

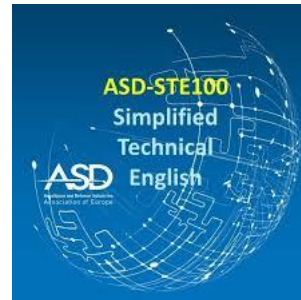


Less is more

Keeping it short and simple
with ASD-STE100

ELRC Technical Workshop 24/09/2021
Simplify Language – Capture Audience
eXeL8.com Daniela Zambrini asd-ste100.org

No more than 30 seconds about me



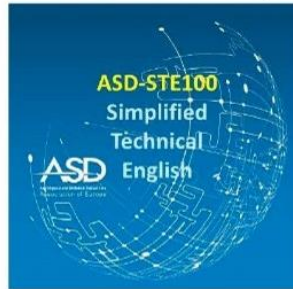
Focus

- Brief introduction on the history and structure of STE
- One word, one part of speech, one meaning
- Procedural and descriptive writing in STE



ASD

AeroSpace and Defence Industries
Association of Europe



SIMPLIFIED TECHNICAL ENGLISH

Specification ASD-STE100

European Community Trade Mark No. 017966390

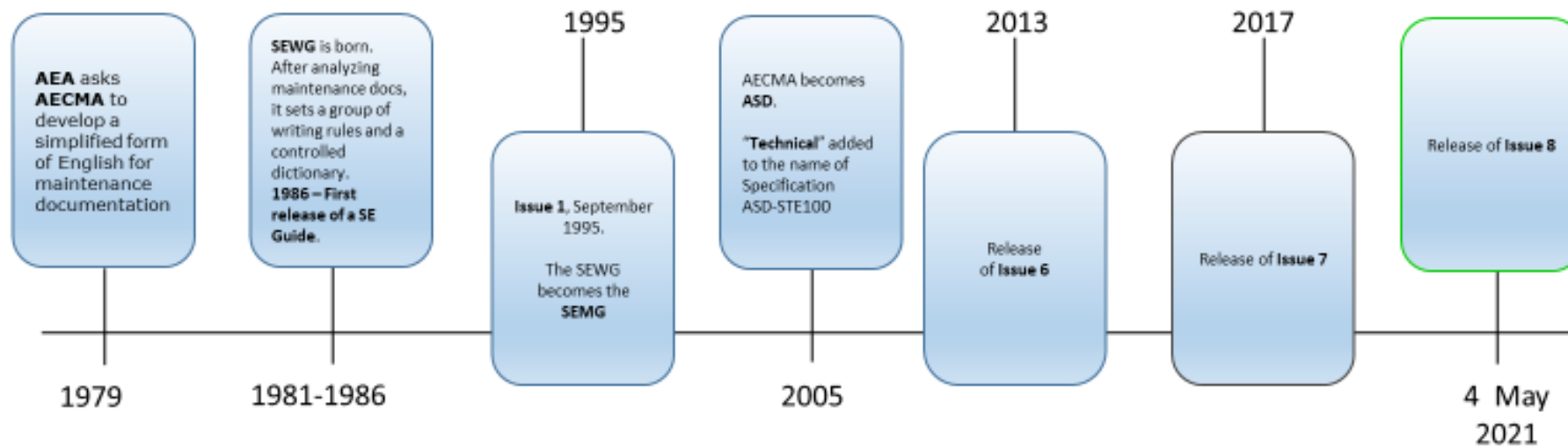
**International specification
for the preparation of technical documentation
in a controlled language**

ISSUE 8, APRIL 2021

ASD-STE100 Simplified Technical English

HISTORY AND STRUCTURE

Timeline

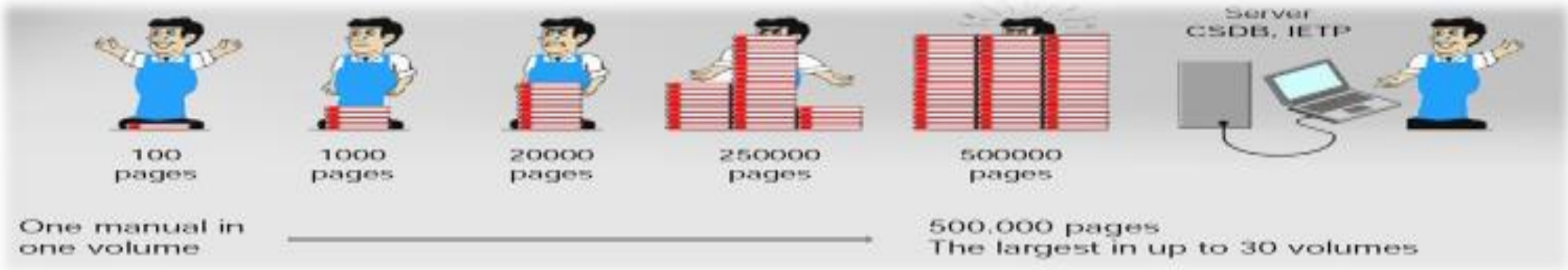
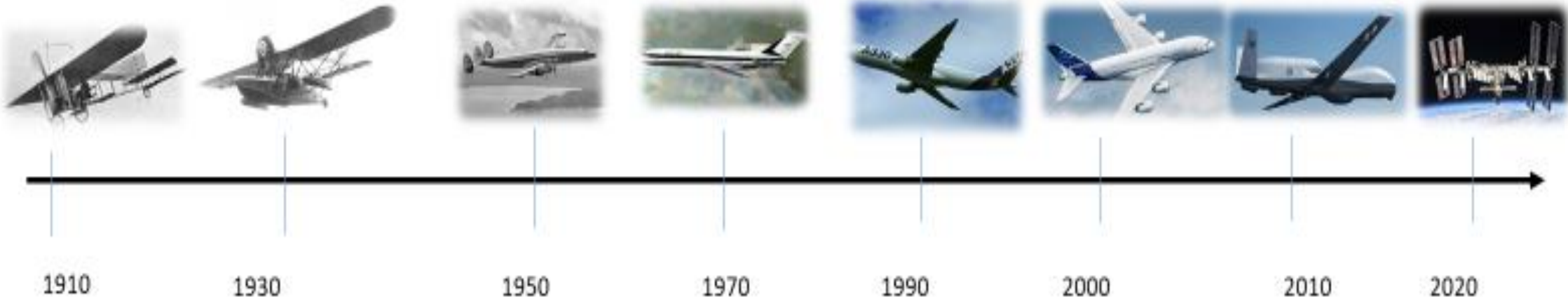


AEA: Association of European Airlines

AECMA: European Association of Aerospace Industries (*now ASD*)

SEWG: Simplified English Working Group (*now STEMG, Simplified Technical English Maintenance Group*)

The need for a controlled language in aviation



Purpose and objectives of STE

Complex technical instructions can be misunderstood and **misunderstandings can lead to accidents.**

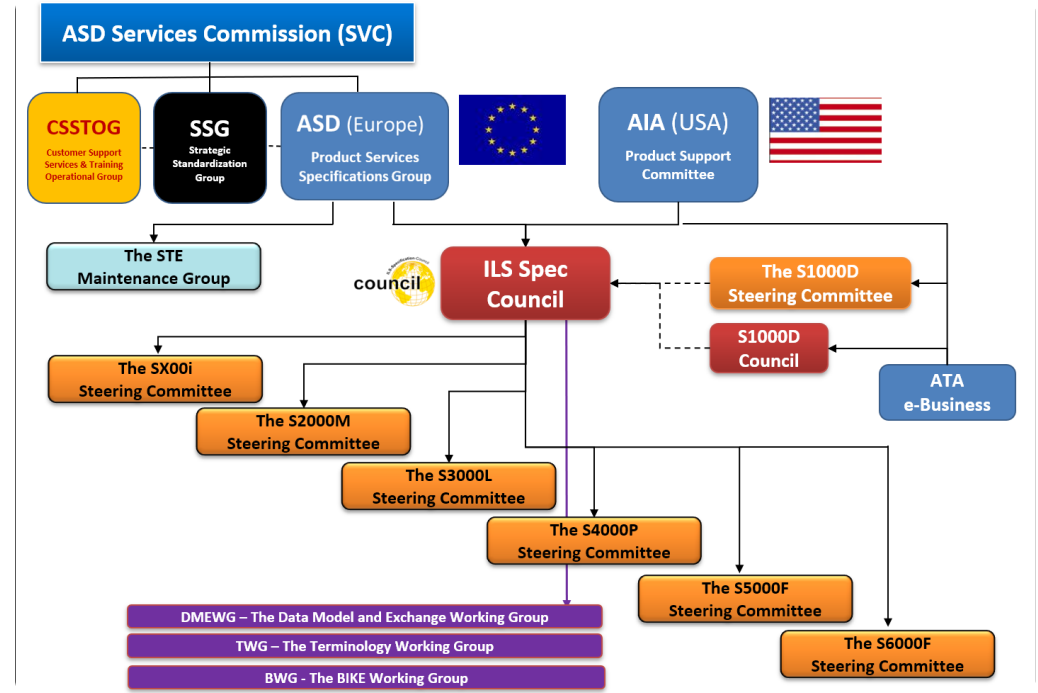
STE makes technical texts easy to understand by all readers and can be regarded as an important and valuable resource for technical writing to simplify the correct understanding of procedures and operational texts, remove linguistic barriers, and reduce Human Factors risks.

STE and its maintenance

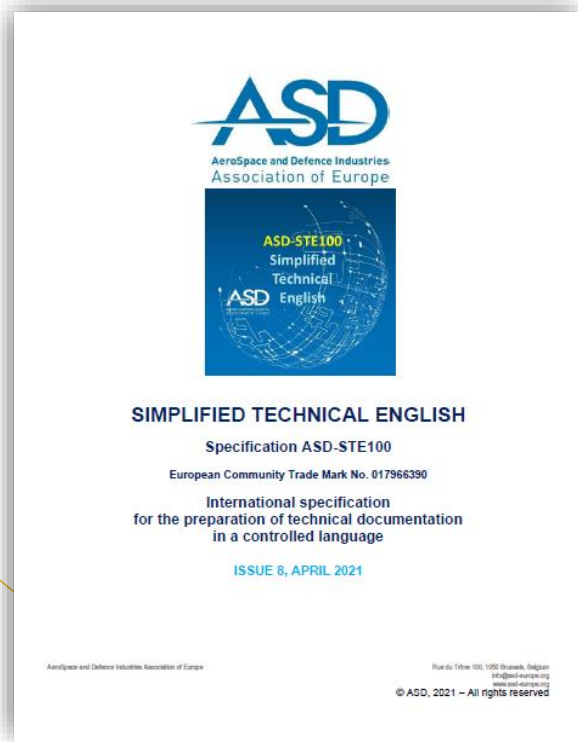
The ASD-STE100 specification:

- Is a set of **writing rules** and a **dictionary of controlled vocabulary**
- Makes technical texts **easy to understand** especially for non-native speakers of English
- Has a **controlled general vocabulary**
- Has **sufficient words** to write all technical sentences
- Is **adaptable** and **flexible**
- Permits the use of **company terminology**
- Permits the use of **common engineering and scientific terms**
- Permits the use of **only one language** for technical documentation.

The STEMG



Structure of the Specification

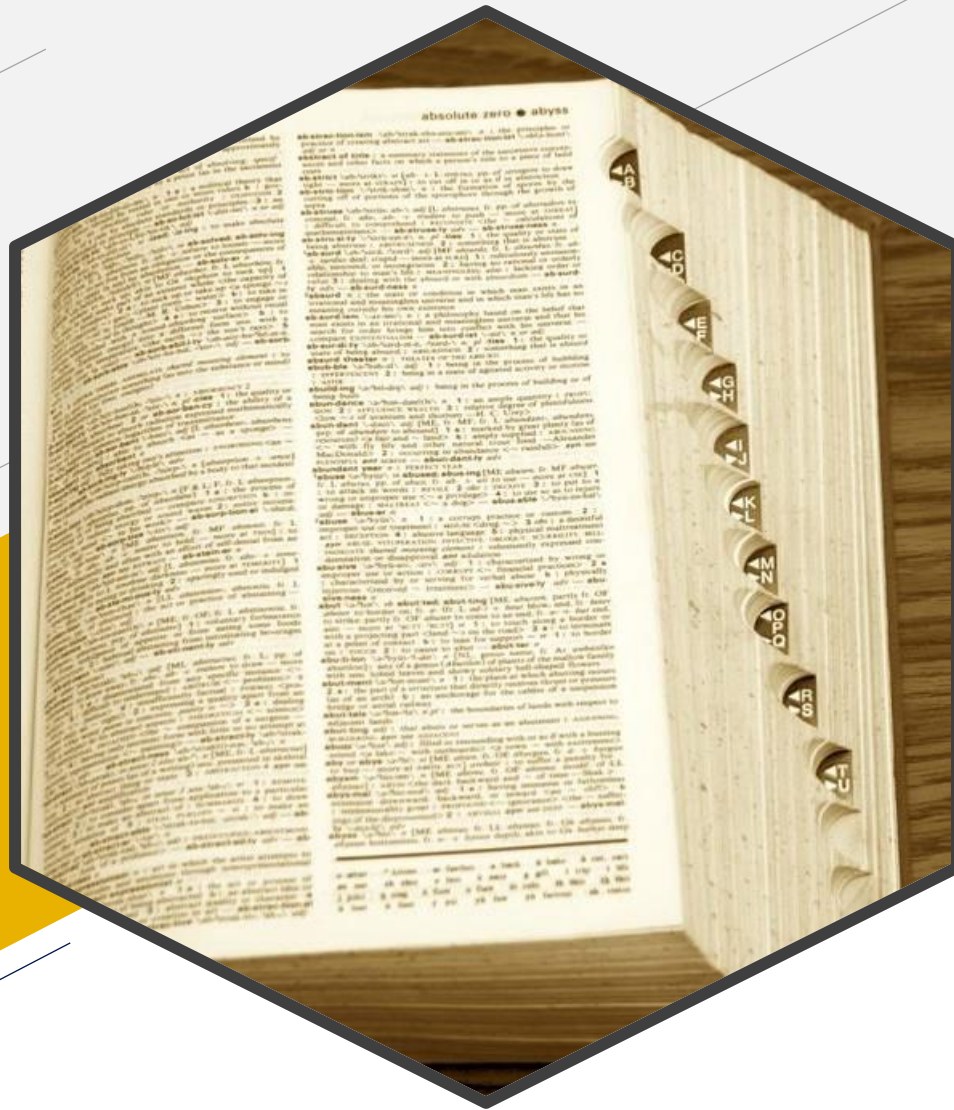


PART 1

Writing Rules

PART 2

Dictionary



One Word, One Part of Speech, One Meaning

THE STE DICTIONARY

STE Dictionary

An example

approved meaning

Word (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved example
INNER (adj)	Nearer to the center of an object	THE INNER SURFACE OF THE PART IS BLACK.	
inoperative (adj)	OFF (adj)	BEFORE YOU DRAIN THE FUEL, MAKE SURE THAT THE SYSTEM IS OFF.	Before you drain the fuel, make sure that the system is inoperative.
	NOT OPERATE	MAKE SURE THAT THE DEMISTING SYSTEM DOES NOT OPERATE.	Make sure that the demisting system is inoperative.

approved word

not approved word

suggested alternatives

One word, so many meanings!

The selection of words is not easy.

Customers can make technical mistakes because they misunderstand texts that we think are written in good English.

"Round the edges of the round cap. If it then turns round and round, as it circles round the casing, another round of tests is required."



Writing around

Make the edges of the circular cap rounded. If it then makes a continuous circular movement when you install it on the casing, more tests are necessary.

Make sure that the cap is fully circular and if it is not, remove all rough edges. But if the cap turns continuously around its axis while it goes around the casing, you must do the test procedure again.

- 1. Make sure that the cap is rounded.**
- 2. If the cap turns on its axis while it moves around the edge of the casing, more tests are necessary.**

Part of speech

Rule 1.2 Use approved words from the dictionary only as the part of speech given.

Example:

The word “**test**” is an approved noun, but it is not an approved verb.



Test B is an alternative to test A.



Test the system for leaks.

Do the leak test of the system.

or



Do a test for leaks in the system.

Part of speech

Rule 1.2

Use approved words from the dictionary only as the part of speech given.

Example:

The word “*dim*” is an approved adjective, but it is not an approved verb.



A dim light comes on.



Dim the lights.



Set the lights to the dim position.

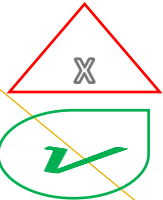
Approved meaning

Rule 1.3

Use approved words only with their approved meanings.

Example:

The approved meaning of the word "*follow*" is "*come after*" and not "*obey*".



Follow the safety instructions.

Obey the safety instructions.

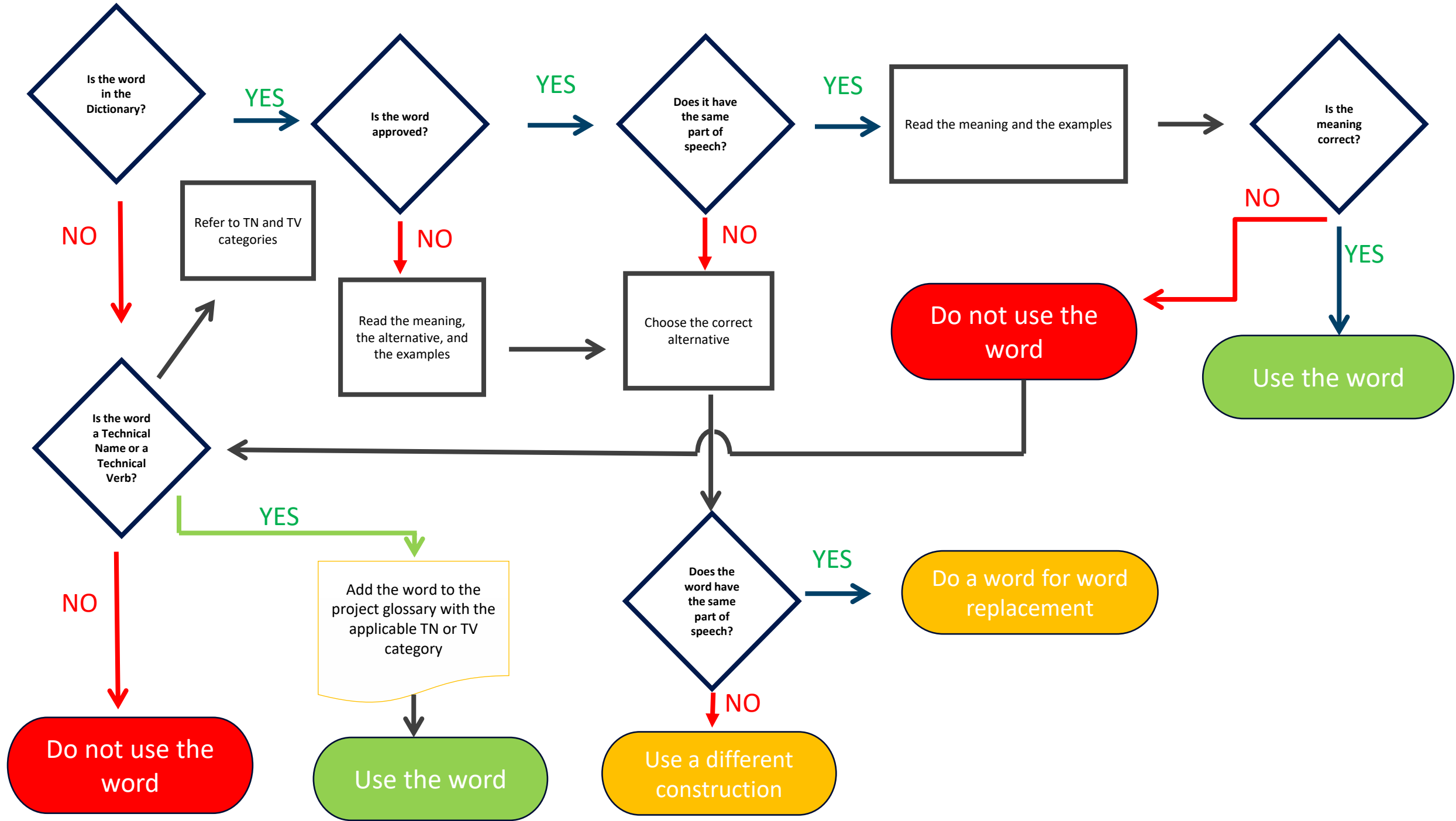
But you can write:



Follow the green lights to the nearest staircase.



Do the procedures that follow:





Procedural and Descriptive Writing in STE

STE WRITING RULES

STE has **53** writing rules (in 9 sections):

Section 1	Words (14 rules)
Section 2	Noun clusters (3 rules)
Section 3	Verbs (7 rules)
Section 4	Sentences (4 rules)
Section 5	Procedural writing (5 rules)
Section 6	Descriptive writing (6 rules)
Section 7	Safety instructions (3 rules)
Section 8	Punctuation and word count (7 rules)
Section 9	Writing practices (4 rules)

Summary of writing rules

- ✓ Use the approved words and only as the part of speech given in the dictionary.
- ✓ Make the instructions as clear as possible.
- ✓ Do not write noun clusters longer than three words.

Summary of writing rules

- ✓ Use the active voice as much as possible in descriptive texts.
- ✓ Do not use passive voice in procedures.
- ✓ Write short sentences.
 - Instructions (procedures) \leq 20 words.
 - Descriptive texts \leq 25 words.
- ✓ Use vertical lists for complex text.
- ✓ Write one instruction per sentence.

Summary of writing rules

- ✓ Write only one topic per paragraph.
- ✓ Do not write more than 6 sentences in each paragraph.
- ✓ When you count words for sentence length, titles, placards and quoted text count as one word.
- ✓ Start safety instructions with a clear instruction.

Descriptive writing

With *Nero BackItUp* you can **back up** data. Click the Backup menu to start the **desired** backup task. The **following** backup tasks are available:

- **Autobackup**

With *Nero BackItUp*, you can set up and configure *Autobackup*, the automatic backup **feature**.

Once it **has been set up**, *Autobackup* is available on your computer's system tray and **backs up** specified folders in the background.

Setting up *Autobackup* is **particularly useful** when you want to carry out regular backups for the same files. The **advantages** are, e.g. that all the settings for the backup **have already been configured** and that there is no risk of **forgetting** a backup date or of not **carrying** out a backup as scheduled (**as long as** the computer is on).

- **File backup** [...*snip*]

- **Drive backup** [...*snip*]

You can use *Nero BackItUp* to do data **backup**.

To start the **necessary** backup task, click the Backup menu.

There are three types of backup tasks:

- **Autobackup**
- **File backup**
- **Drive backup.**

Autobackup

With *Nero BackItUp*, you can do the **set-up procedure** and **configure** *Autobackup*, the automatic backup **method**.

When the set-up procedure **is completed**, you will see *Autobackup* on the system tray of your computer. *Autobackup* will **do the backup** of the specified folders in the background.

If it is necessary to do regular backups for the same files, *Autobackup* is a **very good solution**. You can configure all the settings for a backup schedule. Thus, the scheduled backup procedure will start on the set date (this is only possible **while** the computer is on).

File backup

[...*snip*]

Drive backup

[...*snip*]

Procedural writing

Software Installation

1. Please connect external HDD to PC.
2. Click "Setup.exe" and Installer Screen will be displayed.
3. Click "BackItUp & Burn Essentials" to install Backup S/W.
4. Please wait while extracting automatically
5. After selecting the installation language and click the OK button.

Note - Install the language that is installed on the user's PC can be changed depending on the OS language. [UNCLEAR]

6. Setup Wizard screen appears and click the Install button to proceed with the necessary preliminary work.

Software Installation

1. Connect the external HDD to the PC.
2. After you click "Setup.exe", you will see the Installer Screen.
3. To install the Backup software, click "BackItUp & Burn Essentials".
4. Wait until the automatic extraction is completed.
5. Select the installation language, then click the "OK" button.

Note – [understand the correct meaning and then re-write the note]

6. When the Setup Wizard screen shows, click the "Install" button to continue with the necessary steps.

Procedural writing

Install the three auxiliary screws (2) in the flange of the motor assembly (9). (This sentence has 14 words.)

CAUTION: WHEN YOU REMOVE THE SHROUD (26), BE CAREFUL NOT TO CAUSE DAMAGE TO THE SURFACE OF THE FLANGE ASSEMBLY (22). (This sentence has 20 words.)

Non-STE

Put preservation oil into the unit through the vent hole until the oil level is approximately 6 mm (0.24 inches) below the surface of the flange cover.
(25 words)

STE

Put preservation oil into the unit through the vent hole. (10 words) Continue until the oil level is approximately 6 mm (0.24 in) below the surface of the flange cover. (16 words)

Non-STE

Set the TEST switch to the middle position and release the SHORT-CIRCUIT TEST switch.

STE

- A. Set the TEST switch to the middle position.
- B. Release the SHORT-CIRCUIT TEST switch.

Hold the panel in its open position and install the fastener.

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How you learn to use ASD-STE100

Author's side

Requisites

- Good writing skills
- Very good command of English
- Good knowledge of the matter.



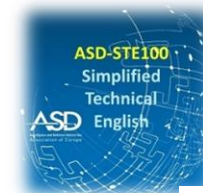
First steps

- Accurate study of the specification (writing rules)
- Writing practices (necessary to master the controlled vocabulary).



Training

- Some members of the STEMG are ASD certified trainers (3 days, in-person classroom training).
- UniNettuno University in Rome is the only authorized provider by ASD for online courses (4 weeks, distance learning).
- Other ASD authorized in-person trainers are available on the market.



Software products and authoring tools

- Some products (syntax and grammar checkers, term checkers) that support STE are available on the market.
- An author must always have the last word on its texts.



How to prepare a document in ASD-STE100

There are no fixed rules or schemes.

Skill and competence of the author are key factors.

An author should be able to:

- Write a new text directly in STE
- Convert existing texts from standard English into STE.

The author MUST **always have the reader in mind!**



How you learn to use ASD-STE100

Reader's side

Readers do not necessarily have to learn STE.

If written in accordance with the STE rules, any text that readers receive will be:

- **Clear**
- **Easy**
- **Fully understandable**
- **Linguistically and technically correct!**



eXeL8.com



Handling words with care since 1998

Grazie!

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