

OET Writing: Referral Letter Guide

How to plan and structure the OET Writing task for nurses, with a checklist you can use in practice sessions.

This is a sample document added to test the Study materials section of the website.
Replace it with ONS Academy's own materials from the admin panel.

The task

- You read case notes and write a letter, usually a referral or discharge letter, to another health professional.
- Not everything in the case notes belongs in the letter. Choose what the reader needs to continue care.

A clear structure

- Opening: who the patient is and why you are writing (the purpose of the letter) in the first paragraph.
- Background: relevant history, diagnosis and treatment so far, in a logical order.
- Current situation: the patient's present condition and any concerns.
- Request: what you would like the reader to do, stated clearly and politely.
- Closing: a short closing line and your name and role.

Writing checklist

- Is the purpose clear in the first two or three lines?
- Have you left out details the reader does not need?
- Are dates, medicines and doses copied correctly from the notes?
- Is the tone professional and the letter easy to read from start to finish?
- Have you checked spelling, grammar and punctuation in the last few minutes?