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Exercise 1 - Find and highlight the approved words from these lists:

Verbs

test	give	disassemble	check	maintain
fit	adjust	dismantle	clamp	align
remove	achieve	clean	include	control
permit	connect	inspect	want	set

Nouns

maintenance	spot	limitation	stroke	way
work	stripe	height	trace	form
control	movement	usage	substance	reason
test	identification	report	check	validity

Adjectives

accurate	mandatory	able	old	clean
acceptable	compulsory	approved	wide	additional
correct	common	permitted	good	both
large	deep	wet	wrong	big



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Exercise 2 - Find out if the underlined words are approved. If the words are not approved, use the suggested alternatives in the dictionary to rewrite the sentence in STE. Remember that if you cannot do a word-for-word replacement, you must use a different construction.

Example:

Non-STE: Extract the bolt with an extractor.

STE: Remove the bolt with an extractor.

1. Remove all the bushings and the inserts.

2. Strip all paint from the case.

3. Inspect all surfaces for damage.

4. The reading must be about 50 mm.

5. During this refueling operation, one person shall act as an observer.

6. Check that the change in level is visible.

8. Ensure the light illuminates as the temperature drops.



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Exercise 3 - Find an acceptable alternative to the indicated "jargon" words. Use the STE dictionary or a technical dictionary to justify your word choice. If a word-for-word replacement is not sufficient, use a different construction.

Example:

Non-STE: If the support wobbles too much, replace the brackets.

STE: If the support moves too much, replace the brackets. (*word-for-word replacement*)

or

If the support is loose, replace the brackets. (*different construction*)

1. Wiggle the connection to see if it is tight.
2. Pigtail the lockwire around the nut.
3. Use the knocker on the tool to remove the cover.
4. Feather out the paint toward the edges of the part.
5. Lift the pinwheel away from the impeller housing.
6. When the epoxy kicks, make sure that you remove the applicator from the mixture.
7. Smack the pin with a hammer to set it flush.
8. Temporarily tack the cover sheet to the surface.



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Exercise 4 - The procedure below tells you how do make spaghetti. Rewrite this procedure in STE. Although this is not a technical text, the purpose of the exercise is to write a correct, clear, consistent, and understandable procedure. Use technical names and technical verbs when necessary and underline them.

HOW TO MAKE SPAGHETTI (original text)

1. Pre-measure how much spaghetti you need for the number of serving necessary.

2. Put a pot containing approximately a liter of cold water on the stove to boil.

NOTE: Wait for the water to come to a hard boil.

3. Pour some salt (1 teaspoon per serving) into the boiling water.

4. Break the spaghetti in half with your hands over the pot.

5. Carefully place the spaghetti into the pot being careful not to splash yourself.

6. Use a fork to stir the spaghetti for a few seconds, then allow the water to return to a rolling boil.

7. Reduce the heat by half and allow the spaghetti to cook

8. Stir occasionally until the spaghetti gets soft.

9. Taste the spaghetti to see if it's done. Depending on your personal taste, you can cook the spaghetti to the "al dente" stage or until it is completely soft.

10. Turn off the burner once the spaghetti is done.

11. Strain the spaghetti in a strainer and then put them back into the pot or into a heat-resistant bowl.

NOTE: Do not put the pot back onto the burner that it was on. This will cause the spaghetti to burn.

12. While the spaghetti is cooking, in a separate pan, pour some pre-made sauce into a separate pan, cover it with a lid and bring it to a boil.

13. Turn the heat down immediately once the sauce starts to boil.

14. Mix some sauce into the spaghetti.

NOTE: You could also serve the spaghetti by pouring the sauce on top of the spaghetti, or serve the sauce separately as each person will have his/her preference of how much sauce he/she wants on his/her spaghetti.

15. Enjoy your meal!



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HOW TO MAKE SPAGHETTI (rewrite)



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Exercise 5 – Use vertical lists to rewrite the sentences below. Remember to use the correct punctuation and to rewrite the parts which are not written in STE.

Examples:

Non-STE: The inward-outward valve (1) opens if there is a failure of the pressure refuel/defuel valve or the vent lines are clogged because of high air pressures.

STE:

The inward-outward valve (1) opens if one of these conditions occur:

- There is a failure of the pressure refuel/defuel valve.
- The vent lines are clogged because of high air pressures.

1. The armature on the shaft assembly (41), stator windings and pole pieces in the motor housing (64), and the thermo-protector (28) shall not be removed.

2. When replacing bearings (40 and 42), make sure that you do not cause damage to the armature windings, shaft splines and shaft bearing surfaces.

3. The actuator (1) or (-1A) includes primary assemblies and groups such as BLDC motor (25) with the electronic board (17), gear train and the jackscrew (that includes the shaft assembly (55) and the nut (65)), the rod assembly (60), brake ring (51) and a traveler assembly (26).