

 世纪实用研究生英语系列教程

实用医学英语写作

Practical English Writing for Medical Professionals

主编 谢春晖 任雁 马军

 中国人民大学出版社

ENGLISH

v18.1
21 世纪实用研究生英语系列教程

实用医学英语写作

Practical English Writing for Medical Professionals

主编 谢春晖 任 雁 马 军
编者 华 瑶 傅斯亮 黄国维 刘洪辰



中国人民大学出版社
·北京·

图书在版编目(CIP)数据

实用医学英语写作 / 谢春晖等主编. —北京: 中国人民大学出版社, 2018.4
21 世纪实用研究生英语系列教程
ISBN 978-7-300-25548-4

I. ①实… II. ①谢… III. ①医学—英语—写作—研究生—教材 IV. ①R

中国版本图书馆 CIP 数据核字 (2018) 第 026075 号

21 世纪实用研究生英语系列教程

实用医学英语写作

主编 谢春晖 任雁 马军

编者 华瑶 傅斯亮 黄国维 刘洪辰

Shiyong Yixue Yingyu Xiezuo

出版发行 中国人民大学出版社

社 址 北京中关村大街 31 号

电 话 010-62511242 (总编室)

010-82501766 (邮购部)

010-62515195 (发行公司)

网 址 <http://www.crup.com.cn>

<http://www.ttrnet.com> (人大教研网)

经 销 新华书店

印 刷 北京中印联印务有限公司

规 格 170 mm × 228 mm 16 开本

印 张 14.25

字 数 220 000

邮政编码 100080

010-62511770 (质管部)

010-62514148 (门市部)

010-62515275 (盗版举报)

版 次 2018 年 4 月第 1 版

印 次 2018 年 4 月第 1 次印刷

定 价 32.00 元

版权所有

侵权必究

印装差错

负责调换

《实用医学英语写作》主要适用于医学专业研究生及高年级本科生临床阶段，为了帮助医学院校的学生在学完大学英语以后尽快适应工作需求，提高他们的实用英语交流能力和实用职业英语写作能力而编写。本教材以讲授医学实用文体写作技巧为主，突出专业性及实用性。

教材正文部分由四章组成：第一章是个人简历，主要讲授医学生简历撰写、求职简历、留学申请简历和国外交流申请简历等，包括简历撰写范例、结构及语言特点、常用表达等内容。第二章为医用交往信函写作，重点是与医学生求学、求职、论文发表和学术会议等方面相关的信件以及其他书信写作。第三章是临床医学医用证明写作，包括出生证明、死亡证明、诊断证明、病假证明、转诊证明等方面的内容。第四章是临床医学医用记录撰写，主要讲授门诊病历、入院医嘱、入院记录、病程记录、抢救记录、病理报告、出院记录、病例报告和急救记录等。为了便于学习者写作时查询，本教材设有医学领域学位名称和处方常用缩写词与符号的附录。

本教材是医学院校学生在学习完大学英语基础课程后的拓展性教材，帮助学生较快地提高包括个人简历、医用交往信函、医学证明、医用报告及记录等在内的各种医学应用文体的写作水平。教材中既有医学实用文体写作内容的讲解，也有格式介绍，同时还包含相关的语法知识，如写作中时态、语态和惯用语的使用等内容。

本教材具有三大特点：

一、实用性：本教材不是简单的写作指导教材，不仅讲解英语写作的语言特点，而且围绕“实用性”来设计，侧重医学院校学生常用的医学实用文体的写作，包括文体格式、语言特点、常用词汇和短语、实例。本教材具有较强的实用性，学生通过学习可以较快掌握医学应用文体的写作。

二、专业性：本教材的编写设计强调“英语”与“医学”的结合，突出本教材的重点和特点。在编写过程中，我们将医学和英语融合在一起，医学是专业，英语是表达工具。

三、指导性：本教材不做文体写作的理论阐述，而是以指导学生掌握医学英语实用文体写作技巧为原则，涉及题材广泛，讲解语言简洁明了。每个章节提供真实例文，进行分析与指导，并设计具有针对性的练习让学生在研习、模仿中掌握医学应用文体的写作方法。

在教材编纂过程中，我们得到了首都医科大学卫生管理与教育学院院长卢凤香教授的悉心指导和大力帮助，在此表示衷心的感谢。我们还得到了北京天坛医院的张宇鹏博士和北京同仁医院的杨一佺博士在专业上的指导，在此一并感谢。

读者可登录中国人民大学出版社外语分社主页 <http://www.crup.com.cn/wy>，搜索本书后下载相关资源，或与 010-62513265、010-62515580、chengzsh@crup.com.cn、jialk@crup.com.cn 联系索取相关教学资源。

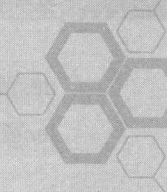
编者

2018年3月26日

Chapter One Resume	1
I. Overview	1
1. Definition	1
2. Characteristics of an Effective Resume	1
3. Resume Framework	4
II. Types of Resume	6
1. Basic Resume	6
2. Chronological Resume	10
3. Functional Resume.....	12
4. Combination Resume.....	14
III. Steps of Resume Development	16
1. Preparation	16
2. Drafting	20
3. Polishing	20
4. Proofreading	20
IV. Components and Design	21
1. Resume Sections	21
2. Resume Design	37
 Chapter Two Cover Letter	 45
I. Overview	45
1. Definition	45
2. Characteristics of Cover Letters.....	45

3. Cover Letter Framework	46
4. Types of Cover Letters	47
II. Cover Letters for Medical Applications	48
1. Definition	48
2. Characteristics of Medical Application Letters	48
3. Tips and Design	59
III. Cover Letters for Submitting an Academic Journal Paper ...	61
1. Definition	61
2. Characteristics of Cover Letters for Scientific Manuscripts	61
3. Tips and Design	62
IV. Cover Letters for Academic Conference Invitation	68
1. Definition	68
2. Characteristics of Medical Invitation Letters	68
3. Tips and Design	69
Chapter Three Medical Certificates	81
I. Overview	81
II. Types of Medical Certificates	81
1. Birth Certificate	82
2. Death Certificate	93
3. Medical Certificate of Diagnosis	101
4. Medical Certificate for Leave	104
5. Medical Referral Certificate	106
Chapter Four Medical Records	111
I. Overview	111
II. Types of Medical Records	111
1. Outpatient Note	112

2. Admission Order	121
3. Admission Note	126
4. Progress Note	130
5. Resuscitation Record	137
6. Pathology Report	141
7. Discharge Summary	147
8. Case Report	152
9. First Aid Report	161
Keys and Reference Answers	187
Appendix 1 List of Medical Degrees	203
Appendix 2 List of Abbreviations Used in Medical Prescriptions	207
Reference	213



Resume

I. Overview

1. Definition



A *résumé* (also spelled resume) is French for “summary,” which is a brief document that summarizes your education, qualification, work history, other accomplishments and skills when you apply for a job or apply to a university. In order to get an offer successfully, the *résumé* needs to be persuasive and written in a concise style using bullet lists rather than long sentences and paragraphs. Typically, a resume is one or two pages long.

In contrast, another term “*curriculum vitae*,” commonly short for CV, is Latin for “course of life.” A CV is an in-depth career biography, which includes more detailed description about your education, achievements, details of job experiences, publications, affiliations, awards etc. It is thus much longer than a resume. In some countries, CV and resume are sometimes used interchangeably.

2. Characteristics of an Effective Resume



The objective of a resume is to convince the prospective employer to grant an applicant an interview. In order to produce intended results, a customized and well-

designed resume should have the following essential characteristics in terms of length, layout and contents:

2.1 Conciseness

2.1.1 One-page Document

A resume is a brief summary of an applicant's experience and qualifications. Normally the resume is skimmed instead of being read carefully in very short time. So it should be as concise as possible—mostly one full page in length. For recent college graduates, entry-level applicants or applicants with limited work experience, one-page resume is a good choice. So applicants should try to trim resumes down to one page. Two or more pages are used only if applicants have sufficient experience and accomplishments relevant to the position.

2.1.2 Bullet Points

A resume is written in a concise style using bullet lists rather than long sentences and paragraphs. Typically fragmented sentences appear on the resume. It is probably ideal to include 3–5 bullet points. So prioritizing the order of bullet points is critical as well.

2.1.3 Action Words

In the list of bullet points, each fragmented sentences should begin with action verbs, also called power words. For example, the statement of accomplishments begins with words like “enhanced,” “increased,” “accelerated,” “initiated” and “created.” Those words are so powerful that they can help an applicant make a good impression and the prospective employer can quickly search for the qualities an applicant possesses. In that case, such words greatly increase the chance of interview.

2.2 Consistency

No matter the resume is one page or more pages, an applicant should make sure the resume is consistent in format and contents. First make sure being consistent in formatting. Font type and size, space and margins, even amount of bullet points,



should be consistent. Coherence is also important for someone to understand an applicant's skills. In this regard, avoid splitting the information onto another page.

2.3 Well-organized Layout

2.3.1 Appropriate Template

Resume layout matters a lot in presenting an applicant's information. After analysis of an applicant's relevant qualifications and the position one is applying for, choosing an appropriate resume template is strongly recommended, which serves as a useful guideline to create the resume from scratch and makes the resume clear and easy to read.

2.3.2 Highlighting the Most Important

Applicants should put the most important information, the best qualities and accomplishments in a prominent position on the page. For example, make sure name of the applicant stands out. All information should be itemized into different sections appropriately labeled. In addition, font choice does matter. For example, section headings are little larger or bold.

2.3.3 Perfectly-designed Layout

Make sure the resume looks clean, professional and easy to follow. The strategic use of white space is one of the most important aspects of the resume format because it makes the document easier to read. Leave comfortable margins on the sides, top and bottom and choose professional font size and style. In addition, balance all information on the page, which means an equal amount of text and white space. In a word, the resume is visually attracting.

2.4 Accuracy

In order to make a resume professional, try to keep the wording in the same tense and use clear language throughout. It is necessary to proofread and make sure the resume has no any typos and obvious grammatical errors. A misspelt word is often a huge turn off for employers reading your resume. In addition, make sure all information on the page is accurate and clearly stated.

3. Resume Framework

YOUR NAME

Street Address, City, State Zip

@126.com |(86) 135 * **

个人联系信息应确保准确、有效。地址应为常住地址以及学校地址。

OBJECTIVE

An objective statement is optional. If included, it should be specific to the position you are applying for.

QUALIFICATIONS

这一部分也是可选，申请者具备与职位要求相关的经历时使用。

- Number of years of relevant experience, noting skills gained
- An important accomplishment that directly relates to the job
- A quality or characteristic of yours that supports this goal

EDUCATION

这部分是申请者的教育经历，包括辅修/专修课程、毕业论文、整体 GPA 成绩、专业 GPA 成绩以及相关课程。

Name of University

City, Province

Name of Major

Expected Month Year

Minor or Concentration

Honors Thesis: "Title"

Overall GPA and/or Major GPA

Related Coursework: Course Title, Course Title, Course Title

Previous Institution Name

City, State/Country

Name of Degree/Diploma/Program or summary of Coursework Completed

Month Year

**EXPERIENCE**

这部分是申请者的工作经历，没有工作经历的高校毕业生可以换成 LEADERSHIP 或者 VOLUNTEER 以突显自己的领导力和个人综合素质。

Organization Name

City State/Country

Position Title

Month Year–Present

- Use bullet points to describe your accomplishments
- Start your statement with “action verbs” and add adjectives to emphasize
- State an accomplishment that demonstrates your skills in this field/position
- Illustrate a problem you solved using relevant skill(s) and the results
- Provide an example of when you used your skills to positively affect the organization, the bottom line, your boss, or your clients

Position Title

Month Year–Present

- If you have been involved in multiple positions within one organization, consider breaking out your positions to highlight your progression within the organization.

Organization Name

City State/Country

Position Title

Month Year–Present

- Be consistent with punctuation and format within each section
- Use present tense verbs for current positions and past tense verbs for previous positions

SKILLS**Language:** Provide an accurate assessment of your proficiency**Computer/Software/Programming:** Consider how to best represent your familiarity, proficiency, or expertise in technical areas**Laboratory:** Consider including other relevant categories of skills, based on your background and the position you are applying for

INTERESTS

Listing interests is optional. Interests may or may not be related to the position, but if included they may serve as a potential conversation starter and an opportunity to share other passions, hobbies, or ways you spend your time.

Source: <http://career.berkeley.edu/Tools/Resume>

II. Types of Resume

The type of resume is the top priority when an applicant gets started on his resume. The ultimate goal of any resume is to show a hiring manager an overview of an applicant's qualifications for a position in as short a time as possible. So as a "self-advertisement," a well-crafted resume does more than sum up an applicant's past experiences and must be persuasive instead. The applicant must make sure the style he chooses best suits his own needs and does maximize his strengths.

Though resume is a brief summary of a person's experience, yet it should be customized rather than fixed or unchangeable. Everyone should tailor the resume to the different expectations or job positions. Basically there are four types: basic resume, chronological resume, functional resume and combination resume.

1. Basic Resume

1.1 Introduction

Basic resume emphasizes an applicant's academic history, which works best for university applicants, recent graduates or job applicants with limited employment history. Lack of direct experience is not necessarily a barrier to a new job because employers are often looking for potential in an entry-level resume which may translate to different settings. Thus transferable skills acquired



through past experiences, involvements or accomplishments are highly welcomed. Along with the academic achievements, other kinds of past experiences such as coursework, extracurricular experience, campus leadership positions, volunteering & school activities, part-time jobs, any awards and certifications or internship can be included. In general, basic resume includes several sections as follows: contact information, objective, education, awards and achievements, related experience and skills. Now instructions of this type would be detailed with a typical example: college application resume.

1.2 College Application Resume

It is acknowledged that the college application process can be time-consuming and struggling. Accordingly, resume writing in the process seems much harder than expected. The most difficult part is how it is getting started. What should be included? Which resume type can be chosen? How to organize information on one page? This part is to discuss the characteristics of such resume and instruct applicants to create an effective resume with samples. Information on the resume sample is only for reference. Applicants have to create a customized resume instead of filling their own information into the template.

1.2.1 Characteristics

College admission officers don't expect applicants to have solid professional experience but they pay attention to their academic competence and their potential involvement in college life instead. In this case, when applicants prepare for the resumes, these two parts would be highly focused.

In general, each university would offer academic entry requirements for applicants, which probably involve standard exams or applicant's GPA. However, they expect best candidates to be a whole person rather than ones with highest scores only. A whole person is not only very competent in study and exams, but also gets involved in a variety of activities on and off campus. Therefore, applicants have to figure out their own skills and competence attained from activities, which would be the most difficult part in writing resume.

Needless to say, a resume serves as the first impression on recruiters. Whether the resume is well-crafted directly influences their decision-making. College application resume is bound to look professional. Hence a well laid-out resume free of any error with impressive information can greatly increase the chance of being admitted.

1.2.2 What to Include

College application resume should be composed of an applicant's academic profile and other strong selling points to showcase his accomplishments and involvements elsewhere. Basically the following aspects can be put into consideration:

- Academic Profile
- Academic Trainings or Programs
- Research or Project Attended
- Publications
- Presentations
- Honors/Awards/Certificates
- Extracurricular Activities
- Volunteer Experience or Community Service
- Leadership
- Skills
- Hobbies/Interests

Among these aspects, the first six mainly focus on academic accomplishment and involvement, while the rest of them add more values to the applicants. It makes no sense that a resume covers all aspects. Firstly, applicants should identify which aspects are stronger and probably cater to expectations of that university. Secondly, as for education section, don't put items of high school on the resume. For medical students, internship, clinical rotation, residency and fellowship are indispensable. Then items in each aspect should be selected and organized carefully. Thirdly, categorize aspects into different sections on the resume. Fourthly, items in each section should be listed in reverse chronological order. Lastly, referees are



recommended. Probably two referees help verify some details on the resume. And put referees' information on the resume instead of "Referees available on request." Referee sample is available below.

First Name, Surname

Dean, School of ×××

××× Road, ××× District, Beijing, P. R. China, 100011

(86 10) 6222 2222

1.2.3 Resume Sample**(1) Applicant's Information**

张晓燕，中国北京 C 医科大学的 2017 届硕士毕业生，申请美国大学深造。在校期间，她学习成绩优异，GPA 3.84 分，并在 2009—2011 年度被评为优秀学生 (Dean's list)；在 A 医院实习、住院医师培训和轮转期间，获得三次一等奖学金（2012 年、2014 年、2016 年）。此外，她获得了执业医师资格证、急救培训证书，2016 年与别人合作发表论文一篇，2017 年硕士论文答辩。在校期间，她还是学生红十字会的会长，以及迎新活动的协调员，多次参加志愿者活动，例如去临终关怀医院志愿服务、利用假期参与医院的各种志愿者服务。

(2) Resume Sample**Xiaoyan Zhang**

Room 301, No. 334 Qinghua Road, Beijing, 100103, P.R. China

(86 10) 6222 1234 (86) 139 1234 5678

xiaoyan@126.com

EDUCATION**C Medical University**

Beijing, P.R. China

Master of ×××

July 2017

GPA: 3.84