

TODAY:

- 1 How to plan a letter?
- 2 Groups: choose case notes
- 3 Plan paragraphs

OET Writing Test:

45 mins in total

5 mins Reading only (no writing)

40 mins Writing time

Read to understand – how can we ensure we UNDERSTAND?

Ask critical questions

PLANNING:

UNDERSTAND	CHOOSE CASE NOTES	ORGANISE				
<p>Critical questions:</p> <ol style="list-style-type: none"> Who is Reader? Task? <p><small>Tasks: management, care and support, ongoing care, monitoring, etc.</small></p> <ol style="list-style-type: none"> Patient <u>known</u> to Reader? Who is Writer? Task? Urgent? Why am I writing today? Where is everyone? 	<p style="text-align: center;">Adj. ↓</p> <p>We choose <u>relevant</u> case notes</p> <p>OET tell us:</p> <ol style="list-style-type: none"> <u>Appropriate</u>: might be useful, might be helpful - SOME <u>Needed</u>: very important - ALL 	<table border="1" style="width: 100%;"> <tr> <td>Introduction: TASK (Purpose)</td> </tr> <tr> <td>Timeline: story</td> </tr> <tr> <td>Medication</td> </tr> <tr> <td>Requests: details of the TASK</td> </tr> </table>	Introduction: TASK (Purpose)	Timeline: story	Medication	Requests: details of the TASK
Introduction: TASK (Purpose)						
Timeline: story						
Medication						
Requests: details of the TASK						

Write the Intro: alain@set-english.com

<p>Introduction: TASK (Purpose)</p>	<ul style="list-style-type: none"> • Care and management
<p>Timeline: telling <i>story</i></p>	<ul style="list-style-type: none"> • Date: 6th <p>Partial-thickness burns on neck and chest (18% TBSA). Respiratory distress. Soot in oral cavity.</p> <ul style="list-style-type: none"> • Treated accordingly (in the normal way for burns) <p><small>Patient stabilized, breathing normally. No infection. Able to eat. Bloods normal.</small></p>
<p>Medication:</p>	<p>Naproxen 500 mg 1 tab orally b.i.d. Tramadol HCL 50mg 1 tab orally b.i.d. p.r.n. Gabapentin 300 mg by mouth daily before bed. Tetanus prophylaxis.</p> <ul style="list-style-type: none"> • Sunscreen
<p>Requests: details of the TASK</p>	<ul style="list-style-type: none"> • Care and management: • Auscultation • Wound care • Wound cleansing • Appointment • Sunscreen?



OCCUPATIONAL ENGLISH TEST

WRITING SUB-TEST: NURSING

TIME ALLOWED: READING TIME: 5 MINUTES
WRITING TIME: 40 MINUTES

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

Notes

Assume that today's date is 10 April 2018

You are a ward nurse working in the burns unit of Berkeley General Hospital. A patient, Robert Smithson, has been admitted to your unit from the Emergency Department, after being in a house fire.

Patient: Robert Smithson
Marital status: Single
Age: 22
Address: 23 Main Street, Berkeley
Next of kin: Mary Smithson (mother), lives nearby, close relationship with son.
Admission date: 06 Apr 2018
Discharge date: 10 Apr 2018 (pending consultant's report).
Diagnosis: Partial-thickness burns on 18% TBSA (neck and chest). Respiratory distress.
Medical history: Infectious mononucleosis (16yo). No current medications. Tonsillectomy (age 8 yo). Appendectomy (age 15 yo). Varicocele (age 19 yo) percutaneous embolization. NIL allergies.
Medical background: Partial-thickness burns on neck and chest (18% TBSA). Respiratory distress. Soot in oral cavity.
Social background: Part-time medical student. Lives alone. Enjoys swimming, amateur dramatics. Active, eats a healthy diet.



Nursing management and progress:

- Irrigation with running cool tap water.
- IV fluids.
- High-flow Oxygen.
- Blood: FBC, type and crossmatch, carboxyhaemoglobin, serum glucose, electrolytes. Arterial blood gases (normal range).
- Fiberoptic laryngoscopy – intubation deemed unnecessary.
- Chest X-ray
- Cardiac monitoring (normal ranges).
- Circulation monitoring to rule out hypovolaemic shock.
- BP (130/80).
- Pt closely monitored for development of stridor, hoarseness, coughing, wheezing. (None present).
- Hourly monitoring urinary output - indwelling urinary catheter inserted.
- Elevation of the head and torso.

Medications:

Naproxen 500 mg 1 tab orally b.i.d.
 Tramadol HCL 50mg 1 tab orally b.i.d. p.r.n.
 Gabapentin 300 mg by mouth daily before bed.
 Tetanus prophylaxis.

Assessment (09 Apr 2018):

Patient stabilised, breathing normally
 No infection.
 Afebrile.
 Bloods normal.

Discharge plan:

Wound cleansing and topical dressings (Dr, community nurse, or Burns Outpatients).
 Daily auscultation by Dr or community nurse.
 Pt given instructions on how to:

- apply high factor sunscreen when out.
- moisturise and massage area to reduce dryness.
- do deep breathing exercises → lung expansion, drainage secretions.

 Follow nutritious, light, high-protein diet, plenty of fluids. Light activity, no contact sports.
 Follow-up appointment 17 Apr 2018 (Burns Unit Outpatients).

Writing task:

Using the information given in the case notes, write a discharge letter to Robert Smithson's doctor, Dr Martins, 29 Cowslip Avenue, Berkeley.

In your answer:

- expand the relevant notes into complete sentences
- do not use note form
- use letter format

The body of the letter should be approximately 180-200 words.