Contents

Unit 1  Properties  5
Unit 2  Location  9
Unit 3  Structure  15
Unit A  Revision  20
Unit 4  Measurement 1  23
Unit 5  Process 1 Function and Ability  31
Unit 6  Process 2 Actions in Sequence  37
Unit B  Revision  43
Unit 7  Measurement 2 Quantity  46
Unit 8  Process 3 Cause and Effect  51
Unit 9  Measurement 3 Proportion  56
Unit C  Revision  62
Unit 10  Measurement 4 Frequency, Tendency, Probability  66
Unit 11  Process 4 Method  70
Unit 12  Consolidation  75
Glossary  79
Bibliography  88

Acknowledgements

We are grateful to the following for permission to reproduce copyright material:
W.H. Allen & Co. Ltd. and Doubleday & Company Inc. for an extract from
Human Anatomy Made Simple by I. Mackay Murray, copyright © 1969 by
Doubleday & Company Inc. Reprinted by permission; The Hamlyn Publishing
Group Ltd. for an adapted extract from The Human Body by P. Lewis and
D. Rubinstein. Reprinted by permission; J.B. Lippincott Company for extracts
from Simplified Nursing by L. LeBaron and Medical Surgical Nursing by Brunner
et al; The C.V. Mosby Company for extracts adapted from The Arithmetic of
Dosages and Solutions by Laura K. Hart 3rd Ed. 1973. Reprinted by permission of
The C.V. Mosby Co. St. Louis, U.S.A.
Unit 11 Process 4 Method

Section 1 Presentation

1. Look and read:

The mouth-to-mouth method of expired air artificial respiration

(i) You must remove any obstruction from the patient’s mouth with one finger, and maintain a clear airway.

(ii) Press the patient’s head backwards with one hand, and raise his jaw with the other. Close his nostrils with the finger and thumb.

(iii) Take a deep breath and force the air through the patient’s mouth into his lungs.

(iv) Allow the patient to exhale. Take another deep breath.

(v) You should repeat the process 10 to 12 times.

Now change the instructions into a description of the process by completing these sentences:

First of all any obstruction must be removed from the patient’s mouth, and a clear airway must be maintained.

Next, the patient’s head is pressed backwards with one hand, and his jaw... His nostrils...

Then a deep breath... and the air...

After this the patient...

At the same time...

The process...

2. Now look at these instructions:

The application of hot compresses to the eye to relieve pain and increase circulation

(i) First move the patient to the side of the bed and cover her chest with a towel.

(ii) You may then apply ointment to the eyelids and cheeks to avoid drying of the skin.

(iii) Moisten the compresses in a basin of hot water or the prescribed ophthalmic solution.

(iv) Next, squeeze the water out of the pad and test the temperature on the back of your hand.

(v) After this, place the compress over the closed eye.
(vi) You should change the pads every 30 to 60 seconds for 10 to 15 minutes.
(vii) Repeat the application every 2 or 3 hours.
(viii) Finally, dry the eyelids gently with cotton.

Now rewrite these instructions as a description.

Section 2  Development

3. Look at this example:

Body temperature can be measured [with] [by means of] [by using] a thermometer.

Use this list of hospital equipment to complete the following sentences:

an autoclave, a splint, a catheter, a wheelchair, a face mask, a stretcher, a cold compress, pHisoHex, an oxygen tent

a) A fractured limb can be immobilised with . . .

b) A patient who cannot move his legs can move by means of . . . .

c) An unconscious patient may be moved by using . . . .

d) Instruments can be sterilised by means of . . . .

e) Urine can be removed with . . . .

f) A nurse can avoid contaminating sterile equipment by using . . . .

g) Oxygen can be administered by means of . . . .

h) The hands can be cleansed thoroughly with . . . .

i) A headache may be relieved by using . . . .

4. Look at this example:

How does a person become overweight?
By eating too much.
By eating the wrong kinds of food.
By taking insufficient exercise.

Now discuss these questions. There is more than one correct answer to most of them.

a) How can a syringe be sterilised?
b) How can pain be relieved?
c) How can a nurse avoid spreading infection among her patients?
d) How can tooth decay be prevented?
e) How can anaemia be cured?
f) How do white blood cells fight against infection?
g) How can a nurse find out if a patient is in pain?
h) How can a person keep healthy?

Section 3  Reading

5. Read this passage:

Before a patient has an operation he should be carefully prepared for it both mentally and physically. He should be as clean as possible both internally and externally.

The night before the operation he should be given a warm bath, and a day or two earlier, a shampoo. His teeth should be brushed twice a day, and the mouth rinsed with an antiseptic solution three times a day.

The patient should not be given anything to eat on the morning of the operation, and probably only a very small amount of food the night before.

He is usually given a warm cleansing enema to empty his colon, and just before he goes to the operating theatre he should be given a urinal or bedpan to empty his bladder. The area that is to be operated on must be carefully shaved. These precautions make the operation easier for the surgeon.

The patient is taken to the operating theatre about twenty minutes before the anaesthetist is administered. His jewellery and dentures are first removed and labelled with his name.

Find phrases or sentences in the passage which mean the following:

a) The patient should be ready in mind and body for the operation.
b) He should be clean inside and out.
c) Hair must be removed from the part of the body to be operated on.
d) The patient should pass urine before the operation.
e) He should be given a mouthwash three times a day.
f) His stomach should be empty when he goes to the operating theatre.

6. Complete the following sentences using words from the passage.

Some are nouns and some are verbs.

a) The patient is taken to the . . . for the operation.
b) The patient is operated on by the . . . .
c) The patient's mouth is . . . . with an antiseptic solution.
d) The patient . . . . food for several hours before the operation.
e) For internal cleanliness an . . . . is given.
f) The area that is to be operated on must . . . . with a razor.
g) The patient's personal belongings are . . . . and . . . .
h) The . . . . is administered by the anaesthetist.
Section 4  Listening

7. Listen to the passage, and then write complete answers to these questions:

   a) When should a stomach washout be given?
   b) How should an unconscious patient be positioned?
   c) Where is the portex tube inserted?
   d) What should be placed on the end of the tube?
   e) What is poured down the tube into the patient’s stomach?
   f) Where is the free end of the portex tube placed?