

21 Jan 2022

Dr Ahmed Nour
Emergency Physician
Frimley Park Hospital,
Portsmouth Rd
Frimley
Camberley GU 16 7UJ
United Kingdom

Dear Dr Ahmed Nour,

Re: Ms Donna Paul, DOB: 21/01/1952

I am writing to refer Ms Donna Paul, a resident in our aged care facility, who attempted suicide with an overdose of blood thinner medication. She is referred to you for urgent medical and appropriate psychological management.

Ms Paul underwent cardiac catheterization with two bare metal stents insertion on 17-01-2022 and was discharged to our facility yesterday morning. She was depressed since then, and not interested in talking to her favorite nurses. She preferred to stay in bed, and was unwilling to walk and awake even late at night.

At 8am today, she was found crying and shaking. Her pillow and bed were stained with blood from her nose and bloody urine, respectively. Furthermore, empty bottles of alcohol and clopidogrel were found beside her bed. She admitted to overdosing herself by mixing the contents to get her son to visit her.

Socially, she is a widow, and her son visits her rarely. She had a huge fight on the phone with him and begged him to come and see her a week ago. She has had hypertension since 2010, ischemic heart disease since 2015, and myocardial infarction in 2021. She had fallopian tube resection after ectopic pregnancy and cesarean delivery. Please note, her current medications are clopidogrel 75 mg bid, lasix 20 mg bid and carvedilol 20 mg bid.

In the light the above, it would be appreciated if you could urgently manage the patient's drug intoxication. Moreover, please evaluate and manage her psychological status.

Should you require any further information, please feel free to contact me.

Yours Sincerely,

Residential nurse

Commented [ESL1]: January
(Using short forms is informal)

Commented [ESL2]: (Punctuate the address completely or avoid using punctuations here.)

Commented [ESL3]: (Use last name/surname with appropriate title in the greeting.)

Commented [ESL4]: (Mention the patient's full name at the first occurrence in the introduction paragraph also.)

Commented [ESL5]: requires
(The keyword 'refer' is already used.)

Commented [ESL6]: 17/01/2022
(Be consistent with the date format in the reference line and paragraphs.)

Commented [ESL7]: has been

Commented [ESL8]: (This paragraph discussing recent information can be written after introduction as Body Paragraph 1 as it is an urgent referral.)

Commented [ESL9]: Ms Paul
(Avoid using gender pronouns at the first occurrence in a paragraph.)
(The same correction rule applies in the rest of the letter wherever repeated.)

Commented [ESL10]: (The following connectors/linking words are not accepted in OET writing: so, because, moreover, meanwhile, besides, furthermore, thus, hence, thereafter, apart from this/that and later on)

Commented [ESL11]: visit

Commented [ESL12]: (Using Latin abbreviations is informal. Try to write full English forms)
(The same correction rule applies in the rest of the letter wherever repeated.)

Commented [ESL13]: L
(Capitalize brand names of the medicines.)

Commented [ESL14]: Ms Paul's
(Avoid using 'the/this/my/a patient'; it is less polite.)

Commented [ESL15]: Additionally

Commented [ESL16]: (Less formal)

Commented [ESL17]: s

Commented [ESL18]: N

Report	
Word Length	220
Comments	The purpose is immediately apparent and developed sufficiently in the letter. The salutation used at the start (greeting) is not appropriate. The letter tries to include relevant case notes, but it includes irrelevant/redundant information/details also. The word count slightly exceeds the desired limit. However, the content is not organized based on the letter type (urgent referral). *Style and tone are not appropriate in places. There are inaccuracies pertaining to spelling, capitalization, vocabulary, punctuations, basic grammar and sentence structure. Overall, the letter needs improvement.
Estimated Grade	C+
Estimated Score	320/500
Advice	1. Always read and select case notes carefully 2. Revise grammar. 3. Punctuate the letter appropriately.

4. Improve choice of words.
5. Pay more attention to the structure of sentences.
6. For urgent referrals, give priority to the most recent symptoms and needs
7. Try to finish the letter in 200 words by writing information in brief wherever possible.
8. *Use appropriate salutations in the letter.
9. *Refer to the patient appropriately in the letter.
10. *Avoid using outdated/informal/academic connectors.
11. *Replace Latin abbreviation(s) with their full English form(s).
12. *Avoid using informal words and phrases.
13. *Use expanded forms instead of short forms.
14. Always proofread the letter after finishing it.