

An Introduction to OET Writing

Format
<ul style="list-style-type: none"> • 1 task – write a letter • 45 minutes : 5 minutes reading & prep / 40 minutes writing • 180 – 200 words

How it is marked					
<ul style="list-style-type: none"> • Every letter has a different difficulty • What is a B in one exam might not be a B in another exam • Examiner – probably an English teacher. Not a medical expert. • Examiners use a set of criteria: 					
Purpose	Content	Conciseness & Clarity	Organisation & Layout	Genre & Style	Language
/3	/7	/7	/7	/7	/7
<ul style="list-style-type: none"> • A B is approximately 3/3 Purpose / 5/7 for the other categories • It is cumulative – you don't need a minimum of 5 in each section. For example this is acceptable: 					
Purpose	Content	Conciseness & Clarity	Organisation & Layout	Genre & Style	Language
/3	5/7	5/7	5/7	6/7	4/7

Approach
<ul style="list-style-type: none"> • Think to yourself: <i>I am writing a letter to a healthcare professional regarding continuation of care.</i> • Be professional! • Be clear! • Be organised! • Include the information necessary for continuation of care.

Myths / Guiding Principles
<p>Myth: <i>There are three letter types and there is a specific way to answer each type.</i></p> <p>Letter type is not as important as you think!</p> <p>The most important thing is to understand the task and what the person needs to know to do the task.</p>

Myth: *You cannot write over 200 words .*

Nobody counts the number of words!

The length of the letter indicates how much content you have included or how concise you are.

180 – 240 is probably ok.

Remember: Focus on including the correct content, not the word count.

Language

Myth: *I need to be a brilliant English writer to pass OET.*

Being accurate is better than being special.

Everybody wants to show the examiner they are capable of high level writing but the most important aspect of OET Writing is completing the task in a professional way, using language which is appropriate and clear.

The best OET writing flows naturally, without errors in basic grammar and sentence structure.

Practice

Myth: *I'll write 5 letters in the week before my exam and I'll be ok.*

Don't write 4 letters at the same time and ask for review. You will make the same mistakes in all of the letters!

Use official tasks to get great feedback from the SET marking team.

Don't just write letters! You can also improve your general English and knowledge of how texts work by reading!

Start slow and develop your skills – then put yourself under time pressure.

Have a process, including planning and organisation, in order to be professional.