

大学医学英语系列丛书



实用医学英语写作

主编 孙庆祥 唐 伟 王申英

Medical
English

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内 容 提 要

本教材以写作理论为基础，以实用和实践为主线，通过例句、范文，以及常见写作错误分析，指导学生熟悉并掌握一些生物医学语境下常见英语文体的内容、要求、特点和写作技巧。

全书由写作基础知识 (Fundamentals in Writing)、通信联络 (Correspondence)、个人简介文档 (Personal Profile)、会议发言稿 (Conference Related Writings)，以及医学研究论文 (Medical Research Paper) 等五大部分、21个单元组成。

第一部分是写作基础知识，共有3个单元，分别介绍了写作的基本规则、遣词造句和段落展开，内容系统全面，是对写作基础的全面讲解。第二部分通信联络的5个单元，除了介绍英语信件基本格式和注意事项之外，还通过大量例子详细介绍了申请信、推荐信、与杂志编辑的通信以及电子邮件的写作，理论结合实践，可以学以致用，学有所用。第三部分个人简介文档有3个单元，介绍了个人陈述、简历和个人简介的写作，举例详实，实践指导意义强。鉴于国际交流越来越频繁，参加国际会议也是当代学生必备的能力之一，所以第四部分编排了参加国际会议所需发言稿的写作，包括开场白、介绍辞和总结辞3个单元内容。本书在第五部分用大量篇幅介绍了研究论文的写作，该部分共7个单元，设计了医学论文写作的各个方面，既有内容的讲解，从标题到摘要再到最后的讨论全面覆盖，无一遗漏；也有格式介绍，如引用方法和参考资料的编排规则；同时还包含了相关的语法知识，如论文写作中时态、语态和惯用语的使用等内容。

每个单元后都有精心设计、形式多样的练习，包括改错、选择、翻译、判断、写作等。通过这些练习，学生会对所学内容进行全面的、有针对性的复习巩固。此外，每个单元最后都专门设计了涵盖各单元关键术语的翻译练习，结合书后答案中所附对应的中文解释，既可以让学生温习巩固已学术语，也为他们课前的自学提供了参照，以提高他们的学习效率。

前 言

随着普通英语(English for General Purpose, EGP)逐渐从中国大学英语教学中淡出,大学英语的教学重心已经转向专门用途英语(English for Specific Purpose, ESP),成为大学英语教学的主流。专门用途英语的核心是专业需求,根据特定学习者现有或将来可能出现的应用需求而设计相应的课程,课程必须具备以需求为基础、目标明确、针对性强和实用性强等特点。

医学英语(English for Medical Purpose, EMP)教学作为专门用途英语教学的一大分支,已经在全国各大医学院校中逐渐展开,各种课程也不断推出。在所有课程中,医学英语写作课程的重要性不言而喻。然而,编者在开设此类课程的过程中,常为寻找一本合适的教材犯难。国内现有教材要么是中文编写,有点文不对题;要么内容片面,学生难以吃饱满足;要么原本引进,水土不服。鉴于这种局面,编写一本内容全面、符合中国学生使用需求的医学英语写作教材的任务迫在眉睫。经过编者两年多的辛勤积累和笔耕,经过反复推敲修订,这本教材终于付梓出版。本书内容丰富、涵盖面广、实用性强、编排精心,是医学院校师生医学英语写作教学的有用工具。

本教材以写作理论为基础,以实用和实践为主线,通过例句、范文,以及常见写作错误分析,指导学生熟悉并掌握一些生物医学语境下常见英语文体的内容、要求、特点和写作技巧。

本书由写作基础知识(Fundamentals in Writing)、通信联络(Correspondence)、个人简介文档(Personal Profile)、会议发言稿(Conference Related Writings),以及医学研究论文(Medical Research Paper)五大部分、21个单元组成。全书由浅入深、从理论到实践、循序渐进、编排合理恰当。本书最主要的特点可以概括为如下。

(1) 实用性强:本书以满足学生实际所需为出发点,内容符合“因材施教”、“按需而学”、“学有所用”的现代教学理念。例如,通信联络部分既包括了传统的书信写作,也包括了如何写一封理想的email。此外,本书还涵盖学生在校学习或离校工作中许多常用的写作文体,如进行学术交流时需要的个人陈述、找工作时必须的应聘信和简历、投稿时与编辑之间的通信交流、还有主持或参加国际会议时需要的开场白等发言稿。

(2) 内容全面:考虑到一些学生写作基础薄弱的现实情况,本书第一部分以写作

基础知识为主,从选词到表达到段落,全面介绍英语写作规则、理念和技巧等基础知识。其后各部分注重实用写作,实现“按需而学”、“学有所用”。这种编排由浅入深、从理论到实践,而每个部分又自成一体,便于教师在设计课程时,根据学生的实际水平和需求,以及课时安排等具体情况对教材内容进行合理、灵活的组合,从而满足不同层次水平学生的不同需求。

- (3) 举例翔实:本书列举了大量实例,大多来自经典著作、权威杂志、名人名言,是编者反复推敲、精心甄选所得。我们希望学生借此能从经典杰作中汲取更多精华,在借鉴中取得进步,使写作教学收到举一反三的效果。
- (4) 练习独到:每个单元后都有相应的练习,对所学内容进行复习巩固。这些练习根据单元内容精心设计,形式多样。除了一些传统练习,如改错、选择、翻译等之外,每个单元最后都专门设计了涵盖各单元关键术语的翻译练习。书后所附答案提供了对应的中文解释,既可以让学生温习巩固已学术语,也为他们课前的自学提供了参照,提高学习效率和效果,成为本书一大亮点。

在本书编写过程中,编者参阅了大量书籍文献,直接引用的部分都注明出处,并在书后附有相应的参考书目,以示对编著者的尊重和谢意。我们力求做到出处可考,当然难免有疏漏之处,还望多多海涵谅解。如果书中有不足或纰漏,希望批评指正。

编者

于2012年7月

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Part I

FUNDAMENTALS IN WRITING

EFFECTIVE writing requires a sound knowledge of the mechanics of writing: the established rules concerning the appropriate manuscript format, correct use of punctuations, capitals, units of measurement, abbreviations and acronyms. In addition to observing the writing mechanics, you must work carefully on words and sentences, the basic units of writing, to produce clear, accurate and expressive writing. It is important to choose your words precisely and construct your sentences carefully so that they best express your ideas and feelings. As you combine sentences into paragraphs, it is essential to learn some methods for effective paragraph development. This part starts with the mechanics of writing in Unit 1, then focuses on issues at the sentence level in Unit 2, and finally addresses paragraph development in Unit 3.

Unit 1

Mechanics in Writing

Effective writing requires in the first place the ability to produce error-free and precise documents. To eliminate errors from your writing and make it clear and comprehensible, you need more than a sound knowledge of grammar. You must also know the mechanics of writing — the established rules concerning the appropriate manuscript format, correct use of punctuations, capitals, units of measurement, abbreviations and acronyms.

1.1 Fundamentals for Manuscript Format

In many cases, the first element of a piece of writing that will be judged by its readers is its format. So after you have finished the writing of your paper, it is crucial that you carefully work on the format of your manuscript before handing it in. To make your paper more presentable, enticing, and readable, you should observe pertinent manuscript rules and conventions.

Here are a few guidelines you should follow when formatting your manuscript.

- (1) Use the A4 size paper.
- (2) Leave wide margins (1 to 1½ inches) all around the paper.
- (3) Center the title of your paper on the first line of the page. Capitalize all the words in the title except words like *of*, *for*, *the*, *and*, *in*, and *to* (unless they are in the first place of the title). **NOTE:** The title is not enclosed in quotation marks, italicized or underlined at the top of the page.
- (4) Write your title preferably in words or phrases, rather than complete sentences.
- (5) Skip a line between the title and the first line of your paper. If you type, be sure that you double-space.
- (6) The first sentence of the paper should stand independent of the title.
- (7) Indent each new paragraph, typically one tab setting or five blanks.
- (8) Make sure your punctuation marks are firm and clear if you are handwriting your

paper. Leave a space after a period.

- (9) Break a word only between syllables at the end of a line.
- (10) Make sure your handwriting is clear and readable. Make a clear distinction between capitals and small letters.
- (11) Proofread your manuscript carefully before handing it in. Cross out a word by drawing a horizontal line through it and insert a word by placing a caret (^) at the point of insertion.

Though not a complete list for manuscript formatting, these basic rules will help you avoid the most common mistakes in preparing your manuscript and make it look more professional.

Practice 1.1

The following is a part of a student essay. Find all the mistakes in this excerpt in terms of manuscript format.

“Single Women Should Not Consider Motherhood”

This is one of the most disputable topics in our social class. In fact, recently, I've noticed many articles and books about single women who've decided to have a baby. These women believe they are justified; they shouldn't have to wait until they're married to make their lives completely. They believe that an extra dose of love can compensate for a father's absence, and that a single woman can provide a better home for a child than two people who are unhappily married or not involved with parenting. Despite their good intentions, I believe, single women who consider motherhood don't understand how devastating the lack of a father's presence can be to a child. ...

1.2 Punctuation

Read the following excerpt from a friendly letter. As you will find, some of the punctuation marks have been removed from the original writing. Can you figure out the message conveyed by the writer in this note?

... Would it be possible for Ali to stay in your flat for this weekend with

you or if you're away without you which would be a pity but still convenient Of course I'd like very much to see you and this seems a marvelous opportunity if you're going to be there Please could you let me know at once so that if it's not possible I could make other arrangement ...

Notice how difficult it would be to understand a short paragraph like this with the punctuation marks missing! Indeed, proper punctuation helps make the meaning much more lucid.

Before we learn the basic rules about correct punctuation, let's get to know the fourteen punctuation marks in English.

- Period, Question Mark, and Exclamation Point/Mark
- Comma, Semicolon and Colon
- Dash and Hyphen
- Brackets, Braces, and Parentheses
- Apostrophe, Quotation Marks, and Ellipses

1.2.1 Comma

Commas are mainly used for the following four purposes:

- (1) To separate items, phrases or clauses in a series.
 - ❖ A human eye has a cornea, an iris, a lens, and a retina.
 - ❖ The little patients enjoyed telling jokes, reading books, and singing songs.
- (2) To separate adjectives that modify the same noun.
 - ❖ The human brain is a complex, efficient organ.
 - ❖ Sports and exercise are part of a balanced, healthy lifestyle.
- (3) To separate independent clauses in a sentence. Place the comma before the coordinating conjunctions that join the clauses: "and," "but," "yet," "for," "nor," and "or."
 - ❖ He tried to find the cause of the disease, but he couldn't.
 - ❖ Lyme disease is the most common vector-borne disease in North America, yet cases remain unreported.
- (4) To separate subordinate clauses or a long phrase at the beginning of a sentence from the main clause.
 - ❖ Although there is no solid evidence, many people still believe such phones will damage their hearing.
 - ❖ After publishing his findings in several reputed journals, he attracted much

public attention.

Commas are NOT used in the following situations:

(1) Between two verbs that share the same subject.

- ❖ He looked for the patient but couldn't find her anywhere.
- ❖ The doctor looked at the x-ray picture and lectured the man about smoking.

However, in the case of short independent clauses in a sentence, the comma is optional.

- ❖ He started to defend himself (,) but his wife chose to leave the room.

(2) When the items in a series already contain a comma or when the items are long and complicated. In the examples below, the first and third sentences are confusing because the readers are unsure of which items are being listed. You can use a list to separate the items in a series.

Incorrect:

- ❖ Try to remember these three dates: August 18, 1950, November 10, 1979, June 12, 1981.

Correct:

- ❖ Try to remember these three dates:
 - August 18, 1950
 - November 10, 1979
 - June 12, 1981

Incorrect:

- ❖ The boy was interested in the marble, which he found in the attic, the football, which was a gift from his sister, and the car model with one wheel missing.

Correct:

- ❖ The boy was interested in the following items:
 - the marble, which he found in the attic
 - the football, which was a gift from his sister
 - the car model with one wheel missing

Of course, you may also need the extra power of a semicolon to separate these items. (See 1.2.3 about the usage of semicolons.)

(3) With a series of adjectives used as one modifier. A good way to decide whether a comma is necessary or not in this case is to see whether the word “and” can be added between the adjectives.

Incorrect:

- ❖ One, small mistake will cost a lot.
- ❖ One and small mistake will cost a lot.

Correct:

- ❖ One small mistake will cost a lot.

(4) If the prepositional phrase or independent adverbial clause appears in its normal order in the sentence.

- ❖ Doctors had to make a quick decision in such a situation.
- ❖ The girl was angry because he refused to change his idea.

Compare:

- ❖ In such a situation, doctors had to make a quick decision.
- ❖ Because he refused to change his idea, the girl was angry.

Practice 1.2

Look at the following sentences and decide whether they need commas. **HINT:** Some sentences are perfectly correct without adding a comma.

- (1) The body needs a variety of vitamins and minerals to grow develop and stay healthy.
- (2) Eating a variety of foods is the best way to get all the vitamins and minerals you need each day as well as the right balance of carbohydrates proteins fats and calories.
- (3) It's OK to eat foods like potato chips and cookies once in a while but you don't want to overdo high-calorie foods like these that offer little nutritionally.
- (4) If you are a vegetarian you will need to plan carefully for a diet that offers the vitamins and minerals found primarily in meats.
- (5) The best sources for the minerals zinc and iron are meats fish and poultry.
- (6) However you can get zinc and iron in dried beans seeds nuts and leafy green vegetables like kale.
- (7) Vitamin B₁₂ which is important for manufacturing red blood cells is not found in plant foods.
- (8) If you don't eat meat you can find vitamin B₁₂ in eggs milk and other dairy foods and fortified breakfast cereals.
- (9) Vegans (vegetarians who eat no animal products at all including dairy products) may need to take vitamin supplements.

- (10) If you are thinking about becoming a vegetarian talk to your doctor or a registered dietitian about how to plan a healthy balanced diet.

1.2.2 Colon

Colons are mainly used for three purposes:

- (1) To introduce a formal list of items or explanatory statement.
 - ❖ Anesthesia is broken down into three main categories: local, regional, and general.
 - ❖ Autism appears to be skyrocketing: In the latest estimate, as many as one in 150 children have some form of this disorder.

NOTE: Do not use a colon when the list follows the main verb.

 - ❖ The panel members are Dr. Manny, Professor Smith and Professor Thompson.
- (2) To express time and book titles (used between the title and the subtitle).
 - ❖ 17: 20
 - ❖ Successful Writing: Introduction to Expository Writing
- (3) To introduce the body of a formal, business letter (used after salutation).
 - ❖ Dear Sir;
 - ❖ To Whom It May Concern:

1.2.3 Semicolon

Semicolons are mainly used for two purposes:

- (1) To join two independent clauses without the use of a conjunction. Compared with a comma, the semicolon indicates a more distinct pause.
 - ❖ There is no other way; thinking is language spoken to oneself.
 - ❖ In hospitals, nurses are the limbs; doctors are the eyes and brains.
- (2) To separate a series of items that already contain comma themselves or items that are long and complicated — especially when they contain internal commas. In such cases, the semicolon serves as a “super-comma” that can avoid confusion about where one item ends and the next begins.
 - ❖ You can follow this procedure: first, read the article; next, underline key points; last, write a summary.
 - ❖ Her favorite music performers are Jeff Beck, a guitarist; Steve Gadd, a drummer; and Stuart Coleman, a bass guitarist.

- ❖ The most exciting drugs include vaccines for many cancers; a “rote-rooter” pill that melts plaque buildup in the arteries; drugs that cure or reverse the worst effects of Alzheimer’s and other major dementias.

Things to note about semicolons:

- (1) A semicolon is not used to link a dependent clause to an independent clause.

Incorrect

- ❖ Though his breath was very weak; he refused mechanical ventilation.

Correct

- ❖ Though his breath was very weak, he refused mechanical ventilation.

- (2) A semicolon often appears before some adverbs and phrases.

anyhow	in fact	otherwise
consequently	indeed	reversely
for example	instead	that is
for instance	likewise	then
furthermore	meanwhile	therefore
however	nevertheless	thus
in addition	on the other hand	

- ❖ It’s OK if we don’t have the book; anyhow, I’m not that interested in reading it.
- ❖ Kids today are not too spoiled; in fact, they aren’t spoiled.

Practice 1.3

Insert commas, semicolons, and colons where necessary.

- (1) In the past boy babies were often dressed in blue girls in pink.
- (2) Dear professor Please send me a copy of *Academic Writing Research Papers*.
- (3) We visited the places as follows San Francisco California Portland Maine and Salt Lake City Utah.
- (4) As an idealistic energetic young doctor Desai imagined he would spend his career in Zambia serving those in desperate need.
- (5) People who play sports are healthier get better grades and use alcohol cigarettes and drugs less frequently than people who are not athletes.
- (6) *During that ceremony the dean said something that was repeated throughout my education half of what we teach you here is wrong — unfortunately we don’t*

know which half.

- (7) We lack direct experience Death today often takes place out of sight in hospitals and nursing homes rather than at home with friends and relatives watching.
- (8) At 630 every evening she enjoys a cocktail before a home-cooked dinner of perhaps lamb pork chops roast chicken or a very good stew she makes herself.
- (9) Edison while pondering how to make a carbon filament was mindlessly toying with a piece of putty when the answer hit him between the eyes Twist the carbon like rope.
- (10) The heart association has finally recognized the added value of muscle strength to reduce stress on joints bones and soft tissues enhance stability and reduce the risk of falls and increase the ability to meet the demands of daily life.

1.2.4 Quotation Marks

Quotation marks are mainly used for two purposes:

- (1) To set off direct speech, literal title, or name. In the case of a direct quotation, periods and commas should be placed inside the quotation marks.
 - ❖ Then he commented on the surgeon, “He’s a real genius.”
 - ❖ Her paper “Teaching Expository Writing Strategies” was published in last month’s journal.
- (2) To emphasize words, phrases, or parts of text.
 - ❖ In an earlier era, medical professionals were known as “physicians” or “doctors.”
 - ❖ Unlike the other eating disorders, a person with binge eating disorder does not try to “compensate” by purging the food.

Things to note about quotation marks:

- (1) When a direct quotation is a complete sentence, begin with a capital letter. If the quoted is only one word or two words, just use a lowercase letter for the word(s).
 - ❖ He commented, “That’s impossible.”
 - ❖ They called it a “novel explanation.”
- (2) When the direct quotation contains comma, period or question mark, place them inside the closing quotation mark.
 - ❖ “Girls,” the teacher ordered, “follow me.”
 - ❖ “Didn’t you see the wolves?” the hunter asked.

Now, here’s a question to ponder: Is the following sentence correctly punctua-