

GAME

WORD	TYPE	MEANING
To program	Verb	To instruct a computer
Paradigm shift	Noun phrase	Very strong revolution / very big change
pale in comparison.	Adj. phrase	The other one is much much better
Sectors	Noun	A section of something in society: health, agriculture, education, retail
perennial	Adj.	All year round
harnessing / to harness	Gerund	To control / to take over the power
ascertaining	Gerund	Find out
propagate	Verb	To spread and multiply
tendency	Noun	Prone to / possible that you will do it / it will happen
bears no resemblance	Verb phrase	Very different
humble	Adj.	Opposite of arrogant
debug	Verb	To fix something
Compute	Verb	To calculate
naïve / naivety	Noun/adj.	Innocent
ignited	Verb	To start a fire / trigger

OET Writing: Requests Paragraphs

1. What is a Request paragraph?
2. Letter Types
3. Ingredients & Practice

What is a Requests paragraph?

- Tell the reader **what to do**
- The last paragraph you will write.
- We should repeat the **purpose** of the letter.

Introduction

care and support

?

?

Requests

care and support

Expand the purpose: assist with ADLs / encourage medication compliance

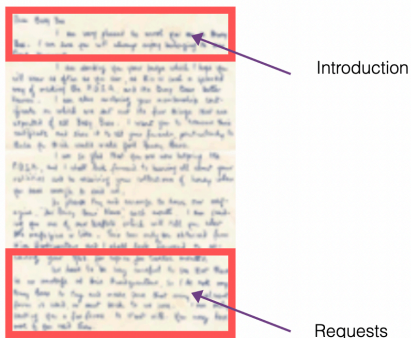
Writing Criteria

Band	Purpose	Band	Content	Conciseness & Clarity	Genre & Style	Organisation & Layout
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
		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
		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
		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
		0	Performance below Band 1			

How many types letter types:

- Discharge: patient is being released from some facility
- Referral: patient is going to a **specialist**
- Transfer: patient is moving to another place

REQUESTS PARAGRAPHS & LETTER TYPES:



DISCHARGE:

The requests paragraph is large because there a discharge plan.

Dear Mrs. Jones

I am very pleased to send you the first issue of the magazine. I am sure you will always enjoy reading it.

I am sending you your magazine which I hope you will read as often as you can. It is not a special issue of course but it is the first issue after the summer. I am also sending you a complimentary copy of the magazine which you will find very interesting. I am sure you will find it very useful particularly in the light of the fact that you are helping the P.T.S.A. and I shall look forward to hearing all about your activities and to receiving your collection of money when you have enough to send it.

In thank for the money to buy the magazine. The first issue has been sent. I am sure you will find it very interesting and will tell me when you receive it. The first issue has been sent. I am sure you will find it very interesting and will tell me when you receive it. The first issue has been sent. I am sure you will find it very interesting and will tell me when you receive it.

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Introduction

TRANSFER:

No discharge plan but you might have to ask the reader to help with things:

oxygen
bad behaviour
Etc.

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Introduction

REFERRAL:

There is no discharge plan and we aren't going to the reader to do many things.

Requests

I want to talk about the ingredient for Requests paragraphs:

1. In view of the above, it would be appreciated if you could provide + **PURPOSE**

Note: In a transfer letter some times we don't say 'In view of the above'...

2. Imperatives

Please assist him with his ADLs, and advise him to get a job.

Please + V1 , and V1

3. Please note...

Please note that he is sensitive to codeine

The reader does not have to do anything!

Exercises:

1 Monitor coughing / increase paracetamol (if need)

A Please monitor her coughing, and increase her paracetamol if required.

B Mrs Jones requires monitoring of her coughing, and she will also need to increase paracetamol if necessary.

2 Encourage healthy diet / monitor heart rate & blood pressure

A Please encourage her to eat a healthy diet (no 'for' and no 'about'), and monitor her heart rate and blood pressure.

B Mrs Jones needs encouragement regarding a healthy diet, and she also requires monitoring of her heart rate and BP.

3 Ensure compliance antibiotic / provide diet advice

A Please ensure her compliance with her antibiotics and provide dietary advice

B Please ensure Mr Smith's compliance with her antibiotic intake, and also provide advice about her diet.

4 Monitor rehab exercises / eye appointment next Thurs

A Please monitor her rehabilitation exercises, and kindly note that she has scheduled for an eye test Thursday.

B Mr Green needs to be monitored regarding his rehabilitation exercise, and please note that an appointment has been scheduled next week.

5 Increase family contact / regular dressings

A Please encourage her to increase contact with his family, and change her dressing regularly.

6 staple removal 09/02/2022

A Please note that **the removal of her staples is scheduled on 9th February 2022**

A Please be aware that **the removal of her staples is scheduled on 9th February 2022**

A Please be aware of the fact that **the removal of her staples is scheduled on 9th February 2022**

A It is important to note **the removal of her staples is scheduled on 9th February 2022**

A It is important to be aware of the fact that **the removal of her staples is scheduled on 9th February 2022**

A Kindly note that **the removal of her staples is scheduled on 9th February 2022**

HOMEWORK:

More difficult:

- 1 Encourage social activities – elderly citizens’ clubs, social groups, etc.
- 2 **Preserve** skin integrity
- 3 Keep warm / Good nutrition - fluids, eggs, fruit, veg (needs help monitoring diet)
- 4 Sitting preferred to lying down to ensure postural drainage

Turn these case notes into imperative/S+v:

Discharge Plan

Reassure patient re infection risk.

Encourage patient to complete ADLs independently. Help when necessary.

Monitor for post-op complications. Diarrhoea and bloating possible. Contact hospital. Family to pick patient up from hospital if symptoms persist