

- 1 How to plan a letter?
- 2 In groups: plan a letter
- 3 **End**: *Class letter plan*

Official OET Writing:

~~5 mins for Reading
40 mins for Writing~~

Better way to think about:

10 mins for planning (5 + 5)
30 mins for writing
5 mins check writing

Planning

UNDERSTAND	CHOOSE	ORGANISE
<p><i>Critical</i> questions to understand:</p> <ol style="list-style-type: none"> 1. Reader? <u>Task?</u> 2. Reader knows patient? 3. Writer (you)? Tasks? 4. Urgent situation? 5. Why am I writing today? (general question...) 	<p>Trying to choose relevant case notes:</p> <p>It is not a yes / no situation</p> <p>OET say:</p> <ul style="list-style-type: none"> • Needed to continued care: essential / directly connected • Appropriate to reader: put it in! Useful / indirectly <p>You can relax about</p> <ul style="list-style-type: none"> • Not relevant 	<p>Organise paragraphs:</p> <div style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>Introduction: Investigate / diagnose / manage</p> </div> <p>9th July – 10th July Second Admission <i>(You score higher like this)</i></p> <p>3rd July – 8th July Admission</p> <p>Background</p> <ul style="list-style-type: none"> • Allergies • Mother • Eczema <p>SHORT</p> <div style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>Requests: Investigate / diagnose / manage + EXPAND?</p> </div>

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Rumour

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

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

Notes:

Assume that today's date is 10 July 2020.

You are a family doctor at Hightown Medical Clinic where a mother has brought in her young child to see you.

PATIENT DETAILS:

Name: Molly Smith (Miss)
DOB: 23 June 2017 (3 y.o.)
Address: 1001 Hightown Way, Hightown

Medical history: All vaccines up to date
Eczema: flexor surfaces, arms & legs (occasional, treatment = topical corticosteroid cream)

Family History: Nil significant

Social Background: Mother = homemaker
Father = plumber
2 older sisters (5 y.o. & 7 y.o.)
Cared for by maternal grandmother 2x/wk (mother needs support)

Allergies: No known allergies

Hospital Treatment Record:

Presentation at ED:

3 July 2020 Mother reported: pt pulled tablecloth, pot w hot water fell & scolded her
Diagnosis: 2nd degree partial thickness burns, 18% of TBSA (total body surface area): face, hands, arms & trunk
Treatment: Admission to ICU
IV fluid & pain relief
Move to burns unit (further management)

Burns Unit:

5 July 2020 **Progress:** pain level reported = 8/10
FBC: sepsis ruled out
Treatment: surgical debridement & grafting to ↓mortality

8 July 2020 Healing well
Pain level reported = 4/10
Pt ready for discharge
Requires pressure garments, sponge bath, no swimming
Paracetamol 5 ml oral suspension 4x/day
Note: outpatient clinic appt 13 July (dressing change)

Presentation at Hightown Medical Clinic:

9 July 2020 Pt & mother attend: mother reports pt's general lethargy & some distress
Pain reported as 5/10
Mother compliant w. discharge plan (pressure garments, sponge bath, medication)
Asked to return if symptoms persist

10 July 2020 Subjective: ↑pain (6/10), itchiness at burns site
Mother reports: worsening overnight, disorientation, unsteadiness on feet (trip hazards removed), pt fell over dog →bleeding at burns site
Objective: temp 38.5°C, burns site red & warm to touch
Topical antiseptic applied, burns site redressed
Antibiotics prescribed
?infection
?sepsis

Plan: Urgent referral to hospital burns unit

Writing Task:

Using the information in the case notes, write a letter of referral to Dr Mayfield, Plastic Surgeon, outlining your concerns about the patient and requesting urgent investigation, definitive diagnosis and further management. Address the letter to Dr Scarlett Mayfield, Plastic Surgeon, Outpatient Burns Unit, Hightown Hospital, 123 High Street, Hightown.

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.