**METHODOLOGICAL GUIDELINES FOR STUDENTS**

**1. Theme of the class, its goals and tasks**

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| № | Topic of practical class | Objectives of practical class |
| 1 | The Latin Alphabet. Rules of Pronunciation. Stress. | to get acquainted with the rules of Latin pronunciationto have practice in reading Latin word-combinations |
| 2 | The Structure of Anatomical Terms. Noun. | to get to know about main morphological categories of Latin nouns such as gender, number, case and declension, to get acquainted with the rules of composing an anatomical term and its principal components |
| 3 | Adjective | to get to know about main features of Latin adjectives i.e. group and gender endings |
| 4 | Comparative Degree of Adjectives. Superlative Degree of Adjectives. | to get acquainted with the rules of forming the comparative and superlative degrees of adjectives  |
| 5 | Substantivised Adjectives. Ordinal Numerals. Prefixation in Anatomical Terminology. | to learn which Latin nouns are called substantivised adjectives, to learn the role of prefixes in anatomical terminology |
| 6 | Nominative and Genitive Case Plural (Nouns and Adjectives of the 1st and 2nd Declensions). | to get to know about the rules of forming plural forms of nouns and adjectives |
| 7 | Nominative and Genitive Case Plural of the 3rd Declension Nouns. | to get to know about the rules of forming plural forms of nouns and adjectives |
| 8 | Nominative and Genitive Case Plural of the 3rd Declension Adjectives. | to get to know about the rules of forming plural forms of nouns and adjectives |
| 9 | Nominative and Genitive Case Plural of the 4th and 5th Declension Nouns. | to get to know about the rules of forming plural forms of nouns and adjectives |
| 10 | Revision of the Section “Anatomical terminology” | to revise main concepts studiedto check skills in composing anatomical terms |
| 11 | Structure Types of Clinical Terms. | to get acquainted with the rules of composing a clinical term and its principal components |
| 12 | Simple Derivatives. Suffixation. | to learn about the role of suffixes in clinical terminology |
| 13 | Simple Derivatives. Prefixation. | to learn about the role of prefixes in clinical terminology |
| 14 | Compound Terms Denoting Organs and Tissues. | to have practice in composing clinical terms |
| 15 | Compound Terms Denoting Functional and Pathological Conditions. | to have practice in composing clinical terms |
| 16 | Revision of the Section “Clinical Terminology”. | to revise main concepts studiedto check skills in composing clinical terms |
| 17 | Basic Notions of Pharmacy. | to get acquainted with the typical groups within the pharmaceutical nomenclature  |
| 18 | Drug Nomenclature. | to learn about common stems used in generic names |
| 19 | Verb. Its use in prescriptions. | to learn about main verb formulations used in prescriptions |
| 20 | Accusative and Ablative Cases. Prepositions | to get acquainted with ending of oblique cases and main prepositions used in prescriptions |
| 21 |  Structure of Prescription | to get to know about the rules of writing out prescriptions |
| 22 | Chemical Nomenclature in Latin Language  | to learn about the Latin names of chemical compounds |
| 23 | Names of Chemical Elements, Acids, Salts, Oxides. | to learn how to compose the names of acids, salts, oxides |
| 24 | Abbreviations in Prescriptions | to have practice in writing out prescriptions incorporating the commonly used abbreviations |
| 25 | Revision of the Section “Pharmaceutical Terminology”. | to revise main concepts studiedto check skills in composing pharmaceutical terms and writing out prescriptions |
| 26 | Revision of the Course | to revise main concepts studied in the sections: “Anatomical Terminology”, “Clinical Terminology” and “Pharmaceutical Terminology” |
| 27 | Pass/fail test | to check skills in composing anatomical, clinical, pharmaceutical terms and writing out prescriptions |

**2.** Basic definitions to be mastered by students during studying of the topic (list of notions).

* Terminological unit. The term.

*A term is a unit of a special occupational vocabulary. Its main function is to express the appropriate scientific concept.*

* Terminology. System of terms.

*Terminology is a system of names, words and word combinations, which are used for expression of the scientific concept.*

* Diphthong

*A diphthong is a combination of two vowels.*

* Digraph

*A digraph is a combination of two consonants.*

* Anatomical term

*An anatomical and histological term is a name of well-known anatomical and histological unit which is included within the International Anatomical Nomenclature.*

* Dictionary form of a word

*It is a form of a word you can find in the dictionary.*

* Stem of a word

*It is a part of a word without case ending.*

* Suffixation

*It is the attachment of the suffix to motivating stem.*

* Prefixation

*It is the attachment of the prefix to motivating stem without changing the meaning but giving some additional information on localization, direction etc.*

* Non- motivated clinical term

*It is a simple root-word or simple derivative constructed with the help of suffixes and prefixes. In most cases such term is not translated but just transliterated. Based on the Pathological pathology it designates all the problems concerning any pathology.*

* Compound clinical term

*Such a term is constructed on the basis of the words of Greek origin. It is constructed of the term-elements. Based on the Pathological pathology it designates all the problems concerning any pathology.*

* Term-element

 *A term-element is a morpheme which is regularly repeated in compound terms preserving its meaning.*

* Pharmaceutical term

*It is a unit of pharmaceutical terminology which is a field of medicine studying exploration, obtaining, production and application of drugs of plant, mineral, animal and synthetic origin.*

* Common stem

*It is a morpheme which is regularly repeated in the names of the drugs and has fixed meaning and spelling.*

* Prescription

*A prescription is a doctor’s written order of direction for the making up and administration of a medicine.*

**3.** **Questions for the class**

The course “Latin language “is divided into the following sections:

* Phonetics;
* Basics of Anatomical Terminology
* Basics of Clinical Terminology
* Basics of Pharmaceutical Terminology and Prescription

Questions for the classes in Phonetics:

Compare the Latin and English alphabets. What kind of differences can you find out in the number of letters, the names of letters and their pronunciation?

Get the definitions of the words “diphthong” and “digraph”.

Questions for the classes in Basics of Anatomical Terminology:

Get the information about the International Anatomical Nomenclature.

Compare Latin and English nouns and adjectives. What kind of differences can you find out in their dictionary form?

Questions for the classes in Basics of Clinical Terminology:

Find the information about the types of clinical terms.

Find the definitions for “non-motivated” and “fully motivated” clinical terms.

Questions for the classes in Basics of Pharmaceutical Terminology and Prescription:

* Find the definition for “prescription”.
* Try to get a prescription written out in Latin. What are the main components of the prescription form? Which inscriptions are given in Russian? Which inscriptions are given in Latin?

**4. Questions for the self-assessment**

Questions for the classes in Phonetics:

1. How to read Latin diphthongs?

2. How to read Latin digraphs?

Questions for the classes in Basics of Anatomical Terminology:

1. What does a dictionary form of a Latin noun consist of?

2. What does a dictionary form of a Latin adjective consist of?

3. How many declensions are there in Latin? What are the endings of declensions?

4. How many groups of the adjectives are there in Latin? What are the declensions of the adjectives in each group?

5. What is the structure of the anatomical terms?

6. How to form the comparative degree adjectives?

7. How to form the superlative degree adjectives?

8. What are the endings of Nominative and Genitive cases in each declension?

Questions for the classes in Basics of Clinical Terminology:

1. What are the types of clinical terms?

2. What is the term-element?

3. What are the main clinical suffixes?

4. What are the main clinical prefixes?

5. What are the rules of composing compound clinical term?

Questions for the classes in Basics of Pharmaceutical Terminology and Prescription:

1. What are the common stems? What kind of information do they give?

2. What are the rules of forming the names of salts in Latin?

3. What are the rules of forming the names of oxides in Latin?

4. What are the main rules of writing out the prescription?

5. Compulsory and supplementary literature on the theme

Compulsory literature

1. Фомина, В. С. Латинский язык и основы медицинской терминологии на английском языке [Электронный ресурс] : учеб. пособие / В. С. Фомина. - 2-е изд., стер. - Архангельск : Изд-во СГМУ, 2011. - 121 с. - URL: <http://nb.nsmu.ru/cgi-bin/irbis64r_11/cgiirbis_64.exe?LNG=&Z21ID=&I21DBN=ELIB&P21DBN=ELIB&S21STN=1&S21REF=3&S21FMT=fullwebr&C21COM=S&S21CNR=20&S21P01=0&S21P02=1&S21P03=I=&S21STR=elb/Ф%2076-560294>

Supplementary literature

 [Kostromina, T. A.](http://nb.nsmu.ru/cgi-bin/irbis64r_11/cgiirbis_64.exe?LNG=&Z21ID=&I21DBN=NSMEL&P21DBN=NSMEL&S21STN=1&S21REF=1&S21FMT=fullwebr&C21COM=S&S21CNR=20&S21P01=0&S21P02=1&S21P03=A=&S21STR=%3Cb%3E%3Cfont%20color=red%3EKostromina%3C/font%3E%3C/b%3E,%20T.%20A.) The language of medicine as a means of professional communication [Text]: (guide in the language for foreign students of the med. dep.) / T.A. Kostromina ; Kursk State Med. Univ. = Язык медицины как средство профессионального общения : учеб. пособие по дисциплине "Латин. яз. и основы мед. терминологии" для иностр. студентов лечеб. фак. (на англ. яз.) / Т.А. Костромина ; Курс. гос. мед. ун-т. - Kursk : [s. n.], 2007. - 198 p. - References: p. 196. - ISBN 978-5-7487-1192-0

 Mitrofanova T.A. Latin-English dictionary of clinical terms for learners [Текст] : словарь/ T. A. Mitrofanova ; Nizhny Novgorod Medical Academy. -N.Novgorod: Publishing House of Nizhny Novgorod State Medical Academy, 2007. -52 p.

 Mitrofanova T.A. A Course book in the Latin language and the basics of anatomohistological terminology [Текст] : manual/ T. A. Mitrofanova, T. G. Shirokogorodova; Nizhny Novgorod Medical Academy. -N.Novgorod: Publishing House of Nizhny Novgorod State Medical Academy, 2005. -153 p.

 Mitrofanova T.A. The fundamentals of clinical terminology [Текст] : manual/ T. A. Mitrofanova, L. V. Shirokova, L. G. Strongin; Nizhny Novgorod Medical Academy. -N.Novgorod: Publishing House of Nizhny Novgorod State Medical Academy, 2007. -102 р.

6. List of the information and telecommunications Internet resources required for mastering of the course

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| № | Resources | URL address | Resource Annotation |
| 1 | Electronic library system «Консультант студента» | <http://www.studmedlib.ru/>  | Medical literature on healthcare |
| 2 | Scientific library  | <http://iprbookshop.ru> | Textbooks for higher medical education, industry literature, electronic versions of periodicals |

7. List of the software and information & reference systems

 Kaspersky endpoint Security. Номер лицензии 26FE - 191125 -134819 - 1 -8403. до 05.12.2021 MS Office 2007. MS Win Starter 7. MS Windows Prof 7 Upgr. MS Windows Server CAL 2008 Device CAL. Номер лицензии 46850049, бессрочно Radmin Viewer 3. Radmin Server 3. № doc/ 11001793 Traffic inspector. Лицензионное соглашение № 1051- 08 от 10.04.2008

8. List of questions and exercises for the unsupervised work

Students’ self studies in the course “Latin language” (total 54 hours) involves preparing abstracts and synopses, studying Latin aphorisms, winged words and special clinical expressions.