

The Ultimate OET Writing Checklist For Nursing & Medicine

Moving from B1 to B2/C1



**With a free code to an OET Vocabulary Practice Session
at the end!**



Key Words to Know Before We Start

To help you understand the OET rules, here are some important words:

Purpose

Why are you writing this letter?

Concise

Short, clear, and not using extra words.

Genre & Register

Being polite, formal, and professional (like a doctor or nurse talking to another professional).

Layout

How the letter looks on the page (dates, addresses, spacing).

Case Notes

The medical information given to you in the exam.



Part 1: Before You Write (Planning Questionnaire)

Do not start writing yet! Spend 5 minutes answering these questions.

For MEDICINE (Doctors):

1

**Who is my patient?
(Name, age, gender,
job)**

2

**Who am I writing
to? (Another doctor,
a hospital clinic, a
surgeon?)**

3

**What is my main
goal? (Am I
referring them for a
test? Sending them
to a specialist?
Discharging them?)**

For NURSING (Nurses):

1

**Who is my patient?
(Name, age,
mobility, daily care
needs)**

2

**Who am I writing
to? (A district nurse,
a care home
manager, a social
worker?)**

3

**What is my main
goal? (Am I asking
them to check a
wound? Giving a
handover for daily
care?)**



Part 2: The Core OET Checklist

Read your finished letter and tick the boxes that are TRUE.

1. Purpose (Why are you writing?)

The reader must know immediately why they are receiving this letter.

I wrote the reason for the letter in the very first sentence.

I used a clear phrase like: "I am writing to refer..." or "I am writing to discharge..."

The reader knows exactly what they need to do next.

2. Content (The Medical Facts)

You must include the right facts and leave out the wrong facts.



Content & 3. Conciseness

Is your letter to the point and does it contain the right details?

2. Content (The Medical Facts)

I included the patient's main medical problem.

I included the treatment they already received.

I left out notes that are not important for the reader (e.g., normal test results, old illnesses that do not matter today).

I did not invent any new medical information that was not in the case notes.

3. Conciseness & Clarity (Short and Clear)

Do not copy the case notes. Change them into good English sentences.

I grouped similar information together (e.g., all blood tests in one paragraph, all symptoms in another).

I did not repeat the same words over and over.

My letter is between 180 and 200 words. (It is not too long, and not too short).

I used my own words, not just the exact words from the case notes.

4. Genre & Style and 5. Organization & Layout

4. Genre & Style (Polite and Professional)

You are a professional writing to another professional.

- “ I used formal greetings (Dear Dr. Smith, or Dear Charge Nurse,). ”
- “ I used formal sign-offs (Yours sincerely,). ”
- “ I did not use slang, emojis, or casual words (like "kids", "got", or "a lot"). ”
- “ I was polite when asking for help. (e.g., "Your assessment of this patient would be highly appreciated" instead of "Please check him"). ”

5. Organization & Layout (Structure)

The letter must be easy to read and look professional.

- “ I included the Date, Receiver's Address, and Patient's Name/DOB in the correct places. ”
- “ I used Paragraphs. (I did not write one giant block of text). ”
- “ My paragraphs are in a logical order. Good order: Introduction □ Main Medical Problem □ Background/Hist ory □ Conclusion/Reque st. ”
- “ I left a blank line between each paragraph. ”

6. Language (Grammar and Medical Words)

Your English and medical vocabulary must be accurate.

1

I used correct medical words (e.g., "hypertension" instead of "high blood pressure", "myocardial infarction" instead of "heart attack").

2

I checked my spelling.

3

I used correct grammar (especially past tense for history, and present tense for current facts).

4

I used connecting words well (e.g., however, therefore, in addition, due to).



Part 3: "Level Up!" (Moving from B1 to B2/C1)

To get a higher score (B2 or C1), you need to use more advanced grammar and sentence structures. Look at the difference between a B1 sentence and a C1 sentence.

Topic	B1 Level Sentence (Okay, but basic)	B2/C1 Level Sentence (Advanced & Professional)
Giving Reasons	The patient has pain because he fell.	The patient is experiencing pain due to a recent fall.
Connecting Ideas	The patient is diabetic. Also, he has high blood pressure.	In addition to his diabetes, the patient suffers from hypertension.
Referring	Please check his heart.	I would be grateful if you could evaluate his cardiac function.
Time	He had the surgery and then he got an infection.	Subsequent to the surgery, he developed a post-operative infection.
Importance	It is very important that he takes his medicine.	Strict adherence to his medication regimen is imperative.

☐ My Goal for Today:

I will try to use at least TWO B2/C1 connecting phrases in my next practice letter!



Part 4: Quick Reflection Questionnaire

Answer these questions after you finish your letter to track your progress.

1. How hard was it to choose the right case notes?

- ☐ Very Easy (I knew exactly what to leave out)
- ☐ Medium (I included a little bit too much detail)
- ☐ Hard (I just copied almost everything)

 **Teacher Tip:** If you answered "Hard", practice reading case notes and crossing out the useless information with a red pen before you write.

2. How did your Grammar and Vocabulary feel today?

Reflection: Grammar, Vocabulary & Professional Tone

2. How did your Grammar and Vocabulary feel today?

- [] Great! I used new medical words and my tenses were correct.
- [] Okay, but I made some small mistakes with prepositions (in, on, at) or plurals.
- [] Difficult. I struggled to find the right medical words.

Teacher Tip: Keep a "Medical Vocabulary Notebook". Every time you learn a new OET word (like "administer", "diagnose", "prognosis"), write it down and practice spelling it.

3. Did your letter sound like a real Doctor or Nurse?

- [] Yes, it sounded very professional.
- [] It sounded a bit too friendly/casual.
- [] I am not sure.

Teacher Tip: Read real medical referral letters online or ask your teacher for a "Model Letter" to see how real professionals speak to each other.

Final Words!

Learning medical English takes time. Moving from B1 to C1 is a big journey! Do not be angry at yourself if you make grammar mistakes today. Every time you use this checklist, you will fix more mistakes and write a better letter.

Free Vocabulary Course



Free Vocabulary Practice!



OET Nursing Vocabulary Course

Use the code 'oet-blog' to access unlimited vocabulary tests for the OET!



Go to <https://firstacademy.in/oet-vocabulary> and use the code **oet-blog** to access the vocabulary resource for free!

For any issues or doubts or for code not working, please contact +91 99 666 666 333

Next Steps:

01

Print this page.

02

Write a practice OET letter.

03

Use a red pen to tick the boxes.

04

Count how many boxes you ticked!

