

The Judy Method

Focused OET coaching for healthcare professionals

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Achieve your goals.*



PRACTICAL
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THE JUDY METHOD

OET WRITING WORKBOOK

Good English, Disappointing OET Writing Score?

A practical workbook for candidates with a strong English foundation whose letters may still lose marks because the purpose, selection of information, organisation or reader focus is not clear enough.

Better writing decisions can make your message clearer.

You do not always need more advanced language. You need language and information that help the reader understand and act.



CLEAR
PURPOSE



RELEVANT
CONTENT



CONCISE
AND CLEAR



APPROPRIATE
STYLE



LOGICAL
ORGANISATION



ACCURATE
LANGUAGE

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Better decisions. Clearer letters.

1. Six lenses to use before blaming grammar

Before you start writing, use these six lenses to check your decisions.

Purpose	Is the reason for writing immediately clear and sufficiently developed?
Content	Have you accurately included the information this reader needs?
Conciseness and clarity	Is the message clear, with appropriate detail and no distracting repetition?
Genre and style	Is the tone appropriate for this reader and situation?
Organisation and layout	Is information grouped and ordered so it is easy to follow?
Language	Do grammar and vocabulary communicate the message accurately?

A powerful review question

Instead of asking only, "How many grammar mistakes did I make?", ask: What did I make difficult for the reader?

These prompts paraphrase the six OET Writing criteria. Use the current official descriptors alongside this independent workbook.

2. Relevance drill: decide before you write

Fictional case-note exercise. You are referring Mr Daniel Price, 58, to a respiratory specialist because of persistent breathlessness and a new abnormal chest X-ray.

For each detail, write E = essential, U = useful, or N = probably unnecessary for this referral. Defend each choice from the reader's perspective. Suggested answers are near the end.

Case-note detail	E / U / N
Age: 58.	
Type 2 diabetes diagnosed 2019; controlled with metformin.	
Breathlessness worsening over 6 weeks.	
Chest X-ray yesterday: right upper-lobe opacity.	
Smoked 20 cigarettes/day for 30 years; stopped 3 years ago.	
Appendectomy aged 19.	
Works as a taxi driver.	
Two courses of antibiotics in the last month with little improvement.	
Current oxygen saturation 93% on room air.	
Mother had osteoarthritis.	
Reports 4 kg unintentional weight loss over 2 months.	

Your 80-word brief

If you had only 80 words to brief the specialist, which details would remain? This is a selection exercise, not the required length of an OET letter.

3. Weak vs stronger: what changes?

Opening A - weak

I am writing regarding Mr Daniel Price, a 58-year-old taxi driver who has type 2 diabetes and a history of smoking. He has attended the clinic several times recently.

The referral purpose is not clear. Background arrives before the reader knows what action is needed, and the key new finding is delayed.

Opening B - stronger

I am referring Mr Daniel Price, 58, for respiratory assessment of persistent breathlessness with a new right upper-lobe opacity on chest X-ray.

The purpose is immediately clear, the current problem is prioritised and the sentence is concise without sounding abrupt. It does not add an urgency instruction absent from the task.

Your turn: write a one-sentence opening without copying the example.

4. The paragraph test

Before each paragraph, complete: This paragraph exists because the reader needs to know...

Do not turn this into a rigid template. Organisation depends on the task. Group information according to what helps the reader understand and act.

Select, clarify and notice your patterns

5. The "too much information" test

For each detail, ask:

1. Does the reader need this to understand the purpose?
2. Does it explain the current situation or a meaningful change?
3. Does it affect assessment, ongoing care or what happens next?

If the answer is no three times, question its place. Keep required task information and relevant background even if they do not belong in the opening.

6. Language: fix the errors that matter most

Common traps: copying case notes in order; starting with old background; including every diagnosis; writing an impressive sentence that hides the purpose; checking grammar before checking whether the reader can act.

Check your letter in this order:

1. Is the purpose clear?
2. Is the information accurate and relevant?
3. Is the organisation easy to follow?
4. Is the tone appropriate?
5. Which sentences require rereading?
6. Which grammar or vocabulary errors recur?

Your pattern log

Pattern I notice	Example from my letter	What I will do next time

Choose two priorities for your next letter.

Review the decisions behind your letter

7. A 12-minute self-review routine

Use this after a practice letter. It is a learning routine, not an extra allowance of time in the exam.

Time	Action
Minute 1	Write the purpose in your own words.
Minutes 2-4	Highlight information supporting the purpose and the reader's care needs.
Minutes 5-6	Give each paragraph a job.
Minutes 7-8	Check the opening and the request or next action.
Minutes 9-10	Remove repetition or low-value detail.
Minutes 11-12	Check recurring errors from your pattern log.

8. Score your process, not just the finished letter

Score each statement: 0 = not yet; 1 = partly; 2 = consistently.

Practice statement	0 / 1 / 2
I identified the purpose before writing.	
I selected rather than copied information.	
I organised for the reader.	
I kept the opening purposeful.	
I removed unnecessary detail.	
I reviewed recurring errors.	

Total: ____ / 12 Date: _____

This is a practice score, not an OET grade prediction.

9. Seven-day Writing improvement challenge

Day	Focus	Done
1	Complete one task. Review purpose and relevance.	
2	Reduce the case notes to the details the reader most needs.	
3	Write three openings and choose the clearest.	
4	Practise paragraph mapping before writing.	
5	Complete a timed letter using the current official timing.	
6	Update your personal pattern log.	
7	Redo the Day 1 task. Compare your decisions as well as your grammar.	

Save-and-use checklist

1. Can the reader identify the purpose immediately?
2. Have I selected information instead of copying case notes?
3. Does each paragraph have a clear job?
4. Is important current information easy to find?
5. Is the tone appropriate for this reader?
6. Have I removed detail the reader does not need?
7. Have I checked recurring errors and anything that obscures meaning?

The question that changes practice

What is the one decision I would make differently if I wrote this again?

My answer after Day 1:

My answer after Day 7:

Suggested answers and your next step

Relevance drill: a reasoned answer key

These categories are suggested choices for this fictional referral, not an official marking key. A detail's role depends on the task and the intended reader.

Essential: worsening breathlessness over 6 weeks; the new right upper-lobe opacity; smoking history; two recent antibiotic courses with little improvement; oxygen saturation of 93%; and unintentional weight loss.

Useful: age; and diabetes with its treatment, which may be relevant background for assessment and management.

Probably unnecessary here: appendectomy aged 19 and the mother's osteoarthritis.

Taxi driver: probably unnecessary in this brief as written. It may become useful if the notes establish a connection with symptoms, work-related exposure, functioning or management. Do not invent that connection.

The aim is to justify your choices, not memorise an answer key.

My next concrete action

Want to discuss your OET preparation?

Book a free 30-minute enquiry call to discuss your OET goals, ask questions and explore whether working together would suit your needs.

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Educational resource only. This is independent coaching material, not an official OET publication. Use current official OET information and authentic materials alongside this workbook.

You're one step closer.

You've done more than complete a workbook.
You've started identifying what is actually getting between you
and the OET Writing score you need.

**Your next step isn't to practise everything.
It's to work on the right thing.**

"Success is the sum of small efforts,
repeated day in and day out."

— Robert Collier

**Better decisions. Clearer letters.
One step closer to your OET goal.**

Ready for your next step?

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Scan the QR code with your phone, or visit:

thejudymethod.co.uk

The QR code opens the enquiry-call booking page directly.

