

1. Introduction to OET Writing

2. Case notes for tomorrow

TASK: 5 mins reading (no pens) + 35 mins of writing + 5 mins to check

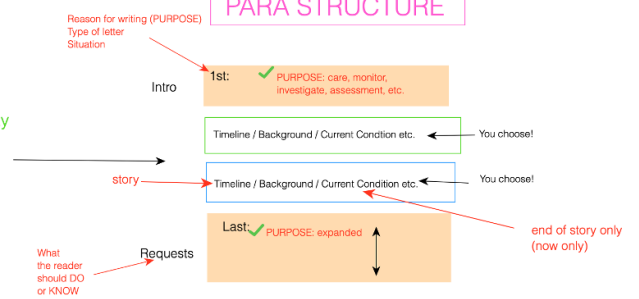
OET Letter Types:

1. Discharge letter: leaving hospital for home or another facility
2. Transfer letter: moving from one place to another (dept., city, ward, care home, hospital, University)
3. Referral: writing a specialist of some kind and asking for assessment, treatment, diagnosis, etc.

"I am referring him to you..."
I am sending/giving him to you...

update letter is included

PARA STRUCTURE



Choosing Information ✓

You must include relevant information:

What does relevant mean?

OET say:

1. "necessary to continue care" - essential to reader for the job
2. "appropriate for the reader" - useful to know - flexible

AVOID BINARY THINKING:

1. Relevant: include & details
2. Relevant: include & summarise
3. Irrelevant: do not include

Good example of irrelevant: including background when the reader knows the patient

