

Aviation English for Technical Engineering Staff – 1 Day

Introduction

Anyone who's organisational role includes the need to create technical or procedural content on behalf of the organisation has a responsibility to ensure that the information is delivered in a clear, correct and effective way.

This course is aimed at sharing best practice use of Aviation Technical English particularly focused on a clear understanding of the "Maintenance Planning" objectives, It is essential in terms of efficiency and effectiveness of the organisation process that we communicate "task" requirements in the correct way.

A primary objective is to ensure clarity in your writing and avoid any reference to vagueness – (note that insufficient understanding of the task specifics may lead to ambiguity in writing).

What is the Benefit of this Training –What will I learn?

Organize the information you intend to deliver – you must understand what you intend to say and understand "in principle" how you are going to say it.

Be efficient with the time at hand – self-discipline and organisation of your thoughts is an essential ingredient to effective delivery of information.

Use concise language by avoiding unnecessary wordiness and large words (Use Action Verbs).

Detailed Content / Topics - The following Subjects will be addressed

- Introduction – Aviation English for Technical Engineering Staff
- Contents
- The Challenge of Working with English as a Foreign Language
- Performing Gap Analysis Related to Task Card
- Documentation and Procedures Authoring
- Considering Task Card Issues in the Context of the Maintenance Repair Organisation (MRO)
- Introduction to Simplified Technical English (STE)

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Detailed Content / Topics - The following Subjects will be addressed

- Considering the Basics – Best Practice Rules
- Human Factor Issues related to Technical Communication
- Developing & Authoring Aviation Maintenance Technical Procedures
- Using Flowcharts to Support Aviation Maintenance Procedures
- Case Study Job Card Creation Error

Target groups

This course is aimed at all Aviation Technical Engineering Staff. It is particularly beneficial where the delegate speaks English as a second language.

Pre-requisites

Attendance to this course assumes a strong understanding of English Language and the associated structure of English Grammar.

Learning Objectives

The primary purpose of this training is to identify how we can use our knowledge of Aviation English Standards to improve our internal documentation procedures.

Attendance to this course assumes a strong understanding of English Language and the associated structure of English Grammar.

To consider the common mistakes which are made when we generate procedural documentation.

The delegate will consider best practices to deliver information to achieve the most effective communication possible.

To consider the guidelines provided by ASD-STE100 Simplified Technical English.

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What do People Say about Sofema Aviation Services Training?

"This training offers very good explanations of difficult topics."

"All aspect were useful, the examples were great."

"This training helped me to develop some new skills."

"The instructor is very resourceful and intelligent."

"Having a visual material helps a lot the learning process."

Duration

1 day – The training will commence at 09.00 and finish at 17.00, with appropriate refreshment breaks.

To register for this training, please email team@sassofia.com or Call +359 28210806



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