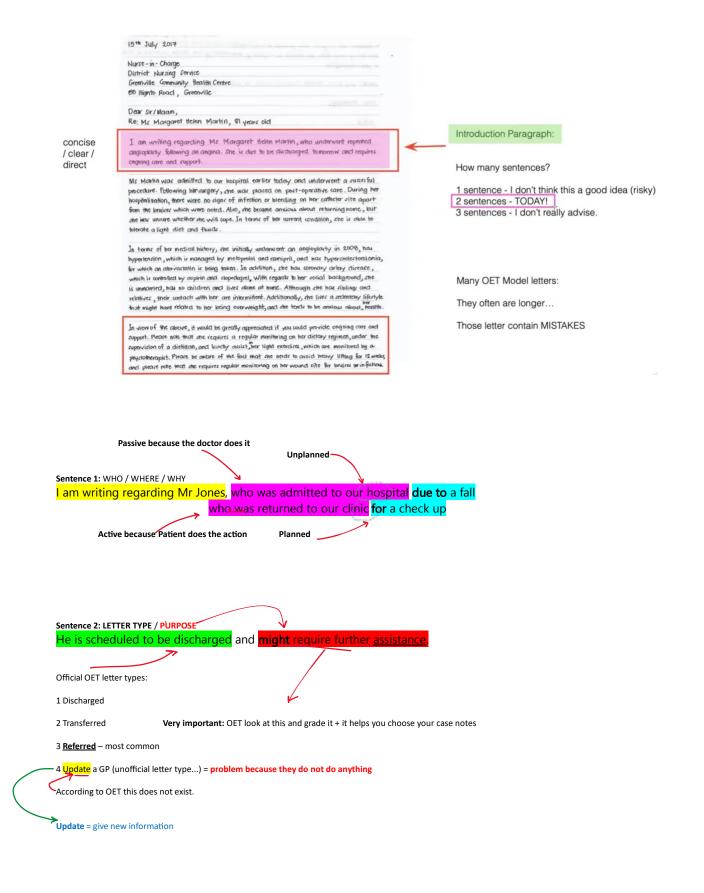
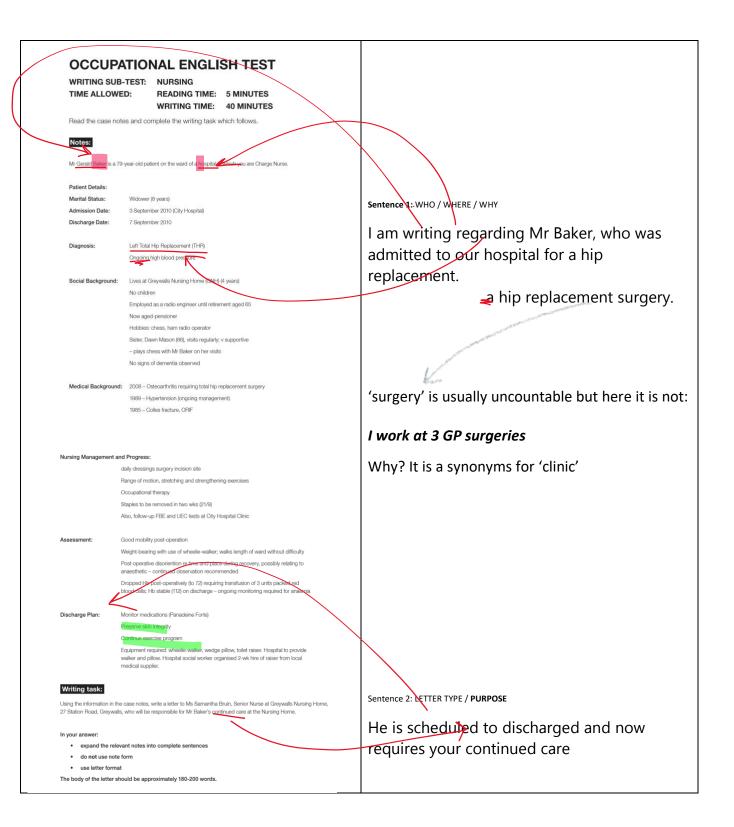
1 **Review** 2 Introduction Paragraph 3 Purpose (Requests)

Assignment: Write Introduction





WHY IS PURPOSE SO IMPORTANT?

| Band | Purpose | Band | Content | Conciseness & Clarity | Genre & Style | Organisation & Layout | Language | | | |
|----------|--|----------|---|---|---|---|---|--|--|--|
| | Purpose of document is immediately apparent and | | Content is appropriate to intended reader and addresses what is needed to continue care | Length of document is appropriate to case and reader (no irrelevant information | Writing is clinical/factual and appropriate to genre and reader (discipline and knowledge); technical | Organisation and paragraphing are appropriate, logical and clear; key information is | Language features (spelling/punctuation/vocabulary/ grammar/sentence structure) are accurate and do not interfere with | | | |
| 3 | sufficiently expanded | 2 | (key information is | included); information | language, abbreviations | highlighted and sub- | meaning | | | |
| | as required | ante itt | included; no important details missing); content from case notes is accurately represented | is summarised effectively and presented clearly | and polite language are used appropriately for document and recipient | sections are well organised; document is well laid out | | | | |
| New York | Electric and the second se | 6 | | | | | | | | |
| | Purpose of document is apparent but not sufficiently | 5 | Content is appropriate to intended reader and mostly addresses what is needed to continue care: | Length of document is mostly appropriate to case and reader, information is mostly | Writing is clinical/factual and appropriate to genre and reader with occasional, minor | Organisation and paragraphing are generally appropriate, logical and clear: | Minor slips in language generally | | | |
| 2 | highlighted or expanded | | content from case notes is generally accurately represented | summarized effectively and presented clearly | inappropriacies; technical language, abbreviations and polite | occasional lapses of organisation in sub- sections and/or | do not interfere with meaning | | | |
| | | | | | language are used appropriately with minor | highlighting of key information; layout is | | | | |
| | | 4 | | | inconsistencies | generally good | | | | |
| | | - | Performance shares features of bands 3 and 5 Content is mostly Inclusion of some Writing is at times Organisation and | | | | | | | |
| 1 | Purpose of document is not immediately apparent and may show very limited | 3 | appropriate to intended reader; some key information (about case or to continue care) may | information distracts from overall clarity of document; | inappropriate to the document or target reader; over-reliance on technical language | paragraphing are not always logical, creating strain for the reader; key | Inaccuracies in language, in particular in complex structures, cause minor strain for the reader b | | | |
| | expansion | | be missing; there may be some inaccuracies in content | attempt to summarise only partially successful | and abbreviations may distract reader | information may not be highlighted; layout is mostly appropriate with some lapses | do not interfere with meaning | | | |
| | 2 Performance shares features of bands 1 and 3 | | | | | | | | | |
| | Purpose of document is partially obscured/unclear | 1 | Content does not provide intended reader sufficient information about the case | Clarity of document is obscured by the inclusion of many | The writing shows inadequate understanding of the | Organisation not logical, putting strain on the reader; or heavy reliance | Inaccuracies in language cause considerable strain for the reader a may interfere with meaning | | | |
| 0 | and/or misunderstood | 1 | and what is needed to continue care; key information is missing or inaccurate | unnecessary details; attempt to summarise not successful | genre and target reader; mis- or over-use of technical language and abbreviations cause strain for the reader | on case note structure; key information is not well highlighted and the layout may not be appropriate | | | | |
| | | | | | arean for the reduct | appropriate | | | | |

| lurse-in-Charge | mignan | |
|---|-------------|------|
| District Nursing Service | | |
| Greenville Community Health Centre | Sand Long | |
| 90 Highto Road, Greenville | | |
| | Acardonsi | |
| Dear Sir/Molam, | | |
| Re: Ms Margaret Helen Martin, 81 years old | | |
| I am writing regarding Ms Margaret Helen Martin, who un | demient ren | ated |
| | | |

Ms Martin was admitted to our hospital earlier today and underwant a succesful procedure. Following his surgery, one was placed on post-operative care. During her haspitalisation, there were no signs of infection or bleeding on her catheter site apartfrom the bruiser which were noted. Also, she became anxious about returning hone, but she iser unret whether the will cope. In terms of her current condition, she is able to before a light diet and funds.

In terms of her medical history, she initially underwient an angioplasty in 2008, has hypertension, which is managed by methyroiol and ramipril, and has hypershelectorelania, for which an atervatatin is being taken. In addition, she has coreany artery clierate, which is controlled by arpirin and clopedarel, With regards b her social background, she is unnamired, has no children and lives done at home. Although she has abling and relatives, their contacts with her are intermittent. Additionally, she lives a arctentary lifestyle has major that have related to her being overweight, and the tends to be anxiew, about, heath.

In view of the above, it would be greatly appreciated if you could provide <u>angoing care and</u> <u>apport</u>. Flease note that me requires a gright mentioning on her dictary regiment, under the approximition of a dictinan, and kandly aktive ther light exercises, which are monitored by a physiotherapist. Please be aware of the fast that the needs to avoid heavy thing for 12 weeks, and glease note that are equires regular phonitoring on her wound the for their are futures. In addition, it is important to note that the needs a regular visite from har femily in actor

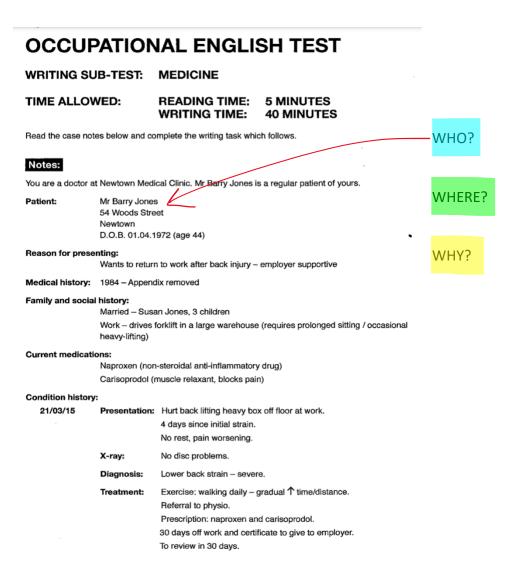
HERE WE EXPAND THE PURPOSE

>

6

Assignment 2:

Write the Introduction of this set of case notes:



| 18/04/15 | Progress: | Back: Still sore. | | | | | |
|----------|------------|--|--|--|--|--|--|
| | | Moving very stiffly. | | | | | |
| | | Physio: Exercises "very painful" but Pt is compliant. | | | | | |
| | | Exercise: Walking up to 10 min per day. | | | | | |
| | Treatment: | Extended time off work - 30 days. To review in 30 days. | | | | | |
| 19/05/15 | Progress: | Back: Recovering well – still in pain. Still moving very stiffly. | | | | | |
| | | Physio: Attending regular appointments. | | | | | |
| | | Exercise: Walking 15-20 mins per day - "very tiring". | | | | | |
| | Treatment: | ↑Naproxen dose. | | | | | |
| | | Extended time off work - 30 days. To review in 30 days. | | | | | |
| 20/06/15 | Progress: | Back: Recovering well – still in pain. Moving stiffly but ↑ROM. Pain ↑after 20-30 mins of sitting or lying down. | | | | | |
| | | Physio: Still attending appointments. | | | | | |
| | Exercise: | Walking 30 mins per day – "tiring". | | | | | |
| | Discussion | s: | | | | | |
| | | Pt bored, discouraged, wants to return to work. Restless. | | | | | |
| | Treatment: | Return to work if no lifting & with regular breaks. | | | | | |
| | | Letter to OT requesting assessment of workplace (advise on duties Pt can perform, etc.). | | | | | |
| | | | | | | | |
| | | | | | | | |

Writing Task:

Using the information in the case notes, write a letter to Ms Jane Graham, an Occupational Therapist, detailing Mr Jones' situation and requesting an assessment of his workplace. Address the letter to Ms Jane Graham, Newtown Occupational Therapy, 10 Johnston St, Newtown.

In your answer:

- · Expand the relevant notes into complete sentences
- Do <u>not</u> use note form Use letter format • •

The body of the letter should be approximately 180-200 words.

PURPOSE?

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