

**OET WRITING CORRECTION SERVICE**  
**SAMPLE - PHYSIOTHERAPY**

Dr Sara Rahimian  
General Practitioner  
Stillwater Private Practice  
124 Main Street  
Stillwater

15 May 2021

Dear Dr Sara Rahimian

Re: Mrs Doris Abrams, DOB: 03 Apr 1986

I am writing this letter to request a review of your patient, Mrs Doris Abrams, who has features of suspected rheumatoid arthritis (RA).

~~Mrs Abram has a history of shoulder dislocation in 2019 and family history of RA. She plays netball once a week and hiking once or twice a year.~~

As you are aware, she visited me on 03 Jan 2021 with a right wrist sprain. She attributed that to playing netball, which she does once a week. Tubigrip, ice compress and rest were recommended, and a review after a week confirmed improvement.

Today, she presented with an aching pain in her fingers, nonrelated to any activity and causing a disturbance at night. She also reported morning stiffness in the joints of her hands & feet for more than one hour, unusual fatigue, loss of appetite and a 2kg weight loss (2kg). On examination, her feet and hands joints are warm to touch and red. She had pain during resisted grip testing, and her gait is compromised when asked to walk barefoot. On further discussion, she expressed her concerns regarding the possibility of RA, considering her family history of the same.

In the light of the above, it would be appreciated if you could organize x-rays and blood tests pertaining to RA for a definitive diagnosis of Mrs Abrams's condition. Please note, she can return to me for further education and management after the diagnosis.

For any further information, please feel free to contact me.

Yours sincerely  
Ms. Sonia Philips

**Comment [OET1]:** (Use last name/surname with appropriate title in the greeting.)

**Comment [OET2]:** 03/04/1986  
(Preferred date format at the start)  
(NOTE: Using short forms is informal. Apr - April)

**Comment [OET3]:** (Mention the patient's full name at the first occurrence in the introduction paragraph also.)

**Comment [OET4]:** (Avoid information already known to the addressee, the patient's GP.)

**Comment [OET5]:** Mrs Abrams  
(Avoid using gender pronouns at the first occurrence in a paragraph.)

**Comment [OET6]:** in January  
(The exact date is no longer relevant.)

**Comment [OET7]:** and  
(Using short forms is informal)

**Comment [OET8]:** (Using brackets is informal. Rephrase without them.)

**Comment [OET9]:** were  
(Examination findings should be written in past tense.)

**Comment [OET10]:** was

**Comment [OET11]:** X

**Comment [OET12]:** (Less formal)

**Comment [OET13]:** Physiotherapist  
(You are not required to give your name here.)

| Report          |   |
|-----------------|---|
| Word Length     | 226   |
| Comments        | <p>The purpose is immediately apparent and developed sufficiently in the letter.</p> <p>The letter tries to include relevant case notes, but it includes irrelevant/redundant information/details also. The word count slightly exceeds the desired limit. The content is organized well, but pay attention to spacing. *Style and tone are not appropriate in places. There are inaccuracies pertaining to spelling, capitalization, vocabulary, punctuations and basic grammar.</p> <p>Overall, the letter needs improvement.</p> |
| Estimated Grade | C+  |
| Estimated Score | 340/500   |
| Advice          | <ol style="list-style-type: none"> <li>1. Always read and select case notes carefully.</li> <li>2. Avoid basic grammar errors.</li> <li>3. Punctuate the content appropriately.</li> <li>4. Pay attention to spelling and capitalization.</li> <li>5. Improve choice of words.</li> <li>6. Try to finish the letter in 200 words by writing information in brief wherever possible.</li> <li>7. *Refer to the patient appropriately in the letter.</li> <li>8. *Avoid using informal words and phrases.</li> </ol>                  |

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9. \*Use expanded forms instead of short forms.
10. \*Avoid reliance on brackets for communication as much as possible.
11. Leave a single space between all sections.
12. Always proofread the letter after finishing it.