

OET Writing Introduction

WARM UP: Word form game

Admission – suffix

Compliance – noun

Compliant – adj. – following the rules

Complaint – adj. – not happy to so the person / company

Report – verb / noun

She **reported** that

She **informed** me that

She **stated** that

Discharge – verb / noun / adj.

TIME: 5 mins reading (no pen) - 35 writing - 5 checking

LETTER TYPES:

- 1. Discharge: when patient leaves hospital after admission
- 2. Referral: when the patient is going to specialist / better equipment
- 3. Transfer: when the patient goes from one place to another place [city - city, ward - ward, etc.]

to give

"He is being referred to you..."

Type ✓
Purpose ✓
Situation ✓

Intro

PARAGRAPH STRUCTURE

purpose

management, assessment, etc.

Timeline / Background / Current Condition

You choose

Current Condition / Background / Timeline

You choose

Expand purpose

more detail

Request

Tell reader what to do

SELECTING CASE NOTES:

You must select relevant case notes for the READER

- 1. "necessary to continue care" ← essential to do their job ✓
- 2. "appropriate for the reader" ← suitable / useful for the reader

- FLEXIBLE

SCORING:

Content: 0 - 7

AVOID BINARY THINKING IN OET WRITING

- Relevant and give detail
- Relevant and summarise
- Irrelevant

OET Writing Criteria

- Purpose: 3/3
- Content: 4/7
- C&C: 5/7
- G&S: 5/7
- O&L: 6/7
- Language: 5/7

Layout



Word Count:

180 - 220

Above the word count?

OET will not count the words and there is no penalty BUT the letter must CONCISE