**OET Medicine Writing Week**

**Molly Smith**

**The task is:** *Write a letter to a healthcare professional requesting* ***continuation of care*** *for a patient. (sometimes providing an update)*

**Planning**

**10 - 15 minutes:**

* Find the purpose
* Identify the case notes you will use
* Organise the case notes into logical paragraphs

**What is the situation after the above steps?**

I can **focus on writing** *= Perfect circumstances in which to write a letter*

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**Identifying Purpose & Choosing Case Notes:**

Ask yourself these questions about Molly Smith case notes:

|  |  |
| --- | --- |
| 1. **Who is the reader?** | plastic surgeon |
| 1. **What is the reader’s task?** | urgent investigation, definitive diagnosis and management |
| 1. **Does the reader know the patient?** | yes |
| 1. **Does the writer have any tasks?** | No |
| 1. **Why am I writing today?** | suspect sepsis |
| 1. **Is it urgent?** | yes |

**Case Notes**

A white paper with black text

Description automatically generatedA screenshot of a medical record

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A medical report with black text

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A close-up of a letter

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**Link:** <https://www.dropbox.com/scl/fi/8dt5sxpczbwn8j8ec0vcb/Molly-Smith-Case-Notes.pdf?rlkey=979zf5qbspyqzq3o254zj5ia5&dl=0>

**Paragraph Plan**

**Make a paragraph plan using the planning and discussions in class, using any of the below paragraph functions:**

|  |  |
| --- | --- |
| **Introduction** | * Patient name: * General Medical Context: * General Request: |
| **Early Timeline** | **Summarise:** |
| **Current (9th & 10th July)** |  |
| **Request** | **Expand on the purpose:** |

**Homework:** Send introduction to [paul@set-english.com](mailto:paul@set-english.com)