

- 1 Layout
- 2 Timings
- 3 Stages of Planning

Assignment: *Plan a letter*

15th July 2017

Date

Nurse-in-Charge
District Nursing Service
Greenville Community Health Centre
88 Highto Road, Greenville

Address

Mr

Salutation

Dear Sir Maam,

Re: Ms Margaret Helen Martin, 81 years old

Full name / DoB or Age

I am writing regarding Ms Margaret Helen Martin, who underwent repeated angioplasty following an angina. She is due to be discharged tomorrow and requires ongoing care and support.

Ms Martin was admitted to our hospital earlier today and underwent a successful procedure. Following her surgery, she was placed on post-operative care. During her hospitalisation, there were no signs of infection or bleeding on her catheter site apart from the bruise which were noted. Also, she became anxious about returning home, but she was unsure whether she will cope. In terms of her current condition, she is able to tolerate a light diet and fluids.

In terms of her medical history, she initially underwent an angioplasty in 2008, has hypertension, which is managed by metoprolol and ramipril, and has hypercholesterolemia, for which an atorvastatin is being taken. In addition, she has coronary artery disease, which is controlled by aspirin and clopidogrel. With regards to her social background, she is unmarried, has no children and lives alone at home. Although she has siblings and relatives, their contact with her are intermittent. Additionally, she lives a sedentary lifestyle that might have related to her being overweight, and she tends to be anxious about her health.

In view of the above, it would be greatly appreciated if you could provide ongoing care and support. Please note that she requires a regular monitoring on her dietary regimen, under the supervision of a dietitian, and kindly assist her light exercise, which are monitored by a physiotherapist. Please be aware of the fact that she needs to avoid heavy lifting for 12 weeks and please note that she requires regular monitoring on her wound site for bruise or infection. In addition, it is important to note that she needs a regular visits from her family in order

Yours sincerely,

Doctor

Timings

<p>Occupational English Test PPP MEDSAMPLE04</p> <p>WRITING SUB-TEST: MEDICINE TIME ALLOWED: READING TIME: 5 MINUTES WRITING TIME: 40 MINUTES</p> <p>Read the case notes and complete the writing task which follows.</p> <p>Notes: Assume that today's date is 11 February 2019. You are a doctor in the Emergency Department of Newtown Hospital. You have been responsible for the care of Mr John Aloisius, recently admitted with breathing problems.</p> <p>PATIENT DETAILS:</p> <p>Name: John Aloisius Marital status: Single Residence: 39 Long Street, Bridgeford DOB: 04 Sep 1985 (33 y.o.) Next of kin: Brother (age 39)</p> <p>Social background: Occupation: archaeologist (recently returned from year-long visit to remote region of Latin America)</p> <p>Past medical history: No PMHx No surgeries No medication NSAIDs allergy Non smoker</p> <p>Family history: Mother: asthma (since childhood) Father: dec. 1999 (lung cancer)</p> <p>01 Feb 2019: Admission to Emergency Department Presenting problem: Night sweats & fevers, cough & sputum with some hemoptysis (over several weeks) VS: BP: 114/72 mmHg, P: 90 beats/minute, T: 38.5°C, RR: 18, SpO2: 95% on room air</p>	<p>These timing are not quite <u>right</u> for you...</p> <p>Advised timing:</p> <ul style="list-style-type: none">• 10 mins planning• 30 mins for writing• <u>5 mins</u> – checking / revising <p>Why <u>10 mins</u> for planning?</p>
--	--

Rational / necessary



Logical Stages of planning

UNDERSTAND	CHOOSE	ORGANISATION						
<p>essential</p> <p>Ask <u>critical</u> questions:</p> <ol style="list-style-type: none"> 1. Reader? Task? 2. Writer? Task? 3. Reader knows patient? (No medical history and social history) 4. Is this urgent? (affects the paragraphs and your Introduction paragraph) 5. Why are we writing today? (general situation) 	<p><i>I try to choose <u>relevant</u> case notes...</i></p> <p>important</p> <table border="1"> <thead> <tr> <th>Band</th> <th>Content</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Content is appropriate to intended reader and addresses what is needed to continue care (key information is included; no important details missing); content from case notes is accurately represented</td> </tr> <tr> <td>6</td> <td>Content is appropriate to intended reader and</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Appropriate: useful, helpful, suitable, SOME IN THE LETTER (can be unclear) • Needed: necessary, vital, essential, crucial ALL MUST BE IN LETTER (clear) 	Band	Content	7	Content is appropriate to intended reader and addresses what is needed to continue care (key information is included; no important details missing); content from case notes is accurately represented	6	Content is appropriate to intended reader and	<p>Choosing paragraphs:</p> <p>Easy was to begin....</p> <p>SANDWICH</p>
Band	Content							
7	Content is appropriate to intended reader and addresses what is needed to continue care (key information is included; no important details missing); content from case notes is accurately represented							
6	Content is appropriate to intended reader and							

Writing sub-test: Assessment criteria and level descriptors

Band	Purpose	Content	Form & Style	Organisation & Layout	Language	
3	Purpose of document is immediately apparent and sufficiently expanded as required	Content is appropriate to intended reader and addresses what is needed to continue care (key information is included; no important details missing); content from case notes is accurately represented	Length of document is appropriate to case and reader (no irrelevant information included); information is summarised effectively and presented clearly	Writing is discursive and appropriate to genre and reader (no inappropriate technical language, abbreviations and jargon used inappropriately for document and purpose)	Organisation and paragraphing are generally appropriate, logical and clear; key information is highlighted and sub-sections are well organised; document is well laid out	Language features (spelling/punctuation/grammar/orthography) are accurate and do not interfere with meaning
2	Purpose of document is apparent but not sufficiently highlighted or expanded	Content is appropriate to intended reader and mostly addresses what is needed to continue care; content from case notes is generally accurately represented	Length of document is mostly appropriate to case and reader; information is mostly summarised effectively and presented clearly	Writing is discursive and appropriate to genre and reader with occasional inappropriate technical language, abbreviations and jargon; some information is used inappropriately for document and purpose	Organisation and paragraphing are generally appropriate, logical and clear; key information is highlighted and sub-sections are well organised; document is well laid out	Minor slips in language generally do not interfere with meaning
1	Purpose of document is not immediately apparent and may show very limited expansion	Content is mostly appropriate to intended reader (about case or to continue care) may be missing; there may be some inaccuracies in content	Inclusion of some irrelevant information distracts from overall clarity of document; attempt to summarise only partially successful	Writing is at times inappropriate to the document or genre; reader over-reliance on technical language and abbreviations may distract reader	Organisation and paragraphing are not always logical; creating strain for the reader; key information may not be highlighted; layout is mostly appropriate with some flaws	Inaccuracies in language in particular in complex structures, cause minor strain for the reader but do not interfere with meaning
0	Purpose of document is partially obscured/unclear and/or misunderstood	Content does not provide intended reader sufficient information about the case and what is needed to continue care; key information is missing or inaccurate	Clarity of document is obscured by the inclusion of many unnecessary details; attempt to summarise not successful	The writer shows inadequate understanding of the genre and target reader; over-reliance on technical language and abbreviations cause strain for the reader	Organisation not logical; putting strain on the reader; over-reliance on case structures; key information is not well highlighted and the layout may not be appropriate	Inaccuracies in language cause considerable strain for the reader and may interfere with meaning

Performance below Band 1

OCCUPATIONAL ENGLISH TEST

WRITING SUB-TEST: MEDICINE

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

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

Notes:

You are a general practitioner. Ms Sarah Day, 20 years old, has been attending your practice since her early childhood.

Patient: Ms Sarah Day, D.O.B. 29.07.1997

Past medical history:
Jul 2001: varicella
Apr 2002: measles
Jan 2004: fractured ulna
Jun 2006: URTI
Sep 2008: plantar warts
Dec 2011: dysmenorrhoea
Apr 2013: teenage acne
Aug 2014: pre-menstrual syndrome
Jun 2015: exam-related anxiety
Nov 2016: oro-facial herpes simplex virus

Social background: University student – not happy with course of study
 Part-time job – McDonald's
 Irregular hours, 5-8 hrs sleep/night
 Smokes, drinks moderately
 Lives at home with parents, boyfriend for 7 months

Medications: Oral contraceptive pill (prescribed April 2013) cyproterone acetate/ethinylestradiol – mane

06.12.17 Pt presented with mother complaining of unilateral headache – occipital, temporal extending to vertex, dizziness/loss of balance, with nausea and anxiety. Visual disturbances. Better when lying down. Symptoms not affected by red wine, alcohol, chocolate, cheese, sunlight. Not related to menstrual cycle or stress.

Pt reports workload stress, pressure of assignments & exams.

Episodes: x2 in past 2 weeks.

Pain: Steady, not throbbing.

Onset: Rapid
 Aura
 Symptoms last 1-2 days (severe for several hours).
 No family history of headaches/migraines.

Examination: No abnormal neurological signs.

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 hly (max 4 g/24 hrs).

05.01.18 Attacks more frequent. Prescribed medications ineffective.
 Pain felt in neck.
 Anxiety becoming worse.
 Dizziness during attacks.
 Vomited on one occasion.
 Mother reports Pt becoming afraid to leave house in case attack occurs.
 No identifiable triggers.
 Dark room, ice – no effect.

Treatment: Elettriptan 40 mg – orally on attack.
 Ibuprofen 400 mg – 6 hly (max 1.2 g/d).

31.01.18 Pt complained of drowsiness and diarrhoea since commenced on elettriptan.
 No improvement in symptoms. Anxiety worse – Pt describes as 'panic' accompanying symptoms.
 Mother concerned daughter becoming depressed: withdrawn, housebound, losing interest in usual activities & boyfriend, oversleeping, comfort eating → weight gain.
 B.P 120/80

Treatment: Amitriptyline 25 mg – b.d.

24.02.18 Pt presented alone. Complains of numbness and tingling (paraesthesia) in fingers 4 & 5 left hand.
 No improvement in symptoms.
 Pt reported car accident Jun 2017. Not previously disclosed as wishes to keep from mother. Sustained 'hip/tail injury'.
 No treatment sought at time.
 Referral to neurologist, for investigation and management.

Writing Task:

Using the information in the case notes, write a letter of referral to Dr Robert Edwards, a neurologist. Outline Ms Day's relevant history and request further investigations and management. Address the letter to Dr Robert Edwards, Rushford Hospital, 765 Long Gully Road, Ladbroke.

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 160-200 words.

Assignment:

Write a plan for this letter (do not write the letter)

Email alain@set-english.com

LINK: <https://drive.google.com/file/d/1GS51wfxk-KYa1KQL4JwN8oi1ngCJmQj0/view?usp=sharing>

Example

Introduction	<ul style="list-style-type: none"> Purpose: investigations and management
Timeline 1	<ul style="list-style-type: none"> Dshgdsajkgadskjh Jhdgksjdgkjhvsvd Ffdsjhsdjghs Jhdgkhsdfgfkshd <p>Alain – should I?</p>
Timeline 2	
Etc.	