

GAME:

And – conjunction [connect clauses]

Into – prep [connect words]

The – article

Yet – conjunction / adverb

Complaint – noun meaning to ‘say what is wrong’

Compliant – adjective meaning to obey the rules/instructions

Compliance – noun

Aforementioned – already said before

The *aforementioned* symptoms

The visit was nice

TODAY: Summarising for OET Writing

1. What is summarising?
2. Focus on 'listing'
3. Practice

What is summarising?

Definition: Give a brief statement / make it smaller / make it concise

I need to do this in OET because they very often give you LOTS of information in thew caes notes.

Sometimes we have:

- **Relevant** case notes where detail is needed
- **Relevant** case notes where you must summarise
- Irrelevant case notes

How do we summarise?

Reduce a large amount of information down by...

- **Avoid repeating:** 'aforementioned '
- **Use words that refer to something the reader already knows:** 'accordingly'

'He had a headache and was treated accordingly'

The reader will know

- **Listing**
- **Main ideas**

Symptoms:

CASE NOTES: Sore throat, cough, headache, runny nose

Mr Green had flu-like symptoms – if the reader needs detail then this is very bad.

Mr Green had upper respiratory symptoms

Medicine:

Augmentin: 875/125mg orally twice a day

Panadeine Forte: 30/500mg twice a day or every six hours

Verapamil: 80mg / three times a day

Imagine the reader doesn't need the detail. How would you summarise this?

What is a list?

Example:

He is taking **Augmentin**, **Panadeine Forte**, **paracetamol**, **apples**, and **verapamil** as well as **coffee**

Oxford comma

RULE:

- A list must have 3 or more items.
- Each item must have a comma **except for** the last one which optional
- **You must list according verbs, nouns, etc,**

We only use capitals for brand names: Nike, Tylenol

Tests:

- Nursing Management:**
- Observations – T: 37°C, P: 88, BP: 145/95 (notified Dr), R: 16
 - Pathology – FBE, U&Es, LFTs (will receive results pre-procedure)
 - Wt: 80kg, Ht: 190cm

MAIN IDEA:

All vital signs are normal except...

Be careful: only summarise when the reader does not need DETAILS.

What is listing?

DIAGRAM ABOUT DIFFERENT TYPES OF LISTING

Type	Example	Examples
Noun listing	<p>She experienced dizziness, tired, nausea, and anxiety</p> <p>She <u>experienced</u> dizziness, <u>tiredness</u>, nausea, and vomiting</p> <p>Rule: All items in the list must be nouns</p> <p>Rule: All nouns must match with the one verb</p>	<p>Mr Green <u>had</u> a rash, backache, anxiety, palpitations, and he was light-headed</p> <p>Trick: S v</p> <p>After 'and' you are allowed to put Subject and a verb.</p>
Verb listing	<p>She experienced dizziness, vomited, visited the doctor, and medication has been prescribed</p> <p>Rule: Each item must have a verb.</p> <p>Rule: You also have only a verb</p>	<p>CASE NOTE:</p> <p>1 admitted hospital / treated doctor / returned 19th</p> <p>2 diagnosed cancer / treated chemo / recovery good</p> <p>3 visited clinic / reported SOB / advise: lifestyle change</p> <p>Mr Green visited our clinic, reported SOB, and was advised a lifestyle change</p> <p>_____, _____, and _____</p>
	<p>Rule:</p> <p>Bonus rule:</p>	<p>1 Mr Green exercises regular / dietician monitor diet / daughter care & support</p> <p>2 Mrs Jones visit specialist / transport: husband drive / daughter: assist return</p>

MR GREEN:

Case notes: List these Items

1.

14 Oct: Pt attended: dizziness & chest pains; his mother = anxiety

On 14th October, Mr Green experienced dizziness, chest pains, and his mother had anxiety

S v

2

15 Sept: stops antidepressants

22 Sept: mood swings reported

10 Oct: restarted: Fluoxetine

Mr Green stopped antidepressants on 15th September, mood swings were reported on 22nd September, and was restarted on Fluoxetine on 10th October

HOMEWORK:

Dr Consultation: Pt complaining of bowel changes & notification of bowel tests – abnormal.
Very worried due to family history.
Colonoscopy in 1 wk. Explained procedure. Bowel prep prescribed.
Pathology ordered.

Take a screen shot of this... Email it to alain@set-english.com

Listening: Part C (Materials?) – continue with Paul's material