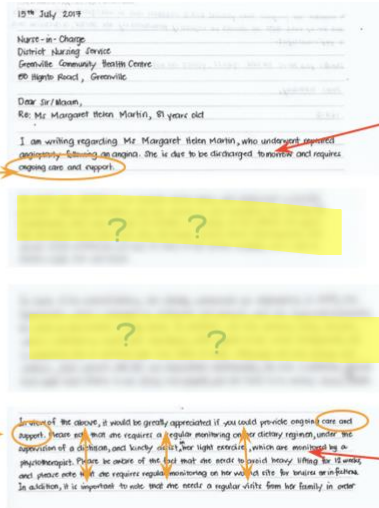


- 1 Review
- 2 Summarising
- 3 *Assignment 5*

**Review: OET Letter**



**INTRODUCTION**

**Purpose**

**Repeat + Expand**

**REQUESTS**

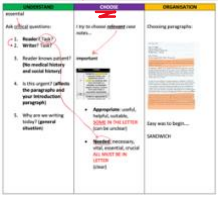
**Paragraphs:**

THEMATIC: Grouped	Narrative: Telling a story
<p>Medication Paragraph Background Paragraph Appointments Paragraph</p> <p><b>Common Features:</b> Additionally, Socially, Regarding, In addition, Please note that..., It is important to be aware that..., etc.</p>	<p><b>Timeline Paragraph</b></p> <p>Past Past Past Present</p> <p style="text-align: center;">↓</p> <p><b>Common Features:</b> Dates, Sequence Language, Results Language, etc.</p>
<p><b>Current Condition</b></p> <p>This one is like <u>mix</u> of Thematic and Narrative.</p> <ul style="list-style-type: none"> <li><b>Start with the past:</b> <i>Why? The patient is often coming into the clinic:</i> "Today, Mr Smith visited..."</li> <li>Or it might be reported speech: "Today, Mr Smith reported..."</li> <li><b>Next, describe the details:</b> <i>past and present and future are available. This is not a narrative</i></li> </ul>	

## What is summarising?

Make something shorter

## How do we summarise?

<p><b>Remove things</b></p>	<p>OET say we need to choose <u>relevant</u> case notes</p> <ul style="list-style-type: none"> <li>• <b>Needed:</b> <i>Must</i> know</li> <li>• <b>Appropriate:</b> Suitable, useful</li> </ul> <p>Some appropriate detail can be <u>eliminated</u> if your letter is very long and you are worried about time</p>	
<p><b>Main Idea</b></p>	<p>In OET writing, this means simple finding the vocabulary to express what is <u>common</u> about some details.</p>	<p>19<sup>th</sup> May: blurred vision, watery eyes, itchy eyeballs, and blood shot eyes</p> <p>He has eye issues</p> <p>Bad when writing to an ophthalmologist</p> <p>Good when writing to a nurse who is not connected to it</p>
<p><b>Ellipsis</b></p>	<p>This is when the reader already knows things, so you just need to indicate refer to it using vocabulary like 'aforementioned'</p> <p>This might also be called <u>referencing</u>.</p>	<p>I am writing regarding Mr Jones <u>who was admitted to our hospital for a total hip replacement</u>. He is due to be discharged and now requires further care and support.</p> <p>On 19<sup>th</sup> June, Mr Jones <u>underwent the aforementioned surgery</u>.</p> <p><b>I said it before</b></p>
<p><b>Grouping</b></p>	<p>The way you group together things inside the paragraphs can really reduce down the size.</p> <p><b>Think carefully about paragraph organisation</b></p>	<p><b>Bad paragraph grouping:</b></p> <p>Regarding Mrs Jones' medication, <u>she takes naproxin and Calcitonin daily as required</u>. She was instructed to apply Medi-honey ointment twice a day to wound area on her legs. Please note notice, she is very forgetful with her medications and treatment routine and needs your control.</p> <p>Here 2 things are separate that do not need to be:</p> <p>Regarding Mrs Jones' medication, <u>she takes Calcitonin daily as required</u>. She was instructed to apply Medi-honey ointment twice a day to wound area on her legs. <u>She is also taking naproxen every day if needed</u>. Please note notice, she is very forgetful with her medications and treatment routine and needs your control.</p>

Also, another technique: [Listing](#)

## Vocabulary for Main Idea and Ellipsis/Referencing

	Language	Meaning	Example
Symptoms summary	Issues problems symptoms suggestive of	= bad things = bad things = indicating a condition	He has eye issues He has heart problems He has symptoms suggestive of diabetes
Treatment/advice summary	Accordingly Appropriate  Relies on the knowledge of reader	= in the way you usually expect = in the way correct way	He was treated <b>accordingly</b> Appropriate treatment was provided
Medication	analgesics antibiotics	= pain medications = amoxicillin, etc.	He was given analgesics He was given antibiotics
I said it before (ellipsis)	The aforementioned	= <i>I said it before</i>	Having been admitted to our hospital with the aforementioned symptoms/condition/injury
Visits	Multiple visit Visited twice/three times  Frequent A number of times Number of occasions He has been visiting recently	= many = 2, 3, 4  = often = many times = many times = many times	In 2017, he had multiple visits due to respiratory issues. In 2018, he visited twice due to back pain and...  In 2020, she visited our clinic frequently due to... She visited a number of times She visited on a number of occasions He has been visiting recently due to...
Tests	Unremarkable Normal Within normal range	= normal / usual =not bad = normal  Bad if many tests and they are not all unremarkable or the Reader needs	<i>Blood tests results were unremarkable</i> Blood tests results were normal Blood tests results were within normal range
		=	No

## Assignment 5:

A. Summarise these vitals as simply as possible:

- 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

B. Summarise the highlighted sections below into one sentence:

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.

x2 in past 2 weeks.

Steady, not throbbing.

Rapid

?

C. Summarise this medication by removing details not needed (imagine the reader does not need dosage, etc.):

**Current medications:**

Phenytoin 100 mg 3 x daily (anti-seizure)

Panadol Rapid (paracetamol 500 mg)/ 6h

Pulmozyme (dornase alfa), 2.5 mg b.i.d (breaks down sputum)

Creon (Lipase-Protease-Amylase), 4 x caps with food (pancreatic enzymes)

D. Summarise this by using **Main Ideas** and **Ellipsis**:

21.04.09

Menorrhagia and dysmenorrhea diagnosed – menstrual bleeding = 10 days; Cerazette (desogestrel) prescribed

22.04.11

Ceased Cerazette to conceive child 1

26.09.12

Menorrhagia and dysmenorrhea worse than pre-pregnancy  
Combined pill Cilest prescribed

02.06.13

Ceased Cilest to conceive child 2

10.04.15

Menorrhagia returns with menstrual cycle  
IUD Mirena coil inserted



Freedom here – just try some things!