



AeroSpace and Defence
Industries Association of Europe



SIMPLIFIED TECHNICAL ENGLISH FOR ALL

A Customer-friendly
Specification

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What is ASD, formerly known as AECMA?

- ASD is the Aerospace and Defence Industries Association of Europe
- ASD is the result of the merger of the three major associations representing the aeronautic, space and defence industry in Europe, AECMA, EDIG (the European Defence Industries Group) and EUROSPACE (the Association of the European Space Industry).
- As an umbrella association, ASD represents 32 associations in 21 countries across Europe and approximately 800 companies.



What is ASD Simplified Technical English?

- ASD-STE100 is “an international specification for the preparation of maintenance documentation in a controlled language”
- It is in two parts:
 - Part 1: a set of Writing Rules
 - Part 2: a basic vocabulary of approximately 1000 words
- **ASD-STE100 is a copyright and a trademark of ASD Brussels, Belgium.**



Is it only for aerospace?

- Although the ASD-STE100 Specification was intended for the preparation of aircraft maintenance documentation, only 3% of all the keywords included in the Dictionary Section are specific to this kind of documentation (according to a study made by the Chairman of the ASD-STEMG, Orlando Chiarello, of Secondo Mona, Italy).



Is it only for aerospace?



Only 3% of the keywords included in the dictionary are specific to the aerospace industry





How does it relate to a Maintainer?

- It relates in a simple and direct language and, at the same time, it shows how to refer to the specific technical terminology applicable to each industry.



Can this specification be used to teach a writer English?

- No. It assumes that the writer has a good command of written English. But it can help the writer present complex information in a simple form.



Is it Customer-friendly?

- It appears to be Customer-friendly, as companies from all sections of industry have been interested in adopting it and are still interested in adopting it.



In what way is ASD-STE100 Customer-friendly?

- If you understand the ASD-STE100 Writing Rules correctly
- If you compile your Technical glossary accurately (Technical Names and Technical Verbs specific to your Company)



ASD STE Dictionary & Writing Rules



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= ASD Simplified Technical English



Why do we use ASD Simplified Technical English?

- Its use is specified in international standards:
 - S1000D International Specification for technical publications utilizing a common source database
 - ATA iSpec 2200 Information Standards for Aviation Maintenance



ASD Simplified Technical English

- It has one word for one function, procedure or object (a word with a specific assigned meaning)
- It shows you how to use the approved words
- It gives the rules to help you write clearly
- It reduces language problems where English is not the first language
- It makes the translatability of English text easier



How does English compare with other languages?

- The total word count in most European languages is between 50,000 and 100,000 words
- The total word count for English is approximately 500,000 words



Who uses ASD-STE100?

- Aerospace and non-aerospace companies
- Ministries of Defence and Public Service organizations (responsible for land and sea transport, health and environment)



Simplified Technical English 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 more than 3 nouns together
- Put the articles before the nouns
- Use Technical Names only as a noun or adjective, not as a verb
- If unapproved words are used as Technical Names, use them only as a part of a Technical Name



Simplified Technical English Rules

- Use Technical Verbs only as verbs, not as nouns (unless the noun form is a Technical Name)
- Use only the active voice in instructions and procedures
- Use the active voice as much as possible in descriptions and operations
- Write short sentences (Instructions 20 words, Descriptions and Operations 25 words)
- Use tabular layout (complex text)
- Write one instruction in each sentence



Simplified Technical English Rules

- Write only one topic in each 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 the Warnings and Cautions with a clear instruction
- Identify your command correctly as a Warning or a Caution
- Write Notes so that you give information, not commands



What are synonyms?

- Synonyms are words that mean the same as another word in the same language.

Example: enable

allow

let



Benefits of Simplified Technical English

- As English is the preferred language for technical literature, ASD STE improves technical communication in general
- ASD STE minimises the possibility of errors in maintenance procedures and increases safety
- Companies welcome the possibility of conforming to new industry standards of technical publication presentation
- ASD STE removes language barriers and increases the understanding between collaborative partners



Simplified Technical English Words

- One Meaning
 - **Follow** = to come after
 - **Monitor** = to look at something for a period to see if there is a change
 - **Obey** = to do that which the procedures or instructions tell you



Safety Demands Certainty ! Consider the Non-English Speaker ...

Perform the Task



Carry Out the Task



Undertake the Task



Do the Task !



Maintenance personnel with a limited knowledge of English should be able to work effectively to STE instructions after 60 hours study



Would you like more information?

Visit the website:

www.asd-ste100.org



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