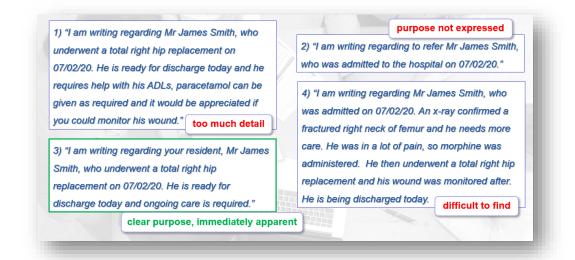
OET Writing: Understanding the assessment criteria



- ✓ 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



Content

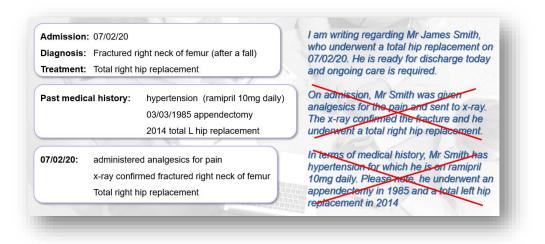
- ✓ Information included is important for the reader
- ✓ No key information about care to be provided by the reader is missing
- ✓ Information is accurate





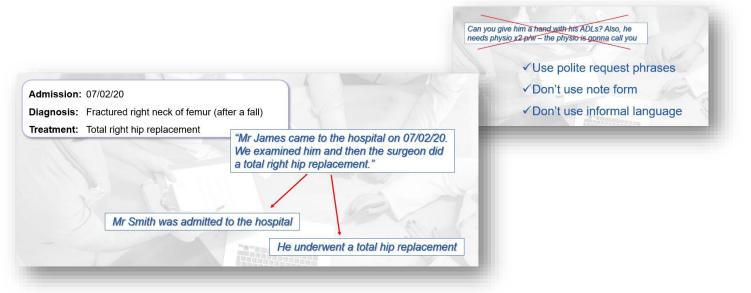
Conciseness & Clarity

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



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





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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.

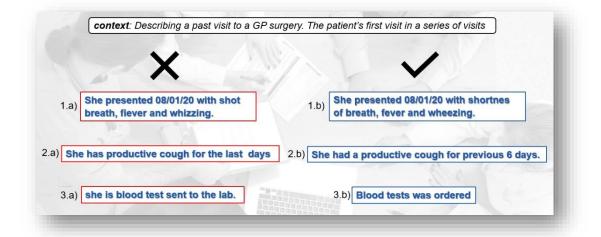
A physiotherapist has been contacted for physiotherapy sessions. It would be appreciated if you could monitor his wound and he needs to wear his embolic stockings for 2 weeks. The physiotherapist will contact you to arrange physiotherapy sessions twice a week. Paracetamol 1g can be given as required.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



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