



## OET Writing

### Meeting the assessment criteria: *Content*



- ✓ Identify the patient and medical issue
- ✓ Read the task to find out who you are writing to and why
- ✓ Keep the reader and care to be provided in mind
- ✓ Check that the information is accurate

What do the descriptors mean?

Content	
Band 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

Reader awareness

### Who is the reader

Information included is important the reader.

**Notes:**  
You are the charge nurse at Shippington Community Hospital where Mr Jones was admitted on 21/02/20 after a fall.

**Writing Task:**  
Using the information in the case notes, write a letter to the community physiotherapist, Mr Tim Jenkins, at 4 New Road, Shippington requesting physiotherapy home visits for Mr Jones.



## Relevance

**Relevance**

**Hospital treatment:**

22/02/20 reviewed by hospital physio – range of motion (ROM) 1/5 power R leg  
wound monitoring  
analgesic for pain

23/02/20 hospital physio session – range of motion (ROM) 2/5 power R leg  
able to mobilise with 1 person assist

24/02/20 hospital physio session – range of motion (ROM) 3/5 power R leg  
able to mobilise independently (with crutches)

*In his third and most recent hospital physiotherapy session, power in his right leg was 3/5, showing some improvement.*

**Relevance**

**Hospital treatment:**

22/02/20 reviewed by hospital physio – range of motion (ROM) 1/5 power R leg  
~~wound monitoring~~  
~~analgesic for pain~~

23/02/20 hospital physio session – range of motion (ROM) 2/5 power R leg  
able to mobilise with 1 person assist

24/02/20 hospital physio session – range of motion (ROM) 3/5 power R leg  
able to mobilise independently (with crutches)

*In his third and most recent hospital physiotherapy session, power in his right leg was 3/5, showing some improvement.  
He is also able to mobilise with crutches independently.*

**Relevance**

**Past medical history:** high cholesterol since 2011  
angioplasty in 2004

**Social history:** lives with wife  
3 children who live nearby  
owns delivery company

~~*Mr Jones lives with his wife and owns his own delivery company. His 3 children live nearby. He has had high cholesterol since 2011 and underwent an angioplasty in 2004.*~~

**Writing Task:**  
Using the information in the case notes, write a letter to the community physiotherapist, Mr Tim Jenkins, at 4 New Road, Shippington requesting physiotherapy home visits for Mr Jones.

## Accurate information

**Accuracy**

**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

1 *It would be appreciated if you could arrange physiotherapy session at the retirement home twice a week.*

2 *The physiotherapist will contact the retirement home where Mr Manley will receive physiotherapy twice a week.*

**Accuracy**

**Notes:**

Mrs Hodge is a 52 year patient of yours. She has attended your GP surgery.

**Writing Task:**

Using the information in the case notes, write a letter to Dr Sands, a surgeon at Denby Hospital, for a surgical consultation. Address the letter to Dr Ray Sands, Denby Hospital, Broad Street, Denby.

*I am writing to refer Mrs Hodge, a 62 year old woman,...*

## Key information provided for continued care

**Continued care**

**Notes:**

Mrs Hodge is a 52 year patient of yours. She has attended your GP surgery.

**Writing Task:**

Using the information in the case notes, write a letter to Dr Sands, a surgeon at Denby Hospital, for a surgical consultation. Address the letter to Dr Ray Sands, Denby Hospital, Broad Street, Denby.

1 *In view of the above, it would be greatly appreciated if you could assess and manage Mrs Hodge.*

2 *In view of the above, it would be greatly appreciated if you could provide a surgical consultation for Mrs Hodge.*



### Continued care

*It would be appreciated if you could monitor Mr Manley's wound and he will require assistance with ADLs. An appointment has been arranged for the removal of the staples on 19/02/20 at the outpatients clinic. Mr Manley will receive physiotherapy twice a week.*

*It would be appreciated if you could monitor Mr Manley's wound 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 outpatients clinic and the physiotherapist will contact the retirement home where Mr Manley will receive physiotherapy twice a week.*

**Discharge plan:**

- Paracetamol 1g as needed
- Monitor wound
- Help with ADLS
- Staples removal (19/02/20) at outpatients
- Anti-embolic stocking (for 2 weeks)
- Physiotherapy twice a week – Physio will contact retirement home

How do you select content?

### Useful questions

Who is the reader?

Why are you writing?

What information is relevant to the reader?

Does the reader have all the information they need?

*Is there an existing relationship?*

*What is the purpose of the letter?*

*What key information do they need to know to be able to continue care?*

*Would the reader fully understand the situation and be able to continue care without having any doubts or questions?*

**Reader awareness is key!**

**SLC** Specialist Language Courses

