OET Writing: Six Criteria Checklist

One letter · 45 minutes · 38 raw marks · Grade B = 350

Format: 5 minutes reading the case notes + 40 minutes writing one letter (referral, discharge/transfer, or to a patient or carer). No fixed word limit; aim for about 180–200 words.

Criterion	Marks	Check before you finish
Purpose	0–3	Is the reason for writing clear in the first one or two sentences?
Content	0–7	All relevant details included and accurate? Irrelevant details left out?
Conciseness & Clarity	0–7	No repetition, padding or excess hedging? Every sentence needed?
Genre & Style	0–7	Right register: formal for a colleague, plain and warm for a patient?
Organisation & Layout	0–7	Logical paragraphs, not case-note order? Clear opening, body, close?
Language	0–7	Accurate grammar, precise vocabulary, correct spelling of drugs and names?

Paragraph plan

1. Opening: who the patient is and why you are writing.
2. Background: only the history the reader needs.
3. Current situation: recent findings and treatment.
4. Request / next steps: exactly what you want the reader to do.
5. Close: thanks and contact.

Rewrite case-note shorthand

Case notes	In your letter
Pt c/o pain R knee 3/52	Mr Khan has been experiencing pain in his right knee for three weeks.
Hx HTN, on amlodipine 5mg OD	He has a history of hypertension, managed with amlodipine 5 mg once daily.
D/C home, f/u 2/52	He is being discharged home and will be reviewed in two weeks.

Most lost marks come from Conciseness & Clarity and Genre & Style. Cut anything the reader does not need, and write for the actual reader of the letter.

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