

In the name of God



Varastegan Institute for Medical Sciences

English for IT1

Session 6

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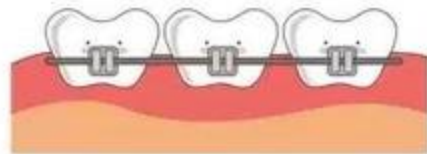
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Vocabulary



blood bag



braces



rubber gloves



ambulance



first aid kit



microscope



crutches



walker



wheelchair



cane



pipette



tooth
brush



thermometer



dental pick



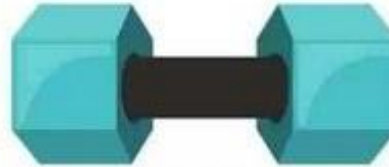
saline
bag



glasses



sunglasses



dumbbells



stretcher



surgical mask



face mask



tape



bandage

DAILY ROUTINES



Wake up



Get up



Make the bed



Have a shower



Get dressed



Have breakfast



Read the news



Listen to the radio



Go to school



Go to work



Wait for the bus



Take a taxi



Work



Study



Do the cleaning



Do the washing



Have a break



Go shopping



Do the cooking



Wash the dishes



Phone people



Watch TV



Have a walk



Surf the net



Go to bed



Reading



E-Health Care Information Systems

An Introduction for Students and Professionals

Joseph Tan, Editor

benefits of e-health care

- Availability and accessibility of health care knowledge and expertise, especially for the underserved and underinsured
- Availability and accessibility of quality health care on a more equitable basis to underserved rural and urban areas
- Comprehensive availability of e-clinical services, regardless of time, specialty, and geographical location

benefits of e-health care

- Availability of e-health services for new and alternative (non-invasive) medical procedures
- Savings for e-providers and e-patients in procedural, travel, and claims processing costs
- Educational service networks for isolated health professionals, residents, and non-experts
- Empowerment of e-consumers and e-providers

benefits of e-health care

- Reduced use of traditional emergency services
- Improved non-emergency services
- Decreased waiting time for non-emergency services
- Greater awareness of services among rural and remote residents and caregivers
- Availability and timely accessibility of critical information in the event of emergencies



Writing

Letter Writing

- Subject
- Addressing & greeting
- Main message
- Ending & signature

Addressing & greeting

- Dear + Ms. / Mr. / Prof. / Dr. + Last name,
- Dear Sir / Sirs,
- Dear Madam,
- Hi / Hello + first name,

Main message- Starting

- According to the Monday meeting please send your reports.
- Regarding to the face to face talk please send your report.
- Here by I inform you that boss has confirmed.
- to request ...
- to enquire about ...
- I am contacting you for the following reason.

Main message- Referring to previous contact

- Thank you for contacting us.
- In reply to your request ...
- Thank you for your letter regarding ...
- With reference to our telephone conversation yesterday ...
- Further to our meeting last week ...

Main message- Making Request

- We would appreciate it if you would ...
- I would be grateful if you could...
- Could you please send me . . .
- Could you possibly tell us/let us have...
- Please let me know what action you propose to take.

Main message- Offering

- We would be happy to ...
- Would you like us to ...
- We are quite willing to ...

Main message- Giving Good/bad News

- We are pleased to announce that ...
- I am delighted to inform you that ...
- We regret to inform you that ...
- Unfortunately we cannot/we are unable to ...
- After careful consideration we have decided (not) to ...

Main message- Orders

- We would like to cancel our order...
- Please confirm receipt of our order.
- Your order will be processed as quickly as possible.
- It will take about (three) weeks to process your order.

Main message-attachment

- Please find the attachment.
- You can find it in attachment.

Main message- Closing Remarks

- If we can be of any further assistance, please let us know
- If you require more information ...
- For further details ...
- Thank you for taking this into consideration
- Thank you for your help.
- We would be (very) pleased to do business with your company.

Ending & signature

- Thank you for your time / effort / attention
- I appreciate your / Sincerely yours / Regards / Best regards / Best wishes
- Signature: first name + last name