

1. **Quick read of the case notes as a class**
2. *What makes a good Introduction?*
3. **Grade Introductions**

Homework: write paragraph 2

Occupational English Test

WRITING SUB-TEST: NURSING

TIME ALLOWED: READING TIME: 5 MINUTES

WRITING TIME: 40 MINUTES

Read the case notes and complete the writing task which follows.

Notes:

You are the nurse in a Community Health Centre. A patient you have been monitoring is moving to another city to live with his daughter.

PATIENT DETAILS:

Name: Mr Peter Dunbar
DOB: 18.03.1932

Current medication:

Metformin 500mg t.d.s (oral hypoglycaemic)
Ramipril 5mg daily (anti-hypertensive, ACE inhibitor) – for hypertension
Warfarin variable 3-5mg (anti-coagulant)
Sotalol 40mg daily (beta blocker)

Treatment record:

- September 2017** Diagnosed with type 2 diabetes August 2016. Fasting blood sugar levels (BSL) = 9
GP recommended dietary management: low-fat, low-sugar, calorie restriction; limit alcohol. ↑Exercise
Pt lives at home with wife. Wife cooks. Wife managing dietary requirements, but Pt likes 2-3 glasses wine with meals
- December 2017** Wife deceased. Pt depressed/grieving. Referred back to GP for monitoring/medicating
Fasting BSL = 9. Pt non-compliant with diet. Excessive fat, salt, sugar, alcohol (wine/beer)
- March 2018** GP prescribed metformin (oral hypoglycaemic agent). Now Pt cooking for self – non-compliant with diet. Non-compliant with medication. Blames poor memory
Pt appears unmotivated. Resents having to take medication: 'always been healthy'
Takes medication intermittently; encouraged to take regularly
Educated regarding need for regular medication and potential adverse effects of intermittent dosing
Discussed strategies of memory aids
- June 2018** Pt hospitalised (City Hospital, Newtown) with myocardial infarction (MI) following retrosternal pain, nausea/vomiting, dizziness, sweating. Confirmed by ECG
Treatment: aspirin, streptokinase infusion. Prescribed ramipril 5mg daily. Diagnosed with atrial fibrillation post MI – commenced sotalol and warfarin
- June-Aug 2018** Pt attended twice weekly

October 2018

Pt now walking with a stick. Signs of diabetic neuropathy. Poor exercise tolerance. Restricted mobility

Non-compliance with diet continues. Still self-catering. Discussed alternatives e.g., community-based meal delivery service; moving in with adult children (son/daughter); retirement village

Had respiratory infection 2 wks ago. Amoxicillin prescribed. Pt discontinued all other medication as felt unwell. Resumed medications but still only taking intermittently
Again provided education re importance of adherence to drug regimen

22 January 2019

Pt attended with daughter. Pt moving to Centreville to live with daughter & her husband.
Daughter will cook – requires education re Pt needs & monitoring

Daughter advises that Pt resistant to dietary alterations and medication regimen.
Still misses or doubles dose – all medication. Refuses to reduce salt, sugar, alcohol, fatty food
Pt continues to require monitoring & encouragement

Letter to transfer the Pt to the care of the community health nurse in Centreville, where the Pt is moving to live with his daughter

Writing Task:

Using the information given in the case notes, write a letter to the Community Health Nurse in Centreville, outlining the patient's history and requesting ongoing monitoring. Address the letter to the Community Health Nurse, Eastern Community Health Centre, 456 East Street, Centreville.

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.

↓
stop

Introduction	<ul style="list-style-type: none"> • ‘ongoing monitoring’
Timeline	<ul style="list-style-type: none"> • August 2016: diagnosed with type 2 diabetes • December 2017: Wife dies and becomes non-compliant (grief?) • March 2018: <ol style="list-style-type: none"> a. Metformin b. Still non-compliant c. Blames poor memory d. Unmotivated e. Educated f. Memory aids • June 2018: hospitalised MI • Diagnosed with atrial fibrillation after MI • Condition worsens: signs of diabetic neuropathy • Mobility: walking stick
Current condition	<ul style="list-style-type: none"> • 22 Jan: attends clinic with daughter • Still non-compliant: missing doses and double dosing • Refuses to reduce – salt, sugar, fat and alcohol •
Medication paragraph	<ul style="list-style-type: none"> • All detail of medication
Requests	<ul style="list-style-type: none"> • ‘ongoing <u>monitoring</u> & encouragement’ • Educate daughter

Homework: write introduction and email to alain@set-english.com



What makes a good Introduction paragraph?

- Purpose must be clear
- It must be concise (short & clear)
- SET: who, where, why

- SET: sentence 2: *letter type & purpose*

15th July 2017

Nurse - in - Charge
District Nursing Service
Greenville Community Health Centre
80 Highto Road, Greenville

Dear Sir/Madam,
Re: Ms Margaret Helen Martin, 81 years old

I am writing regarding Ms Margaret Helen Martin, who underwent repeated angioplasty following an angina. She is due to be discharged tomorrow and requires ongoing care and support.

In view of the above, it would be greatly appreciated if you could provide ongoing care and support. Please note that she requires a regular monitoring on her dietary regimen, under the supervision of a dietician, and kindly assist her light exercises, which are monitored by a physiotherapist. Please be aware of the fact that she needs to avoid heavy lifting for 12 weeks and please note that she requires regular monitoring on her wound site for bruises or infections. In addition, it is important to note that she needs a regular visits from her family in order

15th July 2017

Nurse-in-Charge
District Nursing Service
Greenville Community Health Centre
80 Hight Road, Greenville

Dear Sir/Madam,
Re: Ms Margaret Helen Martin, 81 years old

I am writing regarding Ms Margaret Helen Martin, who underwent repeated angioplasty following an angina. She is due to be discharged tomorrow and requires ongoing care and support.

What
the reader
will do?

In view of the above, it would be greatly appreciated if you could provide ongoing care and support. Please note that she requires a regular monitoring on her dietary regimen, under the supervision of a dietitian, and kindly assist her light exercises, which are monitored by a physiotherapist. Please be aware of the fact that she needs to avoid heavy lifting for 12 weeks, and please note that she requires regular monitoring on her wound site for bruises or infections. In addition, it is important to note that she needs a regular visits from her family in order

Expand
the purpose

Original	Improved
<p>I am writing to introduce Mr Dunbar, who is moving to Centreville to live with his daughter and is being transferred to you for ongoing monitoring of his medication and diabetic diet.</p> <p>I am writing regarding Mr Dunbar, who has been under our care due to being non-compliant with his diabetic regimen. He is moving to Centreville to live with her daughter and requires your ongoing care and monitoring.</p> <p>Reff: Peter Dunbar. D.O.B: 18th march 1932.</p> <p>Dear Sir/Madam,</p> <p>I am writing regarding Mr Dunmbar, who visited our clinic due to being diabetic.He is scheduled to be transferred to your facility and now requires ongoing monitoring.</p> <p>Thanks for seeing Mr Dunbar, who was monitoring due to being non-compliance with medication and diet as well as having poor memory. He is scheduled to change his residence to your community health area, and requires ongoing monitoring and encouragement.</p>	<p>I am writing to introduce Mr Dunbar, who is moving to Centreville to live with his daughter and is being transferred to you for ongoing monitoring of his medication and diabetic diet.</p> <p>I am writing regarding Mr Dunbar, who has been under our care due to being non-compliant with his diabetic regimen. He is moving to Centreville to live with his daughter and requires your ongoing care and monitoring.</p> <p>RE: Peter Dunbar, D.O.B: 18th March 1932</p> <p>Dear Sir/Madam,</p> <p>I am writing regarding Mr Dunbar, who has been visiting our clinic over the past 3 years due to being diabetic. He is scheduled to be transferred to <u>your facility</u> and now requires ongoing monitoring.</p> <p>will live there?</p> <p>Better: 'into your care'</p> <p>Thank you for seeing Mr Dunbar, who was being monitored due to being <u>non-compliant</u> with his medication and diet as well as having poor memory. <i>He is scheduled to change his residence to your community health area, and</i> requires ongoing monitoring.</p>

I am writing to introduce Mr Dunbar, who is due to moved to another city in order to live with his daughter, and requires ongoing care and monitoring at your facility.

Or

I am writing to introduce Mr Dunbar, who is due to moving to another city in order to live with his daughter, and requires ongoing care and monitoring at your facility.

14/02/2022
Community Health Nurse,
Eastern community health center,
456 East Street, Centreville.

Dear madam/ sir,

Re: Mr. Peter Dunbar. DOB: 18/03/1953.

I am writing regarding Mr. Peter Dunbar who is being managed for type 2 diabetes with medication noncompliance, he requires your care assistance and education of his daughter on his diet modification.

Redundant – with a job

I am writing to introduce Mr Dunbar, who is due to moved to another city in order to live with his daughter, and requires ongoing care and monitoring.

or

I am writing to introduce Mr Dunbar, who **is moving** to another city in order to live with his daughter, and requires ongoing care and monitoring **from your facility**.


At = living in the facility
From = coming from the facility

14th February 2022

Community Health Nurse
Eastern Community Health Center,
456 East Street, Centreville

Dear Sir or Madam,

Re: Mr Peter Dunbar, DOB: 18th March 1953

I am writing regarding Mr Peter Dunbar, who is being managed for type 2 diabetes **due to** medication noncompliance. He now requires your care and assistance. 

Could be a problem?

I like cheese, yet I saw a movie.

I am writing regarding Mr Dunbar, who has been non-compliant with his medication regimen. He is moving to another city to live with his daughter and now requires ongoing monitoring.

I am writing regarding Mr Peter Dunbar, who is non-complaint with his medication and diet. He is moving to Centreville to live with his daughter and requires your ongoing monitoring.

I am writing regarding Mr Dunbar, who is moving to live with his daughter.
He is being transferred into your care and now requires your ongoing monitoring.

I am writing regarding Mr Dunbar, who has been non-compliant with his medication regimen. He is moving to another city to live with his daughter and now requires ongoing monitoring.

Great! **What about diet?**

I am writing regarding Mr Peter Dunbar, who is non-complaint with his medication and diet. He is moving to Centreville to live with his daughter and requires your ongoing monitoring.

Great! **No errors**

I am writing regarding Mr Dunbar, who is moving to live with his daughter. He is being transferred into your care and now requires your ongoing monitoring.

Okay no problem! Mention the condition later

I am writing to introduce Mr Peter Dunbar, who requires ongoing monitoring and further education regarding medication and dietary compliance for Diabetes Mellitus. He is being transferred to your community area ,to stay with his daughter.

Community Health Nurse
Eastern Community Health Centre
456 East Street
Centreville

14th February 2022

Re: Mr Peter Dunbar; DOB: 18th March 1932

Dear Nurse,

I am writing regarding Mr Dunbar, who presented to our clinic due to issues with his medication compliance. He is due to be transferred to your facility after moving to his daughter's house and will require ongoing monitoring.

22 January 2019
Community Health Nurse
Eastern Community Centre
456 East Street
Centreville

Dear Nurse

D.O.B: 18.03.1932
Mr Peter Dunbar

I am writing to introduce Mr Peter Dunbar, who requires ongoing monitoring and further education regarding medication and dietary compliance for diabetes mellitus. He is being transferred to your community area ,to stay with his daughter.

Community Health Nurse
Eastern Community Health Centre
456 East Street
Centreville

14th February 2022

Re: Mr Peter Dunbar; DOB: 18th March 1932

Dear Nurse,

I am writing regarding Mr Dunbar, who presented to our clinic due to issues with his medication compliance. He is due to be transferred to your facility after moving to his daughter's house and will require ongoing monitoring.

22 January 2019
Community Health Nurse
Eastern Community Centre
456 East Street
Centreville

Dear Nurse

D.O.B: 18.03.1932
Mr Peter Dunbar – see examples above

I am writing regarding Mr Dunabar, who has been in our care and now he is going to be transfer to your community, to live with his daughter in Centreville and now requires ongoing care and monitoring.

Community Health Nurse

Eastern Community Health Center

456 East Street

Centreville

22 January 2019

Re: Mr. Peter Dunbar, DOB: 18 th February 1932

I am writing regarding Mr. Peter Dunbar, who has been visiting our clinic since 2017 and is being transferred to you for ongoing monitoring due to his moving to his daughter's place in Centerville.

I am writing regarding Mr. Peter Dunbar, who has been monitored our center since 2017. He is scheduled to be transferred to your facility and requires continuous monitoring.

I am writing regarding Mr Dunbar, who has been in our care and now he is going to be transfer~~red~~ to your community, to live with his daughter in Centreville and now requires ongoing care and monitoring.

Okay – watch your spelling and verb suffixes.

Community Health Nurse

Eastern Community Health Center

456 East Street

Centreville

22 January 2019

Re: Mr. Peter Dunbar, DOB: 18 th February 1932

I am writing regarding Mr. Peter Dunbar, who has been visiting our clinic since 2017 and is being transferred to you for ongoing monitoring due to ~~his~~ **him** moving to his **live with his daughter** in Centerville.

Not bad but your original is informal

I am writing regarding Mr. Peter Dunbar, who has been monitored **at** our center since 2017. He is scheduled to be transferred to your facility and requires continuous monitoring.

Repetition of monitor here. Can you rewrite it? Email to me.

The Community Health Nurse
Eastern Community Health Centre
456 East Street
Centreville

22nd January 2019

Dear Nurse

Re: Mr Peter Dunber DOB: 18.03.1932

I am writing regarding Mr Peter Dunber, who is moving to Centreville to live with his daughter. He is into your care for regular monitoring and encouragement.

Date: 15 FEB 2022
Community Health Nurse
Eastern community Health center,
456 East Street, Centreville

RE: MR Peter Dunbar (D.O.B. 18, March, 1932)
To whom it may concern,

I am writing regarding Mr. Dunbar, who visited our clinic due to being Diabetes .He is schedule to be transfer to your community health center and requires further care and assessment .

The Community Health Nurse
Eastern Community Health Centre
456 East Street
Centreville

22nd January 2019

Dear Nurse

Re: Mr Peter Dunber DOB: 18.03.1932

I am writing regarding Mr Peter Dunbar, who is moving to Centreville to live with his daughter. He **will be in** your care for regular monitoring **of his diet and medication.**

Save encouragement for later as its not clear here what it means.

Date: 15 FEB 2022
Community Health Nurse
Eastern community Health center,
456 East Street, Centreville

RE: Mr Peter Dunbar (D.O.B. 18, March, 1932)
To whom it may concern, - see above for better examples

I am writing regarding Mr. Dunbar, who visited our clinic due to being **non-compliant with his diabetes.** He is schedule to be transfer~~red~~ to your community health center and requires further care and assessment

Why assessment?

Community Health Nurse
Eastern Community Health Centre
456 East Street
Centreville

22nd January 2019

Dear Nurse

Re: Mr Peter Dunbar: D.O.B 18th March 1932.

I am writing regarding Mr Dunbar, who has been a client in our care, moving to live with his daughter in Centreville. He is due to be transferred to you, and now requires an ongoing monitoring.

Community Health Nurse
Eastern Community Health Centre
456 East Street
Centreville

22nd January 2019

Dear Nurse

Re: Mr Peter Dunbar: D.O.B 18th March 1932.


I am writing regarding Mr Dunbar, who has been a client in our care **since ??, and is** moving to live with his daughter in Centreville. He is due to be transferred to you, and now requires an ongoing monitoring.

Some grammar issue here.

SPEAKING CLUB

Translation for SET students:


Criteria	Meaning
D1	Active listening [uh hu, etc.] & avoid interruption
D2	Open to Closed questions
D3	No 2 questions at same time / No questions <i>suggesting an answer</i>
D4	Make patient statements clear: “What do you mean by...”
D5	<u>Summarise back to a patient when they give complex information</u>



Why is it so hard for students to do this?

1. Timing of questions (when to do it)
2. **Grammar**

Grammar

<p>Open Questions:</p> <p>Question you don't usually answer with yes or no</p>	<p>Grammar of open question:</p> <p>1. Wh- aux. S verb [usually] <small>What / why / etc. do / have / <u>be</u> you/he/she/they feel/not take/etc.</small></p> <p>2. Can you tell me.... Can you please tell me a bit more about your pain?</p> <p>Could you tell me... [small amount more polite] Could you tell me where the pain is?</p>
<p><u>Quantitative</u></p> <p>(half open / half closed)</p> <p>You are asking for numbers / place</p>	<p>1. How -  aux. S verb [usually] <small>What / why / etc. do / have / <u>be</u> you/he/she/they feel/not take/etc.</small></p> <p>How long – after 'how long' this auxiliary How much – after 'how much' you need the thing you asking about How many - after 'how many' you need the thing you are asking about</p>
<p>Close questions</p>	<p>aux. S verb [usually] <small>do / have / <u>be</u> you/he/she/they feel/not take/etc.</small></p> <p>Are you...? / Is there...? / Is your pain radiating...? Have you...? Do you...?</p>

Would you = permission

DOCTORS

Setting: Suburban General Practice

Doctor: Your patient is a 24-year-old who was recently diagnosed with Addison's disease (the adrenal glands underproduce hormones causing general fatigue and life-threatening hypotension when very stressed). They were competing in a local Basketball team before being diagnosed. Currently they are prescribed Florinef (Fludrocortisone).

Task:

- Find out how well the patient has been managing their condition (e.g. medication compliance, reduction of stress etc.).
- Reassure the patient. Discuss the possibility of slowly and gradually increasing physical activity.
- Advise the patient of the dangers of drastically increasing activity (i.e. hypotension, hospitalisation, etc.).
- Explain the importance of medication (e.g. Addison's is a chronic condition and the adrenal glands need support). The medication is why the patient is feeling better and it needs to be continued.

NURSES

Setting: Secondary School

Nurse: Your patient is an 18-year-old high school student who is about to commence final year exams. They are finding the exam period very stressful, and their main coping mechanism is to eat sweet foods to feel better.

Task:

- Find out how the patient currently feels about their diet and what changes they would like to make.
- Find out what else the patient has tried to reduce stress besides eating sweet foods.
- Make some suggestions to help improve the patient's diet (e.g. add higher protein snacks like eggs or nuts to help you feel fuller).
- Encourage the patient to work towards eliminating processed sugary snacks. Note that the sugar in fruit is nutritious and has fibre, whereas highly sugary processed foods have little nutritional value.
- Reassure the patient that there are healthy ways to maintain a healthy weight (e.g. practice mindful eating – eat slowly; control portion sizes; eat more fruit)