# Title: Using Word 2007 to Create a Table of Medical Terms

| Objectives | Time frame to Complete |
|---|---|
| Students will learn to add prefixes to root words to create several medical words and definitions.<br><br>Students will learn to use Word 2007 to create a table in which they will type and sort the prefixes, roots, and definitions. | One hour |

**NRS EFL**

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| Stackable Certificate Documentation | Technology | Study / Life skills | EL-Civics | Career Pathways | Police | Paramedic | Fire Rescue | Medical Asst. | EKG / Cardio | Phlebotomy | Practical Nursing | Healthcare Admin | Pharmacy Tech | IMT | AMT | HVAC | Welding | Other: |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| X | X | | | X | | X | X | X | X | X | X | X | X | | | | | |

## Standard(s) Addressed in Lesson
Read with Understanding

## Benchmark(s) Addressed in Lesson
R.4.8. Apply decoding skills (for example, multi-syllabic words) to read words.

## Materials
Handout of instructions on how to create a computerized table of medical terms.
Computer with Microsoft 2007

## Learner Prior Knowledge
The student should have simple knowledge of how to use a Microsoft computer.

## Activities
Step 1   Model the use of a prefix added to a root or stem to derive new words.  State the meaning of the new words.  Examples:  hypoglycemic and hyperglycemic

Step 2  Model how to turn on computers and get a Word document.  Allow advanced computer students to help others

Step 3   Illustrate how to use the Table menu bar to draw the table.
Again, walk around room and help all students.  Stress that students must tab from column to column or row to row.

Step 4   Hand out written directions to complete the table, which includes the prefixes and roots to create medical terms.

Step 5  Have students access the Internet to look up meanings, if necessary.

**Assessment/Evidence**

80% correct demonstrates mastery

Put students completed worksheets in portfolio to demonstrate mastery of benchmarks.

**Adaptations for Beginning Students**

Teacher checks for comprehension and gives one-on-one instruction on the missed areas

**Adaptations for Advanced Students**

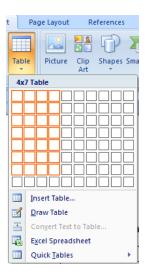Add five more prefixes and roots to tables.

**Teacher Reflection/Lesson Evaluation**

Re-teach and do more practice.  Students get excited about this lesson.  They start looking up words on their own.  Doing so could be used as extra credit.  I also think the teacher could take it in the direction of a game and play it as a class starter.

This lesson was created by Middletown ABLE.

# CREATING A TABLE OF MEDICAL PREFIXES, ROOTS, AND MEANINGS

Directions: 1. Get a Word document. To make the table, pull down the Insert menu and click on Table. Highlight four columns and seven rows as shown at right. 2. Type all of the material shown in the table. <u>TAB to go from row to row and column to column</u>. To insert or delete a row or column, right click your mouse and choose delete or add a row or column. 3. The last four new words and their meanings are not given. You are to form and type the words and their meanings.



| PREFIX | ROOT OR STEM WORD | NEW WORDS | MEANING |
|---|---|---|---|
| hyper(high) | glycemia (glucose in blood) | hyperglycemia | high glucose in blood |
| hypo (low | glycemia (glucose in blood) | hypoglycemia | low glucose in blood |
| leuko (white) | cyte (cells) | | |
| leuko (white) | cemia (malignant disease) | | |
| litho (stone) | tomy (operation) | | |
| litho (stone) | tripsy (break up stone) | | |

### *READ ONLY*

*__A prefix__ is an affix placed in front of the root or stem word.*

*__A root word is the base or stem.__ When a prefix or suffix is added to a root, it changes the meaning of the word to which it is added.*

*__Example:__ Every prefix has its own meaning. The root word "purpose" means "an aim or a goal one wishes to achieve." The prefix "multi" means "many." The new word "<u>multipurpose</u>" means "designed or used for many purposes."*