

- 1 What is summarising and why is it useful?
- 2 What techniques can we use to do it?
- 3 Useful vocabulary for summarising

What is summarising and why is it useful?

To make it **shorter** / extract the gist / to make **concise** / to be brief

It is useful because OET ask you to do it and it saves time.

Conciseness & Clarity = 0 to 7

Sometimes you lots of **RELEVANT** details

What techniques can we use to summarise?

- **Listing:** Mr Green presented with a headache, shortness of breath, as well as nausea.
- **Main idea:** just giving the gist / one words that applies to all
- **Avoid repetition:** if you said it already you can use 'aforementioned symptoms' / 'his symptoms improved'

MAIN IDEA

Case notes:

19th May: blurred vision, watery eyes, itchy eyeballs, and blood shot eyes



In May, Mrs Green had eye issues.

PROBLEM:

Admitting Officer
Emergency Department
Children's Hospital
Newtown
Re: Joshua Vance, DOB: 17.11.13
18.01.14

Dear Admitting Officer,

I am writing to refer my patient Joshua Vance to you for an assessment of his gastrointestinal function and further management of his dehydration.

Some things happened.

More things then happened.

In light of the above, it would be greatly appreciated if you could provide an assessment and further management of Joshua's condition.

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Doctor

Admitting Officer
Emergency Department
Children's Hospital
Newtown
Re: Joshua Vance, DOB: 17.11.13
18.01.14

Dear Admitting Officer,

I am writing to refer my patient Joshua Vance to you for an assessment of his gastrointestinal function and further management of his dehydration.

Joshua is an 8 ½ week old baby, who came in with his mother on the 31st December, 2013, for a 6 week check-up. **There were some small issues with his stools which have worsened over time.** Currently, he is still having difficulties.

In light of the above, it would be greatly appreciated if you could provide an assessment and further management of Joshua's condition.

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Dr Daniel Quines.

Be careful with main idea summary.

RULE: Only summarise with main idea when the reader doesn't need the full details

LISTING: difficult because you need to think about grammar / word type / rules

Case notes:

Treatment Record

26.09.2019 Admitted from acute care
Forgetful recent events
Resistive behaviour (argues, yells/shouts, pulls away from staff when attempts to guide)
Resistant to care from female nurses
Refuses to walk/take meals dining room
Insists bath weekly only

Mr Green was admitted to our facility from acute care. **He was** forgetful of recent events, **showed resistive behaviour especially from female nurses**, refused to walk to the dining room, **and** insisted on having a bath once a week.

Want to try? alain@set-english.com

More next week: Paul will do it

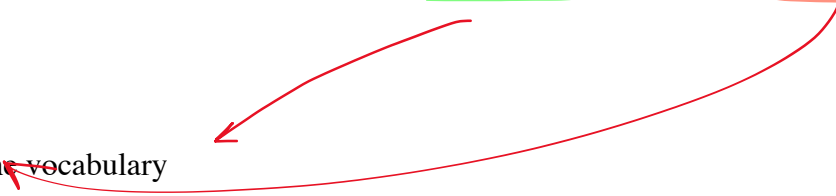
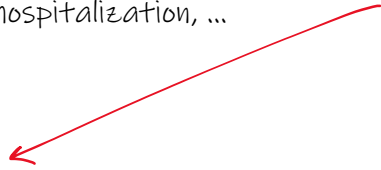
AVOID REPETITION

I am writing to refer Ms Thompson, who was admitted to our facility for right total shoulder replacement surgery due to osteoarthritis. She is being discharged today and now requires ongoing care and support.

On 11th July, MS Thompson underwent right total shoulder replacement surgery due to osteoarthritis. During hospitalization, ...

On 11th July, MS Thompson underwent the aforementioned surgery... above mentioned...

You need the vocabulary



Vocabulary for Summarising

	Language	Meaning	Example
Symptoms summary	same symptoms / unchanged symptoms consistent with + CONDITION signs and symptoms suggestive of + CONDITION issues / problems		He had the same symptoms on his next visit His symptoms were consistent with diabetes I am writing.... Who visited my clinic with symptoms and symptoms suggestive... He had alcohol issues
Treatment summary	accordingly appropriately appropriate	The way it would normally be treated	He was treated accordingly He was managed appropriately He was commenced on appropriate medications
Conditions	co-morbidities		Due to his co morbidities he developed leukaemia
Medication	antibiotics / analgesics / pain killers		He was commenced on appropriate antibiotics
Visits	multiple visits a number of visits on a regular basis 'has been visiting' successive visits several occasions	A group of times One after the other	He has been visiting on a regular basis... He <u>has been visiting</u> our facility recently. On his fourth successive visit, he stated... He reported eye issues on several occasions
Tests	within normal range and related investigations Test result revealed normal her results were normal her test revealed normal range / result appropriate tests were conducted further investigations were conducted		His test results were within normal range Following his admission, related investigations were carried out... Ger test results were normal Her tests revealed normal results / ranges / no abnormalities
OTHER			

If it's not a problem, should I include or not?

Yes, if the reader needs it.

Summarising

MAKE IT SHORTER

LISTING

MAIN IDEA

AVOID REPETITION

	Language	Meaning	Example
Symptoms summary	Issues problems symptoms suggestive of	= bad things = bad things = indicating a condition but not diagnosed	He has eye issues He has heart problems He has symptoms suggestive of diabetes
Treatment summary	Accordingly Appropriate	= in the way you usually expect = in the way correct way / expected way	He was treated accordingly [with antibiotics] Appropriate treatment was provided
Conditions	He has many comorbidities	=	
Medication	analgesics antibiotics [names only] [names and dose only]	= pain medications = amoxicillin, etc. = reader doesn't need numbers	He was given analgesics He was given antibiotics He was prescribed ____, ____, and ____. He was given ____, 500 mg, ____, 100 gm, and ____, 250 mg.
Procedure summary	The aforementioned	= <i>I said it before</i>	Having been admitted to our hospital with the aforementioned <u>symptoms/condition/injury</u> Having been admitted to our hospital for the aforementioned <u>surgery</u>

Visits	<p>Multiple visit Visited twice/three times</p> <p>Frequent A number of times Number of occasions He has been visiting recently</p>	<p>= many = 2, 3, 4</p> <p>= often = many times = many times = many times</p>	<p>In 2017, he had multiple visits due to respiratory issues. In 2018, he visited twice due to back pain and was given analgesics In 2020, she visited our clinic frequently due to... She visited a number of times She visited on a number of occasions He has been visiting recently</p>
Tests	<p>Unremarkable Normal Within normal range Hemodynamically stable</p>	<p>=not bad =not bad = not bad =vitals normal</p>	<p>Blood tests results were unremarkable Blood tests results were normal Blood tests results were unremarkable He is hemodynamically stable</p>
OTHER			