

Word
debilitating
melt down
the hurdles
hasten the pace
antithesis
ameliorate
novel
to culture
diminishing
inherently
retiree
spike
stimulating
onset
Plot

TODAY: OET Writing

1. What makes a good Introduction paragraph?
2. How to write a simple Introduction paragraph
3. Common problems

What makes a good Introduction paragraph in OET Writing?

- Explain the situation
- Purpose must be in the Introduction and it must be clear

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


How do I write an Introduction?

2 sentences

Admitted = Passive / Presented = Active

SENTENCE 1: SITUATION

WHO	WHERE	WHY	REASON
I writing regarding Mr Johnson,	who was admitted to our hospital	due to acute asthma	after a chest infection



Unplanned	due to
Planned	for

- Mr Jones / hospital / perforated ear drum (concert)

I am writing regarding Mr Jones, who presented to our hospital due to a perforated ear drum following a concert
- Mr Johnson / clinic / review: meds

I am writing regarding Mr Johnson, who visited our clinic today for a medication review.... For a review of his medication... (~~Medication's review~~)
- Mrs Green / transfer / near family* {non medical reason }

I am writing regarding Mrs Green, who is being **transferred** to your facility in order to be closer to her family. *He now requires ongoing care and monitoring.*

SENTENCE 2:

LETTER TYPE	PURPOSE
He is scheduled to be discharged He is being referred to you He is due to be transferred to your facility	and now requires further care and support and now requires further assessment and now requires ongoing care and support.

1 transfer / monitor & ~~educate daughter~~

He is due to be transferred to your facility and now requires your further monitoring.

2 referral / assess & ~~?MRI scan~~

He is being referred to you and now required further assessment and possibly an MRI.

Rule: keep it simple in the Introduction

Common problems:

Discharge plan: Current medical situation → earlier moving date to retirement home (arranged by social worker), to move on 14 May 2018.
Referral letter to retirement home.
Pt instructed on:
- applying Medihoney ointment x 2 day to wound area on legs.
- analgesia as required.
Needs help with ADLs (showering, dressing etc.), keep wrist dressing clean and dry.
Physiotherapy to follow - achieve full motion (AROM) of fingers, wrist, forearm.
Encouragement to carry out ADLs independently.
Patient discharge education:
- Physiotherapy outpatients x 3 week (from 15 May 2018).
- No lifting.
- 9 days post-op stitches removal (20 May 2018) at Orthopaedic Outpatients (son or Home staff to accompany pt.).

Writing task:

Using the information given in the case notes, write a referral letter to Mrs Jackson, Resident Warden at Primrose Retirement Home, High Street, Minehead.

In your answer:

- expand the relevant notes into complete sentences
- do not use note form
- use letter format

The body of the letter should be approximately 180-200 words.

If you don't see the purpose in the writing task, just look at the case notes. It will be there somewhere.

Question:

The patient is requesting an investigation...

Normal referral

Writing Task:

Using the information given in the case notes, write a letter of referral to Ms Johnson's local doctor, Dr Tony Jones, to update him on her condition following her recent surgery and discharge from rehab. Address the letter to Dr Tony Jones, Private Practice, 12 New Street, Stillwater.

In your answer:

- Expand the relevant notes into complete sentences
- Do not use note form
- Use letter format

The body of the letter should be approximately 180–200 words.

Discharge letter for 'update'

I am writing to update you regarding Mr Green, who was admitted to our hospital for shoulder surgery. He is scheduled to be discharged on 29th June.

I am writing to update you regarding Mr Green, who was admitted to our hospital for shoulder surgery. He is scheduled to be discharged and has been advised to contact you if his condition deteriorates.

Discharge Plan: Pt v anxious to start new pregnancy (?counselling)

Pt advised:

- no sexual intercourse for 2 months (use barrier contraception if takes place) & wait 3 months/2 menstrual cycles before pregnancy (arrange Dr urine test: hCG < 15 IU/L)
- future pregnancies high risk (but possible): need to monitor hCG levels, early ultrasound scans → verify location of embryo
- folic acid supplements

Writing Task:

Using the information given in the case notes, write a discharge letter to Dr Hindley, Mrs Johnson's family doctor. Address the letter to Dr Sarah Hindley, Freshfields Surgery, 66 Honeybourne Lane, Oldtown.

In your answer:

- Expand the relevant notes into complete sentences
- Do not use note form
- Use letter format

The body of the letter should be approximately 180–200 words.

Discharge plan: Pt given LINX Implant Card
Instructed in diet – normal as tolerated,
If dysphagia: sip water before/during eating, small mouthfuls of food, chew well,
avoid bread, pasta, rice, meat
Contact Dr if fever, pain, vomiting, difficulty breathing
Pt to avoid MRI procedures
Pt aware of need to lose weight, ↓/quit smoking

Writing Task:

Using the information given in the case notes, write a discharge letter to the patient's doctor, Dr. Berkeley, 65 Lime Square, Leigh.

In your answer:

- Expand the relevant notes into complete sentences
- Do not use note form
- Use letter format

The body of the letter should be approximately 180–200 words.

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