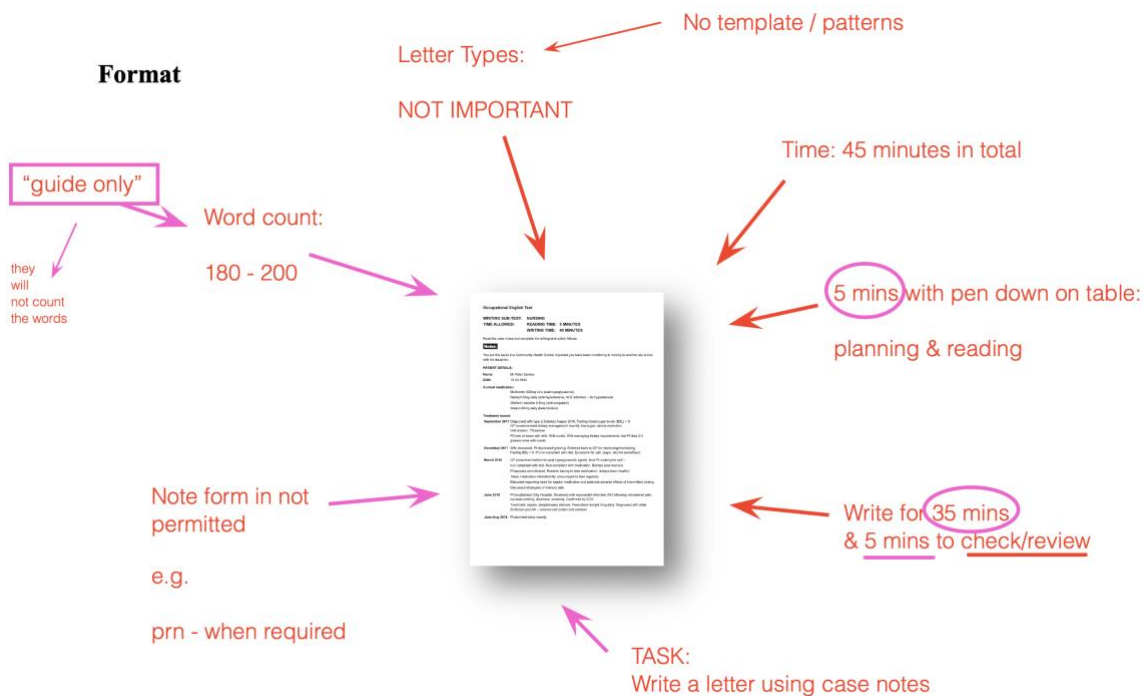


TODAY: Introduction to OET Writing

1. Format
2. Criteria
3. Planning

Format



Criteria

Purpose	Content	Conciseness & Clarity	Genre & Style	Organisation & Layout	Language
2	5/7	5/7	5/7	5/7	5/7
Reason why writing (assessment, care and support)	Relevant info chosen & accuracy	Clear writing & short when possible	Professional tone & no words the reader won't understand	Organising paragraphs & inside the paragraph	Grammar and Vocabulary

Score: C+ (300 or more)

How long should we spend planning?

- 5 reading time
- Some extra time to finish plan

STEP 1	<p>Read and think about the situation:</p> <ul style="list-style-type: none"> • Who am I? • What is the patients situation • Writing Task: why do I have to write? • Reader (who am I writing to) – known / unknown • Urgent or not? 	<p>Most important thing:</p> <p>WHAT THE READER WILL DO</p>		
STEP 2	<p>Think about paragraphing</p>			
STEP 3	<p>Choose the specific case notes that you need...</p>	<p>I need to choose relevant case notes for the reader</p> <table border="1" style="border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Content</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;"> Content is appropriate to intended reader and addresses what is needed to continue care (key information is included; no important details missing); content from case notes is accurately represented </td> </tr> </tbody> </table> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>1 Suitable, useful, fitting for the reader 2 Needed by reader to do their job</p> </div> <p>3 No mistakes in the information</p>	Content	Content is appropriate to intended reader and addresses what is needed to continue care (key information is included; no important details missing); content from case notes is accurately represented
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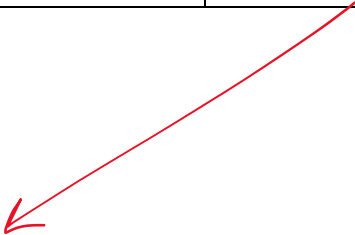
RELEVANT:

- ‘needed to continue care’ - **MUST HAVE TOP DO THE JOB** (cup, hot water, tea leaves)
- ‘appropriate for reader’- **SUITABLE, USEFUL, HELPFUL** (Milk, sugar, honey, lemon, spices).

Mustard / chili sauce / banana – NOT RELEVANT

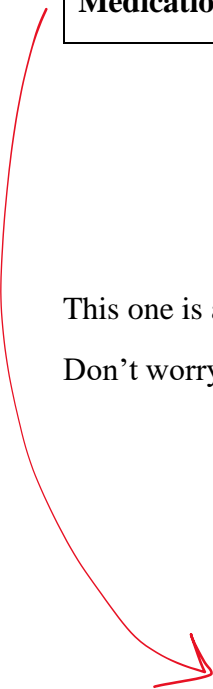
You are writing to a nurse who will monitor and give medication:

NEEDED	APPROPRIATE
Medication names, dose, schedule, etc.	Depression



This one is always not clear in some situation

Don't worry about appropriate detail. Put in as much as you can in the time you have.



This is always CLEAR and you should make a mistake.