ESTON TRAINING

Training Today for Success Tomorrow

SIMPLIFIED
English (EDL8T)

An ESTON Training Distance Learning Course
(with full tutorial support)

This course provides a detailed explanation of the rules and principles of Simplified English (SE). In addition, some Basic English language instruction is given in order to help students to understand the grammatical rules and parts of speech used on the course.

Simplified English Course (EDL8T)

Contents

About this Course

Simplified English (SE) is a controlled and structured language that was originally developed for writing aircraft technical manuals. SE provides a carefully limited and standardised subset of approved words, which:

- Significantly reduces ambiguity in technical writing

- Improves comprehension for those whose first language is not English

- Makes translation cheaper and easier

- Assists with automated translation.

Simplified English specifies approved words that can only be used as particular parts of speech. For example, in the SE Dictionary used on this training course, the word aid is approved for use as noun, but it is not approved for use as a verb (instead, the word help (v) is approved).

The Simplified English training course comprises 13 Training Packs, which build into the most comprehensive study programme of its kind available today. This distance learning training course provides a detailed explanation of the rules and principles of Simplified English (SE) as they should be interpreted and applied during and after this course. In addition, some basic, but essential, English language instruction is provided, in order to help students to understand the various parts of speech used, and to ensure that established grammatical rules are followed.

When you have completed this course, you will be able to:

- Understand and explain to others why Simplified English is necessary

- Identify the different parts of speech used in Simplified English

- Identify the words that you can and cannot use when you are writing in Simplified English

- Write descriptions, procedures and complete technical documents using Simplified English.

In order to write successfully in Simplified English, you must:

- Have a good working knowledge of the English language

- Know and understand all of the Simplified English Rules

- Use only words that are included in the SE List of Approved Words

- Learn more about the words that you can and cannot use by referring to the SE Dictionary.

Aims

This course is designed to teach Simplified English and to improve the standard of Simplified English that you use at your place of work, and it draws upon examples based on real work situations. It also prepares you to obtain an ESTON Training

Diploma, which is a professional qualification that is widely recognised and accepted throughout the English-speaking world. This course is designed primarily as:

- a career-development course…

…which guarantees to greatly improve your knowledge and use of Simplified English in the workplace, and to make certain that you develop and perfect a professional style of technical writing.

Syllabus

The complete syllabus is designed as a comprehensive training programme by proven career professionals, with many years experience; the programme examples and exercises include many references from actual work situations. The relevant and cogent Study Notes are presented in 13 Training Packs, and progress is assessed via stimulating and constructive Exercises. Relevant to your background and experience, they provide training that is both practical and realistic. The course is updated regularly to reflect advances in technology or new methodologies and does not rely on outdated text books.

The Study Notes and Exercises are provided in 13 Training Packs as follows:

List of Study Notes and Exercises

Study Notes		Exercises
No.	**Title**	**File Reference**
Training Pack 1		
1.	Course Introduction	Introduction
2.	Simplified English Rules (1 – 5)	SE Rules-S1
1.	Approved Words	Exercise 1A
3.	Nouns & Pronouns	BE Notes-1
2.	Approved Parts of Speech	Exercise 1B
4.	List of Approved Words	SE App. Words
5.	Simplified English Dictionary	SE Dictionary
Training Pack 2		
6.	Simplified English Rules (6 – 10)	SE Rules-S2
3.	Technical Names	Exercise 2A
7.	Adjectives	BE Notes-2
4.	Writing Practice	Exercise 2B
8.	List of Approved Words	SE App. Words
9.	Simplified English Dictionary	SE Dictionary
Training Pack 3		
10.	Simplified English Rules (11 & 12)	SE Rules-S3

	Study Notes		Exercises

No.	Title		File Reference
5.	Production Processes		Exercise 3A
11.	Verbs		BE Notes-3
6.	Writing Practice		Exercise 3B
12.	List of Approved Words		SE App. Words
13.	Simplified English Dictionary		SE Dictionary

	Training Pack 4		
14.	Simplified English Rules (13 - 15)		SE Rules-S4
7.	Writing Practices		Exercise 4A
15.	Adverbs		BE Notes-4
16.	Searching the Internet for Information		Internet
8.	Writing Practice		Exercise 4B
17.	List of Approved Words		SE App. Words
18.	Simplified English Dictionary		SE Dictionary

	Training Pack 5		
19.	Simplified English Rules (16 - 21)		SE Rules-S5
9.	Descriptive Text		Exercise 5A
20.	Prepositions and Conjunctions		BE Notes-5
21.	Microsoft Word – Keyboard Shortcuts		MW-KS
10.	Writing Descriptive Text		Exercise 5B
22.	List of Approved Words		SE App. Words
23.	Simplified English Dictionary		SE Dictionary

	Training Pack 6		
24.	Simplified English Rules (22 - 27)		SE Rules-S6
11.	Procedural Text		Exercise 6A
25.	Phrases and Sentences		BE Notes-6
12.	Re-writing Procedural Text		Exercise 6B
26.	List of Approved Words		SE App. Words
27.	Simplified English Dictionary		SE Dictionary

	Training Pack 7		
28.	Simplified English Rules (28 - 33)		SE Rules-S7
13.	Sentences and Paragraphs		Exercise 7A
29.	The Object and Sentences		BE Notes-7
14.	Writing Practice		Exercise 7B
30.	List of Approved Words		SE App. Words
31.	Simplified English Dictionary		SE Dictionary

Study Notes		Exercises
No.	**Title**	**File Reference**
	Training Pack 8	
32.	Simplified English Rule (34)	SE Rules-S8
15.	Active and Passive Voice	Exercise 8A
33.	Clauses and Singular and Plural Words	BE Notes-8
16.	Writing in the Active Voice	Exercise 8B
34.	List of Approved Words	SE App. Words
35.	Simplified English Dictionary	SE Dictionary
	Training Pack 9	
36.	Simplified English Rules (35 - 40)	SE Rules-S9
17.	Verbs	Exercise 9A
37.	Tenses and Gender	BE Notes-9
38.	Microsoft Word – Some Advanced Features	MW-SAF
18.	Identifying Verbs, Nouns and Adjectives	Exercise 9B
39.	List of Approved Words	SE App. Words
40.	Simplified English Dictionary	SE Dictionary
	Training Pack 10	
41.	Simplified English Rules (41 - 43)	SE Rules-S10
19.	Noun Phrases	Exercise 10A
42.	First, Second and Third Person	BE Notes-10
20.	Writing Practice	Exercise 10B
43.	List of Approved Words	SE App. Words
44.	Simplified English Dictionary	SE Dictionary
	Training Pack 11	
45.	Simplified English Rules (44 - 46)	SE Rules-S11
21.	Punctuation	Exercise 11A
46.	Voice and Participles	BE Notes-11
22.	Punctuating Text	Exercise 11B
47.	List of Approved Words	SE App. Words
48.	Simplified English Dictionary	SE Dictionary
	Training Pack 12	
49.	Simplified English Rules (47 - 52)	SE Rules-S12
23.	Word Counts	Exercise 12A
50.	Punctuation	BE Notes-12
24.	Writing Practice	Exercise 12B
51.	List of Approved Words	SE App. Words
52.	Simplified English Dictionary	SE Dictionary

Study Notes		Exercises
No.	Title	File Reference
Training Pack 13		
53.	Simplified English Rules (53 - 57)	SE Rules-S13
25.	Warnings and Cautions	Exercise 13A
54.	Spelling	BE Notes-13
55.	Managing Electronic Data	MED
26.	Writing Warnings and Cautions	Exercise 13B
56.	List of Approved Words	SE App. Words
57.	Simplified English Dictionary	SE Dictionary

Tutor-assessed Course (EDL8T)

Within a few working days of receiving your Enrolment Form and payment, we will send you the complete course via MailBigFile.

Each Training Pack contains Study Notes for you to read and Exercises for you to complete, which together form a permanent reference for you to use during and after the course. Within three working days of forwarding your completed exercises to your tutor, a tutorial response will be returned to you with detailed advice and a password, which allows access to a specimen answer in your EDL8T folder. You can take as much time as you need to complete the course; although, we do apply a 12-month limit on the tutorial support for contractual reasons. However, in exceptional circumstances you can apply for an extension to this period.

Qualifications

The ESTON Training Simplified English course prepares you for a nationally and internationally recognised qualification.

ESTON Training Diploma

This course covers the entire syllabus for a diploma in:

- Simplified English (SE)

You are encouraged to complete all of the course work; ESTON Training's students traditionally achieve excellent results. Many students have achieved distinctions, which are awarded to denote outstanding ability.

Although this course prepares you fully for a professional qualification, it does not stop at the theoretical aspects of using Simplified English in the workplace. It also ensures that you are well equipped to deal with the practical side of using the English language at a management level through written examples and exercises.

If you successfully study EDL8T you will receive an ESTON Training Diploma (an example is shown on the next page) provided that your tutor-assessed course work attains the required grade.

An Example Simplified English Diploma

Distance Learning

This Simplified English course is a distance learning training package. But what exactly is distance learning?

Training without Classrooms

Distance learning is the training method for the 21st century. Training on a major subject usually calls for a lengthy, and often inconvenient, period of work release. Courses are expensive and accommodation costs are high. This means that traditional classroom courses tend to be too short to cover the subjects well. Additionally, the work backlog that greets your return to work often means that you don't get the chance to introduce new ideas, while they are still fresh in your mind. Many intended innovations and new procedures never see the light of day.

Freedom to Learn

Distance learning overcomes all of these barriers. It is now one of the main teaching techniques used by industry, commerce and higher education. Participants do not need to be released from work, the training is cheaper than classroom fees, and there are no additional accommodation costs. The course contains all of the training material required and gives you the freedom to learn at your own pace. You can implement new ideas as the course progresses. Instead of being one in a class of many, the only participants in distance learning are you and your ESTON Training tutor.

ESTON Training Tutors

The best way to assess your performance and identify weaknesses, is to have your work critically assessed against objectives and acknowledged standards by expert tutors, with many years experience at the highest levels.

Personal attention

ESTON Training's tutors are practised and professional writers, with extensive publications management experience. Although you will be allocated your own tutor, he or she may well call in another opinion, when a particular skill is required.

Thoroughness of the personal tutorial is recognised by individuals and companies alike as a unique feature of ESTON Training courses.

Help and advice

Although the Exercises are designed for submission and return by e-mail, you are always welcome to telephone for additional help and advice, or if you need a particular point clarified.

Funding your Course

You can pay for the course yourself, or funding may also be available. Policies are variable, changing from region to region and from time to time. You may be eligible for government or commercial sponsorship. Enquire at your local JobCentre Plus. Also, your local Chamber of Commerce may know of sponsorships, and both the Adult Education Centre and your local Training and Enterprise organisations may be of assistance. We are pleased to explain our training schemes to sponsors, if they want to discuss your application for funding.

- Company Sponsorship. Often employers see training as a valuable initiative that benefits the company. It is worth approaching your employers, to see whether they will pay part or all of the cost of your course. They may even allow you a few hours off each week in which to study.

- Armed Services. There are training entitlements to help in funding courses. Your Education Officer will give you advice and make the necessary arrangements on your behalf, if you are eligible for a partial training refund.

Enrolment

You can enrol whenever you want to; there is no fixed start time. Just complete an Enrolment Form (supplied on request) and return it to us with your payment, or your company's Purchase Order number. Alternatively, you can enrol on line at the ESTON Training website. For further information, visit: www.estontrg.com

Ten good reasons for choosing an ESTON Training course

1. ESTON Training is one of the UK's leading Technical, Commercial and Software Authorship training providers.

2. ESTON has been successfully training technical, commercial and software authors since the training company was established in 1982 (in Derby).

3. We are uniquely placed to know exactly what companies look for in authors.

4. We are innovators (our award-winning, Software Authorship course was the first on the market) and we are constantly improving and updating our courses.

5. We use experienced, professional technical and commercial publications staff, who specialise in a wide variety of subjects and technical disciplines.

6. We gear our training to the market's requirements, and we update our courses regularly to reflect developments in technology, legislation and any syllabus changes.

7. ESTON Training's students are entitled to membership of the ISTC at a reduced fee, giving students access to the benefits of this professional association.

8. You don't have to finish the course within a set time; you really can set your own pace (within the one-year tutorial support time limit).

9. Our courses are purchased by individuals and companies, world-wide.

10. Since 1982, thousands of students have benefited from our technical and commercial authorship courses; many are now in senior positions within the profession. This wealth of practical experience is reflected at every stage of the EDL8T training course, and should be borne in mind when comparing this vocational course with any other distance learning training courses available.

Students' Comments

Finally, don't just take our word for how good our courses are; here are some of our previous students' comments:

"There has been a logical progression through different aspects and I feel that the course has been invaluable and will always remain a source of reference for me."
Student B C G, (T736P)

"I thought they (the course exercises) were well designed, and each one was mentally stimulating."
Student D T, (T620P)

All students are invited to comment; this is just a small and genuinely representative sample.

Seal of Approval

Since 1982, many companies, world-wide, have chosen ESTON Training courses, identifying them as the most cost-effective, comprehensive training courses of their kind available. The companies who have purchased our courses include those in the following list:

Abbey National ◼ Asquith Machine Tools ◼ BBC Radio ◼ BMW ◼ Rolls-Royce Aero Engines ◼ British Aerospace ◼ British Airways ◼ British Telecom ◼ CompAir Broomwade ◼ DHL Systems ◼ Davy Morris ◼ Docklands Light Railway ◼ Dresser Rand ◼ Earth Observation Sciences ◼ Ericsson Telecom AB, Sweden ◼ European Gas Turbines ◼ Flight Refuelling ◼ Fokker Aircraft BV, Holland ◼ ALSTOM Transport ◼ GEC Avionics ◼ GKN Defence ◼ GPT ◼ Leyland Bus ◼ LogTek, South Africa ◼ London Underground Ltd ◼ Lucas Aerospace ◼ Marconi Radar ◼ Marconi Command and Control ◼ Martin–Baker Aircraft Company ◼ Mass Transit Railways, Hong Kong ◼ Mercury Communications ◼ UK Ministry of Defence ◼ Motorola ◼ NEI International Combustion ◼ National Power ◼ NatWest Bank ◼ Nuclear Electric ◼ OKI Europe ◼ Perkins Engines ◼ Perkin-Elmer ◼ Pilatus, Switzerland ◼ Quantas ◼ Rank Xerox ◼ Rolls Royce & Associates ◼ Royal Australian Air Force ◼ Ruston Diesels

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