

TODAY: OET Writing

1 Review

2 Grading

3 Q&A

**STEP BY STEP PLANNING STAGES:**

UNDERSTAND	CHOOSE INFORMATION	ORGANISE
<p>Critical questions:</p> <ol style="list-style-type: none"> <li>1. Who is Reader? <b>Task?</b></li> <li>2. Reader know patient?</li> <li>3. Who is <b>Writer?</b> Task?</li> <li>4. Urgent?</li> <li>5. Why am I writing today?</li> <li>6. <b>Where is everyone?</b></li> </ol>	<p>We choose <b>relevant</b> information...</p> <p>OET tell us:</p> <ol style="list-style-type: none"> <li>1. <b>Appropriate:</b> SOME CASE NOTES</li> <li>2. <b>Needed:</b> <b>ALL CASE NOTES</b></li> </ol> <p>Relax!</p>	<p>Paragraphs:</p> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="display: flex; align-items: center; margin-bottom: 20px;"> <span style="color: red; font-size: small; margin-right: 10px;">BREAD</span> <div style="border: 1px solid black; background-color: #f4b084; padding: 5px; text-align: center;"> <p style="margin: 0;"><b>Introduction:</b> TASK (Purpose)</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 20px;"> <span style="color: red; font-size: small; margin-right: 10px;">Current Situation</span> </div> <div style="display: flex; align-items: center;"> <span style="color: red; font-size: small; margin-right: 10px;">BREAD</span> <div style="border: 1px solid black; background-color: #f4b084; padding: 5px; text-align: center;"> <p style="margin: 0;"><b>Requests:</b> details of the TASK</p> </div> </div> </div>



## 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.

<p><b>Introduction:</b> TASK (Purpose)</p>	<ul style="list-style-type: none"> <li>Care and management ...due to <u>burns</u>... = general</li> </ul>
<p><b>Timeline:</b> telling hospital <i>story</i></p>	<ul style="list-style-type: none"> <li>Date: 6<sup>th</sup> Partial-thickness burns on neck and chest (18% TBSA). Respiratory distress. Soot in oral cavity.</li> <li>Treated <b>accordingly</b> (in the normal way for burns)</li> </ul> <p> <small>           Patient stabilized, breathing normally            No infection            Afebrile            Bloods Normal         </small> </p>
<p><b>Medication:</b></p>	<p>           Naproxen            Tramadol I            Gabapentin            Tetanus prophylaxis.         </p> <ul style="list-style-type: none"> <li>Sunscreen</li> </ul>
<p><b>Requests:</b> details of the TASK</p>	<ul style="list-style-type: none"> <li>Discharge date depends on...</li> <li><b>Care and management:</b> Auscultation Wound care Wound cleansing <b>Appointment</b></li> </ul>

Original	Corrections
<p>Mr Smithson is awaiting the consultant's report, and he may be discharged today, In view of the above, if you could provide him a daily auscultation, wound cleansing, and topical dressing, it will be appreciated. Kindly encourage him to follow a light, high-protein diet, consume plenty of fluids, and avoid contact sports. Please note that he has been advised to moisture and massage his wound site and to perform breathing exercises. Additionally, he has a follow-up appointment on 17th April 2018 at Burns Unit Outpatients.</p> <p>In view of the above, it would appreciate if you could provide further care and management. Kindly note that Mr Smithson requires community nurse or your support regarding wound care and daily auscultation. please be aware his follow up appointment will be on 17 April 2018 at the Burns Unit Outpatient. It is also important to note that Mr Smithson has been instructed regarding healthy diet and precautionary action related to skin care such as using sunscreen and avoiding from the dangers activity .</p>	<p>NO SUMMARY... <b>NEEDED</b></p> <p>Mr Smithson is awaiting the consultant's report and may be discharged <b>today</b> pending the consultants report. In view of the above, it would appreciated if you or a community nurse could provide care and support. Please <b>could</b> provide <b>you</b> him a daily auscultation, wound cleansing, and topical dressing, it would be appreciated. <b>Kindly encourage him to follow a light, high-protein diet, consume plenty of fluids,</b> and avoid contact sports. Please note that he has been advised to <i>moisturise</i> and massage his wound site and to <del>perform</del> breathing exercises. Additionally, he has a follow-up appointment on 17th April 2018 at <u>our</u> Burns Unit Outpatients.</p> <p>Moisture = noun (wetness)  <b>Moisturise</b> = verb (to apply cream)  Moist / moisturised = adj. (1. it is wet 2. It has had cream applied)</p> <p>His is face is <b>moisturised</b> = maybe he is sweating</p> <p>The <b>moisturised</b> face was smiling.</p> <p>In view of the above, it would <b>be</b> appreciated if you could provide further care and management. <b>Please note</b> that Mr Smithson requires wound care and daily auscultation from you or a community nurse. <b>It is also important</b> be aware <b>that</b> his follow up appointment will be on 17 April 2018 at the Burns Unit Outpatient. <b>Please also be aware that</b> Mr Smithson has been <b>instructed regarding a healthy diet</b> and avoiding the dangers of <b>strenuous</b> activity.</p> <p><b>OET:</b> Better Reader Awareness....  She knows that the Dr doesn't really need detail on diet because he is doctor</p> <p>Alternate: Please / it is important to note that</p>

Highlighting phrase:

Please note that  
Please be aware that

It is important to note that  
It is important to be aware that

Mr Robert Smithson has been instructed to apply a high factor sunscreen and to moisturise as well as massage the area in order to reduce dryness. Additionally, Mr Smith was advised in breathing deeply for lung expansion and drainage of secretions.

It is vital, he follows a high protein diet and maintain plenty fluid intake. Please be aware, he must refrain from contact sports. Please note, he has a follow-up- appointment on 17<sup>th</sup> April at the Burns Unit Outpatients.

In view of this, it would be appreciated if you could provide further monitoring and care. Mr Smithson will require wound cleansing and topical dressings. He is to be auscultated daily due to the aforementioned diagnosis. Please kindly note that Mr Smithson has been advised on moisturising and massaging the area to reduce dryness. Additionally, he has been educated on deep breathing exercises for lung expansion and secretions drainage. Please encourage Mr Smithson to consume nutritious, light and high protein diet. He is also to take plenty amount of fluids. Please be aware that he is to engage in light activity and avoid contact sports. Please be reminded that he is scheduled for a follow up appointment on 17th April 2018 at the Burns Unit Outpatient.

Mr Robert Smithson has been instructed to apply a high factor sunscreen and to moisturise as well as massage the area in order to reduce dryness. Additionally, Mr Smith was advised in breathing deeply for lung expansion and drainage of secretions.

It is vital, he follows a high protein diet and maintain plenty fluid intake. Please be aware, he must refrain from contact sports. Please note, he has a follow-up- appointment on 17<sup>th</sup> April at the Burns Unit Outpatients.

Okay where has this come from? Reduce down? Also I feel like things are missing here

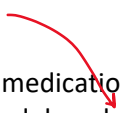
In view of this, it would be appreciated if you could provide further monitoring and care. Mr Smithson will require wound cleansing and topical dressings. He is to be **auscultated** daily due to the aforementioned diagnosis. Please kindly note that Mr Smithson has been advised on **moisturising** and massaging the area to reduce dryness. Additionally, he has been educated on deep breathing exercises for lung expansion and ~~secretions~~ drainage **of his secretions**. Please encourage Mr Smithson to consume a nutritious, light and high protein diet. He is also to **take?** plenty ~~amount~~ of fluids. Please be aware that he is to engage in light activity and avoid contact sports. Please be reminded that he is scheduled for a

	<p>follow up appointment on 17th April 2018 at the Burns Unit Outpatient.</p>
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**Okay this is good but my not 'drink' instead of take?**

ORIGINAL	CORRECTIONS
<p>In terms of Mr Smithson's medications, naproxen, tramadol, and gabapentin were prescribed and tetanus prophylaxis was administered. Please note that Mr Smithson has been advised to apply a high factor sunscreen when outdoors.</p> <p><b>In terms of medication, Mr. Smithson is currently taking naproxen 500 mg, one tablet orally, twice a day, and tramadol HCL 50 mg, one tablet orally, as needed. Additionally, he takes gabapentin 300 mg orally once daily at bedtime. Tetanus prophylaxis has also been administered.</b></p> <p>Regarding Mr. Smithson's medications, he was administered Naproxen, Tramadol HCl, and Gabapentin, along with tetanus prophylaxis. Please note, he has been advised to apply high factor suncream when going outside.</p>	<p>In terms of Mr Smithson's medications, naproxen, tramadol, and gabapentin were prescribed and tetanus prophylaxis was administered. Please <b>also</b> note that, <del>Mr</del> Mr Smithson has been advised to apply a high factor sunscreen when outdoors.</p> <p>Relative pronoun used for <b>Relative Clauses</b></p> <p><b>Adverbs/adverb phrases:</b></p> <p>Currently, she is... Recently, she is First,</p> <p><b>Preposition:</b> Due to that, = preposition (more on this later)</p> <p><b>listing</b></p> <p>In terms of medication, Mr. Smithson <b>is taking</b> naproxen, tramadol and gabapentin. Tetanus <b>prophylaxis</b> <b>has</b> also <b>been administered</b>.</p> <p>Present Perfect Passive:</p> <p>Finished past action with <i>consequences</i> in the present</p> <p>Consequence above = immune</p> <p>Generic? <u>paracetamol</u> Brand names? <u>Tylenol</u></p> <p>Regarding Mr Smithson's medications, <i>please be aware that</i> he is taking <u>naproxen</u>, <u>tramadol</u>, and gabapentin. <i>It is also important to note</i> that he <i>has been administered</i> tetanus prophylaxis. <i>In addition</i>, he has been advised to apply high factor suncream when outside.</p>



<p>Regarding his new medications, he is currently on Naproxen, Tramadol, and Gabapentin and has taken tetanus prophylaxis as well. Please note that he has been instructed on how to apply high-factor sunscreen when out.</p>	<p style="text-align: center;">Lower case </p> <p>Regarding his new medications, he is currently on naproxen, tramadol, and gabapentin and has been administered tetanus prophylaxis. Please note that he has been instructed on how to apply high-factor sunscreen when outside.</p> <p><i>When out = informal</i>  <i>When outside = formal / professional</i></p>
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<p><b>Original</b></p> <p>On 6 April 2018, Mr Smithson was admitted to our hospital due to partial-thickness burns on his neck and chest 18% TBSA and respiratory distress. In addition, Mr Smithson’s investigations and vital signs are in normal range. He is being monitored closely for the development of hoarseness, coughing, and wheezing and none is present. He is monitored for urinary output with an indwelling urinary catheter inserted. His head is being elevated and torso.</p> <p>As you are aware, on 6th April 2018, Mr Smithson was admitted with the aforementioned injury, and diagnosed with partial thickness burns and respiratory distress. After being treated accordingly with wound, pain and infection management, he has made good progress, and his vital signs are now within normal range.</p>	<p>On 6 April 2018, Mr Smithson was admitted to our hospital due to partial-thickness burns on his neck and chest 18% TBSA and respiratory distress. In addition, Mr Smithson’s investigations and vital signs are in normal range. He is being monitored closely for the development of hoarseness, coughing, and wheezing and none is present. He is monitored for urinary output with an indwelling urinary catheter inserted. His head is being elevated and torso.</p> <p>As you are aware, on 6th April 2018, Mr Smithson was admitted with the aforementioned injury, and diagnosed with partial thickness burns and respiratory distress. After being treated accordingly with wound, pain and infection management, he has made good progress, and his vital signs are now within normal range.</p>
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On 6th April 2008, Mr Smithson was admitted to our hospital due to partial thickness burns on his neck and chest (18% TBSA) and respiratory distress. During his hospital stay, he was treated accordingly( in the normal way for burns).

Currently, Mr Smithson is stable and breathing normally. He has no signs of infection, is afebrile, and has normal blood levels.

In admission Mr Smithson was diagnosed with aforementioned burns on 18% of his body, situated on his neck and chest, and respiratory distress. He was treated accordingly and made good progress. Now his vital sings within a normal range, and his wound is healing well and non-infected.

On 6th April 2008, Mr Smithson was admitted to our hospital due to partial thickness burns on his neck and chest (18% TBSA) and respiratory distress. During his hospital stay, he was treated accordingly( in the normal way for burns).

Currently, Mr Smithson is stable and breathing normally. He has no signs of infection, is afebrile, and has normal blood levels.

In admission Mr Smithson was diagnosed with aforementioned burns on 18% of his body, situated on his neck and chest, and respiratory distress. He was treated accordingly and made good progress. Now his vital sings within a normal range, and his wound is healing well and non-infected.

Original	Corrections
<p>10 April 2018</p> <p>Dr. Martins 29 Cowslip Avenue Berkeley</p> <p>Re: Robert Smithson, aged 22</p> <p>Dear Dr. Martins,</p> <p>I am writing to provide you with an update on Mr. Robert Smithson, who is recovering from a partial-thickness burn injury. He is scheduled to be discharged today and will require monitoring and ongoing care.</p>	<p>10 April 2018</p> <p>Dr. Martins 29 Cowslip Avenue Berkeley</p> <p>Re: Robert Smithson, aged 22</p> <p>Dear Dr Martins,</p> <p>I am writing to provide you with an update on Mr Smithson, who is recovering from a partial-thickness burn injury. He is scheduled to be discharged today and will require monitoring and ongoing care.</p> <p>These in the UK we don't put the . for Mr</p>
<p>10th April 2018</p> <p>Dr Martins 29 Cowslip Avenue Berkeley</p> <p>Re: Mr Robert Smithson, 22 years old</p> <p>Dear Dr Martins</p> <p>I am writing regarding your patient, Mr Smithson, who was admitted to our hospital following a house fire. He is ready to be discharged today and now requires your care and management.</p>	<p>10th April 2018</p> <p>Dr Martins 29 Cowslip Avenue Berkeley</p> <p>Re: Mr Robert Smithson, 22 years old</p> <p>Dear Dr Martins</p> <p>I am writing regarding <i>your</i> patient, Mr <b>Smithson</b>, who was admitted to our hospital following a house fire. He is ready to be discharged today and now requires your care and management.</p>

99% of time don't use 'patient' but this is okay

REAL possibility

1<sup>st</sup>: If I go running, I will be healthy

2<sup>nd</sup>: If I won the lottery, I would buy a new car

UNREAL possibility

I am writing regarding Robert Smithson, who was admitted recently to our unit due to burns. He is scheduled to be discharged on 10th April 2018 pending consultants report and would require your further care and management.

I am writing regarding Mr Robert Smithson, who is recovering from a partial-thickness burn

Usually we are not allowed to say 'patient'

NMC say it cold, unfriendly and uncaring language. It makes them **sound not like a person**

**Using the name makes them sound more human / like a person**

modal verb mistake: would (unreal possibility) / will (real possibility)

I am writing regarding Robert Smithson, who was admitted recently to our unit due to burns. He is scheduled to be discharged on 10th April 2018 pending consultant's report and **will** require your further care and management.

Alain's opinion is no dates

I am writing regarding Mr Smithson, who was admitted to our hospital due to burns following a house fire. He is due to be discharged today and now requires your further care and support.

I'm not sure? Probably okay because 'support' is very **general** (help)

Support = help

Management a type of help

I am writing regarding Mr Robert Smithson, who is recovering from a partial-thickness burn

following a house fire. He requires continued care and management upon discharge today.

10th April

Dr Martins  
29 Cowslips Avenue  
Berkeley

Re: Mr Robert Smithson, aged 22

Dear Dr Martins

I am writing regarding Mr Smithson, who was admitted to our hospital following a burn injury. He is being discharged today and now requires your ongoing care and support.

I am writing regarding Mr Robert Smithson, who is recovering from a partial-thickness burn following a house fire. He requires continued care and management upon discharge today.

following a house fire. He requires continued care and management upon discharge today.

10th April YEAR?

Dr Martins  
29 Cowslips Avenue  
Berkeley

Re: Mr Robert Smithson, aged 22

Dear Dr Martins

I am writing regarding Mr Smithson, who was admitted to our hospital following a burn injury. He is being discharged today and now requires your ongoing care and support.

I am writing regarding Mr Robert Smithson, who is recovering from a partial-thickness burn following a house fire. He requires continued care and management upon discharge.

**This is not exactly true**

Mon: Layout & Planning

Tues