

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

- Categories & 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

Purpose of Letter:

What is the reader going to do

monitor, assessment, manage, etc.

Content: information inside

All relevant / Accuracy

Concise: Too much irrelevant information

Genre & Style: No informal language No jargon 'Reader awareness'

Paragraphing Order of information Layout: Address, date, Dear, etc.

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 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				
			Content is mostly appropriate to intended	Inclusion of some	Writing is at times	Organisation and paragraphing	
3		5	5	5	5	5	5

Spelling
Grammar
Punctuation
Vocabulary

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		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				

Answer the questions. Note:

- What score do you need in each category for a B? 3 in Purpose and 5 in all other categories
- If a person writes "Mrs Jones requires monitoring", and the case notes say "assessment", where will they lose marks? Purpose / Content (not accurate!)
- If you write things like 'Mr Green wants to die' in your letter, where will you lose marks? Genre & Style: this is informal
- If you make a mistake with a person's title, or the address of the letter where do you lose marks? Organisation & Layout
- If you have quite bad grammar throughout and it makes the letter unclear, where will you lose marks? Language / C&C
- If you put some inaccurate information in the letter, where do you lose marks? Content
- If you forget to include some information which is very important, where do you lose marks? Content
- Which criteria is scored out of 3? Why is that important? Purpose / Any mistake affects your grade MORE
- What is 'relevant information'? How do OET define it? Reader awareness
- If you tell the reader something they already know, where will you lose marks? Genre & Style
- If you include information that is irrelevant in the letter, where will you lose marks? Conciseness & Clarity
- Why do you lose marks for irrelevant information? It is UNCLEAR and CONFUSING
- 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...