

卫·生·部·规·划·教·材

全国高等医药院校教材·供临床、预防、基础、口腔、药学、护理等专业用

# 医学 专业英语

## MEDICAL ENGLISH

### 写作分册

W R I T I N G

总主编·白永权

主 编·叶春阳



人民卫生出版社

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# 医学

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## 专业英语

*MEDICAL ENGLISH*

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*WRITING*

总主编：白永权  
主 编：叶春阳  
副主编：聂文信  
编 者：叶春阳 聂文信 薛亚红  
王法吉 胡继岳

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医学专业英语  
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总主编:白永权

主 编:叶春阳

出版发行:人民卫生出版社(中继线 67616688)

地 址:(100078)北京市丰台区方庄芳群园3区3号楼

网 址:[http://www. pmph. com](http://www.pmph.com)

E - mail: [pmph @ pmph. com](mailto:pmph@pmph.com)

印 刷:北京人卫印刷厂

经 销:新华书店

开 本:787×1092 1/16 印张:10.25

字 数:236千字

版 次:2001年5月第1版 2001年5月第1版第1次印刷

印 数:00 001—20 050

标准书号:ISBN 7-117-04031-9/R·4032

定 价:12.50元

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# 前言



《医学专业英语》系列教材是根据国家教育部大学英语教学大纲的要求和精神，由卫生部教材办组织编写的一套供医学本科生使用的系列教材，分为医学专业英语阅读、医学专业英语写作和医学专业英语听说三种教材。全套教材共五本：医学专业英语阅读一、二册；医学专业英语写作一册；医学专业英语听说一册和医学专业英语阅读教师用书一册。医学专业英语听说配有录音带。

医学专业英语阅读两册可供 80 个学时的教学使用。医学专业英语写作和医学专业英语听说分别可供 40 个学时的教学使用。三种教材每种都自成体系，可在教学中单独使用，但又可相互组合形成一个整体，作为一套系列教材使用。整套教材可供 160 个学时的教学使用。

本套教材是以大学英语四级为起点，面向 21 世纪英语教学改革和要求为目标而编写的。在体例、内容和编排等方面都与传统的医学英语教材有所不同，充分体现了医学英语的特点，针对医学生对英语的需求，突出了对学生的医学英语知识和能力的培养。阅读教材按人体解剖系统排列，基础与临床相结合。每一章包括医学英语构词法和阅读两大部分，在学习医学英语构词方法，扩大学生词汇量的基础上，提高学生的阅读能力。写作教材以实用和实践为主，讲授从医学应用文到医学论文摘要的写作方法和技巧，书中既有范、例文，又有常见错误分析。听说教材将英语听说有机结合，练习多样活泼，内容包括了从问诊到学术报告等情景。

《医学专业英语》全套教材由白永权教授担任总主编。医学专业英语阅读第一册由邱望生教授担任主编，郝长江教授担任副主编；医学专业英语阅读第二册由张宏清教授担任主编，周铁成教授担任副主编；医学专业英语写作由叶春阳副教授担任主编，聂文信副教授担任副主编；医学专业英语听说由董双辰教授担任主编，梁平教授担任副主编。

全国参加《医学专业英语》系列教材编写的单位有：西安交通大学、北京大学、华西医科大学、华中科技大学、中南大学、吉林大学、中山医科大学、第一军医大学、第二军医大学、第三军医大学、第四军医大学、哈尔滨医科大学、河北医科大学、青岛大学医学院、兰州医学院和承德医学院。

在该套教材的编写过程中，吴书楷教授、刘应宏教授、方廷钰教授、何筑丽教授、董哲教授、董丽明教授等对于编写大纲的制定和教材的审定，付出了很大心血，在此对

他们表示衷心地感谢。

由于时间急迫和编者水平及经验有限，教材中难免会有不妥之处，希望广大读者批评指正。

医学专业英语系列教材编写委员会

2000年11月

# 使用说明



本书为卫生部医学专业英语系列教材中的写作分册，供已完成大学基础英语学习的医药卫生学生或从事医药卫生工作者使用。

本教材主要是加强学生专业英语的写作训练，特别是实用写作和摘要写作中常用句型或结构的使用的训练。一方面，介绍医学英语写作理论和技巧，另一方面，本书还提供了多样化的练习，使学生在短时间内提高专业英语写作水平。

本教材共分九个章节，一个附录。前五个章节涉及“医学英语书信”，“药品及仪器说明书”，“临床报告”，“病史”和“病例报告”等应用文的写作方法和技巧，后四章介绍医学论文摘要的写作，包括摘要的分类和格式，摘要中的常见句型，常见用词错误分析和摘要写作中的修辞问题。

每章节开头都简要介绍各类医学写作的语言特点，然后，用丰富详尽的例句介绍写作中常见的句型，以供学生模仿和应用。同时在每章节中附有各类写作范文，使学生对各类医学英语写作有整体的认识。每章节后配有形式多样的练习，学生通过反复实践，巩固加深所学知识，提高写作水平。附录中收集了一些常用各类医院名称，常用医学机构以及医药卫生人员专业职称的英文表达。

本教材具有以下特点：第一，从理论与实践相结合，以实践为主线的角度，让学生明确医学英语写作的基本要求，指导学生掌握从医学英语应用文到医学论文摘要写作的方法和技巧。第二，本教材含有大量可供实践所需的句型、结构和词组等语言素材，因此，本教材既可用于课堂教学，也可供学生自学使用。第三，全书所摘例句和范文均来自国外各种权威杂志和文献资料，语言纯真，实用性强。本书还力求做到可读、详实和实用。全书可供40学时教学使用，但教师可根据具体情况调整每一章所用时间。教师在具体授课时，应突出实践性。

由于编者水平和经验有限，书中错误疏漏在所难免，敬请专家、同行和读者批评指正。

编 者

2000年9月

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# **Chapter1**

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# ***Medical Correspondence***

## **1.1 Introduction**

Medical correspondence is a vital means of professional communication among medical practitioners. This chapter deals with the following types of letters: letters for diagnostic consultation, letters for referring patients, letters for permission to visit a scientific department, letters for applying for a medical post, curriculum vitae (CV), letters for recommendation, and letters for submitting a medical paper for publication.

These letters should be clear and direct in style, polite in tone, exact and concise in wording. Each of them may serve one specific purpose.

## **1.2 Format**

A medical letter usually consists of the following parts: the heading (full address of the sender and the date of the letter), the inside address (name and full address of the addressee), the salutation (greeting to the addressee), the body (the main content of a letter), the complimentary close (e.g. Yours sincerely, Sincerely yours, Yours truly, Truly yours, etc.), the signature (handwritten or typed)

It may also include the enclosure as in a letter applying for a medical post. However, not every part is necessarily highlighted in a specific type of medical letters. There are generally two patterns to organize the parts of a medical letter: the full-block type (more formal) and the indented-block type (less formal).

## **1.3 Sample Letters**

### **1) the full-block type**





1106 Figueroa Street  
Los Angeles, CA 90028  
U. S. A.

(inside address)

Dear Dr. Swift : (salutation)

*We have completed our evaluation of the nutrition education program being conducted by your organization. While the results are encouraging, some aspects of the program might be modified. Awareness training for the staff, a few schedule changes, and greater involvement of the parents could significantly improve the results of the program.*

*We have prepared a study outlining the problems as we see them and our recommendations for improving the program. Roger Clark, our President for Management Development, agreed to work with you, if you would like his assistance.*

*We look forward to hearing from you soon.* (body)

(complimentary close)

(typed name)

*Sincerely yours ,  
(handwritten name)  
John Alden , Chairman  
Advisory Committee*

## 1.4 Letters for Diagnostic Consultation

A letter for diagnostic consultation is one written to call on an expert for a discussion on the diagnosis and treatment of a case. It usually consists of the following parts: the heading (only the date of the letter), the salutation, the body, the complimentary close and the signature.

### 1.4.1 Language Features

In the body of the letter, present tense is used. However, when the admission of a certain patient is mentioned, present perfect tense or past tense should be employed.

### 1.4.2 Special Language Structures

#### 1.4.2.1 Describing disagreement /uncertainty

1) We disagree on ... admitted...

e.g. *We disagree on the diagnosis of the patient who was admitted last night.*

2) ...admitted ...and we doubt that ...

e.g. *We have just admitted a patient and we doubt that she has caught lupus erythematosus.*

#### 1.4.2.2 Requesting for help

1) We would appreciate it very much if you ...

e.g. *We would appreciate it very much if you agree to come and discuss with us on the case at 2:00 tomorrow afternoon.*

2) We would be very grateful if you ...

e.g. *We would be very grateful if you could come to help us to make the decision at 3:00 tomorrow afternoon.*

#### 1.4.3 A Sample letter of Diagnostic Consultation

<i>July 12, 1998</i>
<i>Dear Dr. Brown:</i>
<i>We have just admitted a patient, and we doubt that she has caught cancer of corpus pancreatis. But some evidences are against our diagnosis and we can not reach other judgements. We would appreciate it very much if you agree to come to our hospital at 2 o'clock tomorrow afternoon to discuss this case together with us. Thanks.</i>
<i>Yours sincerely,</i> <i>(Handwritten signature)</i> <i>Williams Johnson</i>

**Note:** The exemplary letters thereafter have heading and inside address omitted, and no space will be left between the complimentary closing and typed name for easy formatting.

### 1.5 Letters for Referring Patients

Letters for referring patients can be seen in two forms: a recommendation (to a specialist or a general practitioner in a hospital of a higher rank for further diagnosis and treatment of a certain patient, and a replying letter (written by a specialist or a general practitioner about a patient referred to him).

#### 1.5.1 Language Features

In the body of the letter, present tense or present perfect tense is used. However, when accounting the examination of the patient, past tense should be employed, for example:

*The woman has c/o backache on and off for six months. Recently she has also complained of vague discomfort in the left side of her abdomen. This is not related to food intake.*

#### 1.5.2 Special Language Structures

### 1.5.2.1 Describing the complaint of a patient

- 1) ...complain of...  
e.g. *Recently she has complained of heavy bleeding.*
- 2) ...has...for...  
e.g. *He has migraine (偏头痛) off and on for three years.*
- 3) I have been treating ...for ...  
e.g. *I have been treating her for hemophilia (血友病).*

### 1.5.2.2 Expressing request for further diagnosis and treatment

- 1) I should / would appreciate...  
e.g. *I should appreciate your opinion of him.*  
*I would appreciate it very much if you could examine him and make a definite diagnosis.*
- 2) I feel that...  
e.g. *I feel that I need your opinion.*
- 3) Please...  
e.g. *Please see and advice.*

### 1.5.2.3 Describing examinations and results of examinations

- 1) I have ordered...  
e.g. *I have ordered IVP (静脉肾盂造影术) and other relevant investigations to exclude any underlying cause.*
- 2) ...shows..., is not sufficient to qualify...as...  
e.g. *The chest X-ray film shows minimal dust change which, in my opinion, is not sufficient to qualify her as a case of pneumoconiosis (肺尘埃沉着病).*
- 3) On examination...  
e.g. *On examination there were no significant abnormalities.*

### 1.5.2.4 Presenting suggestions for treatment

- 1) I think...is the best way to manage this.  
e.g. *I think a gastrectomy is the best way to manage this.*
- 2) It may help... if...  
e.g. *It may help her to clear her chest in the morning if she has a salbutamol (舒喘宁) inhaler.*
- 3) It might be advisable to...  
e.g. *Should nothing be found, it might be advisable to treat her in the same way as her mother with long-term chemo-prophylaxis.*

### 1.5.3 Sample Letters for Referring a Patient

#### 1) a letter for referring a patient to a specialist

Dear Dr. Johnson,

Re: Mrs. Stevens, Charles Oxley, 46, Liverpool Way, N.16.

This women has c/o backache on and off for two and half years. Recently she has also complained of vague discomfort in the left side of her abdomen. This is not related to food intake. Micturition and bowels normal. O.E. limitation of movements of spine. Abdomen N.A.D (no appreciable disease). Perhaps the abdomen pain originates in the spinal column and I should appreciate your opinion of him.

Yours sincerely,

Jean Laporte (Dr.)

#### 2) a replying letter by a specialist about a patient referred to him

February 11, 1997

Dear Dr. William,

Re: Mrs. Roger Scott, aged 50

6, Downside Terrace, N.2.

Thank you for sending your patient to see me. For the past four weeks she has noticed regurgitation, heartburn and belching coming on two hours after food or on bending. Hot tea burns her. She is gaining weight. Her symptoms seem to have been precipitated by a five day religious fast terminated by fish and chips! She has had milder similar symptoms in the past after large meals. There is a strong family history of gallstones in her mother and brother.

On examination there were no significant abnormalities. I think this is gastro-oesophageal reflux (胃食管反流) with a possible hiatus hernia (食管裂孔疝). I have ordered a Barium meal and a cholecystography (胆囊造影照片). I have meanwhile given her a supply of Mexalon and Mucaine (羟乙卡因) and have advised her about her eating habits.

Yours sincerely,

Richard Miller (Dr.)

## 1.6 Letters for Permission to Visit a Scientific Department

They are correspondence between a scientific department and a medical professional or his department that desires to visit it. Such letters fall into three groups: letters asking for permission to visit a scientific department, replying letters by the scientific department, and follow-up letters requiring further details.

### 1.6.1 Language Features

In the body of the letter, present tense and present perfect tense are used and model verbs such as *should*, *could*, and *would* are used to achieve polite tone.

e.g. *I should be more grateful if you would grant me permission to visit your department.*

### 1.6.2 Special Language Structures

#### 1.6.2.1 Describing the present status of the sender

...have/has been working in...for

e.g. *I have been working in the Department of Cardiology of the University Hospital of the University of Utah for seven years.*

#### 1.6.2.2 Expressing a desire to visit a scientific department

1) ...should be most grateful if you would...

e.g. *I should be most grateful if you would grant me permission to visit your department.*

2) ...should appreciate ... if you would...

e.g. *I should appreciate it very much if you would provide me with an opportunity to visit your department.*

#### 1.6.2.3 Expressing permission

1) I have the pleasure / honor to inform you that ...

e.g. *I have the pleasure to inform you that you are welcomed to visit our department.*

2) I should be very pleased to invite you...

e.g. *We should be very pleased to welcome you here and invite you to participate in the activities of the department.*

3) We would be interested in ...

e.g. *We would be interested in your visiting us.*

#### 1.6.2.4 Expressing a desire to get a reply

1) ...look forward to ...

e.g. *I look forward to your early reply.*

2) Awaiting / Hoping ...

e.g. *Awaiting your early and favorable reply.*

### 1.6.3 Sample Letters

#### 1) a letter asking for permission

November 16, 1999

Dear Sir,

*I have been working in the Department of Anaesthetics of Shanghai No. 1 Medical College for three years. I should be most grateful if you would allow me to visit your department in order to see the work that is being done there. I could come at any time convenient to you.*

*Awaiting your early and favorable reply.*

*Yours sincerely,*

*Li Jianwei, (Dr.)*

#### 2) a replying letter

July 25, 1998

Dear Professor Li,

*Thank you for your letter of April 5, 1998, indicating your interest in coming to the Middlesex Hospital.*

*We would be most interested in your visiting us and observing the work being done here, and I would be pleased to arrange visits in other hospitals in the area. However, I have not been able to locate any source of funding for you. Therefore, you would need money to cover your expenses while living in this country and travel here. You could stay in our Residence.*

*Please let me know when we might expect you and how long you could stay in this country so I could make some arrangements for you to visit hospitals in this area as well as the Middlesex Hospital.*

*I look forward to our continuing discussion about your visit to us.*

*Yours truly,*

*Kamran Ghafouri, Director*

#### 3) a follow-up letter

June 6, 1997

Dear Professor Stan Jones,

*Thank you so much for allowing me to visit your department and to observe some neurosurgery being performed such as corticectomy (脑皮层切除术), cerebrostomy (脑切开术) and lobectomy (叶切除术) of brain. It was a pleasure to meet with you and your staff. And I should say that the operations were very successful and I was most interested in them.*

*I wonder if you would be so kind as to send me a copy of your reprint : Jones Stan : Neurosurgery , Surgery , May 25 , 1996?*

*Sincerely yours ,  
John Wiley ( Dr. )*

## **1.7 Letters for Applying for a Medical Post**

### **1.7.1 Format**

The application letter usually contains the following parts: the introduction, which states what position you are applying for; the statement of qualifications, which includes what kind of education you have received; what degree you hold at the time of writing and your academic record, particularly the results of certain English language examinations, such as TOEFL and GRE; the statement of professional experience, which presents what kind of work you are doing, at the time of writing, and if possible, in which you need to make it clear why you think your experience in the work will benefit your future position; the statement of your publications, which often makes a point of mentioning one or two of them in your application letter, if you have any; the closing, in which you make your request for an interview easy to grant; the enclosure (s), in which any documents useful to your application are included.

### **1.7.2 Language Features**

In the application letter, present tense or present progressive tense is employed. However, when work experience is mentioned, the present perfect tense or past tense should be used, for example,

*From 1990 to 1995 , I studied in Zhongshan Medical University , and graduated with a Bachelor's degree in Medicine. My records of studies at school ( which you will see in the enclosed copy of my transcripts ) were good. All my teachers said I would be an excellent doctor in the future.*

*I have worked in the Department of General Surgery in Tongren Hospital for five years ever since my graduation...*

### **1.7.3 Special Language Structures**

#### **1.7.3.1 Stating the position you are applying for**

1) ...should like/wish to apply for...

e.g. *I should like / I wish to apply for the post of head nurse which you advertised in yesterday's Daily News.*



- 2) I am applying for the post of ...  
e.g. *I am applying for the post of Senior Registrar in the Department of Medicine, as advertised in the Chinese Medical Journal of July 5.*
- 3) ...informed me of an opening ..., a position for which ...  
e.g. *Marilyn Becker informed me of an opening in your secretarial staff, a position for which I should very much like to become a candidate.*
- 4) ... told me that ...  
e.g. *Ms. Laura Merton, your head nurse, told me that you are looking for a nurse in the intensive care unit, a position I would like to apply for.*
- 5) I wish to be trained as a ...  
e.g. *I wish to be trained as a physician in cardiovascular diseases with advanced skills.*
- 6) From...I have noticed that...  
e.g. *From the newspapers I have noticed that your hospital is very much advanced in treating the cancer of lung, throat, and liver. I wonder if I could have an opportunity of working there.*

#### 1.7.3.2 Asking for an application form for a post

- 1) I should be most grateful if you...  
e.g. *I should be most grateful if you would send me an application form for the post of anesthesiologist in your hospital.*
- 2) I shall appreciate it very much if ...  
e.g. *I shall appreciate it very much if you could send me an application form for the post I am applying for.*
- 3) I should like to receive...if...  
e.g. *I should like to receive an application form if you would be kind enough to forward one to me.*

#### 1.7.3.3 Stating your qualifications

- 1) I am a graduate from ...  
e.g. *I am a graduate from the Faculty of Medicine of Huaxi Medical University, and have obtained A's in all the required subjects such as general surgery, physiology, chemistry and paediatrics.*
- 2) ...I was trained to be...  
e.g. *I was trained to be a surgeon in Tongji Medical University from 1985 to 1990. The academic records (which you will find in the enclosed copy of my transcripts) were good.*

#### 1.7.3.4 Describing your work experience

- 1) I have been working as ... for...  
e.g. *I have been working as a head nurse in the Department of Paediatrics for two years.*
- 2) I have had sufficient experience in...