

21st November
OET Writing – Passive Voice for OET

Starter

Choose the most appropriate word in each sentence

In OET Writing, we use the passive voice...

- To make our writing more / ~~less~~ formal
- To focus on the ~~medical professional~~ / patient
- ~~With only past simple~~ / with a range of tenses or forms

Imagine that today's date is 24th February 2018.

These notes regarding Ms Day's treatment are from 6th December 2017.

Treatment: Education: rest/relaxation/meditation, adequate sleep, regular eating.
 During attack: sleep, dark room, ice.
 Metoclopramide 10 mg – orally → 20 mins later paracetamol 1 g – 4 hrly (max 4 g/24 hrs).

Should we use active or **passive** voice to talk about the suggested treatment?

What tense/form should we use? **Past simple – past finished actions – we have a specific date when this treatment was advised**

Examples...

- Ms Day was educated on lifestyle modification and was advised to take metoclopramide with paracetamol.
- It was recommended **that** Ms Day **made** a change in **lifestyle**. She was advised **to rest during an** attack, preferably in **a** dark room. **In addition**, she was **prescribed** metoclopramide.
- On 6th December 2017, Ms Day was advised to sleep in a dark room and apply ice during **an** attack. She was prescribed metoclopramide, 10 mg, orally and after 20 minutes **she was advised** to take paracetamol, 1g.
- Ms Day was **educated** on lifestyle modification and **was advised to** take metoclopramide 10mg orally as well as paracetamol 1g every four hours.
- **During an** attack, Ms Day was **recommended** to use ice packs and sleep in a dark room. Additionally, she was commenced on **metoclopramide** and paracetamol.
- **Meditation**, adequate sleep in addition **to** regular eating were **recommended to Ms Day**. **Sleeping, lying in a dark** room and ice were advised during **an** attack. **Metoclopramide** and paracetamol were **prescribed** on 6th December 2017.
- Ms Day was educated on **doing** meditation, **relaxing**, and having adequate sleep. Additionally, she was advised to sleep in a dark room when **an** attack happened. **Metoclopramide**, 10 mg, orally as well as paracetamol were prescribed.

Mr Adam White is scheduled for a colonoscopy next week and the nursing management below is in preparation for this procedure:

- Nursing Management:**
- Observations – T: 37°C, P: 88, BP: 145/95 (notified Dr), R: 16
 - Pathology – FBE, U&Es, LFTs (will receive results pre-procedure)
 - Wt: 80kg, Ht: 190cm
 - Immediate cessation of smoking and reduction of alcohol intake advised
 - Previous anaesthetics – no issues → Explained will be heavily sedated, not full anaesthetic
 - NKA. Sensitive to codeine. Alert sticker attached to paperwork → Advised to notify all staff, but unlikely to need that amount of analgesic
 - Explained procedure – pre & post expectations to patient
 - Pt signed endoscopy (colonoscopy) consent form
 - Booklet given – procedure, risks, pain, bleeding, etc.
 - Pre-procedure: Day before – light breakfast then clear fluids only
Bowel prep instructions – fast midnight before procedure
 - Admission booklet explained → Pt arranged hospital pickup
 - Discussed importance of healthy diet & exercise

Should we use active or **passive** voice to talk about the nursing management?

What tense/form should we use? **Present perfect simple – recent past actions with an effect on the present (Mr White knows about this information and advice and the reader probably does not need to do this again)**

Examples...

- Mr White has been advised to cease smoking and reduce his alcohol intake.
- Hospital pick-up has been arranged. / Mr White has arranged hospital pick-up.
- The endoscopy consent form has been signed / Mr White has ~~been~~ signed the colonoscopy consent form.
- The admission booklet has been explained.
- ~~Mr White has been explained the admission booklet.~~

Mrs Margaret Helen Martin is due to be discharged today.
This section of the discharge plan discusses the potential needs of Mrs Martin after discharge:

Anticipated needs of Pt:

Need home visits from community health/district nurse – monitor adherence to post-operative medication, exercise, dietary regime

Regular monitoring by Dr, dietitian, physiotherapist

? Danger of social isolation (infrequent family support)

Should we use active or **passive** voice to talk about Mrs Martin's potential needs?

What tense/form should we use? **Future simple, infinitive form and bare infinitive form**

Examples...

Mrs Martin **needs to be visited** by a community health nurse.

Mrs Martin **will be monitored** by a doctor, dietitian and physiotherapist.

Mrs Martin **is going to be monitored** by a doctor, dietitian and physiotherapist.

Mrs Martin's compliance with post-operative medication, exercise and dietary regimes **should be monitored**.