

10 February 2014

Dr Sally Windwood  
9 Blewston Street  
Newtown

Dear Dr Windwood,

Re: Ms Alexia Rollinson

Thank you for seeing Ms Rollinson, a 40 years old accountant who moved recently to the area. She presented today to the pharmacy to dispense her medications and seek advice on how to lose weight.

She is currently diagnosed with hypertension for which she takes Betaloc (100 mg B.D) as well as Lipitor (20 mg mane) for her high cholesterol. She also showed me her recent test results which revealed low vit D levels, LDL 131 mg/dl, HDL 64mg/dl and TG 269 mg/dl. Please note that she also takes Ostevit-D 1000IU mane for her low vit D.

Her BMI is 27.8 and a target of below 25 is required, so I discussed with her some strategies to help in monitoring her diet and practicing exercise. She mentioned that she tried many options but she still wants help as no progress was noticed. Consequently, I provided her with some booklets about healthy eating and exercise, council brochure on walking tracks, walking groups etc. and local gymnasiums and sports groups.

I would appreciate your further assessment and management for her condition. and please feel free to contact me for any further information.

Yours sincerely,  
Pharmacist

**Comment [bnchmrk1]:** 40-year-old

**Comment [bnchmrk2]:** suffers from

**Comment [bnchmrk3]:** and high cholesterol for which takes Betaloc (100 mg BD) and Lipitor (20mg mane) respectively.

**Comment [bnchmrk4]:** vitamin

**Comment [bnchmrk5]:** vitamin

**Comment [bnchmrk6]:** The patient is overweight with a high BMI of

**Comment [bnchmrk7]:** However, she

**Comment [bnchmrk8]:** had

**Comment [bnchmrk9]:** has low mood and

**Comment [bnchmrk10]:** I also suggested a dietician.

**Comment [bnchmrk11]:** of

**Comment [bnchmrk12]:** Please

Report	
Word length	190
Comments	An effort to accomplish the task is visible. Information has been written in logical paragraphing. However, mistakes pertaining to grammar and word choice are visible. Some pieces of information are missing as well. Issues with sentence structure exist at some places, which can distort the meaning and compromise clarity. Overall, the letter requires further improvements.
Grade	C+ (330/500)
Advice	<ol style="list-style-type: none"> <li>1. Revise grammar and sentence structures.</li> <li>2. Make sure important information is covered in the letter.</li> <li>3. Learn more vocabulary and word choice.</li> <li>4. Always proofread your letter after finishing it.</li> </ol>