

Ms. Lucy San
Registered Nurse
Community Health Centre
St Kilda

Comment [bnchmrk1]: Date is missing!

Dear Ms. Lucy,

Comment [bnchmrk2]: San (write surname here)

Re: Ms. Amy Vineyard

I am writing to introduce Ms. Amy Vineyard, a 21-year-old pregnant woman, admitted at St Kilda womens Refuge Centre on 6/01/09 with the diagnosis of substance abuse. She took admission herself with the complain of weight loss, low back pain, memory loss, tingling sensation in feet, sleep and psychological disturbances. She did not see any phychiatrist.

Comment [bnchmrk3]: in regard to

Comment [bnchmrk4]: who was

Comment [bnchmrk5]: to our hospital

Comment [bnchmrk6]: Start a new paragraph here!

Comment [bnchmrk7]: presented

Comment [bnchmrk8]: complaints

In term of her lifestyle, Ms Vineyard started smocking at 15 years of age, drug and alcohol consumption at 16 years of age. She lives with her friend and no contact with her parents.

Comment [bnchmrk9]: You wrote hospitalization and medical history in the same paragraph – this is a case of poor coherence

Comment [bnchmrk10]: However, she has never seen a

Comment [bnchmrk11]: psychiatrist

In terms of management, Ms. Vineyard was initially monitored and did blood test for HIV/AIDS and STDS. She was given education and counseling regarding nutrition, pregnancy and HIV/AIDS risk. Also, discussed about rehabilitation requirement.

Comment [bnchmrk12]: terms

Comment [bnchmrk13]: smoking

Comment [bnchmrk14]: with

After discharge, she require visit from a nurse from your team on a daily basis for two weeks and psychiatric support for depression. Moreover, she need first trimester ultrasound and maternal health clinic appointment. I have attached a copy of detailed history and other information about the care.

Comment [bnchmrk15]: has

Comment [bnchmrk16]: During hospitalisation

Comment [bnchmrk17]: underwent

Comment [bnchmrk18]: rehabilitation was

Comment [bnchmrk19]: discussed

Please donot hesitate to contact me for further information.

Comment [bnchmrk20]: will

Comment [bnchmrk21]: daily visits

Comment [bnchmrk22]: will

Yours sincerely

Comment [bnchmrk23]: Thank you for agreeing to assist in this matter.

Sunil Sudhan

Charge Nurse

St Kilda Womens Refuge Centre

Comment [bnchmrk24]: do not

Evaluation Report	
Word count	181
Comments	An effort to accomplish the letter is visible. However, there are several inaccuracies. These pertain to coherence, spelling, grammar (prepositions, singular-plural nouns and tenses) and sentence structures. Paragraphing is not appropriate and word choice is inaccurate. Overall, the letter requires further improvements.
Estimate Grade	C (290/500)
Suggestions	<ol style="list-style-type: none"> 1. Revise grammar and improve sentence structures. 2. Avoid writing long introduction. 3. Be careful of spelling mistakes. 4. Learn more vocabulary and work on word choice. 5. Always proofread your letter after finishing it.