

OET Writing Module 9 – Sample letter Grade B

Dr Leigh Waters
Surgeon
Stillwater Private Hospital
54 Main Street
Stillwater

24th February 2018

Dear Dr Waters,

RE: Mrs Carol Potter, D.O.B. 30/12/1947

I am writing to refer Mrs Carol Potter, who is showing signs and symptoms of worsening OA and who requires further assessment and counseling for a possible knee joint replacement.

Today on follow up, Xray detected a severe OA in her left knee with evidence of osteophytes and loss of joint space. She has been advised on the physiotherapy benefits, and analgesia, Panadol Osteo, was optimized increased.

Yesterday she presented to my practice having experienced a progressive severe pain in her left knee over the last 12 months, which had been occurring on walking or and eventually even on resting after a walk, and which did not resolve with her usual Panadol Osteo*. A less severe pain in the OR her right knee and no previous injury were mentioned. On examination, although swelling was not noticed, the pain caused a decrease of ROM, for which a new analgesic was prescribed (Naproxen 250mg b.d.) and she was referred for Xray.

Regarding her background, she has had OA since 2008 and Hypertension since 2015, for which she is on Ramipril 5 mg daily. She has also taken for intermittent insomnia Tamazepam as needed since 2016 for intermittent pain.

Given the above history, I would be grateful if you could assist Mrs Potter. Please, do not hesitate to contact me should you need further information.

Yours sincerely,
Dr.

Comment [AB1]: COHESION/LOGIC:

If you say "Today on follow up...", you should have given some information about a previous visit.

OR you could rephrase:

"X-ray today has confirmed severe OA in her left knee and loss of joint space. This follows complaints of increasingly severe pain in the left knee for the last 12 months."

Comment [AB2]: VOCABULARY:

"Optimized" does not always mean "increased"/"more". Often, it simply means "most efficient".

Comment [AB3]: CONCISENESS/GRAMMAR:
The grammar of your sentence is correct.

Additional tip: contact (or participle) clauses – another way we use to tighten our sentences.

e.g. here, you could omit the "which had been":

...in her left knee over the last 12 months, occurring on walking and eventually even on resting after a walk.

Comment [AB4]: ORGANISATION OF INFORMATION: You mentioned Xray in the previous paragraph and only now mention the reason for the Xray. This paragraph would have been better as paragraph 2.

Comment [AB5]: STRUCTURE/SENTENCE ORDER

Also correct:
She has also taken Tamazepam as needed for intermittent pain since 2016.

Comment [AB6]: ADDITIONAL INFORMATION: Since she is being considered for surgery, indirectly related issues might be mentioned: e.g. recurrent UTIs.