



ASD-STE100 Simplified Technical English Specification

ASD-STE100 Simplified Technical English (STE) is the international standard for accurate and efficient documentation. STE helps to make technical documentation easy to understand by standardising vocabulary, grammar and style, while letting users control their specific terminology.

Who should attend?

This course is intended for people with a professional or academic interest in Simplified Technical English, an international standard governing the use of English in technical publications for all industries. The target audience includes: technical writers, editors, translators, QA managers, documentation managers, ILS managers, safety managers, customer support engineers, project managers, product managers, training managers, engineers who create documentation and others with a professional interest in compliance, quality, process improvements and global communication.

How STE can help you

Documentation is a vital and integral part of your product. Most crucially, the documentation needs to do its part to ensure the safe and correct use of the product by providing complete, accurate and effective information. Simplified Technical English (STE) can help you meet documentation compliance requirements, and can also increase the efficiency and productivity of your employees. This results in a shorter time-to-market, less downtime and considerable cost savings.

Prerequisites

No assumed knowledge of STE is required. However, you must have a good technical knowledge of the subject of your writing.

Course duration

2 – 3 days

Training outline

This course introduces the underpinning principles of STE and its most practical application. We will explain the underlying principles of STE grammar rules and offer participants the opportunity to apply what they have learnt in a highly interactive classroom environment.

- ✦ Practical overview of ASD-STE100 Simplified Technical English
- ✦ How STE helps both native & non-native speakers of English
- ✦ Writing rules and how to apply them in practice
- ✦ How to use the general vocabulary
- ✦ How to deal with industry-specific terminology
- ✦ How to use STE for various documentation types
- ✦ How to implement STE with minimal disruption to on-going production and existing documentation
- ✦ Hands-on STE editing and review

Sample agenda

Day 1 – classroom-type instruction with exercises and tests.

Day 2 – workshop-type instruction and interaction, with exercises and tests. Attendees are encouraged to bring some of their own materials if possible.

| Day 1 – classroom-type instruction | Day 2 – workshop-style interaction |
|---|--|
| Overview of ASD-STE100 development & status Explanation of specification structure Tea/coffee break STE writing rules Lunch break STE writing rules applied – exercises & review Tea/coffee break Vocabulary review Adjourn | Writing/rewriting instruction Tea/coffee break Rewriting exercise (own documents) Lunch break Rewriting review Tea/coffee break Q & A Certificate hand-out Adjourn |

Course curriculum

Day 1 – Classroom training

Introduction

Participants are introduced to the concept of controlled language and its wider application in the technical writing field

Overview of ASD-STE100

We will briefly discuss the development & status of STE and highlight the practical benefits of adopting the standard

Explanation of specification

Participants will learn about the specification structure and how to use it. This includes:

- ✓ Use of general vocabulary and dictionary
- ✓ Building and managing customer-specific terminology
- ✓ Use of the ASD-STE100 verb sheet

STE writing rules

We will explain and provide useful examples for all 65 writing rules. Participants will learn how to identify various parts of speech in an English language sentence to properly apply the writing rules. The trainer will also provide a detailed explanation of the following:

- ✓ Approved & non-approved words
- ✓ Sentence and paragraph construction
- ✓ Spelling & punctuation
- ✓ Writing practices

Our trainer will demonstrate the correct and effective use of STE as well as address the incorrect use of common STE writing rules

Day 2 – Exercises & writing workshop

STE writing rules applied I

We will review approved & non-approved words, parts of speech & articles with worksheet exercises to reinforce learning concepts.

Vocabulary review

We will go through the list of approved words once again and highlight exceptions where synonyms are acceptable.

Guidelines for customer-specific terms

Two important STE word classes are technical names and verbs. They are highly customisable and can be product- or company-specific. Participants will learn how to select their own company-specific terminology and manage this process efficiently to ensure language consistency and clarity in their technical documentation.

STE writing rules applied II

We will review complex verb tenses, verbs, adjectives, noun phrases and STE verbs. Participants can gain an in-depth appreciation for STE writing rules by applying them.

Writing/rewriting instruction

By now, participants can confidently apply STE rules that are specific to writing procedural instructions, product descriptions, warnings, cautions, and notes.

This highly practical workshop session allows participants to rewrite their existing text in STE or create their own technical content using STE. During this session, participants will review, edit and discuss shared documents to reinforce learning.

Deliverables

Copy of the ASD-STE100 specification, exercises, learning aids, certificate.

Trainer's qualifications

The principal trainer is Ms. Shumin Chen, a linguist and documentation expert who has been in the field of controlled language, multilingual documentation and relevant international standards for 10 years, working with customers worldwide. STE classes taught include the Federal Aviation Administration, Boeing, Rolls-Royce, Electrolux, Omron, Saab Systems and FNSS Defence Systems. Shumin is regarded as the leading expert in STE implementation and receives very positive professional feedback. References available upon request. Please also see <http://www.linkedin.com/in/shuminchen>.

Company profile

Shufrans TechDocs is a company founded by seasoned industry experts. We work according to international standards, while having the flexibility to deal with your specific requirements. We take these requirements and your expectations seriously and build on your feedback and trust. In this way, we strive to establish long-term partnerships with our customers to mutual benefit.

We can help you with your multilingual technical documentation, translation, XML, data conversion and publishing needs. We work for all industries.

