

**Occupational English Test****WRITING SUB-TEST: RADIOGRAPHY  
SAMPLE RESPONSE: LETTER**

Dr Tony Milne  
Surgical Registrar  
City Hospital  
Newtown

07 September 2018

Dear Dr Milne,

Re: Mr Peter Billings

Thank you for your letter regarding Mr Peter Billings' missed pre-operative chest X-ray. Please allow me to explain what occurred on the day prior to and on the day of his surgery.

It appears that we attempted on four separate occasions to do Mr Billings' chest X-ray, between 1pm and 9.30pm on 4/9/18, but for a variety of reasons we were unable to perform the X-ray. Mr Billings was undergoing consultation and tests on the first two occasions we attempted to transport him to the X-ray Department. He then required a trolley which was unavailable, and on our last attempt, we were sent away as it was too late in the evening. We were informed by the nursing staff that Mr Billings was scheduled for theatre in the afternoon of 5/9/18 and that we could therefore do the chest X-ray during the morning.

Unfortunately, there was no indication on your request form as to what time the operation was to be done; hence, we acted on the information given to us by the ward. In future, perhaps more specific information regarding the patient's operation schedule and ensuring the ward staff have accurate information will help avoid such situations occurring.

Yours sincerely,

**WWW.OETBOOK.IR**

Radiographer

