

- 1. What are the OET Writing Criteria?
- 2. Answer questions in groups about the Criteria
- 3. Feedback of question

What are the OET Writing Criteria?

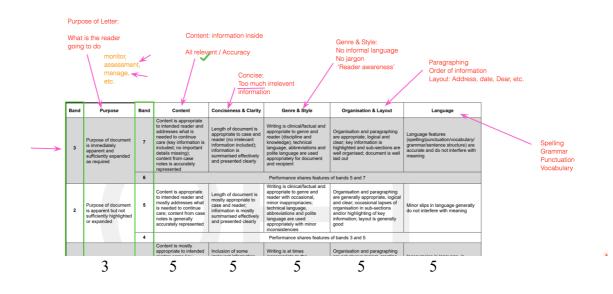
Definition: way of scoring your writing by giving numbers

• <u>Categories</u> & numbers

OET Writing:

- **Purpose:** 3/3/
- **Content:** 5/7
- Conciseness & Clarity: 4/7
- Organisation & Layout: 4/7
- Genre & Style: 4/7
- Language: 6/7
 OET will balance the scores out







Answer the questions. Note

1. What score do you need in each category for a B? 3 in Purpose and 5 in all other categories

2. If a person writes "Mrs Jones requires monitoring", and the case notes say "assessment", where will they lose marks? Purpose / Content (not accurate!)

3. If you write things like 'Mr Green wants to die' in your letter, where will you lose marks? Genre & Style: this is informal

4. If you make a mistake with a person's title, or the address of the letter where do you lose marks? Organisation & Layout

5. If you have quite bad grammar throughout and it makes the letter unclear, where will you lose marks? Language / C&C

6. If you put some inaccurate information in the letter, where do you lose marks? Content

7. If you forget to include some information which is very important, where do you lose marks?

8. Which criteria is scored out of 3? Why is that important? Purpose / Any mistake affects your grade MORE

9. What is 'relevant information'? How do OET define it? Reader awareness

10. If you tell the reader something they already know, where will you lose marks? Genre & Style

11. If you include information that is irrelevant in the letter, where will you lose marks? Conciseness & Clarity

12. <u>Why</u> do you lose marks for irrelevant information? It is UNCLEAR and CONFUSING

13. Find 'key information is highlighted' – what does it mean and how can you *highlight* information?

It is important note that... Please be aware of that fact that...

Band	Purpose	Band	Content	Conciseness & Clarity	Genre & Style	Organisation & Layout	Language
3	Purpose of document is immediately apparent and sufficiently expanded as required	2 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 anguage, 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
		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	Inaccuracies in language cause considerable strain for the reader and may interfere with meaning
		0	Performance below Band 1				