Analysing the features of a doctor's referral letter
(Derek Romano)

Exercise 1 Look at letter A and answer these questions

Approximately how many words are there?
230

Are the consultations described in chronological order?
Yes very important

Are the dates of the consultations clear?
Yes

What tenses are used to describe the patient's history?
Could be simple present tense and present perfect tense

What tenses are used to describe the first three consultations?
Past tense

What tenses are used to describe the final consultation?
Past simple present perfect

Are there any abbreviations?
No

Are the figures for test results included?
No

Are the dosages for all medications included?
Yes

Does the doctor/registrar have a name?
No

Exercise 2 Look at letter B. This is also a good model.

In what ways is letter B different from letter A?

Discuss the differences with a partner.