

Augmedix Scribe Training

Phase 1: AST-1 English Language Training

Course Pre-requisites:

~IELTS equivalent of 6

~Commitment to 10 learning hours per week

This is an intermediate level English language course focusing on medical scribing. Understanding of Language of Medicine gives an added advantage to best understand the examples to be used in the course, and vice versa.

Students are required to pause the lecture and research on unfamiliar words/jargons said in the lectures, to best clarifying on-going content, before proceeding with the topic or to the next one.

Students are encouraged to take notes while listening to the lectures, in order to document learning progression. Noting down topics to research or to ask questions to trainers or in forums is always beneficial for learning online.

Choosing a specific book to read while undertaking this course is advised to better understand grammar rules in written language.

Practicing to improve listening skills using audio book apps in IOS or Android platform is advised for students.

Improving comprehension skills by practicing summary writing through dictation in short, set time frames is highly encouraged for this course.

Being active in writing forums or groups in popular social media platforms is advised to learn from other learners online.

What is Language?

Language is a tool which is used by animals to communicate with each other because of the need and use for information.

We as humans have the need to know about our surroundings and use the acquired understanding to express thoughts for further acknowledgement and/or action for personal and/or social development.

Language is different for different animals.

Language is the building block of a society and it was what defines us as the types of intellects we are.

Language shapes our understanding of our surroundings, intellect and even reality.

We use sounds and symbols to give it meanings and communicate with each other to better understand what we are, everything that is happening and our purpose for the future.

There are other means of expression as well; the realm of the non-verbal where facial expression, body gesture, attire and scent as plays a vital roles in conveying an intended message.

How is language shaped by anatomy?

The language is shaped as per the anatomy of its speaker. All animals have their own means of communication.

Animals express and understand using senses they possess for the body that they have.



We humans can interpret an understanding of animal language to an extent but cannot do so completely due to not knowing animal language. Humans tend to associate human-emotions to animals seeing the animal's expression and gesture as a mean to better understand animal behavior..

Terrified Cow



Happy Sloth



Thinking Gorilla



Sad Dog



Skeptic Cat



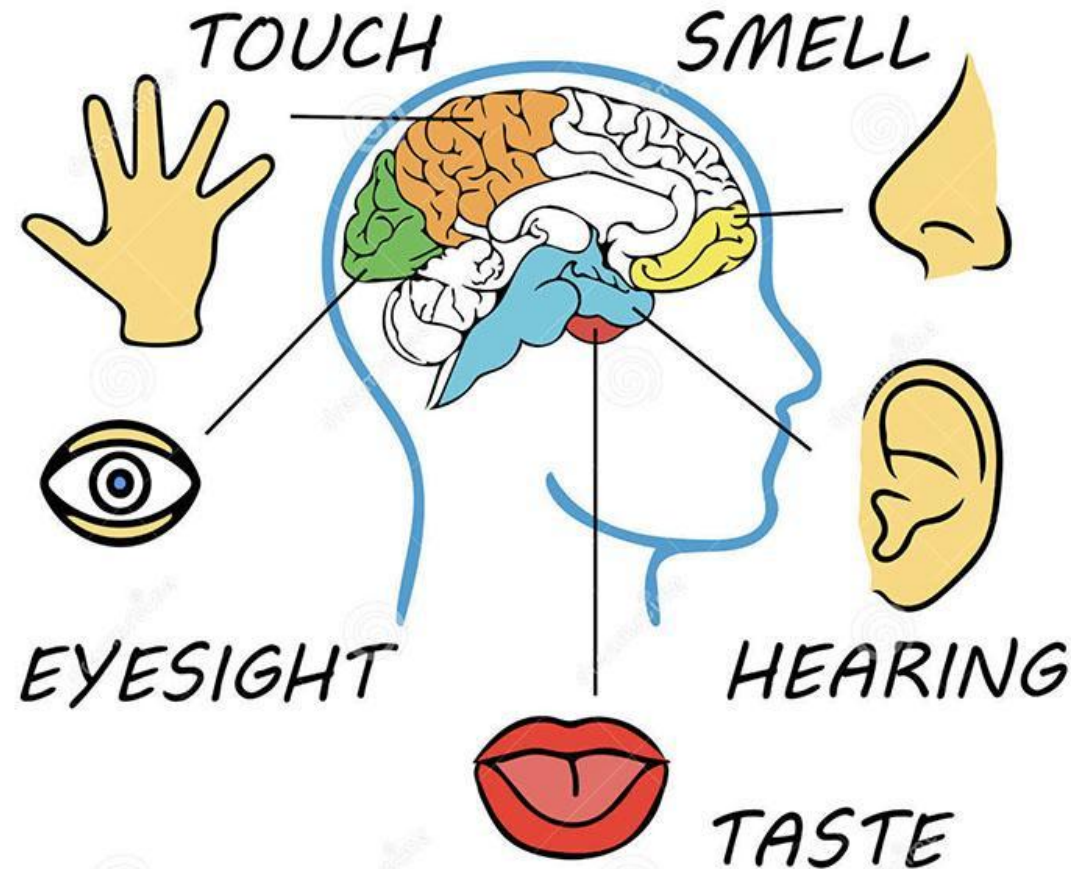
Angry Fish



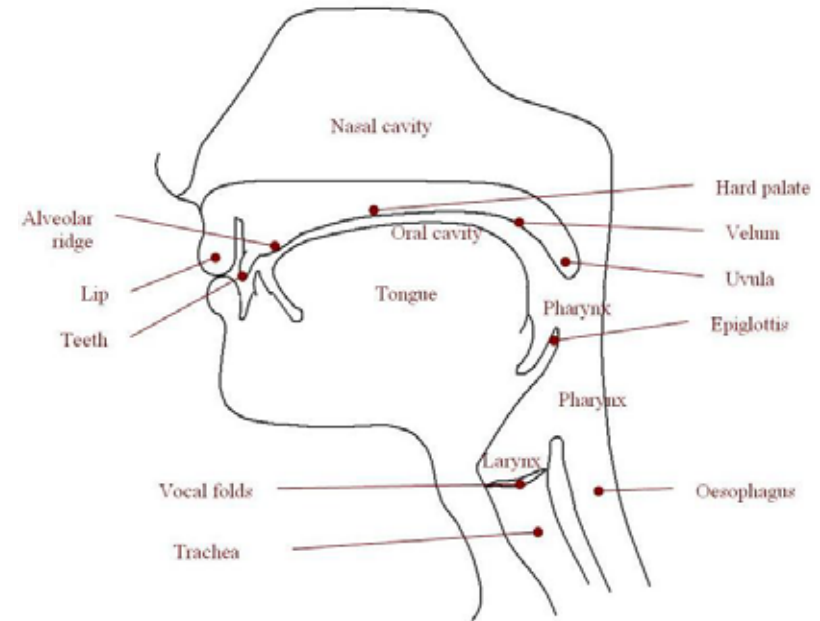
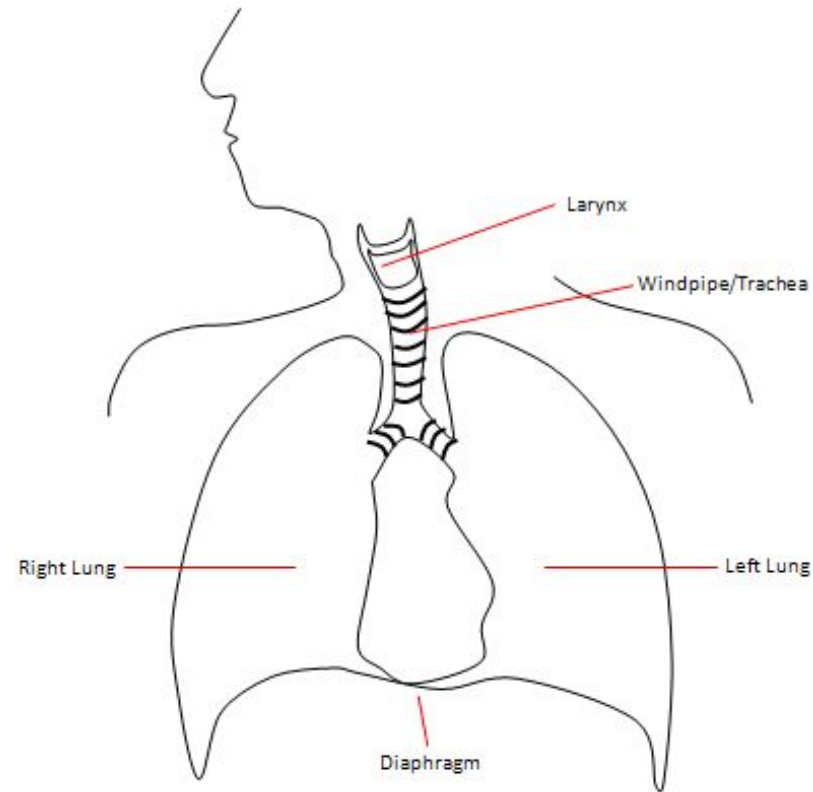
Humans can be said to be the dominant specie on the planet for the ability to communicate complex understanding about nature and intellect.



Humans uses sight, hearing, smell, taste and touch to interpret any surrounding or communication. Animals having more or less senses, because of the body they have, would have a different take/understanding of reality and knowledge.



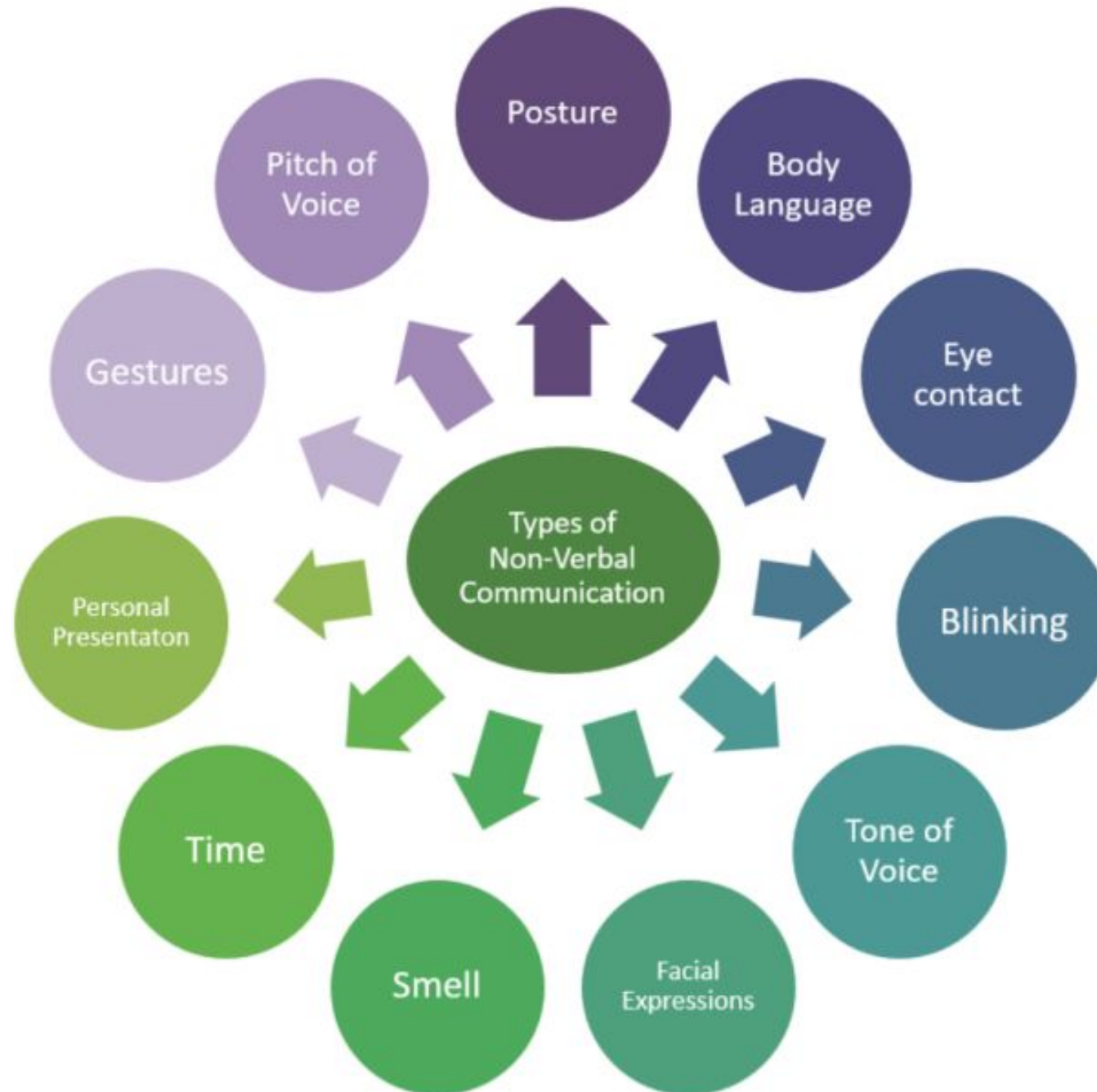
Humans use their organs such as the lungs, vocal cords to create sounds that denotes meaning (words) and ears to receive sound which encodes a meaning within.

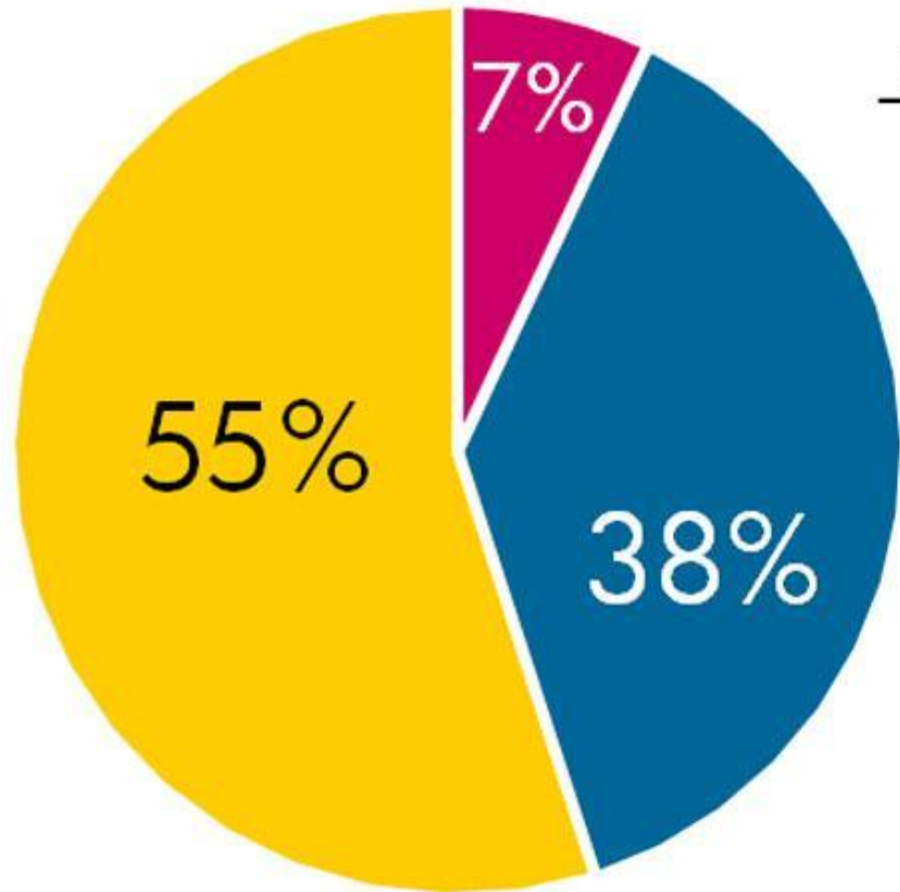


This is usually termed as verbal communication. In linguistics, verbal communication means communicating with words, whether written or spoken.



Besides communicating with words, people often do so non-verbally. Non-verbal is the other means of communication between people.





Dr. Albert Mehrabian's 7-38-55% Rule











Elements of Personal Communication

- 7% spoken words
- 38% voice, tone
- 55% body language

Verbal vs Non-Verbal Communication

Verbal Communication	Non Verbal Communication
It is the exchange of information by words	It is the exchange of information by wordless cues
It has less chance of confusion and misunderstanding the message	It has more chance of confusion and misunderstanding the message
It leads to prompt interchange of information	I can take more time
It doesn't essentially require the presence of both communicators at the same place an time	It does essentially require the presence of both communicators at the same place and may be time

Written communication refers to communication which uses the sense of sight to decode a meaning of particular symbol/symbols created by humans and few other animals on earth.

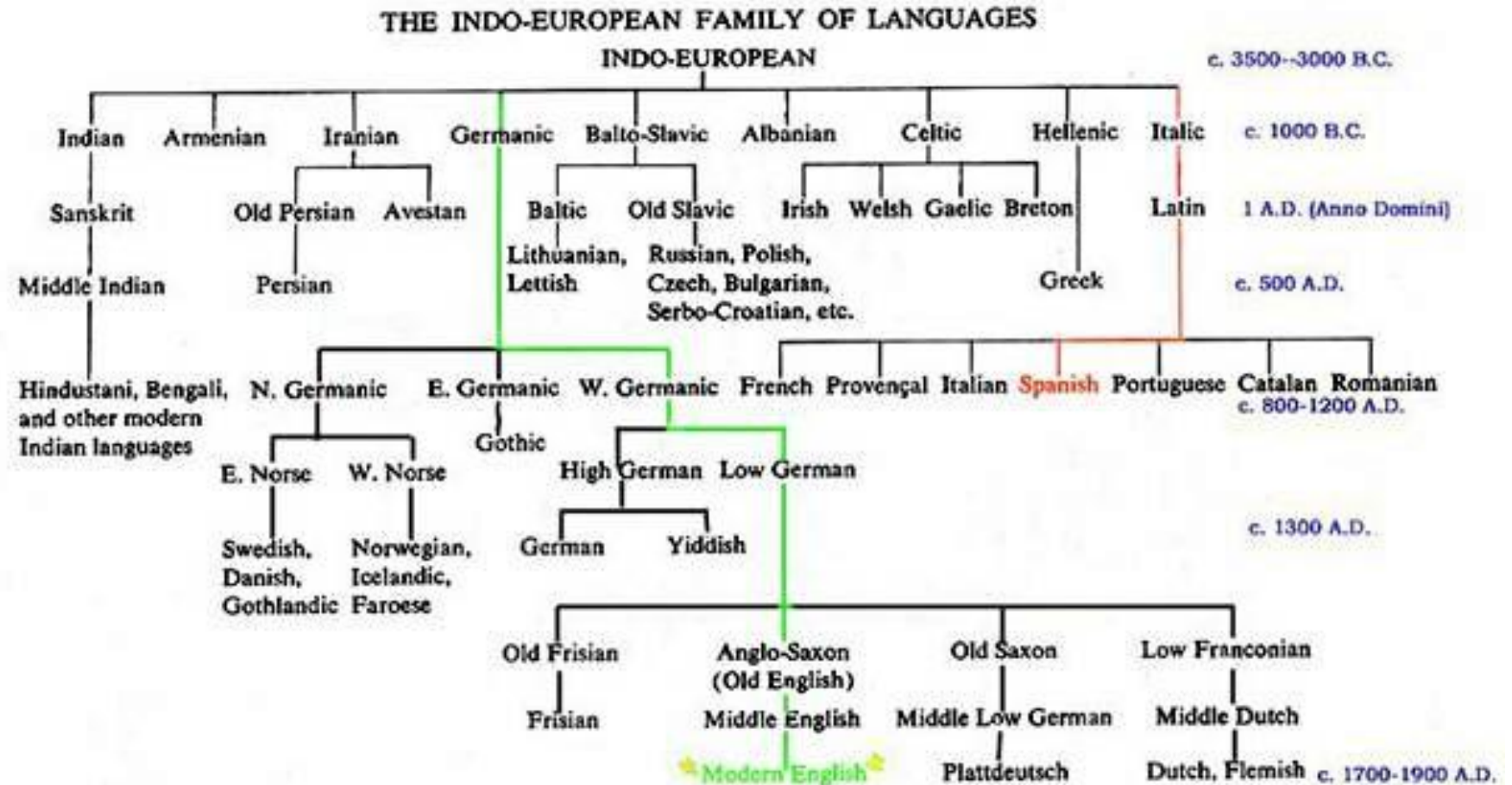
		kur (mountain, land)
		geme (female slave)
		sag (head)
		ka (mouth)
		ninda (bread)

0	1	2	3	4
5	6	7	8	9
A	B	C	D	E
F	G	H	I	J
K	L	M	N	O
P	Q	R	S	T
U	V	W	X	Y
Z	.	,	?	ଅ



Why is English Language the Global Language?

The first, and most obvious reason that English became widespread in the first place is because of the British Empire. ... So English then became an elitist language of sorts, spoken by those who were educated in literature, philosophy and poetry, much like French was back when it was the most widely spoken language, and previously Greek and Latin.



English Alphabets – Vowels & Consonants

Vowels

A	E	I	O	U
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Special Vowel

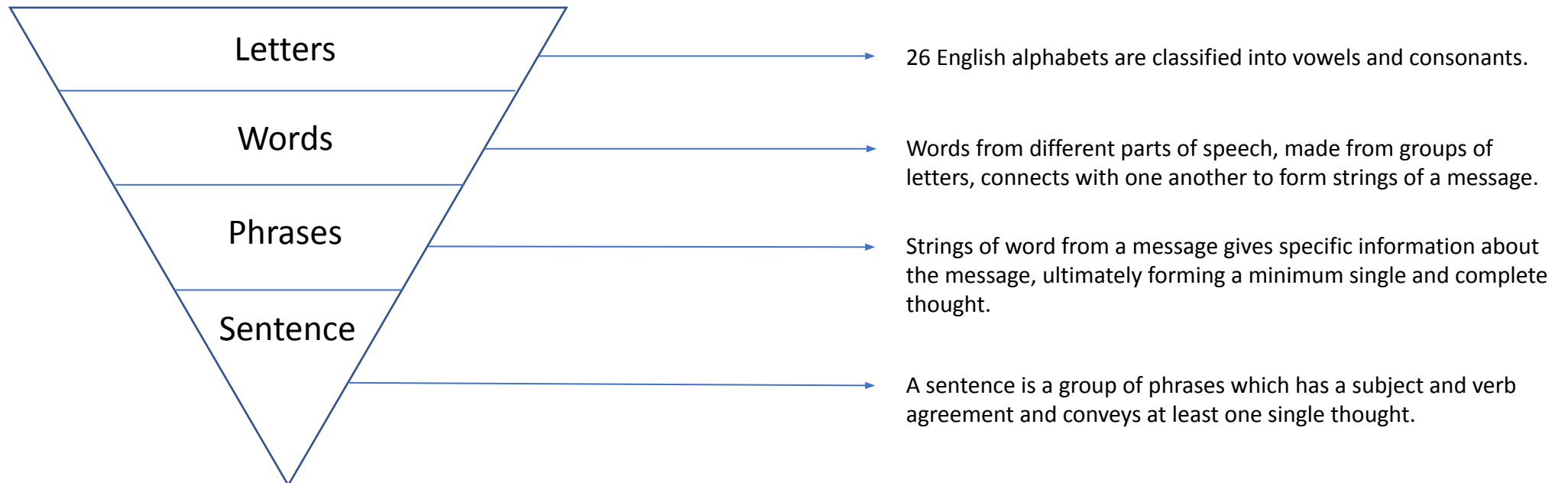
Y

Consonants

B	C	D	F	G	H	J
K	L	M	N	P	Q	R
S	T	V	W	X	Y	Z

Letters, Words, Phrases and Sentences

The architecture of verbal communication incorporates symbols that denote the sounds we humans make to produce word-sounds which contains a meaning. If we look at the evolution of speech, we can see that a group of letters put together makes a word, and couple of words makes a phrase and few phrases put together is likely to form a sentence which conveys a complete thought.



Types of Sentences

A sentence expresses at least one single unit of thought and makes complete sense.

There are four kinds of sentences:

1. Assertive or declarative sentence (a statement)
2. Imperative sentence (a command)
3. Interrogative sentence (a question)
4. Exclamatory sentence (an exclamation)

1. An assertive sentence is a sentence that states a fact. Such sentences are simple statements. They state, assert, or declare something.

Examples:

Jan is a student. She lives in a big city.

2. Imperative sentence is a sentence which gives a command, makes a request, or express a wish.

Examples:

Go to your room. (an order)

Please lend me your book. (a request)

Have a good time at the picnic. (a wish)

3. Exclamatory sentence is a sentence that expresses sudden and strong feelings, such as surprise, wonder, pity, sympathy, happiness, or gratitude.

Example:

What a shame!

Boy, am I tired!

4. Interrogative sentence: A sentence that asks a question is called an interrogative sentence.

Examples:

What is your name?

Where do you live?

Subject & Object

In order for a sentence to form, it requires a subject and a verb and sometimes there is extended information in a sentence which functions as the object of the sentence. The subject of the sentence is whom/what the sentence is about. The subject of the sentence (in active voice sentences) is the doer of the action in the sentence. The verb of the sentence refers to the subject here. The object (direct object) of the sentence receives the action performed by the subject.

Active Sentence: **He** kept *the bags* in the trunk of the car.

He is the subject of the sentence. Kept is the action verb being received by the direct object *the bags*. In the trunk and of the car are indirect objects of the sentence.

Passive Sentence: Where the does of the action in the active sentence becomes the object which the verb acts upon.

Example: **The bags** *were kept* by him in the trunk of the car.

Sentence Structure

Sentences are made up of various groups of words. Different types of groups have different names.

A phrase is a group of words that does not contain a subject or a verb and cannot stand independently (or which is incomplete). There are prepositional phrases, infinitive phrases, participle phrases, and many other phrases.

Examples:

The accident occurred **near the river**.

Mr. Jones was eager **to obtain his license**.

Reading the copy, I fell asleep.

Filled with emotions, she began to cry.

But the main building blocks of a sentence are **clauses**.

A clause is a group of words that contains a minimum of **one subject and one verb**. Sometimes a clause will also contain phrases.

There are two types of clauses.

1. Independent Clause: A clause is independent if it can stand alone.

2. Dependent Clause: It is dependent if it depends on independent clause.

Dependent clauses are always introduced by a subordinating conjunction.

Examples for Independent and Dependent Clauses.

Independent Clause: Dr. Ambrose has been notified. (Subject: Dr Ambrose, Verb: has been notified - It can stand alone.)

He will see the patient at noon. (Subject: He, Verb: will see - It can stand alone.)

He attempted to irrigate the ear although it had caused him acute pain.

Independent Clause: He attempted to irrigate the ear. (Subject: He, Verb: attempted, It can stand alone.)

Dependent Clause: although it had caused him acute pain. (Subject: It, Verb: had caused,
Subordinating Conjunction: although, It cannot stand alone.)

Person: 1st, 2nd & 3rd

The person of a subject can be determined as given below.

First Person: The person who is speaking. (I/we)

Second Person: The person spoken to (you)

Third Person: The person or thing about which one is speaking.
[he, she, it, they, and all other nouns and pronouns]

All the three persons have a singular and a plural form. In the following chart, the different forms of verbs that agree with the person of the noun or pronoun are listed.

NOTE: This is only for verbs in the present tense. In any other tense, the person of the subject does not affect the form of the verb except for the irregular verb ‘to be’ (is, are, was, were, be, being, been).

	First Person		Second Person		Third Person	
	Noun	Verb	Noun	Verb	Noun	Verb
Singular	I	am have present	You	are have present	He She It	is has presents
Plural	We	are have present	You (all)	are have present	They	are have present

NOTE: The forms of the verbs ‘to have’ and ‘to present’ are considered as regular verbs, and the forms of the verb ‘to be’ as our irregular verb. From the above chart, you will notice that the irregular verb ‘to be’ changes in both the first person singular and the third person singular forms. Regular verbs change only in their third person, singular form.

Classification of Words: Parts of Speech

Categories to which a word is assigned in accordance with its syntactic functions.

In English the main parts of speech are:

Example:

The boy yelled, “Help!” and he saw a brave dog quickly run to the rescue.

Function	Part of Speech
Naming	Nouns, Pronouns
Predicating (stating or asserting)	Verbs
Modifying	Adjectives, Adverbs
Connecting	Prepositions, Conjunctions

NOUN

Name of a thing, a person, an animal, a place, or an idea.

Examples: Daniel, London, table, hope
- *Mary uses a blue pen for her letters.*

PRONOUN

A pronoun is used in place of a noun or noun phrase to avoid repetition.

Examples: I, you, it, we, us, them, those
- *I want her to dance with me.*

ADJECTIVE

Describes, modifies or gives more information about a noun or pronoun.

Examples: cold, happy, young, two, fun
- *The little girl has a pink hat.*

VERB

Shows an action or a state of being. It can show what someone is doing or did.

Examples: go, speaking, lived, been, is
- *I listen to the word and then repeat it.*

ADVERB

Modifies a verb, an adjective or another adverb. It tells how (often), where, when.

Examples: slowly, very, always, well, too
- *Yesterday, I ate my lunch quickly.*

PREPOSITION

Shows the relationship of a noun, noun phrase or pronoun to another word.

Examples: at, on, in, from, with, about
- *I left my keys on the table for you.*

CONJUNCTION

Joins two words, ideas, phrases together and shows how they are connected.

Examples: and, or, but, because, until, if
- *I was hot and tired but I still finished it.*

INTERJECTION

A word or phrase that expresses a strong emotion. It is a short exclamation.

Examples: Ouch! Hey! Wow! Oh! Ugh!
- *Wow! I passed my English exam.*

NOUNS

A noun is the name of a person, place, thing, idea, concept, feeling, or quality.

Every sentence either contains a noun or is about a noun.

Types of Nouns

1. Common Noun

Nonspecific people, places, things or ideas

Man, city, religion etc...

2. Proper Noun

Specific people, places, things...

Albert Einstein, London etc...

3. Abstract Noun

*Something that you **can not perceive** with your five senses*

Belief, love, pride, happiness etc...

4. Concrete Noun

*Something that you **can perceive** with your five senses*

Apple, lion, eyes, flower etc...

5. Countable Noun

Can be counted

Pencil/pencils, apple/apples, train, clock etc...

6. Uncountable Noun

Cannot be counted

Milk, music, food, water, snow, rice etc...

7. Compound Noun

Made up of two or more smaller words

Textbook, snowball, seafood, sunflower

8. Collective Noun

Refer to a group of things as one whole

Bunch, audience, flock, group, family

9. Singular Noun

Refer to one person, place things, or idea

Cat, dog, ship, monkey, hero etc...

10. Plural Noun

Refer to more than one person, place things, or idea

Dogs, cats, ships, babies etc..

Examples:

Concrete Nouns:

The aroma coming out of the kitchen is making me hungry.

Incorrect Sentence: A aroma coming out of the kitchen is making me hungry (Aroma is a concrete, un-countable noun and A denotes that the referred noun is singular)

Abstract Noun:

An idea can change your life.

Incorrect Sentence: The idea can change your life (It is a correct sentence but leaves with a question, what idea?).

Common Nouns:

There was a man who lived in a city.

Incorrect Sentence – There was the man who lived in the city (The is used for specific mentioning and thus leaves this sentence ambiguous for questions; which man, which city).

Proper Nouns:

The Eiffel Tower is actually like a fancy radio station.

Incorrect Sentence – An eiffel tower is actually like the fancy radio station (Proper nouns are always capitalized).

Examples:

Countable Nouns:

Three boxes are needed to pack this entire stock of biscuits.

*Incorrect Sentence: **A water** is a morning essential (Water isn't countable; either we say *The water* [although leaves the question which water], or just *water*. Also, we can associate a measuring unit with the un-countable noun such as a glass, a cap, a litter, a gallon).*

Un-countable Nouns:

Happiness is what I look for with you.

*Incorrect Sentence: **A/The** Happiness is what is look for with you (Happiness is an abstract, un-countable noun; Articles *The* and *A* can used for specific or countable nouns).*

Compound Nouns:

I went to the seafood restaurant and ordered a squid pasta.

*Incorrect Sentence: I went to the **sea/food** restaurant and ordered a squid pasta (Without the counterpart, the object nouns won't make complete/specific sense).*

Collective Nouns:

3 cohort of trainees are required to serve this hospital group.

Singular to Plural Conversion Rule

Regular Nouns

add -S

1 car	2 cars
1 dog	2 dogs
1 book	2 books
1 house	2 houses
1 apple	2 apples

Ends in S, CH, SH, X or Z

add -ES

1 bus	2 buses
1 match	2 matches
1 dish	2 dishes
1 box	2 boxes
1 quiz	2 quizzes

Ends in F or FE

remove F/FE add -VES

1 leaf	2 leaves
1 wolf	2 wolves
1 life	2 lives
1 knife	2 knives
<i>Exceptions:</i>	<i>roof - roofs</i>
	<i>cliff - cliffs</i>

Ends in VOWEL + Y

add -S

1 day	2 days
1 key	2 keys
1 boy	2 boys
1 guy	2 guys
1 donkey	2 donkeys

Ends in CONSONANT + Y

remove Y add -IES

1 city	2 cities
1 baby	2 babies
1 story	2 stories
1 party	2 parties
1 country	2 countries

Irregular Nouns

1 man	2 men
1 child	2 children
1 foot	2 feet
1 tooth	2 teeth
1 mouse	2 mice
1 person	2 people

Ends in VOWEL + O

add -S

1 zoo	2 zoos
1 radio	2 radios
1 stereo	2 stereos
1 video	2 videos
1 kangaroo	2 kangaroos

Ends in CONSONANT + O

add -ES

1 hero	2 heroes
1 echo	2 echoes
1 tomato	2 tomatoes
1 potato	2 potatoes
<i>Exceptions:</i>	<i>piano - pianos</i>
	<i>photo - photos</i>

No Change

1 sheep	2 sheep
1 deer	2 deer
1 fish	2 fish
1 series	2 series
1 species	2 species

SOME EXCEPTIONS

Some nouns LOOK plural but are singular in usage.

Examples: mumps, anemia, measles, ascites, herpes, physics

Physics *is* very boring.

Mumps *is* a painful disease.

Some nouns are ALWAYS plural in usage.

Examples: scissors, shorts, jeans, forceps, tights, adnexa, genitalia

My pants *are* torn.

The left adnexa *were* removed along with the uterus.

Some nouns can be used either as singular or plural.

Examples: The Japanese *are* very hardworking people.

Japanese *is* my favorite language.

COMMON NOUN ENDINGS

Following is a list of some common noun endings. This in no way covers all types of nouns, but it will help you in identifying nouns.

-ness: illness, gloominess, hardness sadness

-ity: scarcity prosperity humidity ability

-ssion: mission impression admission obsession

-sion: tension fusion vision incision

-tion: lotion operation education infection

-ment: ointment management treatment comment

-hood: childhood neighborhood

GERUND (-ing) : An '-ing' ending word that functions as a Noun.

It is formed by adding '-ing' to the verb form, and therefore is confused most often to be a verb.

Examples:

I am tired of **reminding** you.

Swimming is an excellent exercise to tone your body.

The **itching** will reduce over a period of time.

NOTE: Thus '-ing' can also be another ending for a noun. One must be careful while picking such nouns.

Pronouns

A pronoun is a word used instead of a noun to avoid repetition of that noun in the sentence.

The noun to which a pronoun refers or which it replaces is known as its *antecedent*.

1. Personal pronouns: *I, me, you, he, him, she, her, it, we, us, they, them.*

Personal Pronoun – Subjective: *I, You, he/she/it, we, they*

Personal Pronoun – Objective: *me you him/her/it us them*

Personal pronouns refer to specific person[s] or thing[s]. They are the most commonly used pronouns.

Example: *Dr. Braderick and I agree that this patient will have to see us again after the surgery.*

2. Possessive pronouns: *my, your, his, her, our, their, mine, yours, his, hers, its, ours, theirs.*

Possessive pronouns show ownership/belonging/possessiveness.

Examples:

His encephalitis is an extremely virulent type.

That record is hers.

There are 2 forms of the possessive case:

Possessive Adjectives and Possessive Pronouns. In the first example 'his' is a possessive adjective and in the second example 'hers' is possessive pronoun

Possessive Adjective: *my, your, his/her/its, our, their*

Possessive Pronoun: *mine, yours, his/hers/its, ours, theirs*

3. Demonstrative pronouns: *this, that, these, those, such.*

Demonstrative pronouns identify/point out specific people or objects.

Examples:

This is the procedure outlined by Dr. Brown in his recommendation.

That is the reason I have decided to take this course.

4. Intensive and Reflexive pronouns: *myself, ourselves, yourself, yourselves, himself, herself, themselves, itself.*

Intensive pronouns are used to strengthen the subject of the verb.

Reflexive pronouns are used when the subject and the object of the verb are the same.

Examples:

I myself could not diagnose the patient's problem.

She kept telling herself that the pain would go away.

5. Relative pronouns: who, which, that, whose, whom, what, where.

Relative pronouns connect nouns or pronouns to groups of words. They are used to introduce dependent clauses which you will learn later.

Examples:

This is a 21-year-old female **who** has a history of lower abdominal pain.

He is **whom** I would recommend.

This is the person **whose** arm was amputated.

The nurse will tell you **what** you need to know.

This is **where** she lives.

6. Indefinite pronouns: Indefinite pronouns do not refer to specific nouns. They represent an indefinite entity, not mentioning who or what they are, and are thus called indefinite pronouns.

Examples:

I hope everyone is paying attention.

Both of the patients' kidneys went into kidney failure.

Neither of them could be revived.

Some tests are necessary.

Indefinite pronouns are either singular, plural, or take the number of their antecedent. Thus, there are 3 types of indefinite pronouns.

SINGULAR			PLURAL	DEPENDENT ON ANTECEDENT
Another	Anybody	Anything	Both	All
Anyone	Each	Either	Few	Any
Every	Everybody	Everyone	Many	More
Everything	One	No one	Others	Most
Nothing	Nobody	Neither	Several	None
Many a/an	Much	Somebody		Some
Someone	Something			

Verbs

Verbs are words that express action or state of being. There are three types of verbs: action verbs, linking verbs, and helping verbs.

Action Verbs: Action verbs are words that express action (give, eat, walk, etc.) or possession (have, own, etc.). Action verbs can be either transitive or intransitive.

Transitive Verbs: A transitive verb always has a noun that receives the action of the verb, called the direct object.

Example:

Laurissa raises her hand. The verb is raises. Her hand is the object receiving the verb's action. Therefore, raises is a transitive verb.

Transitive verbs sometimes have indirect objects, which name the object to whom or for whom the action was done.

Example:

Abdus gave Becky the pencil. The verb is gave. The direct object is the pencil. (What did he give? The pencil.) The indirect object is Becky. (To whom did he give it? To Becky.)

Intransitive Verbs: An intransitive verb never has a direct or indirect object. Although an intransitive verb may be followed by an adverb or adverbial phrase, there is no object to receive its action.

Example:

Laurissa rises slowly from her seat. The verb is rises. The phrase, slowly from her seat, modifies the verb, but no object receives the action.

To determine whether a verb is transitive or intransitive, follow these two steps:

1. Find the verb in the sentence.

EXAMPLE 1: Dustin will lay down his book. What is the action? will lay

EXAMPLE 2: His book will lie there all day. What is the action? will lie

2. Ask yourself, “What is receiving the action of the verb?” If there is a noun receiving the action of the verb, then the verb is transitive. If there is no direct object to receive the action, and if the verb does not make sense with a direct object, then it is intransitive.

EXAMPLE 1: Dustin will lay down his book. Dustin will lay down what? his book. Since the verb can take a direct object, it is transitive.

EXAMPLE 2: His book will lie there all day. His book will lie what? nothing. It does not make sense to “lie something.” Since the verb has no direct object, it is intransitive.

Linking Verbs: A linking verb connects the subject of a sentence to a noun or adjective that renames or describes the subject. This noun or adjective is called the subject complement.

EXAMPLE:

Jason **became** a business major. The verb, became, links the subject, Jason, to its complement, a business major.

Lisa **is** in love with Jason. The verb, is, links the subject, Lisa, to the subject complement, in love with Jason (describing Lisa).

The most common linking verb is the verb to be in all of its forms (am, are, is, was, were, etc.). This verb may also be used as a helping verb (see next section). To become and to seem are always linking verbs.

Other verbs may be linking verbs in some cases and action verbs in others:

To appear	To feel	To look	To remain	To stay	To taste
To continue	To grow	To prove	To sound	To smell	To turn

LINKING: Libby appeared happy. (Appeared links Libby to the subject complement, happy.)

ACTION: Deon suddenly appeared. (Here, appeared is an intransitive action verb.)

Helping Verbs: Helping verbs are used before action or linking verbs to convey additional information regarding aspects of possibility (can, could, etc.) or time (was, did, has, etc.). The main verb with its accompanying helping verb is called a verb phrase.

EXAMPLES: Teju is (helping verb) going (main verb) to Florida. The trip might (helping verb) be (main verb) dangerous.

The following words, called modals, always function as helping verbs: can, may, must, shall, will, could, might, ought to, should, would.

EXAMPLES: Tanya could learn to fly helicopters. (Could helps the main verb, learn.) Janine will drive to Idaho tomorrow. (Will helps the main verb, drive.)

In addition, the following forms of the verbs to be, to do, and to have sometimes serve as helping verbs. (Note: In other cases, they may serve as action or linking verbs.)

Am	Be	Being	Do	Had	Have	Was
Are	Been	Did	Does	Has	Is	were

HELPING: Jana is moving to a new house.

LINKING: Jana is ready to go.

A main verb together with its helping verb(s) is called a **verb phrase/verb string**.

Examples:

- The patient was operated on Thursday.
- Some diseases are caused by poor personal hygiene.
- The patient had broken his leg while waterskiing.

The following words may be used as HELPING VERBS within verb strings.

Forms of 'to do'	Forms of 'to have'	Forms of to be	Modals
do, does, did	have, has, had	am, is, are, was, were, be, being, been,	can, will, shall, could, would, should, may, might, must, ought to
		will be, shall be, has been, had been, have been	

The most common helping verbs are forms of 'to be' and 'to have.'

Forms of the verb 'to be': *am, is, are, was, were, will be, shall be, has been, had been, have been*

Forms of the verb 'to have': *have, had, has*

Another common group of helping verbs is called as **MODALS:** *can, could, may, might, must, ought to, shall, should, will, would.*

Verb Tenses

Tense is the property of a verb that indicates time.

In English, there are 3 Main Tenses: **Present, Past, and Future.**

Each main tense is classified into 4 Sub Tenses.

- a) **Simple:** Indicating unchanging or repeated action.
- b) **Continuous:** Indicating ongoing action.
- c) **Perfect:** Indicating completed action.
- d) **Perfect Continuous:** Indicating ongoing action that will be completed at some definite time.

The table below illustrates the usage of the verb ‘talk’ in the different tenses using the first person, second person, and third person as the pronoun subjects.

Person>>>	1st Person		2nd Person		3rd Person	
	Singular	Plural	Singular	Plural	Singular	Plural
Simple Present	I talk	We talk	You talk	You talk	He/She/It talks	They talk
Present Continuous	I am talking	We are talking	You are talking	You are talking	He/She/It is talking	They are talking
Present Perfect	I have talked	We have talked	You have talked	You have talked	He/She/It has talked	They have talked
Present Perfect Continuous	I have been talking	We have been talking	You have been talking	You have been talking	He/She/It has been talking	They have been talking
Simple Past	I talked	We talked	You talked	You talked	He/She/It talked	They talked
Past Continuous	I was talking	We were talking	You were talking	You were talking	He/She/It was talking	They were talking
Past Perfect	I had talked	We had talked	You had talked	You had talked	He/She/It had talked	They had talked
Past Perfect Continuous	I had been talking	We had been talking	You had been talking	You had been talking	He/She/It had been talking	They had been talking
Simple Future	I will talk	We will talk	You will talk	You will talk	He/She/It will talk	They will talk
Future Continuous	I will be talking	We will be talking	You will be talking	You will be talking	He/She/It will be talking	They will be talking
Future Perfect	I will have talked	We will have talked	You will have talked	You will have talked	He/She/It will have talked	They will have talked
Future Perfect Continuous	I will have been talking	We will have been talking	You will have been talking	You will have been talking	He/She/It will have been talking	They will have been talking

Simple Tense Forms

Simple Present Tense

The simple present tense expresses an unchanging, repeated/ recurring action or situation. It can also represent a fact/ widespread truth.

Examples

Every year during winter, the patient **gets** this kind of an infection.

She **smokes** a pack of cigarette a week.

Simple Past Tense

The simple past tense expresses an action or situation that started and finished in the past.

Examples

He **wrote** a letter to his mother explaining his problem.

The doctor **suggested** chemotherapy.

Simple Future Tense

The simple future tense expresses an action or situation that will occur in the future. The helping verbs will/shall can be used.

Examples

She **will see** me on Monday again.

The parents **will contact** our office if the need arises.

NOTE: The future tense can also be expressed using am, is, are, along with 'going to.'

Example: The doctor is going to inform his parents about his condition.

Continuous Tense Forms

Present Continuous Tense

The present continuous tense describes an ongoing action at the present time.

Examples

The physicians **are monitoring his condition.**

The doctor **is examining the patient.**

The patient **is doing well today.**

Past Continuous Tense

The past continuous tense describes a continuous action in the past.

Examples

The patient **was cooking when the accident occurred.**

She **was recovering well after the operation.**

They **were not listening to her.**

Future Continuous Tense

The future continuous tense describes a continuous action that will take place in the future.

Examples

The patient **will be seeing me again in a week's time.**

I **will be presenting all the facts to them.**

Perfect Tense Forms

Present Perfect Tense

The present perfect tense describes an action that began in the past and continues in the present, or an action that happened at an indefinite time in the past.

Examples

She **has traveled** widely over the past 2 years.

The doctors **have suggested** therapy.

The patient **has shown** some improvement.

Past Perfect Tense

The past perfect tense describes an action that took place in the past before another past action, or an action that got completed at a definite time in the past.

Example: The patient's condition **had worsened** considerably by the time he was brought to the hospital.

Future Perfect Tense

The future perfect tense describes an action that will occur in the future before some other action.

Example: The patient **will have died** due to blood loss by the time the ambulance arrives.

Perfect Continuous Tense Forms

Present Perfect Continuous Tense

The present perfect continuous tense describes an action that began in the past, continues in the present, and may continue into the future.

Example: The patient **has been considering** a transfer to Texas.

Past Perfect Continuous Tense

The past perfect continuous tense describes a continuous action that took place in the past before some other past action.

Example: Before he was referred to me, the patient **had been consulting** Dr. Fuller.

Future Perfect Continuous Tense

The future perfect continuous tense describes a continuous action that will occur before some specified time in the future.

Example: By the end of this year, I **will have been participating** in her care for more than 3 years.

Subject & Verb Agreement

Making the subject and verb of a sentence agree is of crucial importance.

One of the most glaring grammatical errors is to have a subject and a verb which do not agree.

As a transcriptionist, it will be important for you to have a very good understanding of this principle, since this is one of the most common errors that dictators make.

There are several rules governing proper agreement. These will enable you to recognize dictation errors and correct them.

FUNDAMENTAL RULE: The verb must agree with subject in number, person and gender.

AGREEMENT IN NUMBER: Every verb must agree with subject in number.

A singular subject must always take a singular verb and a plural subject must always take a plural verb.

THE NUMBER OF SUBJECT & VERB

When we speak of numbers, we are referring to 'how many.'

There are only two ways that number can be expressed grammatically.

Singular = One

Plural = More than One

NOTE: Only nouns and pronouns have number.

Singular subject: A singular subject is a subject in the singular form. It may be a noun [some countable nouns or a un-countable noun] or a pronoun.

Examples:

The **patient** *presents* to the emergency room.

The **diagnosis** *is* quite serious.

The **news** *was* a shock to him.

He *returns* for a followup visit.

Plural subject: A plural subject is a subject in the plural form.

Examples:

Multiple **diagnoses** *are* listed on his chart.

Many **medications** *have* serious side effects.

They *return* every two to three days.

CHOOSING THE VERB

Singular verb: A singular verb is simply the verb form that agrees with a singular subject.

HINT: They often end in the letter 's.'

Examples:

The patient's private **physician** *recommends* this treatment.

She *hurts* herself when she is angry.

The **medication** *helps* him most of the time.

He *falls* asleep very easily.

Plural verb: The plural verb is simply the form of the verb that agrees with a plural subject.

HINT: They do not end in the letter 's.'

Examples:

The patient's private **physicians** *recommend* this treatment.

They *give* free medical care.

The **counts** *fall* rapidly.

NOTE: Only in the present tense do regular verbs have number.
In all other tenses, the verbs remain the same for both singular and plural subjects.

(Exception: forms of the verb 'to be.')

Present Tense: Singular – is; Plural – are

Past Tense: Singular – was; Plural - were

This irregular verb has number even in its past tense, meaning it must agree with the number of its subject in present as well as past tense.

THE PERSON OF SUBJECT & VERB

The person of a subject can be determined as given below.

First Person: The person who is speaking. (I/we)

Second Person: The person spoken to (you)

Third Person: The person or thing about which one is speaking. [he, she, it, they, and all other nouns and pronouns]

All the three persons have a singular and a plural form. In the following chart, the different forms of verbs that agree with the person of the noun or pronoun are listed.

NOTE: This is only for verbs in the present tense. In any other tense, the person of the subject does not affect the form of the verb except for the irregular verb 'to be'.

	First Person		Second Person		Third Person	
	Noun	Verb	Noun	Verb	Noun	Verb
Singular	I	am have present	You	are have present	He/She/It	is has presents
Plural	We	are have present	You (all)	are have present	They	are have present

NOTE: The forms of the verbs ‘to have’ and ‘to present’ are considered as regular verbs, and the forms of the verb ‘to be’ as our irregular verb. From the above chart, you will notice that the irregular verb ‘to be’ changes in both the first person singular and the third person singular forms. Regular verbs change only in their third person, singular form.

Tips:

1. These are the forms of the irregular verb 'to be.'

Present Tense: I am We are You are He/She/It is They are

Past Tense: I was We were You were He/She/it was They were

2. Regular verbs remain in their 'plural' form or without the 's' ending for all persons except third person singular where they take on the 's' ending.

Examples

'to sit': I sit, we sit, you sit, he/she/it sits, they sit

'to sleep': I sleep, we sleep, you sleep, he/she/it sleeps, they sleep

MORE RULES ON SUBJECT & VERB AGREEMENT

The basic rule of subject and verb agreement is fairly simple. But there are certain sentences which are constructed in such a way that it is difficult to determine what the subject is and whether it is singular or plural. These are sentences that require more than the simple basic rule to determine agreement of the subject and verb, and the rules governing them make up the remainder of this section. The following rules should help you to navigate through most of these difficult sentences.

RULE 1: Compound Subject

A compound subject is 2 or more words combined to form the subject of a sentence.

a) Subjects joined by 'and' take a plural verb.

Examples: The **patient and her mother** are in the waiting room.

[The compound subject 'patient and mother' requires the plural verb 'are.']

The **lower abdominal discomfort and the gastric abnormality** are probably due to her eating disorder.

[The compound subject 'discomfort and abnormality' requires the plural verb 'are.']

There is an exception to this rule, but it is very uncommon in medical reports. When the parts of a compound subject are together considered as a unit, or when all the parts refer to the same person or thing, a singular verb is required.

Examples: My **friend and companion** is John Walters.

[The compound subject 'friend and companion' refers to one individual, John Walters.

Therefore, the singular verb 'is' is used.]

b) When subjects are joined by 'OR' or 'NOR,' the verb agrees with the NEAREST or CLOSEST subject.

Examples:

Either the wife **or** the **children** have to sign the consent form.

[The subject 'children' is closer to the verb hence the plural verb 'have.']

No medication **or** **treatment** has an effect on this tumor.

[The subject 'treatment' is closer to the verb hence the singular verb 'has.']

Neither blood transfusions **nor** **sexual contact** is the reason for this infection.

[The subject 'contact' is closer to the verb hence the singular verb 'is.']

c) When a singular indefinite pronoun precedes a compound subject, a singular verb must be used.

Examples:

Each medication and treatment is to be approved by Dr. Glenner.

[The compound subject 'medication and treatment' is preceded by the indefinite pronoun 'each' and thus requires the singular verb 'is.']

Every patient and physician has a discussion on the course of treatment.

[The compound subject 'patient and physician' is preceded by the indefinite pronoun 'every' and thus requires the singular verb 'has.']

NOTE: There is an exception to this rule, but it is very uncommon in medical reports.

Compound subjects which are followed by the indefinite pronoun 'each' agree with a plural verb.

Example:

Medication and treatment each are to be approved by Dr. Mu.

[The compound subject 'medication and treatment' is followed by the indefinite pronoun 'each' and requires a plural verb 'are.']

RULE 2: A Collective Noun (as subject) takes a singular verb when the collection is thought of as one whole or a single unit; a plural verb when the individuals of the collection are considered.

Examples:

The hospital **staff** has a meeting today.

The hospital **staff** have received their pay slips today.

RULE 3: Some nouns (as subjects) look plural in form but are singular in meaning.

Examples:

Pediatrics is a very interesting branch in medicine.

The **news** was shocking.

RULE 4: Some nouns (as subjects) are always considered to be plural.

Examples:

The **adnexa** are unremarkable.

His **trousers** were torn in the scuffle.

NOTE: Non-countable nouns (as subjects) are generally taken to be in the singular form.

Examples:

The **vomiting** has decreased.

Food is essential for the overall development of the body

RULE 5: Subjects of Quantity or Number depend on the antecedent.

Subjects that indicate quantity or number take a singular verb if their antecedent is a singular unit or a plural verb if their antecedent is a plural unit.

This includes

- a) fractions
- b) percentages
- c) phrases like a minority/majority of, a part of, a percentage of, a portion of.

Examples:

One third of the new **medicines** were returned.

(The subject 'one third' refers to the antecedent 'medicines' which is plural and agrees with the plural verb 'were'.)

A percentage of this patient's medical **bills** are to be submitted to her insurance company.

(The subject 'percentage' refers to the antecedent 'bills' which is plural and agrees with the plural verb 'are'.)

A large portion of the patient's body **weight** is fat.

(The subject 'portion' refers to the antecedent 'weight' which is singular and agrees with the singular verb 'is'.)

RULE 6: The phrase 'a number' is considered to be plural, and the phrase 'the number' is considered to be singular.

Examples:

A number of the patients are afflicted by these symptoms.

(The subject 'number' is always plural and agrees with the plural verb 'are.')

The number of the patients with this affliction has increased.

(The subject 'the number' is always singular and agrees with the singular verb 'has increased.')

RULE 7: Subjects that specify numerical values of distance, measurement, time, money, weight, volume, or any other amount take singular verbs.

Examples:

Two tablets is the maximum daily allowance for this medication.

(The subject 'two tablets' refers to 'allowance' which is singular. Therefore, we use the singular verb 'is.')

100 mg is the recommended dosage.

(The subject '100 mg' refers to 'dosage' which is singular. Therefore, we use the singular verb 'is.')

RULE 8 Title names (as subjects) are considered to be singular.

Examples:

AAMT Book of Style is the reference book for all transcriptionists.

Mary Jones Community Hospital is an excellent hospital.

RULE 9: Distinguishing the subject from the other nouns and pronouns in the sentence.

Sometimes in a sentence, one might mistake other words in a sentence for the subject. This can be avoided by following these rules.

a) Object[s] of a preposition cannot be subjects.

Examples:

The **x-rays** of the facial bone **show** a slight hairline fracture of the jawbone.

The **history** of this patient's problems **is** very intriguing.

NOTE: Do not look for subjects in a prepositional phrase.

b) Words NOT joined by a Coordinating Conjunction.

Nouns and pronouns that appear to be joined with the subject but are not connected to the subject by a coordinating conjunction or a correlative conjunction, must not be confused as being either the subject or a part of the subject.

PUNCTUATION RULE: When a word or words are joined to the subject by anything other than a coordinating conjunction, it must be set off by commas.

NOTE: Do not look for subjects in the set off portion.

Some of the common phrases that you will come across are: as well as, along with, in addition to, accompanied by, etc. Usually, a preposition is part of the connecting term.

Examples: The **surgeons**, *accompanied by the anesthesiologist*, **get** ready for the surgery.

[The word 'anesthesiologist' is connected to the subject 'surgeons' by the phrase 'accompanied by.' As this is not a coordinating conjunction nor a correlative conjunction, 'anesthesiologist' is not a part of the subject, and the entire phrase is set off with commas. So the subject is only 'surgeons' which agrees with the plural verb 'get.']

c) Inverted Sentences

Some sentences are not in the usual order of the subject followed by the verb; these are called inverted sentences.

There are various types of inverted sentences, and each type will have a slightly different structure.

1. Sentences beginning with prepositional phrase[s] followed by the verb.

When a prepositional phrase is followed by the verb instead of the subject, the sentence is inverted and the subject will be found later in the sentence.

Example:

In the patient's records **was found** the **history** of this disorder.

[The subject 'history' comes after the verb phrase 'was found.' Notice that the verb agrees with 'history' in number. Be careful not to mistake 'records/disorder' as the subject because they are the objects of the prepositional phrases in the sentence.]

Within the eyes **lies** the **truth** of the soul.

[The subject 'truth' comes after the verb 'lies.' Notice that the verb agrees with 'truth' in number. Be careful not to mistake 'eyes' as the subject because it is the object of the prepositional phrase.]

2. Sentences that start with the words 'HERE' or 'THERE.'

'Here' and 'There' are adverbs of place. They can never be the subject of a sentence; therefore, you must locate the subject elsewhere in the sentence, determine whether it is singular or plural, and then make the verb agree accordingly.

Examples:

There **are** multiple **abrasions** across the patient's face and neck.

[The subject 'abrasions' comes after the verb 'are.' These are both plural in number.]

Here **are** the **results** of her CAT scan.

[The subject 'results' comes after the verb 'are.']

NOTE: This is one rule that is important to know as a transcriptionist. It is also more difficult because you are typing as you are listening, and a dictator will often dictate sentences such as these incorrectly. You may need to listen ahead a bit to find out what the subject is, and be sure that it agrees with the verb the dictator gives.

3. Interrogative sentences.

These are often inverted. They are easily recognized as they are usually introduced by an interrogative pronoun.

Examples:

What *is his name?*

[The subject 'name' follows the verb 'is.']

When *are we leaving?*

[The subject 'we' actually comes between the words of the verb phrase 'are' leaving.' This is still considered an inverted sentence.]

RULES ON PRONOUN AGREEMENT

FUNDAMENTAL RULE: Pronouns must agree in person, number, and gender with their antecedents.

An antecedent is the noun/pronoun that a pronoun refers to or which the pronoun replaces.

1. A pronoun must agree in person and with its antecedent.

There are 3 persons for pronouns.

First Person: The person who is speaking.

Second Person: The person to whom one is speaking.

Third Person: The person or thing about whom one is speaking.

Use the correct pronoun to refer to the antecedent.

First Person: I, me, mine, we, us, ours, our

Second Person: you, your, yours

Third person: he, him, his, she, her, hers, it, its, they, their, theirs

Examples:

When a patient comes in with this type of gynecological problem, she should give her history to the consulting physician immediately.

[The antecedent 'patient' is in the third person; therefore, we must use the third person pronouns 'she' and 'her' to refer to it].

Anybody who donates blood must ensure that he/she is HIV negative.

[The antecedent 'anybody' is in the third person; therefore we must use the third person pronoun 'he' or 'she.']

NOTE: Gender agreement takes place only in third person singular.

2. A pronoun must agree in number with its antecedent.

i. Indefinite Pronouns

Indefinite pronouns are either singular, plural, or take the number of their antecedent. You must remember the number of each individual pronoun in order to ensure verb agreement.

Following is a list of the most common indefinite pronouns and their number. Refer to this when determining subject-verb agreement.

SINGULAR			PLURAL	DEPENDENT ON ANTECEDENT
Another	Anybody	Anything	Both	All
Anyone	Each	Either	Few	Any
Every	Everybody	Everyone	Many	More
Everything	One	No one	Others	Most
Nothing	Nobody	Neither	Several	None
Many a/an	Much	Somebody		Some
Someone	Something			

When singular indefinite pronouns are used as antecedents, the personal pronouns that refer to them must be singular.

Examples:

Each of the patient was asked to give **his/her** past medical records.

[The singular pronoun 'his' refers to the singular indefinite pronoun 'each.']

Anybody can get **his/her** records from the medical records department.

[The singular pronoun 'his/her' refers to the singular indefinite pronoun 'anybody.']

When the plural indefinite pronouns are used as antecedents, the personal pronouns that refer to them must be plural.

Examples:

Many of the patients claim that **their** diets **are** not adequate.

[The plural pronoun 'their' refers to the plural indefinite pronoun 'many.']

Few of the patients show recurrence of **their** symptoms during a followup visit.

[The plural pronoun 'their' refers to the plural indefinite pronoun 'few.']

When the antecedent dependent indefinite pronouns are used as antecedents, the personal pronouns that refer to them will be singular or plural depending on their respective antecedent.

Examples:

None of the **medications** have shown **their** side effects.

['Their' refers to 'none' which is plural because its antecedent is 'medications.']

Some of the **money** was not used for **its** intended purpose.

['Its' refers to 'some' which is singular because its antecedent is 'money.']

ii. Demonstrative pronouns used as adjectives must agree in number with the noun they modify.

Singular	Plural
This	These
That	Those

Examples:

This type of disease is very rare in North America.

['Type' is singular; therefore, we use the singular adjective 'this.']

These diseases are very rare in North America.

['Diseases' is plural. Therefore, we use the plural adjective pronoun 'these.']

iii. The relative pronouns ‘who,’ ‘which,’ and ‘that’ take the number of their antecedents.

You must determine the number of their antecedent and then choose the correct number of the verb to agree with the antecedent.)

Examples:

This **medication which is** to be discontinued must be noted as an allergy for this patient.

(Subject ‘which’ refers to the singular antecedent ‘medication’ and agrees with the singular verb ‘is.’)

These **treatments which are** working effectively should be administered biweekly.

(Subject ‘which’ refers to the plural antecedent ‘treatments’ and agrees with the plural verb ‘are working.’)

Adjectives

An adjective is a modifier that gives extra information or describes the noun or pronoun it is modifying.

Examples:

Robert wears **rubber** gloves at work.

There is **a big** scar on **his** cheek.

She reports **2** episodes of dizziness.

He showed **little** patience and was very **restless**.

He takes **a fair** amount of **pain** medications.

PLACEMENT OF ADJECTIVES

Most adjectives are found preceding the noun they modify. A noun may have one or more adjectives which modify it.

Examples:

Linda's request for **bypass** surgery was turned down.

(“Linda’s” modifies request and ‘bypass’ modifies surgery)

This **unhealthy, obese** female came in for **her first** exam.

(‘unhealthy’ and ‘obese’ modify female and ‘her’ and ‘first’ modify exam]

TYPES OF ADJECTIVES

1. Nouns as adjectives.

Some nouns may function as adjectives modifying other nouns in a sentence. In such cases, the noun is considered as an adjective.

Example: The patient came into the **emergency room** with **chest pain**.
(‘emergency’ modifies ‘room’ and ‘chest’ modifies ‘pain’)

NOTE: Possessive nouns always act as adjectives.

Examples:

The patient’s cancer has spread extensively.
(‘patient’s’ modifies ‘cancer’)

Tom’s mother is with him today.
[“Tom’s” modifies ‘mother’]

2. Articles as adjectives.

Articles are a special category of adjectives.

The articles, 'a' and 'an,' are indefinite articles which introduce a singular noun in general. The article 'the' is a definite article which recalls a noun that had been previously introduced or speaks of a specific noun.

Examples:

The tick was removed under sterile conditions with tweezers.

She lives in **a** retirement community with her husband who is **an** invalid.

3. Participles (-ing, -en, ed ending words) as adjectives:

Examples:

The **examining** *physician* was Dr. Roberts.

The **terrified** *patient* did not speak.

The patient was being treated for a **broken** *leg*.

Convincing *arguments* are hard to come by.

Demonstrative Adjectives, Indefinite Adjectives, Interrogative Adjectives, and Possessive Adjectives.

All possessive, but some demonstrative, indefinite, and interrogative pronouns may function as adjectives.

Demonstrative:

This exercise is difficult.

I'm feeling quite ill **these** days.

That drug has been banned.

Those medications were very helpful.

Possessive:

His foot was injured,

Their pets were all neutered.

Its claws had been clipped.

His clothes were covered with dried blood.

Indefinite:

Any food causes him abdominal discomfort.

Many bottles were found in the rear of his vehicle.

More medications have been prescribed.

All injections and IVs are recorded in the register.

Interrogative:

Whose letters are these?

Which way should I go?

What approach should I adopt?

Adverbs

An adverb is a word which describes or modifies a verb or an adjective or another adverb.

Common adverb ending: -ly

Examples: quickly, slowly, loudly, carefully, finally, etc.

-ly ending is not a guarantee that the word is an adverb.

The words ugly, lovely, friendly, lonely, etc., are adjectives not adverbs.

Examples:

Adverbs modifying verbs:

Chemotherapy has **fairly** improved her condition.

He can climb stairs **slowly**.

Adverbs modifying adjectives:

The patient is **quite** ill today.

This is **very** irregular for this patient.

Adverbs modifying adverbs:

He is improving **extremely** slowly.

The child is urinating **very** frequently.

Types of Adverbs

1. Adverbs of Time.

Examples:

The patient comes **daily** for radiation therapy.

I hurt my knee **yesterday**.

Now, we shall begin with the seminar.

Scott has been **already** informed.

He denies any fever or pain **today**.

She had the surgery 2 years **ago**.

I will see you **soon**.

Lately, there has been less complaints.

He says he can **never** bend his back.

She comes **early** everyday.

2. Adverbs of Frequency.

Examples:

He has taken this medication **twice**.

I have met him **once** before.

The child **often** complains to his mother.

He called me **again** to confirm the diagnosis.

His father **always** finds fault in him.

He needs to urinate **frequently**.

3. Adverbs of Place.

Examples:

I will wait **here** till he returns.

They were asked to sit **outside**.

There is no evidence of anemia.

4. Adverbs of Manner.

Examples:

The child slept **soundly** yesterday.

The patient is doing **well** today.

He can read the chart **clearly**.

5. Conjunctive Adverbs.

These are adverbs functioning as conjunctions.

Examples:

She has shown improvement; **therefore**, we will discontinue the current medications.

However, there is some pain on the left side.

PLACEMENT OF ADVERBS

Adverbs may be found anywhere in a sentence. They have no fixed places unlike adjectives.

Examples

Slowly, the patient took his first steps after surgery.

(‘slowly’ occurs at the beginning of the sentence and modifies the verb ‘took’)

Massive hemorrhages **usually** are encountered in acute gastric erosions.

(‘usually’ occurs before the verb phrase ‘are encountered’ which it modifies)

She comes here for here physical therapy **regularly**.

(‘regularly’ occurs at the end of the sentence and modifies the verb ‘comes’).

Adverbs Vs Adjectives

Adverbs and adjectives are often confused for one another. Many adverbs are formed adding -ly to the adjective.

Remember that the difference lies in what they modify.

Adverbs can modify adjectives, but adjectives cannot modify adverbs.

DEGREES OF COMPARISON

Modifiers can express different degrees of modifications. There are 3 degrees of comparison:

positive, comparative, and superlative.

The comparative is used for comparing 2 persons/things.

The superlative is used for comparing 3 or more. Notice the word **THAN** frequently accompanies the comparative, and the word **THE** precedes the superlative.

The suffixes *-er* and *-est* suffice to form most comparatives and superlatives although *-ier* and *-iest* is used for 'y' endings (*happy, happier, happiest*); otherwise, *more* and *most* is used for 2 or more syllables.

Positive	Comparative	Superlative
Rich	Richer	Richest
Lovely	Lovelier	Loveliest
Beautiful	More beautiful	Most beautiful

Certain adjectives have irregular forms in the comparative and superlative degrees.

Irregular Comparative and Superlative Forms		
Good	Better	Best
Bad	Worse	Worst
Little	Less	Least

Like adjectives, adverbs can also have comparative and superlative forms to show degree.

Example:

Walk **faster** if you want to keep up with me.

We can use **more and most, less and least** to show degree with adverbs.

Examples:

She worked less confidently after her accident.

That was the most skillfully done operation I've seen in years.

Articles

Articles are words that precede and modify nouns and are thus adjectives.

TYPES OF ARTICLES

'A', 'An', 'The' are the three articles. "The" is called the definitive article and "A" and "An" are indefinite articles.

'The' precedes a specific or previously mentioned noun. It can be used with singular and plural countable nouns, as well as non-countable nouns.

'a' vs. 'an'

'A' and 'An' are used when you are talking about something in the general or singular context. They can be used only with singular countable nouns.

The choice between 'a' or 'an' depends on the initial sound of the next word. 'A' is used before consonant sounds, and 'An' is used before vowel sounds.

Examples:

a person, a transcriptionist, a CMT, a toy, an exam, an honest, an hour, an MRI, an accident, a university, a European

First and subsequent references.

When we first refer to something in the written text, we often use an indefinite article to modify it.

Example: A newspaper has an obligation to seek and tell the truth.

In a subsequent reference to this newspaper, however, we will use the definite article.

Example: There are situations, however, when the newspaper must determine whether the public's safety is jeopardized by knowing the truth.

Zero Articles: Several kinds of nouns never use articles. We do not use articles with the names of languages, sports, and academic subjects.

Examples:

He was learning Chinese. [But when the word Chinese refers to the people, the definite article might come into play: "The Chinese are hoping to get the next Olympics."]

She plays badminton and basketball.

She's taking economics and math.

NOTE: *Non-countable nouns and sometimes plural countable nouns are also used without articles.*

Examples:

We like ***water*** with our dinner.

We adore Arabian ***music***.

We use ***roses*** for many purposes.

Common countable nouns are used without articles in certain special situations.

idiomatic expressions using <i>be</i> and <i>go</i>	We'll go by train. (as opposed to "We'll take <u>the</u> train.) He must be in school.
with seasons	In spring, we like to clean the house.
with institutions	He's in church/college/jail/class.
with meals	Breakfast was delicious. He's preparing dinner by himself.
with diseases	He's dying of pneumonia. Appendicitis nearly killed him. She has cancer.
with time of day	We traveled mostly by night. We'll be there around midnight.

Prepositions

A preposition is a word used to show a connection between a noun or a pronoun to some other word in the sentence.

While there are only about 150 prepositions in the English language, these words are among the most important. Without them, the sentences we speak, read, and write would be difficult to understand. The following list of prepositions is not a complete one, however it is among the most comprehensive lists of prepositions available anywhere.

about around to beneath during inside on*
above before of beside except into onto
across behind for over under among below
by from off through with besides after
without between in towards until outside up to
since toward till within out underneath at
against along up beyond amid down past
unto throughout

*** 'to' can function as either a preposition or an infinitive marker.**

Some prepositions are made up of multiple words. These are called **compound prepositions**.

Example:

according to, in addition to, in spite of, along with, in front of, instead of, because of, in place of, on account of, aside from, due to, next to

NOTE: The only way English language learners can begin to master the intricacies of preposition usage is through practice and paying close attention to speech and the written word.

Preposition Topics:

- Time
- Place
- Movement

Prepositions - Time

“**At**” designates specific times.

ex. Patient visited the ER **at** 12:30 PM on Saturday.

ex. Your next patient today is **at** 11:15 AM.

“**On**” designates days and dates.

ex. Patient is told to follow-up **on** Monday.

ex. Patient’s cough started to worsen **on** January 27th.

“**In**” is used for nonspecific times during a day, a month, a season, or a year.

ex. Patient has an appointment with Dr. Patel **in** one week.

ex. Patient’s symptoms always reoccur **in** the winter.

“**For**” is used when measuring time.

ex. Patient is to use crutches **for** one month.

ex. Patient has had pain in her left shoulder **for** 5 days.

“**Since**” is used with a specific date or time.

ex. Patient has not seen me **since** 10/08/2005.

ex. He reports that he has improved **since** this morning.

PREPOSITIONS of TIME	
in	<ul style="list-style-type: none"> • the morning • the afternoon • the evening • February • (the) spring • (the) summer • (the) fall / autumn • (the) winter • 2013 • the 1990s 
on	<ul style="list-style-type: none"> • Sunday • Monday morning • Tuesday afternoon • Wednesday evening • my birthday • a holiday • May 5 • a weekday • the weekend (U.S.) 
at	<ul style="list-style-type: none"> • night • 10:30 • noon / midday • midnight • bedtime • sunrise / sunset • the weekend (U.K.) 

www.esltopics.com

Prepositions - Place

“**At**” is used for specific addresses.

ex. Patient monitors blood pressure **at** home.

ex. Patient is to pick up his prescription **at** CVS.

“**On**” is used to designate names of streets, avenues, etc.

ex. The imaging center is located **on** Mission St.

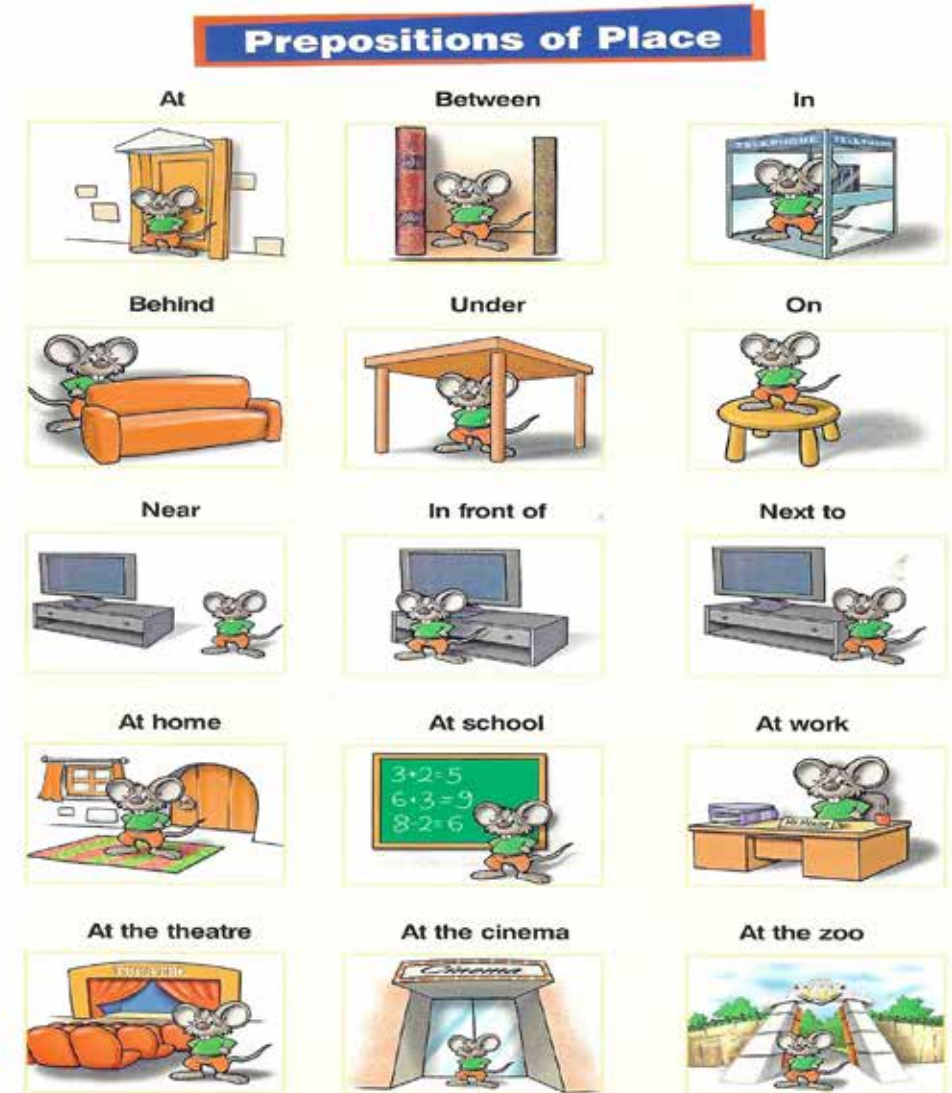
ex. Patient fell while running **on** Market St.

“**In**” is used for the names of land-areas

(towns, counties, states, countries, and continents)

ex. Patient was admitted into an ER **in** New York.

ex. There’s an outbreak of Dengue **in** South Asia.



Prepositions - Movement

“**To**” is used to express movement toward a place

ex. Patient recently moved **to** San Francisco.

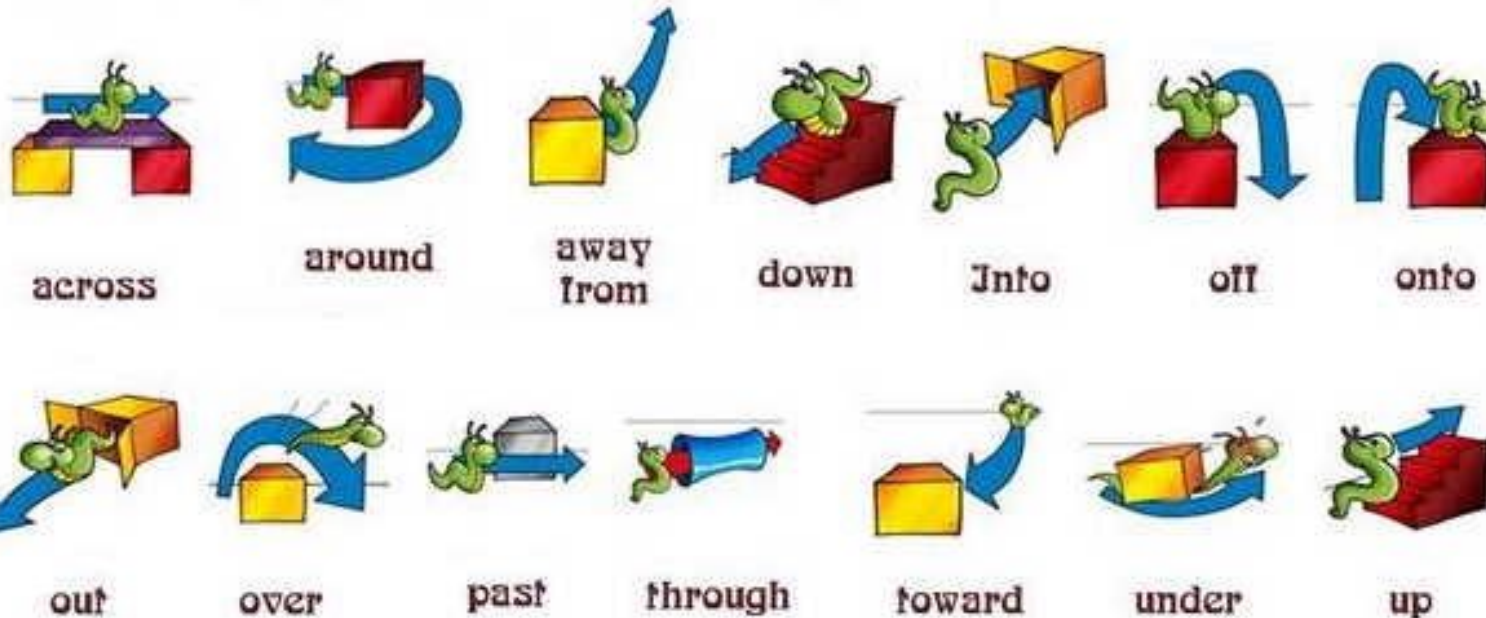
ex. Does the pain radiate **to** your fingers.

“**Toward**” & “**towards**” are also used interchangeably to express movement.

ex. Pain radiates from her neck **towards** her shoulders.

ex. Walk **toward** me so I can observe your gait.

PREPOSITIONS OF MOVEMENT



Prepositional Phrase

Example: Ms. Sheila is **in the clinic** to see the doctor and has been waiting for him.

A preposition is always accompanied by a Noun/Pronoun which is referred to as the **object of the preposition**.

The preposition, its object, including the optional words in between (modifiers of the object), all together form the prepositional phrase.

PREPOSITION + (modifiers) + OBJECT = PREPOSITIONAL PHRASE

Examples:

A good remedy **for a cold** is a cup **of Nestles hot coca**.

The man was placed **in the intensive care unit** overnight.

NOTE: *It is important to remember that a prepositional phrase will never contain a verb or the subject.*

If a pronoun is the object of the preposition, use the object form of the pronoun.

Example: I gave a brief about **him**. (Not 'he' but 'him')

PHRASAL VERBS

Some verbs contain prepositions. They are considered part of the verb, not as prepositions. Such as get up, break through, sit up, work out, flare up, sit down, take out, etc.

Examples:

The doctor will **follow up** with this patient next week.

Never **give up** hope.

PREPOSITION VERSUS ADVERB

Some words (e.g., down, before, in, behind, on, outside, inside, over) can be used either as prepositions or adverbs.

Remember that prepositions have objects while adverbs do not.

Examples: The patient looked **around the emergency room**.

(‘around’ is a preposition with ‘room’ as its object)

The patient walked **around**.

(‘around’ is an adverb modifying the verb ‘walked’)

Conjunctions

A conjunction is a word that joins words or group of words.

TYPES OF CONJUNCTIONS

There are 3 types of conjunctions.

1. **Coordinating Conjunctions**
2. **Subordinating Conjunction**
3. **Correlative Conjunctions**

1. Coordinating Conjunctions join words or phrases or clauses of equal importance.

HINT:The coordinating conjunctions (**for, and, nor, but, or, yet, so**) can be easily remembered using the acronym FANBOYS.

Examples:

The patient complains of nausea **and vomiting**.

The patient denies any nausea **or vomiting**.

He is a diabetic, **but he does not exercise**.

Charlie became addicted to drugs, **so he was put in a** rehab center.

2. **Subordinating Conjunctions** join dependent clauses to the rest of the sentence.

Some Common Subordinating Conjunctions		
after	if	though
although	if only	that
as	in order that	till
as if	now that	unless
as long as	once	until
as though	rather than	when
because	since	whenever
before	so that	where
even if	than	whereas
even though	how	wherever
who, whom	For	while

NOTE: Sometimes subordinating conjunctions join two clauses, but come at the beginning of the first clause, not between the two clauses.

Example:

If the patient had followed the doctor's advice, he would have been feeling much better today.

He would have been feeling much better today if the patient had followed the doctor's advice.

NOTE: Relative pronouns always act as subordinating conjunctions. Some preposition look-alikes may also act as subordinating conjunctions.

Examples:

This is the patient **who** was admitted for abdominal cramps. (who is a relative pronoun)

A spinal tap was done on the patient **since** the doctor last examined him. (since is a preposition)

After the patient was prepped and draped, he was wheeled into the OT. (after is a preposition)

3. Correlative Conjunctions are pairs of conjunctions used to join parts of a sentence of equal rank.

Here is a brief list of common correlative conjunctions.

both..and, not only..but (also), not..but, either..or, neither..nor, whether...or, as..as

Examples:

Not only were the pupils equal and round, **but** they were **also** reactive to light and accommodation

Neither the child **nor** the parents were able to explain the symptoms clearly to me.

Interjections

An interjection is one of the eight major parts of speech, along with verbs, nouns, pronouns, adjectives, adverbs, prepositions and conjunctions. Some grammarians believe interjections are the least important part of speech. That might be because interjections aren't generally required in order for the meaning of a sentence to be clear.

Interjections, like "wow" and "ouch," are solely designed to convey emotion in an abrupt and exclamatory way. They express meaning or feeling in a word or two. They do not relate grammatically to the other parts of the sentence, nor do they help the reader understand the relationship between words and phrases in the sentence.

Instead, interjections simply convey the way the author (or speaker) is feeling. Interjections are rarely used in academic or formal writing; they're more common in fiction or artistic writing. They're usually, but not always, offset by an exclamation point (which is also used to show emotion).

Example:

What! You couldn't finish the work on time.

Wow! That a great job you have done there Steve.

In my opinion, **my gosh**, that a great suit.

Punctuation

RULES ON THE USE OF PERIODS

1. At the end of a declarative sentence [or a statement] or a mild command or an instruction or an indirect question.

Review of systems is negative.

The patient has no known drug allergies.

Maintain current medications.

Increase fluid intake.

Follow up in 2 weeks.

Direct Question: What is your name? [Direct questions end with '?']

Indirect Question: He asked my name.

The patient asked if she could drive.

I will question the patient about this on her next visit.

I questioned the husband about this.

2. At the end of each entry in a LIST (vertical/horizontal) display.

IMPRESSION/PLAN

1. Type 2 diabetes.
2. Angina.
3. Osteoarthritis.
4. Atrial Fibrillation.
5. Status post laminectomy.

NOTE: For a horizontal (run-on) list. Use a period at the end of each entry if the entries begin with capitals/uppercased letter.

RECOMMENDATIONS: Supplemental potassium. Telemetry. We will follow up in 2 weeks.

3. To end a quotation, place the period within close quotes.

The patient said, "I cannot sit for long."

The child states that she feels "woozy."

4. Latin Abbreviations. [Most Latin Abbreviations are lowercased.]

e.g. for example

etc. etcetera/and so forth.

i.e. that is

et al. and others/other people.

viz. namely/that is

5. Drug-related Latin abbreviations.

q.i.d. (4 times daily), t.i.d. (3 times daily), q. 6h. (Every 6 hours), b.i.d. (twice daily) p.o. (per oral)

NOTE: If the sentence ends with a period of an abbreviation, do not follow it with another period. Do not use 2 periods, one for the abbreviation and one to end the sentence; instead, one period will do for both.

PLAN

Apply Lidex 0.05% ointment to this area b.i.d.

Paxil 40 mg p.o. q.a.m. (every morning)

6. If a parenthesis ends a sentence, place the period after the parenthetical statement/after the closing parenthesis.

Example: Victor is allergic to penicillin (he also mentions erythromycin).

7. Separate unrelated data/test results.

(Unrelated by period/semicolon, related by comma)

LABORATORY DATA: Cholesterol 173, triglycerides 143, and LDL 111 (lipid panel test).

Potassium 3.4, BUN 19, and creatinine 1 (renal function test). Urinalysis with pH of 7.0 (Urine test).

8. As a decimal point.

Period can also serve as a decimal point to separate fractions from the whole numbers.

Temperature 98.6/100.2 degrees

Drug dosages 3.5 mg

Measurements 1.5 cm

**9. Abbreviated Courtesy/Professional Titles.
(Mr. Mrs. Ms. Dr. Jr. Sr.)**

I saw the patient Ms. Lewis and her husband Mr. Thompson in the office today.
Dr. Ramirez referred him to orthopedics.

NOTE: Usage of comma before and a period after the junior/senior abbreviations is optional. Use both or neither.

Terry Presley Jr [or] Terry Presley, Jr.

10. Initials within a name when abbreviated takes a period but not when the initials replace a complete name.

James D. Watt JFK

11. Acronyms, Abbreviated Professional Degree Credentials, Academic Degree Abbreviations do not take periods.

AIDS SOAP MBBS MD CMT RN

12. Chemical Symbols, units of measurements, ordinal numbers, and US 2-letter state abbreviations do not take periods.

Na O₂ K mg cm g 2nd 7th 3rd NY AR IA

RULES ON THE USE OF COMMAS

Commas are used

- a) to indicate a break in thought
- b) when they enhance clarity
- c) to improve readability
- d) diminish confusion/misunderstanding
- e) to set off material, non-essential information

Sometimes they must be used; sometimes must not be used; and sometimes it is optional.

Avoid their overuse.

1. Use a comma after introductory elements like phrases, adverbs.

Phrases like prepositional phrases or infinitive phrases or participle phrases can introduce the sentence.

NOTE: If there is only one introductory phrase, you can place a comma after that phrase, but if there are multiple or a series or a combination of introductory phrases, you can place the comma after the last phrase.

After much discussion, he agreed to do a biopsy.

On examination, the tube is in place.

Over the top of the crossway, she struck this vehicle.

On auscultation of the chest, excellent air movement in the lungs.

To do an MRI, the patient was taken to the radiology department.

To get a second opinion and to remove all doubts, Dr. Brown was consulted.

Observing her, I could not make a diagnosis.

Keeping the patient's condition in mind, I decided to put her on Paxil.

NOTE: No comma used when the introductory phrase is followed by a verb.

In the chart note **are** all his details.

On the back of his neck **is** a laceration.

To find time to see this patient **will** be difficult.

Adverbs introducing independent clauses are also optionally set off.

Unfortunately, we could not save the patient.

Additionally, he received IV nitroglycerin

Frankly, I don't believe the patient is telling the truth.

Incidentally on arrival, Dr. Thomas was in the ER.

He insists that it is not a mosquito bite, but **apparently,** his wife disagrees.

We have talked about this in detail, and **today,** she has agreed to go ahead with surgery.

2. Separate a dependent clause from an independent clause by a comma not vice versa.

When she is on her feet, she has pain in her left foot.

After she finished dinner, she began experiencing abdominal discomfort.

We will make no changes **because** she is currently doing well.

If she shows improvement, we will discharge her.

NOTE: A subordinating conjunction always introduces a dependent clause.

3. Use a comma to separate independent clauses joined by a coordinating conjunction [one among FANBOYS].

NOTE: The comma is optional if the clauses are very short.

The patient continues to have cough, **and** she is concerned.

His sputum has cleared, but his cough is not improving.

She has no shortness of breath and is able to climb stairs with ease.

He sings and she dances.

DO NOT use a comma before a coordinating conjunction linking only 2 words, phrases, or not joining independent clauses.

4. To separate elements of a series (more than 2 elements).

She was advised rest, liquid diet, elevation, and Tylenol p.r.n.

He denies any neck pain, chest pain, or upper extremity pain.

The patient is sitting up, watching television, eating well, and seems significantly improved.

NOT if all entries are joined by 'and/or'.

She was advised rest and liquid diet and elevation and Tylenol p.r.n.

He denies any neck pain or chest pain or upper extremity pain.

NOTE: It is uncommon for a series to be dictated in this manner; however, if dictated, you should be aware of how to punctuate them.

5. To separate two or more adjectives preceding a noun not joined by 'and' but where it can be inserted.

Exam reveals a **pleasant, alert** female in no acute distress. [We can say pleasant and alert.]

Exam reveals a pleasant, alert, slim European female in no acute distress.

[We can say pleasant and alert female, alert and slender female, but not slender and European female. No comma between slender and European.]

6. Set off Appositives.

Appositives are words or a group of words that directly follow the noun and describe or rename the noun. These are usually nonessential and are thus set off.

The surgeons, **Dr. Jones and Dr. Smith**, report that the procedure was a success.
The patient, **young and alert**, comes in for a followup.

The patient, **who is a hairdresser**, comes to the ER.

NOTE: Essential clauses are not set off.

Anyone **who has a visitor's pass** can meet the patient. ["who has a visitor's pass" is an essential clause because if we remove this clause, the meaning of the sentence changes. So we do not set it off.]

7. Set off Conjunctive Adverbs.

Some of the common conjunctive adverbs used are **consequently, furthermore, however, moreover, nevertheless, nonetheless, otherwise, subsequently, therefore, accordingly.**

a. If a conjunctive adverb joins two independent clauses, set it off with a semicolon and a comma.

I need to do some tests; therefore, I have admitted the patient.
She is going ahead with arthroplasty; however, I discussed it with her again.

b. When the above condition is not satisfied, set it off with two commas.

He was, however, mildly injured.
The patient, nevertheless, has shown signs of recovery.

c. If a conjunctive adverb begins/introduces a sentence, follow it with a comma.

However, I suspect his symptoms will get worse.

d. If a conjunctive adverb ends a sentence, set it off with a comma and a period.

There are no side effects, however.

8. For a complete date separate the day from the year with a comma and also after the year if the sentence continues, else a comma after the day and a period after the year if the complete date ends the sentence.

NOT for incomplete dates.

The biopsy was performed on **April 31, 2003**, at Fairy Hospital.

The biopsy was performed on **April 31, 2003**.

The biopsy was performed on **April 2003** at Fairy Hospital.

9. If required place comma before close quotes.

The doctor said, "You are doing fine," and he was asked to leave.

The patient said he feels "queasy," but she had no other complaints.

"I am not well," said the patient.

10. If required place the comma only after the closing parenthesis.

The patient will come tomorrow (results awaited), and we will decide on the course of treatment.

DO NOT precede an opening or closing parenthesis by a comma.

11. Use commas to set off interrupting elements, as well as contrasting elements. Interrupting elements are expressions/phrases that interrupt the flow of the sentence and are considered to be non-essential.

Some of the common interrupting elements are

as a matter of fact, on the other hand, after all, at any rate, if necessary, on the contrary, in my opinion, for instance, by the way, in fact, of course, indeed and other such terms.

The patient, **in my opinion**, does not need surgery.

Her grafts remained viable throughout this episode and, **in fact**, looked very good.

Contrasting elements are most often introduced by 'NOT' or 'BUT NOT' or 'NEVER.'
Such occurrences are rare; however, you should be aware of the punctuation required.

He was taking Alupent and occasionally prednisone, **not Ventolin**.

The patient states that he fell injuring his right hip, **not his arm**.

The patient was instructed to take Benadryl for his congestion only while at home, **never while driving**.

He was symptomatic last week, **but not now**.

12. Academic degrees & professional credentials are set off by commas.

Ruth Cammery, MD, DO, leading orthopedic surgeon, is here for a seminar.

13. Set off city, state, and country names. When 2 or more land areas are mentioned, the larger one should also be set off.

The patient returns from a trip to Paris, France, and does not feel good after that.

He has lived in San Jose for the past 20 years.

He I has lived in San Jose, California, for the past 20 years.

14. After a farewell in a letter.

Sincerely yours,

Faithfully yours,

15. Transcribing a number greater than 4 digits and not a decimal number.

Place commas after digits indicating thousands, i.e., group in 3's from the right.

1,523,124,321 821,340

DO NOT punctuate a decimal number. US Postal codes are also not punctuated.

5678

12456.6

FL 31025

16. Related data/lab tests/results are separated by commas.

LABORATORY DATA: WBC of 18.2 with 94 segs, 80 lymphs, 64 monos. Specific gravity 1.025, no casts.

17. In addresses between the city name and 2-letter state code.

Mr. Ferguson
16 Lavelle Lane
New city, FL 12314

18. Latin Abbreviations or their English equivalents are set off when they occur in a sentence as they interrupt the sentence.

e.g. for example
i.e. that is
etc. and so forth (etcetera)
Et al. and other
viz. that is/namely

She does not wish to leave her apartment, **i.e.**, go outdoors.

The normal temperatures, **for example**, are not indicative of a bacterial infection.

19. Subordinate Subjects may be set off optionally.

Words attached to the subject by phrases given below are called subordinate subjects. They may be optionally set off, as they are not considered as the subject or part of the subject.

Some common phrases that are used to connect the subject to subordinate subjects are

along with, as well as, accompanied by, together with, in addition to, including, aside from, followed by, escorted by,

The patient, *along with his parents, is in the consultation room.*

The doctors, *as well as the interns, were in the OT.*

The patient, *not his wife, was examined.*

20. DO NOT use a comma to separate units of the same measurement.

He is 5 feet 6 inches tall.

The test was done 1year 8 months ago.

RULES ON THE USE OF COLON

A colon can be thought of as “an equal to” sign: it tells the reader that what follows it is equivalent to what precedes it. The primary function of colon is to introduce what follows a list, series, enumeration, an example, or sometimes a quotation (instead of a comma).

1. A colon is used to express ratio of numbers.

Xylocaine 1:200,000

2. A colon is also used in time expressions between the hour and the minute, but not for military time.

We fixed the appointment for 11:30 a.m.

We fixed the appointment for 1325 hours.

We fixed the appointment for 3 o'clock.

3. A colon is used in equator readings.

Sclerotomy drainage was done at the 8:30 position.

4. A colon is used after a heading or a subheading when continuing on the same line.

HISTORY: The patient is a 55-year-old female.

Some of the other headings are given below.

HISTORY OF PRESENT ILLNESS:

PHYSICAL EXAMINATION:

PAST MEDICAL HISTORY:

LABORATORY DATA:

HOSPITAL COURSE:

NOTE: Do not use a colon if not continuing on the same line, instead moving on to the line down.

HISTORY

The patient is a 55-year-old female.

5. Use a colon to introduce a list/series of items within a sentence.

NOTE: Here the doctor will dictate the colon as punctuation.

The cell is made up of a number of highly specialized units: nucleus, mitochondria, endoplasmic reticulum, Golgi complex, and lysosomes.

NOTE: Do not use a colon to introduce words that fit properly into the grammatical structure of the sentence without the colon, for example, after verb, after a preposition, or after 'because.'

Wrong:

The patient is using: Tylenol, Advil, and bacitracin.

The patient is on: Tylenol, Advil, and bacitracin.

The patient came here last night because: he had severe nausea and vomiting

6. After a salutation in a letter.

Dear Sir:

Dear Dr. Ammerman:

RULES ON THE USE OF SEMICOLON

A semicolon is used where a comma is inadequate and a period is too final.

1. Use a semicolon before a conjunctive adverb when it links two independent clauses.

The patient is very dehydrated; therefore, she was immediately put on IV glucose.

The cat attack could be a possible rabies exposure; consequently, the patient will be given a rabies vaccination.

There are basilar changes; however, these are felt to be fibrotic.

2. When multiple lab data/results/tests are given, unrelated tests must be separated by periods or semicolons.

His blood test results showed white count 5.9, hemoglobin 14.6, hematocrit 43.1; urine test results showed urine specific gravity 1.006, pH 6, with a negative dipstick and negative microscopic exam.

3. If required always place the semicolon outside the close quotation marks.

The patient clearly stated “no allergies”; however, his medical record states he is allergic to penicillin.

4. Use a semicolon to separate two independent clauses that do not have a coordinating conjunction linking them together into a single sentence. This happens very rarely. Separating the two clauses with a period would be better.

The patient is mentally ill; this is because of her paranoia.
She failed to keep her appointment; she was ill that day.

RULES ON THE USE OF QUOTATION MARKS

1. Complete Quotations (Direct Speech) and Incomplete Quotations.

Use quotation marks around the exact words of the speaker whether complete or incomplete. Only if the quoted matter is complete the first letter is capitalized, not otherwise.

She said, "My back is in excruciating pain."

She said she feels "woozy" but does not understand why.

NOTE: To introduce direct speech follow "she said" or similar attributions with a comma (colon is also acceptable sometimes) when they precede a quoted matter.

2. If required always place a period and comma before the close quotation marks, and the semicolon outside close quotes.

The patient complained, "I have heaviness in my shoulders."

His wife states, "He does not exercise," and she also complained about his diet.

She said, "I would like to leave now"; however, she cannot ambulate.

3. Place the question mark outside the closing quotation mark if the quoted matter is not a question but is placed within an interrogative sentence.

Do you think he said, “You’ll be hearing from my attorney”?

Place the question mark before the closing quotation marks if the matter being quoted is in the form of a question.

The patient asked, “Must I return for followup that soon?”

The question mark replaces the comma that normally precedes the ending quotation mark which is followed by “he said” or similar attributions.

“When am I supposed to stop this medication?” the patient asked.

RULES ON THE USE OF APOSTROPHES

The apostrophe is used to form the possessive in many instances, to form the plural of numbers, specific words, and letters, and also for contractions or short forms.

1. Use the apostrophe to form the possessive case of nouns and pronouns in the following instances.

a. To form the possessive case of singular or plural common nouns that do not end in “s”, proper nouns not ending in “s”, and indefinite pronouns, add “apostrophe + s” (‘s).

The liver’s cells secrete bile into the bile duct.

The cocci’s presence will be revealed in a culture.

Mary’s religious affiliation is Amish.

The patient considered everyone’s opinion before reaching a final decision.

b. If a proper noun (name) already ends in ‘s’ in its singular form, adding an ‘s’ would make the pronunciation difficult, it is best to use just the apostrophe (’).

Dr. Moses’ opinion is that the patient suffers from sickle cell anemia.

c. To form the possessive case of a singular or plural noun ending in 's', add apostrophe only (').

The boss' secretary instructed her to phone 911 for an ambulance.
She was instructed to follow up with me in two weeks' time.

NOTE: Do not add an apostrophe to a noun ending in 's' when it is used as a descriptive term instead of a possessive.

Veterans Administration Hospital
She was referred to the Senior Citizens Home.

2. When a compound term or name or phrase combination is used in a sentence, use the following rules.

a. To form the possessive of hyphenated compound terms, add ('apostrophe+s') at the end of the term.

Her son-in-law's opinion is of no importance to her.

The physician-in chief's office is located in the west wing.

b. To form the plural of such terms, add 's' to the main noun in the term.

Her sons-in-law's opinions conflict with each other.

c. Phrase or name combinations: Show possession only after the final word in the phrase or name. To indicate joint possession, only the last word takes possessive form but for individual possession, all individual words take the possessive form

The medical representative urged the doctor to buy Drake and Drake's
Pharmaceutical Annual.

Dr. Bob and Dr. Jack's opinion concurred.

Dr. Bob's and Dr. Jack's opinion differed.

NOTE: Do not use an apostrophe to form the possessive case in the following instances.

a. Do not use an apostrophe with the possessive forms of personal pronouns.

its, ours, yours, his hers, theirs, whose

b. Do not use an apostrophe when forming the possessive of eponymic terms. Refer appropriate references.

The patient shows symptoms of progressive Alzheimer disease.

This is characteristic of Down syndrome.

3. To form plurals, use the following rules.

a. Add 's' without an apostrophe for capitalized abbreviations.

MRIs RBCs TMs

b. Use 'apostrophe + s' to form the plural of lowercase abbreviations.

rbc's wbc's

c. To form the plural of brief forms, add 's' without an apostrophe.

exams polys segs Paps

d. Add 's' or 'es' without an apostrophe to form the plural for names, including eponyms.

Babinskis were outgoing.

The Joneses would like a referral to see an orthopedist in the Connecticut area.

e. Use ‘apostrophe +s’ to form the plurals of letters, symbols, and single digit numerals.

6’s and 7’s

Any ?’s should be directed to the teacher.

Watch your p’s and q’s.

f. Add only an ‘s’ to form the plural of multiple digit numerals and years.

70s

500s

1950s

NOTE: When using possessive adjectives, use ‘apostrophe +s’ (’s) or add an apostrophe only (’), whichever is appropriate. Do not confuse the possessive adjective form with the compound modifier form, which takes a hyphen.

one month’s history or a one-month history
three days’ time but three-day time period

4. Contracted forms.

Use an apostrophe to show where letters have been omitted. Contractions are usually expanded in reports.

do not - don't

it is - it's

you are - you're

they are - they're

cannot - can't

were not - weren't

are not - aren't

The most common mistake in written English usage is the misuse of contractions and possessive pronouns. Listed below are the most commonly mistaken contractions/pronouns.

it's - shortened form of "it is / it has"

It's his turn. (it is his turn)

its - possessive form of the pronoun "it"

Put it back in its place. (place is possessed by it)

you're - shortened form of "you are"

If you're going (if you are going)

your - possessive form of the pronoun "you"

Let's go to your house. (house possessed by you)

they're - shortened form of "they are"

They're right behind you. (they are right behind you)

their - possessive form of "they"

It's in their car. (car possessed by them)

who's - shortened form of "who is / who has"

The child, who is a girl, is crying.

whose - possessive form of the pronoun "who"

Whose house is this?

RULES ON THE USE OF HYPENS

There are various ways in which a hyphen is used in sentences. The most common and probably most confusing is the compound modifier. We will first go through each of the rules using hyphens with compound modifiers.

Compound Modifiers

A compound modifier is a group of words which together act as a single modifier (usually as an adjective). A compound modifier means that the word is acting as a single description. This is important because you must not confuse two separate adjectives as a compound modifier.

Example: **fast-moving train**

(fast-moving is a compound modifier because it expresses one description about the train.)

Combination of different parts of speech.

The rules for hyphenating compound modifiers are based on the parts of speech of each of the words in the compound modifier. Each of the rules that follow indicates how to hyphenate the different combinations of parts of speech.

To determine the part of speech of each of the words in a compound modifier, you must look at the form, not the function.

Example: The patient is suffering from heart disease.

Form: If we look at the word 'heart,' we must label it as a noun as it is the name of a part of the body.

Function: If we look at the function of the word 'heart,' we must label it as an adjective as it is modifying the noun 'disease.'

So, in this chapter, we will label the words in the compound modifier by form.

*Example: **The patient was on a fast-moving train.***

'Fast' is an adjective.

'Moving' is a participle.

To punctuate this compound modifier, we must refer to the rule for adjective-participle compound modifiers.

Following are the compound modifier rules for hyphens.

1. Adjective-Adjective compound modifier that precedes/follows what it modifies.

She has **yellow-brown** stains in her urine.

The child's eyes are **blue-green**.

2. Adjective-Noun compound modifier that precedes the noun it modifies.

third-floor apartment

Her apartment is on the third floor.

3. Adjective-Participle compound modifier, whether it precedes or follows what it modifies.

The patient is **pale-appearing**.

This is a **pale-appearing** patient.

The patient is a **friendly-looking** foreigner.

4. Adverb(well)-Participle compound modifier that precedes the noun it modifies. This rule is applicable only to the “well” words.

There is a **well-defined** area of tenderness.

The area of tenderness is well defined.

NOTE: Do not use a hyphen to join an adverb ending/not ending in ‘ly’ to a participle or adjective to form a compound modifier.

He was with quickly paced steps.

The area is slightly swollen.

5. Noun-Adjective compound modifier when it precedes the noun it is modifying.

The specimen tested positive for **antibiotic-resistant** yeast.

6. Noun-Participle compound modifier when it precedes the noun it modifies.

This patient has **diet-centered** obesity.

7. Noun-Noun compound modifier when it precedes the noun it modifies.

The **parent-child** bond is very crucial during the early years of childhood.

8. Use a hyphen to join most compound adjectives that contain a preposition.

The patient has pain on **left-to-right** movement of the arm.

The hospital has a **state-of-the-art** facility.

These medications are available **over-the-counter**.

9. Use a hyphen in most 'high' and 'low' compound adjectives.

low-grade fever high-fiber diet

10. Use a hyphen to join a number-word compound modifier when it precedes the noun it modifies.

There is a 10-day waiting period to see this doctor.

A 2-cm incision was made.

This is a 42-year-old Hispanic male.

There appears to be a $\frac{3}{4}$ -inch laceration.

He has a 50-pack-year smoking history.

[NO Hyphen]

This female is 20 years old.

She came 5 weeks ago.

DO NOT USE A HYPHEN

- 1. Do not use a hyphen with most disease entity compound modifiers, even when *they precede the noun they modify.***

left lobe pneumonia jugular venous distension

- 2. Do not use a hyphen to join foreign expressions like “in vivo” or “in vitro” or “in situ” or “status post.” The exception being cul-de-sac.**

in vivo incubation in vitro fertilization

The patient is here for followup status post hysterectomy.

3. It is acceptable to use a hyphen between the limits of a range if the following five conditions are met:

- a. The phrases “from----to-----” or “from----through----” or “between----and” are NOT used.**
- b. Decimals and/or commas do not appear in the numeric values.**
- c. Neither value contains four or more digits.**
- d. Neither value is a negative.**
- e. Neither value is accompanied by a symbol.**

When all conditions are not met, use ‘to’ in place of a hyphen. ‘To’ may be used even if the five conditions are met.

Capitalization

1. Every sentence must begin with capital letter.

The patient has extreme halitosis.
This is 21-year-old drug abuser.

2. Capitalize proper nouns.

a) Names of persons, institutions, buildings, organizations, firms, government bodies.

Jack Smith is the duty doctor.
He was admitted to St. James Hospital.
She works in Empire State Building.

b) Sociocultural names.

These may be names of languages, political, religious, races, ethnic groups, or nationalities.

She speaks Tagalog.
This is an African male.
She is a active member of the Republican party.
This is a 40-year-old Hispanic female.

c) Geographical names.

Middle East Pacific Coast Rocky Mountains

NOT geographical names with special meanings.

We used plaster of paris to make a mould.

We ate french fries for lunch.

d) Capitalize directions referring to a specific region or part of a proper noun.

She is from the North East.

This is a South American female.

e) Capitalize calendar items like days of the week, months, as well as names of holidays, special events, or celebrations.

She will return on Monday.

We have postponed the surgery to December after she returns from visiting her relatives for Thanksgiving.

NOT names of seasons unless part of a proper noun.

This condition is not common in winter.

In our college, we have a Spring Fest every year.

f) A places in a hospital which is part of a proper noun.

In medical reports, you need to capitalize specific places in the hospital which are obviously proper names.
The patient was treated at County Hospital Emergency Service.

NOT rooms, units, wards or departments.

The patient was brought to the emergency room.
She was referred to the surgery department for further studies.

g) Capitalize brand names/trade names.

She has a habit of drinking Pepsi during her breaks.

For drugs or medications look up appropriate dictionaries or references. If the generic name of a drug is dictated, it is not capitalized, but if it is a brand name, then it is capitalized. Therefore, check appropriate references to be sure.

He was asked to take Tylenol if symptoms persist.
Take a paracetamol if symptoms persist.

h) Capitalize eponyms.

Eponyms are derivatives of personal names. Plural or adjectival forms are not capitalized.

He suffers from Parkinson disease.

Mrs. Neils was diagnosed with Alzhiemer's. She had a cesarean section.

i) Capitalize book titles.

I find Medical Typing and Transcribing by Diehl and Fordney an extremely useful book.

All transcriptionists swear by The AAMT Book of Style.

3. Capitalize the first letter of the word beginning a direct quotation.

The doctor said, “You may have to come again.”

NOT for incomplete quotes.

The patient states that his finger was “flopped over.”

Do not capitalize the first letter of a parenthetical entry within a sentence.

We suggested the use of antibiotic therapy (on an outpatient basis) for suspected early cellulites.

4. Capitalize the pronoun ‘I’ anywhere in the sentence.

This is what I would recommend for her at the present time.

5. Capitalize all letters of acronyms, professional degree abbreviations, academic degree abbreviations, as well as official title abbreviations.

AIDS CABG BRAT SIDS UNICEF CMT RN MBBS MB CEO

NOTE: Most abbreviations are not capitalized. Use appropriate references.

Discharged with doxycycline 100 mg b.i.d. x3.

We need to check the wbc count again.

I suggested some relaxation activities, e.g., walking, listening to music, or gardening.

A 1-cm laceration in the suboccipital region.

6. Headings and Subheadings.

Headings and subheadings of medical reports are usually capitalized so that the reader can quickly identify pertinent sections by scanning the report. Capitalize the first letter of the word following a heading or a subheading.

DIAGNOSIS: Acute supraventricular tachycardia.

[or]

DIAGNOSIS

Acute supraventricular tachycardia.

PHYSICAL EXAMINATION

Vital Signs: Temperature 98 degrees.

Neck: Supple.

7. Capitalize genus name and their abbreviated forms, but not the plural or adjectival forms.

His blood work grew *Proteus mirabilis* after 48 hours.

This can be caused by *Staph aureus*.

He had a *proteus* group infection.

The specimen shows no streptococci.

NOT species names.

Stool samples taken confirm the presence of *Escherichia faccalis*.

DO NOT CAPITALIZE

1. Most disease names are not capitalized, however, some are.

This patient has been diagnosed with epilepsy.

We need to talk to her family about her past medical history as the patient suffers from Down's syndrome.

2. Some suture names, operating instrument names may be capitalized or may not be. Check appropriate references.

We used Dacron sutures.

The 2-0 silk sutures were used.

A Jackson-Pratt drain was used.

3. Do not capitalize chemical names, or Greek letter expansions.

The level of potassium had decreased.

We recommend the use of beta blockers for this condition.

4. Names of medical specialties, official or professional credentials following a name.

Dr. Toledo, the pediatrician, will examine the child today.

Kristen Doug, management consultant, was admitted last night.

NOTE: If the official or professional credential/title precedes a name, it is capitalized.

Surgeon Debb Jones makes her rounds around noon.

The MRI study done on Bishop Arbuckle revealed no abnormalities.

We have to contact Chief Executive Officer Hilary Jones for permission.

5. Do not capitalize the words “score,” “grade,” “class,” or “vitamin.”

*Thank
you*