

# ASD Simplified Technical English Specification

## ASD-STE100™ pending

\* (AeroSpace and Defence Industries Association of Europe, formerly AECMA.)

<b>What</b>	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.
<b>Benefits</b>	<p>The Simplified Technical English specification consists of rules and a dictionary of approved words. Its philosophy is to make “<b>texts as simple and as readable as possible</b>” (Simplified English Guide, 2004:1-4-1), because English is both complex and varied.</p> <p>Documents in Simplified Technical English are:</p> <ul style="list-style-type: none"> <li>• Easier to read because the language is less complex.</li> <li>• Unambiguous because words have a single and consistent meaning.</li> <li>• Consistent, especially where there are a number of authors.</li> <li>• Easier to translate.</li> <li>• Easier to use in different formats because the language is concise and precise.</li> </ul>
<b>Who</b>	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.
<b>Length</b>	The standard course is two days in length. If there are any specific requirements, it may be possible to adapt the course to meet them.

### Synopsis of a typical two-day course:

1. Philosophy of Simplified Technical English
2. Grammar – a short revision
3. Simplified English Rules -

#### Part 1:

*Specific Grammatical Rules*  
Noun Phrases  
Verbs

#### Part 2:

*General Writing Principles*  
Words  
Sentences  
Punctuation  
Writing Practices

#### Part 3:

*Types of Writing*  
Procedures  
Descriptive Writing  
Warnings and Cautions

### Day One

#### Introduction

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

### Philosophy and Benefits of Simplified Technical English

Briefly describes the history and 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.

#### Part 1: Specific Grammatical Rules

Explains the rules relating to noun phrases and verbs. Delegates then practise what they have learned.

#### Part 2: General Writing Principles

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 2

#### Introduction and Review of Day 1

Provides an outline of day 2 with a review of the previous day’s content.

#### Part 3:

##### Types of Writing

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 in to Simplified Technical English or write their own text in Simplified Technical English. Delegates compare and discuss solutions to reinforce learning.

#### Course Requirements

Delegates need to have access to a copy of the current ASD Simplified Technical English Specification ASD-STE100™ pending Guide (supplied by the customer). This can be electronic or paper-based.