

1 Review

2 Correct and grade about 5 paragraphs

3 Assignment: paragraph 3

### 3 Stages of Planning

Understand  
Choose  
Organise

Understand	Choose	Organise		
<p><i>How?</i></p> <p>1 Reader? <b>Task?</b>            2 Known patient for R?            3 Writer? <b>Task?</b>            4 Urgent?            5 Why am I writing today?            6 Location?</p>	<p><i>How?</i></p> <p>Relevant case notes:</p> <p>* Needed: essential (all)</p> <p>* Appropriate: helpful (some)</p>	<p><i>How?</i></p> <table border="1" data-bbox="1013 891 1385 1055"> <tr> <td>Introduction: PURPOSE Management, Investigate, monitor, assessment, diagnose</td> </tr> </table> <p><b>Background:</b> <i>important things here for the OT</i></p> <p>Visit paragraphs</p> <table border="1" data-bbox="1013 1328 1385 1518"> <tr> <td> <b>Requests:</b>            Here we will expand on PURPOSE           <ul style="list-style-type: none"> <li>- Tell them what to do &amp; details</li> </ul> </td> </tr> </table>	Introduction: PURPOSE Management, Investigate, monitor, assessment, diagnose	<b>Requests:</b> Here we will expand on PURPOSE <ul style="list-style-type: none"> <li>- Tell them what to do &amp; details</li> </ul>
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<b>Requests:</b> Here we will expand on PURPOSE <ul style="list-style-type: none"> <li>- Tell them what to do &amp; details</li> </ul>				

## INTRODUCTION

S1

S2

WRITING SUB-TEST: MEDICINE  
 TIME ALLOWED: READING TIME: 5 MINUTES  
 WRITING TIME: 40 MINUTES

Read the case notes and complete the writing task which follows.

**Notes:**

Assume that today's date is 17 June 2018

You are a doctor in the Outpatients Clinic of Northwood Hospital. You see a patient who is complaining of a painful hand.

**PATIENT DETAILS:**

Name: Betty Weston  
 Marital status: Divorced  
 Residence: 59 Atlantic Avenue, Northwood  
 DOB: 12 Feb 1964 (55 years)  
 Next of kin: Mother (80 years)

**Social background:**

Occupation: supermarket manager (job: 'y tiring'; pt. aware that obesity is aggravating factor), long hours, 'on feet all day'  
 Lives with mother (is caregiver) & 2 of 3 children (sons aged 23 & 25), daughter: married, lives nearby  
 Diet: high-fat, high-calorie, irregular meals (often binges)  
 Leisure: TV, reading - no sports/physical activity

**Past medical history:**

Type 2 diabetes mellitus (2012), hypothyroidism (2015)  
 Obesity  
 Arthritis  
 Surgeries: 1999 - appendectomy  
 2014 - cholecystectomy (cholecystitis diag. late 2013)  
 Obstetric history: G3P3A0L3  
 Allergies: none  
 Non smoker  
 No alcohol

Outpatient clinic: 10 Jun 2018

**Presenting problem:**

Numbness/tingling in thumb, index & middle finger of R hand (3 wks' duration), sleep disturbed by pain (relieved by moving fingers)  
 Difficulty unscrewing jar tops and gripping glass/cup, objects slip from fingers  
 Pt. denies trauma to R hand or pain in other joints

**Physical examination:**

VS: BP: 132/84 mmHg, P: 78 beats/minute,  
 T: 36°C, RR: 32 breaths/minute  
 Body Mass Index (BMI): 32 kg/m2  
 Cardiovascular: normal heart sounds, no murmurs  
 R hand: no swelling, ↓grip strength  
 Phalen's manoeuvre & Tinel's sign: both positive

**Diagnosis:**

Carpal tunnel syndrome

**Medications:**

Metformin 1500mg/day PO divided q8hr with meal (diabetes mellitus)  
 Enalapril 20mg PO qDay (diabetes mellitus)  
 Levothyroxine 25mcg PO qDay (hypothyroidism)  
 Paracetamol 500mg PO, prn

17 Jun 2018

**Review of symptoms:**

Fatigue, cold intolerance, constipation

**Discharge plan:**

Conservative management: night-time wrist splinting (for >3 weeks)  
 Electromyography (EMG), nerve conduction study (NCS) → stabilise severity/exclude other neurologic diagnosis  
 ↓BMI  
 Refer to physical therapy for aerobic fitness & weight-loss program (avoid exercises that cause wrist strain)  
 Continue baseline medication  
 Thyroid Stimulating Hormone (TSH) blood levels: assess need to ↑Levothyroxine  
 Refer to occupational therapy for wrist splint (custom- made, in neutral position) & ergonomics assessment

**Writing Task:**

Using the information given in the case notes, write a referral letter to Ms Goody, a community occupational therapist, for further management of Betty's condition. Address the letter to Ms Alison Goody, Occupational Therapist, Northwood Community Health Centre, Northwood.

**In your answer:**

- Expand the relevant notes into complete sentences
- Do not use note form
- Use letter format

<p><b>Introduction</b></p>	<ul style="list-style-type: none"> <li><b>Management</b></li> </ul>
<p><b>Social / Medical background</b></p>	<p><b>Social background:</b>        Occupation: supermarket manager (job: 'y tiring'; pt. aware that obesity is aggravating factor), long hours, 'on feet all day'        Lives with mother (is caregiver)</p> <p>Diet: high-fat, high-calorie, irregular meals (often binges)        no sports/physical activity</p> <p><b>Past medical history:</b>        Type 2 diabetes mellitus    hypothyroidism        Arthritis</p> <p>GROUP TOGETHER INFO IS GOOD</p> <p>Write this paragraph only: <a href="mailto:alain@set-english.com">alain@set-english.com</a></p>
<p><b>Visit Paragraph</b></p>	<ul style="list-style-type: none"> <li>10<sup>th</sup> June</li> </ul> <p><b>Presenting problem:</b>        Numbness/tingling in thumb, index &amp; middle finger of R hand (3 wks' duration), sleep disturbed by pain (relieved by moving fingers)        Difficulty unscrewing jar tops and gripping glass/cup, objects slip from fingers        Pt. denies trauma to R hand or pain in other joints</p> <p><i>almost no summary</i>        R hand: no swelling, ↓grip strength        Phalen's manoeuvre &amp; Tinel's sign: both positive</p> <p>Medication: only things directly related (paracetamol)        Flexible: list names without dosage (short)</p>

Todays	<p>17 Jun 2018</p> <p>Review of symptoms:</p> <p>Fatigue, cold intolerance, constipation</p>
Requests	<ul style="list-style-type: none"><li>• Management<ul style="list-style-type: none"><li>↳ <b>Expand:</b></li><li>Ergonomic assessment / wrist splint</li></ul></li><li>• Please note: Physio appointment</li></ul>

Original	Corrections
<p>Ms Weston has a demanding job as a supermarket manager and lives with her mother, for whom she provides care. Please note that she has a sedentary lifestyle and is overweight (BMI of 32 Kg/m2). Her medical history includes appropriately treated diabetes, hypothyroidism and arthrosis.</p> <p>Good quality writing</p>	<p>Be careful</p> <p>Ms Weston has a demanding job as a supermarket manager and lives with her mother, for whom she provides care. Please note that she has a sedentary lifestyle and her BMI is 32 Kg/m2. Her <u>medical history includes</u> <del>appropriately treated</del> <b>diabetes</b>, hypothyroidism and arthrosis.</p> <p>Is this right? Do you mean 'in expected way'? Slightly unnatural</p> <p><i>She was treated appropriately</i></p> <p>Phrases like this are the way we use that word usually</p>
<p>Ms Weston is a supermarket manager, who works long hours every day. She has type 2 diabetes, hypothyroidism, arthrosis, and obesity for which she takes metformin, enalapril, and levothyroxine. She also lives with his mother as a caregiver.</p>	<p>Ms Weston is a supermarket manager, who works long hours every day. <b>Additionally</b>, she lives with his mother as a caregiver. She <u>has</u> type 2 diabetes, hypothyroidism, and arthrosis, for which she takes <b>metformin, enalapril, and levothyroxine</b>. Please also note that <u>her BMI is 32</u>.</p> <p>Do in the same order as the condition</p> <p>Medical obese = official number</p> <p>Obese = formal term Very strong</p> <p>Miss / Mrs / <b>Ms</b> = unknown / not important</p>
<p>Regarding her background, Ms Weston has type 2 diabetes mellitus, hypothyroidism and arthrosis. Additionally, she works as a supermarket manager and is a caregiver to her 80-year-old mother. She has a sedentary lifestyle, a high-fat and high-calorie diet, and a body mass index of 32.</p>	<p>Regarding her background, Ms Weston has type 2 diabetes mellitus, hypothyroidism and arthrosis. Additionally, she works <b>long hours</b> as a supermarket manager, and is a caregiver to her 80-year-old mother. She has a sedentary lifestyle, a high-fat and high-calorie diet, and a body mass index of 32.</p>

Medically, Ms Weston has ~~diabetes~~, arthrosis, and hypothyroidism for which has been taking medications. She is a supermarket manager and works long hours, which she described her job as tiring. Additionally, she is a carrier for her mother. She has a sedentary lifestyle, her diet mainly consists of high fat and calories and her BMI is 32.

Redundant details =

1. No purpose
2. Lose your job

Ms Weston works as supermarket manager, lives and takes care of her mother. Her diet is high in fat, and calories. She had a sedentary life style with no physical activity. She is a known case of type 2 diabetes mellitus, hypothyroidism, and arthrosis. She's obese with BMI, 32kg/m<sup>2</sup>.

Judgemental / We are making own conclusions

She has sedentary lifestyle *therefore* she is overweight

Medically, Ms Weston has diabetes, arthrosis, and hypothyroidism, for which has been taking medications (summarises it all!). She is a supermarket manager and works long hours, ~~which she described her job as tiring.~~ Additionally, she is a ~~carrier~~ *carer* for her mother. **She has a sedentary lifestyle, her diet not healthy, and her BMI is 32.** – nice grouping together

Substitutes for 'supermarket manager'

The problems of reference is no one really know sometimes...

I bought a car and an apple. **It** was red.


Natives often assume it's the previous noun

First article error today!

Ms Weston works as **a** supermarket manager, lives and takes care of her mother. She has a **sedentary** life style and an unhealthy diet. She has type 2 diabetes mellitus, hypothyroidism, and arthrosis. **She's** obese with BMI, 32kg/m<sup>2</sup>.

No contraction AT ALL in the letter

~~I'm~~ writing regard..

Introduction	<ul style="list-style-type: none"> <li>• <b>Management</b></li> </ul>
Social / Medical background	<p><b>Social background:</b>  Occupation: supermarket manager (job: v tiring);  pt. aware that obesity is aggravating factor), long hours, 'on feet all day'  Lives with mother (is caregiver)</p> <p>Diet: high-fat, high-calorie, irregular meals (often binges)  no sports/physical activity</p> <p><b>Past medical history:</b>  Type 2 diabetes mellitus      hypothyroidism  Arthrosis</p> 
Visit Paragraph	<ul style="list-style-type: none"> <li>• <b>10<sup>th</sup> June</b></li> </ul> <p><b>Presenting problem:</b>  Numbness/tingling in thumb, index &amp; middle finger of R hand (3 wks' duration), sleep disturbed by pain (relieved by moving fingers)  Difficulty unscrewing jar tops and gripping glass/cup, objects slip from fingers  Pt. denies trauma to R hand or pain in other joints</p> <p><b>almost no summary</b>  R hand: no swelling, no grip strength  Phalen's manoeuvre &amp; Tinel's sign both positive</p> <p>Medication: only things directly related (paracetamol)  Flexible: list names without dosage (short)</p> <p><b>Write this paragraph only:</b> <a href="mailto:alain@set-english.com">alain@set-english.com</a></p>
Today's	<p>17 Jun 2018</p> <p><b>Review of symptoms:</b>  Fatigue, cold intolerance, constipation</p>
Requests	<ul style="list-style-type: none"> <li>• Management</li> <li>↳ <b>Expand:</b>  Ergonomic assessment / wrist splint</li> <li>• Please note: Physio appointment</li> </ul>

Original	Corrections
<p>Ms Alison Goody  Occupational Therapist  Northwood Community Health Centre  Northwood</p> <p>17 June 2018</p> <p>Dear Ms Goody</p> <p>Re: Betty Weston DOB: 12 February 1964</p>	<p>Ms Alison Goody  Occupational Therapist  Northwood Community Health Centre  Northwood</p> <p>17<sup>th</sup> June 2018</p> <p>Dear Ms Goody</p> <p><b>Re:</b> Betty Weston, DOB: 12<sup>th</sup> February 1964</p>



I am writing regarding Ms Weston, who has carpal tunnel syndrome and is being referred to you for further assessment and management.

I am writing regarding Ms Weston, who has carpal tunnel syndrome and is being referred to you for further assessment and management.

This is all one relative clause? 2 ideas? Actually we can do this.

I am writing regarding Ms Betty Weston, who was diagnosed with carpal tunnel syndrome. She requires your further management.

I am writing regarding Ms Betty Weston, who was diagnosed with carpal tunnel syndrome. She is scheduled to be referred to you and requires your further management.

Do I need to mention the letter type?

It is suggesting the OET Writing guide that this is good

Implied  
Indirectly hinted  
Clues

I am writing regarding Ms Weston , who visited our clinic for carpal tunnel syndrome.He is being referred to your facility and now requires further management .  
Sent from my iPhone

I am writing regarding Ms Weston, who visited our clinic due to having carpal tunnel syndrome. He is being referred to your facility and now requires further management.  
Sent from my iPhone

For = planned things  
Due to = unplanned

Retrospective = when you look back to a previous time and you know something that you did not

Ms Alison Goody  
Occupational Therapist  
Northwood Community Health Centre  
Northwood

17th June 2018

Dear Ms Goody,

RE: Ms Betty Weston, DOB: 12/2/1964

I am writing regarding Ms Weston, who has carpal tunnel syndrome. She now requires your further management.

Socially, Ms Weston works as a supermarket manager and lives with her elderly mother for whom she provides care. Regarding her medical background, she is sedentary and has type 2 diabetes Mellitus, hypothyroidism and arthrosis. Additionally, Ms Weston has a BMI of 32 .

Ms Alison Goody  
Occupational Therapist  
Northwood Community Health Centre  
Northwood

17<sup>th</sup> June 2018

Ms Alison Goody  
Occupational Therapist  
Northwood Community Health Centre  
Northwood

17th June 2018

Dear Ms Goody

RE: Ms Betty Weston, DOB: 12/2/1964

I am writing regarding Ms Weston, who has carpal tunnel syndrome. She is being referred to you, and now requires your further management.

OET suggest 'letter type' is a good thing

You = small clinic / practice

Your facility = care home / hospital / any large building

Ms Alison Goody  
Occupational Therapist  
Northwood Community Health Centre  
Northwood

17<sup>th</sup> June 2018

Dear Ms Goody,

Re: Betty Weston, DOB:12<sup>th</sup> February 1964

I am writing regarding Betty Weston, who has carpal tunnel syndrome. She is being referred to you for further management of her condition.

Ms Alison Goody,  
Occupational therapist,  
Northwood Community Health Centre,  
Northwood,

17th June 2018.

Re: Mrs Betty Weston, DOB:12th February 1964.

Dear Ms Goody,

Re: Ms Betty Weston, DOB:12<sup>th</sup> February 1964

I am writing regarding Ms Weston, who has carpal tunnel syndrome. She is being referred to you for your further management of her condition.

I like the simplicity

If we don't know the title:

Formal:

**Ms** = unknown if married or not / not important

**Betty Weston** = formal and polite

Ms Alison Goody,  
Occupational therapist,  
Northwood Community Health Centre,  
Northwood,

17th June 2018.

Re: Mrs Betty Weston, DOB:12th February 1964.

~~Hi~~ **I am** writing regarding Mrs Betty Weston, who visited our out-patients clinic, and reported a painful right hand. ~~She's~~ **She is** now being referred to you for your further management.

<p>I'm writing regarding Mrs Betty Weston, who visited our outpatients clinic, and reported painful right hand. She's now being referred to you for your further management.</p>	<p>Do not use contractions in Writing</p>
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<p><b>Introduction</b></p>	<ul style="list-style-type: none"> <li>• <b>Management</b></li> </ul>
<p>Social / Medical background</p> <p>1 min – read and think</p>	<p><b>Social background:</b>  Occupation: supermarket manager (job: 'v tiring')  pt. aware that obesity is aggravating factor), long hours, 'on feet all day'  Lives with mother (is caregiver)</p> <p>Diet: high-fat, high-calorie, irregular meals (often binges)  no sports/physical activity</p> <p><b>Past medical history:</b>  Type 2 diabetes mellitus      hypothyroidism  Arthrosis</p> <p>Write this paragraph only: <a href="mailto:alain@set-english.com">alain@set-english.com</a></p>