

ASD-STE100 Simplified Technical English (STE) Training Course

What is STE?

ASD-STE100 Simplified Technical English (STE) is a controlled language used to write technical documents that are clear, concise, and easy to read.

To learn more about STE, or to request the STE standard, go to this website: asd-ste100.org



Who should attend?

This course is a practical introduction for those who will use STE, like technical authors or engineers in any sector, especially aerospace and defence. The course:

- explains what STE is and the benefits of using STE to write technical documents.
- shows you how to navigate the STE standard to get the full benefits of writing in STE.
- gives you opportunities to use STE in practical exercises.

We can adapt the course to suit your organisation, so contact us to discuss this.

The pricing structure for an STE course (online or in-person) is:

STE course for 1 person: £1800 + 20% VAT.

STE course for 2 people: £900 per person + 20% VAT.

STE course for 3 or more people: £700 per person + 20% VAT.

(VAT is value added tax.

Discounts are available for bookings of 10 people or more across multiple courses.

In-person courses at your site will add travel and subsistence for the trainer.)

Course length and content

Online delivery: 4 half-day sessions on consecutive days, 9:00am – 12:30pm (Minimum 4 people - Maximum 8 people.)

Classroom delivery: 2 days, either at the Team Defence Information offices or at your site. (Minimum 4 people - Maximum 12 people.)

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| 1. Why use STE | | |
| 2. Grammar basics | | |
| 3. STE rules: | | |
| Part 1: Specific Grammatical Rules | Part 2: General Writing Principles | Part 3: Types of Writing |
| Multi-word nouns | Words, sentences and writing practices | Safety instructions |
| Verbs | | Procedural writing |
| | | Descriptive writing |
| 4. Apply the principles of STE to practical exercises, working as individuals, in pairs or in groups. | | |
| 5. Option to apply the principles to your own documents. | | |

Benefits of learning and using STE for you and your organisation

Using STE means that documents such as user and technical manuals or service checklists are clear, concise, correct, and structured. The benefits of using STE include **reducing risk, increasing efficiency, and saving time and costs.**

Meet your trainer



Ciaran Dodd has delivered training in ASD-STE100 Simplified Technical English since 2002. She is now:

- the UK's national coordinator on the STE Maintenance Group that updates the STE standard
- an ASD-approved STE trainer
- chair of the UK's STE Support Team that supports the work of the STE Maintenance Group at a national level.

For more information email ciaran.dodd@teamdefence.info