

Al-Farabi Kazakh National University  
Faculty Medicine and Health Care  
Education program on specialty:  
«Management in Public Health» Masters First Grade

GUIDELINE TO CLASSES OF COURSE “PROFESSIONAL (FOREIGN)  
LANGUAGE”  
2 credits

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CLASS TOPICS  
OF COURSE “PROFESSIONAL (FOREIGN) LANGUAGE”

| CONTENT   |  |      |
|---|--|------|
| Module I. Introduction to Medical Terminology               |  |      |
| Class 1   | Introduction to Professional (foreign) Language: from Latin and Greek.   | 1 h. |
| Class 2   | Construction and significance of medical terminology. Different ways of  | 1 h. |
| Class 3   | Lexicology and Morphology of Medical Terminology. Lexical analysis of  | 1 h. |
| Class 4   | Reading skills. Analysis of medical texts.   | 1 h. |
| Class 5   | Syntaxis analysis of Medical papers. Writing overview of medical papers.   | 1 h. |
| Module II. Reading, writing, speaking and listening skills  |  |      |
| Class 6   | Class 6. Fonetics and accentology of international words and medical terminology. Writing overview of scientific articles. | 1 h. |
| Class 7   | Class 7. Writing skills. Cover letter or motivation letter.  | 1 h. |
| Class 8   | Class 8. Speaking and listening skills. Speeches. Audio of short conversations.  | 1 h. |
| Class 9   | Class 9. Reading and writing skills. Writing curriculum vitae.   | 1 h. |
| Class 10  | Class 10. Speaking and Listening skills. Speeches.   | 1 h. |
| Module III. Reading, writing, speaking and listening skills |  |      |
| Class 11  | Reading and writing. Writing motivation and cover letter.  | 2 h. |
| Class 12  | Speaking and listening short conversations and lectures on medical items.  | 2 h. |
| Class 13  | Reading and writing motivation letter, curriculum vitae.   | 2 h. |
| Class 14  | Speaking and listening. Audio and video on medical item.Speech.  | 2 h. |
| Class 15  | Oral or paper presentations on medical items.  | 2 h. |

Module I. Introduction to Medical Terminology

Class 1 Introduction to Professional (foreign) Language: from Latin and Greek.

Content. Formation of Professional (foreign) Language from Latin and Greek to modern English.  
Tasks.

Discussion. Students in small groups answer to tasks, discuss and make decisions.

Purpose of class: to understand development of Professional Language.

Methodical recommendations: students should know development of Professional Language.

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//www.oup.com.elt
2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
4. Karen Englander. Writing and Publishing Science Research Papers in English. A Global Perspective/ Springer Dordrecht Heidelberg New York London, 2014.-89 p.
5. Katja Dobrić. Creating medical terminology: from Latin and Greek influence to the influence of English as the current lingua franca of medical communication/ JaHR .vol. 4 , no. 7, 2013

**Recommended Reading:**

6. Božena Džuganová. English medical terminology – different ways of forming medical terms/ JAHR, Vol. 4, No. 7, 2013
7. Useful tips for academic writing//researchleap.com
8. Basic medical terms guide//Professional%20English/basic-medical-terms-guide-aus.pdf

#### Electronic sources

9. [www.medicinenet.com/medterms-medical-dictionary/article.htm](http://www.medicinenet.com/medterms-medical-dictionary/article.htm)
10. Check Your English Vocabulary for Medicine// [http://medicine.kaums.ac.ir/UploadedFiles/Files/Check\\_Your\\_English\\_Vocabulary\\_for\\_Medicine.pdf](http://medicine.kaums.ac.ir/UploadedFiles/Files/Check_Your_English_Vocabulary_for_Medicine.pdf)
11. Business English <https://www.ego4u.com/en/business-english/grammar>
12. Macmillan business <http://www.businessenglishonline.net/courses/>
13. Business interview <http://www.businessenglishonline.net/resources/podcasts/>
14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

Class 2 Construction and significance of medical terminology.

Content. Many medical terms are ‘constructed’ from a combination of word parts... prefixes, Greek or Roman root words, and suffixes. Determine the meaning of the whole word by first deciphering the meaning of the suffix, then the prefix, and finally the root word. Then combine the 3 parts: prefix, root and suffixes.

Tasks.

Discussion. Students in small groups answer to tasks, discuss and make decisions.

Purpose of class:

Methodical recommendations: students should know construction of medical terms, origin and can analyze them.

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter///www.oup.com.elt
2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
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14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

Class 3 Lexicology and Morphology of Medical Terminology. Lexical analysis of words.

Content.

Tasks.

Discussion. Students in small groups answer to tasks, discuss and make decisions.

Purpose of class:

Methodical recommendations: students should provide lexical analysis of medical words (prefix, root and suffix).

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//www.oup.com.elt
2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
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14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

Class 4 Reading skills. Analysis of medical texts.

Content.

Tasks.

Discussion. Students in small groups answer to tasks, discuss and make decisions.

Purpose of class:

Methodical recommendations: students should read of medical texts, translate, analyze of construction, and prepare for retrieval of presented information

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//www.oup.com.elt
2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.

3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.

4. Karen Englander. Writing and Publishing Science Research Papers in English. A Global Perspective/ Springer Dordrecht Heidelberg New York London, 2014.-89 p.

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14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

Class 5 Writing skills. Syntaxis analysis of medical papers. Writing overview of medical papers. Content.

Tasks.

Discussion. Students in small groups answer to tasks, discuss and make desicions.

Purpose of class:

Methodical recommendations: students should provide syntaxis analysis of medical papers and write overview from article.

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//[www.oup.com.elt](http://www.oup.com.elt)

2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.

3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.

4. Karen Englander. Writing and Publishing Science Research Papers in English. A Global Perspective/ Springer Dordrecht Heidelberg New York London, 2014.-89 p.

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13. Business interview <http://www.businessenglishonline.net/resources/podcasts/>

14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

## Module II. Reading, writing, speaking and listening skills

Class 6 . Fonetics and accentology of international words and medical terminology. Writing overview of scientific articles.

Content.

Tasks.

Discussion. Students in small groups answer to tasks and discuss.

Purpose of class:

Methodical recommendations: students should provide fonetic analysis of international words and medical terms.

## Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//www.oup.com.elt
2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
4. Karen Englander. Writing and Publishing Science Research Papers in English. A Global Perspective/ Springer Dordrecht Heidelberg New York London, 2014.-89 p.
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13. Business interview <http://www.businessenglishonline.net/resources/podcasts/>

14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

Class 7 Class 7. Writing skills. Cover letter or motivation letter.

Content.

Tasks.

Discussion. Students in small groups answer to tasks, discuss and make decisions.

Purpose of class:

Methodical recommendations: students should write cover or motivation letter.

## Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//www.oup.com.elt
2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
4. Karen Englander. Writing and Publishing Science Research Papers in English. A Global Perspective/ Springer Dordrecht Heidelberg New York London, 2014.-89 p.
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13. Business interview <http://www.businessenglishonline.net/resources/podcasts/>
14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

Class 8 Speaking and listening skills. Speeches. Audio of short conversations.

Content.

Tasks.

Discussion. Students in small groups answer to tasks, discuss and make decisions.

Purpose of class:

Methodical recommendations: students should listen audio of short conversation, answer the questions.

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//[www.oup.com.elt](http://www.oup.com.elt)
2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
4. Karen Englander. Writing and Publishing Science Research Papers in English. A Global Perspective/ Springer Dordrecht Heidelberg New York London, 2014.-89 p.
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13. Business interview <http://www.businessenglishonline.net/resources/podcasts/>
14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

Class 9. Reading and writing skills. Writing curriculum vitae.

Content.

Tasks.

Discussion. Students in small groups answer to tasks, discuss and make decisions.

Purpose of class:

Methodical recommendations: students should reading medical papers, understand them; writing curriculum vitae.

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//[www.oup.com.elt](http://www.oup.com.elt)
2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.

4. Karen Englander. Writing and Publishing Science Research Papers in English. A Global Perspective/ Springer Dordrecht Heidelberg New York London, 2014.-89 p.
  5. Katja Dobrić. Creating medical terminology: from Latin and Greek influence to the influence of English as the current lingua franca of medical communication/ JaHR .vol. 4 , no. 7, 2013
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10. Check Your English Vocabulary for Medicine// [http://medicine.kaums.ac.ir/UploadedFiles/Files/Check\\_Your\\_English\\_Vocabulary\\_for\\_Medicine.pdf](http://medicine.kaums.ac.ir/UploadedFiles/Files/Check_Your_English_Vocabulary_for_Medicine.pdf)
  11. Business English <https://www.ego4u.com/en/business-english/grammar>
  12. Macmillan business <http://www.businessenglishonline.net/courses/>
  13. Business interview <http://www.businessenglishonline.net/resources/podcasts/>
  14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

Class 10 Speaking and Listening skills. Speeches. Discussion.

Content.

Tasks.

Discussion. Students in small groups answer to tasks, discuss and make decisions.

Purpose of class:

Methodical recommendations: students should prepare speeches, present them, answer the questions.

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//[www.oup.com.el](http://www.oup.com.el)
  2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
  3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
  4. Karen Englander. Writing and Publishing Science Research Papers in English. A Global Perspective/ Springer Dordrecht Heidelberg New York London, 2014.-89 p.
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### Module III. Reading, writing, speaking and listening skills

Class 11 Reading and writing essay. Writing motivation and cover letter.

Content.

Tasks.

1. Reading and understanding of scientific paper.
2. Writing a motivation and cover letters.
3. Speaking by answer the questions to scientific article.
4. Expand general and develop professional vocabulary (glossary).

Discussion. Students in small groups answer to tasks, discuss and make decisions.

Purpose of class:

Methodical recommendations: students should read, understand and write overview of scientific paper.

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//www.oup.com.elt
2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
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13. Business interview <http://www.businessenglishonline.net/resources/podcasts/>

14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

Class 12 Speaking and listening. Audio short conversations and lectures on medical item.

Professional vocabulary (glossary).

Content.

Tasks.

1. Audio short conversations on medical item.
2. Answer the questions.
3. Audio lecture on medical item.
4. Answer the questions.

Discussion. Students in small groups answer to tasks, discuss and make decisions.

Purpose of class:

Methodical recommendations: students should listen short conversations and lectures, answer the questions and discuss.

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//www.oup.com.elt
  2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
  3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
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  12. Macmillan business <http://www.businessenglishonline.net/courses/>
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  14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

Class 13 Reading and writing. Reports and presentations on medical topics.

Tasks.

1. Reading medical paper.
2. Writing abstract.
3. Expand general and develop professional vocabulary (glossary).

Discussion. Students in small groups answer to tasks, discuss and make decisions.

Purpose of class:

Methodical recommendations: students should write motivation letter and curriculum vitae.

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//www.oup.com.elt
  2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
  3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
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12. Macmillan business <http://www.businessenglishonline.net/courses/>
13. Business interview <http://www.businessenglishonline.net/resources/podcasts/>
14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

#### Class 14 Speaking and listening.

Content.

Tasks.

1. Audio and video of short conversations and lectures.
2. Speeches.
3. Speaking in pairs.

Discussion. Students in small groups answer to tasks, discuss and make decisions.

Purpose of class:

Methodical recommendations: students should prepare speech and present it and answer to questions of classmates.

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//[www.oup.com.elt](http://www.oup.com.elt)
2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
4. Karen Englander. Writing and Publishing Science Research Papers in English. A Global Perspective/ Springer Dordrecht Heidelberg New York London, 2014.-89 p.
5. Katja Dobrić. Creating medical terminology: from Latin and Greek influence to the influence of English as the current lingua franca of medical communication/ JaHR .vol. 4 , no. 7, 2013

Recommended Reading:

6. Božena Džuganová. English medical terminology – different ways of forming medical terms/ JAHR, Vol. 4, No. 7, 2013
7. Useful tips for academic writing//[researchleap.com](http://researchleap.com)
8. Basic medical terms guide//[Professional%20English/basic-medical-terms-guide-aus.pdf](http://Professional%20English/basic-medical-terms-guide-aus.pdf)

Electronic sources

[www.medicinenet.com/medterms-medical-dictionary/article.htm](http://www.medicinenet.com/medterms-medical-dictionary/article.htm)

10. Check Your English Vocabulary for Medicine// [http://medicine.kaums.ac.ir/UploadedFiles/Files/Check\\_Your\\_English\\_Vocabulary\\_for\\_Medicine.pdf](http://medicine.kaums.ac.ir/UploadedFiles/Files/Check_Your_English_Vocabulary_for_Medicine.pdf)

11. Business English <https://www.ego4u.com/en/business-english/grammar>

12. Macmillan business <http://www.businessenglishonline.net/courses/>

13. Business interview <http://www.businessenglishonline.net/resources/podcasts/>

14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>

#### Class 15 Oral or paper presentations on medical items.

Content.

Tasks.

1. Oral or paper presentations of students.
2. Questions and answers.

Discussion in pairs.

Purpose of class: to present annotation of master's thesis.

Methodical recommendations: students should prepare oral or paper presentation of his Master's work.

Required Reading:

1. English for careers. Medicine. Oxford University Press. Sam McCarter//[www.oup.com.elt](http://www.oup.com.elt)

2. Glendenning E.H., Holmstrom B.A.S. English in Medicine. Cambridge, Cambridge University Press, 1998.
  3. Chabner D.E. The Language of Medicine. St. Lois, Saunders Elsevier, 2007.
  4. Karen Englander. Writing and Publishing Science Research Papers in English. A Global Perspective/ Springer Dordrecht Heidelberg New York London, 2014.-89 p.
  5. Katja Dobrić. Creating medical terminology: from Latin and Greek influence to the influence of English as the current lingua franca of medical communication/ JaHR .vol. 4 , no. 7, 2013
- Recommended Reading:
6. Božena Džuganová. English medical terminology – different ways of forming medical terms/ JAHR, Vol. 4, No. 7, 2013
  7. Useful tips for academic writing//researchleap.com
  8. Basic medical terms guide//Professional%20English/basic-medical-terms-guide-aus.pdf
- Electronic sources
- [www.medicinenet.com/medterms-medical-dictionary/article.htm](http://www.medicinenet.com/medterms-medical-dictionary/article.htm)
10. Check Your English Vocabulary for Medicine// [http://medicine.kaums.ac.ir/UploadedFiles/Files/Check\\_Your\\_English\\_Vocabulary\\_for\\_Medicine.pdf](http://medicine.kaums.ac.ir/UploadedFiles/Files/Check_Your_English_Vocabulary_for_Medicine.pdf)
  11. Business English <https://www.ego4u.com/en/business-english/grammar>
  12. Macmillan business <http://www.businessenglishonline.net/courses/>
  13. Business interview <http://www.businessenglishonline.net/resources/podcasts/>
  14. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>