

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

**PROGRAM OF THE FINAL EXAM IN
COURSE “PROFESSIONAL (FOREIGN)
LANGUAGE” 3 credits**

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TMC OF COURSE IS CONFIRMED

On Academic Council of Medicine and Public Care Faculty

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**PROGRAM
OF THE FINAL EXAM IN COURSE “PROFESSIONAL (FOREIGN)
LANGUAGE”**

3 credits

Study topics for the exam: The final exam will be in writing form. The thematic content covers all types of work: topics of lectures and seminars, as well as assignments for independent work of master's students.

Outcome of learning:

It is necessary for masters to repeat the main theoretical content of the course, knowledge of Medical terminology, and improve reading, writing, speaking and listening skills before exam.

Based on the results of studying the course, the master's student should be able to:

- Know formation of medical terms;
- read and understand scientific papers;
- Write overview of scientific papers, motivation letter, curriculum vitae and resume;
- Speak fluently on scientific items in Medicine and Public Health, introduce yourself and give a lecture;
- Listen, understand and answer to questions due to conversations and lectures.

List of examination items for a preparation to exam

Module I. Introduction to Medical Terminology

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

Formation of Professional (foreign) Language from Latin and Greek to modern English. Development of Medicine to different fields as Oncology, Cardiology or others. Development of new technologies is another way of Medical Terminology. Primary terms enable you to prioritize terms in your study of medical terminology. Determining meanings on the Basis of Word Parts. Medical Dictionary Use

Class 2 Construction and significance of medical terminology.

Many medical terms are 'constructed' from a combination of word parts as 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. Multiple-Word Terms.

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

Lexicology as a branch of linguistics. Lexicon, lexeme, lexicography,

lexicographer. Definition of word. Lexeme-morphological process-word. Orthographic, morphological, lexical and semantic methods of word formation.

Class 4. Reading skills. Analysis of medical texts.

Reading skills to understand scientific papers. Tips to understand full text without reading all lessons by using skimming, scanning and writing notes. A Step-by-Step Guide: Begin by reading the introduction, identify the big question, summarize the background in five sentences or less, identify the specific question(s), identify the approach, read the methods section, read the results section, determine whether the results answer the specific question(s), read the conclusion/discussion/interpretation section, go back to the beginning and read the abstract, find out what other researchers say about the paper.

Class 5. Syntax analysis of Medical Papers. Reading, understanding and writing overview of medical papers.

Syntax, one of the branches in linguistics, deals with the sentence structure of English in a systematic and scientific way. The study of English syntax is the study of rules which generate an infinite number of grammatical sentences. Syntax is a major component of English grammar. Morphology deals with internal structure of words whereas Syntax deals with the structure of sentences. Writing a scientific paper overview: choose the topic and outline the organization of the review, get the journal's submission rules for review articles, get and use a reference management program, start reading, just start writing, curate and present some useful data, offer your perspective, edit and rewrite, then repeat; get feedback, and submit your overview.

Module II. Reading, writing, speaking and listening skills

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

Phonetics is the study of speech sounds. Knowledge how to segment sentences into words and words into sounds. Identity of Speech Sounds. Acoustic, auditory and articulatory phonetics. The Phonetic Alphabet. Consonants, vowels. Major Phonetic Classes.

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

Specific scenarios and structure of motivational letter. Contact details, Introduction, Body and Conclusion.

Class 8. Speaking and listening skills.

Speeches. Audio of short conversations. Verbal, vocal and visual skills. 3 parts of speaking (why, what and how). Entertainingly, effectively and enthusiastically speaking. Kinds of speaking (interactive, partially interactive and non-interactive). Manner of speaking. Gestures, Eye contact, Glance at notes, Rhetorical questions.

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

Steps how to write CV: make sure you know when to use a CV, pick the best CV format, add your contact information the right way, start with a CV personal profile (CV summary or CV objective), list your relevant work experience & key achievements, build your CV education section correctly, put relevant skills that fit the job opening, include additional CV sections to impress the recruiter, organize this all on a professional CV template, complement your CV with a cover letter.

Class 10. Speaking and Listening skills. Speeches. Discussion.

Improve speaking and listening skills. How to give speeches, preparation to give a lecture.

Module III. Reading, writing, speaking and listening skills

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

Improve student's skill to write motivation and cover letters by using lecture. Professional vocabulary (glossary).

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

Improve speaking and listening skills using the lecture. Practice.

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

Improve student's skills using the lecture. Practice to write report and prepare a presentation.

Class 14 Speaking and listening.

Improve student's skills to prepare an oral presentation.

Class 15 Oral or paper presentations on medical items.

Prepare and demonstrate an oral or paper presentation on a scientific topic.

Typology and approximate content of examination tasks:

Each exam ticket includes 3 questions on the above course topics.

1) key competency; 2) general competency relate to a certain circle of subjects and educational areas; 3) subject competency relates is private in relation to the two previous ones, having a specific description and the possibility of forming educational subjects.

Block	Example question	Determining the level of competencies
Block 1. Questions aimed at identifying of cognitive competencies.	Explain theoretical basics of Medical Terminology (Formation, lexicology, phonetics and morphology).	Master's student shows ability to justify definition.
Block 2. Questions defining system competencies.	Reading, writing, speaking and listening skills of students in Medical Terminology.	Master's student shows ability to reading, writing, speaking and listening of medical papers.
Block 3. Questions regarding to a definition of functional competencies.	Using of reading, writing, speaking and listening skills in professional activity.	Master's student demonstrates his skills in reading medical papers; writing CV, overview, motivation letter; speaking on medical items and listening of lectures and conversations on medical items.

Grades:

Traditional Grades	Scores	Requirements
Excellent	90-100	The reading, writing, speaking and listening skills in Medical Terminology, using of them in professional activity of student are on high level.
Good	75-89	The reading, writing, speaking and listening skills in Medical Terminology and using of them in professional activity of student did not fully cover of competencies. The answer reveals knowledge and understanding of the material by no less than 75%.
Satisfied	50-74	The tasks in reading, writing, speaking and listening skills on medical items as a whole has been completed, but the author has not demonstrated the good skills. The author does not have sufficient skills. In the answer there were inaccuracies related to the main content of the question.
Unsatisfied	0-49	The task is not completed, or completed less than 50%, The task is not completed correctly.

Required and Recommended Reading

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:

1. Božena Džuganová. English medical terminology – different ways of forming medical terms/ JAHR, Vol. 4, No. 7, 2013
 2. Useful tips for academic writing//researchleap.com
 3. Basic medical terms guide//Professional%20English/basic-medical-terms-guide-aus.pdf
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1. www.medicinenet.com/medterms-medical-dictionary/article.htm
 2. Check Your English Vocabulary for Medicine// http://medicine.kaums.ac.ir/UploadedFiles/Files/Check_Your_English_Vocabulary_for_Medicine.pdf
 3. Business English <https://www.ego4u.com/en/business-english/grammar>

4. Macmillan business <http://www.businessenglishonline.net/courses/>
5. Business interview <http://www.businessenglishonline.net/resources/podcasts/>
6. Business skills <http://www.businessenglishonline.net/book-categories/business-skills/>