

Train-the-trainer training



UNIVERSITÀ TELEMATICA
INTERNAZIONALE UNINETTUNO



AeroSpace and Defence Industries
Association of Europe

This course will be primarily directed to those who do in-company authoring, editing and proofreading of technical documentation and would like to become certified ASD-STE100 trainers.

It is also intended to certify trainers who do training for companies who offer training in Technical English and would like to expand their range of teaching skills.

A prerequisite for the course is that the participant has successfully completed the ASD-STE100 course offered by Uninettuno or an equivalent course taught by one of the members of the ASD Simplified Technical English Maintenance Group (STEMG).

The course consists of 4 video lessons to cover the course development, presentation and structure as well as the creation of exercises to cover all necessary topics.

The students will be asked to develop course materials including the course structure, a course presentation and related exercises. The course structure, presentation and exercises will be assessed by the course tutor and will contribute to the final grade. Subjects for the presentation and exercises include:

- The history of ASD-STE100
- Its basic principles
- Structure of the specification
- Approved / unapproved words
- Technical Names
- Technical Verbs
- Parts of speech
- Noun clusters
- How to shorten sentences
- Writing vertical lists
- Using simple sentence structure
- Preventing ambiguity
- Rewriting texts in ASD-STE100

The participants will also be asked to demonstrate proficiency in the use of ASD-STE100 by submitting texts, preferably from their own company documentation, which are not written in ASD-STE100 and then rewriting them to be in conformance with the specification.

The participants will be asked to agree that all exercises submitted during the course can be included in a pool of exercises to be made available to all certified trainers of ASD-STE100. This does not preclude the possibility of developing further materials, but it will make sure that a set of good materials are available to each certified trainer. The presentations that are developed remain the sole intellectual property of the participant.

After successful completion of the course, the participant will receive a certificate which shows that he or she has been certified to offer training in ASD-STE100. However, it does not authorize the trainer to certify other trainers. Uninettuno is to be the sole provider of trainer certification.

How to enrol

For more information

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UNINETTUNO is the authorized ASD
Training Center for ASD-STE100



Useful links:
ASD www.asd-europe.org
ASD-STAN www.asd-stan.org
ASD STEMG www.asd-ste100.org