

10 February 2014

Commented [Office1]: Date usually after the address for British English

Dr Lisa Smith  
Endocrinologist  
City Hospital  
Newtown

Dear Dr Lisa Smith,

RE: Mrs Priya Sharma, DOB 8/5/1953

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Thank You for seeing Mrs Sharma, who I am referring into your care to be evaluated for her uncontrolled blood sugar levels.

Commented [Office3]: Small case

Mrs Sharma is known to have NIDDM for 20 years, for which she is taking Metformin and Gliclazide regularly. One and half months back, she presented with a concern about her fluctuating blood glucose levels. Although she was physically well, she had occasionally elevated blood glucose readings and mildly elevated blood pressure. Consequently, a daily dose of Atacand 4 mg, as an antihypertensive medication, was prescribed, and blood investigations were ordered.

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Two weeks later, and based on her laboratory findings, an adjustment of her oral hypoglycemic medications had been made, in addition to adding a Lipitor 20 mg tablets to control her blood cholesterol level. As a result of these modifications, she was controlled well in terms of her blood pressure and Diabetes over the following two weeks.

Commented [Office5]: new sentence

Commented [Office6]: rephrase: her blood pressure and diabetes were controlled over the following 2 weeks

Surprisingly, during her today's consultation, her fasting blood glucose level is found to be elevated to above 16. However, other blood sugars and her last lipid profile level are acceptable. Accordingly, it would be appreciated if you kindly assessed her for the uncontrolled diabetes, as she may require further management.

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Please feel free to contact me for any further questions.

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Yours sincerely

Dr Ahmed

Overall Task Fulfilment

Target reader would be informed of the situation

Clear logical structure/style of writing

Appropriateness of language

Lexis is suitable for the task

Some inaccuracies with collocations but non-impeding

Comprehension of Stimulus

Appropriate material has been selected and used

Key points have been highlighted

Control of linguistic features

Overall a good level of English

Some grammatical issues with word order/linking devices

Errors do not impact fluency

Control of Presentation features

The layout is in line with the reader's expectations

Spelling is accurate

Minor Punctuation errors

Overall good level of accuracy

Overall: 4 (Pass)