Simplified Technical English Specification: ASD-STE100*

Simplified Technical English is a controlled language used in the aerospace industry since 1986. The European and American Aerospace Industry Associations devised the language to improve the readability of maintenance documentation.

This course is a practical introduction for those who will use Simplified Technical English (formerly AECMA Simplified English). The course introduces the philosophy of Simplified Technical English, explains the underlying grammatical principles and gives delegates opportunities to use Simplified Technical English in practical exercises. These exercises can be based on your company’s documentation.

Who should attend

This course is aimed at people who will use ASD Simplified Technical English (Aerospace and Defence industries Association of Europe). Delegates need to have access to a copy of the current ASD Simplified Technical English Specification ASD-STE100TM guide (supplied by the customer). This can be electronic or paper-based.

Benefits of attending

This course will give you the skills to produce easier to read documentation, making it easier to translate. The language is concise and precise making it easier to use in different formats.

Assumed knowledge

No prior knowledge required.

Length of course

2 days

Course Outline

Overview

- Philosophy of Simplified Technical English
- Benefits of adopting the standard
- Grammar
- Simplified English Rules.

Specific Grammatical Rules

- Noun phrases
- Verbs.

General Writing Principles

- Permitted words
- Sentence and paragraph construction
- Spelling, punctuation
- Writing Practices
- Practical exercises.

Types of Writing

- Practical session – apply the rules
- Convert existing text (or write your own)
- Delegates compare / discuss
- Procedures
- Descriptive writing
- Warnings and cautions.
Day One

Introduction
~ Provides an outline of the course content and an approximate timetable.

Philosophy & Benefits of STE
~ Briefly describes the history & philosophy of Simplified Technical English and outlines the benefits of adopting the standard.

Grammar, a short revision
~ Provides an explanation of the parts of speech so that delegates can understand and then apply the writing rules.

Specific Grammatical Rules, Part 1:
~ Explains the rules relating to noun phrases and verbs. Delegates then practise what they have learned.

General Writing Principles, Part 2:
~ Explains which words are permitted, how sentences and paragraphs must be constructed, and other topics such as spelling and punctuation. Again, delegates have practical exercises, completed individually or in pairs, and then reviewed.

Day Two

Introduction and Review of Day 1
~ Provides an outline of day 2 with a review of the previous day’s content.

Types of Writing, Part 3:
~ Practical sessions to apply the rules covered in parts 1 and 2 as well as any rules specific to writing procedures, descriptions, warnings and cautions. In these sessions delegates convert existing text into Simplified Technical English or write their own text in Simplified Technical English. Delegates compare and discuss solutions to reinforce learning.