

OET Writing Assessment Criteria (simplified)

Writing	Purpose	Is the purpose of your letter immediately clear to your reader in the first paragraph?	3
	Content	Is all the important information included? Is the information you included accurate?	7
	Conciseness & Clarity	Did you leave out all irrelevant information? (Yes!) Is the relevant information you did include concisely stated?	7
	Genre & Style	Is the letter formatted as a professional letter? Do you use polite/professional tone? Do you use the correct level of technical language for your intended reader? Does your letter remain non-judgmental and factual /clinical? Are any abbreviations you use only those your reader would be expected to know?	7
	Organisation & layout	Is information in your letter prioritised? Did you group related information together logically? Do you use paragraphs adequately? Does information/topics flow logically and smoothly from one paragraph to the next? Can your reader get a quick and relevant picture of the patient? Can your reader quickly find specific information (thanks to your layout)?	7
	Language	Is your writing and language easy to understand –do your sentences promote readability? Does your language cause strain, confusion or misunderstanding? (No!) Are your vocabulary, grammar, punctuation and spelling appropriate?	7