

# Simplified Technical English, ASD-STE100

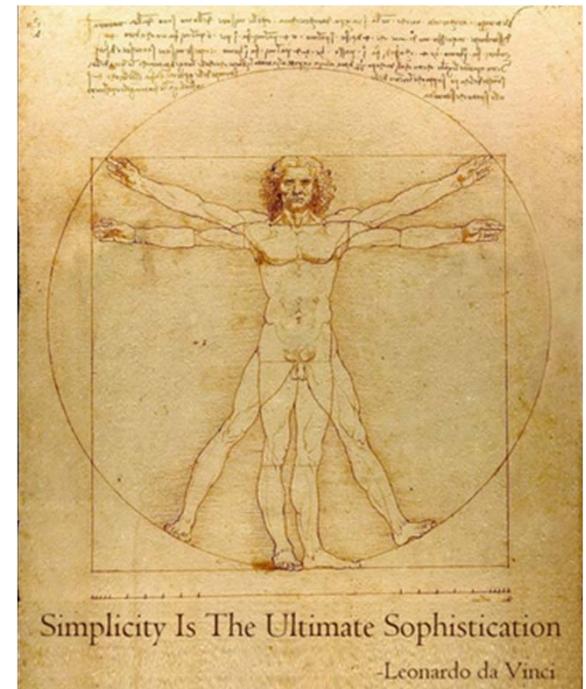
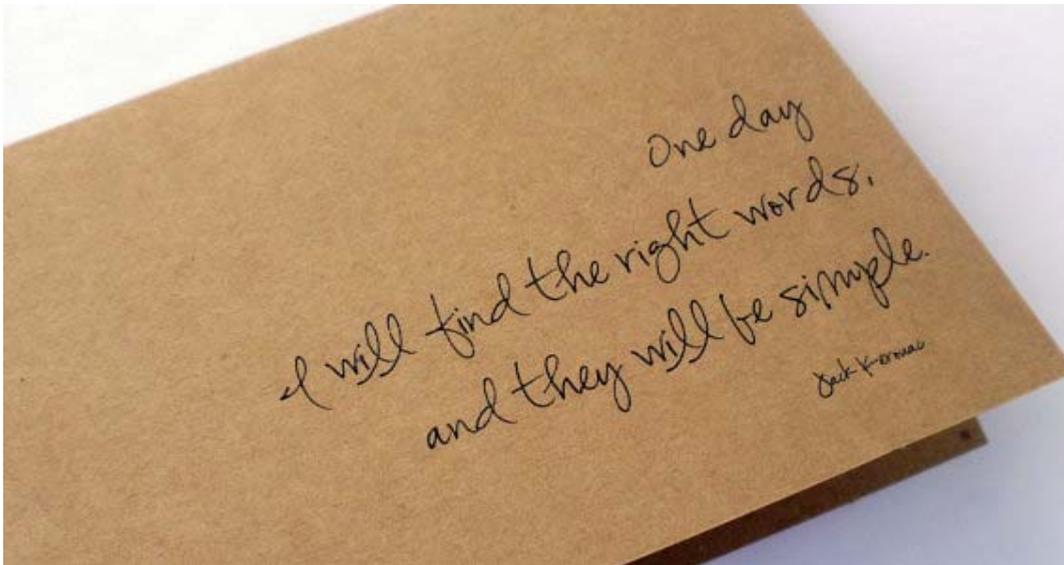
## The STEMG training approach



AeroSpace and Defence Industries  
Association of Europe

# The presentation

- Introduction to ASD Simplified Technical English (STE)
- Why STE training is important
- Short overview of the STEMG experience
- Information about STE training



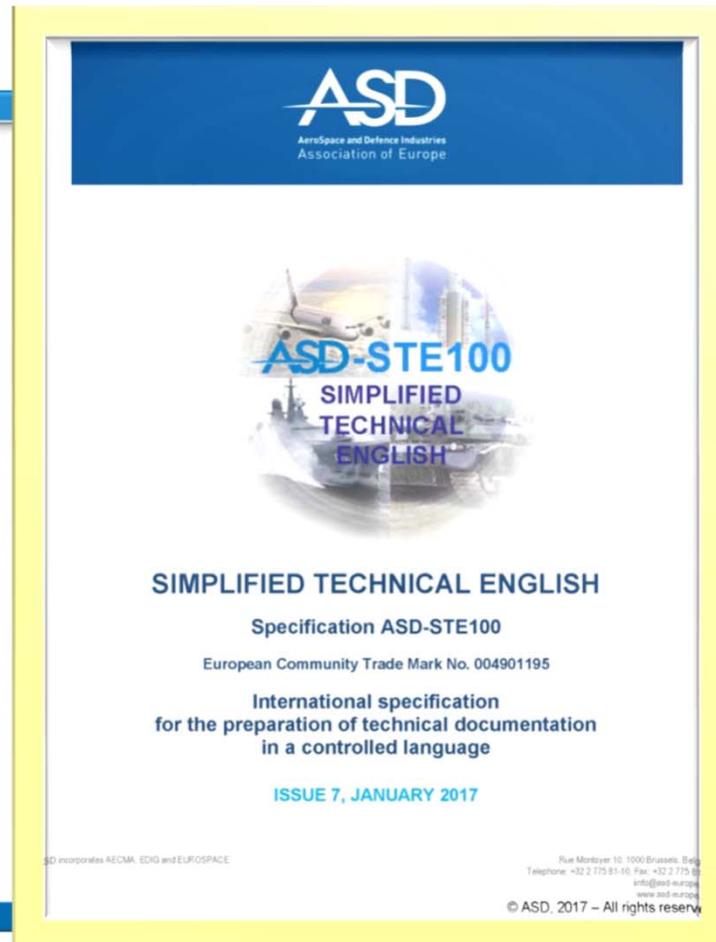
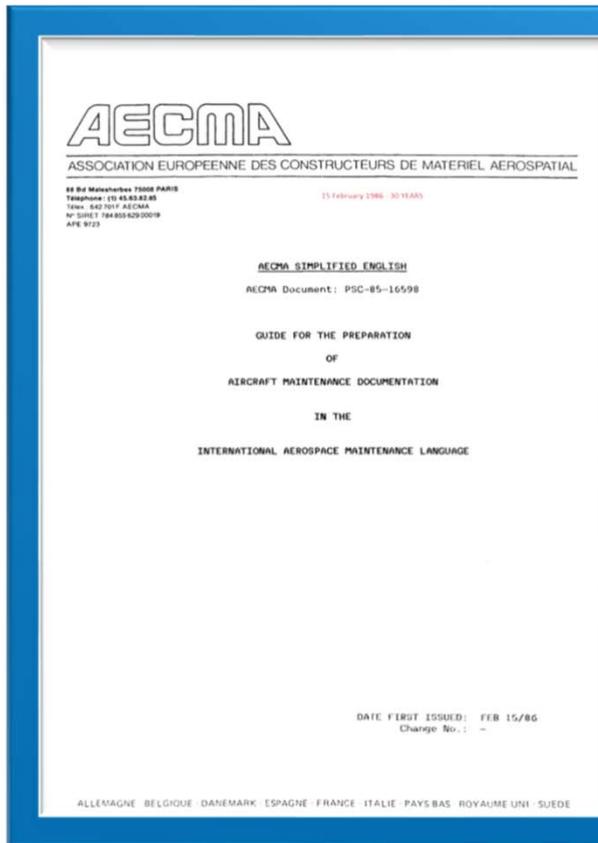
# Short history of ASD-STE100

- In the late **1970s**, the **European Airlines (AEA)** asked the **European Association of Aerospace Industries (AECMA, now ASD)** to investigate the readability of **maintenance documentation** in the **civil aircraft industry** and **find a solution to simplify the language** used to write such documentation.
- **AECMA** asked the **Aerospace Industries Association (AIA)** of America to assist in this project . **Two groups** from **AECMA** and **AIA** were formed for the scope.
- The resulting conclusion confirmed the need for a **simplified language**.
- **In 1983, the AECMA Simplified English project started.**



The product of such effort was the **AECMA Simplified English Guide** (first release in **1986**) which later (in **2005**) became the **ASD-STE100, Simplified Technical English Specification**.

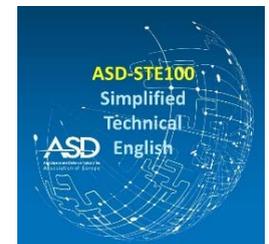
# Short history of ASD-STE100



ASD-STE100 is maintained by the:  
**ASD Simplified Technical English Maintenance Group (STEMG)**

# The ASD-STE100 specification

- Is a set of writing rules (53, in 9 sections) and a dictionary of controlled vocabulary (864 approved words).
- Makes technical texts easy to understand especially for non-native speakers of English.
- Has a controlled general vocabulary with sufficient words to write all technical sentences.
- Is adaptable and flexible.
- Permits the use of company terminology applicable to specific industry fields.
- Permits the use of common engineering and scientific terms.
- Permits the use of only one language for technical documentation.
- If translation is necessary, it helps the translation of English texts into other languages.
- It can increase reliability and safety.



# Why STE training is important?

- The primary objective of STE is the creation of simplified texts for the readers. But STE is **not** a simplified version of English for the writers.
- Writing correctly in STE is not an easy task as it requires:
  - A good command of the English language
  - Good knowledge of the subject that the author is writing about.
- Authors who want to write correctly in STE must have only one point of reference: the specification itself. There is nothing that can replace it.
- Without training, authors tend to focus simply on the dictionary and not on the writing rules, which are equally important.
- It is important for authors to fully understand the STE rules, and to think about what they are writing.
- **Therefore, STE training can be the first essential step for a technical author to be able to apply STE correctly.**

# Short history of STE training

- In **2007**, **ASD** asked the **STEMG** to investigate the possibility of endorsing STE trainers.
- After a long discussion, the STEMG conclusion was that endorsement of training was possible only through an official certifying body recognized by ASD.
- **In 2012, the ASD Secretary General, the Services Commission, and the Product Support Group (now the PSSG) approved the STEMG proposal to assign the certification of STE training to an Academic Center, that would have guaranteed a worldwide online service.**
- After an attempt with the British Council, at the end of 2012, a discussion started the **Uninettuno University in Rome** who expressed a strong interest to enter into an Agreement with ASD for the service.
- The STEMG was tasked by the PSSG to define a Memorandum of Understanding (Agreement) and an associated Statement of Work.
- ASD-STAN was delegated to sign the Agreement on behalf of ASD.

# Short history of STE training

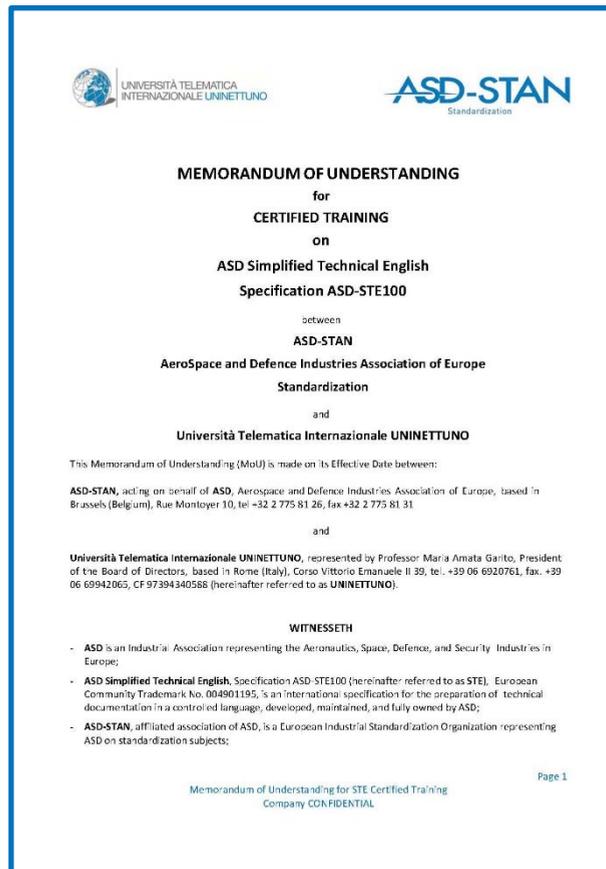
**On November 26, 2013, in Brussels, at ASD Headquarters, the Agreement was signed.  
In November 2014, the first course session started.**



# Short history of STE training

**Under the terms of the Agreement, ASD recognizes UNINETTUNO as:**

- **The sole online training provider worldwide**
- **The sole body which can certify STE trainers**



# The UNINETTUNO University

The **UNINETTUNO** University (*Università telematica internazionale UniNettuno*) is a private university based in Rome, Italy, which provides **distance e-learning courses** via a consortium of 43 universities, companies, and public bodies.

It was founded in 2005 with the approval of the Italian government.

<https://www.uninettunouniversity.net/en/default.aspx>



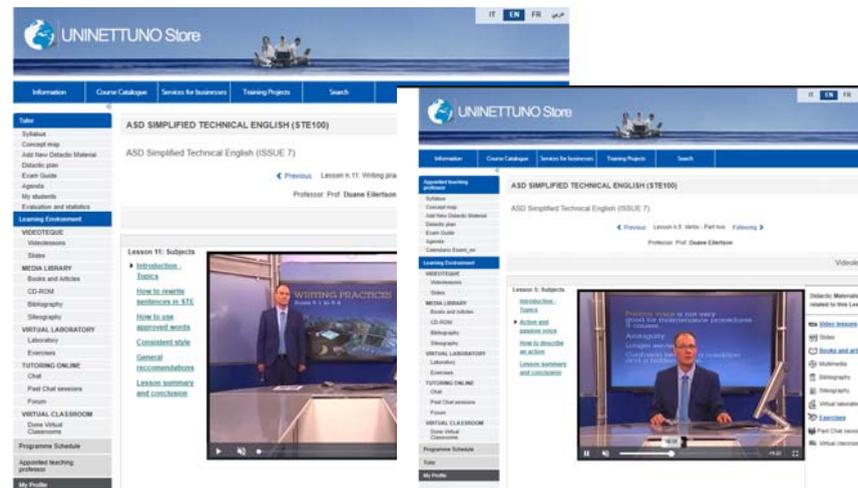
# The STE courses available at Uninettuno

Under the terms of the Agreement, **UNINETTUNO** can offer:

- **Training courses for authors**
- **Training courses for trainers**

**Training courses for authors** are for writers and reviewers who wish to understand the basic principles of STE and use them in their professional life.

**Training courses for trainers** are for professionals who – usually through their companies or organizations – want to become ASD certified trainers to deliver STE training on commercial basis.



# The STE courses available at Uninettuno

The STE courses were included in the Uninettuno existing “psycho pedagogical model” already in use and applicable to all faculties. The courses consist of:

- **Recorded video lessons**
- **Online exercises and material associated to each video lesson**
- **Availability of a tutor** to support the students in the correction of the exercises and preparation of the **final exam**.

The courses for authors are designed to be completed in a time frame of 4 weeks (corresponding to approximately 24 hours of traditional classroom teaching).

The courses for trainers' time frame is 6 weeks (corresponding to approximately 40 hours of traditional classroom teaching).

Under the terms of the Agreement, the **STEMG** has the task of providing:

- The video professors and tutors
- The training material.

Under the terms of the Agreement, **Uninettuno** has the task of managing all financial aspects of the courses and provide official certifications.

**ASD/ASD-STAN** receive annual royalty payments from Uninettuno.

# The STE courses given by the STEMG

The STEMG recognizes to its members the status of certified trainers.

These members must meet specific requirements such as:

- Interest in providing STE training
- Minimum of 3 (three) years of membership
- Active participation to the group activities, 10 (ten) attended meetings or a minimum of 4 (four) attended meetings in the last 3-year period.

**The STEMG members who hold this status are listed in the STEMG web site:**

<http://www.asd-ste100.org/training.html>

**Also trainers certified by Uninettuno will be included in the STEMG web site.**

Training courses given by the STEMG are of traditional classroom type, based on an agreed scheme.

The STEMG members and trainers certified by Uninettuno **CANNOT** certify other trainers or give online certified courses.

**ONLY UNINETTUNO CAN CERTIFY TRAINERS AND GIVE ONLINE CERTIFIED COURSES.**

# Thank you for your attention!



## More information about STE:

Please visit: [www.asd-ste100.org](http://www.asd-ste100.org)

Please contact: [stemg@asd-ste100.org](mailto:stemg@asd-ste100.org)

Please visit the [STEMG Facebook page](#)

Follow the STEMG on Twitter [@asd\\_stemg](#)

Get in contact with the STEMG on [Linkedin](#)

Request a free copy of STE [www.asd-ste100.org](http://www.asd-ste100.org)

