

27.02.2020

Ms Emily Latcham
Bridgeport Occupational Therapy
64 The Avenue
Bridgeport.

Dear Ms Latcham

Re. Mr Boris Wolfe, DOB 01.11.1981

I am writing to you to explain the situation about my patient, a 39-year-old motor mechanic, who is recovering after a severe lower back strain sustained three months ago.

Mr Wolfe presented to me 15th June 2019 complaining of pain in his back after lifting an engine out of a car at work. X-ray did not reveal any problems with the intervertebral disks. I daily walking with continuous increase of time and distance in combination with physiotherapy. Naproxen and Carisoprodo were prescribed.

Over the last three months Mr Wolfe's condition, while staying off work, has improved. His range of motion has increased and he can now walk for up to 30 minutes. However, he feels stiff when moving and experiences pain in the back after sitting or lying down for 20-30 minutes, despite the increased dose of Naproxen prescribed one month ago.

Mr Wolfe is keen to start working again and his employer would like him to return back as soon as possible.

In view of the above, I am asking you to assess the workplace of the patient to ensure his safety. Please note, that his working conditions should exclude lifting and allow regular breaks.

If you have any queries, please do not hesitate to contact me.

Your sincerely
Doctor

Commented [CL1]: You must include "Dear", as it's standard letter format.

Commented [CL2]: Use a comma to separate these 2 ideas.

Commented [CL3]: No you're not - you're writing to request a workplace assessment. It's very important that your reason for writing is clearly and accurately presented in your introduction.

Commented [CL4]: Spelling: strain

Deleted: r

Commented [CL5]: 1. It's always a good idea to "translate" dates into time frames, as they give an immediate picture as to what's going on. Then the reader doesn't have to work them out in her head.
2. Including the time frame in the intro gives her a clear context from the beginning.

Commented [CL6]: See my previous comment about dates.

Commented [CL7]: "an" before singular, uncountable nouns starting with a vowel

Commented [CL8]: 1. You should give the reader more detail, to enable her to assess any potentially dangerous... [1]

Deleted: . at

Commented [CL9]: Any + uncountable noun or plural

Commented [CL10]: 1. advice = always singular, as it's an [2]

Deleted: gave him advices to

Deleted: a

Commented [CL11]: Be very careful with spelling names of [3]

Commented [CL12]: I'd add this to the previous sentence [4]

Deleted: been

Commented [CL13]: No passive here - nobody caused it [5]

Deleted: now

Commented [CL14]: Word order/ formal letter style: "now" [6]

Deleted: during

Commented [CL15]: During + noun eg. during the summer [7]

Deleted: up

Deleted: as well as

Commented [CL16]: As well as + noun / verb+ing. ... [8]

Deleted: d

Commented [CL17]: Be careful with tense selection. You [9]

Deleted: during

Deleted: i

Commented [CL18]: Despite + of noun

Commented [CL19]: I've added the word "prescribed". [10]

Deleted: of the

Commented [CL20]: Be careful not to misinterpret the. [11]

Commented [CL21]: It's best not to use "the patient" ... [12]

Commented [CL22]: You've missed an opportunity to link [13]

Page 1: [1] Commented [CL8]	Catherine Leyshon	17/02/2020 15:16:00
<p>1. You should give the reader more detail, to enable her to assess any potentially dangerous situations more accurately. It will give her a better understanding of how he was moving his body at the time. The accident happened at work, so this detail is very relevant.</p> <p>2. If a patient has had an accident, the reader will almost certainly wonder how it happened. Don't leave them wondering – give them the information they want. It will help them picture the situation more clearly beforehand.</p>		
Page 1: [2] Commented [CL10]	Catherine Leyshon	17/02/2020 17:21:00
<p>1. advice = always singular, as it's an uncountable abstract noun</p> <p>2. Formal style - "I advised him (to do)"</p>		
Page 1: [3] Commented [CL11]	Catherine Leyshon	17/02/2020 15:30:00
<p>Be very careful with spelling names of medication. Just take a few extra seconds and copy it directly from the notes. Otherwise, you could be throwing easy marks away.</p>		
Page 1: [4] Commented [CL12]	Catherine Leyshon	18/02/2020 08:56:00
<p>I'd add this to the previous sentence, to avoid a very short, blunt sentence. "I advised...and prescribed..."</p>		
Page 1: [5] Commented [CL13]	Catherine Leyshon	18/02/2020 08:58:00
<p>No passive here – nobody caused it to improve, it just happened.</p>		
Page 1: [6] Commented [CL14]	Catherine Leyshon	17/02/2020 15:22:00
<p>Word order/ formal letter style: "now" sounds better after can.</p>		
Page 1: [7] Commented [CL15]	Catherine Leyshon	17/02/2020 17:24:00
<p>During + noun eg. during the summer / the treatment / the conversation For + countable time eg. for 10 minutes, 3 hours, 6 weeks, 10 months</p>		
Page 1: [8] Commented [CL16]	Catherine Leyshon	17/02/2020 15:24:00
<p>As well as + noun / verb+ing. If you're going to use another proper clause with a verb in it, use "and"</p>		
Page 1: [9] Commented [CL17]	Catherine Leyshon	17/02/2020 17:10:00
<p>Be careful with tense selection. You need to use present simple for general or habitual situations. Past simple is incorrect, as it is used for completed actions in finished time.</p>		
Page 1: [10] Commented [CL19]	Catherine Leyshon	17/02/2020 17:11:00
<p>I've added the word "prescribed" for clarity.</p>		
Page 1: [11] Commented [CL20]	Catherine Leyshon	17/02/2020 17:20:00
<p>Be careful not to misinterpret the notes or include false information– although the notes state he's supportive, it doesn't necessarily mean they want him back as soon as possible.</p>		
Page 1: [12] Commented [CL21]	Catherine Leyshon	17/02/2020 15:28:00
<p>It's best not to use "the patient" – it's too personal. Use his name instead. "Mr Wolfe's workplace"</p>		
Page 1: [13] Commented [CL22]	Catherine Leyshon	17/02/2020 15:29:00
<p>You've missed an opportunity to link 2 key points here. It says on the notes that his job requires prolonged crouching and bending, so you should have mentioned this, with strict instructions that they are to be avoided.</p>		