

Courses on Simplified Technical English, Specification ASD-STE100



UNIVERSITÀ TELEMATICA
INTERNAZIONALE UNINETTUNO



Simplified Technical English, Specification ASD-STE100

This brochure gives information about the ASD Simplified Technical English specification and the possibility to get ASD-certified online training through UNINETTUNO.

ASD-STE100 is an international specification for the preparation of technical documentation in a controlled language. The ASD-STE100 specification is copyrighted by the AeroSpace and Defence Industries Association of Europe (www.asd-europe.org). It is maintained, controlled, and distributed at no cost by the ASD Simplified Technical English Maintenance Group (STEMG, www.asd-ste100.org).

ASD Simplified Technical English was developed in the early eighties as AECMA Simplified English to help users of English-language maintenance documentation to better understand what they read. It contains a set of writing rules and a dictionary with a controlled vocabulary. The writing rules cover aspects of grammar and style, while the dictionary gives a controlled vocabulary of approved words. These approved words were selected because they were familiar words and easy to understand. Generally, each approved word has only one meaning and one approved part of speech. In addition to its general dictionary, the rules of ASD-STE100 permit the use of company-specific or project-oriented words (referred to in Simplified Technical English as technical names and technical verbs).

Although ASD-STE100 was originally developed for the aerospace industry, today it has become the most widely used controlled language on the planet. In fact, it has become such a success that other industries are also adopting it, or adapting its principles to their own needs. Interest in ASD-STE100 has also increased dramatically in the areas of language services, professional translation and interpreting, as well as in the academic world.

Why Training in ASD-STE100 is important?

The primary objective of ASD-STE100 is the creation of simplified texts for the readers. However, ASD-STE100 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 together with a good knowledge of the subject that the author is writing about. This combination is the key to writing successfully in Simplified Technical English.

Without training, authors often only refer to the dictionary and not to the writing rules, which are equally important. If authors only get a copy of the specification and do not have the chance to learn the rules and practice writing in this standard, it will be difficult for them to apply the rules of ASD-STE100 correctly. It is important for authors to fully understand the ASD-STE100 rules, and to know how to implement them. Thus, training is essential.

ASD-STE100: The basic course

It is possible to complete the basic ASD-STE100 course in four weeks. It is a distance-learning course delivered through the UNINETTUNO educational portal using a specially developed e-learning distance-teaching model. This consists of a course package, which includes video lessons, online texts, exercises, and a final exam, given and supervised by online video professors / tutors. The course is specially designed for authors, technical writers, proofreaders and editors who want to understand the basic principles of ASD-STE100 and use it in their professional lives. A prerequisite is a very good command of English. Experience in technical writing is useful.

Enrolment information and course duration, certification and cost

It is possible to enroll at any time of the year. Four weeks are necessary to complete the course.

Upon successful completion of the course, UNINETTUNO and ASD will award the student an official joint certificate.

Please contact UNINETTUNO at stecourse@uninettunouniversity.net for information about enrollment, course starting dates and costs.

Training for Trainers

In addition to the basic course for authors, UNINETTUNO is also permitted to certify ASD-STE100 trainers. Certified ASD-STE100 are then authorized to deliver ASD-certified ASD-STE100 training on a commercial basis.

As for the basic course, it is possible to enroll at any time of the year. Six weeks are necessary to complete this course. Certification is not permanent however and certified trainers are required to renew certification periodically (every 5 years).

Study methods

The UNINETTUNO courses are delivered using the psycho-pedagogical model developed by Prof. Maria Amata Garito and her team at UNINETTUNO as the result of several international research projects.

In UNINETTUNO courses, the student is always at the center of the training, guided by the online professor/tutor who facilitates the web-based learning online. On the www.uninettunostore.net portal there is a dedicated area for ASD-STE100 training. This Internet platform offers the professors and students a forum for online tutoring and chats as well as the chance to exchange ideas regarding lessons, exercises, and any related subject. It also functions as a platform for evaluation and self-evaluation.

- **Video lessons:**

The online video lessons are the starting point for the learning process. Each video lesson contains several topics and is indexed. Thus, the student can either follow the entire video lesson, or select the specific topic that he or she wishes to study more in detail. Each topic is linked via hypertext to the supporting texts and online exercises.

- **Online Exercises:**

This is an environment in which the student integrates theory with practical experience. It includes online exercises linked to the topics and discussed in the video lessons.

- **Online tutoring:**

Online tutoring is organized for each course session. A professor/tutor will follow each student for the entire course duration. An advanced qualitative and quantitative tracking system permits continuous monitoring of each student's progress. The tutoring activities can take the form of online chats and/or traditional e-mail correspondence.

- **Final Exam:**

At the end of the course, the student must pass an exam which consists of a written test done under the guidance of the tutor.

How to enrol

For more information

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UNINETTUNO is the authorized ASD
Training Center for ASD-STE100



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Useful links:

ASD www.asd-europe.org

ASD-STAN www.asd-stan.org

ASD STEMG www.asd-ste100.org