Writing

Sample Test 5 — Aarav Mehta · Receipt No: 000001

ESTIMATED SCORE	ESTIMATED GRADE	CRITERIA TOTAL
430 /500	**B**	**33** / 38

Grade B needs 27 of 38 across the six criteria. This letter is at or above that.

Where your marks went

5 of 38 lost, most first: Content -1 · Conciseness & Clarity -1 · Genre & Style -1 · Organisation & Layout -1 · Language -1.

1 more mark would reach an estimated grade A (34 of 38).

Criteria

Purpose — 3 / 3

How clearly the writing communicates the purpose of the document to the reader. The purpose should be introduced early and then clearly expanded on later, so the reader never has to search for it.

The opening sentence names the patient and the request: "ask you to visit her on 14 March".

Purpose visible: immediate · **Purpose expanded: partial**

Content — 6 / 7

Whether all key information is included, whether it is accurately represented, and whether it is pitched at what this reader needs to know to continue care.

Most key facts are present and accurate; the home-support needs and the cast check are both covered.

Key information: complete · **Accuracy to notes: accurate** · **Reader fit: mostly**

Conciseness & Clarity — 6 / 7

Whether unnecessary information from the notes is included and how distracting that is, and how well the case is summarised and how clearly the summary is presented.

The letter keeps to the relevant notes and stays inside the word range with no wasted detail.

Irrelevant detail: little · **Summarising: effective**

Genre & Style — 6 / 7

Whether the letter is written in a clinical/factual manner without personal feelings or judgements, and whether register, tone and the use of abbreviations suit this particular reader — a colleague in the same discipline warrants shorthand a GP or a patient does not.

Formal, polite and clinical in tone; terms such as "fracture clinic review" suit a nurse reader.

Register and tone: appropriate · **Technical language: minor**

Organisation & Layout — 6 / 7

Whether the paragraphing is appropriate, whether sub-sections are logically organised, whether key information is clearly highlighted so it is not missed, and whether the layout suits the document.

Clear paragraphs in a logical order: purpose, admission, function, home, then the request.

Paragraphing: clear · **Key info stands out: occasional** · **Letter layout: well laid out**

Language 6 / 7

Whether the language is accurate and appropriately used, judged only by whether it facilitates or obstructs the reader retrieving information — comprehension and reading speed, not elegance.

Accurate grammar and varied sentence structure; only small slips in punctuation.

Accuracy: accurate · Effect on meaning: negligible

What the case notes required

- **Covered:** Admitted 5 March after a fall at home
- **Covered:** Fractured left wrist, treated with a cast
- **Covered:** Mild confusion on day 2, settled after a urine infection was treated
- **Covered:** Walks 50 metres with a walking frame after physiotherapy
- **Covered:** Takes amlodipine 5 mg daily, new paracetamol for pain
- **Covered:** Community nurse visit on 14 March to check the cast
- **Covered:** Fracture clinic review in two weeks
- **Covered:** Lives alone, daughter nearby
- **Covered:** Needs help with shopping and meals for two weeks
- **Covered:** Home safety check by an occupational therapist

What worked

- The first sentence says who the patient is and what you want the community nurse to do.
- Dates and doses match the case notes.
- Paragraphs follow the order a busy reader needs.

What to change next time

- Add the reason for the visit on 14 March to the first sentence.
- Join two short sentences in the admission paragraph to keep the letter near 180 words.
- Start the last paragraph with the action you want, then the clinic date.

Your letter — 186 words

Ms Priya Raman
Community Nurse
Eastside Community Health Centre

12 March 2026

Dear Ms Raman,

Re: Mrs Lakshmi Varghese, aged 72

I am writing to hand over the care of Mrs Varghese, who is being discharged to her ground-floor flat today, and to ask you to visit her on 14 March.

Mrs Varghese was admitted on 5 March after a fall at home that fractured her left wrist, which was treated with a cast. On the second day she became mildly confused, which settled once a urine infection was treated. She has now finished her course of antibiotics.

She uses a walking frame and, after two physiotherapy sessions, now walks 50 metres safely. Her regular medicine is amlodipine 5 mg daily, and she has been started on paracetamol to control her pain.

Mrs Varghese lives alone, although her daughter lives nearby. She will need help with shopping and meals for the next two weeks, and an occupational therapist will carry out a safety check of her home.

I would be grateful if you could check her cast when you visit on 14 March. She also has a review at the fracture clinic in two weeks, and I would appreciate it if you could remind her to attend.

Thank you for your help.

Yours sincerely,

Rani Thomas
Registered Nurse, Ward 4

How to improve

Written from your own letter. None of it changed your score.

Do this next time

1. Put the reason for the 14 March visit in your first sentence so the reader can act at once.
2. Merge the two short sentences about the antibiotic and the infection.
3. Close with the single most urgent request, then the clinic date.

Your words, stronger

She uses a walking frame and, after two physiotherapy sessions, now walks 50 metres safely.

After two physiotherapy sessions she walks 50 metres safely with a frame.

Shorter and the frame is a detail, not the subject.

She has now finished her course of antibiotics.

Her antibiotic course is complete.

Fewer words for the same fact; keeps the letter concise.

Phrases to have ready

“I would be grateful if you could”
Making a polite request to a colleague.

“She will require”
Stating a continuing need without sounding like an order.

“for your information”
Adding a detail that needs no action.

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