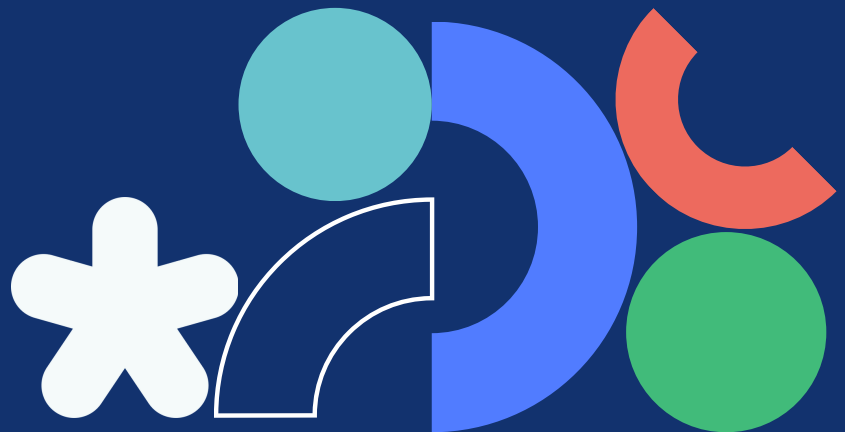




The OET Writing Self-Audit

A 7-point self-check for your next practice letter





How to Use This Audit

This audit pairs with the YouTube video "OET Writing: 7 Habits That Drop You From Grade B to C+." Use it on your next practice letter before you submit it for feedback or correction. Score yourself honestly. Each item you can confidently tick "no" on is a mark you're holding on to.

If you find yourself ticking three or more items as "yes, I did this," your letter likely has fixable weaknesses worth addressing before submission. Use the diagnostic notes underneath each item to address them.



The 7-Point Self-Audit

1. Did I move case-note language verbatim into my letter?

☐ **Audit**

Read your letter back. Are there fragments? Bullet-style phrases? Strings of facts that read like a list rather than a clinical narrative? If yes, you've fallen into the copy-paste pattern. Rewrite each fragment as a complete sentence connecting cause and effect, condition and treatment, or symptom and management.

2. Is the purpose of my letter clear in sentence one?

☐ **Audit**

Read only the first sentence of your letter. Without reading anything else, can you tell whether this is a referral, a discharge, a transfer, or an update? Can you tell what the reader is being asked to do? If the answer is "not really," your purpose is buried. Open with a single declarative sentence that names the action.

3. Did I include information the reader doesn't need?

☐ **Audit**

Go paragraph by paragraph. For each piece of information, ask: does this change what the reader will do? If the answer is no, even if the detail is interesting, true, or in the case notes, leave it out. Conciseness and Clarity is its own scoring criterion. It rewards what you remove.



The 7-Point Self-Audit

4. Did I match my language to the reader?

☐ Audit

Re-read the writing prompt. Who is the reader? A specialist? A GP outside your specialty? A patient or family member? Now scan your letter for jargon and abbreviations. Are they appropriate for that reader? If you're writing to a non-specialist or non-clinician and the letter is full of unexplained acronyms, you've mismatched your reader.

5. Did I use any spelling errors that change meaning?

☐ Audit

Search your letter for every word in the list below. Even one of these errors can change the clinical meaning of your sentence, and your assessor will grade what you actually wrote.

advise (verb)	advice (noun): "I advise stopping" not "I advice stopping"
severe (serious)	sever (to cut): easy to confuse, completely different
compliant (following)	complaint (an issue raised): opposite implications
anginine (drug)	arginine (amino acid): different drugs entirely
dose (amount)	does (verb "to do"): frequent typo
received (got)	recieved (incorrect): common spelling error
assessment	assesment (incorrect): single "s"
occurrence	occurance (incorrect): frequent error



The 7-Point Self-Audit

6. Have I written to a memorised template?

☐ Audit

Read the opening, transitions, and closing of your letter. Do they sound exactly like every other letter you've written, regardless of the case? OET assessors look for adaptive language. Structure should be consistent. Phrasing should be fresh.

7. Did I use my full 5-minute reading time?

☐ Audit

Look back at your process. Did you spend the first minute identifying the reader and purpose? Did you go through the case notes twice? Did you mark relevant information? Did you sketch your paragraph order? If you started writing in under 3 minutes, your planning was likely incomplete.



Your Score Diagnosis

Count how many items you ticked as "yes, I did this."

0–1 items	Your letter is likely scoring at a B-grade level. Submit for feedback to confirm.
2–3 items	Your letter has fixable weaknesses. Address each one before submitting.
4–5 items	Your letter is likely scoring at C+ or below. Rewrite using the diagnostic notes above before submitting.
6–7 items	Your letter benefits from a structural rewrite. Watch the full YouTube video and the Letter Types Masterclass before your next attempt.



What's Next?

Once you've addressed the issues you've identified, the most useful next step is having an OET expert assess your actual writing. We've helped over 3 million students prepare for their English exams, and our OET Writing Assessment gives you band-by-band marking and written feedback against the exact criteria your assessor uses.

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) - used by over 3 million candidates worldwide.

 **www.E2Language.com**