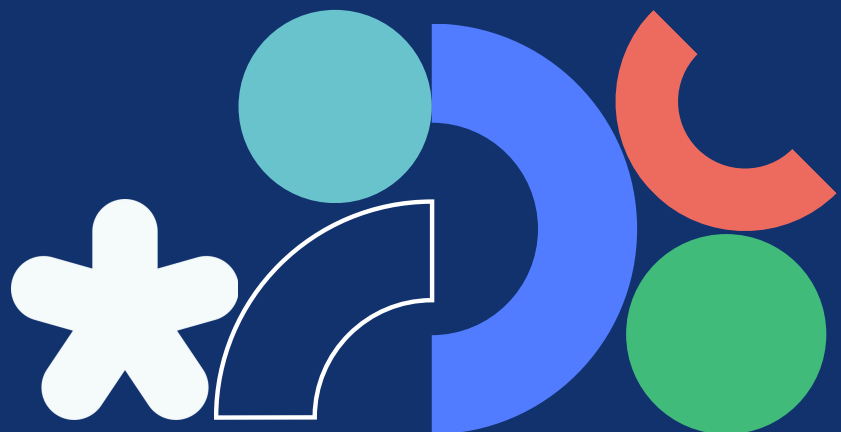




The OET Discharge Letter Decoder

Translate the Discharge Plan into your Request paragraph

By Bailey, Head Teacher at [e2language.com](https://www.e2language.com)





How to Use This Decoder

This resource pairs with the YouTube video “How to Write a Strong OET Discharge Letter.” The most common reason discharge letters score lower than referrals is that the Discharge Plan ends up in the wrong paragraph - placed in the history rather than the request paragraph. This decoder shows you exactly how to translate Discharge Plan items from your case notes into the language of a request paragraph.



The Core Principle

 Common misreading	 Correct reading
Treating the Discharge Plan as a description of what has already been arranged for the patient, and including it in the patient history paragraph.	The Discharge Plan is the action your reader has to take. It belongs in your final request paragraph, not in the history.

Once you internalise this, your discharge letter structure becomes clear. The Discharge Plan list in your case notes maps directly to the items in your request paragraph.

The 4 Categories of Discharge Plan Items

Most discharge plan items from your case notes fit one of these four categories. Group them this way in your request paragraph, and the reader can scan them in seconds.

Category 1 — Medications

Case-note examples:

- Continue oral co-amoxiclav for 5 days
- Reduce prednisolone by 5mg every 3 days
- Continue LMWH for 14 days post-op

Strong request-paragraph phrasing:

- "Mrs X will require a further [X days] of [medication]..."
- "Please continue [medication] at [dose] for [duration]..."
- "A tapering schedule for [medication] has been started. Please continue reducing by [X] every [X days]."



The Core Principle

Category 2 — Follow-up Appointments

Case-note examples:

- GP review in 1 week
- Outpatient cardiology in 4 weeks
- Physiotherapy review at home in 3 days

Strong request-paragraph phrasing:

- "A GP review in one week is recommended for..."
- "An outpatient cardiology appointment has been arranged for [X weeks]."
- "Home-based physiotherapy review should be scheduled within three days."

Category 3 — Monitoring and Observation

Case-note examples:

- Daily wound observation
- Weekly weight monitoring
- Daily blood glucose checks

Strong request-paragraph phrasing:

- "Daily wound observation should be performed by the community nursing team..."
- "Weekly weight monitoring is recommended to track fluid status."
- "Mrs X will require daily blood glucose monitoring during the first two weeks."



The Core Principle

Category 4 — Escalation Criteria

Case-note examples:

- Contact ward if signs of infection
- Return to ED if increasing pain
- Urgent GP review if breathlessness recurs

Strong request-paragraph phrasing:

- “Should any signs of wound infection develop, including erythema, discharge, or fever, please contact the ward directly.”
- “In the event of [escalation symptom], urgent review would be appropriate.”
- “Mrs X has been advised to return to the emergency department if [symptom] worsens.”



The 3 Discharge-Letter Sentence Patterns

Use these patterns to turn discharge plan items into Grade B sentences quickly.

Pattern 1: Continuation	"[Patient] will require [intervention] for [duration]." (Best for ongoing medications and treatments).
Pattern 2: Recommendation	"[Action] in [timeframe] would be appropriate for [purpose]." (Best for follow-up appointments and reviews).
Pattern 3: Conditional Escalation	"Should [trigger] develop, [action] is recommended." (Best for monitoring and escalation).

Pre-Submission Checklist

☐

Discharge Plan placement

All Discharge Plan items live in paragraph 4 (the request paragraph), not paragraph 2 or 3

☐

Categories grouped

Medications, follow-ups, monitoring, and escalation are grouped together

☐

Timeframes specified

Every action has a timeframe ("for 5 days," "within one week," "daily")

☐

No history repetition

Paragraph 4 is forward-looking - it doesn't restate the diagnosis from paragraph 2

☐

Reader-appropriate

Tone matches whether you're writing to a GP, community nurse, or care home



What's Next?

Discharge letters reward precision more than any other letter type. The most direct way to develop that precision is targeted feedback on real letters under timed conditions. E2's OET platform includes timed mock writing tasks and detailed correction feedback against the official criteria, so you know exactly which categories you're stronger and weaker on.

Ready to score a B? This resource is a starting point. To get personalised feedback on your own letters, real OET-style mock tests, and 1-on-1 tutorials with experienced OET teachers, head to [E2Language.com](https://www.E2Language.com) - trusted by over 3 million candidates across our English exam preparation.

 www.E2Language.com