

Review:

1. I am scientific secretary.
2. It's the nurses who the (blood) Then the stretcher-bearer carries the sample the lab where the technician it and finally Stéphanie the sample and details in the computer.
3. She uses some special software Synergie which she six months.
4. Severine article submissions. After receiving the articles from doctors, she puts them in the right according to the journal recommendation. She then the article online.
5. I need to enter information into the online form and as there are a lot of technical and medical that I do not understand, I need to ask doctor to help me.
6. The video outlines the of a medical secretary. They include forms, preparing b..... etc. A medical secretary must be familiar with medical and terms.
7. She needs to keep an eye on the medical supplies and (=.....) if the supplies are
8. Different types of training to become medical secretaries are widely at technical schools or at junior colleges. The latter is a more comprehensive course leading to
9. High school + 2 years =
High school + 4 years =
High school + 6 years =

KEY:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Notes:

Vocabulary:

the 'latter (SECOND) noun [S]

the second of two people, things or groups previously mentioned:

She offered me more money or a car and I chose the latter.

associate's degree /ə,səʊ.si.erts.di'gri:/ noun [C] US

the qualification given to a student by a junior college after successfully completing two years of study

bachelor's degree /,bætʃ.əl.əz.di'gri:/ noun [C]

a first degree at college or university

Master's degree /,mɑ:.stəz.di'gri:/ /,mæs.təz-/ noun [C] (INFORMAL **Master's**)

an advanced college or university degree:

An MA and a MSc are both Master's degrees.

pronounce

pronunciation

An overview of English pronunciation :

Three aspects to consider

1. Sound

tank /tæŋk/

thank /θæŋk/

that /ðæt/

set /set/

sit /sɪt/ ship, bitch, shit, hit, hill

seat /si:t/ sheep, beach, sheet, heat, heal, heel

2. Stress

'secretary

'dictionary

be'come

in'crease verb

'increase noun

The patient's blood pressure is in'creasing.

There has been an 'increase in the patient's blood pressure.

3. Intonation

I am a teacher.

Are you a teacher?

What's your job?

Homework:

1. Print-out the class notes and review it actively. (Don't just read it! Try to use the sentences and talk to yourself or your friends about it.)
2. Practice the pronunciation of these words: label, video
3. Write one sentence with each of the given words:
in charge, keep an eye on, BSc
4. Watch this video: <http://www.youtube.com/watch?v=iMu5RhJk6fQ&feature=related>
5. Watch videos, listen to radio programmes, read... IN ENGLISH!!!
<http://cyberend.com/01/category/1stparagraph/english-1stparagraph/>