

**1 Review**

2 Introduction Paragraph

3 Purpose (Requests)

Assignment: Write Introduction

15<sup>th</sup> July 2017

Nurse-in-Charge  
District Nursing Service  
Greenville Community Health Centre  
80 Highty Road, Greenville

Dear Sir/Madam,  
Re: Ms Margaret Helen Martin, 81 years old

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 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 dietician, and kindly assist her light exercises, 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.

concise / clear / direct

Introduction Paragraph:

How many sentences?

- 1 sentence - I don't think this a good idea (risky)
- 2 sentences - TODAY!
- 3 sentences - I don't really advise.

Many OET Model letters:

They often are longer...

Those letter contain MISTAKES

Passive because the doctor does it

Unplanned

Sentence 1: WHO / WHERE / WHY

I am writing regarding Mr Jones, who was admitted to our hospital due to a fall who was returned to our clinic for a check up

Active because Patient does the action

Planned

Sentence 2: LETTER TYPE / PURPOSE

He is scheduled to be discharged and might require further assistance.

Official OET letter types:

- 1 Discharged
- 2 Transferred
- 3 Referred – most common

Very important: OET look at this and grade it + it helps you choose your case notes

4 Update a GP (unofficial letter type...) = problem because they do not do anything

According to OET this does not exist.

Update = give new information

# OCCUPATIONAL ENGLISH TEST

WRITING SUB-TEST: NURSING

TIME ALLOWED: READING TIME: 5 MINUTES

WRITING TIME: 40 MINUTES

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

## Notes:

Mr Gerald Baker is a 70-year-old patient on the ward of a hospital. You are Charge Nurse.

### Patient Details:

Marital Status: Widower (8 years)  
Admission Date: 3 September 2010 (City Hospital)  
Discharge Date: 7 September 2010

### Diagnosis:

Left Total Hip Replacement (THR)  
Ongoing high blood pressure

### Social Background:

Lives at Greywalls Nursing Home (NHU) (4 years)  
No children  
Employed as a radio engineer until retirement aged 65  
Now aged pensioner  
Hobbies: chess, ham radio operator  
Sister, Dawn Mason (96), visits regularly; v supportive  
- plays chess with Mr Baker on her visits  
No signs of dementia observed

### Medical Background:

2008 - Osteoarthritis requiring total hip replacement surgery  
1989 - Hypertension (ongoing management)  
1985 - Colles fracture, ORIF

### Nursing Management and Progress:

daily dressings surgery incision site  
Range of motion, stretching and strengthening exercises  
Occupational therapy  
Staples to be removed in two wks (21/9)  
Also, follow-up FBE and UEC tests at City Hospital Clinic

### Assessment:

Good mobility post-operation  
Weight-bearing with use of wheele-walker; walks length of ward without difficulty  
Post-operative disorientation re time and place being recovery, possibly relating to anaesthetic - continued observation recommended  
Dropped HR post-operatively (to 72) requiring transfusion of 3 units packed red blood cells; Hb stable (112) on discharge - ongoing monitoring required for anaemia

### Discharge Plan:

Monitor medications (Panadeine Forte)  
Preserve skin integrity  
Continue exercise program  
Equipment required: wheele-walker, wedge pillow, toilet raiser. Hospital to provide walker and pillow. Hospital social worker organised 2-wk hire of raiser from local medical supplier.

## Writing task:

Using the information in the case notes, write a letter to Ms Samantha Bruin, Senior Nurse at Greywalls Nursing Home, 27 Station Road, Greywalls, who will be responsible for Mr Baker's continued care at the Nursing Home.

### 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.

Sentence 1: WHO / WHERE / WHY

I am writing regarding Mr Baker, who was admitted to our hospital for a hip replacement.

a hip replacement surgery.

'surgery' is usually uncountable but here it is not:

*I work at 3 GP surgeries*

Why? It is a synonyms for 'clinic'

Sentence 2: LETTER TYPE / PURPOSE

He is scheduled to discharged and now requires your continued care

# WHY IS PURPOSE SO IMPORTANT?

## Writing sub-test: Assessment criteria and level descriptors

Band	Purpose	Band	Content	Conciseness & Clarity	Genre & Style	Organisation & Layout	Language
3	Purpose of document is immediately apparent and sufficiently expanded as required	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	Length of document is appropriate to case and reader (no irrelevant information included); information is summarised effectively and presented clearly	Writing is clinical/factual and appropriate to genre and reader (discipline and knowledge); technical language; abbreviations and polite language are used appropriately for document and recipient	Organisation and paragraphing are appropriate, logical and clear; key information is highlighted and sub-sections are well organised; document is well laid out	Language features (spelling/punctuation/vocabulary/grammar/sentence structure) are accurate and do not interfere with meaning
2	Purpose of document is apparent but not sufficiently highlighted or expanded	6	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 summarized effectively and presented clearly	Writing is clinical/factual and appropriate to genre and reader with occasional, minor inappropriacies; technical language, abbreviations and polite language are used appropriately with minor inconsistencies	Organisation and paragraphing are generally appropriate, logical and clear; occasional lapses of organisation in sub-sections and/or highlighting of key information; layout is generally good	Minor slips in language generally do not interfere with meaning
1	Purpose of document is not immediately apparent and may show very limited expansion	5	Content is mostly appropriate to intended reader; some key information (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 target 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 lapses	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	4	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 writing shows inadequate understanding of the genre and target reader; mis- or over-use of technical language and abbreviations cause strain for the reader	Organisation not logical, putting strain on the reader; or heavy reliance on case note structure; 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							

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In terms of her medical history, she initially underwent an angioplasty in 2006, 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 contacts 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 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 advise 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 bruising or infection. In addition, it is important to note that she needs a regular visits from her family in order

HERE WE EXPAND THE PURPOSE

## Assignment 2:

Write the Introduction of this set of case notes:

# 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 doctor at Newtown Medical Clinic. Mr Barry Jones is a regular patient of yours.

**Patient:** Mr Barry Jones  
54 Woods Street  
Newtown  
D.O.B. 01.04.1972 (age 44)

**Reason for presenting:** Wants to return to work after back injury – employer supportive

**Medical history:** 1984 – Appendix removed

**Family and social history:**  
Married – Susan Jones, 3 children  
Work – drives forklift in a large warehouse (requires prolonged sitting / occasional heavy-lifting)

**Current medications:**  
Naproxen (non-steroidal anti-inflammatory drug)  
Carisoprodol (muscle relaxant, blocks pain)

**Condition history:**  
**21/03/15** **Presentation:** Hurt back lifting heavy box off floor at work.  
4 days since initial strain.  
No rest, pain worsening.  
**X-ray:** No disc problems.  
**Diagnosis:** Lower back strain – severe.  
**Treatment:** Exercise: walking daily – gradual ↑ time/distance.  
Referral to physio.  
Prescription: naproxen and carisoprodol.  
30 days off work and certificate to give to employer.  
To review in 30 days.

WHO?

WHERE?

WHY?



Now look again at Sara Day (from the Class 1 assignment) and write her introduction using the structure:

**Sentence 1:** WHO / WHERE / WHY

**Sentence 2:** LETTER TYPE / PURPOSE