

27th November

OET Writing – Passive Voice for OET

Starter

Use the correct tense or form of the passive voice to complete these sentences using the verb in brackets:

1. You can **be fined** (fine) by the police for speeding
2. The class **is taught** (teach) in Classroom 3 every day
3. The prisoner **will be released** (release) next week
4. The student wants **to be helped** (help) by the teacher
5. My house **is being painted** (paint) at the moment
6. I love **being given** (give) presents at Christmas
7. Have you ever **been followed** (follow) by a police officer?
8. My car **was broken** (break) into last week

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 – finished past action – we have a date (specific time stamp)**

Examples...

Ms. Day **was recommended** to have adequate sleep and eat regularly.

Ms Day **was advised** to have adequate sleep and eat regularly.

Ms. Day **was prescribed** paracetamol and metoclopramide.

Ms Day **was educated** on lifestyle modification.

Ms Day **was given** advice regarding rest, relaxation and regular eating.

Ms. Day **was educated** regarding the importance of adequate sleeping, resting, and regular eating.

Ms Day **was advised** to eat regularly.

Ms Day **was advised** to have regular meals.

On 6th December 2017, Ms Day **was educated on** how she **could** have adequate sleep, relaxation and meditation as well as regular eating.

Ms Day **was advised** to sleep in a dark room, use ice and take metoclopramide, 10 mg, orally, then paracetamol 1g, 20 minutes later during an attack.

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 action with a present result or impact (the reader does not need to repeat these actions and Mr White already knows about these things)**

Examples...

Mr White **has been advised** to reduce his alcohol intake and cease smoking.

~~Mr White has been explained the admission booklet.~~

The admission booklet **has been explained** to Mr White.

The consent form **has been signed** by Mr White.

~~Mr White has been signed the consent form.~~

Mr White **has signed** the consent form.

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 (after 'need') - bare infinitive (after 'should')**

Examples...

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

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

Mrs Martin should **be monitored** regarding her post-operative medication, exercise and dietary regime.

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