



## OET 2.0 COMPLETE COURSE GUIDE



Complete OET Course  
**Study Guide**

**2018**

Get  
there  
faster.





# USING THIS BOOK



## HOMEWORK & COURSE STRUCTURE

This book outlines what to expect from each lesson and explains what you should be doing after each class.

After each lesson, you will be required to complete a self-study book and to submit a homework assignment.

3

## IMPORTANT INFORMATION

- You can find more information in the 'OET Welcome Pack' which was attached to your confirmation email.
- Homework should be submitted at least 24 hours before your next lesson to give your teacher time to review it.
- Please note your teacher may assign additional homework to support your learning if required.
- Try to pace yourself throughout the course. We recommend that you follow the course structure and guidance of your teacher and do not rush ahead and complete all of the material at the beginning of the course.
- Please save a copy of any feedback you receive from your teacher to aid your study later in the course.
- This book will advise you about homework and self-study materials to complete after each lesson. You will be required to login to the Student Area to find practice tests and materials to assist your studies.
- If you are unsure which homework to complete or have any difficulty accessing the material, please contact us as soon as possible.

# THIS IS YOUR OET COURSE GUIDE

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Thank you once again for registering for the complete OET course. Over the following weeks your teacher will be supporting you with all areas of the OET 2.0 exam: reading, writing, listening and speaking.

This book is yours to guide your study. The expectation is that after each lesson you return to this book to find your homework. You will then need to login to the Student Area to find OET practice tests, resources, quizzes and more to assist your learning.

You can find links to the Student Area in your welcome email as well as inside your Welcome Pack. We would recommend that you save both these guides to your computer, but do not worry if you lose them, as you can find

a copy in the 'Documents & Resources' section of the student area.

We like to be honest with our students and the truth is that it is *your* responsibility to engage with your lessons, complete homework and put in the extra work required to pass the OET exam. Our teachers will work hard to support you, but it is you who will ultimately be taking the exam.

We look forward to learning with you very soon and joining you on your journey to professional accreditation.

I wish you the best of luck in your studies.

Let's get started...

**Heather Payne**  
Student Coordinator





# Before Your First Lesson

Welcome to your OET course. Before you begin, you should take some time to understand how the course works and what the OET exam involves. You should complete this section before your first lesson.


## REMEMBER

- ✓ There are four sections to the OET exam: reading, writing, listening and speaking.
- ✓ The listening exam involves three sections and will require you to listen to recordings of healthcare professionals and answer a variety of questions.
- ✓ The reading exam involves three sections and will require you to read healthcare related texts and to answer a variety of questions. The writing exam will require for you to write a letter regarding a patient using the case notes provided.
- ✓ The speaking exam will require for you to undertake two short consultations with an examiner acting as a patient.

## BEFORE YOUR FIRST LESSON ...

- Spend 10 minutes carefully looking around the **Student Area**
- Find and read **Understanding The OET Exam** in 'Documents & Resources'
- Complete the **Before Your First Lesson: OET Introduction Self Study Book**
- Complete the **OET Introduction Homework Book**

Material titled 'Self Study' is to be completed and marked by yourself; the answers can be found at the end of each workbook. Material titled 'Homework Book' is to be read, completed and sent to [homework@passmyielts.com](mailto:homework@passmyielts.com) at least 24 hours before your next lesson. Skill quizzes can be found in the Student Area.



# Lesson 1 – Writing

The first lesson will focus on the writing exam, with an especial focus on transforming case notes and the structure of the letter.

6

## REMEMBER

- ✓ The OET writing exam contains one task and will ask for you to write either a discharge, referral, or transfer letter to a healthcare professional, or a letter to directly advise a patient.
- ✓ The suggested word range for the body of your letter is 180-200 words, however, marks will not be automatically deducted for going over or under this number as long as all material is relevant.
- ✓ The examiner is grading your letter on: how well you have understood the task; whether your language is appropriate; how well you have understood the case notes; your grammar; and your spelling and punctuation.
- ✓ Remember the basic letter structure: introduction, why you are writing, what happened to the patient, past medical history and/or relevant social background, and any tasks that are required.

## LESSON 1 HOMEWORK

- Complete the **Writing Exam Self Study Book**
- Complete the **Writing Lesson Homework Book**
- Complete **Skill Quiz: Captivating Connectives**
- Complete **Skill Quiz: Understanding Articles**
- Complete **Skill Quiz: Perfect Punctuation**

You can complete your homework by either: filling in the homework book and emailing us the file; typing your answer into a Word document and emailing us the file; or by writing it out by hand, taking a photograph and emailing a copy of the image to [homework@passmyielts.com](mailto:homework@passmyielts.com)



## Lesson 2 – Writing Grammar

7

One of the main challenges that students face in the writing exam concerns their use of essential English grammar. This lesson focuses on improving your understanding of the tricky grammar rules that are essential to master in the OET writing exam.

### REMEMBER

- ✓ The general rule regarding articles is that if a word is countable (one book, one patient, one nurse), then an article (a, an, the) is required.
- ✓ Every sentence should be an independent clause – meaning it should be able to be taken out of a paragraph and still be clearly understood.
- ✓ The major tenses you will use during your exam are past, present, present continuous and future.

### LESSON 2 HOMEWORK

- Complete the **Writing Grammar Self Study Book**
- Complete the **Writing Grammar Lesson Homework Book**
- Complete **Skill Quiz: Practice Past Tense**
- Complete **Skill Quiz: Practice Present Tense**
- Complete **Skill Quiz: Practice Future Tense**

You should always complete your homework book after each lesson but remember that you can complete and submit practice tests for additional feedback from your teacher at any time.





## Lesson 3 – Reading A

8

Today, your teacher introduced the OET Reading exam to you. Together, you considered the skimming, scanning and close reading techniques which will be vital to use during Part A of the exam.

### REMEMBER

- ✓ Part A of the test will require for you to answer 20 questions in 15 minutes using skimming and scanning techniques.
- ✓ Skimming means to quickly look through the text for a general overview of the information.
- ✓ Scanning refers to choosing specific information in the text and then searching through the passages of text to find the relevant details.
- ✓ Close reading means to read relevant information in detail to be sure that you are answering each question correctly.

### LESSON 3 HOMEWORK

- Complete the **Reading A Lesson Self Study Book**
- Complete the **Reading A Lesson Homework Book**
- Complete **Skill Quiz: Vocabulary Verbs to Nouns**
- Complete **Skill Quiz: Perfect Your Plurals**

Do not worry if you cannot complete practice tests within the given time limits (15 minutes for Part A, 45 minutes for Part B and Part C) at first – this will take practice and the more exams that you do the faster you will get. Focus on improving your understanding and getting the answers correct first.



# Lesson 4 – Reading B & C

This lesson expanded on the work you have done in the previous lesson and looks at Reading Part B and C. Together, you and your teacher considered the essential close reading techniques you will be required to implement in this sub-test.


## REMEMBER

- ✓ Part B will require for you to read ‘workplace extracts’ and to answer three-option multiple choice questions.
- ✓ Part C will require for you to read ‘academic healthcare texts’ and to answer four-option multiple choice questions.
- ✓ These texts will check for a deeper understanding of the English language and you will be asked to address the meaning “behind the words”.
- ✓ The total passing grade for the reading exam is 29/42.

## LESSON 4 HOMEWORK

- Complete the **Reading Lesson B & C Self Study Book**
- Complete the **Reading Lesson B & C Homework Book**
- Complete **Skill Quiz: Cracking Capitalisation**
- Complete **Skill Quiz: Mastering Medical Vocabulary 1**
- Complete **Skill Quiz: Mastering Medical Vocabulary 2**

Many find the later parts of the reading exam to be the most difficult areas of the entire test. You should get into the habit of reading books and online articles (even if they are not related to healthcare) to expand on your reading speed and comprehension.



## Lesson 5 – Listening

The OET Listening exam will require for you to listen to recordings and to answer a variety of question types.

10

### REMEMBER

- ✓ There are three parts to the listening exam: two patient consultations, six workplace extracts, and two separate interviews or speeches by a healthcare expert.
- ✓ The instructions for each task are given on the question paper, and you will also hear them on the recording. They give you information about the topic, the speakers and about the type of task you must undertake.
- ✓ There is a pause before each section to give you time to read through and think about the questions. Use the time to familiarise yourself with the task and to predict what you are likely to hear.
- ✓ There is a two minute pause at the end of Part C to allow you to check your answers. Maximise this time!
- ✓ The passing grade for the listening exam is 29/42.

### LESSON 5 HOMEWORK

- Complete the **Listening Lesson Self Study Book**
- Complete the **Listening Lesson Homework Book**
- Complete **Skill Quiz: Proficiency at Parts of Speech**
- Complete **Skill Quiz: Mastering Medical Vocabulary 3**

More than any area of the exam, the listening section will require for you to complete practice tests to get used to the speed of the recording and to develop a natural understanding of how answers are revealed in the audio.



# Lesson 6 – Speaking

The OET Speaking exam will require for you to have a conversation with an examiner in which you play the part of a healthcare professional and they play the part of patient.

11

## REMEMBER

- ✓ Don't forget to introduce yourself to the patient at the beginning of the conversation and to express why you are speaking to them or to ask them how you can help them.
- ✓ Fluency is maintaining a natural speaking rhythm, i.e. not speaking too fast or too slow.
- ✓ Appropriate language is using professional language that is easy to understand for the patient.
- ✓ Resources of grammar is a requirement that checks your use of tenses, plurals, articles and grammatical inaccuracies.

## LESSON 6 HOMEWORK

- Complete the **Speaking Lesson Self Study Book**
- Complete the **Speaking Lesson Homework Book**
- Complete **Skill Quiz: Mastering Medical Vocabulary 4**
- Complete **Skill Quiz: Mastering Medical Vocabulary 5**

Doing a speaking exam is like making a public speech. The number one tip we give to students is to practice speaking out loud at home. It is very useful to record yourself using your mobile phone undertaking a role-play, then to listen back to the recording and to decide where and how you could improve.



## Lesson 7 - Review Session

12

This 30-minute catch-up lesson is usually arranged the week of your test and as last-minute preparation. Use this session to ask your teacher any questions you have, to review your progress and to discuss any remaining work.

### REMEMBER

- ✓ To let us know when your test is so that we can arrange this catch-up session with you a few days before you sit the test.
- ✓ To use this opportunity to ask any questions you might have of your teacher about test day.
- ✓ You must complete any outstanding homework or practice tests that you wish to be marked in advance of this session, to ensure that you receive feedback in time.

### REVIEW SESSION HOMEWORK

- Review **End of Course Study** on the next page.
- Complete any additional tasks or practice tests as advised by your teacher.

Remember you can find helpful resources in the Student Area to help you connect with the complete course. Please get in touch with us if you have difficulty accessing any of the material at the end of the course.



# End Of Course Study

Even though the lessons with your teacher have ended, it doesn't mean your OET support is finished.

13

## REMEMBER

- ✓ To keep sending practice tests to your teacher for review until you have been advised that you are ready to take the test.
- ✓ To get in touch via email if you have any questions at all about the OET exam or exam day.

## BEFORE YOU TAKE YOUR EXAM

- Make sure you have completed at least five practice tests in each sub-test of the OET exam.
- Review all the skill quizzes in the student area again to remind yourself of key grammar tips and advice.
- Review all exam feedback you have received from your teacher.
- Review all the OET writing exam tasks you have written as well as the sample letters provided.

Good luck in your exam! Don't forget to let us know your result once they have been released. Keep calm, remember what you have learned and do your best.

‘Let us make **our future** now, and  
let us make our dreams  
tomorrow’s reality.’  
– Malala Yousafzai

14

### HAVE A QUESTION?

Email us 24/7 for course  
support.

**0115 891 0839**

**CONTACT@**

**PASSMYIELTS.COM**

