ASD-STE100

Simplified Technical English

European Union Trade Mark No. 017966390

Standard for technical documentation

ISSUE 9, JANUARY 2025

Aerospace, Security and Defence Industries Association of Europe

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Highlights

This issue 9 of ASD-STE100 Simplified Technical English (STE) fully replaces all other issues and revisions.

Changes

The table that follows includes all changes in this issue 9.

Subject	Change
General changes	
Page status	All pages changed to Issue 9.
Page date	All pages have the latest issue date (2025-01-15).
Typing, various editing and formatting errors	These are corrected, where known.
General	STE terminology mostly aligns with ISO standards on terminology work (refer to the general introduction, reference documents). Help (light bulb symbol) added to some rules in part 1 where applicable. All texts in part 1 comply as much as possible with STE.
Preliminary pages and general introduction	
Title page	Positions for title and subtitle in the page changed. Subtitle changed to read: “Standard for technical documentation” Issue date changed. Date for ASD copyright changed.
Copyright notices	Name of ASD changed. Date for ASD copyright changed. Reference to EU trademark added. Special usage rights revised. Disclaimer of liability revised.
Highlights	New text to show the changes included in this issue.
Table of contents	Some terms changed.
Subject-to-rule index	Revised to align it with the contents of this issue 9.
General introduction	Text revised or changed where applicable. Change form revised. List of reference documents added.

Part 1 – Writing rules

Section 1 – Words

Rule 1.1	Wording for rule revised. Explanatory text revised to include the definitions of technical nouns (noun terms) and technical verbs (verb terms). The term “technical noun” fully replaces the previous term “technical name” in all parts of the document. Help added.
Rule 1.2	Wording for rule revised. Explanatory text revised or changed where necessary. Help added.
Rule 1.3	Explanatory texts changed or added where necessary. Texts and sequence of the examples revised or changed.
Rule 1.4	Explanatory text revised or changed where necessary. Summary tables (verbs and adjectives) revised.
Rule 1.5	Wording for rule revised. Explanatory text revised or changed where necessary. Category 21, Law and regulations, added. Category 22, Animals, plants, and other life forms, added. Category titles fully revised. Short explanatory text added for each category. New examples of technical nouns added in the applicable categories. Help added in category 17, Colors, to replace the previous note. Help added at the end of the rule.
Rule 1.6	Wording for rule revised. Explanatory text revised or changed where necessary. New explanatory text and related example added at the end.
Rule 1.7	Wording for rule revised. Explanatory text revised or changed where necessary.
Rule 1.8	Wording for rule revised. Explanatory text revised or changed where necessary.
Rule 1.9	Wording for rule revised. Explanatory text revised or changed where necessary.
Rule 1.10	Wording for rule revised. Explanatory text revised or changed where necessary. New examples added.

Rule 1.11	Wording for rule revised. Explanatory text revised or changed where necessary.
Rule 1.12	Explanatory text fully revised. Category 3 changed to include subcategories for applicable subject fields. It fully replaces the previous category 4. New category 4 created. New examples of technical verbs added in the applicable categories. Help added.
Rule 1.13	Explanatory text revised or changed where necessary. Example revised.
Rule 1.14	Wording for rule revised. Explanatory text revised. Help added.
Section 2 – Multi-word nouns	
Title and subtitle	Changed to read: Multi-word nouns.
Rule 2.1	Wording for rule revised. Explanatory text revised or changed where necessary.
Rule 2.2	Wording for rule revised. Explanatory text and related examples revised or changed where necessary. New examples added.
Rule 2.3	Removed from section 2 and moved to section 4 to become rule 4.5.
Section 3 – Verbs	
General	Subtitle before rule 3.1 revised.
Rule 3.1	Wording for rule revised. Table removed. Help added.
Rule 3.2	Wording for rule revised. Table revised. Explanatory text revised.
Rule 3.3	Wording for rule revised. Explanatory text and related examples revised or changed where necessary.
Rule 3.4	Wording for rule revised. Explanatory text and related examples revised or changed where necessary.

Rule 3.5	Wording for rule revised. Explanatory text revised where necessary.
Rule 3.6	Wording for rule revised. Explanatory text and related examples revised or changed where necessary. Graphic chart (passive and active voice) revised.
Rule 3.7	Wording for rule revised. Explanatory text and related examples revised or changed where necessary.
Section 4 – Sentences	
General	Subtitles before rules 4.1 and 4.4 revised. New subtitle before rule 4.5. Explanatory text before rule 4.1 revised.
Rule 4.1	Explanatory text revised or changed where necessary.
Rule 4.2	Explanatory text revised where necessary.
Rule 4.3	Explanatory text revised or changed where necessary. New examples of vertical lists added. Help added.
Rule 4.4	Subtitles revised. Wording for rule revised. Explanatory text and related examples revised or changed where necessary.
Rule 4.5	New rule about articles and demonstrative adjectives added to this section (it was previously rule 2.3). Wording for rule revised. Explanatory text revised or changed where necessary. New examples added. Help added.
Section 5 – Procedural writing	
General	Subtitle before rule 5.3 revised.
Rule 5.1	Explanatory text revised or changed where necessary. Help added.
Rule 5.2	Explanatory text revised or changed where necessary.
Rule 5.3	Explanatory text revised or changed where necessary. New examples added.

Rule 5.4	Wording for rule revised. Explanatory text and related examples revised or changed where necessary.
Rule 5.5	Explanatory text revised or changed where necessary. Explanatory text in the examples revised. New explanatory text and examples added. Help added.
Section 6 – Descriptive writing	
Content structure	Explanatory text revised.
Rule 6.1	Explanatory text revised or changed where necessary.
Rule 6.2	Wording for rule revised. Explanatory text revised or changed where necessary.
Rule 6.3	Explanatory text revised or changed where necessary.
Rule 6.4	Explanatory text revised or changed where necessary.
Rule 6.5	Explanatory text revised or changed where necessary.
Rule 6.6	Explanatory text revised or changed where necessary.
Section 7 – Safety instructions	
Definitions	Explanatory text added at the end. Help added.
Rule 7.1	Explanatory text and related examples revised or changed where necessary. Help added.
Rule 7.2	Wording for rule revised. Explanatory text revised or changed where necessary.
Rule 7.3	Wording for rule revised. Explanatory text revised or changed where necessary.
Section 8 – Punctuation and word count	
Punctuation	Explanatory text revised. Reference book added and information revised.
Rule 8.1	Wording for rule revised. Explanatory text and related examples revised or changed where necessary.
Rule 8.2	Wording for rule revised. Explanatory text revised where necessary. Help added.
Rule 8.3	Wording for rule revised.

Rule 8.4	Wording for rule revised. Explanatory text revised or changed where necessary.
Rule 8.5	No changes.
Rule 8.6	Wording for rule revised. Explanatory texts and related examples revised or changed where necessary. 8.6.1. Help added. 8.6.2. Changed to include a revised word count for numbers together with units of measurement. 8.6.3. Examples changed or added. 8.6.7. Proper nouns of individuals, groups, organizations, and geopolitical entities added. Related examples added.
Rule 8.7	Explanatory text revised or changed where necessary.
Section 9 – Writing practices	
General	Subtitle before rules 9.2 revised.
Rule 9.1	Wording for rule revised. Explanatory texts revised or changed where necessary. How to use a different sentence construction, first example changed.
Rule 9.2	Explanatory text revised or changed where necessary.
Rule 9.3	Explanatory text revised or changed where necessary.
Rule 9.4	Explanatory text revised or changed where necessary.
General recommendations (GR)	
GR-1 thru GR-6	Explanatory text and related examples revised or changed where necessary.
GR-7	New general recommendation for “Inclusive language” added.
GR-8	New general recommendation for “Possessive form” added.

Part 2 – Dictionary	
Introduction	
	Explanatory text and related examples revised or changed where necessary. Column 1 (explanation). New explanatory text related to “Verbs” added to include regular, irregular, auxiliary and modal verbs. Related examples added. How to select words. Text revised and flowchart revised. List of recurring errors revised. List of approved verbs added.
Word list	
General changes	Column 3 title changed to read: STE EXAMPLE. Column 4 title changed to read: Non-STE example.

Detailed changes

NOTE: A word in UPPERCASE letters is approved in STE.
A word in lowercase letters is not approved in STE.

NOTE: The word “revised” tells that only a small number of words are replaced or changed in the applicable texts. The word “changed” tells that the applicable text is fully changed or almost fully changed.

abandon (v)	Approved alternatives inverted. For the second approved alternative STOP (v), STE and non-STE examples changed.
ABRASIVE (adj)	STE example revised.
acceptable (adj)	Second and third STE examples revised.
ACCIDENT (n)	STE example revised.
accomplish (v)	Help revised. Second STE and non-STE examples revised.
accumulation (n)	Second STE and non-STE examples revised.
act (v)	Approved meaning revised. Non-STE example revised.
action (n)	TASK (n) added as an approved alternative. Related STE and non-STE examples added.
activate (v)	Removed from the word list.
ACTIVATE (v)	Added to the word list as approved.
active (adj)	Removed from the word list.
ACTIVE (adj)	Added to the word list as approved.

activity (n)	TASK (n) and PROCEDURE (n) added as an approved alternative. Related STE and non-STE examples added. For the approved alternative WORK (n), STE and non-STE examples changed.
ADJACENT (adj)	STE example revised.
adopt (v)	STE example revised.
adverse (adj)	STE and non-STE examples revised. Help revised. Related STE and non-STE examples added.
advisable (adj)	STE and non-STE examples revised.
advise (v)	First and second STE and non-STE examples revised.
affect (v)	Help revised. Related STE and non-STE examples added.
AFTER (conj)	STE example revised.
AGREE (v)	STE example revised.
AID (n)	STE example revised.
alert (v)	STE and non-STE examples revised.
allocate (v)	STE and non-STE examples revised.
allowable (adj)	Second STE and non-STE examples revised.
already (adv)	Second STE and non-STE examples revised.
ALTERNATIVE (adj)	STE example revised.
ALTERNATIVE (n)	STE example revised.
alternatively (adv)	STE example revised.
amendment (n)	First STE example revised.
among (prep)	STE and non-STE examples revised.
annotation (n)	STE and non-STE examples revised. RECORD (v) added as an approved alternative. Related STE and non-STE examples added.
another (adj)	ADD (v) removed from the approved alternatives. First and third STE and non-STE examples revised.
appear (v)	Second and third STE examples revised.
APPLY (v)	Second approved alternative added. Related STE examples aligned.
APPROVAL (n)	STE example revised.
approve (v)	STE example revised.
AROUND (prep)	Help added. Related STE and non-STE examples added.
arrest (v)	Second STE and non-STE examples revised.

AS … AS (conj)	STE example revised. Help revised.
ask (v)	First STE and non-STE examples revised.
assistance (n)	HELP (v) added as an approved alternative. Related STE and non-STE examples added. For the approved alternative AID (n), STE and non-STE examples changed.
associated (adj)	Third and fourth approved alternatives revised.
assure (v)	STE and non-STE examples revised.
AT (prep)	Third STE example revised.
at least (adv)	Removed from the word list.
attention (n)	First STE and non-STE examples revised.
audible (adj)	Second STE and non-STE examples revised.
AUTHORITY (n)	STE example revised.
AUTOMATIC (adj)	STE example revised.
avert (v)	STE and non-STE examples revised.
aware (adj)	First and second STE and non-STE examples changed.
AXIAL (adj)	STE example revised.
BAD (v)	Approved meaning revised. Second STE and non-STE examples revised.
BE (v)	Help revised.
bear down (v)	Removed from the word list.
BECOME (v)	Help added.
BEFORE (con)	STE example revised.
below (adv)	Added to the word list.
beside (prep)	STE and non-STE examples revised.
big (adj)	Help added.
blank (v)	SEAL (v) added as an approved alternative. Related STE and non-STE examples added.
blank off (v)	Removed from the word list.
blank out (v)	Removed from the word list.
BLEED (v)	STE example revised.
BLOCKAGE (n)	STE example revised.
BLOW (v)	STE example revised.

brightness (n)	Removed from the word list.
brilliance (n)	Second non-STE example revised.
bring (v)	Second STE example revised.
brush (v)	Examples inverted.
BUT (conj)	STE example revised.
BY (prep)	Help removed.
by means of (prep)	STE example revised.
calculation (n)	STE and non-STE examples revised.
call (v)	STE and non-STE examples revised.
CAN (v)	Approved meaning revised. Help added. Related STE and non-STE examples added.
CANCEL (v)	Second STE example revised.
CANNOT (v)	Approved meaning revised.
capable (adj)	Second STE and non-STE examples revised.
care (n)	First STE example revised.
carry (v)	Second STE and non-STE examples revised.
carry out (v)	Help revised.
case (n)	Non-STE example revised.
centralize (v)	Second approved alternative removed.
chance (by chance) (n)	First STE and non-STE examples revised.
characteristic (n)	Second STE and non-STE examples revised.
check (v)	Second STE and non-STE examples revised.
CHEMICAL (adj)	STE example revised.
chock (v)	STE example revised.
choose (v)	ALTERNATIVE (adj) added as an approved alternative. Related STE and non-STE examples added.
clamp (v)	Second approved alternative revised.
CLEAR (adj)	Second approved meaning added. Related STE example added.
CLEARLY (adv)	Approved meaning revised.
click (v)	Help removed. Information about verbs that can be technical verbs are included in Rule 1.12.
close (adj)	STE and non-STE examples revised.
coincident (adj)	ALIGN (v) added as an approved alternative. Related STE and non-STE examples added.

collapse (v)	First STE and non-STE examples revised.
COME (v)	Help added.
COME ON (v)	Help added.
communicate (v)	TELL (v) removed from the approved alternatives. For the approved alternative SPEAK (v), STE and non-STE examples revised. CONTACT (v), HEAR (v), and COMMUNICATION (n) added as approved alternatives. Related STE and non-STE examples added.
communication (n)	Removed from the word list.
COMMUNICATION (n)	Added to the word list as approved.
COMPATIBLE (adj)	Second STE example revised.
compile (v)	Third STE and non-STE examples revised.
completely (adv)	STE example revised.
comply (v)	First STE and non-STE examples revised. Help revised.
COMPONENT (n)	STE example revised.
compulsory (adj)	STE and non-STE examples revised.
confirm (v)	STE and non-STE examples revised.
conclusion (n)	First STE example revised.
CONNECT (v)	Second STE example revised.
consecutively (adv)	SEQUENCE (n) added as an approved alternative. Related STE and non-STE examples added.
consequence (n)	STE and non-STE examples revised.
contact (v)	Removed from the word list.
CONTACT (v)	Added to the word list as approved.
cool (v)	Second STE example revised.
correspond (v)	Second STE example revised.
critical (adj)	First STE and non-STE examples revised.
cycle (v)	Approved alternative changed.
DAMAGE (n)	STE example revised.
damp (v)	STE and non-STE examples revised.
danger (n)	Help revised.
deactivate (v)	Removed from the word list.
DEACTIVATE (v)	Added to the word list as approved.

decrease (n)	STE example revised.
deep (adj)	Removed from the word list.
DEEP (adj)	Added to the word list as approved.
DEFLATE (v)	First STE example revised.
de-ice (v)	STE and non-STE examples revised.
delay (n)	First STE example revised.
delete (v)	First STE and non-STE examples revised. Help removed. Information about verbs that can be technical verbs are included in Rule 1.12.
demand (v)	MANDATORY (adj) removed as the approved alternative. NECESSARY (adj) added as the approved alternative. Related STE example changed.
DEPLOY (v)	First STE example revised.
design (v)	Non-STE example revised.
destroy (v)	UNSERVICEABLE (adj) removed as the approved alternative. BREAK (v) added as the approved alternative. Related STE example changed.
dim (v)	STE and non-STE examples revised.
DIMENSION (n)	STE example revised.
DISENGAGE (v)	First STE example revised.
dispose of (v)	STE and non-STE examples revised.
disposition (n)	First STE example revised.
DISTANCE (n)	STE example revised.
distinctly (adv)	STE and non-STE examples revised.
distort (v)	STE example revised.
disturb (v)	First STE example revised.
DO (v)	Second approved meaning revised.
don (v)	First STE example revised. Second STE and non-STE examples revised.
double (adj)	Removed from the word list.
drag (v)	Help removed. Information about verbs that can be technical verbs are included in Rule 1.12.
dress (v)	First and second STE and non-STE examples changed.
DRINK (v)	Help added.
DRY (v)	Second STE example revised.

EACH (adj)	STE example revised.
EAT (v)	Help added.
either (conj)	ONE (TN) OF THE TWO (TN) removed as the approved alternative. OR (conj) added as the approved alternative.
either (pron)	Approved alternative changed. STE and non-STE examples revised.
ELECTRIC (adj)	STE example revised.
ELECTROMAGNETIC (adj)	STE example revised.
ELECTROMAG-NETICALLY (adv)	STE example revised.
employ (v)	STE and non-STE examples revised. HAVE added as an approved alternative. Related STE and non-STE examples added.
entail (v)	Removed from the word list.
enter (v)	First STE and non-STE examples revised. Help removed. Information about verbs that can be technical verbs are included in Rule 1.12.
entire (adj)	First STE and non-STE examples revised.
equal (v)	First and second STE examples revised.
erect (v)	First STE and non-STE examples revised.
essential (adj)	Removed from the word list.
establish (v)	STE and non-STE examples revised.
ESTIMATE (n)	STE example revised.
except (prep)	Help revised.
exception (n)	Help revised.
exceptional (adj)	STE example revised.
excess (n)	Second STE and non-STE examples revised.
excessively (adv)	First and second STE and non-STE examples revised.
excluding (prep)	STE example revised.
exert (v)	STE and non-STE examples changed. PUT (v) added as an approved alternative. Related STE and non-STE examples added.
exhaust (v)	Second STE example revised.
explain (v)	STE example revised.

EXTERNALLY (adj)	STE example revised.
EXTINGUISH (v)	First, second, and third STE examples revised.
extremely (adv)	STE and non-STE examples revised.
exude (v)	STE and non-STE examples revised.
FACE (n)	Help revised.
face (v)	Second STE example revised.
facility (n)	Help revised.
failure (n)	Help revised.
fear (v)	First STE and non-STE examples revised.
feasible (adj)	First STE and non-STE examples revised. Second STE example revised.
few (adj)	Help revised.
fine (adj)	STE example revised.
flaw (n)	Help revised.
FLOW (n)	STE example revised.
FLOW (v)	Second STE example revised.
FOLD (v)	Second STE example changed.
forbidden (adj)	DO NOT added as an approved alternative. Related STE and non-STE examples added. Second STE and non-STE examples for NOT PERMITTED changed.
force (v)	Second STE example revised.
forecast (v)	STE and non-STE examples revised.
foremost (adj)	Added to the word list.
FREE (adj)	Help revised.
fuel (v)	STE and non-STE examples revised.
FUNCTION (n)	Approved meaning revised.
fundamental (adj)	STE example revised.
furnish (v)	Removed from the word list.
further (adj)	STE and non-STE examples revised.
gain (v)	STE and non-STE examples revised.
gap (n)	Third STE and non-STE examples revised.
garbled (adj)	Spelling corrected. Second STE and non-STE example changed.
gauge (v)	STE and non-STE examples revised.

generally (adv)	STE and non-STE examples revised.
generate (v)	Second STE example revised. Third STE and non-STE examples revised.
generous (adj)	Help revised.
generously (adv)	Help revised.
gently (adv)	Second STE and non-STE examples revised.
GET (v)	Help revised.
get away (v)	Part of speech removed in the approved alternative.
get down (v)	Part of speech removed in the second approved alternative.
get into (v)	Part of speech removed in the approved alternative.
get off (v)	Part of speech removed in the approved alternative.
get to (v)	First and second STE and non-STE examples changed.
GIVE (v)	STE example revised.
glitch (v)	First, second, and third STE examples revised.
GO (v)	Help added.
GO OFF (v)	Help added.
gradient (n)	STE and non-STE examples changed.
graduated (adj)	Removed from the word list.
great (adj)	Second STE example revised.
gush (v)	STE example revised.
handle (v)	USE (v) added as an approved alternative. Related STE and non-STE examples added.
haul (v)	First and second STE and non-STE examples revised.
HAVE (v)	Help revised.
have to (v)	MUST (v) removed as an approved alternative. Help included to replace MUST (v). Related STE and non-STE examples added.
hazard (n)	Help added.
hazardous (adj)	Help added.
helpful (adj)	STE example revised.
hoist (v)	STE and non-STE examples revised.
however (adv)	STE and non-STE examples revised.
hurt (v)	STE and non-STE examples revised.
IGNORE (v)	Second STE example revised.

ILLUMINATE (v)	Approved meaning revised. STE example changed.
IMMEDIATELY (adv)	STE example revised.
imperative (adj)	Removed from the word list.
IN (prep)	Third STE example revised.
inactive (adj)	NOT ACTIVE added as the approved alternative. All previous alternatives removed.
indicate (v)	SPECIFIED (adj) added as an approved alternative. Related STE and non-STE examples added.
injure (v)	STE and non-STE examples revised.
inside (prep)	Second STE and non-STE examples changed.
interference (n)	Help revised.
INVESTIGATION (n)	Approved meaning revised.
IT (pron)	Approved meaning revised. Second approved meaning added. Related STE example added.
later (adv)	Help revised.
left-hand (adj)	STE example revised.
less (prep)	Removed from the word list.
LET (v)	Help added.
LIGHT (adj)	Third STE and non-STE examples changed.
locate (v)	Third STE and non-STE examples revised.
LOCK (v)	Second STE example revised.
LONG (adj)	Approved meaning changed. Second and third STE examples added.
longer (no longer)	First approved alternative MAXIMUM LENGTH removed.
LOOSE (adj)	Second STE example revised.
LUBRICATE (v)	STE example revised.
MAGNETIC (adj)	STE example revised.
MAGNETICALLY (adv)	STE example revised.
magnetized (adj)	Removed from the word list.
main (adj)	STE and non-STE examples revised.
maintain (v)	Second STE example revised. Third STE and non-STE examples revised.
MAINTENANCE (v)	STE example revised.
MANDATORY (adj)	Help added. Related STE and non-STE examples added.

MANUAL (adj)	STE example revised.
MANUAL (n)	Approved meaning revised. STE example revised.
MANY (adj)	Approved meaning revised. Help revised.
MATERIAL (n)	Approved meaning revised to include the second part of the meaning.
metallic (adj)	Removed from the word list.
MINIMUM (adj)	STE example revised.
MINUS (prep)	STE example revised.
MIX (v)	Second STE example changed.
modify (v)	First STE example revised. MODIFICATION (TN) added as an approved alternative. Related STE and non-STE examples added.
MORE (adj)	Help removed and approved meaning added. STE example added.
MORE (adv)	Added to the word list as approved.
MOST (adj)	Help removed and approved meaning added. STE example added.
MOST (adv)	Added to the word list as approved.
MUST (v)	Approved meaning revised.
NAME (n)	First and second STE and non-STE examples revised.
NEAR (adj)	STE example revised.
NEAR (prep)	Second STE example revised.
NECESSARY (adj)	STE example revised.
need (v)	STE and non-STE examples revised.
neutralize (v)	STE and non-STE examples revised.
NEXT (adj)	STE example revised.
next to (prep)	STE and non-STE examples revised.
noisy (adj)	STE and non-STE examples revised.
normal (adj)	First and second STE examples revised.
normally (adv)	First STE and non-STE examples revised
NOT (adv)	STE example revised.
note (v)	STE example revised.
notify (v)	CONTACT (v) added as an approved alternative. Related STE and non-STE examples added.
ON (adv)	First STE example revised.

ONE (pron)	Help revised.
operable (adj)	Non-STE example revised.
operational (adj)	Help added. Related STE example added.
opportunity (n)	Help revised.
option (n)	ALTERNATIVE (n) and CAN (v) added as approved alternatives. Related STE and non-STE examples added.
OVER (prep)	Removed from the word list.
over (prep)	Fourth STE example revised. Help and related examples added.
OVERLAP (n)	STE example revised.
PARALLEL (adj)	STE example revised.
PARK (v)	STE example revised.
PART (n)	First approved meaning revised. Related STE example revised.
part (v)	STE and non-STE examples revised.
PARTICLE (n)	STE example revised.
particularly (adv)	STE and non-STE examples revised.
PASTE (n)	STE example revised.
people (n)	First approved alternative revised. Help added.
per (prep)	Second STE example revised.
perform (v)	Help revised. MEASURE (v) added as an approved alternative.
PERFORMANCE (n)	First and second STE examples revised.
periodically (adv)	STE and non-STE examples revised.
PERMANENT (adj)	STE example revised.
PERMANENTLY (adv)	STE example revised.
persist (v)	STE and non-STE examples revised.
PERSON (n)	STE example changed.
PERSONNEL (n)	STE example changed.
pertinent (adj)	Added to the word list.
picket (v)	STE and non-STE examples revised.
placard (v)	STE example revised.
place (n)	First STE example revised.
PLAY (n)	STE example revised.
PLUS (prep)	STE example revised.

PNEUMATICALLY (adv)	STE example revised.
POINT (n)	Second STE example revised.
POINT (v)	Second STE example revised.
POISONOUS (adj)	STE example revised.
poor (adj)	STE and non-STE examples revised.
pop (v)	PROTRUDE (v) added as an approved alternative. Related STE and non-STE added.
portion (n)	First STE and non-STE examples revised.
POSITION (n)	Second STE example changed.
position (v)	Second STE example revised.
POSSIBLE (adj)	STE example changed.
power (v)	STE and non-STE examples changed.
practice (n)	Removed from the word list.
precisely (adv)	STE and non STE examples revised.
preferable (adj)	STE and non-STE examples revised.
preferably (adv)	Approved alternative changed. STE and non-STE examples changed.
preload (v)	STE and non-STE examples revised.
PREPARE (v)	Second STE example revised.
prescribed (adj)	STE and non-STE examples revised.
present (v)	Second STE and non-STE examples revised.
PRESSURIZE (v)	STE example revised.
preventive (adj)	STE and non-STE examples revised.
previous (adj)	Removed from the word list.
PREVIOUS (adj)	Added to the word list as approved.
previously (adv)	Removed from the word list.
PREVIOUSLY (adv)	Added to the word list as approved.
prime (v)	First STE and non-STE examples revised.
principal (adj)	STE and non-STE examples revised.
prior to (prep)	STE and non-STE examples revised.
priority (n)	STE example revised.
probability (n)	STE example revised.
probable (adj)	Part of speech removed from the approved alternative to read VERY POSSIBLE. First approved alternative revised.

probe (v)	STE example revised.
PROBLEM (n)	STE example revised.
PROCEDURE (n)	STE example revised.
process (n)	Help revised. STE and non-STE examples revised.
process (v)	Approved alternative changed. STE example revised.
produce (v)	First, second, and fourth STE and non-STE examples revised. Third STE examples revised.
product (n)	Help and new related examples added. MATERIAL (n) removed as the approved alternative.
prompt (adj)	STE example revised.
propagation (n)	Help revised.
PROPORTION (n)	First STE example revised.
protect (v)	Non-STE example revised.
protrude (v)	Removed from the word list.
PROTRUDE (v)	Added to the word list as approved.
provide (v)	First and second STE and non-STE examples revised.
provided (that) (conj)	STE and non-STE examples revised.
providing (that) (conj)	STE and non-STE examples revised.
proximity (n)	STE and non-STE examples revised.
pump (v)	Approved alternative revised. STE and non-STE examples revised. Second approved alternative added. Related STE and non-STE examples added.
purpose (n)	Removed from the word list.
PUT (v)	Help added.
PUT ON (v)	Help added.
QUALITY (n)	STE example revised.
QUANTITY (n)	First STE example revised.
raise (v)	First STE and non-STE examples revised.
RANDOM (adj)	STE example revised.
rapid (v)	STE and non-STE examples revised.
rapidly (adv)	STE and non-STE examples revised.
reactivate (v)	ACTIVATE (v) added as the approved alternative. OPERATE (v) and START (v) removed as approved alternatives.
readjust (v)	STE example revised.

real (adj)	STE and non-STE examples revised.
rebuild (v)	STE and non-STE examples revised.
recoil (v)	Third STE and non-STE examples revised.
RECOMMEND (v)	STE example revised.
recover (v)	STE and non-STE examples revised.
rectify (v)	STE example revised.
reduce (v)	STE and non-STE examples revised.
REFER (v)	First STE example revised.
referenced (adj)	Approved alternative changed. STE and non-STE examples changed.
REFUEL (v)	STE example revised.
reinstall (v)	STE example revised.
rejection (n)	STE example revised.
relay (v)	STE and non-STE examples revised.
relevant (adj)	Second and third approved alternatives revised.
REMAINING (adj)	STE example revised.
REMOVAL (n)	STE example revised.
renovate (v)	Second STE example revised.
REPAIR (n)	STE example changed.
replenish (v)	Third STE and non-STE examples revised.
require (v)	STE and non-STE examples revised.
rest (n)	STE and non-STE examples revised.
rest (v)	First STE and non-STE examples revised.
resume (v)	First STE and non-STE examples changed.
reuse (v)	STE example revised.
reverse (adj)	Help revised.
review (n)	EXAMINE (v) added as an approved alternative. Related STE and non-STE examples added.
rework (v)	Help revised. STE and non-STE example revised.
rise (v)	STE and non-STE examples revised.
SAFE (adj)	STE example revised.
SAFETY (v)	First STE example revised.
safety-clip (v)	Second STE example revised.
SAMPLE (n)	STE example revised.

sample (v)	STE example revised.
scrape (v)	STE example revised.
SECONDARY (adj)	STE example changed.
SEE (v)	Second non-STE example revised.
SELECT (v)	Third STE example revised.
separate (adj)	Sequence of the approved alternatives changed. DIFFERENT (adj) added as an approved alternative. Related STE and non-STE examples added. Part of speech for the first approved alternative changed.
separately (adv)	Added to the word list.
serve (v)	Help revised.
settle (v)	First STE and non-STE examples revised.
severe (adj)	STE and non-STE examples revised.
sharply (adv)	First STE and non-STE examples revised.
SHORT (adj)	Help revised.
shorten (v)	STE and non-STE examples revised.
should (v)	Second STE and non-STE examples revised.
SHOW (v)	First STE example revised.
similar (adj)	First STE and non-STE examples revised.
simultaneous (adj)	First STE and non-STE examples revised.
single (adj)	Removed from the word list.
situation (n)	Added to the word list.
size (n)	STE and non-STE examples revised.
skid (v)	STE and non-STE examples revised.
slip (v)	First and third STE and non-STE examples revised.
SLOPE (n)	STE example revised.
SMALL (adj)	STE example revised.
snap (v)	Second STE and non-STE examples revised.
soften (v)	STE and non-STE examples revised.
SOLID (n)	STE example changed.
SOLUTION (n)	Second STE example changed.
SOMETHING (pron)	STE example revised.
SOURCE (n)	First and second STE examples changed.

soon (adv)	Help revised.
spark (n)	STE example revised.
specific (adj)	APPROVED (adj) added as an approved alternative. Related STE and non-STE examples revised. SPECIAL (adj) removed from the approved alternatives.
SPEED (n)	STE example changed.
spillage (n)	First STE example revised.
split (adj)	STE and non-STE examples revised.
split (v)	Second STE and non-STE examples revised.
stability (n)	STE and non-STE examples revised.
stabilization (n)	STE example revised.
STABLE (adj)	STE example revised.
stage (n)	STE example revised.
stained (adj)	First STE and non-STE examples revised.
stamp (v)	Approved alternative revised. New approved alternative added. Related STE and non-STE examples added.
stationary (adj)	Second STE and non-STE examples changed.
STAY (v)	Help added. STE example revised.
sticky (adj)	STE example revised.
store (v)	Second STE and non-STE examples revised.
strain (v)	First STE example revised.
strap (v)	STE example revised.
strike (v)	STE and non-STE examples revised.
STRONG (adj)	STE example revised.
STRUCTURAL (adj)	STE example changed.
subject (v)	Removed from the word list.
SUBSEQUENTLY (adv)	Second STE example revised.
substance (n)	Non-STE example revised.
substitute (adj)	First STE example revised.
suck (v)	Approved alternative revised. STE example revised.
suitable (adj)	First STE example revised
suitably (adv)	STE and non-STE examples revised.

SUPPLY (v)	Second approved meaning added. Related STE example added.
support (n)	First and second STE and non-STE examples revised.
support (v)	Second STE and non-STE examples revised.
SURFACE (n)	STE example revised.
suspect (adj)	STE example revised.
suspect (v)	STE and non-STE examples revised.
SWALLOW (v)	STE example revised.
switch (v)	STE and non-STE examples revised.
switch off (v)	SET (v) included as an approved alternative to replace SWITCH (TN). STE example revised. DE-ENERGIZE (v) added as an approved alternative. Related STE and non STE examples added. Existing STE and non-STE examples revised.
switch on (v)	SET (v) included as an approved alternative to replace SWITCH (TN). STE example revised. ENERGIZE (v) added as an approved alternative. Related STE and non-STE examples added.
SYMMETRICAL (adj)	STE example revised.
SYNCHRONIZED (adj)	Second STE example revised.
TAG (v)	STE example revised.
take (v)	Second and fourth STE examples revised. Third STE and non-STE examples revised.
take care (v)	Second STE example revised.
tape (v)	STE example revised.
taped (adj)	Removed from the word list.
TASK (n)	STE example revised.
TELESCOPIC (adj)	STE example changed.
TELL (v)	First and second STE examples changed.
test (v)	STE and non-STE examples revised.
THAT (conj)	Help added.
THEM (pron)	STE example revised.
THEN (adv)	STE example revised.
THERE (pron)	STE example revised.
THESE (adj)	STE example revised.
THICK (adj)	Approved meaning revised. First STE example added.

THICKNESS (n)	Approved meaning revised. STE example revised.
THIS (pron)	Help added. STE example revised.
thorough (adj)	STE and non-STE examples revised.
triple (adj)	Removed from the word list.
TO (prep)	First STE example revised.
TOTAL (adj)	STE example revised.
TOW (v)	STE example revised.
true (adj)	Second STE and non-STE examples revised.
turn off (v)	Added to the word list.
turn on (v)	Added to the word list.
turn over (v)	Added to the word list.
under (prep)	Second STE and non-STE examples revised. Third STE example revised.
undertake (v)	Help revised. START (v) added as an approved alternative.
uneven (adj)	Second STE example revised.
UNIT (n)	First STE example revised.
UNLOCK (v)	First STE example revised.
upon (prep)	Second STE example revised.
unrestricted (adj)	STE and non-STE examples revised.
unscrew (v)	Sequence of the approved alternatives changed. STE and non-STE examples for REMOVE (v) revised.
usage (n)	STE and non-STE examples revised.
using (v)	Removed from the word list.
use (n)	Second example revised.
USE (v)	First and third STE examples revised.
USUALLY (adv)	STE example revised.
utilize (v)	STE and non-STE examples changed.
valid (adj)	Help revised. Third STE example revised.
VALUE (n)	STE example revised.
verbal (adj)	Removed from the word list.
verify (v)	Non-STE example revised.

visible (adj)	Second STE and non-STE examples revised.
VISUAL (adj)	Approved meaning revised. STE example revised.
vital (adj)	IMPORTANT (adj) and NECESSARY (adj) removed from the approved alternatives. STE and non-STE examples for the approved alternative MANDATORY (adj) changed.
WARM (adj)	STE example revised.
WE (pron)	Approved meaning revised.
WEAR (v)	Third STE example revised.
weep (n)	STE and non-STE examples revised.
WEIGH (v)	Second STE example revised.
WEIGHT (n)	STE example revised.
well (adv)	Third STE example revised.
whenever (pron)	STE example revised.
whichever (adj)	Added to the word list.
whichever (pron)	STE and non-STE examples changed.
WHO (pron)	STE example revised.
WIDE (adj)	Approved meaning revised. STE example revised.
WILL (v)	Help revised. Approved meaning revised.
WITH (prep)	Help added.
WITHOUT (prep)	STE example revised.
wrong (adj)	STE example revised.
yet (conj)	Second approved alternative removed.
yet (adv)	Added to the word list.
YOU (pron)	Second STE example added.

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Subject-to-rule index

This index helps you find the applicable STE rules related to different subjects.

The symbol # after the section number (for example, 7#) shows that the subject is applicable to all or most of the rules in that section.

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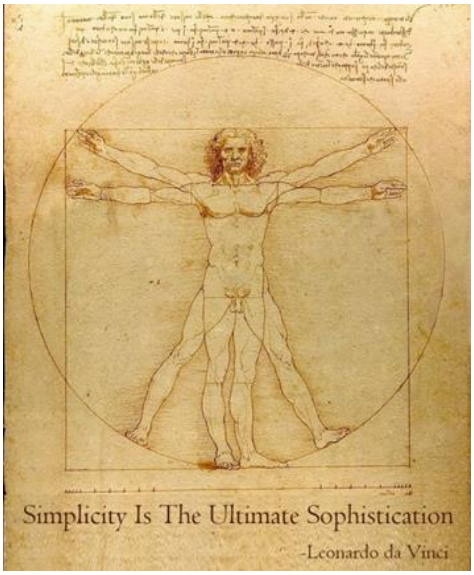
General introduction



What is ASD-STE100 Simplified Technical English?

ASD-STE100 Simplified Technical English (STE) is a controlled natural language and an international standard to write technical documentation.

STE has two parts: a set of writing rules (part 1) and a controlled dictionary (part 2). The writing rules are about grammar and style. The dictionary gives the approved words that a writer can use.

When and why was STE developed?

English is the international language of science, technology, and human relations. It is also the language of the aerospace and defense industry. However, it is not often the native language of the readers of technical documentation. Many readers have a limited knowledge of English. The large number of meanings and synonyms that many English words have, and a complex sentence structure, can cause confusion.

In aerospace, it is important to correctly understand maintenance and operation documentation to make sure that systems operate safely and correctly and to protect human lives.

In the late 1970s, the Association of European Airlines (AEA) asked the European Association of Aerospace Industries (AECMA, now ASD www.asd-europe.org) to investigate the readability of maintenance documentation in the civil aviation industry and find a solution to simplify the language used to write such documentation.

AECMA asked the Aerospace Industries Association (AIA) of America to help with this project and two project groups from AECMA and AIA were formed. These two groups explored the existing controlled natural languages and researched texts in many maintenance manuals. The results confirmed that a simplified language for aerospace was necessary.

On June 30, 1983, in Amsterdam, the AECMA Simplified English Working Group was founded and the AECMA Simplified English project started.

The product of this effort was the AECMA Simplified English Guide (first released in 1986) which, in 2005, became ASD-STE100 Simplified Technical English.

In 1987, the Air Transport Association of America (ATA) included the requirement to write in STE in its ATA100 specification for technical publications. Thus, the current name ASD-STE100 was assigned as a tribute to the name of the ATA100 specification.

Today, the success of STE is such that other industries use it beyond its original intended purpose of aerospace maintenance documentation. Interest in STE has also increased dramatically in the areas of language services, professional translation and interpreting, and in the academic world.

What is the purpose of STE?

The purpose of STE is to tell technical writers how to write technical texts in a clear, simple, and unambiguous manner that readers throughout the world will find easy to understand. STE is not a treatise on the English language or technical writing. Thus, linguistic and grammar aspects are not fully included in this document because they are explained in other language reference books and guidelines.

Which words are available to the writer?

STE has a controlled dictionary that gives the words that are most frequently used in technical writing.

The approved words were selected because they were simple and easy to recognize. In general, each word has only one meaning and is approved with only one part of speech. For example, “to fall” has the approved meaning of “to move down by the force of gravity,” and not “to decrease.”

When there are synonyms in English, STE selects one synonym and does not include the others. For example, STE uses “start” instead of “begin,” “commence,” “initiate,” or “originate.”

STE approved meanings and spelling are based on American English and the Merriam-Webster’s dictionary.

Writers can use the approved words in the dictionary as a core vocabulary. Writers can also use noun terms and verb terms that are applicable to their companies, industries, or subject fields. STE identifies these terms as “technical nouns” and “technical verbs” and gives the necessary rules to use these terms correctly.

Does STE give rules for abbreviations?

No. Industries, companies, and projects can use different abbreviations. Thus, rules for abbreviations are not necessary in STE.

Does STE regulate text formatting?

No. STE regulates the way to express the content. It does not regulate formatting, for example, typeface, numbering, and lettering. Usually, these requirements are included in the applicable specifications for technical publications, style guides, and other official directives.

Does STE regulate units of measurement?

No. There are different methods to show units of measurement in a technical text. Projects and companies must decide which one to use. Usually, these requirements are included in the applicable specifications for technical publications, style guides, and other official directives.

Can STE be used alone?

No. It is intended to be used with other applicable specifications for technical publications, style guides, and official directives. A high standard of professionalism is necessary to use STE correctly.

Can STE be used for oral communication?

STE was developed for technical documentation only. But the rules and a controlled dictionary can help oral communication in meetings and presentations.

Can STE be used to teach a writer English?

No. STE is not an English course book. STE will help the writer give complex information in a form that is easy to understand. Writing clearly is a complex task, and it is necessary to have a high level of fluency in English to write STE correctly.

Can STE help technical translation?

Yes. One of the primary objectives of STE is to make translation easier. If the permitted words, the meanings of such words, and the types of sentence constructions in a text are controlled, the difference between texts will decrease to a minimum. Thus, it is easier for translators, neural machine translation engines, and Large Language Models (LLM) to translate text written in STE into the target language.

Can writers get training in STE and find supporting authoring tools?

There are organizations, companies, and individuals that market and give training courses in how to use STE, and there are producers of authoring tools that support STE.

Neither ASD, the Simplified Technical English Maintenance Group (STEMG), nor any organization or company associated with the production of STE intend or imply any warranty or endorsement to these organizations, companies, and individuals that give training or produce authoring tools.

For training only, the above statement is not applicable to organizations, companies, and individuals who, through official agreements, are accredited by ASD to give authorized training.

For more information, refer to the STEMG website at www.asd-ste100.org.

History of ASD-STE100

The first release of STE was as the AECMA Simplified English Guide, PSC-85-16598.
This is the full list of all released issues, revisions, and changes.

Release date	Identification	Scope
1986-02-15	First release	The guide included writing rules (part 1) and the dictionary (part 2)
1986-09-15	Change 1	Guide revised
1987-06-01	Change 2	Examples of function words and nouns (part 3) added
1988-06-15	Change 3	Examples of verbs (part 3) added
1988-12-30	Change 4	Examples of adjectives and adverbs (part 3) added
1989-12-01	Change 5	Reformatted version of change 4. No changes to the content
1995-09-15	Issue 1	Guide fully revised. Original part 2 removed and part 3 became part 2
1998-01-15	Issue 1, Revision 1	Updates and amendments
2001-01-15	Issue 1, Revision 2	Updates and amendments
2004-01-15	Issue 2	Guide fully revised
2005-01-15	Issue 3	New issue released as ASD-STE100. No changes to the content
2007-01-15	Issue 4	Specification revised
2010-04-15	Issue 5	Specification revised
2013-01-15	Issue 6	Specification revised
2017-01-25	Issue 7	Specification fully revised, primary focus on the writing rules (part 1)
2021-04-30	Issue 8	Specification revised, primary focus on the dictionary (part 2)
2025-01-15	Issue 9	New issue released as a standard. Primary focus on harmonization of terminology with ISO standards

Maintenance of ASD-STE100

The ASD Simplified Technical English Maintenance Group (STEMG) is responsible for the development, production, publication, maintenance, and management of ASD-STE100.

The group primarily includes experts from ASD countries, along with an international team of experts from countries that are not members of ASD. There are also national and multi-country STE Support Teams (STEST) that assist the STEMG in its work.
For more information, refer to www.asd-ste100.org.

Distribution of ASD-STE100

ASD-STE100 is available free of charge to all writers and users through the STEMG website www.asd-ste100.org or through the ASD www.asd-europe.org and ASD-STAN websites www.asd-stan.org. Unauthorized distribution of ASD-STE100, direct or through different websites or portals, is strictly prohibited without written permission from the STEMG.

Change forms

STE is a living language. For its continuous improvement, feedback from users is necessary. Users can give their feedback through a change form (refer to the example on the next page), which is also available in electronic format on the STEMG website.

Use this change form to write your change request, comments, or recommendations. Then, send it to stemg@asd-ste100.org, to a national coordinator, or an associate expert of the STEMG. For more information, refer to www.asd-ste100.org.

The STEMG has records of all change forms and their assessments. The change forms are discussed in STEMG meetings, and the next issue of ASD-STE100 will include the agreed changes. The STEMG usually sends information to the originators of the change forms about the related STEMG assessments and decisions.

Change form for
ASD-STE100 Simplified Technical English

Use this change form to write your change request, comments, or recommendations. Then, send it to stemg@asd-ste100.org, to a national coordinator, or an associate expert of the STEMG. For more information, refer to www.asd-ste100.org.	
Writing rule or dictionary word:	
Change that you think is necessary:	
Purpose of the change:	
For dictionary words only, suggested approved meaning or suggested alternatives:	
For dictionary words only, example(s) of how to use the word. If it is possible, give sufficient examples from your documentation to support your proposal:	
Sent by: Company or organization: Email:	Date:
ASD STEMG assessment and decision:	Date:

Acknowledgments and dedication

ASD thanks all individuals, companies, and organizations for their contributions to the development and ongoing support of ASD-STE100.

The STEMG dedicates this issue 9 to all its previous chairpersons who directed the group from the start of the STE project:

- René Van Dijk (1983-1987)
- Wally Grindrod (1987-1991)
- Wilfried Jacobs (1991-1994)
- Kathleen Barthe (1994-2007).

These remarkable persons have shaped the history of STE, and today the world benefits from their passion and the enduring legacy of their efforts.

Guide to the writing rules

The writing rules (part 1) have 9 sections that contain 53 rules. Most of the content in the writing rules is in STE. The spelling and punctuation obey American English rules.

On the first page of each section, you can find the list of all rules included in that section. Then, there are explanations and examples for each rule.

After their related explanations, there are non-STE and STE examples in different typefaces and colors as follows:

Non-STE:	*Make sure that the valve is operable.*
STE:	Make sure that the valve can operate.

General examples, not related to STE, are given in this typeface and color:

An opening door can be dangerous.

When you read the writing rules, always refer to the dictionary (part 2). The introduction to the dictionary includes all the necessary information to use the dictionary correctly.

Help

For some rules in part 1, a graphic symbol and related text give you more information or examples about the applicable rule. This graphic symbol is referred to as “help.” Some words in the dictionary (part 2) also have this symbol. Refer to the introduction to the dictionary for the necessary information about the types of help.

Reference documents

ASD-STE100 Simplified Technical English refers to the books, publications, and guidelines that follow:

- American National Standards Institute. (2024). *ANSI Z535 series*.
- Merriam-Webster. (2016). *Merriam-Webster's collegiate dictionary* (11th ed.).
- European Institute for Gender Equality. (2019). *Toolkit on Gender-sensitive Communication*.
- International Organization for Standardization. (2019). *Terminology work and terminology science – Vocabulary – Part 1: Theory and application* (ISO 1087:2019).
- International Organization for Standardization. (2024). *Graphical symbols — Safety colours and safety signs — Parts 1 thru 4* (ISO 3864).
- International Organization for Standardization. (2018). *Occupational health and safety management systems — Requirements with guidance for use* (ISO 45001:2018).
- International Organization for Standardization. (2022). *Terminology work — Principles and methods* (ISO 704:2022).
- Kirkman, J. (2006). *Punctuation matters: Advice on punctuation for scientific and technical writing*.
- Swan, M. (2017). *Practical English usage* (4th ed.).
- The Chicago Manual of Style. (2024). *The Chicago manual of style* (18th ed.).
- Sabin, W. A. (2011). *The Gregg reference manual: A manual of style, grammar, usage, and formatting* (10th ed.).
- U.S. Government Publishing Office. (2020). *U.S. Government Publishing Office style manual.*
- United Nations. (2019). *Disability-inclusive communications guidelines*.

Part 1 – Writing rules

"If you simplify your English, you are freed from the worst follies of orthodoxy…
And when you make a stupid remark, its stupidity will be obvious, even to yourself."
Orwell G. (1946). *Politics and the English Language.*

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Section 1 – Words

Summary of the rules

Which words can you use?

Rule 1.1 Use words that are:
- Approved in the dictionary
- Technical nouns
- Technical verbs.

Part of speech

Rule 1.2 Use approved words from the dictionary only as the specified part of speech.

Approved meaning

Rule 1.3 Use approved words only with their approved meanings.

Forms of verbs and adjectives

Rule 1.4 Use only the approved forms of verbs and adjectives.

Technical nouns

Rule 1.5 You can use words that you can include in a technical noun category.

Rule 1.6 Use a word that is not approved in the dictionary, only when it is a technical noun or part of a technical noun.

Rule 1.7 Do not use words that are technical nouns as verbs.

Rule 1.8 Use technical nouns that are approved in your company, industry, or subject field.

Rule 1.9 When you must select a technical noun, use one which is short and easy to understand.

Rule 1.10 Do not use regional, slang, or jargon words as technical nouns.

Rule 1.11 Do not use different technical nouns for the same item.

Technical verbs

Rule 1.12 You can use verbs that you can include in a technical verb category.

Rule 1.13 Do not use technical verbs as nouns.

Spelling

Rule 1.14 Use American English spelling unless other official directives tell you differently.

Which words can you use?

Rule 1.1 Use words that are:
- Approved in the dictionary
- Technical nouns
- Technical verbs.

Simplified Technical English (STE) has a controlled dictionary (part 2) that gives the words most frequently used in technical writing. You can also use words that are not in the dictionary if you can include them in the specified categories of technical nouns and technical verbs.

A technical noun is a noun term that refers to a specified concept and is applicable to a subject field. A technical verb is a verb term that also refers to a specified concept or process and is applicable to a subject field.

Examples:

The word “use” is an approved verb in the dictionary.
The word “engine” is a technical noun.
The word “ream” is a technical verb.

The dictionary also gives a selection of words that are not approved, with examples that show how to use alternative words.

In the context of ISO 1087:2019, “subject fields” refer to specific domains or areas of knowledge that have specialized vocabularies.

Technical nouns and technical verbs are usually included in your company glossary or terminology database. Always refer to these sources, and to the specified rules in this section, for the correct selection of words.

Part of speech

Rule 1.2 Use approved words from the dictionary only as the specified part of speech.

In the dictionary, each approved word has a specified part of speech. When you use an approved word, make sure that you use it only as the specified part of speech.

Examples:

“Test” is an approved noun, but not an approved verb.

STE: Test B is an alternative to test A.

Non-STE:	*Test the system for leaks.*
STE:	Do the leak test of the system.
	or
STE:	Do a test for leaks in the system.

“Dim” is an approved adjective, but not an approved verb.

STE:	A dim light comes on.

Non-STE:	*Dim the lights.*
STE:	Set the lights to the dim position.

Some words are approved as more than one part of speech. For example, “clean” is an approved verb and an approved adjective. The position of the word in the sentence shows its function (and its meaning) because verbs and adjectives have different positions.

STE:	Clean the inner surface of the container. (“Clean” is a verb here.)
STE:	Make sure that the area is clean. (“Clean” is an adjective here.)

“Acceptable” is an adjective that is not approved. The dictionary gives three approved alternatives that have the same part of speech. You can use one of these alternatives to replace the word “acceptable” in the sentence with a word-for-word replacement.

Non-STE:	*A value of 2 mm is acceptable.*
STE:	A value of 2 mm is permitted.

“Operable” is an adjective that is not approved. The dictionary gives an approved alternative that has a different part of speech: “operate” as a verb. Thus, you must use a different sentence construction.

Non-STE:	*Make sure that the valve is operable.*
STE:	Make sure that the valve can operate.

When you replace a word, always make sure that the approved alternative you select does not change the meaning of the sentence. If the meaning changes, select a different word or use a different sentence construction.

Each word in the dictionary has its part of speech in parentheses, abbreviated as specified in the introduction to the dictionary.

If a word that you want to use is not in the dictionary:

- Find that word in an English dictionary.
- Find which is the best synonym that is approved in the STE dictionary.
- Use the approved STE word or find a different sentence construction with other approved words.

Approved meaning

Rule 1.3 Use approved words only with their approved meanings.

Each approved word in the dictionary has a specified approved meaning. Some of these words can have more restricted meanings compared with their meanings in standard English. Always use the approved words only with their approved meanings.

Examples:

The approved meaning of the verb “follow” is “come after, go after.”

STE: Do the procedures that follow:

STE: Follow the green lights to the nearest staircase.

You cannot use the verb “follow” with other meanings that are not approved.

Non-STE: Follow the safety instructions.

In this sentence, always use “obey” with the approved meaning “to do that which the procedures or instructions tell you.”

STE: Obey the safety instructions.

Forms of verbs and adjectives

Rule 1.4 Use only the approved forms of verbs and adjectives.

The dictionary gives each approved verb together with its approved forms. The dictionary also gives the approved adjectives in their base form, together with their comparative and superlative forms in parentheses where applicable.

Example - Verbs:

REMOVE (v),
REMOVES,
REMOVED,
REMOVED

This word tells you that you can use the approved verb “remove” as follows:

Infinitive/Imperative forms	Simple present tense	Simple past tense	Past participle form (as an adjective)
(To) Remove/Remove	Remove(s)	Removed	Removed

The past participle form of the verb is usually the same as the simple past tense. Thus, the dictionary gives it two times.

Example - Adjectives:

SLOW (adj)
(SLOWER,
SLOWEST)

This word tells you that you can use the approved adjective “slow” as follows:

Base form	Comparative form	Superlative form
Slow	Slower	Slowest

Adjectives that make their comparative and superlative forms with “more” and “most” do not have these forms in the dictionary. This is because “more” and “most” are approved words.

Technical nouns

Rule 1.5 You can use words that you can include in a technical noun category.

A technical noun is a noun term that refers to a specified concept and is applicable to a subject field.

The dictionary does not include technical nouns because there are too many, and each subject field uses different technical nouns for their texts.

You can find many of these technical nouns in your company glossary or terminology database. STE gives you a list of categories, with examples, to help you:

- Select technical nouns to put in your company glossary or terminology database.
- Use technical nouns correctly.

You can use technical nouns in procedural and descriptive writing if you can include them in one or more of these twenty-two categories.

1. **Official parts information**
   Terms that refer to all design items. For example, technical nouns included in illustrated parts catalogs or engineering drawings.
   bolt, cable, clip, conductor, contact, engine, ferry tank, filter, hatch, hazard lights, indicator, light, logo, oil seal, prelubricated seal, pipe, propeller, retractor link, screw, switch, transceiver
2. **Vehicles or machines, and locations on them**
   Terms that refer to all types of vehicles and machines, and the locations that are part of these units.
   aircraft, aircraft carrier, airframe, airplane, bicycle, cabin, car, cargo compartment, cargo hold, cockpit, deck, engine room, fuselage, helicopter, galley, lifeboat, overhead panel, ship, submarine, tank, train, truck, wing, wing root

3. **Tools and support equipment, their parts, and locations on them**
   Terms that refer to all types of tools, support equipment, their parts, and locations that are part of these items.
   access ladder, blade, brush, cap, chock, clamp, cover, display, drill, file, gauge (gage), graduated beaker, handle, jack, label, rigging pin, roller, rope, rung, shaft, stand, tag, test rig, torque wrench, trestle

4. **Materials, consumables, and unwanted material**
   Terms that refer to materials, consumable items, and other substances that can cause contamination or malfunctions.
   acid, adhesive, aluminum alloy, ammunition, compound, copper, debris, detergent, dirt, disinfectant, dust, foam, foreign object, fuel, grease, hazardous substances, hazardous waste, metal, metallic coating, oil, paint, penetrant spray, plastic, primer, sealant, sealing, soap, stainless steel, tape, waste, water, wire

5. **Facilities, infrastructure, and logistic procedures**
   Terms that refer to the management, structure, and operations of physical facilities, infrastructure systems, and logistic procedures. For example, areas for utility systems, transportation networks, storage, distribution processes, and operational logistic workflows.
   airport, apron, base, building, camp, dock, engine shop floor, flight simulator, gate, handling, hangar, packaging, packing, port, service bay, shipping, shop, store, storage, transport

6. **Systems, components and circuits, their functions, configurations, and parts**
   Terms that refer to the structure, operation, composition, and system design.
   air conditioning, amplifying circuit, armament, audio, aural warning system, collapsed position, exhaust, flight management, hardware, inhibiting signal, injection, inlet, input frequency, latch, pedal, power unit, pump, reverse mode, reverse position, standby mode, upright position, vent

7. **Mathematical, scientific, engineering terms, and formulas**
   Terms that refer to concepts, design, calculations, or methodologies.
   acceleration, allowance, astronomy, atom, average, biochemistry, biology, biome, burr, capacitance, carbon, category, cavitation, center, circle, coefficient, combination, configuration, conversion, count, critical temperature, curve, cycle, defect, degree, deceleration, density, diameter, displacement, duty cycle, elapsed time, electricity, energy, exponent, failure, ferry flight, flutter, force, fumes, genetics, geology. geophysics, graph, gravity, hardness, heat treatment, idle speed, ignition, inhibition, instrumentation, interference, issue, light, line replaceable unit, load, loss, measurement, modification, momentum, motoring, overhaul, oversized hole, oxygen, performance, phase, polarity, power, pressure, process, radius, rating, ratio, reduction, relative angular position, resistance, scan, shutdown, signal, specific gravity, stall, standard, steam, stiffness, strength, suction, temperature, tension, thread, tightness, torque, toxic property, vapor, voltage, water vapor, “C = (A - B) - 0.063 mm”

8. **Navigation and geographic terms**
   Terms that refer to positions, directions, or locations related to mapping, routing, or spatial orientation.
   air, altitude, attitude, axis, bank, clearance, climb, coordinates, critical approach, datum, delay, deviation, drag, east, France, glideslope, gradient, heading, landing, leeway, Lima, north, pitch, roll, skid, south, west

9. **Numbers, units of measurement and time (and their symbols)**
   Terms that refer to quantitative data, measurements, or time-related information.
   92, 303, ampere (A), degree (°), first (1st), half (½), hour (h), kilogram (kg), knot, liter (L or l), meter (m), mile, minute ('), month, ohm (Ω), one, one-quarter (¼), second (″), second (s), second (2nd), square inch (sq.in.), spring, third (3rd), three, year, winter, zero

10. **Quoted text**
    Terms that refer to texts that you cannot change in technical writing. For example, texts on placards, labels, signs, markings, and display units.
    abort button, EXIT sign, INOP system, OXYGEN pushbutton switch, ON position, NEXT button, FAULT legend, NO STEP marking, FASTEN SAFETY BELT sign, WEAR PROTECTIVE CLOTHING sign

11. **Professional roles, individuals, groups, organizations, and geopolitical entities**
    Terms that refer to professional functions, names of persons, organizations, companies, teams, sovereign states, or entities related to processes, responsibilities, or decision-making.
    air traffic control, British Broadcasting Corporation (BBC), captain, commander, copilot, crew, crew chief, European Aviation Safety Agency (EASA), Federal Aviation Administration (FAA), John Kirkman, manufacturer, operator, Transport Canada Civil Aviation (TCCA), United States of America (USA)

12. **Parts of the body**
    Terms that refer to anatomical features or functions related to medical, biological, or ergonomic contexts.
    blood, digestive system, ear, eyes, hair, hand, head, lung, mouth, respiratory tract, skin, stomach

13. **Common personal effects, food, and beverages**
    Terms that refer to everyday personal items and types of food and beverage.
    beans, bread, cigarette lighter, clothing, coffee, flour, footwear, high-heeled shoes, jewelry, lipstick, matches, milk, mineral water, nail scissors, perfume, pizza, shampoo, wine

14. **Medical terms**
    Terms that refer to medical conditions, procedures, or anatomical structures.
    allergy, aspirin, asthma, blood poisoning, breathing, circulation, dermatitis, diabetes, dizziness, female, hallucination, headache, heart rate, irritation, male, medication, nausea, pneumonia, pregnancy, pulse, skin irritation, virus

15. **Official documents, parts of documentation, standards, and guidelines**
    Terms that refer to different types of official documents and their structural parts. For example, manuals, technical records, standards, specifications, and regulations requirements.
    Acceptance Test, Activation/Deactivation, Allowable Damage, attention, caution, chapter, Checklist, Class, Cleaning, Compass Correction Card, danger, data module, Description and Operation, diagram, engine logbook, Federal Aviation Regulations, Fault Isolation, figure, flowchart, font, Functional Test, Ice and Rain Protection, Inspection/Check, issue, language policy, letter, maintenance planning, maintenance practice, maintenance records, Normal Braking, note, notice, packaging, page, paragraph, parentheses, post-flight report, post-mod, pre-mod, prerequisite, preservation, reference, Removal/Installation, Required Conditions, Repair Scheme, recommendation, revision, section, Service Bulletin, Standard Practices Manual, storage, Structural Repair Manual, table, test procedure, training material, Transportation, valid welding certificate, warning

16. **Environmental and operational conditions**
Terms that refer to external factors and operating parameters that are related to systems or processes.
atmosphere, cloud, day, daylight, ice, hail, humidity, lightning, moisture, night, rain, relative humidity, sand, snow, storm, turbulence, volcanic ash, wind

17. **Colors**
Terms that refer to colors that identify color-related properties, or show color attributes in different contexts.
beige, black, cyan blue, dark brown, gray, green, magenta, light green, orange, red, white, yellow

Colors are adjectives, but STE identifies them as technical nouns. Comparative and superlative forms of colors (for example, blacker, the reddest) are not permitted in STE.

18. **Damage terms**
Terms that refer to types of defects or degradation and give information about malfunctions.
buckle, chafing, corrosion, crack, crack propagation, deformation, dent, discoloration, distortion, erosion, fracture, fraying, galling, kink, nick, score, scratch, stain, spurious fault message

19. **Computer science, information and communication technology**
Terms that refer to technological concepts, systems, or components in this subject field.
add-in, add-on, AI, arrow, artificial intelligence, authentication, backup, backup file, bookmark, chatbot, content, cursor, cybersecurity, database, deep learning, dialog check box, digitalization, digitization, e-mail, embedding, field, file, firewall, hallucination, HTML, icon, interface, internet, laptop, large language model, local operation, machine learning, memory, menu, metadata, mouse, network, operating system, phone, plug-in, pre-loaded software, preset value, prompt engineering, remote operation, screen, search engine, smartphone, status bar, store, tablet, token, toolbar, touchscreen, tweet, tuning, update, voice mail, XML

20. **Civil and military operations**
Terms that refer to concepts and activities, service delivery, product management, and customer and life-cycle support in civil and military operations.
armed forces, assault, bomb, bullet, checkpoint, combat plan, contractor, customer, customer support, customer service, deployment, echelon, ejection seat, end item, end user, evacuation, formation, ground zero, gun, Integrated Product Support (IPS), know-how, lifecycle, machine gun, maintenance concept, mission, obsolescence, operator, Original Equipment Manufacturer (OEM), patrol

21. **Law and regulations**
Terms that refer to legal and regulatory texts. For example, contracts, warranty texts, certificates, standards and specifications, and legal papers.
action, ambiguity, appeal, arbitration, bankruptcy, communication, competence, compliance, concession, contract, court, damages, explanation, explanatory text, impeachment, jury, law, judgement, jurisdiction, purpose, recommendation, scope, serious incident, serious offense, signature, statute, term, trade, waiver, wording

22. **Animals, plants, and other life forms**
Terms that refer to biological entities in technical and environmental contexts.
bacteria, bird, cassowary, cat, conifer, cow, dog, emu, fern, ferret, fungi, horse, insect, leopard, monkey, moss, mouse, pocket gopher, rose, termite, wombat

The technical nouns in their related categories are only examples. Rule 1.5 does not give a full list of all possible technical nouns. The listed words in each category have uppercase letters only when it is necessary. For example, official identifications, titles, and abbreviations.

Rule 1.6 Use a word that is not approved in the dictionary, only when it is a technical noun or part of a technical noun.

The dictionary includes some words that you cannot use because they are not approved. But if you can put these words in an applicable category of technical nouns, you can use them as technical nouns in some contexts.

Examples:

The word “base” is not approved in the dictionary and its alternative is “bottom (n).”

Non-STE:	*Make sure that the two spigots at the base of the unit engage.*
	(“Base” is not permitted when it is related to a surface.)
STE:	Make sure that the two spigots at the bottom of the unit engage.

But you can use “base” as a technical noun.

STE:	The base of the triangle is 5 cm.
	(“Base” is a technical noun, category 7, mathematical, scientific, engineering terms, and formulas.)

The same word “base” can go into different categories of technical nouns. This condition occurs when you use the word “base” with different meanings in different contexts.

Example:

STE:	Access to the base is permitted between 9 a.m. and 6 p.m.
	(“Base” is a technical noun, category 5, facilities, infrastructure, and logistic procedures.)

“Backup” is not approved in the dictionary and its alternatives are “emergency (n)” and “auxiliary (adj).” But you can use “backup” as a technical noun.

Example:

STE:	Do the backup of the computer at regular intervals.
	(“Backup” is a technical noun, category 19, computer science, information and communication technology.)

“Backup” is a one-word technical noun. But you can also write “backup file,” a two-word technical noun.

Examples:

STE: Keep the backup file in a safe area.
(“Backup file” is a technical noun, category 19, computer science, information and communication technology.)

Non-STE: *For this procedure, make sure that one person is available as backup.*
(“Backup” is not permitted and you cannot use it in this context.)

STE: Two persons are necessary to do this procedure.
(Different sentence construction)

“Main” is a word that is not approved, and its alternative is “primary (adj).”

Examples:

Non-STE: *The laptop has these main parts:*
(“Main part” is not a technical noun, and it is correct to replace “main” with “primary.”)

STE: The laptop has these primary parts:

But you can use “main” as part of a technical noun.

STE: Retract the main landing gear.
(“Main landing gear” is a technical noun. It is incorrect to replace “main” with “primary” here, because “primary landing gear” is not the technical noun that is approved in your company, industry, or subject field.)

If a word is not in the dictionary, you can use it if it is part of a technical noun. In the example that follows, “angular” and “position” are approved but “relative” is not in the dictionary.

Example:

STE: This procedure gives instructions to identify the relative angular positions of the power-turbine rotor disks.
(You can use “relative” as part of a technical noun, category 7, mathematical, scientific, engineering terms, and formulas.)

Rule 1.7 Do not use words that are technical nouns as verbs.

Use a technical noun only as a noun or as an adjective that is part of a different technical noun. Do not use the same word as a verb.

Examples:

“Oil” is a technical noun, category 4, materials, consumables, and unwanted material. Do not use “oil” as a verb. Use a different sentence construction that lets you use “oil” as a technical noun.

Non-STE:	*Oil the steel surfaces.*
STE:	Apply oil to the steel surfaces.

“Snow” is a technical noun, category 16, environmental and operational conditions. Do not use “snow” as a verb. Use a different sentence construction that lets you use “snow” as a technical noun.

Non-STE:	*If you think it will snow, make sure that the vehicle is in the applicable configuration.*
STE:	If you think that snow will fall, make sure that the vehicle is in the applicable configuration.

Words that can be technical nouns and technical verbs

In some contexts, the same word can be a technical noun and a technical verb. This condition occurs when you can put this word in a technical noun category (rule 1.5) and in a technical verb category (rule 1.12).

Examples in STE:

If the surface is hard, use a carbide drill.
(“Drill” is a technical noun, rule 1.5, category 3, tools and support equipment, their parts, and location on them.)

Drill a hole at the intersection of the two lines.
(“Drill” is a technical verb, rule 1.12, category 1 a), manufacturing processes, remove material.)

Rule 1.8 Use technical nouns that are approved in your company, industry, or subject field.

If your company, industry, or subject field, has an approved technical noun for a system, component, part, or process, use that technical noun. Usually, such technical nouns are included in official parts information and in company documentation.

Example:

STE:	The front panel of the phone has a touchscreen and a home button. (“Touchscreen” and “home button” are technical nouns that are approved in your company, industry, or subject field.)

Rule 1.9 When you must select a technical noun, use one which is short and easy to understand.

When there is no technical noun that is approved in your company, industry, or subject field, select one that is short (not more than three words) and easy to understand.

Example:

Non-STE:	*Remove the four stainless steel pan head machine screws (10) that attach the metallic machined flange (15) to the front housing cover (20).*
STE:	Remove the four screws (10) that attach the flange (15) to the cover (20).

In this example, it is sufficient to use the words “screws,” “flange,” and “cover.” This is because these parts have index numbers, and the related illustration clearly identifies them. Differently, add one or two adjectives to the noun to help your reader understand.

Rule 1.10 Do not use regional, slang, or jargon words as technical nouns.

There can be technical words that only persons in confined regions or geographical areas use. These words are not easy to understand for persons who are from a different region or area.

When you select technical nouns, always use well-known words.

This rule is also applicable to technical slang or jargon words. If only a small number of persons understand a word, it will cause confusion and non-effective communication.

Examples:

Non-STE:	During logging operations, attach a choker to the heavy machinery to hold the logs in their position.
	(A “choker” is a type of cable used in logging operations to attach logs during transportation. It is a term used in some regions of North America and Canada, Northern Europe, and New Zealand. Its meaning is not immediately clear to the reader.)
STE:	During logging operations, attach a cable to the heavy machinery to hold the logs in their position.
Non-STE:	After the firmware update, do not brick the router.
	(“Brick” is technical slang in information technology, with the meaning of “to make a device non-operational.” Its meaning is not immediately clear to the reader.)
STE:	After the firmware update, do not set the router to OFF.
Non-STE:	*Remove your gear from the work area.*
	(“Gear” is technical jargon that refers to tools and equipment, and its meaning is not immediately clear to the reader.)
STE:	Remove your tools and equipment from the work area.

Rule 1.11 Do not use different technical nouns for the same item.

When you select a technical noun, do not use a different technical noun in other parts of your text to refer to the same item.

Example:

Non-STE:	*1. Make sure that the servo control unit is in the open position.* *2. Do the operational test of the actuator.* *3. Disconnect the control unit from the test rig.*
STE:	1. Make sure that the actuator is in the open position. 2. Do the operational test of the actuator. 3. Disconnect the actuator from the test rig.

In the non-STE example, “servo control unit,” “actuator,” and “control unit” refer to the same item. Use the technical noun that is approved in your company, industry, or subject field. If, as in the example, the technical noun is “actuator,” then always use this technical noun in your text.

Technical verbs

Rule 1.12 You can use verbs that you can include in a technical verb category.

A technical verb is a verb term that refers to a specified concept or process and is applicable to a subject field.

The dictionary does not include technical verbs because there are too many, and each subject field uses different technical verbs for their texts.

You can find many of these technical verbs in your company glossary or terminology database. STE gives you a list of categories, with examples, to help you:

- Select technical verbs to put in your company glossary or terminology database.
- Use technical verbs correctly.

Technical verbs must obey the same rules as other approved verbs in STE. Refer to section 3.

You can use technical verbs in procedural and descriptive texts if you can include them in one or more of these four categories.

1. **Manufacturing processes**

   Terms that give instructions and information to:

   a) **Remove material:**
   drill, grind, mill, ream, unsolder

   b) **Add material:**
   flame, insulate, remetal, retread

   c) **Attach material:**
   braze, crimp, solder, weld

d) **Change the mechanical strength, the structure, or the physical properties of a material:**
anneal, cure, decay, freeze, heat-treat, magnetize, normalize, vaporize

e) **Change the surface finish of a material:**
buff, burnish, dress, passivate, plate, polish

f) **Change the shape of a material:**
blend, cast, extrude, spin, stamp

2. Computer processes and applications

Terms that give instructions and information for:

a) **Input and output processes**:
click, digitize, enter, press, print, swipe, tap, type

b) **User interface and application processes**:
clear, close, copy, cut, delete, deselect, disable, drag, drag and drop, enable, encrypt, erase, filter, highlight, invalidate, maximize, minimize, navigate, open, paste, save, scroll, sort, store, tweet, validate, zoom in, zoom out

c) **System operations**:
abort, boot, communicate, debug, download, format, install, load, manage, process, reboot, update, upgrade, upload

3. Instructions and information for applicable subject fields

Terms that give instructions and information in these contexts:

a) **Engineering, mathematical, and scientific**
bisect, compensate for, convert, detect, float, modulate, radiate, transform, sink

b) **Medical**
disinfect, intubate, operate, prescribe, sanitize, sterilize

c) **Civil and military operations**
aim, arm, detect, disable, dry-motor, enable, explode, fire, inhibit, intercept, lase, load, lock on, unlatch, unload, wet-motor, parachute

d) **Navigation**
approach, descend, deviate, fly, hover, land, maintain, navigate, retrim, take off, trim, respond, taxi

e) **Automotive and railway**
accelerate, brake, couple, crank, crash, decouple, dispatch, drift, inflate, park, qualify, steer

f) **Energy, oil, and gas**
compress, distill, drill, emit, extract, inject, pump

4. Law and regulations

Terms that give instructions and information only for legal and regulatory texts. For example, contracts, warranty texts, certificates, standards and specifications, and legal papers.

acknowledge, comply with, communicate, conform to, describe, enforce, explain, meet (a requirement), inform, modify, notify, omit, regulate, sign, supersede, understand, waive (for inspection and requirements)

The technical verbs in their related categories are only examples. Rule 1.12 does not give a full list of all possible technical verbs.

If there is an approved verb in the dictionary that accurately gives the instruction or the information, use the approved verb. Do not use a technical verb if it is possible to write the same sentence with the words (verbs and other related words) that are approved in the dictionary.

Examples:

Non-STE:	*If you detect broken wires, repair them.*
	(“Detect” is not approved and cannot be a technical verb in this context.)
STE:	If you find broken wires, repair them.

But you can write:

STE:	The security scanner detects metal objects.
	(“Detect” is the correct technical verb in this context.)

If you must use technical verbs, use only technical verbs that are correct in your context. Do not use technical verbs that are general or not clear.

Example:

Non-STE:	*Machine the hole until it has a diameter of 8.00 +/- 0.003 mm.*
STE:	Ream the hole until it has a diameter of 8.00 +/- 0.003 mm.

Do not use a technical verb if it is not necessary. If it is possible, use a verb that is approved in the dictionary and an applicable technical noun.

Examples:

“Clamp” is a technical noun, category 1, official parts information. Do not use “clamp” as a technical verb.

Non-STE:	*Clamp the cable in position.*
STE:	Put clamps on the cable to hold it in position.

“Grease” is a technical noun, category 4, materials, consumables, and unwanted material. Do not use “grease” as a technical verb.

Non-STE:	*Grease the fasteners.*
STE:	Apply grease to the fasteners.

“Wire” is a technical noun, category 1, official parts information. Do not use “wire” as a technical verb.

Non-STE:	*Wire the cable to the structure.*
STE:	Attach the cable to the structure with wire.

Words that are not approved but that can be technical verbs

The dictionary includes some words that, although not approved, can be technical verbs if you can put them in the specified categories.

Examples:

STE: Enter your password.
("Enter" is a technical verb, category 2 a), computer processes and applications, input and output processes.)

Non-STE: *Do not enter the engine test area without approval.*
("Enter" is not permitted when it is in a different context.)
STE: Do not go into the engine test area without approval.

STE: If the tower does not respond, use a different channel.
("Respond" is a technical verb, category 3 d), instructions and information for applicable subject fields, navigation.)

Non-STE: *If the instrument fails to respond, do a test.*
("Respond" is not permitted when it is in a different context.)
STE: If the instrument does not operate correctly, do a test.

Rule 1.13 Do not use technical verbs as nouns.

In English, words that look the same do not always have the same function in a sentence. Use technical verbs only as verbs, not as nouns.

Example:

Non-STE: *Give the hole 0.20-inch ream.*
STE: Ream the hole to a 0.20-inch dimension.

But you can use the past participle form of technical verbs as adjectives.

Example:

STE: Lubricate the reamed hole.
(The adjective "reamed" is the past participle form of the technical verb "ream." "Reamed hole" is a technical noun.)

Words that can be technical verbs and technical nouns

In some contexts, the same word can be a technical verb and a technical noun. This condition occurs when you can put this word in a technical verb category (rule 1.12) and in a technical noun category (rule 1.5).

Examples:

STE: Make sure that the plate is not damaged.
("Plate" is a technical noun, category 1, official parts information.)

STE:	There are two methods to plate the ring nut (2).
	(“Plate” is a technical verb, category 1 c), manufacturing processes, attach material.)

Spelling

Rule 1.14 Use American English spelling unless other official directives tell you differently.

Use the spelling specified in the STE dictionary (American English spelling).

Use a different spelling only if other technical publication specifications, style guides, contracts, or other official directives are applicable.

Examples:

Non-STE:	*The door is made of carbon fibre reinforced plastic.*
	(“Fibre” is British English spelling.)
STE:	The door is made of carbon-fiber-reinforced plastic.
	(“Fiber” is American English spelling.)
Non-STE:	Change the colour of the display.
	(“Colour” is British English spelling.)
STE:	Change the color of the display.
	(“Color” is American English spelling.)

If there is quoted text that has British English spelling, for example on a computer screen, do not change the spelling. Keep the quoted text as it is. Refer to Rule 8.6 which tells you how to use quoted texts correctly.

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Section 2 – Multi-word nouns

Summary of the rules

Multi-word nouns

Rule 2.1 Write multi-word nouns of no more than three words.

Rule 2.2 When a technical noun has more than three words, write it in full.
Then, you can use one of these methods to make the technical noun clear:
- Give a shorter form of the technical noun.
- Use hyphens (-) between words that you use as one unit.

Multi-word nouns

Rule 2.1 Write multi-word nouns of no more than three words.

In English, you can use one or more words to describe or modify a noun.

Technical texts can contain long groups of words that have the function of one part of speech in a sentence. Usually, these groups of words are made of nouns and/or adjectives and are the subject or the object in a sentence. Such groups of words are known as multi-word nouns.

General examples:

Horizontal cylinder pivot bearing	(a multi-word noun of 4 words)
Stainless steel corrosion protection strips	(a multi-word noun of 5 words)
Actuator operating rod	(a multi-word noun of 3 words)

Long multi-word nouns are not easy to understand because the words in the multi-word noun can connect to each other differently. The main noun, or head noun of the group, is usually the last word of the multi-word noun. When the connections between words are not clear, ambiguity occurs. As a result, short multi-word nouns are easier to understand.

Runway light connection
(This example shows a short multi-word noun (3 words). The main noun is “connection.”)

Runway light connection resistance calibration
(This example shows a long multi-word noun (5 words). The main noun is “calibration.”)

The long multi-word noun in the example does not tell the reader the relation between “runway” and “calibration.” The reader must understand four modifiers before the main noun “calibration.”

Long multi-word nouns can cause problems for non-native English readers because, in some languages, the main noun comes first in the multi-word noun. When a multi-word noun has more words, it is less clear.

To help your reader, keep multi-word nouns to a maximum of three words.

To keep multi-word nouns short, you can use prepositions (for example, “of,” “on,” “in,” and “for”) and explain the multi-word nouns.

Examples:

Non-STE: *Runway light connection resistance calibration.* *(5 words)*
STE: Calibration of the resistance of the runway light connection.
(1 word, 1 word, and 3 words)

Non-STE: *Install the forward turbine overheat thermocouple terminal tags.* *(6 words)*
STE: Install the terminal tags on the forward overheat thermocouple of the turbine.
(2 words and 3 words)

Non-STE: *Remove the engine transmission housing attachment bolts.* *(5 words)*
STE: Remove the bolts that attach the transmission housing to the engine.
(1 word, 1 word, 2 words, and 1 word)

Non-STE: *Adjust to obtain door operating rod alignment with the attachment point.* *(4 words)*
STE: Adjust the door operating rod until it aligns with the attachment point.
(3 words and 1 word)

Rule 2.2 When a technical noun has more than three words, write it in full. Then, you can use one of these methods to make the technical noun clear:
- Give a shorter form of the technical noun.
- Use hyphens (-) between words that you use as one unit.

A long multi-word noun can be a long technical noun, or it can be a combination of shorter technical nouns. Frequently, it is not possible to divide technical nouns into smaller parts because they are the technical nouns that your company, industry, or subject field uses. Thus, you must write technical nouns as they are, in their approved form.

Method 1 - Shorter form of technical nouns

If a long technical noun comes from an official document (for example, an engineering drawing or an illustrated parts catalog), write it in full the first time that it occurs in the text. Then, if it is possible, explain the technical noun and in the remaining text of your document, use a shorter form or an approved abbreviation.

Examples in STE:

Before you do this procedure, engage the ramp service door safety connector pin (the pin that holds the ramp service door, referred to in this procedure as the “safety connector pin”).

In this example, you write “ramp service door safety connector pin” in full. Then, after an explanation, you give a shorter technical noun: “safety connector pin.” This shorter technical noun has three words and obeys rule 2.1.

The Main Fuel Metering Unit (MFMU) is an aluminum alloy unit that includes a Main Engine Control Unit (MECU) and a Distribution Block (DB). The MFMU is installed in the engine bypass duct and operates in the engine fuel system. The function of the MFMU is to meter and supply the fuel from the Main Engine Fuel Pump (MEFP) to the fuel manifolds and the starter jets. The Digital Engine Control Unit (DECU) sends electrical signals to operate the MFMU.

In this example, the explanation is not necessary because the text gives all the necessary information about the unit. You write all official technical nouns that include more than three nouns in full the first time that they occur. Then, in the remaining parts of the text, you use their related approved abbreviations.

If an approved technical noun includes three words or less, it is not necessary to use abbreviations.

Example:

Do not write: *The primary parts of the valve are:*
- The DA (8)
- The PVA (15)
- The BA (17)
- The VB (20).

WRITE: The primary parts of the valve are:
- The diaphragm assembly (8)
- The poppet valve assembly (15)
- The bush assembly (17)
- The valve body (20).

You can use abbreviations that come from your official company documentation but be careful. A text full of abbreviations in a procedure, although shorter, is not easy to read.

Example:

Do not write:
A. Remove the DA (8) from the VB (20).
B. Remove the PVA (15) from its seat.
C. Remove the BA (17) from the VB (20).

WRITE:
A. Remove the diaphragm assembly (8) from the valve body (20).
B. Remove the poppet valve assembly (15) from its seat.
C. Remove the bush assembly (17) from the valve body (20).

Method 2 - Hyphens (-) between the words that you use as one unit

A hyphen is a punctuation mark that connects words or parts of words. You can use hyphens between words to show how related words operate as one unit. This method will make the multi-word nouns that you use agree with rule 2.1. Hyphenated words always count as one word.

Examples in STE:

Make sure that the cutoff-switch power connection is safe.	(3 words)
Inspection of the lavatory rapid-decompression device.	(3 words)

Make sure that you do not connect words which are not related, because this hyphen will change the meaning of the multi-word noun. If you are not sure, only explain the multi-word noun. Then, use a shorter form, or an official approved abbreviation.

If an approved technical noun includes hyphens, do not change it. If it is too long, write it in full the first time it occurs and then use the recommended method (shorter technical nouns) specified in this rule.

Do not use hyphens to make groups of more than three words. If you use hyphens for all the words, this multi-word noun will not be easy to read and understand.

Example:

Non-STE:	*Move the main-gear-door-retraction-winch handle.*	*(2 words, but not correct)*
STE:	Move the main-gear-door retraction-winch handle.	(3 words)

If an approved technical noun includes three words or less (for example “poppet valve assembly” and “diaphragm assembly”), it is not necessary to use hyphens.

Example:

Do not write:	*A. Remove the diaphragm-assembly (8) from the valve body (20).*
	B. Remove the poppet-valve assembly (15) from its seat.
WRITE:	A. Remove the diaphragm assembly (8) from the valve body (20).
	B. Remove the poppet valve assembly (15) from its seat.

But, if an approved technical noun includes a hyphen (for example “inward-outward valve”), do not remove the hyphen. Keep the technical noun that comes from your official company documentation.

Example:

Do not write:	*The inward outward valve is part of the fuel system.*
WRITE:	The inward-outward valve is part of the fuel system.

Section 3 - Verbs

Summary of the rules

Verb forms and tenses of verbs

Rule 3.1 Use only the verb forms that are given in the dictionary.

Rule 3.2 Use only these verb forms and tenses of verbs:
- The infinitive form
- The imperative form (command form)
- The simple present tense
- The simple past tense
- The simple future tense
- The past participle form (as an adjective).

Rule 3.3 Use the past participle form as an adjective.

Rule 3.4 Do not use auxiliary verbs to make complex verb constructions.

Rule 3.5 Use the “-ing” form of a verb only as a technical noun or as a modifier in a technical noun.

Active voice

Rule 3.6 Use the active voice. In descriptive writing, you can use the passive voice only when the agent is unknown.

How to describe an action

Rule 3.7 Use an approved verb to describe an action, not a noun or other parts of speech.

Verb forms and tenses of verbs

Rule 3.1 Use only the verb forms that are given in the dictionary.

The STE dictionary gives you the verb forms that you can use for each approved verb.

Example:

REMOVE (v)
REMOVES,
REMOVED,
REMOVED

GIVE (v)
GIVES,
GAVE,
GIVEN

The introduction to the dictionary in part 2 gives you more information about the verb forms and how to use the approved verbs.

Rule 3.2 Use only these verb forms and tenses of verbs:
- The infinitive form
- The imperative form (command form)
- The simple present tense
- The simple past tense
- The simple future tense
- The past participle form (as an adjective).

Use only the verbs forms and the tenses of verbs that are approved.

Examples:

Infinitive form (base form)	Imperative form (command form)	Simple present tense	Simple past tense	Simple future tense	Past participle form (as an adjective)
(To) Adjust (regular verb)	Adjust + object	You/we/they adjust It adjusts	You/we/they adjusted It adjusted	You/we/they will adjust It will adjust	The adjusted linkage
(To) Give (irregular verb)	Give + object	You/we/they give It gives	You/we/they gave It gave	You/we/they will give It will give	The given information

Do not use other forms and tenses that are not approved, for example:
- The present perfect (have/has adjusted)
- The past perfect (had adjusted)
- The present/past progressive (is/was adjusting)
- And all other complex verb constructions.

Rule 3.3 Use the past participle form as an adjective.

When you use the past participle form as an adjective, it shows the condition of something. This is not passive voice. Use the past participle form of a verb as an adjective as follows:
- Before a noun
- After a verb form of the verbs “to be,” “to become,” or “to stay.”

Do not use the past participle form if it is not in the dictionary.

Examples:

STE: Examine all parts of the disassembled unit for damage.
(“Disassembled” is an adjective before the noun “unit.” It shows the condition of the unit.)

STE: When the unit is fully disassembled, clean all the parts.
(“Disassembled” is an adjective after the verb “to be” that shows the condition of the unit.)

There are also approved adjectives in the dictionary that are the past participle form of verbs that are not approved. For example, “permitted,” and “damaged.” Their approved part of speech in the dictionary is “(adj)” and thus you can use them.

Examples in STE:

Do not put more than the permitted weight on the trolley.

Make sure that the mating surfaces are not damaged.

Rule 3.4 Do not use auxiliary verbs to make complex verb constructions.

Do not use the past participle form as a verb form together with the auxiliary verb “have.” This construction will make a tense that is not approved.

Example:

Non-STE: *The operator has adjusted the linkage.*
(The present perfect tense is not approved.)
STE: The operator adjusted the linkage.
(The simple past tense is approved.)

Some complex verb constructions include other auxiliary verbs with the past participle form as a verb. Sentences with these constructions become complex sentences in the passive voice.

Examples:

Non-STE: *The seat is to be installed before you install the cushion*
STE: Before you install the cushion, install the seat.

Non-STE: *The volume control can be adjusted.*
STE: You can adjust the volume control.

Non-STE: *The temperature must be adjusted.*
STE: Adjust the temperature.

Non-STE: *The sleeve will be adjusted by the robot.*
STE: The robot will adjust the sleeve.

Rule 3.5 Use the "-ing" form of a verb only as a technical noun or as a modifier in a technical noun.

In English, words that have an "-ing" form can have different functions in a sentence (different parts of speech).

General examples:

Words that have an "-ing" form can be part of a verb to describe an action in the present.

Be careful while the door is opening.

They can also be adjectives.

An opening door can be dangerous.

They can be nouns or parts of noun phrases.

Opening a door can be dangerous.

They can make long groups of modifiers, noun phrases, and dependent clauses.

A mechanic opening a door without obeying the specified safety precautions can easily cause injury to persons standing near the door.

These different functions for words that have an "-ing" form can frequently cause ambiguity or long, complex sentences. Thus, words that have an "-ing" form are usually not permitted.

Examples:

Non-STE:	*When you are doing this procedure, obey all the safety precautions.*
STE:	When you do this procedure, obey all the safety precautions.

Non-STE:	*Mechanics wearing insufficient protective clothing and opening containers containing hazardous materials in areas where there is a lack of ventilation, using inappropriate tools without observing the manufacturer's instructions, are in danger of coming into contact with these materials and thus suffering from skin irritation and breathing problems.*
STE:	Before you use dangerous materials, obey these precautions: (1) Read the manufacturer's instructions. (2) Make sure that there is sufficient airflow in the work area. (3) Put on a face mask and protective clothing. (4) Get the correct tools to open the containers for these materials. If you do not obey these precautions, injury to your skin and your lungs can occur.

Words that have an “-ing” form and are technical nouns or parts of technical nouns

You can use a word that has an “-ing” form as a technical noun (for example, in procedural titles or headings).

Examples:

Cleaning, Testing and Fault Isolation, Handling, Packaging, Shipping, Troubleshooting

You can also use the “-ing” form of a verb as a modifier in a technical noun. This modifier is an adjective that is related to the function of a system, component, part, tool, material, or equipment.

Examples:

Air-conditioning system, degreasing agent, grinding wheel, polishing disc, sanding machine, switching relay, welding torch

Approved words that have an “-ing” form

Only a small number of approved words in the dictionary have an “-ing” form. They are:

- Nouns (lighting, opening, routing, and servicing)
- Adjectives (mating, missing, and remaining)
- A pronoun (something)
- A preposition (during).

Active voice

Rule 3.6 Use the active voice. In descriptive writing, you can use the passive voice only if the agent is unknown.

Technical texts consist of procedural writing and descriptive writing. When you write in STE, always use the active voice. In descriptive writing, the passive voice is permitted only when the agent (the person or thing that does the action) is unknown.

What is active voice?

In the active voice, the subject of the sentence does the action of the sentence (“A” does “B”). Thus, the grammatical subject (A) is also the logical subject (agent).

What is passive voice?

In the passive voice, the subject of the sentence receives the action (“B” is done by “A”). Here, the grammatical subject is B, and the logical subject, or agent, is A.

General examples:

Active:	The manufacturer gives the safety procedures.
Passive:	*The safety procedures are given by the manufacturer.*

Active:	The side stay holds the main gear leg.
Passive:	*The main gear leg is held by the side stay.*

How do you know if a sentence is in the passive voice?

The best test for the passive voice is to think of the question “by whom or by what?” (the agent). If your text gives you an answer to this question, then the text is in the passive voice. When a sentence contains the preposition “by,” it is a good indication that the sentence is in the passive voice. The object of the preposition “by” is then the agent and you can use the agent as the subject of a sentence in the active voice. In the examples that follow, the underlined text identifies the agent.

In each of the passive examples, you can think of the question “by whom or by what?”

The safety procedures are given by the manufacturer.

The main gear leg is held by the side stay.

But a passive construction does not always contain an agent.

The dimensions are given in the table.

The main gear leg is held in its position.

A sentence in the active voice always has a grammatical subject (the agent), but in the passive sentence in the example below, the agent is unknown (and we do not know the cause of data corruption). In the active sentence, the agent (“transmission”) is incorrect (“transmission” is not the cause of data corruption), and the meaning of the sentence is different. Thus, the active sentence becomes technically incorrect.

Example:

Passive:	During transmission, the data was corrupted. (Correct, the agent is unknown.)
Active:	During transmission, something corrupted the data. (Correct, you do not know the identity of “something,” but you can use it as the agent.)
Active:	*Transmission corrupted the data. (Incorrect, “transmission” is not the correct agent.)*

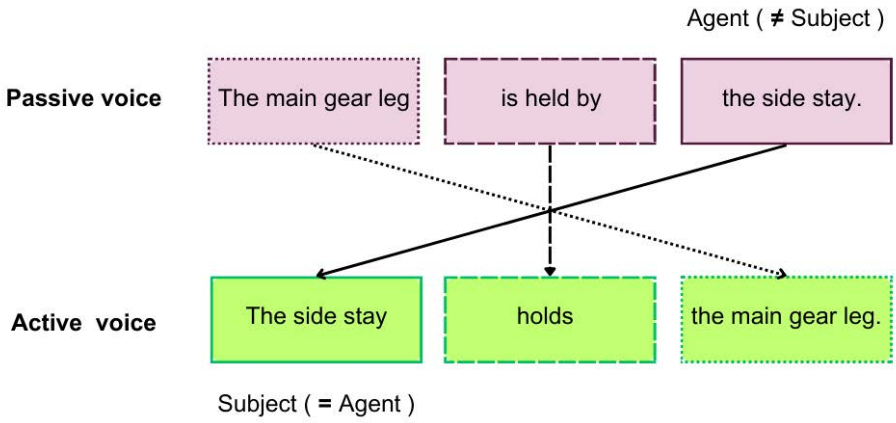
In the example, if you use the word “something” (“a thing that is not determined or specified”) as the agent, the active voice will be technically correct.

How do you change a sentence that is in the passive voice to the active voice?

To change a sentence from the passive voice to the active voice, you can use one of these four methods:

Method 1

When the sentence gives the agent (usually the object of the preposition “by”), put the agent at the start of the sentence. Then, use the agent as the subject. The subject must always be the noun that does the action in the sentence, as shown in the diagram that follows:



Example:

Non-STE:	*The circuits are connected by a switching relay.* (Passive)
STE:	A switching relay connects the circuits. (Active)

Method 2

Change an infinitive verb to an active verb.

Example:

Non-STE:	*These values are used by the computer to calculate the energy consumption.* (Passive)
STE:	The computer calculates the energy consumption from these values. (Active)

The construction “are used by” gives no important information here. Thus, you can use the verb “calculate” to write the sentence in the active voice.

Method 3

In procedural writing, change the verb to the imperative (“command”) form.

Examples:

Non-STE:	*The test can be continued by the operator.* (Passive)
STE:	Continue the test. (Active)

Non-STE:	*Oil and grease are to be removed with a degreasing agent.* (Passive)
STE:	Remove oil and grease with a degreasing agent. (Active)

Method 4

When the agent (the person or thing that does the action) is not given in the sentence, you can use the pronouns “you” or “we” as subjects in the active form. If the agent is the reader, use “you.” If the agent is your company, or organization, use “we.”

Examples:

Non-STE:	*On the ground, the valve can be opened with the override handle.* (Passive)
STE:	On the ground, you can open the valve with the override handle. (Active)

Non-STE:	*Additives are not used in this type of fuel.* (Passive)
STE:	We do not use additives in this type of fuel. (Active)
	or
STE:	This type of fuel does not contain additives.

When you find complex sentences in the passive voice that include auxiliary verbs, decide if you want to write a procedural sentence or a descriptive sentence.

Examples:

Non-STE:	*The volume control can be adjusted.*
STE:	Adjust the volume control. (Procedural sentence)
STE:	You can adjust the volume control. (Descriptive sentence)

Non-STE:	*The oil temperature must be adjusted before the start of the test.*
STE:	Before you start the test, adjust the oil temperature. (Procedural sentence)
STE:	Before the start of the test, the operator must adjust the oil temperature. (Descriptive sentence)

Non-STE:	*The valve will be adjusted during the test.*
STE:	During the test, adjust the valve. (Procedural sentence)
STE:	NOTE: You will adjust the valve during the test. (Descriptive sentence)

Non-STE:	*The component is to be installed before you do the test.*
STE:	Before you do the test, install the component. (Procedural sentence)
STE:	Before the test, the operator must install the component. (Descriptive sentence)

How to describe an action

Rule 3.7 Use an approved verb to describe an action, not a noun or other parts of speech.

There can be different solutions to give the same information in STE. If there is an approved verb that describes an action, use the approved verb. Verbs describe actions more clearly than nouns or other parts of speech.

Examples:

Do not write: The ohmmeter gives an indication of 450 ohms.
WRITE: The ohmmeter shows 450 ohms.

Do not write: Before the removal of the unit, make sure that the power supply is OFF.
WRITE: Before you remove the unit, make sure that the power supply is OFF.

In the examples, all sentences are in STE but those with direct verbs describe the action more clearly.

If a word is not approved as a verb in the dictionary, do not use it as a verb. Use a different sentence construction to give the same information.

Example:

Non-STE: Check the laptop battery.
STE: Do a check of the laptop battery.

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Section 4 – Sentences

Summary of the rules

Short sentences and clear sentence structures

Rule 4.1 Write short and clear sentences.

Rule 4.2 Do not omit words or use contractions to make your sentences shorter.

Vertical lists

Rule 4.3 Use a vertical list for complex texts.

Connecting words and connecting phrases

Rule 4.4 Use connecting words and connecting phrases to connect sentences that contain related topics.

Articles and demonstrative adjectives

Rule 4.5 When applicable, use an article (the, a, an) or a demonstrative adjective (this, these) before a noun or a multi-word noun.

Short sentences and clear sentence structures

The basic principle of STE is to make texts easy to read and understand. Thus, you must write short sentences and use clear sentence structures.

In STE, there are different rules for how to write sentences in procedures (section 5) and for how to write sentences in descriptive text (section 6). Section 4 contains the general rules that are applicable to the two types of writing.

Rule 4.1 Write short and clear sentences.

Write short and clear sentences that give accurate instructions and information.

In procedures, give short and clear instructions directly to the reader (imperative form).

Example:

Non-STE:	*To remove the cover assembly (9), first remove the four screws (10) that attach the cover (11) to the housing (12), and then, after taking the cover (11) off the housing (12), remove the preformed packing (13) and throw it away.*
STE:	1. Remove the cover assembly (9) as follows: A. Remove the four screws (10) that attach the cover (11) to the housing (12). B. Remove the cover (11) from the housing (12). C. Remove and discard the preformed packing (13).

In a descriptive text, make sure that each sentence has only one topic (subject or idea) and does not contain the imperative form. Then, in the sentences that follow, gradually give information about that topic.

Example:

Non-STE:	*The side stay assembly has two folding toggles hinged together and attached with hinges between the main gear strut and the side stay bracket.*
	(This sentence contains more than one topic. To make this information clearer, you can write a new sentence for each topic.)
STE:	The side stay assembly has two folding toggles. The folding toggles are attached together with hinges. These folding toggles are also attached with hinges between the main gear strut and the side stay bracket.
	(The new text has three sentences, and each sentence has its topic. Refer to the underlined text for the specified subjects in each sentence.)

For the two types of writing, always make sure that your text is not abstract. Make sure that it clearly shows how to do a task or how a system operates. Be accurate. Do not give information that is not accurate or can have different meanings.

Examples:

Do not write:	*No leaks are permitted.*
	(This sentence does not tell the reader about the action.)
WRITE:	Make sure that there are no leaks.
	(This sentence directly tells the reader about the action.)

Do not write:	*Different temperatures will change the cure time.*
	(This is an abstract sentence because it contains no information about how the cure time changes.)
WRITE:	When the temperature increases, the cure time will decrease.
	(This sentence tells the reader the correct information about how the cure time changes. To make your writing more accurate, give the specified temperatures and the related cure times.)
WRITE:	The cure time is 2 hours at a temperature of 20 °C.

Rule 4.2 Do not omit words or use contractions to make your sentences shorter.

Each sentence must have all its parts. When you write sentences, do not omit words or use contractions (for example, “don't,” “isn't,” “aren't”). If you do that, your sentence will be shorter, but it will not be easier to read. Write all the words in full.

Do not omit nouns to make short sentences. It will not be easy for the reader to understand the meaning of the sentence.

Example:

Non-STE:	*Can be a maximum of five inches long.*
STE:	Cracks can have a maximum length of five inches.

Do not omit verbs because the reader will not understand the action.

Example:

Non-STE:	*Rotary switch to INPUT.*
STE:	Set the rotary switch to INPUT.

Do not omit the subject because the reader will not understand the action.

Examples:

Non-STE:	*If installed, remove the shims.*
STE:	If shims are installed, remove them.

Non-STE:	*WARNING: MAKE SURE THAT THE POTABLE WATER SYSTEM IS NOT PRESSURIZED. IF NOT, THIS CAN CAUSE INJURY TO PERSONS.*
STE:	WARNING: MAKE SURE THAT THE POTABLE WATER SYSTEM IS NOT PRESSURIZED. A PRESSURIZED SYSTEM CAN CAUSE INJURY TO PERSONS.

Do not omit articles to make the sentence shorter because omitted articles can cause ambiguity.

Examples:

Non-STE:	*Remove the bolt and stop.*
STE:	Remove the bolt and the stop.

Do not omit parts of words to make contractions because contractions will not be easy to understand.

Example:

Non-STE:	*If your hands are wet, don't touch the USB power adapter.*
STE:	If your hands are wet, do not touch the USB power adapter.

Vertical lists

Rule 4.3 Use a vertical list for complex text.

When your sentence is long and you must include many different items (for example, a list of components, parts, or documents) or actions, you can put them in a vertical list. Vertical lists make long and complex texts much easier to read and understand.

When you make a vertical list:

- Put a colon (:) at the end of the first sentence, before the first item in the vertical list.
- Identify each item in the vertical list with a number, letter, punctuation mark, or symbol. For example, you can use:
  - A dash (-)
  - A bullet point (•)
  - A letter (a, b, c…)
  - A number (1, 2, 3…).
- Start each item in the vertical list with an uppercase letter.
- Where applicable, use an article before the noun that is the subject of each item in the vertical list.
- Put a period at the end of an item in the vertical list if it is a full sentence.
- Do not put a period at the end of an item in the vertical list if it is not a full sentence.
- Do not put a comma or a semicolon at the end of an item in the vertical list.
- Put a period at the end of the last item in the vertical list.

To know which marks or symbols to use, refer to the applicable specifications for technical publications, style guides, and other official directives.

Examples:

In the two examples that follow, the vertical lists give a list of parts and documents. Dashes and bullet points identify each of these parts and documents.

Non-STE: *The wheel assembly comprises the tire, the tube, the spokes, the spoke fittings, the valve, and the hub.*

STE: The wheel assembly has these parts:
- The tire
- The tube
- The spokes
- The spoke fittings
- The valve
- The hub.

Non-STE:	*The report must include each of the following: a completed REC-1 form, a three-view drawing of the unit, a photograph of the unit, a copy of the source data.*
STE:	The report must include: • A completed REC-1 form • A three-view drawing of the unit • A photograph of the unit • A copy of the source data.

In the two examples that follow, the vertical lists give a procedure and a description. Letters and numbers identify each work step.

Non-STE:	*If the RAT is retracted, remove the tag, open the isolating valves and, ensuring that there is no possibility of fouling, slowly extend the RAT to its full stroke. Close the isolating valves; tag "DO NOT OPERATE." Release the DOWN pressure.*
STE:	If the Ram Air Turbine (RAT) is retracted: (a) Remove the tag. (b) Open the isolating valves. (c) Slowly and fully extend the RAT and make sure that it does not touch other parts. (d) Close the isolating valves. (e) Tag the isolating valves with "DO NOT OPERATE." (f) Release the DOWN pressure.

Non-STE:	*During the final movement of the landing gear retraction, the door operating bar located on the leg contacts and turns the latch, withdrawing the roller from the slot and the second roller entraps the door operating bar.*
STE:	When the landing gear retracts: (1) The door operating bar on the leg touches and turns the latch. (2) The roller moves out of the slot. (3) The second roller keeps the door operating bar in position.

You can use vertical lists in procedural and descriptive writings, but you cannot mix the two types of writing in the same vertical list.

In safety instructions, include negative commands (DO NOT) where necessary for each item in the vertical list. This method will make the safety instruction more direct and easier to understand.

Example:

Non-STE:	*<u>CAUTION</u>: WHEN YOU GET ACCESS TO THE REAR FUSELAGE THROUGH THE ACCESS PANEL, <u>DO NOT</u>:* *- PUT YOUR FEET ON THE APU LINE.* *- USE THE APU LINE AS A HANDLE.*
STE:	<u>CAUTION:</u> WHEN YOU GET ACCESS TO THE REAR FUSELAGE THROUGH THE ACCESS PANEL: - <u>DO NOT</u> PUT YOUR FEET ON THE APU LINE. - <u>DO NOT</u> USE THE APU LINE AS A HANDLE.

Always make sure that each item in the vertical list connects clearly and correctly to the first part of the vertical list (the text that is before the colon).

Example:

Non-STE: *Do not use acetone for cleaning these parts after the repair:*
- *the service cabinet,*
- *the toilet shrouds with the supports,*
- *parts made of polycarbonate.*

STE: After the repair, do not use acetone to clean:
- The service cabinet
- The toilet shrouds
- The toilet shroud supports
- Parts made of polycarbonate.

Always make sure that the layout of your vertical list is easy to read. In the example that follows, there is a second vertical list included in the primary vertical list. Use the same level for all items in the vertical list.

Example:

Non-STE: *Remove these parts:*
- *The four screws (3)*
- *The four washers (4)*
- *The flange (2) that includes:*
  - *The two O-rings (6)*
  - *The seals (7)*
- *The shims (8)*
- *The spring (9).*

STE: Remove these parts:
- The four screws (3)
- The four washers (4)
- The flange (2) (that includes the two O-rings (6) and the seals (7))
- The shims (8)
- The spring (9).

An item in a vertical list can contain a verb and not be a full sentence. Then, you do not use a period at the end of that item.

Example:

Non-STE: *The middle part of the reservoir has the components that follow:*
- *One check valve that prevents the backflow of fluid.*
- *One air relief valve that opens at a pressure of 25 psi.*
- *One transfer pipe connected to the pressurization manifold.*

STE: The middle part of the reservoir has the components that follow:
- One check valve that prevents the backflow of fluid
- One air relief valve that opens at a pressure of 25 psi
- One transfer pipe connected to the pressurization manifold.

Connecting words and connecting phrases

Rule 4.4 Use connecting words and connecting phrases to connect sentences that contain related topics.

Connecting words and connecting phrases connect a topic in one sentence with an idea in a sentence that follows.

In a descriptive text, connecting words and connecting phrases give your writing a logical structure and give information that is easy to understand.

Some of the connecting words that are approved in the dictionary are “and,” “but,” “then,” and “thus.”

“As a result” and “at the same time” are examples of connecting phrases that you can use.

Examples in STE:

(Refer to the underlined connecting words and connecting phrases.)

The localizer course aligns with the centerline of the runway. And the glideslope path is at a constant angle to the threshold of the runway.

These safety precautions are the minimum necessary for work in the pit lane. But the local regulations can give other necessary safety precautions.

If the pressure increases, it changes the electrical currents in the transmitter. Thus, the power unit supplies currents to the indicator on the related panel.

When the hydraulic pressure is released, the sequence valve moves to the open position. As a result, the actuators are connected to the hydraulic return.

You can also use demonstrative adjectives as connecting words to connect ideas in related sentences.

In procedures, you can use these connecting words when an explanation is necessary after a work step. Connecting words can also be necessary in safety instructions to connect related sentences or make the text clear.

Examples in STE:

(Refer to underlined connecting words.)

Tag the disassembled parts. This method will help you during the subsequent procedures.

WARNING: ALWAYS USE PROTECTIVE EQUIPMENT IN THIS AREA. THIS PRECAUTION WILL PREVENT INJURY.

Articles and demonstrative adjectives

Rule 4.5 When applicable, use an article (the, a, an) or a demonstrative adjective (this, these) before a noun or a multi-word noun.

Articles and demonstrative adjectives show the position of nouns and multi-word nouns in the sentence. Use articles and demonstrative adjectives correctly and do not omit them to make the text shorter.

Examples:

Non-STE: *Turn shaft assembly.*
STE: Turn the shaft assembly.

Non-STE: *Data module tells you how to operate unit.*
STE: This data module tells you how to operate the unit.

STE: You can use equivalent alternatives for these items.

It is not always correct English to put an article before a noun. Do not use articles in general statements or concepts.

Examples in STE:

STE: Solvents can cause damage to paint.
(No articles before “solvents” or “paint.” The context does not give a specified solvent or paint.)

STE: The machine operates with high efficiency.
(No article before “high efficiency.” The sentence refers to a general concept.)

STE: This software increases performance.
(No article before “performance” because it refers to an abstract quality.)

In short sentences, it can be clearer to use articles before all nouns.

STE: Install the nuts (2) and the bolts (3).

But sentences that contain a long series of items are clearer when you use the article only before the first noun in the series.

STE: Discard the O-rings (3), gaskets (4), seals (7), and washers (9).

When you use the article in a series of items, always make sure that adjectives do not cause ambiguity.

STE: Install the new O-rings (15), spacers (14), nut (13), and safety pin (12).
(The article in this instruction tells you that all items in the series are new.)

STE: Install the new O-rings (15), the spacers (14), the nut (13), and the safety pin (12). (The articles in this instruction tell you that only the O-rings (15) are new.)

A definite article is incorrect before a noun when an alphanumeric identifier comes after it. This is because the alphanumeric identifier shows that it is a proper noun.

Example:

Incorrect: *Tag the circuit breaker 36L7.*
CORRECT: Tag circuit breaker 36L7.

If you are not sure about how to use the articles correctly in your writing, refer to a comprehensive grammar book, for example, “Practical English Usage” by Michael Swan. This type of resource gives clear explanations on grammar topics, which include how and when to use articles correctly in your text.

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Section 5 - Procedural writing

Summary of the rules

Sentences

Rule 5.1 Write short sentences. Use a maximum of 20 words in each sentence.

Rule 5.2 Write only one instruction in each sentence unless two or more actions occur at the same time.

Verbs in procedures

Rule 5.3 Write instructions in the imperative (command) form.

Descriptive statements in instructions

Rule 5.4 When there is a condition that the reader must know about first, start the instruction with a descriptive statement. Then, divide that descriptive statement from the command with a comma.

Notes

Rule 5.5 Write notes only to give information, not instructions.

Sentences

Rule 5.1 Write short sentences. Use a maximum of 20 words in each sentence.

Procedures give instructions that tell you how to do a task. Long sentences in work steps are not easy to understand.

In STE, the maximum length of a sentence for procedures is 20 words.

Warnings, cautions, and other safety instructions must also obey this rule.

Examples in STE:

Install the three auxiliary screws (2) in the flange of the motor assembly (9).
(This sentence has 14 words.)

CAUTION: WHEN YOU REMOVE THE SHROUD (26), BE CAREFUL NOT TO CAUSE DAMAGE TO THE SURFACE OF THE FLANGE ASSEMBLY (22).
(This sentence has 20 words.)

Non-STE:	*Put preservation oil into the unit through the vent hole until the oil level is approximately 6 mm (0.24 inches) below the surface of the flange cover.* (25 words)
STE:	Put preservation oil into the unit through the vent hole. (10 words) Continue until the oil level is approximately 6 mm (0.24 in) below the surface of the flange cover. (16 words)

In the last STE example, the long sentence is divided into two shorter sentences, which are easier to read. You cannot divide this instruction into two different work steps, because the two actions occur at the same time.

Section 8 gives all the rules about word count.

Notes (rule 5.5) do not obey rule 5.1. Notes are important in procedures, but they contain information only. Thus, the maximum length of a sentence in a note is 25 words.

Rule 5.2 Write only one instruction in each sentence unless two or more actions occur at the same time.

If there are too many instructions in a sentence, the sentence is not easy to read and understand. Write only one instruction in each sentence and clearly show (usually with numbers or letters) the sequence of the work steps. You can use as many work steps as you want in a procedure.

Examples:

STE:	(1) Set the TEST switch to the middle position. (2) Make sure that all the switches on the control panel are OFF. (Two work steps)
Non-STE:	*Set the TEST switch to the middle position and release the SHORT-CIRCUIT TEST switch.*
STE:	A. Set the TEST switch to the middle position. B. Release the SHORT-CIRCUIT TEST switch. (The original sentence is divided into two different work steps because the two actions do not occur at the same time.)

You can write more than one instruction in a sentence when two actions occur at the same time.

Examples in STE:

Hold the panel in its open position and install the fastener.

Slowly extend the rod fully and make sure that it does not touch other parts.

Cut and remove the wire.

Remove and discard the seal.

You can write more than one sentence in a work step:

- When actions occur at the same time
- When a result occurs immediately after an action.

Examples in STE:

Make sure that the locking torque of each of the four bolts (6) is a minimum of 0.30 Nm. Then, torque each of the four bolts (6) to 4.20 Nm.
(During a torque procedure, the torque action immediately follows the check of the locking torque in one action. Thus, you cannot divide the sentence into two different work steps.)

Measure the leakage from the outlet port. The leakage must not be more than 0.5 cc/minute.
(The second sentence here gives the limit for the result of the test. The work step occurs in one action, and you cannot divide the sentence into two different work steps.)

Verbs in procedures

Rule 5.3 Write instructions in the imperative (command) form.

An instruction tells the reader to do something. Write the verb in the imperative (command) form.

Examples in STE:

Set the switch to ON.

Remove the four bolts.

Increase the pressure to 60 psi.

Inflate the tires.

Install the new O-ring.

The imperative form gives the reader a clear instruction. If you use other types of sentence structure, you can cause ambiguity. Thus, the reader will not know:

- If it is important to do a work step.
- If a different person did the work step.
- If a different person must do the work step in the future.

Examples:

Non-STE: *The test can be continued.*
STE: Continue the test.

Non-STE: *Oil and grease are to be removed with a degreasing agent.*
STE: Remove oil and grease with a degreasing agent.

Do not use the verb “must” before the imperative form, unless the instruction is very important for safety (for example, in a safety instruction) or when you give an important condition.

Example:

Do not write: Before you remove the clamp, you must disconnect the hose.

WRITE: Before you remove the clamp, disconnect the hose.

STE: WARNING: IF YOU MUST CUT THE WIRE, ALWAYS USE A PROTECTIVE MASK. PIECES OF WIRES CAN CAUSE INJURY.

Descriptive statements in instructions

Rule 5.4 When there is a condition that the reader must know about first, start the instruction with a descriptive statement. Then, divide that descriptive statement from the command with a comma.

If a special condition is necessary for a work step, the reader must know the condition first.

Write the condition first in the sentence, and then use a comma to show the end of the condition, and the start of the instruction.

Examples:

Do not write: Set the switch to NORMAL when the light comes on.

WRITE: When the light comes on, set the switch to NORMAL.

Do not write: Apply the primer when the surface is dry.

WRITE: When the surface is dry, apply the primer.

Do not write: Disconnect the Constant Speed Drive (CSD) from the gearbox, if it does not operate correctly.

WRITE: If the Constant Speed Drive (CSD) does not operate correctly, disconnect it from the gearbox.

The comma is important. Be careful when you use it because the position of the comma can change the meaning of your sentence.

Examples in STE:

If the Constant Speed Drive (CSD) does not operate correctly, disconnect it from the gearbox.

If the Constant Speed Drive (CSD) does not operate, correctly disconnect it from the gearbox.

The two sentences in the examples are correct, but their meanings are different. In the first sentence, the comma after “correctly” shows that the adverb modifies the verb “operate.” In the second sentence, the comma after “operate” shows that the adverb modifies the verb “disconnect.”

Notes

Rule 5.5 Write notes only to give information, not instructions.

Notes only give information to help the reader during a procedure. They contain descriptive text and obey the rules for descriptive writing.

Notes must not give instructions, requirements, or limits.

Examples in STE:

NOTE: The gyroscope will become stable after approximately 15 seconds.

NOTE: It is not necessary to remove the nameplate (33) from the flange (27).

NOTE: You can use equivalent alternatives for these items.

A note can have one or more sentences. Each sentence in a note can have a maximum of 25 words.

Examples in STE:

NOTE: During the subsequent test, you get the cracking pressure when the fuel flow from the CROSS FEED port is more than 5 cc/minute.
(One sentence, 22 words.)

NOTE: The data collection is not completed. Thus, the statistics module can give incorrect results.
(Two sentences, 6 words and 8 words.)

Do not use the imperative form in a note. If you use the imperative form, the note becomes an instruction for a work step.

Example:

Non-STE: *NOTE:* *Make sure that the avionics ventilation system continues to operate correctly.*
(This text is not a note because it contains the imperative form.)

STE: (6) Make sure that the avionics ventilation system continues to operate correctly.
(This is work step number 6 in the applicable procedure.)

If you include instructions in a note, it is possible that the reader will not see the information. If the information given in a note is important to prevent damage or injury, you must give such information in a safety instruction.

Examples:

Non-STE:	*NOTE:*	*When you connect the lines, do not bend them too much. If you bend the lines too much, you can cause damage to them.*
		(This text is not a note. It is a safety instruction.)
STE:	CAUTION:	WHEN YOU CONNECT THE LINES, DO NOT BEND THEM TOO MUCH. IF YOU BEND THE LINES TOO MUCH, YOU CAN CAUSE DAMAGE TO THEM.

Non-STE:	*NOTE:*	*Before closing the hatch, it is mandatory to ensure that no persons are in the crew rest compartment. When the hatch is closed, there is no airflow to the compartment and therefore there is a risk of suffocation.*
		(Although the non-STE text does not contain the imperative form, it is not a note. It is a safety instruction.)
STE:	WARNING:	BEFORE YOU CLOSE THE HATCH, MAKE SURE THAT NO PERSONS ARE IN THE CREW REST COMPARTMENT. WHEN THE HATCH IS CLOSED, THERE IS NO AIRFLOW TO THE COMPARTMENT AND THERE IS A RISK OF SUFFOCATION.

Do not use a note to give limits, tolerances, or results of a work step. This information must come directly after the related action in the work step.

Examples:

Non-STE:	*B.*	*Measure the leakage from the outlet port.*
	NOTE:	*The leakage must not be more than 0.5 cc/minute.*
		(This note gives a limit that is important for the work step.)
STE:	B.	Measure the leakage from the outlet port. The leakage must not be more than 0.5 cc/minute.
		(This work step is correct. It gives the action first and then the related limit.)

How to use notes correctly

When you write a procedure, and this procedure contains notes, do this test:

- Carefully read the procedure without the notes.
- Make sure that the reader can do the procedure correctly without the notes.

A satisfactory result of this test tells you that you used the notes correctly.

If important information is missing from the procedure and this information is in a note:

- Remove the information from the note.
- Write the missing information in a work step.
- Include this new work step where applicable in the procedure.
- Do the test again until you are fully sure that the reader can do the procedure without the notes.

In STE, you use notes in procedures. You can write notes in descriptions only if the notes are necessary for illustrations or tables that are parts of such descriptions.

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Section 6 - Descriptive writing

Summary of the rules

Content structure

Rule 6.1 Give information gradually.

Rule 6.2 Use key words and key phrases to give your text a logical structure.

Sentences

Rule 6.3 Write short sentences. Use a maximum of 25 words in each sentence.

Paragraphs

Rule 6.4 Use paragraphs to show related information.

Rule 6.5 Make sure that each paragraph has only one topic.

Rule 6.6 Make sure that no paragraph has more than six sentences.

Content structure

Descriptive writing gives information, not instructions. Thus, the imperative form of the verb is not permitted.

Descriptive writing can be:

- A description of an item, a product, a system, or a component, its function, how it is made and how it operates
- A text that gives general information (for example, reports, brochures, and papers)
- A note in a procedure.

Rule 6.1 Give information gradually.

In a descriptive text, give information gradually and make sure that each sentence contains only one subject. If you give too much information too quickly, your text will not be easy to understand, and it will be necessary for the reader to read it again.

Example:

Non-STE: *Instrument Landing System*

During the approach to the runway, deviation pointers in the course indicators give commands to fly up or down and left or right. This information comes from the VHF transceivers, which are part of the Instrument Landing System. This helps the pilot during the landing approach. When the pilot responds to the commands, the aircraft can be flown over the runway centerline (localizer) and at a fixed angle (glideslope) to the runway threshold. The localizer signals are processed by the transceiver and data are transmitted to Air Traffic Control.

The STE text that follows shows how you can use short sentences to write a clear text that gives information gradually. Each sentence contains only one subject in underlined texts.

STE: Instrument Landing System

The Instrument Landing System (the system) on the aircraft shows data that helps the pilot during the approach to the runway. This system shows the pilot the deviations from the localizer course and the glideslope path. The localizer course aligns with the centerline of the runway. And the glideslope path is at a constant angle to the threshold of the runway. During the approach to the runway, deviation pointers in the course indicators show the pilot in which direction the aircraft must go:

- Left or right (for the localizer)
- Up or down (for the glideslope).

This data about deviations from the localizer course and glideslope path comes from two VHF transceivers. These transceivers transmit this data to Air Traffic Control.

The STE text is divided into two paragraphs and has a logical structure:

- The first paragraph has five sentences.
- The second paragraph has two sentences.

Rule 6.2 Use key words and key phrases to give your text a logical structure.

Key words are words that occur in a text to connect different ideas, and key phrases are phrases that have the same function.

These key words and key phrases show how information in a text is related and give the text a logical structure.

You can also use connecting words and connecting phrases to help the reader understand the logical flow of ideas in the text. Connecting words and connecting phrases have the function of traffic signs, which tell the reader if the information is new, different, or a result of previous information. Examples of approved connecting words are: “and,” “but,” “then,” “thus,” and examples of connecting phrases are “as a result,” and “at the same time.”

The example that follows is the STE text of the example for rule 6.1. In the text, you can see how the underlined key words and key phrases connect sentences and their related ideas. This makes the text much easier to read and understand.

When you use key words and key phrases, make sure that you do not change them in your text. The same terminology will keep your text clear and correct.

Example in STE:

Sentence 1	Sentence 2
The Instrument Landing System (the system) on the aircraft shows data that helps the pilot during the approach to the runway.	This system shows the pilot the deviations from the localizer course and the glideslope path.

Sentence 2 uses the key words “system,” “show,” and “pilot” again to add more information about sentence 1.

Sentence 2	Sentences 3 and 4
This system shows the pilot the deviations from the localizer course and the glideslope path.	The localizer course aligns with the centerline of the runway. And the glideslope path is at a constant angle to the threshold of the runway.

Sentences 3 and 4 use the key words “localizer course” and “glideslope path” again and add new information.

Sentence 3	Sentence 4
The localizer course aligns with the centerline of the runway.	And the glideslope path is at a constant angle to the threshold of the runway.

Sentences 3 and 4 also include the key word “runway,” which refers back to sentence 1.

Sentences 3 and 4	Sentence 5
The localizer course aligns with the centerline of the runway. And the glideslope path is at a constant angle to the threshold of the runway.	During the approach to the runway, deviation pointers in the course indicators show the pilot in which direction the aircraft must go: - Left or right (for the localizer) - Up or down (for the glideslope).

Sentence 5 also connects to the previous sentences 3 and 4 with the key word “runway” again. Then, sentence 5 gives more information about the function of indicators for the localizer and the glideslope.

Sentence 2	Sentence 5
This system shows the pilot the deviations from the localizer course and the glideslope path.	During the approach to the runway, deviation pointers in the course indicators show the pilot in which direction the aircraft must go: - Left or right (for the localizer) - Up or down (for the glideslope).

Key words and key phrases (for example, “show(s) the pilot”) give a logical connection between sentences 2 and 5.

Sentence 1	Sentence 5
The Instrument Landing System in the aircraft shows data that helps the pilot during the approach to the runway.	During the approach to the runway, deviation pointers in the course indicators show the pilot in which direction the aircraft must go: - Left or right (for the localizer) - Up or down (for the glideslope).

Sentences 1 and 5 are also connected to make a logical paragraph.

Sentence 5 also uses the key phrase “during the approach to the runway” from sentence 1 again to refer to the initial sentence and give more information about it. When you use the same key words and key phrases again, the sentences have a logical connection. If you use different terminology, your text will not be easy to read.

There is also a logical connection between the two paragraphs.

Paragraph 1 (Sentences 1 thru 5): deviation, data, localizer, glideslope

Paragraph 2 (Sentences 6 and 7): This data about deviations from the localizer course and glideslope path comes from two VHF transceivers. These transceivers transmit this data to Air Traffic Control.

Sentences

Rule 6.3 Write short sentences. Use a maximum of 25 words in each sentence.

Good technical writing uses short sentences for complex topics. Short sentences give a clear structure to your writing and make information easier to understand.

In descriptive writing, the maximum sentence length is 25 words. This is because descriptive text is more complex than procedural text.

Examples:

STE: During the approach to the runway, deviation pointers in the course indicators show the pilot in which direction the aircraft must go. (22 words)

Non-STE: A smartphone is a cellular telephone that has an integrated computer and many other functions, such as an operating system, internet browsing as well as the ability to run software applications. (31 words)

STE: A smartphone is a cellular telephone that has an integrated computer and many other functions. (15 words) It includes an operating system and an internet browser, and it can also operate software applications. (16 words)

Paragraphs

Rule 6.4 Use paragraphs to show related information.

In procedures, work steps usually have numbers and letters to show their sequence. In descriptive writing, paragraphs keep related information together and give a logical sequence to the text.

In STE, a paragraph starts with a “topic sentence” which tells the reader about the topic of that paragraph. Then, the sentences that follow the topic sentence explain it, or give more information related to it.

In the example, the underlined topic sentence at the start of each paragraph helps the reader understand the content of the paragraph and its topic. When a new paragraph starts, the reader knows that there will be a new topic or different information in that paragraph.

Example:

STE:

1. Lightning Strike

   A. General

      (1) A lightning strike can cause damage to the aircraft. The damage usually occurs at the attachment points. The attachment points include:
      - The nose of the fuselage
      - The tail section
      - The propellers
      - The wing tips
      - The tips of the stabilizer
      - The trailing edge of the stabilizer
      - The antennas
      - The static dischargers.

      (2) From the attachment points, the lightning strike usually goes aft through the structure of the aircraft. The high current of the lightning strike can cause damage to the mechanical systems of the aircraft. Thus, a permanent or a temporary malfunction of the electrical and electronic equipment and systems can occur.

      (3) If a lightning strike occurs, it is necessary to do an inspection of the aircraft for damage. The maintenance personnel must do this inspection before the next flight.

The example has three short paragraphs, which give the text a clear structure and make it easy for the reader to understand.

Rule 6.5 Make sure that each paragraph has only one topic.

In descriptive writing, paragraphs describe topics, and it is important that each paragraph has only one topic. The topic sentence is the first and most important sentence in a paragraph. The topic sentence gives new information and makes a logical connection between the new information and previous information. To make a logical connection in a paragraph, the topic sentence usually contains a key word and/or a connecting word or connecting phrase.

From the topic sentences, the reader will understand the contents of your text and will find the applicable information quickly. If the reader writes down each of the topic sentences from a text, they will make a good outline of its content. The other sentences in each paragraph give the information a logical structure and add more information on the topic of the paragraph.

If you refer to the STE text in the example for rules 6.1 and 6.2 again, you can see that the text is divided into two paragraphs:

- Paragraph 1 (sentences 1 thru 5) – The topic is: “Data to help the pilot.”
- Paragraph 2 (sentences 6 and 7) – The topic is: “How this data is transmitted.”

In the example that follows, the underlined topic sentence at the start of each paragraph helps the reader understand the content that the paragraph explains. More information then follows gradually and connects correctly to the information in the text.

Example:

STE: Instrument Landing System

The Instrument Landing System (the system) on the aircraft shows data that helps the pilot during the approach to the runway. This system shows the pilot the deviations from the localizer course and the glideslope path. The localizer course aligns with the centerline of the runway. And the glideslope path is at a constant angle to the threshold of the runway. During the approach to the runway, deviation pointers in the course indicators show the pilot in which direction the aircraft must go:

- Left or right (for the localizer)
- Up or down (for the glideslope).

This data about deviations from the localizer course and glideslope path comes from two VHF transceivers. These transceivers transmit this data to Air Traffic Control.

Rule 6.6 Make sure that no paragraph has more than six sentences.

Paragraphs divide a text into logical units and help keep the reader's attention. If paragraphs are too long, they cannot have this function. Do not put different topics in the same paragraph. If a paragraph has more than six sentences, divide it into two smaller paragraphs. This structure will make your text easier to read.

Example:

STE: Description of the fuel manifold (refer to figure 10001)

The fuel manifold (1) has these primary parts:
- Two motorized fuel shut-off valves (referred to in this manual as a “shut-off valve”)
- A pressure transducer (2)
- Three fittings (10), (13) and (15). (one paragraph, 1 sentence)

The shut-off valve operates in the valve body (21). The valve body (21) has:
- An aluminum alloy ball (27)
- A retaining ring (31)
- Two seals (26)
- A spring (25). (one paragraph, 2 sentences)

The spring (25) holds the ball (27) in position to prevent internal leakage. The preformed packings (18), (2) and (30) are installed on the seals (26), the shaft (28), and in the valve body. They prevent external leakage. One of the two seals (26), on which the spring (25) operates, has the function of a relief valve. It operates when the pressure applied in the opposite direction is more than a set value. (one paragraph, 5 sentences)

The actuator assembly (4) is of a rotary type. A DC motor, which has a permanent high-speed magnet, supplies power to the actuator. Micro-switches in the actuator de-energize it at the end of travel. They also send signals to the fuel control panel to show the operation condition of the valve. A micro-relay controls the direction of shaft rotation and an electrical connector connects the actuator assembly to the aircraft electrical supply. (one paragraph, 4 sentences)

The pressure transducer (2) is installed downstream of the shut-off valve (in the RH engine line). The fitting (10) connects the pressure transducer (2) to the fuel manifold (1). A lockwire safeties the pressure transducer (2). The pressure transducer (2) has an electrical connector that connects it to the Fuel Management System of the aircraft. (one paragraph, 4 sentences)

Three fittings (10), (13), and (15) connect the two shut-off valves and the pressure transducer (2). They attach the fuel manifold (1) to the aircraft structure. (one paragraph, 2 sentences)

The example has short paragraphs, which give the text a clear structure and make it easy for the reader to understand.

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Section 7 - Safety instructions

Summary of the rules

Definitions

How to write safety instructions

Rule 7.1	Use an applicable word (for example, “warning” or “caution”) to identify the level of risk.
Rule 7.2	Start a safety instruction with a clear and accurate command or condition.
Rule 7.3	Give an explanation to show the risk or possible result.

Definitions

Safety instructions tell the readers that procedures or work steps in procedures can be dangerous or cause damage. Usually, descriptive writing does not include safety instructions, unless these instructions are quoted text, or a descriptive text that includes safety risks.

The words and definitions that follow agree with the specifications for technical publications that are applicable to aerospace and defense:

- A **warning** tells the reader that there is a risk of injury or death.
- A **caution** tells the reader that there is a risk of damage to objects.

It is possible that other industries or domains use different words or categories for safety instructions.

If you use different words (for example, “danger,” “attention,” or “notice”) or graphical symbols, always make sure that the content obeys rules 7.1 thru 7.3. For more information, refer to:

- International Organization for Standardization. (2018). *Occupational health and safety management systems — Requirements with guidance for use* (ISO 45001:2018).
- American National Standards Institute. (2024). *ANSI Z535 series*.
- International Organization for Standardization. (2024). *Graphical symbols — Safety colours and safety signs — Parts 1 thru 4* (ISO 3864).

How to write safety instructions

Rule 7.1 Use an applicable word (for example, “warning” or “caution”) to identify the level of risk.

Use a word (for example, “warning” or “caution”) or, when applicable, a symbol, to immediately show your reader the level of the related risk.

Examples in STE:

All examples in this section are in uppercase letters, but STE does not give rules for formatting. Refer to the applicable specifications for technical publications, style guides, and other official directives.

WARNING: BEFORE YOU FILL THE LIQUID OXYGEN SYSTEM, PUT ON A FACE MASK AND PROTECTIVE CLOTHING. LIQUID OXYGEN CAN CAUSE IRRITATION OF THE RESPIRATORY TRACT AND EYE IRRITATION.

WARNING: ALWAYS KEEP YOUR HANDS AND FEET AWAY FROM THE BLADE. WHEN THE MOTOR OPERATES, THE BLADE TURNS AND CAN CAUSE INJURY.

CAUTION: BEFORE YOU OPERATE THE GROUND TEST UNIT, MAKE SURE THAT THE PRESSURE REGULATOR IS SET TO ZERO. THIS PRECAUTION WILL PREVENT DAMAGE TO THE UNIT.

CAUTION: DO NOT USE BLEACH OR CLEANSERS THAT CONTAIN CHLORINE TO CLEAN THE UNIT. THESE CLEANING AGENTS CAN CAUSE CORROSION.

Do an accurate risk analysis to identify the level of risk. Then, make a decision:

- If there is a risk of injury or death, use a “warning.”
- If there is a risk of damage to machines, tools, or equipment, use a “caution.”
- If there are the two levels of risk together, use a “warning.”

Examples:

Non-STE: CAUTION: EXTREME CLEANLINESS OF OXYGEN TUBES IS IMPERATIVE.

STE: WARNING: MAKE SURE THAT THE OXYGEN TUBES ARE FULLY CLEAN. OXYGEN AND GREASE MAKE AN EXPLOSIVE MIXTURE. AN EXPLOSION CAN CAUSE INJURY OR DEATH.

In the non-STE example, the safety instruction is a caution. But if you know about oxygen systems, you also know that oxygen mixed with other materials can cause explosions. Because there is a risk of injury or death here, you must identify this safety instruction as a warning.

Compare the wording in the two safety instructions. The non-STE safety instruction is an abstract sentence and only makes a general statement. The warning in STE gives clear and correct information about how to decrease the risk of explosion. The warning contains the words “explosion,” “injury,” and “death” to make the reader clearly understand how important this safety instruction is.

Rule 7.2 Start a safety instruction with a clear and accurate command or condition.

Start a safety instruction with a clear and accurate command or condition. Your reader must know how to prevent accidents and keep a high level of safety.

Examples in STE:

(Refer to the underlined command.)

WARNING: DO NOT SWALLOW THE SOLVENT. ALWAYS MAKE SURE THAT YOU KNOW THE SAFETY PRECAUTIONS AND FIRST AID INSTRUCTIONS FOR SOLVENTS. SOLVENTS ARE POISONOUS AND CAN CAUSE INJURY OR DEATH.

CAUTION: DO NOT USE BLEACH OR CLEANSERS THAT CONTAIN CHLORINE TO CLEAN THE UNIT. THESE CLEANING AGENTS CAN CAUSE CORROSION.

If your reader must know about a condition before the start of a procedure or work step, give this condition first.

Examples in STE:

(Refer to the underlined condition.)

WARNING: WHILE YOU USE THE SPRAY PAINT, POINT THE SPRAY AWAY FROM YOUR FACE. THE SPRAY PAINT CAN CAUSE INJURY TO YOUR EYES.

CAUTION: WHEN YOU ASSEMBLE THE UNIT, DO NOT LET THE PARTS FALL. IF THEY FALL, PERMANENT DAMAGE TO THE PARTS CAN OCCUR.

Rule 7.3 Give an explanation to show the risk or possible result.

If it is possible, always tell your reader about the problems that can occur if the reader does not obey the safety instruction. If there is a clear and specified risk, the person who does the task will understand the risk and be more careful. The examples that follow are those given in rule 7.2, in which the underlined explanation clearly shows the risk or possible result.

Examples:

(Refer to the underlined risk or possible result.)

WARNING: DO NOT SWALLOW THE SOLVENT. ALWAYS MAKE SURE THAT YOU KNOW THE SAFETY PRECAUTIONS AND FIRST AID INSTRUCTIONS FOR SOLVENTS. SOLVENTS ARE POISONOUS AND CAN CAUSE INJURY OR DEATH.

CAUTION: DO NOT USE BLEACH OR CLEANSERS THAT CONTAIN CHLORINE TO CLEAN THE UNIT. THESE CLEANING AGENTS CAN CAUSE CORROSION.

WARNING: WHILE YOU USE THE SPRAY PAINT, POINT THE SPRAY AWAY FROM YOUR FACE. THE SPRAY PAINT CAN CAUSE INJURY TO YOUR EYES.

CAUTION: WHEN YOU ASSEMBLE THE UNIT, DO NOT LET THE PARTS FALL. IF THEY FALL, PERMANENT DAMAGE TO THE PARTS CAN OCCUR.

Section 8 - Punctuation and word count

Summary of the rules

Punctuation

Rule 8.1 You can use all standard English punctuation marks but not the semicolon (;).

Rule 8.2 Use hyphens (-) to connect words that are directly related.

Rule 8.3 You can use parentheses:
- To make references to illustrations or text
- To include letters or numbers that identify items on an illustration or in a text
- To identify the work steps in a procedure
- To include abbreviations
- To give the singular and plural forms of a noun at the same time
- To explain words or a part of a sentence
- To include an alternative.

Word count

Rule 8.4 In a vertical list, a colon (:) has the same effect on word count as a period and shows the end of a sentence.

Rule 8.5 When you put text in parentheses, it counts as one word in that sentence.

Rule 8.6 Count each of these elements as one word:
- Numbers
- Numbers together with units of measurement
- Abbreviations
- Alphanumeric identifiers
- Quoted text
- Titles, headings, placards, and labels
- Proper nouns of individuals, groups, organizations, and geopolitical entities.

Rule 8.7 Hyphenated words count as one word.

Punctuation

Correct punctuation is important because it prevents ambiguity and shows how the different parts of the text are related.

STE does not give you rules about general punctuation. For more information, refer to official reference books. For example:

- The Chicago Manual of Style. (2024). *The Chicago manual of style* (18th ed.).
- Sabin, W. A. (2011). *The Gregg reference manual: A manual of style, grammar, usage, and formatting* (10th ed.).
- U.S. Government Publishing Office. (2020). *U.S. Government Publishing Office style manual.*
- Swan, M. (2017). *Practical English usage* (4th ed.).
- Kirkman, J. (2006). *Punctuation matters: Advice on punctuation for scientific and technical writing*.

Rule 8.1 You can use all standard English punctuation marks but not the semicolon (;).

The semicolon (;) is not permitted in STE because it lets you write very long sentences. It is also not easy to use correctly. As an alternative to the semicolon, always write two different sentences.

Examples:

Non-STE:	*(1)*	*Examine the removed parts; replace the damaged ones.*
STE:	(1)	Examine the removed parts for damage.
	(2)	Replace the damaged part(s).

Non-STE:	*The battery is not user-replaceable; it can only be replaced by an approved service station.*
STE:	Users cannot replace the battery. Only specialists at approved service stations can replace it.

Rule 8.2 Use hyphens (-) to connect words that are directly related.

A hyphen (-) is a punctuation mark that connects words or parts of words. Use the hyphen for technical nouns to show that two or more words are directly related. This construction helps the reader to understand words and phrases more easily.

The examples that follow show how to use hyphens to connect words that are directly related.

1. **Terms that have two or more words and are adjectives before a noun:**
   low-altitude flight, high-pressure chamber, air-conditioned compartment, transmitter-receiver system, quick-release fastener, clamshell-type flap, eighteen-inch monitor, cast-aluminum bracket, three-to-one ratio, trial-and-error method, air-to-air refueling, soap-and-water solution, up-to-date information, run-on torque, break-away torque, cut-in speed, in-flight entertainment system, stiff-bristled brush, fire-resistant material, self-sealing hose
2. **Two-word fractions or numbers:**
   forty-seven, ninety-ninth, one hundred and sixty-two, three-sixteenths, one thirty-second
3. **Terms that contain an uppercase letter plus a noun, or a number plus a noun, and that usually give the shape or configuration of something:**
   L-shaped bracket, O-ring, T-shirt, U-beam, Y-coupling, V-band clamp, 3-prong connector, 180-grit abrasive cloth
4. **Verbs that contain a noun or a different part of speech as the first part:**
   die-cast, arc-weld, fusion-bond, stop-drill, vacuum-pack, heat-treat, jump-start, air-condition, short-circuit, fast-forward, cold-roll, dry-clean, blow-dry
5. **Terms in which the end of the prefix is a vowel, and the root word starts with a vowel:**
   pre-amplifier, de-icing, anti-icing, pre-engage

A hyphen is different from a dash, which divides ideas, shows a range, or gives a signal for a pause. A dash is usually longer than a hyphen, but it is at times shown as a hyphen with a space on each side.

Rule 8.3 You can use parentheses:
- **To make references to illustrations or text**
- **To include letters or numbers that identify items on an illustration or in a text**
- **To identify the work steps in a procedure**
- **To include abbreviations**
- **To give the singular and plural forms of a noun at the same time**
- **To explain words or a part of a sentence**
- **To include an alternative.**

In STE, you can use parentheses as follows:

1. To make references to illustrations or text

Examples in STE:

Remove the valve (10, Figure 1).

Install the cover (refer to paragraphs 2 thru 5).

2. To include letters or numbers that identify items on an illustration or in a text

Examples in STE:

Disconnect the hoses (2) and (12) from the suction ejector (8).

Remove the nuts (74), the washers (76), the bolts (68), the seals (70), and the bonding straps (72).

3. To identify the work steps in a procedure

Example in STE:

(1) Install the locking cap (4) on the body (8).
(2) Safety the locking cap (4) with the cotter pin (5).
(3) Install a new retaining ring (6).

4. To include abbreviations

Example in STE:

A Liquid Crystal Display (LCD) is a flat-panel display that uses the light-modulating properties of liquid crystals.

5. To give the singular and plural forms of a noun at the same time

Example in STE:

A. Before you do the test(s), install the component(s).
B. Do the applicable test(s).

6. To explain words or a part of a sentence

Examples in STE:

Increase the pressure slowly (not more than 10 psi each minute).

Make sure that the BLEED pushbutton switch is released (the ON legend is off).

7. To include an alternative

Example in STE:

Open the left (right) access panel L42 (R42).

Word count

Rule 8.4 In a vertical list, a colon (:) has the same effect on word count as a period and shows the end of a sentence.

In a vertical list, a colon (:) divides the first part of the sentence from the subsequent items in the vertical list. This colon has the effect of a period (full stop). Thus:

- In procedural sentences, you can use a maximum of 20 words before the colon.
- In descriptive sentences, you can use a maximum of 25 words before the colon.

Each item in a vertical list that comes after the colon counts as a new sentence. Thus, the limit for each item in a vertical list is:

- 20 words for procedural sentences
- 25 words for descriptive sentences.

Example in STE:

To extinguish a possible fire, portable fire extinguishers are installed in these areas: (13 words)
- The cockpit (2 words)
- The cabin (2 words)
- The cabin sub-compartment (3 words)
- The crew rest compartment. (4 words)

Rule 8.5 When you put text in parentheses, it counts as one word in that sentence.

When you count words for sentence length, text in parentheses counts as one word of that sentence. But the words that you put between parentheses also make a new sentence. Thus, count them in that different sentence.

Example in STE:

Make sure that the EMER pushbutton switch is released (the EMER legend is off).

(This sentence has 10 words, because the text in parentheses counts as one word. The sentence in parentheses has 5 words and counts as a different sentence.)

If there is an identifier in parentheses (a number, a letter, or an alphanumeric identifier), this identifier counts as one word in the sentence. Abbreviations in parentheses also count as one word.

Examples in STE:

Remove the safety pin (10).	(5 words)
Installation of a Business Class (B/C) Seat	(7 words)
Hardware and Software Configuration Check of the In-Flight Entertainment (IFE) System	(11 words)

Rule 8.6 Count each of these elements as one word:
- **Numbers**
- **Numbers together with units of measurement**
- **Abbreviations**
- **Alphanumeric identifiers**
- **Quoted text**
- **Titles, headings, and text on placards and labels**
- **Proper nouns of individuals, groups, organizations, and geopolitical entities.**

When you count words for sentence length, count each of these as one word:

1. Numbers

Examples in STE:

Do steps 13 thru 16 a minimum of three times. (10 words)

(“13” and “16” are numbers and each of them counts as one word.)

The spar box has twenty-one ribs. (6 words)

(“Twenty-one” is a number and counts as one word.)

Do not count numbers that identify paragraphs or work steps. These numbers are usually part of the document numbering systems.

2. Numbers together with units of measurement

Units of measurement usually follow their related number (for example, 10 mA). When you write a number together with its unit of measurement, count them as one word.

Examples in STE:

Make sure that the temperature in the room is 10 °C.	(10 words)
Make sure that the temperature in the room is 10 degrees Celsius.	(10 words)
The unit weighs 20 kg.	(4 words)
The unit weighs 20 kilograms.	(4 words)
The resistance must be 10 Ω.	(5 words)
The resistance must be 10 ohms.	(5 words)

3. Abbreviations

In technical texts, you can use abbreviations (also acronyms and initialisms) to make sentences shorter and easier to read. But these abbreviations only help the reader if the reader knows their meanings. Each abbreviation counts as one word.

Examples in STE:

The maintenance team does a test of this system each day at 10 a.m. (13 words)
(“a.m.” is an abbreviation and counts as one word together with its number.)

During this safety check, obey NASA protocols. (7 words)
(NASA is an abbreviation (acronym) and counts as one word.)

For remote access, use the VPN. (6 words)
(VPN is an abbreviation (initialism) and counts as one word.)

4. Alphanumeric identifiers

An alphanumeric identifier is a combination of letters and numbers that identifies something. Each alphanumeric identifier counts as one word.

Examples in STE:

Examine the No. 1 bearing installation. (5 words)
(“No. 1” is an alphanumeric identifier and counts as one word.)

Tag circuit breaker 36L7. (4 words)
(“36L7” is an alphanumeric identifier and counts as one word.)

5. Quoted text

Quoted text is usually given in quotation marks ("...") Words between quotation marks count as one word in a sentence. In some sentences, or parts of the document, uppercase letters or differences in font can also show quoted text. Such text also counts as one word.

Examples in STE:

Touch the "Service Overview" arrow to select the function page. (9 words)
("Service Overview" is quoted text and counts as one word.)

Release the SHORT-CIRCUIT TEST switch. (4 words)
(SHORT-CIRCUIT TEST is quoted text and counts as one word.)

C = (A - B) - 0.063 mm (1 word)
(In STE, a formula is quoted text and counts as one word.)

6. Titles, headings, and text on placards and labels

In some texts, there are words or groups of words that you cannot change. These are:

- Titles and headings
- Text on placards (for example, a warning notice in a work area or public place)
- Text on labels (for example, warning and caution labels that are attached to objects).

Examples in STE:

Before you start a repair, refer to the Structural Repair Manual for the applicable safety procedures and precautions. (16 words)
("Structure Repair Manual" is the title of the document and counts as one word.)

Refer to Testing and Fault Isolation, page block 1001. (6 words)
("Testing and Fault Isolation" is the title of a section in a manual and counts as one word.)

Refer to Requirements after Job Completion for the applicable procedures. (7 words)
("Requirements after Job Completion" is a heading in a data module and counts as one word.)

This procedure is for the inspection of SSI No. 57-21-16, "Outer wing bottom skin lower surface spanwise skin joints at stringer 13 and stringer 20 between Rib 12 and Rib 27 excluding areas covered by flap track fairings 3, 4, and 5." (9 words)
("This procedure is for the inspection of" has 7 words. "SSI No. 57-21-16" is the reference number of the Structurally Significant Item (SSI) and counts as one word. The subsequent text given in quotation marks is the title of the SSI. It is not in STE, and it is not possible to change it. Thus, this text counts as one word. As a result, the full sentence has a total of 9 words.)

"Interior hazards exist to such a degree that interior operations may be conducted only after full examination, and with extreme caution." (1 word)
(The text given in quotation marks is not in STE. It comes from a placard, and it is not possible to change it. It counts as one word.)

"FRAGILE - Please handle with care." (1 word)

(The text given in quotation marks is not in STE. It comes from a label on shipping containers, and it is not possible to change it. It counts as one word.)

7. Proper nouns of individuals, groups, organizations, and geopolitical entities.

There are groups of words that you cannot change because they identify:

- Individuals (for example, John Smith)
- Groups or organizations (for example, World Health Organization)
- Geopolitical entities (for example, Republic of Ireland).

Examples in STE:

The first president of the United States of America was George Washington. (8 words)

("United States of America" is the proper noun of a geopolitical entity and counts as one word. "George Washington" is a proper noun of an individual and counts as one word.)

The owner of STE is the Aerospace, Security and Defence Industries Association of Europe. (7 words)

("Aerospace, Security and Defence Industries Association of Europe" is the proper noun of an organization and counts as one word.)

Rule 8.7 Hyphenated words count as one word.

Groups of words that are not usually adjectives but have the function of an adjective before a noun are hyphenated. Such groups of words count as one word.

Examples in STE:

Clean the surface with a soap-and-water solution. (7 words)

Use the trial-and-error method. (4 words)

When you use hyphens in long technical nouns to make them clearer to the reader, a hyphenated group of words also counts as one word.

Examples in STE:

Cutoff-switch power connection (3 words)

Main-gear-door retraction-winch handle (3 words)

Section 9 - Writing practices

Summary of the rules

Different sentence constructions

Rule 9.1 Use a different sentence construction to write a sentence when a word-for-word replacement is not sufficient.

How to use approved words correctly

Rule 9.2 Use each approved word correctly.

Rule 9.3 When you use two words together, do not make phrasal verbs.

Consistent style

Rule 9.4 When you select terminology or wording, always use a consistent style.

General recommendations

GR-1 The conjunction “that”
GR-2 The preposition “with”
GR-3 How to use pronouns
GR-4 The pronoun “this”
GR-5 False friends
GR-6 Latin abbreviations
GR-7 Inclusive language
GR-8 Possessive form

Different sentence constructions

Rule 9.1 Use a different sentence construction to write a sentence when a word-for-word replacement is not sufficient.

STE is a controlled natural language with a controlled dictionary.

To help you use the approved words correctly, the dictionary gives approved alternatives for words that are not approved. If you find an alternative that has the same part of speech, you can use it to replace the word that is not permitted (a word-for-word replacement).

Example:

Non-STE:	*A value of 2 mm is acceptable.*
	(“Acceptable” is not approved.)
STE:	A value of 2 mm is permitted.

When you replace a word, always make sure that the alternative that you select does not change the meaning of the sentence. If the meaning changes, or if the alternative does not have the same part of speech, you must use a different sentence construction.

A different sentence construction is necessary because:

1. **You must change the grammatical structure of the sentence to use the alternative that you selected. Usually, the STE examples show you how to do this.**

Examples:

Non-STE: *The oil level on the sight gauge must be visible during the test.*

STE: During the test, make sure that you can see the oil level on the sight gauge.

In this example, the approved verb “see” replaces the adjective “visible.” But to use the verb “see,” it is necessary to replace “must be” with “make sure that you can.”

Non-STE: *Cycle the unit twice to remove air from the lines.*

STE: Operate the unit for two cycles to remove air from the lines.

In this example, the approved noun “cycle” together with the approved verb “operate” replaces the verb “cycle.” And the technical noun “two” replaces the adverb “twice.”

When you use different sentence constructions, always make sure that you use approved words that do not change the meaning of the sentence.

2. **The word-for-word replacement of the word that is not approved gives a meaningless result.**

Example:

Non-STE: *Without this modification, the service life of the unit can be uncertain.*

“Uncertain” is not in the dictionary, but it means “not sure” or “not known.” Thus, you can refer to “sure” and “know” in the dictionary. You will find that they are approved, and you can use “not sure” and “not known” (“not” + the approved word).

But do not write:

Non-STE: *Without this modification, the service life of the unit cannot be sure.*

or

Without this modification, the service life of the unit cannot be known.

These sentences are not clear, and they are not good English. You must think about the meaning of the sentence and then use a different sentence construction.

Non-STE: *Without this modification, the service life of the unit can be uncertain.*

STE: Without this modification, it is possible that the service life of this unit will be shorter than usual.

The STE sentence uses approved words to give the same information clearly. Always make sure that you know the purpose of your communication and that the words that you use give the meaning that you want.

3. The approved alternative that you find changes the meaning of the sentence.

Example:

Non-STE:	*Just apply very light pressure to the surface.*
STE:	Only apply very light pressure to the surface.
NOT:	*Immediately apply very light pressure to the surface.*

"Immediately" is the approved alternative for "just." But if you use the word "immediately" in this context, you will change the meaning of the instruction.

4. The word that you must replace is not in the dictionary.

Example:

Non-STE:	*The incidence of water in fuel is dangerous.*
STE:	Water in fuel is dangerous.

"Incidence" is not in the dictionary. Thus, you must think of a different word that has the same meaning, for example, "presence." But "presence" is not approved, and its suggested approved alternative is "be." You can use a different sentence construction to keep the same meaning.

How to use a different sentence construction

When you cannot do a word-for-word replacement, use different words to get the same result.

Example:

Non-STE:	*Lift the seat so that it clears the track locks.*
STE:	Lift the seat until it is away from the track locks.
NOT:	*Lift the seat so that it cleans the track locks.*

In this example, "clear" is not an approved verb and its only alternative in the dictionary is "clean" as a verb. But "clean" as a verb does not have the meaning that you want.

Do not use "clear" as a verb or think that "clear" can be a technical verb.

Answer these questions before you write the sentence:

- "What is the meaning of the word 'clear' in this context?"
- "What is the action that a reader must do?"

If you are not sure, look for "clear" in an English dictionary and find the definition that is applicable to this sentence.

You will understand that "clears the track locks" is the result of the previous action "lift the seat." This is the action that is necessary to increase the distance between the seat and the track locks. Thus, you can tell your reader "lift the seat" (the action) "until the seat is away from the track locks."

In the examples, you saw:

- How you can change a word that is not approved in a sentence.
- How you can write a new sentence that has the same meaning.

Frequently, you must select different words, use different verb forms, or write new sentence constructions. It is possible that you must divide long sentences into shorter ones, remove information that is not necessary, or get more information from an engineer. Frequently, you must

make many changes to your text. Then, when you change one part of a text, you must make sure that it has no negative effects on other parts of the text.

Example:

Non-STE: *If cracks are detected during this procedure, the operator must perform the repair within a certain number of flight hours depending on crack length. Refer to following table:*

Crack length detected	*Time before repair*
L> ...	*1000 flight hours*
L = ...	*2000 flight hours*
L< ...	*3000 flight hours*

STE: If you find cracks, refer to the table that follows:

If the crack is of this length	Do the repair before
L> ...	1000 flight hours
L = ...	2000 flight hours
L< ...	3000 flight hours

In the non-STE example:

- The underlined words are not approved in STE.
- The first verb form “are detected” is in the passive voice.
- The first sentence is 24 words long.
- An article is missing in front of “crack length” and “following table.”
- The instruction is not in the imperative form.

As shown in the dictionary, you can replace:

- “perform” with “do”
- “within” with “in”
- “certain” with “some”
- “detect” with “find”.

You can also include the missing articles. Then, the sentence becomes:

If cracks are found during this procedure, the operator must do the repair in some flight hours depending on the crack length. Refer to the following table:

This sentence keeps the same construction, but the sentence is not good English.

To replace “are found” (passive voice), you must change the construction to: “If you find cracks ...” But this does not change the construction of the remaining part of the sentence.

To replace “following,” you must make a small change to the construction: “Refer to the table that follows:”

To replace “the operator must do the repair,” you must change the construction to: “do the repair”.

To replace “in some flight hours,” you can use “number of flight hours.”

To replace “depending,” you must make an important change to the sentence. This important change is necessary because you cannot do a word-for-word replacement with the alternative “if (conj)” given in the dictionary for “depend.”

You can then write the first sentence as follows:

> *If you find cracks during this procedure, do the repair before the number of flight hours that are applicable to the crack length. Refer to the table that follows:*

But the first sentence has 23 words, and the technical meaning is not correct and not easy to understand. Also, part of the information is in the table. Thus, it is not necessary to give it two times. A good solution is to put the instruction in the table heading, as shown in the STE text.

The primary objective of STE is that readers immediately understand each sentence that they read.

How to use approved words correctly

Rule 9.2 Use each approved word correctly.

Some STE-approved words have meanings that are applicable only in some contexts (restricted meaning).

Before you use a word, read its definition in the approved meaning column of the dictionary. Words frequently have many different meanings in standard English. In STE, approved words usually only have one approved meaning. Other meanings that the word can have in standard English are not approved.

Always make sure that the word that you select has the correct meaning in the applicable context.

Examples:

Non-STE:	*Wear protective clothing.*
STE:	Use (or put on) protective clothing

The word “wear” is approved as a verb, but with the meaning “to become damaged by friction.”

Non-STE:	*This regulation extends to all units.*
STE:	This regulation is applicable to all units.

The verb “extend” has the approved meaning “to increase, or cause something to increase, in dimension or range.” In the non-STE example, the verb “extend” does not agree with its approved meaning.

Non-STE:	*When the pressure goes down, lift the cover.*
STE:	When the pressure decreases, lift the cover.

The verb “goes” together with the preposition “down” is a phrase that refers to a physical movement, for example, when an indicator (a gauge needle or a flag) goes down.

“Decrease” is better because it refers to the pressure, not to the indicator that monitors the pressure.

Non-STE:	*Make sure that the probe went through more than 500 °C.*
STE:	Make sure that the temperature of the probe increased to more than 500 °C.

You can use the verb “go” together with the preposition “through” only for something that physically moves through something. You cannot use it to show a requirement or a condition.

Non-STE:	*Move the tube to see if the inner connection is tight.*
STE:	Move the tube to make sure that the inner connection is tight.

You can use the verb “see” only for something that you can see with your eyes and not as a word for “come to know.”

Non-STE:	*The indicator turns green.*
STE:	The color of the indicator changes to green.

You can use the verb “turn” only with the meaning “to move or cause to move around an axis or a point.”

Non-STE:	*Do not let the pressure go below (or above) 20 psi.*
STE:	Do not let the pressure become less than (or more than) 20 psi.

The prepositions “above” and “below” are for physical positions only and not for limits.

Also, make sure that you use approved words as their approved part of speech. In English, words usually do not have different forms that immediately show their function in a sentence. Thus, readers can frequently think differently about the same word. To make sentences clearer, an approved word can usually only have one function (part of speech). In STE, use each approved word as the approved part of speech.

Examples:

Non-STE:	*When you work with cleaning agents, use breathing equipment.*
STE:	When you do work with cleaning agents, use breathing equipment.

“Work” is approved as a noun, but not as a verb.

Non-STE:	*Install the cover with the help of a second person.*
STE:	Install the cover with the aid of a second person.

“Help” is approved as a verb, but not as a noun.

Non-STE:	*Be careful not to damage the sleeve.*
STE:	Be careful not to cause damage to the sleeve.

“Damage” is approved as a noun, but not as a verb.

There are a small number of words that are approved as more than one part of speech and have more than one meaning. These words are important and frequently occur in technical English.

The word “flush,” for example, frequently occurs in technical texts as a verb (with the approved meaning “to remove something or to operate with a flow of liquid”). The same word can also occur as an adjective (when it refers to a condition where one surface fully touches a different surface).

Examples:

STE: Flush the pipes with a disinfectant solution.
(“Flush” is a verb here.)

STE: Make sure that the door is flush with the adjacent surfaces.
(“Flush” is an adjective here.)

But because the verb and the adjective have different positions and contexts, it is easy to see their function.

Rule 9.3 When you use two words together, do not make phrasal verbs.

In English, a verb and one or more prepositions can go together to form a “phrasal verb.” This phrasal verb has a meaning that is different from the meanings of its parts. Phrasal verbs usually have two meanings: the original, more concrete meaning, and a more general and abstract meaning.

General examples:

Put out the cat.
(Concrete meaning: “Put the cat outside of the house.”)
Put out the fire.
(Abstract meaning: “Extinguish the fire.”)

To prevent ambiguity, it is not permitted in STE to use approved words together to make a new phrase (phrasal verb).

Examples:

Non-STE: After you put out the fire, close the valve on the fire extinguisher.
STE: After you extinguish the fire, close the valve on the fire extinguisher.

“Put” and “out” are approved words in STE. In the example, “put out” has a different meaning from the approved meanings for “put” and “out” given in the dictionary. The word “extinguish” has the approved meaning “to stop burning” and it is the word that is most usual in technical documentation.

Non-STE: This compound can give off poisonous fumes.
STE: This compound can release poisonous fumes.

“Give” and “off” are approved words in STE. In the example, “give off” has a different meaning from the approved meaning for “give” and “off” given in the dictionary. Here you must think of a different

word that has the same meaning. “Release” has the approved meaning “to make free,” or “to let go.” And it is also possible to use this word in this context as a replacement for “give off.”

You will not usually find phrasal verbs listed as “not approved” in the dictionary. When you write a standard English sentence in STE, always make sure that the new sentence is grammatically correct. And make sure that you use the approved words with the meaning that they have in the dictionary.

Only a small number of phrasal verbs (for example, “put on” and “come on”) are approved in the dictionary. They all have a restricted meaning.

Consistent style

Rule 9.4 When you select terminology or wording, always use a consistent style.

In procedures, you will frequently give the same information again and again. For example, most procedures give instructions on how to remove or install components or parts. When you select terminology or wording for a work step, use the same terminology or wording each time that type of work step occurs. The reader will identify the terminology or wording and will quickly understand the action. Different terminology or wording can cause confusion and delays.

Example:

These two sentences each give the same instruction and each correctly obeys the rules of STE.

STE: Lubricate the two bolts with a small quantity of oil.
STE: Apply a small quantity of oil to the threads of the two bolts.

If you use these two sentences in different work steps to give the same instruction, you do not help the reader. Select one sentence or sentence style and then use it again and again when the context (and meaning) is the same.

Non-STE:
1. Put the housing (8) in its installation position on the main body (9).
2. Lubricate the two bolts (10) with oil.
3. Install the two bolts (10) in the body (9).
4. Torque-tighten the two bolts to 4 Nm.
5. Put the transducer (11) on the body assembly (9).
6. Apply a small quantity of oil to the threads of the four bolts (12).
7. Attach the transducer (11) to the body assembly (9) with the four bolts (12).
8. Torque each of the four bolts (12) to 0.8 Nm.

STE:
1. Put the housing (8) in its installation position on the body assembly (9).
2. Apply a small quantity of oil to the threads of the two bolts (10).
3. Install the two bolts (10) in the body assembly (9).
4. Torque each of the two bolts to 4 Nm.
5. Put the transducer (11) on the body assembly (9).
6. Apply a small quantity of oil to the threads of the four bolts (12).
7. Attach the transducer (11) to the body assembly (9) with the four bolts (12).
8. Torque each of the four bolts (12) to 0.8 Nm.

In the non-STE text, you can see that there are different wordings:

- Different terms for item (9) (“main body”, “body”, and “body assembly”)
- Different wordings for tightening the bolts (“torque” and “torque-tighten”)
- Different sentences for the work steps about lubrication (“lubricate the XX bolts” and “apply a small quantity of oil to the threads of the XX bolts.”)

In the STE text, each time that the same item occurs, it has the same noun, and the same context always has the same wording. This makes the text clear and easy to read. The reader reads one work step at a time and does the applicable task. To understand the content quickly and do each work step correctly, it is important that the wording does not change.

In descriptive writing, the reader must understand the text as a unit. Thus, it is important to use words and sentences correctly and give a logical structure to the text. This method makes the text easier to read and understand.

General recommendations

The general recommendations (GR) in this section are not STE rules. They can help you prevent typical errors that writers make.

GR-1 The conjunction “that”

In English, you can use the conjunction “that” to connect new information (in a subordinate clause) to a main clause. You can use this conjunction after verbs. For example: “make sure,” “show,” and “recommend.”

Native English speakers frequently do not use “that” when they speak, and this style also occurs in writing. But this conjunction helps the reader understand where the end of the main clause and the start of the subordinate clause is. Thus, use the conjunction “that” as much as possible to prevent ambiguity.

This conjunction also helps with translation because, in many other languages, it is not possible to omit the equivalent word.

Examples:

Do not write:	*Make sure the valve is open.*
WRITE:	Make sure <u>that</u> the valve is open.

Do not write:	*The manufacturer recommends you prepare the mixture in an area with good airflow.*
WRITE:	The manufacturer recommends <u>that</u> you prepare the mixture in an area with good airflow.

Do not write:	*The gauge shows the reservoir is full.*
WRITE:	The gauge shows <u>that</u> the reservoir is full.

GR-2 The preposition “with”

In STE, the preposition “with” has three approved meanings. It is a function word that shows “association or relationship,” “help or sharing,” or “a means or instrument.” In some sentences, this word can cause ambiguity. For example, the sentence: “Install the panel with the green fasteners” can have different meanings:

- Install the panel that has green fasteners.
- Install the panel together with the green fasteners.
- Use the green fasteners to install the panel.

Usually, the context of the sentence will give the reader sufficient information to know which meaning is correct.

But when you use the word “with,” read your sentence again. Make sure that your sentence does not cause ambiguity, that there are no errors, and that the meaning of the sentence does not change.

Examples:

Do not write:	*Lift the aircraft at the maximum takeoff weight with passengers.*
WRITE:	Lift the aircraft at the maximum takeoff weight (passenger weight included).

The context (or experience) tells you that you will not ask the passengers to help you lift the aircraft. Because the sentence can have two different meanings, one interpretation makes it a joke.

Do not write:	*Make sure that the lever does not touch the stop (1) with hydraulic pressure supplied.*
WRITE:	When you supply hydraulic pressure, make sure that the lever does not touch the stop (1).
	(Write the condition first.)

When you want to use a different sentence construction to replace the word “with”, make sure that you show the primary action verb in the work step.

Do not write:	*Use tool TS9867 to seal the opening.*
WRITE:	Seal the opening with tool TS9867.
	This sentence is clear because it gives the tool number. In STE, you must give the primary action verb which is “seal” and not “use.”

GR-3 How to use pronouns

Pronouns refer to a person, a location, or an item that is already in a text. Examples of pronouns are “it,” “they,” “that,” “these,” and “those.” If you use the pronouns correctly, your text will be easy to read.

In STE, the approved pronouns are in the dictionary. Do not use a pronoun if it is not in the dictionary (for example, “she” or “he”).

If a pronoun can refer to one or more nouns in a text, it can cause ambiguity in a sentence. If there is ambiguity, replace the pronoun with the word that it refers to. This will make the sentence clear and easier to read.

Examples:

Do not write:	*If you engage the pins incorrectly with the seats, they can become damaged.*
WRITE:	If you engage the pins incorrectly with the seats, the pins can become damaged.
	Or
	If you engage the pins incorrectly with the seats, the seats can become damaged.
	Or
	If you engage the pins incorrectly with the seats, the pins and seats can become damaged.

GR-4 The pronoun “this”

When you use the pronoun “this” in a sentence, make sure that the reader knows the item the pronoun refers to. If “this” can refer to more than one item, give the applicable context again.

Examples:

Do not write:	*Make sure that the cover is not locked (this can cause damage to the probe).*
	(Which is the cause of damage to the probe? The cover in the locked condition? Or the cover in the unlocked condition?)
WRITE:	Make sure that the cover is not locked. If the cover is locked, this can cause damage to the probe.
	Or
	If the cover is locked, damage to the probe can occur.

Do not write:	*Do not use crocus cloth on aluminum parts. If you do this, you can cause corrosion on aluminum parts. Crocus cloth contains ferrous oxide.*
WRITE:	Do not use crocus cloth on aluminum parts. Crocus cloth contains ferrous oxide, which can cause corrosion on aluminum parts.

GR-5 False friends

A false friend is a word or an expression that looks the same as one in a person's native language but that has a different meaning in a different language. For example, the English word "disposition" and the Italian word "disposizione," or the Spanish word "disposición."

If you are a non-native English speaker, when you use a word, make sure that this word has the correct meaning in English (not the meaning of the word that looks the same in your native language).

Example:

Do not write:	*Obey the dispositions of the manufacturer when you use this adhesive.* ("disposition" in English does not mean an "instruction.")
WRITE:	When you use this adhesive, obey the manufacturer's instructions.

GR-6 Latin abbreviations

In English texts, you can find some Latin abbreviations (for example, "e.g." for "for example," "i.e.," for "that is," and "etc." for "and so on"). STE recommends that you do not use Latin abbreviations because they can confuse your readers if they do not know them. Always use English words to make the text clear.

Examples:

Do not write:	*Discard the standard parts (e.g., washers, screws, bolts, and nuts) each time you remove them.*
WRITE:	Discard the standard parts (for example, washers, bolts, and nuts) each time you remove them.

Do not write:	*These wires can have insulation of different colors (blue, green, red, etc.).*
WRITE:	These wires can have insulation of different colors. They can be blue, green, red, or other colors.

You can omit these abbreviations when they are not necessary.

WRITE:	These wires can have insulation of different colors.

GR-7 Inclusive language

Inclusive language prevents bias and makes sure that all persons have respect and representation. The objective of inclusive language is to use neutral and non-discriminatory terms and expressions to promote equality and inclusivity in communication.

STE does not include examples of inclusive language, but it fully complies with gender-neutral language requirements. When you write in STE, make sure that you always use gender-neutral language. Gender-specific pronouns, for example “he” or “she” are not permitted in STE. The words “man” and “woman” are also not permitted in STE, unless these words are necessary in an applicable context, for example, in a medical text. STE always uses neutral terms and constructions to prevent gender bias in technical documentation.

For more information, refer to international, national, company, or industry-specific guidance documents. For example:

- European Institute for Gender Equality. (2019). *Toolkit on Gender-sensitive Communication.*
- United Nations. (2019). *Disability-inclusive communications guidelines*.

GR-8 Possessive form

The possessive form (also known as the Saxon genitive) adds an apostrophe and “s” to form the possessive. For example, “refer to the manufacturer’s instructions.”

STE is a controlled natural language that emphasizes clear writing and simplicity. While the possessive form is permitted in STE, make sure that you use it correctly. If you are not sure that your sentence is correct, do not use the possessive form.

Other languages do not have this type of possessive form or have a different alternative for the possessive form. As a result, it is not always easy for non-native English readers to understand the possessive form in English.

Always refer to technical publication specifications, style guides, or other official directives for information and rules.

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Part 2 – Dictionary

Kerouac, J. (1958). *The Dharma Bums.*

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Introduction

General

The dictionary gives the words that are approved in STE (875 approved words) and the examples that show how to use each approved word correctly. The approved words in the dictionary are the most frequent words that you use in technical writing.

The dictionary also includes a selection of words that are not approved (1274 words). For each word that is not approved, there are one or more alternatives that are approved in STE. For each alternative, there is an example that shows how to use the alternative to communicate the same information correctly (with a word-for-word replacement or a different sentence construction).

The dictionary does not include technical nouns or technical verbs. But some of them are referred to as alternatives to words that are not approved. In the dictionary, the identification for technical nouns is (TN) and the identification for technical verbs is (TV). A dictionary entry does not include antonyms (opposite meanings) for the applicable listed word.

The dictionary uses American English spelling as defined in the Merriam-Webster's dictionary, and the punctuation in the examples obeys American English rules.

Guide to the dictionary

The dictionary has four columns that give this information:

- Column 1 – Word (part of speech): Includes the word and its part of speech
- Column 2 – Approved meaning/ALTERNATIVES: Includes the approved meaning of an approved word or the approved alternatives for each word that is not approved
- Column 3 – STE EXAMPLE: Includes examples that contain correct words and constructions in STE
- Column 4 – Non-STE example: Includes examples that contain words that are not approved and constructions that are not permitted in STE.

Example:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
AID (n)	Help that is given	IF YOU GET THIS CHEMICAL SOLUTION IN YOUR EYES, GET MEDICAL AID IMMEDIATELY.	
accuracy (n)	PRECISION (n)	THE PRECISION OF THE ADJUSTMENT CAN CHANGE.	The accuracy of the adjustment can vary.

Column 1: Word (part of speech)

All words are in **bold** typeface.

A word in **UPPERCASE** letters shows that you can use this word because it is approved in STE.

Examples:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
ABRASIVE (adj)	That can remove material by friction	POLISH THE SURFACE WITH AN ABRASIVE PAPER.	
AID (n)	Help that is given	IF YOU GET THIS CHEMICAL SOLUTION IN YOUR EYES, GET MEDICAL AID IMMEDIATELY.	

A word in **lowercase** letters shows that you cannot use this word because it is not approved in STE. To replace this word in a text, you must use a different word or a different sentence construction.

Examples:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
main (adj)	PRIMARY (adj)	THE PRIMARY CAUSE OF VALVE FAILURE IS CONTAMINATION OF THE FLUID.	The main cause of valve failure is contamination of the fluid.
build (v)	ASSEMBLE (v)	ASSEMBLE THE UNIT.	Build the unit.

The **part of speech** for each word is given in parentheses with its recognized abbreviation. Use an approved word only as the specified part of speech. Refer to part 1, section 1.

In the dictionary, there are eight parts of speech as follows:

1. **noun (n):** A word that is the name of a person, place, object, idea, quality, or activity.

2. **verb (v):** A word that shows a state of being or an action. Its tense (present, past, future) tells you when the action occurs.

3. **adjective (adj):** A word that gives details about a noun, noun phrase, or multi-word noun. It is related to the type, size, color, or number of the noun, noun phrase, or multi-word noun. Adjectives can be of a qualitative and a quantitative type and can have comparative and superlative forms. Their position in the sentence can be before nouns or after verbs.

4. **adverb (adv):** A word that modifies a verb, an adjective, or a different adverb. It gives an answer to the questions: “how,” “where,” “when,” “how often,” and “how much.”

5. **pronoun (pron):** A word that replaces a noun, noun phrase, or multi-word noun.

6. **article (art):** A word that tells you if a noun phrase is new (indefinite = a, an) or one that you already know (definite = the).

7. **preposition (prep):** A word that shows how a noun, noun phrase, multi-word noun, or pronoun is related to other parts of the sentence.

8. **conjunction (conj):** A word or phrase that connects words, phrases, and clauses.

Forms of approved words

Nouns: Nouns are given only in their singular form, but the plural form of countable nouns is permitted unless the help tells you differently. Some nouns in the dictionary, although not approved, can be technical nouns in some contexts. Rule 1.5 gives all the necessary information and conditions to use technical nouns correctly.

Example:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
AGENT (n)	One of a group of materials made to do a specified task	DO NOT USE THESE CLEANING AGENTS ON HOT SURFACES.	

Verbs: Verbs are given in the verb forms that are permitted. Refer to part 1, section 3. Do not use verb forms if they are not in the dictionary. The meaning of the verb can be different if it has an object (transitive verb) or no object (intransitive verb). These verbs can have more than one approved meaning and more than one STE example. Some verbs in the dictionary, although not approved, can be technical verbs in some contexts. Rule 1.12 gives all the necessary information and conditions to use technical verbs correctly.

Verbs in the dictionary can be:

- Regular verbs
- Irregular verbs
- Irregular auxiliary verbs
- Defective modal verbs.

Regular verbs

Verbs that obey a constant pattern to make the simple past tense and the past participle form. Usually, regular verbs add “-ed” to the base verb form to make the simple past tense and the past participle form.

Do not use the past participle form if it is not in the dictionary.

Example:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
ADAPT (v), ADAPTS, ADAPTED, ADAPTED	To change or adjust to that which is necessary	ADAPT THE PRESSURE CONNECTION TO THE PITOT HEAD.	
		THE SYSTEM INTERFACE CIRCUITS ADAPT TO THE PHYSICAL PROPERTIES OF THE CONNECTED SYSTEMS.	

Irregular verbs

Verbs that do not obey the standard rules for the simple past tense and the past participle form.

Example:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
GIVE (v), GIVES, GAVE, GIVEN	To provide	THIS SECTION GIVES THE CLEANING PROCEDURES FOR THE DISASSEMBLED PARTS.	

Irregular auxiliary verbs
Auxiliary verbs that have unusual forms for tenses.

Example:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
BE (v), IS, WAS (also ARE, WERE) No other verb forms.	1. To occur, exist	IF THERE IS CORROSION ON THE PUMP VANES, REPLACE THE PUMP.	
	2. To have a property to be equal to	ACID SOLUTIONS ARE DANGEROUS.	

Defective modal verbs
Modal verbs in which some verb forms are missing.

Example:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
CAN (v), CAN, COULD No other verb forms.	Auxiliary modal verb that means to be possible, to be able to, or to be permitted to	A MIXTURE OF FUEL AND OXYGEN CAN CAUSE AN EXPLOSION.	
		YOU CAN CLEAN THE DRAIN HOLES WITH THE CLEANING TOOL.	
		YOU CAN OPERATE THE VEHICLE AFTER THE INSPECTION IS COMPLETED.	
	Do not use COULD (v) to show possibility	IF YOU DO NOT OBEY THIS WARNING, AN EXPLOSION CAN OCCUR.	If you do not obey this warning, an explosion could occur.
WILL (v) No other verb forms.	Auxiliary modal verb that shows simple future tense	WARNINGS AND CAUTIONS IN THIS MANUAL WILL HELP YOU TO DO THE WORK SAFELY AND CORRECTLY.	

Adjectives: Adjectives are given in their base form, with their comparative and superlative forms in parentheses. Adjectives that make their comparative and superlative forms with “more” and “most” do not have these forms in the dictionary, because “more” and “most” are approved words.

Example:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SLOW (adj) (SLOWER, SLOWEST)	At low speed	MAKE SURE THAT THE MOVEMENT OF THE ELEVATORS IS SLOW.	

Adverbs: Frequently (but not always), you can make an adverb from an adjective when you attach an “-ly” at the end of the adjective. You can make the comparative form and superlative form with “more” and “most.” These forms are not in the dictionary.

Examples:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SLOWLY (adv)	In a slow manner	TURN THE KNOB SLOWLY.	
briskly (adv)	QUICKLY (adv)	RUB THE SURFACE QUICKLY WITH A SOFT, DRY CLOTH.	Rub the surface briskly with a soft, dry cloth.

Column 2: Approved meaning/ALTERNATIVES

Approved words

This column gives the approved meaning (or definition) of an approved word in STE. The text in these definitions is not in STE. If a meaning is not given in the dictionary, you cannot use the word with a meaning that is not approved. Thus, you must use a different word that has the meaning that you want.

Example:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
BEHIND (prep)	In a position at the rear of	THE PUMP IS INSTALLED BEHIND THE HYDRAULIC MOTOR.	

Words that are not approved in the dictionary

For words that are not approved in the dictionary, this column gives approved alternatives that you can use to replace the words that are not approved. These alternatives are in uppercase letters and are only suggestions to help you.

Example:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
addition (n)	ADD (v)	TO GET THE CORRECT CLEARANCE, ADD SPECIAL SHIMS, AS NECESSARY.	Adjust the clearance by the addition of special shims, as necessary.

It is possible that the approved alternative for a word that is not approved has a different part of speech. Usually, the first approved alternative has the same part of speech as the word that is not approved.

Example:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
maintain (v)	KEEP (v)	KEEP THE FLUID TEMPERATURE AT 70 °F.	Maintain the fluid temperature at 70 °F.
	HOLD (v)	TURN THE ROTATING TUBE 75 DEGREES. THEN, HOLD THE TUBE IN THIS POSITION.	Turn the rotating tube 75 degrees. Then maintain the tube in this position.
	MAINTENANCE (n)	DO MAINTENANCE ON THE WATER SUPPLY SYSTEM.	Maintain the water supply system.

The first column in the dictionary does not include technical nouns or technical verbs. But the second column can include technical nouns or technical verbs as alternatives to words that are not approved. Then, the abbreviations TN and TV in parentheses identify these alternatives.

Example:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
uncovered (v)	COVER (TN)	DO NOT PUT A COVER ON THE CONTAINER.	Leave the container uncovered.

The approved alternative for a word that is not approved can also be a phrase. These alternatives do not include the parts of speech in parentheses.

Example:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
simultaneously (adv)	AT THE SAME TIME	DO THESE TWO STEPS AT THE SAME TIME.	Do these two steps simultaneously.

Help

For some words, there is a graphic symbol and related text that tells you to use a different approved alternative or a different sentence construction. This graphic symbol and its related text is referred to as “help.”

There are four categories of help. Refer to the examples that follow.

Examples:

Category 1

This category of help includes recommendations that give you more information or instructions about how to use the approved word correctly.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
PUSH (v) PUSHES, PUSHED, PUSHED	1. To apply a force to something to move it away from the source of the force	PUSH THE INSERT DOWN UNTIL IT TOUCHES THE BOTTOM OF THE HOLE.	
	2. To move with a force against something Use this word together with a preposition or an adverb to show direction.	THE SPRING UNIT PUSHES AGAINST THE BRAKE PEDAL.	

Category 2

This category of help tells you that some approved words, for example ABOUT (prep), have a restricted meaning. Thus, you must use the approved alternatives for other meanings. When the help refers to restricted meanings of approved words, the dictionary gives STE and non-STE examples in columns 3 and 4.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
ABOUT (prep)	Concerned with For other meanings, use:	FOR DATA ABOUT THE LOCATION OF CIRCUIT BREAKERS, REFER TO THE WIRING LIST.	
	APPROXIMATELY (adv)	DRAIN APPROXIMATELY 2 LITERS OF FUEL FROM THE TANK.	Drain about 2 liters of fuel from the tank.
	AROUND (prep)	TURN THE SHAFT AROUND ITS AXIS.	Rotate the shaft about its axis.

Category 3

This category of help tells you to be careful with the words that are approved for only one context. For example, the word SWALLOW (v) is only applicable to safety instructions. You must not use it in other contexts.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SWALLOW (v) SWALLOWS, SWALLOWED, SWALLOWED	To take through the mouth and esophagus into the stomach Use this word for safety instructions only.	IF YOU SWALLOW NITRIC ACID, DO NOT CAUSE VOMITING. GET MEDICAL AID IMMEDIATELY.	

Category 4

This category of help gives you important information about the applicable listed words (also those that are not approved).

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
BE (v), IS, WAS (also ARE, WERE) No other verb forms.	1. To occur, exist	IF THERE IS CORROSION ON THE PUMP VANES, REPLACE THE PUMP.	
	2. To have a property to be equal to	ACID SOLUTIONS ARE DANGEROUS.	
already (adv)	IN PROGRESS (adv)	THE DATABASE SYNCHRONIZATION IS IN PROGRESS.	The database is already synchronizing.
	NO OTHER	YOU CAN DO THIS REPAIR PROCEDURE ONLY IF THERE IS NO OTHER DAMAGE.	Only do this repair procedure if there is not already damage.
	Frequently, an alternative for this word is not necessary.	MAKE SURE THAT THE SOFTWARE IS INSTALLED IN THE REPOSITORY.	Make sure that the software is already installed in the repository.

Column 3: STE EXAMPLE

This column shows you:

- How to use the approved word
- How to use the approved alternative (usually a word-for-word replacement)
- How to keep the same meaning with a different sentence construction.

The wording in the STE examples gives recommendations. The STE example shows only one method to write a text with the approved word or to use alternatives for a word that is not approved. You can frequently use different sentence constructions with other approved words and keep the same meaning.

Many of the given examples come from the subject field of aircraft maintenance. If you replace the terms in the sentence with other applicable terms, you can use these examples for other subject fields or domains. If you work in a different subject field or domain, you can send a change form with your examples for a possible inclusion in the dictionary.

Examples:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
A (art)	Function word: indefinite article	A FUEL PUMP IS INSTALLED IN ZONE 10.	
main (adj)	PRIMARY (adj)	THE PRIMARY CAUSE OF VALVE FAILURE IS CONTAMINATION OF THE FLUID.	The main cause of valve failure is contamination of the fluid.
manufacture (v)	MAKE (v)	YOU CAN MAKE THE CLEARING TOOL LOCALLY.	The clearing tool can be manufactured locally.

Column 4: Non-STE example

This column gives examples that show you how the word that is not approved in STE is used in standard technical English. The examples also help you to understand how you can use the approved alternatives or different sentence constructions to give the same information.

In a non-STE example, it is possible that you will find more than one word that is not approved or a construction that is not permitted. Thus, the STE example shows you how to replace these words or use a construction that is permitted in STE.

For approved words, column 4 is empty, unless there is help related to other meanings or restricted meanings. You can see that for ABOVE (prep), column 4 gives a non-STE example.

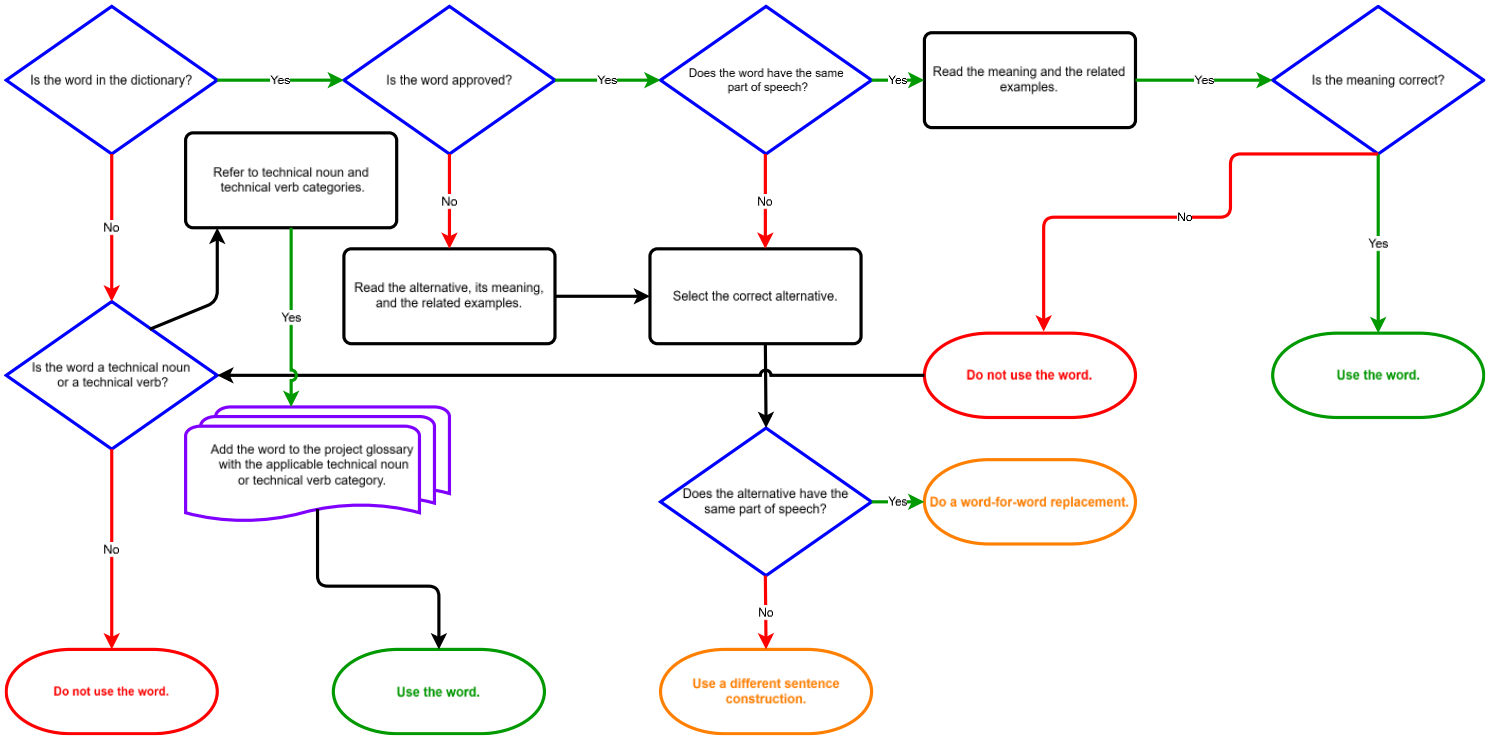
Examples:

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
main (adj)	PRIMARY (adj)	THE PRIMARY CAUSE OF THE VALVE FAILURE IS CONTAMINATION OF THE FLUID.	The main cause of valve failure is contamination of the fluid.
A (art)	Function word: indefinite article	A FUEL PUMP IS INSTALLED IN ZONE 10.	
ABOVE (prep)	In (or to) a position farther up than something For other meanings, use:	LIFT THE CYLINDER ABOVE ITS INSTALLED POSITION.	
	MORE THAN	THE PRESSURE VALUE MUST BE MORE THAN 800 kPa.	The pressure value must be above 800 kPa.

How to select words correctly

STE is a controlled natural language with a restricted dictionary.

As a result, it is not possible to use all the words that you want. If you are not sure about a word that you want to use, refer to this flowchart.



List of recurring errors

The table that follows gives you a list of the most frequently recurring errors that writers make when they use STE. If a word is not approved in the dictionary, do not use it.

Non-STE	STE
acceptable (adj)	PERMITTED (adj)
alternate (adj)	ALTERNATIVE (adj)
any (adj)	None or a different sentence construction
avoid (v)	PREVENT (v)
both (adj)	THE TWO (TN)
check (v)	CHECK (n)
cover (v)	COVER (TN)
complete (adj)	COMPLETED (adj)
damage (v)	DAMAGE (n)
ensure (v)	MAKE SURE (v)
fit (v)	INSTALL (v)
follow (v)	OBEY (v)
further (adj)	MORE (adj)
further (adv)	MORE (adv)
have to (v)	Use an action verb in the imperative form
however (adv)	BUT (conj)
insert (v)	PUT (v)
main (adj)	PRIMARY (adj)
may (v)	CAN (v)
need (v)	NECESSARY (adj)
now (adv)	AT THIS TIME
old (adj)	REMAINING (adj), USED (adj), EXPIRED (adj)
over (prep)	ABOVE (prep), ON (prep), ALONG (prep)
people (n)	PERSON (n), PERSONNEL (n)
perform (v)	DO (v)
portion (n)	PART (n)
press (v)	PUSH (v)
reach (v)	GET (v)
repeat (v)	DO (v) … AGAIN
required (v)	NECESSARY (adj)
rotate (v)	TURN (v)

List of recurring errors (continued)

Non-STE	STE
secure (v)	ATTACH (v), SAFETY (v)
shall (v)	MUST (v)
should (v)	MUST (v)
since (conj)	BECAUSE (conj)
test (v)	TEST (n)
therefore (adv)	THUS (adv), AS A RESULT
under (prep)	BELOW (prep), IN (prep), LESS THAN
using (v)	USE (v), WITH (prep)

List of approved verbs

The table that follows gives you the list of the approved verbs in the dictionary. Use this list as a quick-reference tool to find the approved verbs.

A	CONTROL	GO	**O**	SMELL
ABSORB	CORRECT	GO OFF	OBEY	SMOKE
ACCEPT	COUNT	GROUND	OCCUR	SOAK
ACTIVATE	CUT	**H**	OPEN	SPEAK
ADAPT	**D**	HANG	OPERATE	SPILL
ADD	DEACTIVATE	HAVE	OVERRIDE	SPRAY
ADJUST	DECREASE	HEAR	**P**	START
AGREE	DE-ENERGIZE	HELP	PAINT	STAY
ALIGN	DEFLATE	HIT	PARK	STOP
APPLY	DEFUEL	HOLD	POINT	STOW
ARM	DEPLOY	**I**	POLISH	SUBTRACT
ASSEMBLE	DISARM	IDENTIFY	PREPARE	SUPPLY
ATTACH	DISASSEMBLE	IGNORE	PRESSURIZE	SWALLOW
B	DISCARD	ILLUMINATE	PREVENT	**T**
BALANCE	DISCONNECT	INCLUDE	PROTRUDE	TAG
BE	DISENGAGE	INCREASE	PULL	TAP
BECOME	DIVIDE	INFLATE	PUSH	TELL
BEND	DO	INSTALL	PUT	THINK
BLEED	DRAIN	INTERCHANGE	PUT ON	TIGHTEN
BLOW	DRINK	ISOLATE	**Q**	TILT
BOND	DRY	**J**	**R**	TORQUE
BREAK	**E**	**K**	READ	TOUCH
BREATHE	EAT	KEEP	RECEIVE	TOW
BURN	EJECT	KILL	RECOMMEND	TRANSMIT
BYPASS	ENERGIZE	KNOW	RECORD	TRY
C	ENGAGE	**L**	RECYCLE	TUNE
CALCULATE	ERASE	LATCH	REFER	TURN
CALIBRATE	EXAMINE	LET	REFUEL	TWIST
CAN	EXPAND	LIFT	REJECT	**U**
CANCEL	EXTEND	LISTEN	RELEASE	UNFOLD
CANNOT	EXTINGUISH	LOCK	REMOVE	UNLOCK
CATCH	**F**	LOOK	REPAIR	UNWIND
CAUSE	FALL	LOOSEN	REPLACE	USE
CHANGE	FEATHER	LOWER	RETRACT	**V**
CHARGE	FEEL	LUBRICATE	RUB	**W**
CLEAN	FILL	**M**	**S**	WAIT
CLOSE	FIND	MAKE	SAFETY	WALK
COLLECT	FIRE	MAKE SURE	SCHEDULE	WANT
COME	FLASH	MEASURE	SEAL	WEAR
COME ON	FLOW	MELT	SEE	WEIGH
COMPARE	FLUSH	MIX	SELECT	WILL
COMPLETE	FOLD	MONITOR	SEND	WIND
COMPRESS	FOLLOW	MOOR	SENSE	WRITE
CONNECT	FREEZE	MOVE	SET	**X, Y, Z**
CONTACT	**G**	MULTIPLY	SHAKE	
CONTAIN	GET	MUST	SHOW	
CONTINUE	GIVE	**N**	SIMULATE	

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Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
A (art)	Function word: indefinite article	A FUEL PUMP IS INSTALLED IN ZONE 10.	
abaft (prep)	AFT OF (prep)	THE CONTROL UNIT IS INSTALLED AFT OF THE FLIGHT COMPARTMENT.	The control unit is installed abaft the flight compartment.
abandon (v)	GO (v)	IF THERE IS A FIRE, IMMEDIATELY GO TO A SAFE AREA.	If there is a fire, immediately abandon the area.
	STOP (v)	IF THE VALUES ARE INCORRECT, STOP THE TEST PROCEDURE.	If the values are incorrect, abandon the test procedure.
abate (v)	DECREASE (v)	WHEN THE WIND SPEED DECREASES TO LESS THAN 30 KNOTS, YOU CAN OPEN THE CARGO DOOR.	When the wind speed abates to less than 30 knots, you can open the cargo door.
ability (n)	CAN (v)	ONE GENERATOR CAN SUPPLY POWER FOR ALL THE SYSTEMS.	One generator has the ability to supply power for all the systems.
able (adj)	CAN (v)	IF YOU CAN START THE ENGINE, DO THE APPLICABLE TESTS.	If you are able to start the engine, do the applicable tests.
abnormal (adj)	UNUSUAL (adj)	LISTEN FOR UNUSUAL NOISES.	Listen for abnormal noises.
	INCORRECT (adj)	IF YOU FIND AN INCORRECT QUANTITY OF AIR FROM THE VENT MAST, DO A SYSTEM TEST.	If you find an abnormal quantity of air from the vent mast, do a system test.
abnormality (n)	DEFECT (TN)	EXAMINE THE SEAL FOR DEFECTS.	Examine the seal for abnormalities.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
ABOUT (prep)	Concerned with	FOR DATA ABOUT THE LOCATION OF CIRCUIT BREAKERS, REFER TO THE WIRING LIST.	
	For other meanings, use:		
	APPROXIMATELY (adv)	DRAIN APPROXIMATELY 2 LITERS OF FUEL FROM THE TANK.	Drain about 2 liters of fuel from the tank.
	AROUND (prep)	TURN THE SHAFT AROUND ITS AXIS.	Rotate the shaft about its axis.
ABOVE (prep)	In (or to) a position farther up than something	LIFT THE CYLINDER ABOVE ITS INSTALLED POSITION.	
	For other meanings, use:		
	MORE THAN	THE PRESSURE VALUE MUST BE MORE THAN 800 kPa.	The pressure value must be above 800 kPa.
ABRASIVE (adj)	That can remove material by friction	POLISH THE SURFACE WITH AN ABRASIVE PAPER.	
abrupt (adj)	SUDDEN (adj)	THE DAMPER PREVENTS SUDDEN MOVEMENT OF THE CONTROL.	The damper prevents abrupt movement of the control.
	SUDDENLY (adv)	IF THE ROTORS STOP SUDDENLY, EXAMINE THE INTAKE FOR UNWANTED MATERIAL.	If the rotors come to an abrupt stop, examine the intake for unwanted material.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
absence (n)	NONE (pron)	IF NONE OF THE BRACKETS ARE DAMAGED, CONTINUE THE PROCEDURE.	In the absence of damage to the brackets, continue the procedure.
	NOT (adv)	IF THE BRACKETS ARE NOT DAMAGED, CONTINUE THE PROCEDURE.	In the absence of damage to the brackets, continue the procedure.
	NO (adj)	IF THERE IS NO CONTAMINATION IN THE FUEL SAMPLE, CONTINUE THE PROCEDURE.	In the absence of contamination in the fuel sample, continue the procedure.
absent (adj)	MISSING (adj)	IF ONE OR MORE BLADES ARE MISSING, MAKE AN ENTRY IN THE ENGINE LOGBOOK.	If one or more blades are absent, make an entry in the engine logbook.
	NO (adj)	IF THERE IS NO CONTAMINATION IN THE FUEL SAMPLE, CONTINUE THE PROCEDURE.	If contamination is absent from the fuel sample, continue the procedure.
absolutely (adv)	FULLY (adv)	MAKE SURE THAT THE LATCH IS FULLY ENGAGED.	Ensure the latch is absolutely engaged.
ABSORB (v), ABSORBS, ABSORBED, ABSORBED	1. To take up or into	ABSORB THE FLUID WITH A CLEAN CLOTH.	
	2. To decrease the effect of	THE SHOCK MOUNT ABSORBS THE VIBRATION.	
absorption (n)	ABSORB (v)	MEASURE THE TIME THAT IS NECESSARY FOR THE SILICA GEL TO ABSORB THE MOISTURE.	Measure the rate of absorption of the moisture by the silica gel.
abundant (adj)	LARGE (adj)	CLEAN YOUR SKIN WITH A LARGE QUANTITY OF CLEAN WATER.	Clean your skin with abundant clean water.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
abut (v)	TOUCH (v)	THE BIN TOUCHES THE FORWARD HINGE SURFACE.	The bin abuts the forward hinge surface.
accelerate (v)	INCREASE (v)	A HIGHER TEMPERATURE INCREASES THE SPEED OF EVAPORATION.	Evaporation is accelerated by a higher temperature.
	FASTER (adj)	TO MAKE THE CURING PROCESS FASTER, APPLY HEAT TO THE COMPOUND.	The curing process of the compound can be accelerated by heating.
ACCEPT (v), ACCEPTS, ACCEPTED, ACCEPTED	To make a decision that something is satisfactory	ACCEPT THE RELAY IF IT IS SERVICEABLE.	
acceptable (adj)	PERMITTED (adj)	A VALUE OF 2 mm IS PERMITTED.	A value of 2 mm is acceptable.
	SATISFACTORY (adj)	IF THE CONDITION OF THE CAP IS NOT SATISFACTORY, REPLACE IT.	Replace the cap if its condition is not acceptable.
	SERVICEABLE (adj)	BEFORE YOU INSTALL THE UNIT, MAKE SURE THAT IT IS SERVICEABLE.	Before installation, make sure that the unit is acceptable.
acceptance (n)	ACCEPT (v)	BEFORE YOU ACCEPT THE UNIT, DO THE SPECIFIED TEST PROCEDURE.	Before acceptance of the unit, do the specified test procedure.
ACCESS (n)	The ability to go into or near	GET ACCESS TO THE ACCUMULATOR FOR THE No. 1 HYDRAULIC SYSTEM.	
accessible (adj)	ACCESS (n)	TURN THE COVER UNTIL YOU CAN GET ACCESS TO THE JACKS THAT HAVE + AND - MARKS.	Rotate the cover until the jacks marked by + and - are accessible.
ACCIDENT (n)	An occurrence that causes injury or damage	TO PREVENT ACCIDENTS, MAKE SURE THAT THE PINS ARE INSTALLED.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
ACCIDENTAL (adj)	That does not occur on purpose	TO PREVENT ACCIDENTAL OPERATION OF THE SYSTEM, INSTALL THE SAFETY LOCK.	
ACCIDENTALLY (adv)	That does not occur on purpose	IF YOU ACCIDENTALLY MOVE THE LEVER, SET THE SYSTEM TO THE NEUTRAL POSITION AGAIN.	
accommodate (v)	LET (v)	DIFFERENT LENGTHS OF STUDS LET YOU ATTACH DIFFERENT THICKNESSES OF SKIN.	Studs are available in different lengths to accommodate different thicknesses of skin.
accomplish (v)	DO (v) You can use a more accurate verb.	DO THIS TASK FIRST.	This task must be accomplished first.
	COMPLETE (v)	THE PERSONNEL MUST COMPLETE THIS TASK IN 30 MINUTES.	The personnel must accomplish this task in 30 minutes.
according to (prep)	REFER (v)	TO CALIBRATE THE TEST SET, REFER TO THE MANUFACTURER'S INSTRUCTIONS.	Calibrate the test set according to the manufacturer's instructions.
account for (v)	MAKE SURE (v)	MAKE SURE THAT YOU REMOVE ALL TOOLS AND EQUIPMENT.	All tools and equipment must be accounted for.
accumulate (v)	COLLECT (v)	IF WATER COLLECTS IN THE FILLER LINE, DRAIN IT.	If water accumulates in the filler line, drain it.
accumulation (n)	QUANTITY (n)	REMOVE LARGE QUANTITIES OF CONTAMINATION.	Large accumulations of contamination must be removed.
	COLLECT (v)	IF FUEL COLLECTS FREQUENTLY, EXAMINE THE PIPE FOR LEAKS.	If accumulation of fuel is frequent, examine the pipe for leaks.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
accuracy (n)	PRECISION (n)	THE PRECISION OF THE ADJUSTMENT CAN CHANGE.	The accuracy of the adjustment can vary.
ACCURATE (adj)	Exact	THE ADJUSTMENT MUST BE ACCURATE.	
ACCURATELY (adv)	Exactly	PUT THE REPAIR SHEET ACCURATELY ON THE DAMAGED AREA.	
achieve (v)	GET (v)	SET THE CONTROL TO GET MAXIMUM THRUST.	Set the control to achieve maximum thrust.
acquire (v)	GET (v)	THE COMPUTER GETS THIS DATA FROM FIVE SENSORS.	The computer acquires this data from five sensors.
acrid (adj)	DANGEROUS (adj)	THIS MATERIAL RELEASES DANGEROUS FUMES WHEN IT TOUCHES HOT SURFACES.	On contact with hot surfaces, this material produces acrid fumes.
ACROSS (prep)	From one side to the other side	SAFETY THE CLAMP BLOCK ACROSS THE CONTROL LEVER FORKS WITH SAFETY WIRE.	
act (v)	Use an accurate verb.	THE HYDRAULIC FLUID FLOW OPENS THE VALVE.	The hydraulic fluid flow acts on the valve.
action (n)	STEP (n)	DO THE STEPS THAT FOLLOW:	Do the following actions:
	PROCEDURE (n)	DO NOT DO THIS PROCEDURE IN THE HANGAR.	This action must not be done in the hangar:
	TASK (n)	DO THIS TASK OUTDOORS.	Do this action outdoors.
ACTIVATE (v)	To make a system, function, or feature ready for operation	THE AUTOPILOT ACTIVATES THE APPROACH MODE.	
	For other meanings, use:		
	START (v)	START THE MOTOR.	Activate the motor.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
ACTIVE (adj)	A system, function, or feature in a state of action	DOWNLOAD THE EXPORT FILE FROM THE ACTIVE SERVER UNIT.	
activity (n)	TASK (n)	A SUBCONTRACTOR CAN DO THESE MAINTENANCE TASKS.	These maintenance activities can be done by a subcontractor.
	PROCEDURE (n)	DO THIS PROCEDURE AT THE AMBIENT TEMPERATURE.	Do this activity at the ambient temperature.
	WORK (n)	DO THIS WORK IN A CLEAN AREA.	Do this activity in a clean area.
actuate (v)	START (v)	START THE MOTOR.	Actuate the motor.
	OPERATE (v)	OPERATE THE HAND PUMP.	Actuate the hand pump.
	PUSH (v)	PUSH THE PUSHBUTTON SWITCH.	Actuate the pushbutton switch.
actuation (n)	OPERATION (n)	MONITOR THE OPERATION OF THE STEERING MOTOR.	Monitor the actuation of the steering motor.
ADAPT (v), ADAPTS, ADAPTED, ADAPTED	To change or adjust to that which is necessary	ADAPT THE PRESSURE CONNECTION TO THE PITOT HEAD.	
		THE SYSTEM INTERFACE CIRCUITS ADAPT TO THE PHYSICAL PROPERTIES OF THE CONNECTED SYSTEMS.	
ADD (v), ADDS, ADDED, ADDED	To increase the number, dimension, or quantity	ADD 5 ml OF HARDENER TO THE COMPOUND.	
addition (n)	ADD (v)	TO GET THE CORRECT CLEARANCE, ADD SPECIAL SHIMS, AS NECESSARY.	Adjust the clearance by the addition of special shims, as necessary.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
additional (adj)	MORE (adj)	THIS CHAPTER GIVES MORE INFORMATION ABOUT SAFETY.	This chapter gives additional information about safety.
adequate (adj)	SUFFICIENT (adj)	MAKE SURE THAT CONTAINERS HAVE SUFFICIENT CAPACITY AND DIAMETER.	Make sure that containers have adequate capacity and diameter.
adhere (v)	BOND (v)	THE SEAL MUST BOND CORRECTLY.	The seal must adhere correctly.
	OBEY (v)	OBEY THE SAFETY INSTRUCTIONS.	Adhere to the safety instructions.
adhesion (n)	BOND (n)	CLEAN THE SURFACE TO MAKE SURE THAT THE BOND IS SATISFACTORY.	Clean the surface to ensure there will be good adhesion.
ADJACENT (adj)	That which is near to an object, with no other object of the same type between the two	DO NOT OPERATE THE ADJACENT CONTROL.	
ADJACENT TO (prep)	To be near to an object, with no other object of the same type between the two	THE FUEL PUMP IS INSTALLED ADJACENT TO THE BULKHEAD.	
adjoining (adj)	ADJACENT (adj)	ALIGN THE BRACKETS WITH THE ADJACENT COMPONENTS.	Align the brackets with the adjoining components.
ADJUST (v), ADJUSTS, ADJUSTED, ADJUSTED	To put in or come to a specified position or value	ADJUST THE FREQUENCY TO THE VALUE GIVEN IN TABLE 1.	
		THE INTERNAL LOGIC ADJUSTS TO SUDDEN CHANGES IN TEMPERATURE.	
ADJUSTABLE (adj)	That you can adjust	THE TWO STOP BOLTS ARE ADJUSTABLE.	
ADJUSTMENT (n)	The effect of adjusting	MAKE SURE THAT THE ADJUSTMENT IS IN THE LIMITS GIVEN IN TABLE 1.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
admit (v)	LET (v)	OPEN THE VALVE TO LET NITROGEN GO INTO THE OLEO STRUT.	Open the valve to admit nitrogen into the oleo strut.
adopt (v)	USE (v)	IF THE UNIT IS DAMAGED, USE THIS PROCEDURE.	Adopt this procedure if the unit is damaged.
advance (n)	FORWARD (adj)	THE FORWARD MOVEMENT OF THE CONTROL LEVER MUST BE SLOW AND CONTINUOUS.	The advance of the control lever must be slow and continuous.
advance (v)	SET (v)	SET THE THROTTLE TO MAXIMUM POWER.	Advance the throttle to maximum power.
	FORWARD (adv)	MOVE THE LEVER FORWARD.	Advance the lever.
adverse (adj)	BAD (adj)	REFER TO CHAPTER 6 FOR INSTRUCTIONS ABOUT HOW TO PARK IN BAD WEATHER CONDITIONS.	For parking in adverse weather conditions, refer to Chapter 6.
	If it is possible, give accurate and correct conditions.	THIS MEDICATION CAN CAUSE DERMATITIS.	This medication can cause adverse reactions.
advisable (adj)	RECOMMEND (v)	THE DESIGN AUTHORITY RECOMMENDS THAT YOU TORQUE THE BOLTS AGAIN AT INTERVALS OF SIX MONTHS.	According to the Design Authority, it is advisable to retorque the bolts at intervals of six months.
advise (v)	TELL (v)	TELL THE RAMP AGENT THAT THE BRAKES ARE SET.	Advise the ramp agent that the brakes are set.
	RECOMMEND (v)	THE SAFETY OFFICER RECOMMENDS THE APPLICABLE PERSONAL PROTECTIVE EQUIPMENT.	The safety officer advises on applicable personal protective equipment.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
affect (v)	EFFECT (n)	MAGNETIC TOOLS HAVE AN UNWANTED EFFECT ON THE COMPASS SYSTEM.	Magnetic tools affect the compass system.
	If it is possible, be accurate.	THIS MEDICATION CAN CAUSE DERMATITIS	This medication can affect your skin.
AFT (adj)	At or nearer to the rear of an air or sea vehicle	THE PUMP IS IN THE AFT CELL OF THE FUSELAGE TANK.	
AFT (adv)	In the direction of the rear of an air or sea vehicle	MOVE THE THROTTLE AFT.	
AFTER (conj)	That follows a specified time, sequence, or operation	AFTER YOU INSTALL THE COMPONENT, DO A FUNCTIONAL TEST.	
AFTER (prep)	That follows a specified time, sequence, or operation	THE BAR MOVES DOWN AFTER 20 SECONDS.	
AFT OF (prep)	At a position nearer to the rear	THE CONTROL UNIT IS INSTALLED AFT OF THE FLIGHT COMPARTMENT.	
AGAIN (adv)	One more occurrence	MOVE THE CONTROL STICK BACK TO THE CENTER, AND THEN MOVE IT FORWARD AGAIN.	
AGAINST (prep)	In contact with	PUT THE ADAPTER IN POSITION AGAINST ITS SUPPORT.	
AGENT (n)	One of a group of materials made to do a specified task	DO NOT USE THESE CLEANING AGENTS ON HOT SURFACES.	
aggravate (v)	INCREASE (v)	TIRE WEAR INCREASES WITH HIGH SPEED.	Tire wear is aggravated by high speed.
agitate (v)	SHAKE (v)	SHAKE THE SOLUTION.	Agitate the solution.
agitation (n)	SHAKE (v)	IF YOU SHAKE THE SOLUTION, DO NOT USE IT FOR ONE HOUR.	After agitation, do not use the solution for one hour.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
AGREE (v), AGREES, AGREED, AGREED	To be consistent with	THE INDICATIONS MUST AGREE WITH THE VALUES IN TABLE 1001.	
ahead (adv)	FORWARD (adv)	WHEN YOU INSTALL THE ANTENNA, THE ALIGNMENT ARROW MUST POINT FORWARD.	When you install the antenna, the alignment arrow must point ahead.
AID (n)	Help that is given	IF YOU GET THIS CHEMICAL SOLUTION INTO YOUR EYES, GET MEDICAL AID IMMEDIATELY.	
aid (v)	HELP (v)	APPLY SAND TO THE PLANKS TO HELP WITH TIRE TRACTION.	Apply sand to the planks to aid tire traction.
aim (v)	POINT (v)	DO NOT POINT THE HOSE AT PERSONS.	Do not aim the hose at persons.
AIRBORNE (adj)	In, or used in, flight	POSITION 2 OF THE SWITCH GIVES A SIGNAL OF THE AIRCRAFT AIRBORNE CONDITION.	
air-dry (v)	DRY (v)	DRY THE FILTER IN THE AIR.	Air-dry the filter.
AIRFLOW (n)	A flow of air	MAKE SURE THAT THE AIRFLOW IS NOT MORE THAN 10 LITERS/MINUTE.	
alert (v)	TELL (v)	TELL ALL PERSONS TO GO AWAY FROM THE AREA.	Alert all persons to go away from the area.
ALIGN (v), ALIGNS, ALIGNED, ALIGNED	To put or come into a specified position in relation to a line	ALIGN THE FLANGE HOLES WITH THE STUDS.	
		ALL THREE BRACKET HOLES MUST ALIGN WITH THE FUEL TUBE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
alignment (n)	ALIGN (v)	MAKE SURE THAT THE KEYWAY IS AT THE TOP AND ALIGNS WITH THE PEG.	Ensure that the keyway is at the top and in alignment with the peg.
ALL (adj)	Full quantity	DRAIN ALL THE FLUIDS.	
allocate (v)	GIVE (v)	GIVE THE DIFFERENT MAINTENANCE TASKS TO THE APPROVED TECHNICIANS.	Allocate the different maintenance tasks to the approved technicians.
allow (v)	LET (v)	DO NOT LET THE CABLE TOUCH THE FLOOR.	Do not allow the cable to touch the floor.
allowable (adj)	PERMITTED (adj)	THE MAXIMUM PERMITTED DIFFERENCE IS 5 mm.	The maximum allowable difference is 5 mm.
	APPROVED (adj)	THE VALUES MUST NOT BE MORE THAN THE APPROVED DIFFERENCES GIVEN IN TABLE 1.	The values must not be more than the allowable differences given in table 1.
ALMOST (adv)	Near the limit or the value	MAKE SURE THAT THE PRESSURE IN THE CABIN IS ALMOST ZERO.	
ALONG (prep)	In a line parallel with the length or direction of	MOVE THE TENSIOMETER ALONG THE CABLE.	
already (adv)	IN PROGRESS (adv)	THE DATABASE SYNCHRONIZATION IS IN PROGRESS.	The database is already synchronizing.
	NO OTHER	YOU CAN DO THIS REPAIR PROCEDURE ONLY IF THERE IS NO OTHER DAMAGE.	Only do this repair procedure if there is not already damage.
	Frequently, an alternative for this word is not necessary.	MAKE SURE THAT THE SOFTWARE IS INSTALLED IN THE REPOSITORY.	Make sure that the software is already installed in the repository.
ALSO (adv)	In addition	ALSO DO THE APPLICABLE STEPS OF THIS PROCEDURE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
alter (v)	CHANGE (v)	IT IS POSSIBLE THAT THE INSTALLATION OF THE CONNECTOR PINS CHANGED THE ROUTING OF THE CABLE LOOM.	It is possible that the installation of the connector pins altered the routing of the cable loom.
alteration (n)	CHANGE (v)	IF YOU CHANGE THIS REPAIR PROCEDURE, GET APPROVAL OF THE DESIGN AUTHORITY.	The alteration to this repair procedure must get approval of the Design Authority.
alternate (adj)	ALTERNATIVE (adj)	AN ALTERNATIVE REPAIR IS AVAILABLE.	An alternate repair is available.
	EACH SECOND	EACH SECOND SQUARE IS RED.	Alternate squares are red.
alternate (v)	THEN (adv)	DO THE PILOT'S INSTRUMENT TEST AND THEN THE COPILOT'S TEST.	Alternate between pilot's and copilot's instrument test.
alternately (adv)	IN ONE (TN) … AND THEN THE OTHER	TO MAKE PIN REMOVAL EASIER, MANUALLY TURN THE CANOPY IN ONE DIRECTION AND THEN IN THE OTHER.	To make pin removal easier, manually turn the canopy alternately in the two directions.
ALTERNATIVE (adj)	That gives a choice	YOU CAN USE ALTERNATIVE MATERIALS.	
ALTERNATIVE (n)	One of two or more objects or processes that have the same or almost the same properties or functions	A BIO-BASED FUEL CAN BE AN ALTERNATIVE TO FUELS JET-A1 AND JET-A.	
alternatively (adv)	ALTERNATIVE (n)	YOU CAN DO TEST B AS AN ALTERNATIVE.	Alternatively, you can do test B.
ALTHOUGH (conj)	In spite of the fact that	ALTHOUGH THE PRESSURE DECREASES, THE VALVE MUST STAY CLOSED.	
ALWAYS (adv)	At all times	ALWAYS KEEP THE BRIGHTNESS CONTROL ON THE LCD DISPLAY AT MAXIMUM.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
amend (v)	CHANGE (v)	IF IT IS NECESSARY TO CHANGE THE REPAIR SCHEME, GET THE APPROVAL OF THE DESIGN AUTHORITY.	If it is necessary to amend the Repair Scheme, get the approval of the Design Authority.
amendment (n)	CHANGE (n)	THE DESIGN AUTHORITY MUST GIVE APPROVAL TO THE CHANGES THAT YOU MAKE TO THE REPAIR SCHEME.	The Design Authority must approve the amendments that you make to the Repair Scheme.
	CHANGE (v)	IF IT IS NECESSARY TO CHANGE THE REPAIR SCHEME, GET THE APPROVAL OF THE DESIGN AUTHORITY.	If an amendment to the Repair Scheme is necessary, get the approval of the Design Authority.
among (prep)	IN (prep)	IF THERE ARE METAL PARTICLES IN THE SAMPLES, REPLACE THE PUMP.	If there are metal particles among the samples, replace the pump.
amount (n)	QUANTITY (n)	MAKE SURE THAT THE QUANTITY OF FUEL IN THE TANK IS NOT MORE THAN 500 LITERS.	Make sure that the amount of fuel in the tank is not more than 500 liters.
AN (art)	Function word: indefinite article	MAKE AN ENTRY IN THE LOGBOOK.	
ANALOG (adj)	Of data given by pointers and dials	THE PRE-MOD UNIT HAS ANALOG INDICATORS.	
analyze (v)	ANALYSIS (TN)	MAKE AN ANALYSIS OF THE OIL.	Analyze the oil sample.
anchor (v)	ATTACH (v)	THE STRAPS ARE ATTACHED TO A FULL-LENGTH RAIL.	The straps are anchored to a full-length rail.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
ancillary (adj)	AUXILIARY (adj)	THE ENGINE AND ALL AUXILIARY EQUIPMENT USE THE SAME LUBRICANT.	The engine and all ancillary equipment use the same lubricant.
	SECONDARY (adj)	DO AN OPERATIONAL CHECK OF THE SECONDARY CONTROLS.	Do an operational check of the ancillary controls.
AND (conj)	Function word used to connect words, phrases, or clauses	MAKE SURE THAT THE FLAPS ARE RETRACTED AND THE AILERON TRIM HANDWHEEL IS IN THE ZERO POSITION.	
ANGULAR (adj)	That has one or more angles	MAKE SURE THAT THE ANGULAR POSITION IS CORRECT.	
annotation (n)	WRITE (v)	WRITE THE TEMPERATURE VALUE ON THE ENGINE LOG CARD.	Make an annotation of the temperature on the Engine Log Card.
	RECORD (v)	RECORD THE TEMPERATURE VALUE ON THE ENGINE LOG CARD.	Make an annotation of the temperature on the Engine Log Card.
annunciate (v)	SHOW (v)	THE DISPLAY SHOWS A FAULT MESSAGE.	The display annunciates a fault message.
another (adj)	ONE (TN) MORE	INSTALL ONE MORE WASHER BETWEEN THE NUT AND THE SURFACE.	Install another washer between the nut and the surface.
	DIFFERENT (adj)	REFER TO DETAIL C ON FIG. 4 FOR A DIFFERENT PROCEDURE TO ATTACH THE CABLE.	Refer to detail C on Fig. 4 for another way of attaching the cable.
	AGAIN (adv)	BEFORE YOU TRY TO START THE ENGINE AGAIN, MAKE SURE THAT THE AREA IS SAFE.	Before you try another engine start, make sure that the area is safe.
anticlockwise (adv)	COUNTERCLOCKWISE (adv)	TURN THE CAP COUNTERCLOCKWISE.	Turn the cap anticlockwise.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
any (adj)	Frequently, an alternative for this word is not necessary.	IF YOU HAVE QUESTIONS ABOUT THIS DOCUMENT, SEND AN E-MAIL TO THE ADDRESS THAT FOLLOWS:	If you have any questions about this document, send an e-mail to the address that follows:
any (pron)	ONE (TN)	REMOVE ONE OF THE FOUR BOLTS.	Remove any of the four bolts.
anytime (adv)	WHEN (conj)	WHEN YOU USE THE EMERGENCY PUMP, RECORD THE TIME OF OPERATION.	Anytime you use the emergency pump, record the time of operation.
APART (adv)	At a distance (not specified) from	MOVE THE CABLE STRANDS APART.	
aperture (n)	OPENING (n)	GET ACCESS TO THE CONTROL UNIT THROUGH THE OPENING IN THE SIDE OF THE TANK.	Get access to the control unit through the aperture in the side of the tank.
apparent (adj)	SEE (v)	IF YOU SEE DISCOLORATION, REPLACE THE PART.	If discoloration is apparent, replace the part.
	FIND (v)	IF YOU FIND A CRACK, DO THE APPLICABLE REPAIR PROCEDURE.	If a crack is apparent, do the applicable repair procedure.
appear (v)	SHOW (v)	A WARNING FLAG SHOWS IN THE WINDOW.	A warning flag appears in the window.
	VIEW (n)	WHEN YOU PULL THE LOWER BEARING DOWN, THE LOWER SEAL COMES INTO VIEW.	The lower seal appears when you pull the lower bearing down.
	THINK (v)	IF YOU THINK THAT THE ENGINE IS TOO HOT, TURN THE SWITCH TO “OFF.”	If the engine appears to be too hot, turn the switch to off.
	POSSIBLE (adj)	IF IT IS POSSIBLE THAT THE TEMPERATURE VALUES ARE INCORRECT, DECREASE THE POWER.	If it appears that the temperature values are incorrect, decrease the power.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
APPLICABLE (adj)	Correct or satisfactory for the task	REFER TO THE TABLE THAT FOLLOWS FOR THE APPLICABLE TORQUE VALUES.	
application (n)	APPLY (v)	APPLY THE SEALANT WITH A WOODEN SPATULA.	The application of sealant must be carried out with a wooden spatula.
APPLY (v), APPLIES, APPLIED, APPLIED	1. To put or spread something on	APPLY THE SEALING COMPOUND.	
	2. To use something (for example, pressure, force, load) to cause an effect	APPLY A FORCE OF 100 N ON THE END OF THE LEVER.	
appoint (v)	TELL (v)	TELL TWO PERSONS TO BE PREPARED TO OPERATE THE FIRE EXTINGUISHERS.	Appoint two persons to be prepared to operate the fire extinguishers.
approach (v)	GO NEAR	IF IT IS NECESSARY TO GO NEAR THE ENGINE EXHAUST, USE EAR PROTECTION.	If it is necessary to approach the engine exhaust, use ear protection.
appropriate (adj)	APPLICABLE (adj)	LOCK THE WASHER WITH THE APPLICABLE TABS.	Lock the washer with the appropriate tabs.
APPROVAL (n)	That which permits a person or a thing to do something	BEFORE YOU REPAIR THIS UNIT, GET THE APPROVAL OF THE MANUFACTURER.	
approve (v)	APPROVAL (n)	APPROVAL FROM THE DESIGN AUTHORITY IS MANDATORY FOR ALL MODIFICATIONS.	All modifications must be approved by the Design Authority.
APPROVED (adj)	Permitted by an authority	DO THE PROCEDURE IN AN APPROVED AREA.	
APPROXIMATE (adj)	Almost correct or accurate	AN APPROXIMATE VALUE IS SATISFACTORY.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
APPROXIMATELY (adv)	Almost correct or accurate	DRAIN APPROXIMATELY 2 LITERS OF FUEL.	
AREA (n)	A specified surface or location	DO NOT SMOKE IN THE WORK AREA.	
arise (v)	OCCUR (v)	SHOCK LOADING OF THE ENGINE CAN OCCUR DURING A HEAVY LANDING.	Shock loading of the engine can arise from a heavy landing.
	CAUSE (v)	A HEAVY LANDING CAN CAUSE SHOCK LOADING OF THE ENGINE.	Shock loading of the engine can arise from a heavy landing.
ARM (v), ARMS, ARMED, ARMED	1. To install armaments	ARM THE AIRCRAFT.	
	2. To prepare for automatic operation	SET THE SWITCH TO “CLOSE” TO ARM THE CIRCUIT.	
AROUND (prep)	On all sides of	PUT THE STRAP CLAMPS AROUND THE CYLINDER.	
	For other meanings, use:		
	APPROXIMATELY (adv)	THE TEST BENCH IS APPROXIMATELY 10 FEET FROM THE DOOR.	The test bench is around 10 feet from the door.
arrange (v)	PUT (v)	PUT THE COMPONENTS IN THIS SEQUENCE:	Arrange the components in this order.
arrangement (n)	CONFIGURATION (TN)	THE CONFIGURATION OF THE INSERTS IS RELATED TO THE DIMENSIONS OF THE CONNECTOR SHELL.	The arrangement of the inserts is related to the dimensions of the connector shell.
	PREPARE (v)	PREPARE FOR THE LEAK TEST.	Make the arrangements for the leak test.
arrest (v)	STOP (v)	STOP THE FLOW FOR 10 SECONDS.	Arrest the flow for 10 seconds.
	HOLD (v)	A COTTER PIN HOLDS THE ATTACHMENT BAR.	A cotter pin arrests the attachment bar.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
arrive (v)	GET (v)	TO GET THE CORRECT VALUE, SET THE SWITCH TO POSITION 2.	To arrive at the correct value, set the switch to position 2.
ARROW (n)	A mark that has a point to show direction	MAKE SURE THAT THE ARROW POINTS IN THE DIRECTION OF THE FUEL FLOW.	
article (n)	OBJECT (n)	MAKE SURE THAT THERE ARE NO LOOSE OBJECTS IN THE ENGINE AIR INTAKES.	Ensure that there are no loose articles in the engine air intakes.
AS (prep)	In the manner of, to the same quantity, equally	DO NOT USE THE CYLINDER AS A SUPPORT.	
as (conj)	BECAUSE (conj)	THE PUMP DID NOT OPERATE BECAUSE THE SHAFT WAS BROKEN.	The pump did not operate as the shaft was broken.
	WHILE (conj) You can use:	WHILE YOU DO EACH STEP OF THE VALVE TEST, MAKE SURE THAT THERE IS NO LEAKAGE.	As you do each step of the valve test, make sure that there is no leakage.
	AS FOLLOWS	ASSEMBLE THE VALVE AS FOLLOWS:	
	AS NECESSARY	SET THE LENGTH OF THE CONTROL ROD AS NECESSARY.	
	AS SHOWN	MEASURE THE DEPTH OF THE DENT AS SHOWN IN FIGURE 4.	
AS ... AS (conj)	Construction used to show comparison or relation For “as long as,” refer to “long (as long as).”	MOVE THE LEVER AS FAST AS POSSIBLE.	
ascertain (v)	MAKE SURE (v)	MAKE SURE THAT THE LIGHT IS OFF.	Ascertain that the light is off.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
ask (v)	TELL (v)	TELL THE DRIVER TO SET THE SWITCH TO OFF.	Ask the driver to set the switch to off.
	SPEAK (v)	SPEAK TO THE LOCAL AIR TRAFFIC CONTROLLER.	Ask the local air traffic controller.
ASSEMBLE (v), ASSEMBLES, ASSEMBLED, ASSEMBLED	To attach, connect, or put together the parts of something	ASSEMBLE THE VALVE AS FOLLOWS:	
ASSEMBLY (n)	Items that are connected for a specified function	REMOVE THE WHEEL BRAKE ASSEMBLY FROM THE AXLE.	
assess (v)	CALCULATE (v)	CALCULATE THE QUANTITY OF FUEL THAT IS NECESSARY.	Assess the quantity of fuel that is necessary.
	ESTIMATE (n)	MAKE AN ESTIMATE OF THE DAMAGE.	Assess the damage.
assessment (n)	ESTIMATE (n)	MAKE AN ESTIMATE OF THE DAMAGE.	Carry out an assessment of the damage.
	CALCULATE (v)	CALCULATE THE NUMBER OF SHIMS THAT ARE NECESSARY.	Do an assessment of the number of shims that are necessary.
assign (v)	GIVE (v)	GIVE A CODE TO EACH CONNECTOR.	Assign a code to each connector.
assist (v)	HELP (v)	KEEP THE DATA TO HELP YOU WITH SUBSEQUENT PROCEDURES.	Keep the data to assist subsequent procedures.
assistance (n)	AID (n)	FOR THIS STEP, MAKE SURE THAT YOU HAVE THE AID OF ONE MORE PERSON.	For this step, you must have the assistance of one more person.
	HELP (v)	FOR THIS STEP, MAKE SURE THAT ONE PERSON HELPS YOU.	For this step, you must have the assistance of one person.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
associated (adj)	CORRECT (adj)	INSTALL THE DUMP VALVE AND THE CORRECT GASKET.	Install the dump valve with the associated gasket.
	RELATED (adj)	REMOVE THE PANELS FROM THE RELATED DOORS.	Remove the panels from the associated doors.
	ITS (adj)	REMOVE THE BOLT AND ITS WASHER.	Remove the bolt and the associated washer.
	THEIR (adj)	REMOVE THE EIGHT BOLTS AND THEIR WASHERS.	Remove the eight bolts and the associated washers.
assume (v)	THINK (v)	IF YOU THINK THAT YOU CAN REPAIR THE DAMAGE, REFER TO THE REPAIR SECTION.	If damage is assumed to be repairable, refer to the repair section.
assure (v)	MAKE SURE (v)	USE A PLUMB LINE TO MAKE SURE THAT THE WALL IS VERTICAL.	Use a plumb line to assure that the wall is vertical.
as to (prep)	ABOUT (prep)	REFER TO TABLE 7001 FOR INFORMATION ABOUT HOW THE PIVOT ASSEMBLY IS MADE.	Refer to Table 7001 for information as to the construction of the pivot assembly.
asymmetric (adj)	NOT SYMMETRICAL	IF THE RESULT THAT YOU GET IS NOT SYMMETRICAL, DO A RIGGING TEST.	If you get an asymmetric result, do a rigging test.
AT (prep)	Function word that shows the location, position, direction, or time that something occurs	DISCONNECT THE HOSE AT THE PITOT HEAD.	
		AT APPROXIMATELY 300 KNOTS, THE LIGHT COMES ON.	
		WITH THE NOSEWHEEL AT 30 DEG. TO THE CENTER LINE, SET THE LEVER TO “UP.”	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
ATTACH (v), ATTACHES, ATTACHED, ATTACHED	To stay together or to cause different items to stay together	MAKE SURE THAT THE LABEL FULLY ATTACHES TO THE SURFACE AND THAT THERE ARE NO BUBBLES.	
		TEMPORARILY ATTACH THE CABLE TO THE ADJACENT STRUCTURE.	
attachment (n)	ATTACH (v)	MAKE SURE THAT THE DUCT IS CORRECTLY ATTACHED TO THE FILTER.	Make sure that the attachment of the duct to the filter is correct.
attain (v)	SHOW (v)	WHEN THE VOLTMETER SHOWS 28 VOLTS DC, THE RELAY CLOSES.	When 28 volts DC is attained, the relay closes.
	BE (v)	WHEN THE VOLTAGE IS 28 VOLTS DC, THE RELAY CLOSES.	When 28 volts DC is attained, the relay closes.
	GET (v)	WHEN YOU GET 28 VOLTS DC, THE RELAY CLOSES.	When 28 volts DC is attained, the relay closes.
attempt (n)	TRY (v)	TRY TO LIFT THE COVER MANUALLY.	Make an attempt to lift the cover manually.
attempt (v)	TRY (v)	TRY TO FIND THE DEFECT.	Attempt to find the defect.
attention (n)	AID (n)	IF YOU GET PAINT SPRAY IN YOUR EYES, GET MEDICAL AID.	If you get paint spray in your eyes, get medical attention.
	CAREFUL (adj)	BE CAREFUL WHEN YOU REMOVE THE CONTROL UNIT.	Pay attention when you remove the control unit.
	MONITOR (v)	MONITOR THE RESULTS.	Pay attention to the results.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
audible (adj)	HEAR (v)	IF YOU CANNOT HEAR THE ALARM, ADJUST THE VOLUME CONTROL.	If the alarm is not audible, adjust the volume control.
	LISTEN (v)	LISTEN FOR AIR LEAKAGE FROM THE LINES.	Check the lines for audible air leakage.
augment (v)	INCREASE (v)	A MIXTURE OF WATER AND METHANOL INCREASES THE POWER OF THE ENGINE.	A mixture of water and methanol augments the power of the engine.
aurally (adv)	LISTEN (v)	LISTEN TO MAKE SURE THAT THE FLUID FLOWS.	Check aurally to ensure fluid flow.
	HEAR (v)	YOU CAN HEAR THE WARNING IN THE COCKPIT.	The warning is given aurally in the cockpit.
authentic (adj)	ACCURATE (adj)	IF THE ADJUSTMENT OF THE STOPS IS NOT CORRECT, THE RESULTS OF THE TEST WILL NOT BE ACCURATE.	If the adjustment of the stops is not correct, the results of the test will not be authentic.
AUTHORITY (n)	An official organization that gives approval to something	BEFORE YOU CHANGE THE PROCEDURE, GET THE APPROVAL OF THE DESIGN AUTHORITY.	
authorized (adj)	APPROVED (adj)	ONLY APPROVED PERSONS ARE PERMITTED TO STAY IN THIS AREA.	Only authorized persons are permitted to stay in this area.
AUTOMATIC (adj)	That operates without other input	THE AUTOMATIC SYSTEM WILL OPEN THE DOORS.	
AUTOMATICALLY (adv)	That operates without other input	THE FUEL FLOW STOPS AUTOMATICALLY.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
AUXILIARY (adj)	1. That operates in a secondary function	LUBRICANTS FOR THE ENGINE AND THE AUXILIARY EQUIPMENT ARE THE SAME.	
	2. That gives help	USE AUXILIARY SCREWS TO ASSEMBLE THE UNIT TEMPORARILY.	
AVAILABLE (adj)	Prepared or supplied for you to use	IF ELECTRICAL POWER IS AVAILABLE, DO A CONTINUITY CHECK.	
avert (v)	PREVENT (v)	IF THE MICROSWITCH BECOMES UNSERVICEABLE, DEACTIVATE THE ACTUATOR TO PREVENT DAMAGE TO THE VALVE.	If the microswitch becomes unserviceable, deactivate the actuator to avert damage to the valve.
avoid (v)	PREVENT (v)	TURN THE CONTROLS SLOWLY TO PREVENT DAMAGE.	Turn the controls slowly to avoid damage.
	DO NOT	DO NOT PUSH ON THE SEALS.	Avoid pushing on the seals.
aware (adj)	KNOW (v)	ALL PERSONNEL MUST KNOW THE HEALTH RISKS.	All personnel must be aware of the health risks.
	TELL (v)	TELL ALL PERSONNEL ABOUT THE NEW RULES.	All personnel must be aware of the new rules.
AWAY FROM (prep)	In or to a different position or direction	DO THE WORK IN AN AREA AWAY FROM EQUIPMENT OR METAL FRAME BUILDINGS.	
AXIAL (adj)	Related to an axis	DO STEPS 1 THRU 4 TO MAKE SURE THAT NO AXIAL LOAD IS ON THE ROD.	
AXIALLY (adv)	Related to an axis	APPLY THE LOAD AXIALLY.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
back (adj)	REAR (adj)	DISCONNECT THE CABLE FROM THE REAR SIDE OF THE INSTRUMENT.	Disconnect the cable from the back side of the instrument.
BACK (adv)	To an initial condition	MOVE THE ENGINE THROTTLE BACK TO 60% RPM.	
back (n)	REAR (n)	THE CONTROL UNIT IS AT THE REAR.	The control unit is at the back.
back and forth (adv)	DIRECTION (n)	MOVE THE SLEEVE IN THE PISTON TO ONE DIRECTION AND THEN BACK AGAIN.	Move the sleeve back and forth in the piston.
back off (v)	LOOSEN (v)	DO NOT LOOSEN THE NUT TO ALIGN IT.	Do not back off the nut to obtain alignment.
backup (n)	EMERGENCY (n)	IN AN EMERGENCY, THE ONE-SHOT BATTERY SUPPLIES DC POWER.	The one-shot battery is a backup for the DC electrical supply.
	AUXILIARY (adj)	USE AUXILIARY SCREWS TO ASSEMBLE THE UNIT TEMPORARILY.	Use some screws as a backup to assemble the unit temporarily.
backward (adv)	REARWARD (adv)	MOVE THE LEVER REARWARD.	Move the lever backward.
BAD (adj) (WORSE, WORST)	Not satisfactory Do not use this word if more accurate and clear words are available.	REFER TO CHAPTER 6 FOR INSTRUCTIONS ABOUT HOW TO PARK IN BAD WEATHER CONDITIONS.	
		IF THE LENGTH OF THE CRACK IS MORE THAN THE PERMITTED LIMIT, REPLACE THE PART.	If the crack is bad, replace the part.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
badly (adv)	INCORRECTLY (adv)	IF THE SLEEVE IS INCORRECTLY ATTACHED, ADJUST IT.	If the sleeve is badly attached, adjust it.
	UNSATISFACTORILY (adv)	DISCARD ALL SEALS WHICH ARE UNSATISFACTORILY BONDED.	Discard all seals which are badly bonded.
	DECREASE (v)	FUEL LEAKS CAN DECREASE ENGINE PERFORMANCE.	A fuel leak can cause the engine to operate badly.
BALANCE (v), BALANCES, BALANCED, BALANCED	To make equal	BALANCE THE ELECTRICAL LOADS ON EACH GENERATOR.	
bank (v)	BANK (TN)	THE V-BARS GIVE THE INDICATION FOR A BANK.	The V-BARS indicate the command to bank.
BARE (adj)	Without a surface layer or protection	BARE METAL SURFACES ARE USUALLY SATISFACTORY FOR AN ELECTRICAL BOND.	
bared (adj)	BARE (adj)	GIVE TEMPORARY PROTECTION TO AREAS OF BARE METAL.	Give temporary protection to areas of bared metal.
base (n)	BOTTOM (n)	MAKE SURE THAT THE TWO SPIGOTS AT THE BOTTOM OF THE UNIT ENGAGE.	Make sure that the two spigots at the base of the unit engage.
base (v)	USE (v)	USE THE TORQUE VALUES GIVEN IN CHAPTER 10.	Base the torque values on those given in Chapter 10.
BASIC (adj)	Approved minimum	THIS MODIFICATION CHANGES THE BASIC CONFIGURATION OF THE SYSTEM.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
BE (v), IS, WAS, (also ARE, WERE) No other verb forms.	1. To occur, exist	IF THERE IS CORROSION ON THE PUMP VANES, REPLACE THE PUMP.	
	2. To have a property, to be equal to	ACID SOLUTIONS ARE DANGEROUS.	
BECAUSE (conj)	As a result of	BECAUSE THE FLUID LEVEL IS INCORRECT, THE SYSTEM WILL NOT OPERATE.	
BECAUSE OF (prep)	As a result of	IF YOU CANNOT REMOVE A BOLT BECAUSE OF CORROSION, APPLY PENETRATING OIL.	
BECOME (v), BECOMES, BECAME No other verb forms.	To come to be	THE SCREEN BECOMES AVAILABLE.	
BEFORE (conj)	That precedes a specified time, sequence, or operation	BEFORE YOU DISCONNECT THE COMPONENTS, BLEED THE SYSTEM.	
BEFORE (prep)	That precedes a specified time, sequence, or operation	THE BAR MOVES DOWN BEFORE 20 SECONDS.	
begin (v)	START (v)	INCREASE THE PRESSURE UNTIL THE FLOW STARTS AGAIN.	Increase pressure until the flow begins again.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
beginning (n)	START (n)	YOU CAN GET SLOW MOVEMENT AT THE START.	You can get slow movement at the beginning.
	SOURCE (n)	FIND THE SOURCE OF THE FUEL LEAKAGE.	Find the beginning of the fuel leak.
	START (v)	WHEN THE LEVER STARTS TO MOVE, THE MICROSWITCH OPERATES.	At the beginning of the lever movement, the microswitch will operate.
BEHIND (prep)	In a position at the rear of	THE PUMP IS INSTALLED BEHIND THE HYDRAULIC MOTOR.	
below (adv)	FOLLOW (v)	OBEY THE SAFETY PRECAUTIONS THAT FOLLOW:	Obey the safety precautions below:
	THESE (adj)	OBEY THESE SAFETY PRECAUTIONS:	Obey the safety precautions below:
BELOW (prep)	In (or to) a position farther down than something For other meanings, use:	THE DATE IS WRITTEN BELOW THE CYLINDER NECK.	
	LESS THAN	MAKE SURE THAT THE DIAMETER OF THE HOLE IS LESS THAN THE SPECIFIED VALUE.	Make sure that the diameter of the hole is below the specified value.
BEND (n)	The area where something is bent	EXAMINE THE BENDS FOR CRACKS.	
BEND (v), BENDS, BENT, BENT	To change or cause to change from straight to curved	BEND THE PIPE CAREFULLY.	
		THESE PARTS CAN EASILY BEND, BREAK OR BECOME INCORRECTLY ALIGNED.	
beneath (prep)	BELOW (prep)	PUT THE JACK BELOW THE AXLE.	Put the jack beneath the axle.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
beside (prep)	ADJACENT TO	THE FUEL PUMP IS ADJACENT TO THE STRUCTURAL SUPPORT.	The fuel pump is beside the structural support.
BETWEEN (prep)	Related to something before and after in time or position	MAKE SURE THAT THE STOPWATCH INDICATION IS BETWEEN 2 AND 4 MINUTES.	
beware (v)	CAREFUL (adj)	BE CAREFUL OF DANGEROUS VOLTAGES.	Beware of dangerous voltages.
beyond (prep)	MORE THAN	REPLACE ALL COMPONENTS THAT ARE WORN MORE THAN THE MAXIMUM LIMITS.	Replace all components that are worn beyond their maximum limits.
big (adj)	LARGE (adj) If it is possible, give an accurate value.	INSTALL THE LARGER BOLTS.	Install the bigger bolts.
bind (v)	FREELY (adv)	MAKE SURE THAT THE VALVES MOVE FREELY.	Check that valves do not bind.
	WIND AROUND	WIND TWO LAYERS OF TAPE AROUND THE PIPE JOINTS.	Bind the pipe joints with two layers of tape.
blank (v)	SEAL (v)	SEAL THE HOSE.	Blank the hose.
	CAP (TN)	PUT A CAP ON THE CONNECTOR.	Blank the connector.
	COVER (TN)	PUT A COVER ON THE OUTLET PORT.	Blank the outlet port.
BLEED (v), BLEEDS, BLED, BLED	To let a gas out of	BLEED THE SPEEDBRAKE HYDRAULIC SYSTEM.	
blend (v)	MIX (v)	MIX THE ADHESIVE WITH THE HARDENER.	Blend the adhesive with the hardener.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
block (v)	CAUSE A BLOCKAGE	MAKE SURE THAT THE SEALANT DOES NOT CAUSE A BLOCKAGE OF THE DRAIN.	Check that the sealant does not block the drain.
BLOCKAGE (n)	That which prevents correct operation	MAKE SURE THAT THERE IS NO BLOCKAGE OF THE PIPE.	
BLOCKED (adj)	That prevents correct operation	A BLOCKED OIL JET CAN CAUSE INCORRECT OPERATION.	
blot (v)	DRY (v)	DRY THE SURFACE WITH A TOWEL.	Blot the surface with a towel.
BLOW (v), BLOWS, BLEW, BLOWN	To cause gas to move	BLOW DRY AIR THROUGH THE FEED TUBES.	
BLUNT (adj)	Not sharp	REMOVE THE SEALANT WITH A BLUNT SCRAPER.	
blunted (adj)	BLUNT (adj)	EXAMINE THE STATIC DISCHARGERS FOR BENT AND BLUNT PINS.	Inspect the static dischargers for bent and blunted pins.
bolt (v)	ATTACH (v) (WITH A BOLT [TN] OR BOLTS [TN])	ATTACH THE TRACK TO THE CHANNELS WITH THE BOLTS.	Bolt the track to the channels.
BOND (n)	1. A connection between structural components for electrical continuity	DO A RESISTANCE CHECK OF THE PRIMARY BONDS.	
	2. A firm connection with another material	MAKE SURE THAT THE BOND BETWEEN THE HONEYCOMB CORE AND THE SKIN IS CORRECT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
BOND (v), BONDS, BONDED, BONDED	1. To make an electrical bond	THE STATIC DISCHARGER IS ELECTRICALLY BONDED TO THE FRAME.	
	2. To attach firmly or become firmly attached with another material	IF THE FILLER BONDS TO THE TOOL, MAKE THE TOOL MOIST WITH COLD WATER.	
		WHEN YOU BOND THE MATERIALS, APPLY A THIRD LAYER OF ADHESIVE.	
both (adj)	THE TWO (TN)	ATTACH THE TWO ENDS OF THE HOSE.	Attach both ends of the hose.
BOTTOM (adj)	That is lowermost	REMOVE THE BOTTOM BOLT.	
BOTTOM (n)	The lowermost position	THE DRAIN PLUG IS AT THE BOTTOM OF THE UNIT.	
bottom (v)	TOUCH (v)	OPEN THE DOOR UNTIL IT TOUCHES THE FLOOR.	Open the door until it bottoms on the floor.
bounds (n)	LIMIT (n)	MAKE SURE THAT THE CLEARANCE IS IN THE LIMITS.	Make sure that the clearance is in bounds.
brace (v)	HOLD (v)	SUPPORT STRUTS HOLD THE FLOOR STRUCTURE IN POSITION.	Support struts brace the floor structure.
	STRONG (adj)	REINFORCEMENT PLATES MAKE THE LAP JOINTS STRONGER.	Reinforcement plates brace the lap joints.
branch (v)	DIVIDE (v)	THE PRESSURE LINES DIVIDE IN DIFFERENT DIRECTIONS.	The pressure lines branch in different directions.
breadth (n)	WIDTH (n)	THE WIDTH OF THE MATERIAL MUST BE LARGER THAN 10 mm.	The breadth of the material must be larger than 10 mm.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
break (n)	STOP (v)	IF THE TRANSMISSION STOPS, CANCEL THE TEST.	If there is a break in the transmission, cancel the test.
BREAK (v), BREAKS, BROKE, BROKEN	To cause to separate or become separated into parts by force	BREAK THE BOND OF THE SEALANT.	
		IF THE SHEAR PIN BREAKS, DO AN INSPECTION OF THE TOWBAR.	
breakdown (n)	STOP (v)	IF THE PRESSURE SUPPLY STOPS, CANCEL THE TEST.	If there is a breakdown in the pressure supply, cancel the test.
BREATHE (v), BREATHES, BREATHED, BREATHED	To get gas into or out of the lungs	DO NOT BREATHE THE SOLVENT FUMES.	
		BREATHE INTO THE OXYGEN MASK.	
BRIGHT (adj) (BRIGHTER, BRIGHTEST)	That gives much light	THE NAVIGATION LIGHTS CHANGE FROM DIM TO BRIGHT.	
BRIGHTLY (adv)	In a bright manner	THE LIGHTS COME ON BRIGHTLY.	
brilliance (n)	INTENSITY (n)	SET THE INTENSITY TO THE MINIMUM.	Set the brilliance to the minimum.
	BRIGHT (adj)	TURN THE BRT CONTROL CLOCKWISE TO MAKE THE DISPLAY BRIGHTER.	Turn the BRT CONTROL clockwise to increase the display brilliance.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
bring (v)	MOVE (v)	MOVE THE PANEL INTO POSITION.	Bring the panel into place.
	PUT (v)	PUT THE PANEL IN POSITION.	Bring the panel into place.
briskly (adv)	QUICKLY (adv)	RUB THE SURFACE QUICKLY WITH A SOFT, DRY CLOTH.	Rub the surface briskly with a soft, dry cloth.
broadcast (v)	TRANSMIT (v)	TRANSMIT THE DATA ON THE TWO CHANNELS.	Broadcast the data on both channels.
brush (v)	BRUSH (TN)	CLEAN THE FILTER ELEMENT WITH A BRUSH.	Brush the filter element to clean it.
		USE A BRUSH TO CLEAN THE FILTER ELEMENT.	Brush the filter element to clean it.
brush on (v)	BRUSH (TN)	APPLY THE PAINT WITH A BRUSH.	Brush the paint on.
BUBBLE (n)	A small quantity of gas in a liquid or a solid	ADJUST THE CLINOMETER UNTIL THE BUBBLE IS IN THE CENTER.	
build (n)	STRUCTURE (n)	THE WING STRUCTURE GIVES MAXIMUM FUEL CAPACITY.	The build of the wing allows maximum fuel storage.
build (v)	ASSEMBLE (v)	ASSEMBLE THE UNIT.	Build the unit.
bump (v)	HIT (v)	THE FUELING HOSE MUST NOT HIT THE EDGE OF THE TANK.	The fueling hose must not bump the edge of the tank.
BURN (v), BURNS, BURNED, BURNED	1. To cause or undergo combustion	THE TURBINE BURNS FUEL.	
		THE SEALANT BURNS AT 109 DEG. F.	
	2. To cause injury or damage through heat	HOT SURFACES CAN BURN YOU.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
burst (v)	BREAK (v)	IF THE DISK BREAKS, STOP THE SUPPLY.	If the disk bursts, switch off the supply.
BUT (conj)	On the contrary	TIGHTEN THE NUTS, BUT DO NOT TORQUE THEM AT THIS TIME.	
butt (v)	TOUCH (v)	THE WIRE MUST TOUCH THE REAR OF THE CONTACT.	The wire must butt against the rear of the contact.
BY (prep)	Mathematical function word	DIVIDE THE VALUE BY TWO.	
		INCREASE THE TEMPERATURE BY 10 DEGREES.	
by means of (prep)	WITH (prep)	PRESSURIZE THE SYSTEM TO 150 bar WITH THE HAND PUMP.	By means of the hand pump, pressurize the system to 150 bar.
BYPASS (v), BYPASSES, BYPASSED, BYPASSED	To change a circuit so that it goes past something instead of through it	IN THIS CONFIGURATION, THE HYDRAULIC PRESSURE BYPASSES THE VALVE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
CALCULATE (v), CALCULATES, CALCULATED, CALCULATED	To find a result by mathematics	CALCULATE THE PERCENTAGE WITH THE APPLICABLE FORMULA.	
calculation (n)	CALCULATE (v)	THE SYSTEM CALCULATES DATA THAT ARE APPLICABLE ONLY TO A TYPE B UNIT.	Data from the system calculations apply only to a Type B unit.
CALIBRATE (v), CALIBRATES, CALIBRATED, CALIBRATED	To measure and adjust the precision of something	CALIBRATE THE THERMOMETER TO THE CELSIUS SCALE.	
CALIBRATION (n)	The procedure that calibrates	WRITE THE RESULTS OF THE CALIBRATION ON THE CORRECTION CHART.	
call (v)	TELL (v)	TELL THE RAMP AGENT TO REMOVE THE CHOCKS.	Call the ramp agent to remove the chocks.
CAN (v), CAN, COULD No other verb forms.	Auxiliary modal verb that means to be possible, to be able to, or to be permitted to	A MIXTURE OF FUEL AND OXYGEN CAN CAUSE AN EXPLOSION.	
		YOU CAN CLEAN THE DRAIN HOLES WITH THE CLEANING TOOL.	
		YOU CAN OPERATE THE VEHICLE AFTER THE INSPECTION IS COMPLETED.	
	Do not use COULD (v) to show possibility	IF YOU DO NOT OBEY THIS WARNING, AN EXPLOSION CAN OCCUR.	If you do not obey this warning, an explosion could occur.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
CANCEL (v), CANCELS, CANCELED, CANCELED	1. To do the necessary steps to stop a process	IF YOU ACCIDENTALLY PUSH THE SWITCH, CANCEL THE START SEQUENCE.	
	2. To remove the validity of something	THIS NEW REVISION AUTOMATICALLY CANCELS THE PREVIOUS ONE.	
CANNOT (v)	Auxiliary modal verb that means to not be able to	THE WHEEL CANNOT MOVE WHEN THE LOCK IS ENGAGED.	
cap (v)	SEAL (v)	SEAL ALL THE HOSES.	Cap all the hoses.
	CAP (TN)	PUT CAPS ON THE CONNECTORS.	Cap the connectors.
	COVER (TN)	PUT A COVER ON THE INLET PORT.	Cap the inlet port.
capability (n)	FUNCTION (n)	THESE FUNCTIONS OPEN THE APPLICABLE GRAPHIC DEVICE.	These capabilities open the applicable graphic device.
	CAN (v)	THE COMPUTER CAN CALCULATE THE RESULT AUTOMATICALLY.	The computer has the capability to calculate the result automatically.
capable (adj)	APPROVED (adj)	AN APPROVED PERSON MUST DO THE IMPORTANT CHECKS.	Vital checks are to be carried out by a capable person.
	CAN (v)	THE POWER UNIT CAN SUPPLY 28 V DC.	The power unit is capable of producing 28 V DC.
CAPACITY (n)	The maximum quantity that something can hold or make	THE CAPACITY OF THE TANK IS 564 LITERS.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
care (n)	PRECAUTION (n)	WHEN YOU DO WORK WITH HIGH VOLTAGES, OBEY THE SAFETY PRECAUTIONS.	You must take care when you work with high voltages.
	CAREFUL (adj)	BE CAREFUL WHEN YOU INSTALL THE NUTS.	Take care when installing the nuts.
	CAREFULLY (adv)	REMOVE THE GEARBOX CAREFULLY.	Remove the gearbox with great care.
CAREFUL (adj)	With precaution	BE CAREFUL WHEN YOU REMOVE THE COVER.	
CAREFULLY (adv)	In a careful manner	CAREFULLY APPLY A BEAD OF SEALING COMPOUND.	
carry (v)	TRANSMIT (v)	THE CABLE TRANSMITS THE ELECTRICAL ENERGY FROM THE IGNITION EXCITER TO THE IGNITER.	The cable carries the electrical energy from the ignition exciter to the igniter.
	TRANSPORT (TN)	THIS VEHICLE IS FOR THE TRANSPORT OF FIVE PASSENGERS.	This vehicle is meant to carry five passengers.
carry out (v)	DO (v)	DO THE LEAK TEST.	Carry out the leak test.
	You can use a more accurate command verb.		
	MEASURE (v)	MEASURE THE CLEARANCE OF THE IMPELLER.	Carry out the clearance measurement of the impeller.
case (n)	CONDITION (n)	FIGURE 1 SHOWS THE DATA FOR ALL OPERATIONAL CONDITIONS.	The data for all operational cases are shown in Figure 1.
case (in case of) (conj)	IF (conj)	IF THERE IS A FIRE, OPERATE THE CRASH SWITCHES.	In case of a fire, operate the crash switches.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
CATCH (v), CATCHES, CAUGHT, CAUGHT	To stop or prevent the movement of something	THE LUG ON THE PANEL OPENING CATCHES THE BOTTOM OF THE DRAWER.	
		DO NOT LET THE TOOL CATCH ON THE PANEL.	
	For other meanings, use:		
	COLLECT (v)	COLLECT THE LEAKAGE IN A GRADUATED BEAKER.	Catch the leakage in a graduated beaker.
categorize (v)	CATEGORY (TN)	THE TESTING EQUIPMENT DIVIDES THE FAULTS INTO CATEGORIES.	The testing equipment categorizes the faults.
CAUSE (n)	Something that brings about a result	DO THE TROUBLESHOOTING PROCEDURE TO FIND THE CAUSE OF THE MALFUNCTION.	
CAUSE (v), CAUSES, CAUSED, CAUSED	To be the cause of	METAL OBJECTS CAN CAUSE MAGNETIC INTERFERENCE.	
caution (v)	TELL (v)	TELL ALL PERSONNEL NOT TO SMOKE NEAR FUEL TANKS.	Caution all personnel not to smoke near fuel tanks.
cautiously (adv)	CAREFULLY (adv)	CAREFULLY FEEL THE HEATER WITH YOUR HANDS TO MAKE SURE THAT IT OPERATES.	Cautiously feel the heater with your hands to make sure that it operates.
cavity (n)	HOLE (n)	FILL THE HOLE WITH RESIN.	Fill the cavity with resin.
	SPACE (n)	FILL THE SPACE BETWEEN THE PATCH AND THE ADJACENT STRUCTURE WITH SEALANT.	Fill the cavity between the patch and the adjacent structure with sealant.
cease (v)	STOP (v)	THE WARNING STOPS AT 17 DEG.	The warning ceases at 17 deg.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
center (v)	CENTER (TN)	ALIGN THE PISTON WITH THE CENTER OF THE SLEEVE.	Center the piston in the sleeve.
centralize (v)	CENTER (TN)	SET THE CONTROLS TO THE CENTER POSITION.	Centralize the controls.
certain (adj)	SURE (adj)	IF YOU ARE NOT SURE THAT THE RESULTS ARE CORRECT, DO THE TEST AGAIN.	If you are not certain that the results are correct, do the test again.
	SOME (adj)	SOME FUNCTIONS ARE NOT AVAILABLE.	Certain functions are not available.
	SPECIFIED (adj)	THE SPECIFIED FUNCTIONS ARE NOT AVAILABLE.	Certain functions are not available.
certify (v)	WRITE (v)	WRITE THE CHANGE IN THE LOGBOOK.	Certify the change in the logbook.
	APPROVAL (n)	GET APPROVAL FROM YOUR SUPERVISOR FOR THE REPAIR.	Get the supervisor to certify the repair.
chafe (v)	RUB (v)	DO NOT LET THE WIRES RUB.	Do not let the wires chafe.
chafed (adj)	WORN (adj)	EXAMINE THE TUBING FOR WORN AREAS.	Examine the tubing for chafed areas.
chance (by chance) (n)	RISK (n)	IF THERE IS A RISK OF FUEL LEAKAGE, PUT A CONTAINER BELOW THE UNIT.	If there is a chance of fuel leakage, put a container below the unit.
	ACCIDENTALLY (adv)	IF THE LEVER MOVED ACCIDENTALLY, DO THE TEST AGAIN.	If, by chance, the lever moved, do the test again.
CHANGE (n)	That which occurs when something changes	THE COLOR CHANGE SHOWS THAT THE TEMPERATURE IS TOO HIGH.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
CHANGE (v), CHANGES, CHANGED, CHANGED	To become or to cause to become different	IF THE HUMIDITY CHANGES FREQUENTLY, PUT A COVER ON THE UNIT.	
	For other meanings, use:	CHANGE THE COLOR OF THE DISPLAY.	
	REPLACE (v)	REPLACE THE DAMAGED VALVE.	Change the damaged valve.
channel (v)	CHANNEL (TN)	INSTALL THE WIRES IN THE CHANNEL ALONG THE HOUSING.	Channel the wires along the housing.
characteristic (n)	PROPERTY (n)	THE PROPERTIES OF THESE SEALANTS PREVENT CORROSION.	The characteristics of these sealants prevent corrosion.
	QUALITY (n)	DO NOT USE THIS MATERIAL BECAUSE IT DOES NOT HAVE THE NECESSARY QUALITIES.	Do not use this material because it doesn't have the necessary characteristics.
CHARGE (v), CHARGES, CHARGED, CHARGED	To accumulate or add electrical energy	CHARGE THE BATTERY.	
		MAKE SURE THAT THE BATTERY CHARGES.	
	For other meanings, use:		
	FILL (v)	FILL THE TANK WITH 10 LITERS OF METHANOL.	Charge the tank with 10 liters of methanol.
	PRESSURIZE (v)	PRESSURIZE THE ACCUMULATOR WITH NITROGEN.	Charge the accumulator with nitrogen.
CHECK (n)	The procedure you do to make sure that something operates correctly or has no defects	DO A CHECK OF THE HYDRAULIC SYSTEM.	
		DO A CHECK FOR LOOSE FASTENERS.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
check (v)	MAKE SURE (v)	MAKE SURE THAT IT IS SAFE TO SUPPLY ELECTRICAL POWER.	Check that it is safe to supply electrical power.
	MEASURE (v)	MEASURE THE DISTANCE BETWEEN THE SURFACES.	Check the distance between the surfaces.
	EXAMINE (v)	EXAMINE THE CASTING FOR CORROSION.	Check the casting for corrosion.
	CHECK (n)	DO A LEAKAGE CHECK OF THE VALVE.	Check the valve for leakage.
CHEMICAL (adj)	Related to a chemical	REMOVE THE CORROSION WITH AN APPROVED CHEMICAL COMPOUND.	
CHEMICALLY (adv)	Related to a chemical	REMOVE CORROSION CHEMICALLY.	
chip (n)	PARTICLE (n)	EXAMINE THE FILTER ELEMENT FOR METAL PARTICLES.	Examine the filter element for metal chips.
chip (v)	DAMAGED (adj)	IF THE ENAMEL IS DAMAGED, REPLACE THE UNIT.	If the enamel is chipped, replace the unit.
chock (v)	CHOCK (TN)	PUT CHOCKS AGAINST THE WHEELS.	Chock the wheels.
choice (n)	SELECTION (n)	MAKE A SELECTION FROM THE AVAILABLE SHIMS TO GET THE CORRECT THICKNESS.	Make a choice from the available shims to get the correct thickness.
	ALTERNATIVE (adj)	TABLE 1 GIVES ALTERNATIVE ADHESIVES WHICH YOU CAN USE.	In Table 1, there is a choice of adhesives which you are allowed to use.
choose (v)	SELECT (v)	SELECT THE HYDRAULIC SYSTEM THAT YOU WILL PRESSURIZE.	Choose the hydraulic system that you will pressurize.
	ALTERNATIVE (adj)	TABLE 1 GIVES A LIST OF ALTERNATIVE ADHESIVES.	Table 1 lists the adhesives which you can choose.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
circa (prep)	APPROXIMATELY (adv)	PUT A CONTAINER (APPROXIMATELY 5 LITERS) BELOW THE WASTE WATER OUTLET.	Put a container (circa 5 liters) under the waste water outlet.
circle (v)	AROUND (prep)	THE POINTER MOVES AROUND THE DIAL.	The pointer circles the dial.
CIRCULAR (adj)	That has the shape of a circle	POLISH THE WINDOW WITH A CIRCULAR MOVEMENT.	
circulate (v)	SUPPLY (v)	SUPPLY AIR AT 24 °C TO THE AREA.	Circulate air at 24 °C in the area.
clamp (v)	ATTACH (v) (WITH A CLAMP [TN] OR CLAMPS [TN])	ATTACH THE ADJACENT CABLES WITH CLAMPS.	Clamp the adjoining cables together.
	PUT (v) (A CLAMP [TN] OR CLAMPS [TN])	PUT CLAMPS ON THE CABLE TO HOLD IT IN POSITION.	Clamp the cable in position.
classification (n)	CLASS (TN)	THERE ARE FOUR GENERAL CLASSES OF FASTENERS.	Fasteners can be separated into four general classifications.
	CATEGORY (TN)	YOU CAN DIVIDE THE FASTENERS INTO FOUR GENERAL CATEGORIES.	Fasteners can be separated into four general classifications.
CLEAN (adj)	That does not include dirt or unwanted material	MAKE SURE THAT THE AREA IS CLEAN.	
CLEAN (v), CLEANS, CLEANED, CLEANED	To remove dirt or unwanted materials	CLEAN THE GASKET CONTACT SURFACE.	
cleanliness (n)	CLEAN (adj)	CONDITIONS FOR A SATISFACTORY BOND ARE: - A CLEAN SURFACE - A CORRECT TEMPERATURE - A CORRECT PRESSURE.	A satisfactory bond depends on the cleanliness of the surface, the temperature, and the pressure.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
CLEAR (adj)	1. Without blockage or interference	MAKE SURE THAT THE PITOT AIR INLET IS CLEAR.	
	2. Easy to understand and without ambiguity	ALWAYS GIVE CLEAR INSTRUCTIONS ABOUT SAFETY.	
	For other meanings, use:		
	TRANSPARENT (adj)	PUT THE UNIT IN A TRANSPARENT PLASTIC BAG.	Put the unit in a clear plastic bag.
clear (v)	CLEAN (v)	CLEAN THE DRAIN HOLE.	Clear the drain hole.
	You can also use a different construction.	LIFT THE SEAT UNTIL IT IS AWAY FROM THE TRACK LOCKS.	Lift the seat so that it clears the track locks.
CLEARANCE (n)	The space between two objects that must be clear to make sure that they do not touch	MAKE SURE THAT THERE IS CLEARANCE BETWEEN THE LEVER AND THE ROLLER.	
CLEARLY (adv)	In a clear and not ambiguous manner	MAKE SURE THAT YOU CAN HEAR THE SIGNALS CLEARLY AT ALL STATIONS.	
CLICK (n)	A short, sharp sound	TURN THE ADJUSTER FIVE CLICKS CLOCKWISE.	
click (v)	CLICK (n)	WHEN THE SOLENOID MAKES A CLICK, THE VALVE IS OPEN.	When the solenoid clicks, the valve is open.
clip (v)	CUT (v)	CUT THE WIRE TO THE CORRECT LENGTH.	Clip the wire to the correct length.
	ATTACH (v) (WITH A CLIP [TN] OR CLIPS [TN])	ATTACH THE CONDUIT TO THE STRUCTURE WITH CLIPS.	The conduit should be clipped to the structure.
CLOCKWISE (adv)	In the direction in which the hands of a clock turn when seen from the front	TURN THE NOZZLE 40 DEG. CLOCKWISE.	
CLOGGED (adj)	Blocked with unwanted material.	IF THE FILTER IS CLOGGED, REPLACE IT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
close (adj)	NEAR (prep)	DO NOT USE SOLVENTS NEAR FLAMES OR SPARKS.	Do not use solvents in close contact with flames or sparks.
CLOSE (v), CLOSES, CLOSED, CLOSED	1. To move together, or to move to a position that stops or prevents materials from going in or out	CLOSE THE INSTRUMENT PANEL.	
		MAKE SURE THAT THE DOORS CLOSE FULLY.	
	2. To operate a circuit breaker to make an electrical circuit	MAKE SURE THAT THE CIRCUIT BREAKER IS CLOSED.	
		MAKE SURE THAT THE CIRCUIT BREAKER CLOSES.	
closely (adv)	CAREFULLY (adv)	CAREFULLY MONITOR THE OPERATION OF THE SYSTEM.	Closely monitor the operation of the system.
close to (adv)	NEAR (prep)	PUT THE CLINOMETER NEAR THE FUSELAGE CENTERLINE.	Put the clinometer close to the fuselage centerline.
coat (n)	LAYER (n)	APPLY A LAYER OF SEALANT PR 1440 B2 ON THE SURFACE.	Spread a coat of sealant PR 1440 B2 on the surface.
coat (v)	LAYER (n)	APPLY A LAYER OF GREASE TO THE BATTERY CABLES.	Coat the battery cables with grease.
coating (n)	LAYER (n)	THE METAL HAS A LAYER OF PLASTIC ON IT TO PREVENT CORROSION.	The metal has a coating of plastic on it to prevent corrosion.
cock (v)	SET (v)	SET THE RACK HOOKS.	Cock the rack hooks.
CODE (n)	A sequence of symbols, letters, and/or numbers used for identification	EACH ELECTRICAL SYSTEM HAS A CODE TO IDENTIFY IT.	
code (v)	IDENTIFY (v)	IDENTIFY THE CABLES WITH A CODE.	Code the cables.
	CODE (n)	PUT A CODE ON THE CABLES.	Code the cables.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
COIL (n)	A sequence of loops	MAKE SURE THAT THE COILS OF THE OXYGEN HOSE DO NOT RUB TOGETHER.	
coil (v)	WIND (v)	WIND THE CABLES CAREFULLY.	Coil the cables carefully.
coincide (v)	ALIGN (v)	THE FASTENERS MUST ALIGN WITH THE HOLES IN THE TRACK.	The fasteners must coincide with the holes in the track.
coincident (adj)	SYNCHRONIZED (adj)	MAKE SURE THAT THE MOVEMENT OF THE TWO SURFACES IS SYNCHRONIZED.	Make sure that the movement of the two surfaces is coincident.
	ALIGN (v)	MAKE SURE THAT THE TWO SURFACES ALIGN.	Make sure that the two surfaces are coincident.
COLD (adj) (COLDER, COLDEST)	At low temperature	MAKE SURE THAT COLD AIR COMES OUT OF THE OUTLETS.	
collapse (v)	CLOSE (v)	CLOSE THE BOX.	Collapse the box.
	FALL (v)	THE BOARDING BRIDGE FELL.	The boarding bridge collapsed.
COLLECT (v), COLLECTS, COLLECTED, COLLECTED	To come, or cause to come, together in one location	FLUID COLLECTS IN THE BOTTOM OF THE COWLING.	
		COLLECT ALL LOOSE ITEMS AND PUT THEM IN THE CONTAINER.	
COLOR (n)	A property of light	THE COLOR CHANGES FROM BLUE TO RED.	
color code (v)	IDENTIFY (v)	IDENTIFY THE ASSEMBLY WITH THE CORRECT COLOR.	The assembly must be color coded.
	CODE (n)	PUT A COLOR CODE ON EACH OF THE ASSEMBLIES.	Color code the assemblies.
colored (adj)	COLOR (n)	THE SCALE HAS TWO AREAS OF DIFFERENT COLOR.	The scale is divided into two colored areas.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
combine (v)	MIX (v)	MIX THE WATER AND THE GLYCOL.	Combine water and glycol.
	PUT TOGETHER	DO NOT PUT DIFFERENT HPT SEGMENTS TOGETHER.	Do not combine different HPT segments.
combustible (adj)	FLAMMABLE (adj)	KEEP FLAMMABLE MATERIALS AT A MINIMUM DISTANCE OF 50 FEET FROM THE WORK AREA.	Keep combustible materials at a minimum distance of 50 feet from the work area.
COME (v), COMES, CAME No other verb forms.	To move to your location	FUMES MUST NOT COME INTO THE CABIN.	
COME ON (v), COMES ON, CAME ON No other verb forms.	To become bright with light when an internal power source is energized	THE LIGHTS MUST COME ON.	
commence (v)	START (v)	THE WARNING STARTS AND THE INDICATORS FLASH.	The warning commences and the indicators flash.
commencement (n)	START (v)	AFTER THE TEST STARTS, MONITOR THE RESULTS ON THE SCREEN.	After the test commencement, monitor the results on the screen.
common (adj)	SAME (adv)	THE REMOVAL PROCEDURE IS THE SAME FOR THE TWO ITEMS.	The removal procedure is common to both items.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
communicate (v)	CONTACT (v)	FOR MORE INFORMATION, CONTACT THE MANUFACTURER.	For more information, communicate with the manufacturer.
	SPEAK (v)	USE A TELEPHONE TO SPEAK WITH THE LINE MANAGER.	Use a telephone to communicate with the line manager.
	HEAR (v)	MAKE SURE THAT AIR TRAFFIC CONTROL CAN HEAR YOU.	Make sure that you communicate with ATC.
	COMMUNICATION (n)	MAKE SURE THAT THERE IS COMMUNICATION BETWEEN THE SERVER AND THE PC.	Make sure that the server and the PC can communicate.
COMMUNICATION (n)	The exchange of information through a common system of symbols, signs, or sounds	COMMUNICATION BETWEEN THESE TWO SYSTEMS IS ENCRYPTED.	
COMPARE (v), COMPARES, COMPARED, COMPARED	To examine for differences	COMPARE THE TWO VALUES.	
comparison (n)	COMPARE (v)	COMPARE THE TWO INDICATIONS.	Make a comparison of the two readings.
COMPATIBLE (adj)	That can operate together satisfactorily or be used together safely	THIS SOFTWARE IS COMPATIBLE ONLY WITH THE SPECIFIED OPERATING SYSTEM.	
		THE COOLANT IS COMPATIBLE WITH HIGH-PERFORMANCE ALLOYS.	
compile (v)	MAKE A LIST	MAKE A LIST OF THE NECESSARY TOOLS.	Compile a list of the required tools.
	RECORD (v)	RECORD THE AILERON MOVEMENTS ON FORM B.	Compile the aileron movements on Form B.
	COLLECT (v)	COLLECT ALL INSPECTION RECORDS FOR THE COMPONENT.	Compile all inspection records for the component.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
complete (adj)	FULL (adj)	EXTEND AND RETRACT THE ACTUATOR THROUGH THREE FULL CYCLES.	Extend and retract the actuator through three complete cycles.
	ALL (adj)	SEND ALL THE TEST RESULTS TO THE MANUFACTURER.	The complete test results must be sent to the manufacturer.
	COMPLETED (adj)	THE GREEN INDICATION SHOWS THAT SERVICING IS COMPLETED.	The green indication shows that servicing is complete.
COMPLETE (v), COMPLETES, COMPLETED, COMPLETED	To bring to an end	COMPLETE THE FUNCTIONAL TEST.	
COMPLETED (adj)	Successfully brought to an end	SEND THE COMPLETED REPORT TO THE SUPERVISOR FOR APPROVAL.	
completely (adv)	FULLY (adv)	BEFORE YOU APPLY THE SECOND LAYER, LET THE FIRST LAYER OF PAINT DRY FULLY.	Allow the first layer of paint to dry completely before applying the second layer.
completion (n)	END (n)	AT THE END OF THIS PROCEDURE, REFER TO 72-00-00, TEST 001.	See 72-00-00, Testing 001 upon completion of this procedure.
	COMPLETE (v)	TWO HOURS ARE NECESSARY TO COMPLETE THIS TASK.	Completion of the task will require two hours.
complicated (adj)	NOT EASY	THIS TEST PROCEDURE IS NOT EASY WITHOUT THE CORRECT EQUIPMENT.	This test procedure is complicated without the right equipment.
comply (v)	OBEY (v)	WHEN YOU ASSEMBLE THE UNIT, OBEY THIS PROCEDURE.	When you assemble the unit, comply with this procedure.
	Used in law and regulations. Refer to rule 1.12.	THE SHIP CERTIFICATE MUST COMPLY WITH ALL THE REQUIREMENTS OF THE AUTHORITIES.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
COMPONENT (n)	A part, subassembly, or unit that has a specified function	CLEAN THESE COMPONENTS WITH APPROVED SOLVENTS.	
comprehensive (adj)	FULL (adj)	DO A FULL INSPECTION OF THE FAIRING.	Do a comprehensive inspection of the fairing.
COMPRESS (v), COMPRESSES, COMPRESSED, COMPRESSED	To decrease or cause to decrease in dimension or volume	COMPRESS THE SPRING AND CAREFULLY INSTALL THE COVER.	
		WHEN THE SPRING COMPRESSES, THE VALVE OPENS.	
comprise (v)	HAVE (v)	THE VALVE ASSEMBLY HAS THESE PARTS:	The valve assembly comprises these parts:
	CONTAIN (v)	EACH SURVIVAL KIT CONTAINS THESE ITEMS.	Each survival kit comprises these items.
compulsory (adj)	MANDATORY (adj)	BEFORE YOU INSTALL A NEW COMPONENT, IT IS MANDATORY TO REPLACE THE FILTER.	Before you install a new component, it is compulsory to replace the filter.
compute (v)	CALCULATE (v)	CALCULATE THE VOLTAGE IN THE CIRCUIT.	Compute the voltage in the circuit.
concentrate (v)	ALL (adj)	ALL THE WEIGHT MUST BE ON THE SPAR TIP.	The weight must be concentrated on the spar tip.
CONCENTRATION (n)	The strength of something contained in a mixture	IN A HIGH CONCENTRATION, THIS MATERIAL IS POISONOUS.	
CONCENTRIC (adj)	That has a common center	THE EXTERNAL DIAMETER MUST BE CONCENTRIC TO THE INTERNAL DIAMETER.	
concern (v)	APPLICABLE (adj)	THIS PROCEDURE IS APPLICABLE ONLY TO A TYPE B UNIT.	This procedure only concerns a Type B unit.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
conclusion (n)	END (n)	AT THE END OF THE TEST, SET THE SWITCH TO “NORMAL.”	At the conclusion of the test, you must switch to NORMAL.
	RESULT (n)	IF THE RESULTS OF THE TEST ARE UNSATISFACTORY, REPLACE THE UNIT.	If the conclusions of the test are unsatisfactory, replace the unit.
concurrently (adj)	AT THE SAME TIME	DO THESE TWO PROCEDURES AT THE SAME TIME.	These two procedures must be applied concurrently.
CONDENSATION (n)	The result when a gas changes into a liquid	SET THE SWITCH TO THE “ON” POSITION TO REMOVE THE CONDENSATION.	
CONDITION (n)	1. Something that is necessary for what occurs	THESE INITIAL CONDITIONS ARE NECESSARY TO GET CORRECT RESULTS.	
	2. The state of an item	DO A CHECK OF THE UNIT CONDITION.	
	Use IF (conj) for “on the condition that.”	IF THERE IS NO WIND, DO THE TEST OUTDOORS.	On the condition that there is no wind, do the test outdoors.
conduct (v)	DO (v)	DO THE LEAK TEST.	Conduct the leak test.
confine to (v)	ONLY (adv)	IF THE DAMAGE IS ONLY TO THE MIDDLE TREADS, THE TIRE IS SERVICEABLE.	If the damage is confined to the middle treads, the tire is serviceable.
confirm (v)	MAKE SURE (v)	DO A GROUND RUN OF THE ENGINE TO MAKE SURE THAT YOU GET THE SAME INDICATIONS.	Do a ground run of the engine to confirm the indications.
conflict (n)	DIFFERENT (adj)	IF THE TWO INDICATIONS ARE DIFFERENT, DO THE TEST AGAIN.	If there is a conflict between the two indicators, repeat the test.
	AGREE (v)	IF THE TWO INDICATIONS DO NOT AGREE, DO THE TEST AGAIN.	If there is a conflict between the two indicators, repeat the test.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
conform (v)	AGREE (v)	IF THE FLAP EXTENSION DOES NOT AGREE WITH THE POSITION OF THE FLAP CONTROL LEVER, DO THE RIGGING PROCEDURE AGAIN.	If the flap extension does not conform to the setting of the flap control lever, do the rigging procedure again.
conformance (n)	AGREE (v)	THE INDICATIONS MUST AGREE WITH THOSE IN TABLE 2.	The indications must be in conformance with those in Table 2.
conformity (n)	AGREE (v)	THE PRECISION OF THE GAUGES MUST AGREE WITH THE APPLICABLE QUALITY STANDARD.	The accuracy of the gauges must be in conformity with the applicable quality standard.
CONNECT (v), CONNECTS, CONNECTED, CONNECTED	To come together or cause to come together to make one unit or system	CONNECT THE ELECTRICAL CONNECTORS TO THE INSTRUMENT.	
		PLUG “A” CONNECTS TO SOCKET “B.”	
CONNECTION (n)	That which connects or is connected	MAKE SURE THAT ALL THE FUEL AND AIR CONNECTIONS ARE INSTALLED.	
consecutive (adj)	ONE (TN) AFTER THE OTHER	DO NOT DO MORE THAN THREE STARTS, ONE AFTER THE OTHER.	Do not do more than three consecutive starts.
consecutively (adv)	ONE (TN) AFTER THE OTHER	DO THESE STEPS ONE AFTER THE OTHER.	These actions must be done consecutively.
	SEQUENCE (n)	DO THE WORK STEPS IN SEQUENCE.	Do the work steps consecutively.
consequence (n)	BECAUSE OF (prep)	BECAUSE OF THIS DEFECT, THE UNIT WILL NOT OPERATE.	As a consequence of this defect, the unit will not operate.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
consider (v)	THINK (v)	IF YOU THINK THAT THE INDICATION IS NOT CORRECT, DO THE TEST AGAIN.	If you consider that the indication is not correct, do the test again.
considerable (adj)	LARGE (adj)	CLEAN YOUR SKIN WITH A LARGE QUANTITY OF WATER.	Clean your skin with a considerable quantity of water.
	IMPORTANT (adj)	CONTAMINATION OF CABIN AIR CAN BE AN IMPORTANT PROBLEM.	Contamination of cabin air can be a considerable problem.
	DANGEROUS (adj)	HYDRAULIC FLUID IS DANGEROUS FOR YOUR EYES.	Hydraulic fluid can cause considerable eye injury.
consist of (v)	HAVE (v)	EACH ANTENNA HAS THREE PARTS.	Each antenna consists of three parts.
consistent (adj)	AGREE (v)	MAKE SURE THAT THE INDICATIONS AGREE WITH THE POSITION OF THE FLAPS.	Check that the indications are consistent with the position of the flaps.
CONSTANT (adj)	That continues to be the same, without change	MAKE SURE THAT THE CABIN PRESSURE STAYS CONSTANT.	
CONSTANTLY (adv)	Incessantly	THE INSTRUMENT WILL CONSTANTLY SHOW THIS VALUE.	
construct (v)	ASSEMBLE (v)	ASSEMBLE THE UNIT.	Construct the unit.
consult (v)	REFER (v)	FOR MORE INFORMATION, REFER TO THE USER'S MANUAL.	For more information, consult the User's Manual.
CONTACT (v) CONTACTS, CONTACTED, CONTACTED	To start communication	CONTACT CUSTOMER SERVICES.	
	For other meanings, use:		
	TOUCH (v)	TIGHTEN THE FIXTURE SCREW UNTIL IT TOUCHES THE SURFACE.	Tighten the fixture screw until it contacts the surface.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
CONTAIN (v), CONTAINS, CONTAINED, CONTAINED	To have in something or hold in something	EACH SURVIVAL KIT CONTAINS THESE ITEMS:	
CONTAINER (n)	Something that holds fluids, materials, or objects	PUT THE CONTAINER BELOW THE DRAIN PLUG.	
contaminant (n)	CONTAMINATION (n)	THIS FILTER REMOVES ALL CONTAMINATION FROM THE AIR SUPPLY.	This filter removes all contaminants from the air supply.
contaminated (adj)	DIRTY (adj)	REPLACE THE DIRTY OIL.	Contaminated oil must be replaced.
	CONTAMINATION (n)	REMOVE ALL CONTAMINATION FROM THE HYDRAULIC FLUID WITH A CLASS 5 FILTER.	Filter the contaminated hydraulic fluid through a Class 5 filter.
CONTAMINATION (n)	Unwanted change of the original condition of a material because of chemical or physical agents or a material that causes such a change	DUST CAN CAUSE CONTAMINATION ON ALL FILTERS.	
CONTENTS (n)	Something that is in a container	EXAMINE THE CONTENTS OF THE BOX FOR MISSING ITEMS.	
contiguous (adj)	ADJACENT (adj)	REMOVE THE SENSOR TO GET ACCESS TO THE ADJACENT STRUCTURE.	Remove the sensor to get access to the contiguous structure.
CONTINUE (v), CONTINUES, CONTINUED, CONTINUED	To stay or keep in current condition or operation	CONTINUE THE TEST.	
		IF THE LOW PRESSURE CONDITION CONTINUES, REPLACE THE UNIT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
CONTINUOUS (adj)	That continues	MAKE SURE THAT THERE IS CONTINUOUS MOVEMENT OF THE PROBE.	
CONTINUOUSLY (adv)	In a continuous manner	APPLY PRESSURE CONTINUOUSLY.	
CONTOUR (n)	The outer line of something	CUT ALONG THE CONTOUR TO REMOVE THE DAMAGED SKIN.	
CONTROL (n)	Something that controls	IN AN EMERGENCY, USE THE MANUAL CONTROL.	
CONTROL (v), CONTROLS, CONTROLLED, CONTROLLED	To give or send signals that adjust, operate, or keep something to a limit, or that cause something to operate	RADIO MASTER SWITCH 1 CONTROLS THE BUS BAR.	
conventional (adj)	STANDARD (adj)	PULL THE VEHICLE TO A SAFE AREA WHERE YOU CAN USE THE STANDARD PROCEDURES.	Pull the vehicle to a safe location where more conventional procedures can be applied.
converse (adj)	OPPOSITE (adj)	THE RESET DEVICE OPERATES IN THE OPPOSITE DIRECTION.	The reset device operates in the converse direction.
convert (v)	CHANGE (v)	CHANGE THE UNITS FOR THE FUEL LOAD TO U.S. GALLONS.	Convert the fuel load to U.S. gallons.
convey (v)	MOVE (v)	MOVE THE EQUIPMENT TO A SAFE AREA.	Convey the equipment to a safe area.
	TELL (v)	TELL THE INFORMATION TO YOUR MANAGER.	Convey the information to your manager.
COOL (adj)	Moderately cold	WHEN THE AREA IS SUFFICIENTLY COOL, POLISH THE SURFACE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
cool (v)	DECREASE (v)	LET THE TEMPERATURE OF THE COMPONENT DECREASE UNTIL IT IS THE SAME AS THE AMBIENT TEMPERATURE.	Let the temperature of the component cool to ambient.
	COOL (adj)	WHEN THE BRAKES ARE COOL, OPERATE THE PARKING BRAKE	Apply the parking brake when the brakes have cooled.
coordinate (v)	SYNCHRONIZED (adj)	MAKE SURE THAT COMPASS SYSTEM 1 AND COMPASS SYSTEM 2 ARE SYNCHRONIZED.	Coordinate compass system 1 and compass system 2.
COPY (n)	An object made the same as another object	SEND FIVE COPIES OF THE DEFECT REPORT TO THE ENGINEERING AUTHORITY.	
copy (v)	WRITE (v)	WRITE THE TAIL NUMBER ON THE RECORD FORM.	Copy the tail number on the record form.
	COPY (n)	MAKE A COPY OF THE DATA THAT IS ON THE IDENTIFICATION PLATE.	Copy the data on the identification plate.
	RECORD (v)	RECORD THE DATA THAT IS ON THE IDENTIFICATION PLATE.	Copy the data on the identification plate.
CORNER (n)	The point or the angle made when lines, sides, or edges touch	EXAMINE THE OPENING FOR CRACKS THAT START AT ITS CORNERS.	
CORRECT (adj)	That agrees with all that is necessary to the maximum	MAKE SURE THAT THE POLARITIES ARE CORRECT.	
CORRECT (v), CORRECTS, CORRECTED, CORRECTED	To make correct	CORRECT THE TENSION.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
CORRECTION (n)	A change to make something correct	DO NOT MAKE THE CORRECTION AT THIS HEADING.	
CORRECTLY (adv)	In a correct manner	MAKE SURE THAT THE CIRCLIP IS CORRECTLY INSTALLED.	
correctness (n)	CORRECT (adj)	THIS ADJUSTMENT MUST BE CORRECT.	The correctness of this adjustment is important.
	CORRECTLY (adv)	IT IS IMPORTANT TO DO THIS ADJUSTMENT CORRECTLY.	The correctness of this adjustment is important.
correspond (v)	AGREE (v)	MAKE SURE THAT THE POSITION OF THE CLAMP AGREES WITH THE POSITION THAT YOU RECORDED DURING THE REMOVAL PROCEDURE.	Make sure that the position of the clamp corresponds to the position recorded during the removal procedure.
	SAME (adj)	WHEN THE TWO GAUGES SHOW THE SAME INDICATION, CLOSE THE VALVE.	Close the valve when the indications on the two gauges correspond.
	DIFFERENT (adj)	IF THE TWO INDICATIONS ARE DIFFERENT, DO THE TEST AGAIN.	If the two indications do not correspond, repeat the test.
corresponding (adj)	RELATED (adj)	THE RELATED CAUTION LIGHT MUST GO OFF AFTER 30 SECONDS.	The corresponding caution light shall go off after 30 seconds.
corrode (v)	CORROSION (TN)	THIS MATERIAL CAUSES CORROSION OF SURFACES WITH NO PROTECTION.	This material corrodes unprotected surfaces.
corrosive (adj)	CORROSION (TN)	HYDRAULIC FLUID CAN CAUSE CORROSION.	Hydraulic fluid is corrosive.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
COUNT (v), COUNTS, COUNTED, COUNTED	To add the number of objects or occurrences to get a total	COUNT THE NUMBER OF TREADS ON THE TIRE.	
COUNTERCLOCK-WISE (adv)	In the opposite direction to clockwise	MAKE SURE THAT YOU TURN THE CONTROL KNOB COUNTERCLOCKWISE.	
couple (v)	CONNECT (v)	CONNECT THE FUELING NOZZLE TO THE AIRCRAFT.	Couple the fueling nozzle to the aircraft.
	ATTACH (v)	ATTACH THE FUELING NOZZLE TO THE AIRCRAFT.	Couple the fueling nozzle to the aircraft.
cover (v)	INCLUDE (v)	THIS PROCEDURE INCLUDES THE INSTRUCTIONS TO REMOVE THE CONSTANT SPEED DRIVE (CSD).	This procedure covers the removal of the Constant Speed Drive (CSD).
	HAVE (v)	THE BOTTOM EDGE OF THE PANEL HAS CARPET ON IT.	The bottom edge of the panel is covered with carpet.
	COVER (TN)	PUT THE COVER ON THE CONTAINER.	Cover the container.
crack (v)	OPEN (v)	WHEN THE RELIEF VALVE OPENS, THE PRESSURE DECREASES.	When the relief valve cracks open, the pressure decreases.
	CRACK (TN)	IF THERE ARE CRACKS IN THE CENTER PLY, REPLACE THE WINDSHIELD PANEL.	If a center ply is cracked, replace the windshield panel.
create (v)	MAKE (v)	CUT THE BRACKET TO MAKE A CLEARANCE.	Cut the bracket to create a clearance.
	CAUSE (v)	VIBRATION CAN CAUSE CRACKS.	Vibration can create cracks.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
critical (adj)	VERY IMPORTANT	THE CONDITION OF THE UNIT IS VERY IMPORTANT FOR ITS PERFORMANCE.	The condition of the unit is critical to its performance.
	CAREFUL (adj)	MAKE A CAREFUL ESTIMATE OF THE DAMAGED AREA.	Make a critical estimate of the damaged area.
cross (v)	ACROSS (adv)	DO NOT GO ACROSS THE SAFETY LINE.	Do not cross the safety line.
	CORRECTLY (adv)	CONNECT THE WIRES CORRECTLY.	Do not cross the wires.
curvature (n)	BEND (n)	THE BEND IN THE PIPE MUST HAVE A 30 mm RADIUS.	The curvature of the pipe must have a 30 mm radius.
	CURVE (n)	THE RADIUS OF THE CURVE MUST BE A MINIMUM OF 8 mm.	The radius of the curvature must be a minimum of 8 mm.
	RADIUS (TN)	BEND THE PIPE TO THE CORRECT RADIUS.	Bend the pipe to the correct curvature.
CURVE (n)	The shape of something which is bent but which has no angles	THE RADIUS OF THE CURVE MUST BE A MINIMUM OF 8 mm.	
curve (v)	MAKE A CURVE	BEND THE STRIP OF METAL TO MAKE A CURVE.	Curve the strip of metal.
CUT (v), CUTS, CUT, CUT	1. To divide into parts	CUT THE CABLE INTO THREE EQUAL LENGTHS.	
	2. To remove with a sharp tool	CUT AND DISCARD THE LOCKWIRE.	
CYCLE (n)	One complete sequence of operation	SET THE SWITCH TO THREE CYCLES A MINUTE.	
cycle (v)	CYCLE (n)	OPERATE THE ACTUATOR THROUGH THREE CYCLES.	Cycle the actuator three times.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
DAMAGE (n)	The result of an occurrence that causes deterioration of the condition of something	EXAMINE THE SURFACE FOR DAMAGE.	
damage (v)	DAMAGE (n)	DISCONNECT THE SPRING TO PREVENT DAMAGE TO THE ROD.	Disconnect the spring so as not to damage the rod.
DAMAGED (adj)	That has or can be affected by damage	REPLACE THE DAMAGED PARTS.	
damp (adj)	MOIST (adj)	REMOVE ALL DIRT FROM THE SEAT WITH A MOIST CLOTH.	Remove all dirt from the seat with a damp cloth.
dampen (v)	DECREASE (v)	THE MOUNTING PADS DECREASE VIBRATION.	The mounting pads dampen vibration.
	MAKE MOIST	MAKE THE CLOTH MOIST WITH SOLVENT.	Dampen the cloth with solvent.
danger (n)	RISK (n)	THERE IS A RISK OF FIRE.	There is a danger of fire.
	DANGEROUS (adj) “danger” is a technical noun when it identifies a safety instruction. Refer to section 7.	HYDRAULIC FLUID IS DANGEROUS FOR YOUR HEALTH.	Hydraulic fluid is a danger to your health.
DANGEROUS (adj)	That can cause injury, damage to health or can kill	IT IS DANGEROUS TO USE AIR IN THIS SYSTEM.	
dangerously (adv)	DANGEROUS (adj)	DO NOT OPEN THE CARGO DOOR IN STRONG WINDS. STRONG WINDS ARE DANGEROUS.	Do not open the cargo door if the wind-speed is dangerously high.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
DATA (n)	1. Known facts	MAKE SURE THAT YOU GET ALL THE DATA ABOUT THE PROBLEM.	
	2. Numbers and symbols used by computers	DO A TEST TO FIND IF THE MANAGEMENT UNIT TRANSMITS THESE DATA.	
	You can also use the singular.	DO A TEST TO FIND IF THE MANAGEMENT UNIT TRANSMITS THIS DATA	
DATE (n)	The time at which an event occurs	ON THE LABEL, READ THE DATE OF THE LAST INSPECTION.	
DEACTIVATE (v)	To make a system, function, or feature no longer ready for operation For other meanings, use:	SET THE SWITCH TO THE STANDBY POSITION TO DEACTIVATE THE MONITORING BOX.	
	STOP (v)	STOP THE MOTOR.	Deactivate the motor.
deadly (adj)	KILL (v)	HIGH VOLTAGES CAN KILL YOU.	High voltages are deadly.
deaerate (v)	BLEED (v)	BLEED THE No. 1 HYDRAULIC SYSTEM.	Deaerate the No. 1 hydraulic system.
	AIR (TN)	THE VACUUM EQUIPMENT REMOVES THE AIR FROM THE COMPOUND.	The vacuum equipment deaerates the compound.
dearm (v)	DISARM (v)	DISARM THE ESCAPE SLIDE.	Dearm the escape slide.
	REMOVE (v)	REMOVE THE CARTRIDGES FROM THE FIRE BOTTLES.	Dearm the fire bottles.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
decay (v)	DECREASE (v)	WHEN THE ENGINE SPEED DECREASES TO 500 RPM, STOP THE ENGINE.	When the engine speed decays to 500 rpm, stop the engine.
decelerate (v)	DECREASE (v)	MAKE SURE THAT THE ENGINE SPEED DECREASES TO 500 RPM.	Make sure that the engine decelerates to 500 rpm.
	SLOWER (adj)	TO MAKE THE CURING PROCESS SLOWER, DECREASE THE HEAT THAT YOU APPLY TO THE COMPOUND.	The curing process of the compound can be decelerated by decreasing the heat applied.
decide (v)	SELECT (v)	SELECT THE HYDRAULIC SYSTEM THAT YOU WILL PRESSURIZE.	Decide which hydraulic system you will pressurize.
	DECISION (n)	IF YOUR DECISION IS NOT TO REPLACE THE UNIT, MONITOR ITS TEMPERATURE FOR A MINIMUM OF 15 CYCLES.	If you decide not to replace the existing unit, watch its temperature for at least 15 cycles.
DECISION (n)	The result after you think about a problem	MAKE A DECISION ABOUT WHICH PROCEDURE YOU WILL USE.	
decontamination (n)	REMOVE CONTAMINATION	REMOVE THE CONTAMINATION FROM THE INSTRUMENTS AND MEDICAL EQUIPMENT.	Do the decontamination of the instruments and medical equipment.
	CLEAN (v)	CLEAN THE AIRCRAFT IN AN APPROVED AREA.	The decontamination of the aircraft shall be done in an authorized area.
decrease (n)	DECREASE (v)	THE PRESSURE MUST DECREASE BY MORE THAN 2 bar.	There must be a decrease in pressure of more than 2 bar.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
DECREASE (v), DECREASES, DECREASED, DECREASED	To make or become smaller or lower	DECREASE THE HEADING INDICATIONS.	
decrement (n)	INCREMENT (n)	TURN THE ADJUSTER COUNTERCLOCKWISE IN INCREMENTS OF 60 DEG.	Turn the adjuster anticlockwise in decrements of 60 deg.
DEDICATED (adj)	That is used only for one purpose	A DEDICATED TOOL IS NECESSARY FOR THE INSTALLATION OF THE UNIT.	
DE-ENERGIZE (v), DE-ENERGIZES, DE-ENERGIZED, DE-ENERGIZED	To remove electrical power from	DE-ENERGIZE THE AC AND DC BUSBARS.	
DEEP (adj) (DEEPER, DEEPEST)	That has a specified depth	MAKE SURE THAT THE HOLE IS 20 mm DEEP.	
DEFECTIVE (adj)	Unserviceable for operation	REPLACE THE DEFECTIVE BOOSTER PUMP.	
define (v)	CALCULATE (v)	CALCULATE THE QUANTITY OF FUEL THAT IS NECESSARY FOR THE FLIGHT.	Define the amount of fuel required for the flight.
	GIVE (v)	THE BRAKE INDICATOR GIVES THE WEAR ON THE BRAKE SHOE.	The brake indicator defines the wear on the brake shoe.
	SPECIFIED (adj)	THE FLAP ANGLES ARE SPECIFIED IN TABLE 1.	Table 1 defines the flap angles.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
DEFLATE (v), DEFLATES, DEFLATED, DEFLATED	To make or become smaller as a result of depressurization	DEFLATE THE TIRE TO A PRESSURE OF 2 bar (29 psi).	
		IF THE WHEEL TEMPERATURE INCREASES TO MORE THAN 177 DEG., THE CORE OF THE FUSIBLE PLUG MELTS AND THE TIRE DEFLATES.	
deflect (v)	MOVE (v)	THE BARS MOVE TO THE RIGHT SIDE.	Bars deflect to the right.
deflection (n)	MOVEMENT (n)	REMOVE ALL THE RIGGING PINS AND EQUIPMENT THAT PREVENT FREE MOVEMENT OF THE CONTROL SURFACES.	Remove all rigging pins and equipment preventing free deflection of control surfaces.
	POSITION (n)	MAKE SURE THAT THE POSITION IS 23 DEG.	Ensure that deflection is 23 deg.
	TRAVEL (n)	MAKE SURE THAT THE TRAVEL IS 23 DEG.	Ensure that deflection is 23 deg.
deformed (adj)	DAMAGED (adj)	THE COVER ON THE GUN CAMERA IS DAMAGED.	The cover on the gun camera is deformed.
	DEFORMATION (TN)	MAKE SURE THAT THE TUBES HAVE NO DEFORMATION.	Make sure that the tubes are not deformed.
DEFUEL (v), DEFUELS, DEFUELED, DEFUELED	To remove fuel	DEFUEL THE TANK.	
defueling (n)	DEFUEL (v)	DEFUEL ONLY IN AN OPEN AREA THAT HAS A GOOD AIRFLOW.	Only do the defueling in an open area that is well-ventilated.
degrease (v)	GREASE (TN)	REMOVE ALL GREASE FROM THE FAYING SURFACE WITH SOLVENT.	Degrease the faying surface with solvent.
de-ice (v)	ICE (TN)	REMOVE THE ICE FROM THE WINDOW.	De-ice the window.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
delay (n)	INTERVAL (n)	BEFORE YOU CONTINUE THE TEST, AN INTERVAL OF 5 MINUTES IS NECESSARY.	A delay of 5 minutes is necessary before continuing with the test.
	IMMEDIATELY (adv)	THE JAWS OF THE UPLOCK UNIT MUST OPEN IMMEDIATELY.	The jaws of the uplock unit must open with no delay.
delay (v)	AFTER (prep)	ONLY USE THE STARTER AFTER A PERIOD OF 20 MINUTES.	Use of the starter must be delayed for 20 minutes.
delete (v)	ERASE (v)	ERASE THE FLIGHT DATA FROM THE SYSTEM.	Delete the flight data from the system.
	REMOVE (v)	REMOVE THE PENCIL MARKS WITH AN ERASER.	Delete the pencil marks with an eraser.
delicate (adj)	EASILY DAMAGED	BE CAREFUL WITH EASILY DAMAGED PARTS.	Be careful with delicate parts.
deliver (v)	SUPPLY (v)	SET THE RIG TO SUPPLY A PRESSURE OF 800 kPa.	Set the rig so that it delivers a pressure of 800 kPa.
delivery (n)	SUPPLY (v)	A CENTRIFUGAL PUMP SUPPLIES HYDRAULIC FLUID TO THE UNIT.	Hydraulic fluid delivery to the unit is ensured by a centrifugal pump.
demand (v)	NECESSARY (adj)	IN THIS CONFIGURATION, A DIFFERENT TEST PROCEDURE IS NECESSARY.	This configuration demands a different test procedure.
denote (v)	SHOW (v)	FIGURE 2 SHOWS THAT YOU CAN INSTALL AN ALTERNATIVE RELAY.	Figure 2 denotes that an alternative relay may be installed.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
dent (v)	DENT (TN)	DO NOT MAKE DENTS IN THE BELLOWS.	Do not dent the bellows.
depend (v)	IF (conj)	THE TENSION IN THE CABLES DECREASES IF THE TEMPERATURE INCREASES.	Cable tension changes depending on the temperature.
deplete (v)	DECREASE (v)	DO NOT OPERATE THE BRAKES TO DECREASE THE PRESSURE IN THE ACCUMULATORS.	Do not deplete accumulators by operating the brakes.
DEPLOY (v), DEPLOYS, DEPLOYED, DEPLOYED	To move or cause to move from a specified position of storage and into operation	WHEN THE THRUST REVERSER DEPLOYS, KEEP PERSONNEL AWAY FROM THE AIRCRAFT.	
		DEPLOY THE SLIDE RAFT.	
deposit (n)	PARTICLE (n)	IF THERE ARE METAL PARTICLES IN THE OIL FILTER, EXAMINE THE FILTER ELEMENT FOR WEAR.	If there are metal deposits in the oil filter, check the filter element for wear.
	CONTAMINATION (n)	FLUSH THE PIPES TO REMOVE CONTAMINATION.	Flush the pipes to remove deposits.
depress (v)	PUSH (v)	PUSH THE BUTTON AND THEN RELEASE IT.	Depress and release the button.
depressurize (v)	PRESSURE (TN)	RELEASE THE PRESSURE FROM THE HYDRAULIC SYSTEM.	Depressurize the hydraulic system.
DEPTH (n)	The distance from the top down, from the surface down, from the front surface to the rear surface	MEASURE THE DEPTH OF THE DENT AS SHOWN IN FIGURE 4.	
describe (v)	GIVE (v)	THIS SECTION GIVES THE PROCEDURES FOR THE LEAK TEST OF THE SYSTEM.	This section describes the procedures for testing the system for leaks.
deselect (v)	CANCEL (v)	PUSH THE BUTTON TO CANCEL THE FREEZE MODE.	Press the button to deselect the freeze mode.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
design (v)	HAVE (v)	THE MAIN LANDING GEAR DOORS HAVE STEPS FOR ACCESS TO THE LANDING GEAR BAY.	The main landing gear doors are designed with steps for access to the landing gear bay.
desired (adj)	NECESSARY (adj)	ADD THE NECESSARY QUANTITY OF OIL.	Add the desired quantity of oil.
	CORRECT (adj)	TIGHTEN THE TURNBUCKLE UNTIL THE TENSION IN THE CABLE IS CORRECT.	Tighten the turnbuckle until you have the desired tension in the cable.
destroy (v)	BREAK (v)	BREAK THE CONTAINER TO MAKE SURE THAT YOU CANNOT USE IT AGAIN.	To prevent further use, destroy the container.
detach (v)	DISCONNECT (v)	DISCONNECT THE PIPELINE FROM THE UNION.	Detach the pipeline from the union.
	DISENGAGE (v)	BEFORE YOU MOVE THE CONTROLS, DISENGAGE THE LOCKS.	Before moving the controls, detach the locks.
	REMOVE (v)	DO NOT REMOVE THE PROTECTIVE LAYER.	Do not detach the protective film.
detail (n)	INSTRUCTION (n)	THIS PROCEDURE GIVES THE INSTRUCTIONS TO ATTACH THE PYLON.	This procedure gives details on how to attach the pylon.
detail (v)	GIVE (v)	THIS SECTION GIVES THE REMOVAL / INSTALLATION INSTRUCTIONS.	This section details the Removal / Installation instructions.
	REFER (v)	DO THE LEAK TEST (REFER TO PARAGRAPH 4.0).	Do the leak test as detailed in paragraph 4.0.
	SPECIFIED (adj)	DO THE LEAK TEST AS SPECIFIED IN PARAGRAPH 4.0.	Do the leak test as detailed in paragraph 4.0.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
detect (v)	FIND (v)	TO FIND DAMAGE ON WIRES, RUB A CLOTH ALONG THEM.	To detect damage to wires, rub a cloth along them.
	SENSE (v)	THE COMPUTER SENSES THE DIFFERENCES BETWEEN THE SIGNALS.	The computer detects discrepancies between the signals.
DETERIORATION (n)	A worse condition	THIS CONDITION WILL CAUSE DETERIORATION OF THE SURFACE.	
determine (v)	FIND (v)	FIND THE DEFECTS IN THE SYSTEM.	Determine the defects in the system.
	GIVE (v)	DIMENSIONS 1 AND 2 GIVE THE CORRECT POSITION.	The correct position is determined by dimensions 1 and 2.
	SELECT (v)	SELECT THE HYDRAULIC SYSTEM THAT YOU WILL PRESSURIZE.	Determine which hydraulic system you will pressurize.
	CALCULATE (v)	CALCULATE THE DIMENSION OF THE SHIM WITH THIS FORMULA:	Determine the dimension of the shim with this formula:
detrimental (adj)	DANGEROUS (adj)	HYDRAULIC FLUID IS DANGEROUS FOR YOUR HEALTH.	Hydraulic fluid is detrimental to health.
	DAMAGE (n)	SMALL QUANTITIES OF SURFACE BLOOMING, WHICH CAN OCCUR ON ITEMS IN STORAGE, DO NOT CAUSE DAMAGE TO THE COMPONENT.	Light surface blooming, which can occur on items in storage, is not detrimental to the component.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
develop (v)	START (v)	IF A FIRE STARTS, OPERATE THE FIRE SHUTOFF VALVE.	If a fire develops, operate the fire shutoff valve.
	CAUSE (v)	DO NOT LET HYDRAULIC FLUID STAY ON YOUR SKIN. HYDRAULIC FLUID CAN CAUSE DERMATITIS.	Do not leave hydraulic fluid on your skin, as dermatitis could develop.
deviate (v)	OBEY (v)	PERSONNEL MUST OBEY THIS PROCEDURE.	Personnel must not deviate from this procedure.
DEVICE (n)	Something used to do a task	INSTALL THE SAFETY DEVICES.	
devise (v)	MAKE (v)	IF THE HOLDING FIXTURE IS NOT AVAILABLE, MAKE A SUPPORT FROM THE SHIPPING CONTAINER.	If the holding fixture is not available, devise one from the shipping container.
	FIND (v)	FIND NEW TROUBLESHOOTING PROCEDURES.	Devise new troubleshooting procedures.
diagnose (v)	FIND (v)	FIND THE CAUSE OF THE MALFUNCTION.	Diagnose the cause of the malfunction.
DIAGONALLY (adv)	In a diagonal direction	APPLY THE FIRST LAYER OF TAPE ACROSS THE CUTOUT AND THE SECOND AND THIRD LAYERS DIAGONALLY.	
diametrically (adv)	OPPOSITE (adj)	MAKE SURE THAT THE TWO OPPOSITE V-GROOVES ALIGN WITH THE RAILS.	Ensure the two diametrically opposed V-grooves are in line with the rails.
differ (v)	DIFFERENT (adj)	IF THE VALUES ARE DIFFERENT, DO THIS TEST.	If the values differ, do the following test.
DIFFERENCE (n)	That which is different between two quantities, numbers, or functions	THE DIFFERENCE BETWEEN THE TWO DIMENSIONS MUST NOT BE MORE THAN 0.10 mm.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
DIFFERENT (adj)	Not the same	IF THE INDICATIONS ARE DIFFERENT, DO THESE STEPS.	
DIFFERENTLY (adv)	In a different manner	THE TWO EXTRACTORS OPERATE DIFFERENTLY.	
differentiate (v)	IDENTIFY (v)	LETTERS IDENTIFY THE WIRE SEGMENTS.	Letters are used to differentiate between the wire segments.
difficult (adj)	NOT EASY	IF IT IS NOT EASY TO INSTALL THE RIGGING PIN, ADJUST THE LENGTH OF THE ROD.	If the rigging pin is difficult to install, adjust the length of the rod.
	NOT EASILY	IF YOU CANNOT INSTALL THE RIGGING PIN EASILY, ADJUST THE LENGTH OF THE ROD.	If the rigging pin is difficult to install, adjust the length of the rod.
difficulty (n)	NOT EASY	IF IT IS NOT EASY TO REMOVE THE BOLT, APPLY PENETRANT OIL.	If there is difficulty in removing the bolt, apply penetrant oil.
	NOT EASILY	IF YOU CANNOT REMOVE THE BOLT EASILY, APPLY PENETRANT OIL.	If there is difficulty in removing the bolt, apply penetrant oil.
DIGITAL (adj)	Related to digits	CONNECT THE PRODS OF THE DIGITAL VOLTMETER.	
DIGITALLY (adv)	Given by digits	THE VALUE IS SHOWN DIGITALLY ON THE DISPLAY.	
dilute (v)	MIX (v)	MIX THE PRIMER WITH SOLVENT.	Dilute the primer with solvent.
	ADD (v)	DO NOT ADD MORE THAN AN EQUAL PART OF WATER TO THE ANTIFREEZE.	Do not dilute the antifreeze with more than an equal part of water.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
dim (v)	DECREASE (v)	DECREASE THE LIGHT GRADUALLY.	Dim the light gradually.
DIM (adj) (DIMMER, DIMMEST)	Not bright	DURING NIGHT OPERATION, MAKE SURE THAT THE PANEL LIGHTS ARE DIM.	
DIMENSION (n)	The result when something is measured in one direction	DIMENSION “A” MUST NOT BE MORE THAN 50 PERCENT OF DIMENSION “D.”	
diminish (v)	DECREASE (v)	IF THE HYDRAULIC PRESSURE DECREASES, CLOSE THE VALVE.	If the hydraulic pressure diminishes, close the valve.
DIMLY (adv)	Not bright	MAKE SURE THAT THE LIGHT COMES ON DIMLY.	
dip (v)	MOMENTARILY (adv)	PUT THE ELEMENT INTO THE SOLVENT MOMENTARILY.	Dip the element in solvent.
direct (v)	POINT (v)	POINT THE OPEN END OF THE DRAIN HOSE AWAY FROM THE STRUCTURE.	Direct the open end of the drain hose away from the structure.
DIRECTION (n)	The line on which something moves or is pointed	THE ARROW ON THE VALVE BODY SHOWS THE DIRECTION OF THE FLOW.	
DIRECTLY (adv)	In a direct procedure or by direct effect	DO NOT FILL THE SYSTEM DIRECTLY FROM A HIGH-PRESSURE STORAGE CYLINDER.	
DIRTY (adj) (DIRTIER, DIRTIEST)	Not clean	A DIRTY CONTACT IN THE CONNECTION UNITS WILL CAUSE THEM TO OPERATE INCORRECTLY.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
disappear (v)	VIEW (n)	THE HORIZONTAL BAR GOES OUT OF VIEW.	The horizontal bar disappears from the window.
DISARM (v), DISARMS, DISARMED, DISARMED	1. To remove armaments	DISARM THE AIRCRAFT.	
	2. To prevent automatic operation	DISARM THE LIFT DUMPER.	
DISASSEMBLE (v), DISASSEMBLES, DISASSEMBLED, DISASSEMBLED	To take an assembly apart	DISASSEMBLE THE VALVE ASSEMBLY.	
DISCARD (v), DISCARDS, DISCARDED, DISCARDED	To not use again	REMOVE THE O-RINGS AND DISCARD THEM.	
discharge (v)	RELEASE (v)	RELEASE PRESSURE FROM THE TANKS.	Discharge pressure from the tanks.
	GO (v)	THE UNWANTED AIR GOES OVERBOARD.	The unwanted air discharges overboard.
DISCONNECT (v), DISCONNECTS, DISCONNECTED, DISCONNECTED	To separate something from the thing that it is connected to, or to become separated	DISCONNECT THE POWER SUPPLY.	
		WHEN YOU TOUCH THIS ICON, THE COMPUTER DISCONNECTS FROM THE INTERNET.	
discontinue (v)	STOP (v)	STOP THE TEST PROCEDURE.	Discontinue the test procedure.
discover (v)	FIND (v)	IF YOU FIND CORROSION DURING THE INSPECTION, REMOVE IT.	If you discover corrosion during the inspection, remove it.
discrepancy (n)	DIFFERENCE (n)	IF THERE IS A DIFFERENCE OF MORE THAN 5 mm, MAKE SURE THAT THE ADJUSTMENT IS CORRECT.	If the discrepancy is greater than 5 mm, check the adjustment.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
DISENGAGE (v), DISENGAGES, DISENGAGED, DISENGAGED	To release or become released from something that engages	BEFORE YOU START THE ENGINE, DISENGAGE THE CLUTCH.	
		IF THERE IS A MALFUNCTION, THE GEARS WILL AUTOMATICALLY DISENGAGE.	
disinfect (v)	DISINFECTANT (TN)	USE DISINFECTANT TO CLEAN THE MASK ASSEMBLIES.	Disinfect the mask assemblies.
dismantle (v)	DISASSEMBLE (v)	DISASSEMBLE THE BRAKE UNIT IN THE WORKSHOP.	Dismantle the brake unit in the workshop.
dispatch (v)	SEND (v)	SEND A REPORT TO THE INSPECTION DEPARTMENT.	Dispatch a report to the Inspection Department.
disperse (v)	REMOVE (v)	BLOW THROUGH THE TUBES TO REMOVE THE REMAINING FLUID.	Blow through the tubes to disperse the residual fluid.
displace (v)	MOVE (v)	THE PISTON MOVES THE FLUID.	Fluid is displaced by the piston.
DISPLAY (n)	A visual indication	A NUMBER IN THE TOP LEFT CORNER OF THE DISPLAY REFERS TO THE RELATED PAGE.	
display (v)	SHOW (v)	THE COMPASS INDICATORS SHOW THE HEADINGS.	The headings are displayed on the compass indicators.
dispose of (v)	DISCARD (v)	DISCARD THE USED OIL. REFER TO THE APPLICABLE ENVIRONMENTAL REGULATIONS.	Dispose of the used oil according to the applicable environmental regulations.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
disposition (n)	LOCATION (n)	BEFORE YOU START THE ENGINE, MAKE SURE THAT THE FIRE EXTINGUISHERS ARE IN THEIR CORRECT LOCATIONS.	Check the disposition of the fire extinguishers before you start the engine.
	POSITION (n)	MAKE SURE THAT THE POSITION OF THE SWITCHES IS CORRECT.	Ensure that the switch disposition is correct.
disregard (v)	IGNORE (v)	DO THE GENERATOR DRIVE TEST, BUT IGNORE STEPS 16 THRU 20.	Perform the generator drive test, but disregard steps 16 thru 20.
DISTANCE (n)	The dimension between two points or objects	MEASURE THE DISTANCE BETWEEN POINTS “A” AND “B.”	
distinct (adj)	CLEAR (adj)	MAKE SURE THAT THE SOUND IS CLEAR.	Ensure the sound is distinct.
distinctly (adv)	CLEARLY (adv)	ADJUST THE VOLUME UNTIL YOU HEAR THE SOUND CLEARLY.	You must adjust the volume until you hear the sound distinctly.
distort (v)	TWIST (v)	WHEN YOU TURN THE CONNECTORS, DO NOT TWIST THE PIPE.	Do not distort the pipe when turning the connectors.
distribute (v)	APPLY (v)	APPLY THE LOAD EQUALLY ON THE AREA.	Distribute the load evenly over the area.
	SUPPLY (v)	THE SYSTEM SUPPLIES HYDRAULIC POWER.	The system distributes hydraulic power.
distribution (n)	SUPPLY (n)	THE FUEL SUPPLY IS FROM THE COLLECTOR TANKS.	The fuel distribution is from the collector tanks.
disturb (v)	MOVE (v)	WHEN YOU INSTALL THE DISTRIBUTOR, DO NOT MOVE THE TIMING.	Do not disturb the timing during the distributor installation.
	CHANGE (v)	DO NOT CHANGE THE SEQUENCE OF THE WORK STEPS IN THE TEST.	Do not disturb the sequence of the work steps in the test.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
DIVIDE (v), DIVIDES, DIVIDED, DIVIDED	1. To separate into parts or groups	YOU CAN DIVIDE THE DRAINS INTO THREE GROUPS.	
		THE PRESSURE LINES DIVIDE AND GO IN DIFFERENT DIRECTIONS.	
	2. To do mathematical division	TO FIND THE MIDDLE POINT, DIVIDE THE MEASURED CLEARANCE BY TWO.	
DO (v), DOES, DID, DONE	1. To complete a procedure, task, or step	DO A FUNCTIONAL TEST.	
	2. As an auxiliary verb		
	a. As part of a negative command or statement	DO NOT BREATHE THE SOLVENT FUMES.	
	b. As part of a question	DOES THE LIGHT COME ON?	
don (v)	USE (v)	WHEN YOU DO WORK ON FIRE EXTINGUISHERS, USE PROTECTIVE GOGGLES.	You must don protective goggles when working on fire extinguishers.
	PUT ON (v)	PUT ON THE MASK.	Don the mask.
doubt (n)	NOT SURE	IF YOU ARE NOT SURE THAT THE UNIT IS SERVICEABLE, DISCARD IT.	If there are doubts about the serviceability of the unit, discard it.
	THINK (v)	IF YOU THINK THAT THE RESULTS ARE INCORRECT, DO THE TEST AGAIN.	If you are in doubt about the results, repeat the test.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
DOWN (adj)	In a position below	MAKE SURE THAT THE ANCHOR IS DOWN.	
DOWN (adv)	To a position below	THE POINTER MOVES DOWN.	
DOWN (prep)	To a position below	LET THE SLEEVE MOVE DOWN THE GUIDE TUBE.	
DOWNSTREAM (adj)	In the direction of the flow	DISCONNECT THE DOWNSTREAM CONNECTION.	
DOWNSTREAM (adv)	In the direction of the flow	MOVE THE PROBE DOWNSTREAM AND MONITOR THE TEMPERATURE AGAIN.	
DOWNSTREAM OF (prep)	In the direction of the flow	DISCONNECT THE CONNECTION WHICH IS DOWNSTREAM OF THE VALVE.	
downward (adv)	DOWN (adv)	MAKE SURE THAT THE AIR OUTLET POINTS DOWN.	Make sure that the air outlet is positioned downward.
drag (v)	PULL (v)	PULL THE WIRES THROUGH THE CONDUIT.	Drag the wires through the conduit.
DRAIN (v), DRAINS, DRAINED, DRAINED	To remove liquid	DRAIN THE SYSTEM FULLY.	
draw (v)	MAKE (v)	MAKE A LINE ON THE BLADE.	Draw a line on the blade.
	PULL (v)	PULL THE WIRE OUT OF THE CONDUIT.	Draw the wire out of the conduit.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
dress (v)	USE (v)	BEFORE YOU GO INTO THE WORK AREA, USE THE NECESSARY PROTECTIVE CLOTHING.	Dress suitably before going into the work area.
	PUT ON (v)	BEFORE YOU GO NEAR THE TEST RIG, PUT ON THE NECESSARY PROTECTIVE CLOTHING.	Dress appropriately before going near the test rig.
drift (v)	MOVE (v)	THE HORIZON BAR CAN MOVE A SMALL DISTANCE.	The horizon bar may drift slightly.
	REMOVE (v) (WITH A DRIFT [TN])	REMOVE THE PIN FROM ITS HOLE. USE A DRIFT.	Drift the pin from its hole.
DRINK (v), DRINKS, DRANK,	To consume liquid	DO NOT DRINK IN THE WORK AREA.	
No other verb forms.	For safety instructions, use:		
	SWALLOW (v)	DO NOT SWALLOW THE SOLVENT.	Do not drink the solvent.
drive (v)	MOVE (v)	THE ACTUATOR MOVES TO ZERO.	The actuator is driven to zero.
	REMOVE (v)	REMOVE THE LOCKBOLT FROM THE HOLE.	Drive the lockbolt out of the hole.
	OPERATE (v)	A HYDRAULIC MOTOR OPERATES THE PUMP.	A hydraulic motor drives the pump.
droop (v)	MOVE (v)	IF YOU DO NOT INSTALL THE RIGGING PIN, THE ELEVATORS WILL MOVE DOWN WHEN THERE IS NO PRESSURE IN THE SYSTEM.	If you do not install the rigging pin, the elevators will droop when there is no pressure in the system.
DROP (n)	A small quantity of liquid in a spherical shape	MAKE SURE THAT NO DROPS OF ADHESIVE FALL ONTO THE MATERIAL.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
drop (v)	FALL (v)	PARTICLES THAT FALL INTO THE INTAKE CAN CAUSE DAMAGE.	Particles that drop into the intake may cause damage.
	DECREASE (v)	THE PRESSURE DECREASES WHILE THE TIRES BECOME COOL.	The pressure drops as the tires cool.
DRY (adj) (DRIER, DRIEST)	Without liquid or moisture	MAKE SURE THAT THE SURFACE IS DRY.	
DRY (v), DRIES, DRIED, DRIED	To remove liquid or moisture, or to become dry	DRY THE FILTER IN AN OVEN.	
		LET THE PAINT DRY AT THE AMBIENT TEMPERATURE.	
due to (prep)	BECAUSE OF (prep)	BECAUSE OF THE SMALL DIAMETER OF THE HOLE, THE FLOW IS LOW.	Due to the small diameter of the hole, the flow is low.
	BECAUSE (conj)	THE SHAFT MOVED BECAUSE THE ACTUATOR OPERATED.	The shaft moved due to the actuator action.
dull (adj)	DIM (adj)	THE LAMP COMES ON WITH A DIM LIGHT.	The lamp comes on with a dull light.
	MATT (adj)	THE LETTERS WILL BE MATT BLACK ON WHITE.	The letters will be dull black on a white background.
duration (n)	DURING (prep)	DO NOT MAKE ADJUSTMENTS DURING THIS TEST.	Do not make adjustments for the duration of this test.
DURING (prep)	In or for a specified time	MONITOR THE INDICATIONS DURING THE RETRACTION TEST.	
dust (v)	APPLY (v)	APPLY TALCUM POWDER TO THE AREA.	Dust the area with talcum powder.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example

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Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
EACH (adj)	Every one of two or more objects or persons, seen together as a group but identified separately	MAKE SURE THAT THE SWITCH IN EACH PANEL IS SET TO “OFF.”	
EACH (pron)	Every one of two or more objects or persons, seen together as a group but identified separately	INSTALL TWO SPACERS, EACH WITH A THICKNESS OF 3.5 mm.	
EACH OTHER (pron)	Each of two or more in reciprocal action or relation	WHEN YOU REMOVE THE PROBES, DO NOT LET THEM TOUCH EACH OTHER.	
early (adj)	SHORT (adj)	IF THE FILTERS BECOME CLOGGED AFTER AN UNUSUALLY SHORT TIME, SEND THEM TO THE LABORATORY FOR ANALYSIS OF THE CONTAMINATION.	If the filters clog at an unusually early stage, send them to the laboratory for analysis of the contamination.
earth (n)	GROUND (n)	MAKE SURE THAT THE ELECTRICAL SUPPLY GOES TO GROUND.	Make sure the electric supply goes to earth.
earth (v)	GROUND (v)	MAKE SURE THAT THE FUEL TANKS ARE CORRECTLY GROUNDED.	Make sure the fuel tanks are correctly earthed.
ease (n)	EASILY (adv)	MAKE SURE THAT YOU CAN MOVE THE HANDLE EASILY.	The handle must move with ease.
	EASY (adj)	MAKE SURE THAT IT IS EASY TO MOVE THE HANDLE.	The handle must move with ease.
ease (v)	CAREFULLY REMOVE	CAREFULLY REMOVE THE TRIM COVER FROM THE ADHESIVE TAPE.	Ease the trim cover from the adhesive tape.
	CAREFULLY MOVE	CAREFULLY MOVE THE PIPE INTO THE CORRECT POSITION.	Ease the pipe into the right position.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
EASILY (adv)	Without difficulty	OXIDATION OCCURS VERY EASILY.	
EASY (adj) (EASIER, EASIEST)	Without difficulty	USE THE LEFT OPENING FOR EASY ACCESS.	
EAT (v), EATS, ATE No other verb forms.	To consume food For safety instructions, use:	DO NOT EAT IN THE WORK AREA.	
	SWALLOW (v)	DO NOT SWALLOW THE POTTING COMPOUND.	Do not eat the potting compound.
EDGE (n)	A line that is the intersection of two surfaces of a solid object	THE DISTANCE BETWEEN THE EDGE OF THE PANEL AND THE PARTITION MUST NOT BE MORE THAN 0.05 mm.	
EFFECT (n)	The result of a cause	WHEN DUST MIXES WITH OIL, IT HAS AN ABRASIVE EFFECT.	
effect (v)	DO (v)	DO THE TIGHTENING PROCEDURE.	Effect the tightening procedure.
effective (adj)	GOOD (adj)	THIS MATERIAL GIVES GOOD PROTECTION FROM CORROSION.	This material provides effective protection from corrosion.
efficacious (adj)	GOOD (adj)	THIS IS A GOOD PROCEDURE TO REMOVE PAINT.	This is an efficacious way to remove paint.
efficient (adj)	SATISFACTORY (adj)	THE TRANSMISSION CONTROL PROTOCOL IS NOT SATISFACTORY FOR THE TRANSMISSION OF INTERACTIVE TRAFFIC.	The Transmission Control Protocol is not efficient for the transmission of interactive traffic.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
efficiently (adv)	SATISFACTORILY (adv)	MAKE SURE THAT THE UNIT OPERATES SATISFACTORILY.	Make sure the unit operates efficiently.
efflux (n)	EXHAUST (n)	MAKE SURE THAT THERE ARE SAFETY BARRIERS AROUND THE ENGINE EXHAUST AREA.	Ensure that there are safety barriers around the engine efflux area.
effort (n)	FORCE (TN)	DO NOT TIGHTEN THE BOLTS WITH TOO MUCH FORCE.	Do not use too much effort to tighten the bolts.
	TRY (v)	FIRST, TRY TO TURN THE SHAFT WITH YOUR HANDS.	First, make an effort to turn the shaft with your hands.
either (adj)	ONE (TN) OF THE TWO (TN)	IF THERE IS MERCURY CONTAMINATION IN ONE OF THE TWO COMPARTMENTS, CLEAN THE AREA IMMEDIATELY.	If there is mercury spillage in either compartment, clean the area immediately.
either (conj)	OR (conj)	YOU CAN USE A RED PEN OR A GREEN PEN.	You can use either a red pen or a green pen.
either (pron)	ONE (TN) OR THE OTHER	THERE ARE TWO SOLENOIDS. YOU CAN SUPPLY ELECTRICAL POWER TO ONE OR THE OTHER.	There are two solenoids. You can supply electrical power to either.
EJECT (v), EJECTS, EJECTED, EJECTED	To move or to cause a person or item to move from an aircraft or equipment with force	IF YOU PULL THE EJECTION SEAT HANDLE, THE SEAT WILL EJECT.	
ejection (n)	EJECT (v)	PUSH THE APPLICABLE BUTTON TO EJECT THE DISK DRIVE.	Push the applicable button for disk drive ejection.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
elapse (v)	TIME (n)	MAKE SURE THAT THE TIME BETWEEN STARTS IS A MINIMUM OF 30 SECONDS.	Check that 30 seconds have elapsed between starts.
	AFTER (prep)	AFTER 30 SECONDS, DO THE TEST AGAIN.	When 30 seconds have elapsed, do the test again.
	INTERVAL (n)	AT INTERVALS OF SIX MONTHS, DO THE CHECK OF THE OIL LEVEL.	When six months have elapsed, do the check of the oil level.
ELECTRIC (adj)	Operated by electricity	IF THE HYDRAULIC PUMP DOES NOT SUPPLY A PRESSURE OF 3000 psi, USE THE ELECTRIC PUMP.	
ELECTRICAL (adj)	Related to electricity	SUPPLY ELECTRICAL POWER TO THE SYSTEM.	
ELECTRICALLY (adv)	Related to or operated by electricity	THE SYSTEM IS HYDRAULICALLY OPERATED AND ELECTRICALLY CONTROLLED.	
ELECTROMAG-NETIC (adj)	Related to electromagnetism	THE ELECTROMAGNETIC TEST PROCEDURE USES ELECTROMAGNETIC FORCE.	
ELECTROMAG-NETICALLY (adv)	Related to electromagnetism	THE SYSTEM OPERATES ELECTROMAG-NETICALLY.	
ELECTRONIC (adj)	Related to or operated by electronics	THIS BAY CONTAINS SOME OF THE ELECTRONIC EQUIPMENT.	
ELECTRONICALLY (adv)	Related to or operated by electronics	THIS UNIT IS ELECTRONICALLY CONTROLLED.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
eliminate (v)	REMOVE (v)	REMOVE ALL SHARP EDGES.	Eliminate all sharp edges.
	STOP (v)	PUT A BAG OF DESICCANT IN THE PACKAGE TO STOP CONDENSATION.	Put a bag of desiccant in the package to eliminate condensation.
	PREVENT (v)	PUT A BAG OF DESICCANT IN THE PACKAGE TO PREVENT CONDENSATION.	Put a bag of desiccant in the package to eliminate condensation.
EMERGENCY (n)	A condition that occurs suddenly and is dangerous	IN AN EMERGENCY, BREAK THE GLASS.	
emit (v)	FROM (prep)	THE VAPORS FROM THIS MATERIAL ARE DANGEROUS TO THE SKIN.	The vapors that this material emits are dangerous to the skin.
employ (v)	USE (v)	TYPE B UNITS USE A LOOSE COLLAR.	Type B units employ a loose collar.
	HAVE (v)	THIS ASSEMBLY MACHINE HAS ROBOTIC ARMS.	This assembly machine employs robotic arms.
EMPTY (adj)	Without contents	MAKE SURE THAT THE RESERVOIR IS EMPTY.	
empty (v)	REMOVE (v)	REMOVE ALL FUEL FROM THE FUEL TANKS.	Empty the fuel tanks.
enable (v)	LET (v)	THE DISASSEMBLY FIXTURE LETS YOU DISASSEMBLE THE MODULE.	The disassembly fixture enables you to disassemble the module.
encircle (v)	AROUND (prep)	PUT SEALANT AROUND EACH SCREW HOLE.	Encircle each screw hole with sealant.
enclosed (adj)	CLOSED (adj)	IF YOU USE SOLVENT IN A CLOSED SPACE, MAKE SURE THAT THERE IS GOOD AIRFLOW IN THE WORK AREA.	The work area must be well-ventilated if solvent is used in an enclosed space.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
encounter (v)	BE (v)	IF THERE ARE ROUGH AREAS, REMOVE THEM WITH EMERY CLOTH.	If rough spots are encountered, remove them with emery cloth.
	FIND (v)	IF YOU FIND ROUGH AREAS, REMOVE THEM WITH EMERY CLOTH.	If rough spots are encountered, remove them with emery cloth.
END (n)	Where time, distance, or sequence are completed	EXAMINE THE SHACKLE AT THE END OF THE SLING.	
end (v)	STOP (v)	STOP THE TEST.	End the test.
	COMPLETE (v)	WHEN YOU COMPLETED THE TEST, REMOVE THE SENSOR.	When the test has ended, remove the sensor.
		WHEN THE TEST IS COMPLETED, REMOVE THE SENSOR.	When the test has ended, remove the sensor.
ENERGIZE (v), ENERGIZES, ENERGIZED, ENERGIZED	To supply electrical power to	ENERGIZE THE AC AND DC BUSBARS.	
enforce (v)	OBEY (v)	ALL PERSONNEL MUST OBEY THE SAFETY PRECAUTIONS.	Safety precautions must be enforced.
ENGAGE (v), ENGAGES, ENGAGED, ENGAGED	To correctly align and come together	ENGAGE THE CLUTCH.	
		MAKE SURE THAT THE CLUTCH ENGAGES.	
engagement (n)	ENGAGE (v)	MAKE SURE THAT THE SPLINES ENGAGE FULLY.	Make sure there is full engagement of the splines.
enlarge (v)	INCREASE (v)	INCREASE THE DIAMETER OF THE RIVET HOLE.	Enlarge the rivet hole diameter.
	LARGE (adj)	MAKE THE HOLES LARGER.	Enlarge the holes.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
enough (adj)	SUFFICIENT (adj)	MAKE SURE THAT THERE IS SUFFICIENT PRESSURE IN THE ACCUMULATOR.	Make sure that there is enough pressure in the accumulator.
ensue (v)	CAUSE (v)	INCORRECT INSTALLATION WILL CAUSE DAMAGE.	Damage will ensue from incorrect installation.
ensure (v)	MAKE SURE (v)	MAKE SURE THAT THE CORRECT SEALS ARE INSTALLED.	Ensure that the correct seals are installed.
enter (v)	GO INTO	DO NOT GO INTO THE LABORATORY WITHOUT APPROVAL.	Do not enter the laboratory without approval.
	RECORD (v)	RECORD THE DATA IN THE LOGBOOK.	Enter the data in the logbook.
	ENTRY (n)	MAKE AN ENTRY IN THE LOGBOOK TO SHOW THAT YOU DID THE DEACTIVATION PROCEDURE.	Enter in the logbook that you did the deactivation procedure.
entire (adj)	FULL (adj)	THE ANTENNA MAKES A SCAN OF THE FULL RANGE OF FREQUENCIES.	The antenna makes a scan of the entire range of frequencies.
	ALL (adj)	EXAMINE ALL OF THE SYSTEM TO FIND THE CAUSE OF THE INTERFERENCE.	Check the entire system to determine the cause of interference.
entirely (adv)	FULLY (adv)	THE SYSTEM IS FULLY AUTOMATIC.	The system is entirely automatic.
ENTRANCE (n)	An opening to go into a space	PUT SAFETY BARRIERS AT THE ENTRANCE TO THE WORK AREA.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
ENTRY (n)	A record of an occurrence	MAKE AN ENTRY IN THE LOG CARD.	
EQUAL (adj)	The same dimension, quality, quantity, or number	MAKE SURE THAT THERE IS AN EQUAL DISTANCE BETWEEN THE HOLES.	
equal (v)	SAME (adj)	DIMENSION “X” MUST BE THE SAME AS DIMENSION “Z.”	Dimension X must equal dimension Z.
	EQUAL (adj)	DIMENSION “X” MUST BE EQUAL TO DIMENSION “Y.”	Dimension X must equal dimension Y.
EQUALLY (adv)	The same dimension, quality, quantity, or number	ADJUST THE TURNBUCKLES EQUALLY.	
equip (v)	INSTALL (v)	INSTALL THE SHUTOFF VALVES ON EACH HP MANIFOLD.	Equip each HP manifold with shutoff valves.
EQUIPMENT (n)	The objects or tools used for operation and maintenance	REMOVE ALL THE EQUIPMENT FROM THE WORK AREA.	
equipped (adj)	HAVE (v)	BE CAREFUL WHEN YOU MOVE JET PIPES OR EXHAUST CONES THAT HAVE INSULATING BLANKETS.	Be careful when handling jet pipes or exhaust cones equipped with insulating blankets.
EQUIVALENT (adj)	Has the same properties, functions, or values	MATERIALS (REF. No. 2) AND (REF. No. 18) ARE EQUIVALENT.	
EQUIVALENT (n)	Something that has the same properties, functions, or values	USE CLEANING COMPOUND ARDROX 6025, OR AN EQUIVALENT.	
ERASE (v), ERASES, ERASED, ERASED	To remove data from a medium	ERASE THE TAPE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
erect (v)	ASSEMBLE (v)	BEFORE YOU LIFT THE GEARBOX, ASSEMBLE THE MOVABLE HOIST.	Erect the movable hoist before lifting the gearbox.
	BECOME STABLE	LET THE VERTICAL GYRO BECOME STABLE.	Give the vertical gyro time to erect.
erratic (adj)	IRREGULAR (adj)	THE OPERATION OF THE COMPASS IS IRREGULAR.	The compass is erratic.
ERROR (n)	The difference from that which is correct or accurate	IF THE ERROR IS MORE THAN 3 DEG., CALIBRATE THE COMPASS.	
escape (v)	DEFLATE (v)	DEFLATE THE TIRE.	Let the air escape from the tire.
	RELEASE (v)	RELEASE ALL THE NITROGEN.	Allow all the nitrogen to escape.
establish (v)	MAKE SURE (v)	IN THE STEP THAT FOLLOWS, MAKE SURE THAT THE FUEL PUMP OPERATES CORRECTLY.	In the following step, establish the correct functioning of the fuel pump.
ESTIMATE (n)	A calculated, approximate result	MAKE AN ESTIMATE OF THE NECESSARY QUANTITY OF PAINT.	
estimate (v)	ESTIMATE (n)	MAKE AN ESTIMATE OF THE QUANTITY OF CLEANING FLUID THAT IS NECESSARY.	Estimate the amount of cleaning fluid that is necessary.
evaluate (v)	EXAMINE (v)	EXAMINE THE DAMAGE AFTER AN ACCIDENT.	Evaluate the damage after an accident.
	ANALYSIS (TN)	MAKE AN ANALYSIS OF THE TEST RESULTS.	Evaluate the test results.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
evaluation (n)	EXAMINE (v)	EXAMINE THE DAMAGE.	Do an evaluation of the damage.
	ANALYSIS (TN)	MAKE AN ANALYSIS OF THE TEST RESULTS.	Do an evaluation of the test results.
evaporate (v)	DRY (v)	LET THE COMPOUND DRY.	Allow the solvent to evaporate from the compound.
even (adj)	SMOOTH (adj)	A GUIDE ROD IS ATTACHED TO THE METAL BELLOWS DISC FOR A SMOOTH MOVEMENT OF THE BELLOWS.	A guide rod is attached to the metal bellows disc for an even movement of the bellows.
	SAME (adj)	APPLY THE SAME LOAD ON THE TWO BRAKES.	Braking must be even on the two brakes.
	FLAT (adj)	MAKE SURE THAT THE SURFACE IS FLAT.	Ensure the surface is even.
	FLUSH (adj)	MAKE SURE THAT THE FASTENER HEADS ARE FLUSH WITH THE SKIN.	Make sure that the fastener heads are even with the skin.
	LEVEL (adj)	MAKE SURE THAT THE MARK ON THE BOLT IS LEVEL WITH THE MARK ON THE HANDLE.	Make sure that the mark on the bolt is even with the mark on the handle.
evenly (adv)	GRADUALLY (adv)	INCREASE THE TEMPERATURE GRADUALLY.	Increase the temperature evenly.
	EQUALLY (adv)	APPLY THE LOAD EQUALLY ON THE AREA.	Apply the load evenly on the area.
event (n)	IF (conj)	IF THE PRESSURE DECREASES SUDDENLY, CLOSE THE VALVE.	In the event of a sudden dropping of pressure, close the valve.
eventually (adv)	SOME TIME	IF THE CABLE RUBS, IT WILL BREAK AFTER SOME TIME.	If the cable chafes, it will eventually break.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
every (adj)	ALL (adj)	REMOVE ALL SAFETY PINS BEFORE FLIGHT.	Every safety pin must be removed before flight.
	EACH (adj)	SET THE BTRY SWITCH TO “ON” EACH TIME.	It is necessary to set the BTRY switch to ON every time.
	INTERVAL (n)	DO AN INSPECTION AT INTERVALS OF 20 000 FLIGHT HOURS.	Do an inspection every 20 000 flight hours.
evidence (n)	INDICATION (n)	IF THERE IS AN INDICATION OF A LEAK, REPLACE THE VALVE.	If there is evidence of a leak, replace the valve.
	SIGN (n)	ONE SIGN OF A LEAK OF HOT AIR FROM A JOINT IS THAT THE TEMPERATURE INDICATION DECREASES.	Evidence of a leak of hot air from a joint is that the temperature reading drops.
	SHOW (v)	REPLACE THE INSULATION BLANKETS THAT SHOW CHAFING.	Replace the insulation blankets with evidence of chafing.
evidence (v)	SHOW (v)	IF THE TEST SHOWS NO FAULT, CONTINUE THE PROCEDURE.	If no fault is evidenced by the test, continue the procedure.
	FIND (v)	IF YOU DO NOT FIND DAMAGE DURING THE INSPECTION PROCEDURE, ASSEMBLE THE UNIT.	If the inspection does not evidence any damage, assemble the unit.
evident (adj)	FIND (v)	IF YOU DO NOT FIND DAMAGE, CONTINUE THE INSPECTION.	If no damage is evident, continue the inspection.
exact (adj)	ACCURATE (adj)	IF THE INDICATION IS NOT ACCURATE, DO THE TEST AGAIN.	If the indication is not exact, do the test again.
	CORRECT (adj)	IF THE INDICATION IS NOT CORRECT, DO THE TEST AGAIN.	If the indication is not exact, do the test again.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
exactly (adv)	ACCURATELY (adv)	PUT THE REPAIR SHEET ACCURATELY ON THE DAMAGED AREA.	Put the repair sheet exactly on the damaged area.
	FULLY (adv)	FIND THE BOLT HOLE THAT ALIGNS FULLY WITH ONE OF THE OUTER SLOTS.	Find the bolt hole that aligns exactly with one of the outer slots.
	CORRECT (adj)	THE SEAL MUST BE OF THE CORRECT DIMENSION FOR THE GROOVE.	The seal must fit the groove exactly.
examination (n)	EXAMINE (v)	EXAMINE THE BLADE FOR CRACKS.	Do an examination of the blades for cracks.
	FIND (v)	IF YOU FIND CORROSION, REMOVE IT WITH THE SPECIFIED MATERIAL.	If the examination reveals corrosion, it must be removed with the specified material.
EXAMINE (v), EXAMINES, EXAMINED, EXAMINED	To look carefully at	EXAMINE THE COMPUTER FOR DAMAGE.	
EXAMPLE (n)	Something from a group which has the same qualities as the group	FIGURE 2 IS AN EXAMPLE OF A REPAIR PROCEDURE FOR A DAMAGED WEB.	
exceed (v)	MORE THAN	MAKE SURE THAT THE INDICATION IS NOT MORE THAN 400 KNOTS.	Ensure that the indication does not exceed 400 knots.
except (prep)	To replace this word, use a different construction. Be accurate.	KEEP ALL THE PARTS THAT ARE SERVICEABLE AND DISCARD THOSE THAT ARE BROKEN.	Keep all parts except those that are broken.
		REMOVE ALL SCREWS, BUT NOT THE ONE ON THE LEFT SIDE OF THE FLANGE.	Remove all screws except the one on the left side of the flange.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
exception (n)	To replace this word, use a different construction. Be accurate.	KEEP ALL THE PARTS THAT ARE SERVICEABLE AND DISCARD THOSE THAT ARE BROKEN.	Keep all parts with the exception of those that are broken.
		REMOVE ALL SCREWS, BUT NOT THE ONE ON THE LEFT SIDE OF THE FLANGE.	Remove all screws with the exception of the one on the left side of the flange.
exceptional (adj)	UNUSUAL (adj)	IF IT IS NECESSARY TO APPLY UNUSUAL FORCE TO OPEN THE UNIT, EXAMINE THE CONTROL LINKAGE.	If exceptional force is needed to open the unit, examine the control linkage.
exceptionally (adv)	UNUSUALLY (adv)	IF THE TIRE PRESSURE IS UNUSUALLY HIGH, OPEN THE VALVE.	If the tire pressure is exceptionally high, open the valve.
excess (adj)	TOO MUCH	DO NOT APPLY TOO MUCH ADHESIVE ON THE GASKET.	Do not apply excess adhesive on the gasket.
	MORE THAN	DO NOT PUT MORE THAN THE PERMITTED WEIGHT ON THE TROLLEY.	Do not put excess weight on the trolley.
	UNWANTED (adj)	REMOVE UNWANTED COMPOUND FROM THE GASKET.	Wipe excess compound from the gasket.
	NOT NECESSARY	REMOVE ALL REMAINING SEALANT THAT IS NOT NECESSARY.	Remove all the excess sealant.
excess (n)	TOO MUCH	IF YOU USE TOO MUCH PAINT, THE FINISH WILL BE UNSATISFACTORY.	An excess of paint will give a poor finish.
	MORE THAN	THE HYDRAULIC PRESSURE MUST NOT BE MORE THAN 200 bar.	The hydraulic pressure must not be in excess of 200 bar.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
excessive (adj)	TOO MUCH	TOO MUCH FORCE CAN CAUSE DAMAGE TO THE SEAL.	Excessive force can damage the seal.
	MORE THAN	IF THE PRESSURE IS MORE THAN 1000 kPa, STOP THE TEST.	If the pressure is excessive, stop the test.
excessively (adv)	TOO MUCH	BE CAREFUL NOT TO TURN THE INNER RACES TOO MUCH.	Be careful not to excessively rotate the inner races.
	MORE THAN	IF THE OIL LEAKAGE IS MORE THAN FIVE DROPS A MINUTE, REJECT THE UNIT.	If oil leaks excessively, reject the unit.
exchange (v)	INTERCHANGE (v)	INTERCHANGE THE No. 1 AND No. 2 COMPUTERS. THEN DO THE TEST AGAIN.	Exchange the No. 1 and No. 2 computers. Then do the test again.
	REPLACE (v)	REPLACE THE O-RINGS.	Exchange the O-rings.
exclude (v)	NOT INCLUDE	THIS PROCEDURE DOES NOT INCLUDE THE REMOVAL OF THE PISTON.	This procedure excludes the removal of the piston.
	NOT USE	DO NOT USE OXYGEN.	Exclude the use of oxygen.
excluding (prep)	WITHOUT (prep)	THE WEIGHT OF THE UNIT, WITHOUT THE MOTOR, IS 10 kg.	The weight of the unit, excluding the motor, is 10 kg.
execute (v)	DO (v)	DO THESE STEPS.	Execute the following operations.
exempt (adj)	NO (adj)	MAKE SURE THAT THERE ARE NO METAL PARTICLES IN THE OIL.	Ensure the oil is exempt from metal particles.
	NOT SHOW	MAKE SURE THAT THE SEALS DO NOT SHOW SIGNS OF DETERIORATION.	Ensure the seals are exempt from signs of deterioration.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
exercise (v)	MAKE SURE (v)	MAKE SURE THAT YOU DO NOT GET ACID ON YOUR SKIN.	Exercise caution not to allow acid to contact skin.
	CAREFUL (adj)	BE CAREFUL THAT YOU DO NOT GET ACID ON YOUR SKIN.	Exercise caution not to allow acid to contact skin.
exert (v)	APPLY (v)	APPLY A LIGHT FORCE TO THE PEDALS.	Exert a light force on the pedals.
	PUT (v)	PUT PRESSURE ON THE WOUND.	Exert pressure on the wound.
exhale (v)	BREATHE (v)	BREATHE INTO THE OXYGEN MASK.	Exhale into the oxygen mask.
EXHAUST (n)	The gas from an engine	THE EXHAUST FROM THE APU IS DANGEROUS.	
exhaust (v)	REMOVE (v)	USE A FAN TO REMOVE THE GASES.	Exhaust the gases using a fan.
	DECREASE (v)	DECREASE THE NITROGEN PRESSURE TO 120 psi.	Exhaust the nitrogen pressure to 120 psi.
	RELEASE (v)	RELEASE THE HYDRAULIC PRESSURE IN THE ACCUMULATOR.	Exhaust all the hydraulic pressure in the accumulator.
exhaustive (adj)	ALL (adj)	ALL THE TEST CONDITIONS ARE GIVEN IN PARAGRAPH 2.0.	An exhaustive list of test conditions is given at paragraph 2.0.
	FULL (adj)	THIS IS NOT A FULL LIST.	The list is not exhaustive.
exist (v)	BE (v)	THERE ARE TWO DIFFERENT PROCEDURES FOR THIS REPAIR.	Two different procedures exist for this repair.
EXIT (n)	An opening to go out of a space	MAKE SURE THAT ALL THE EMERGENCY EXITS ARE CLEAR OF UNWANTED OBJECTS.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
EXPAND (v), EXPANDS, EXPANDED, EXPANDED	To increase in dimension, volume, or time	THE BELLOWS MUST EXPAND.	
		HEAT EXPANDS THE GAS IN THE CONTAINER.	
expect (v)	POSSIBLE (adj)	IF IT IS POSSIBLE THAT THE TEMPERATURE WILL DECREASE TO -20 DEGREES C, REMOVE THE BATTERIES.	If temperature is expected to drop to -20 degrees C, remove the batteries.
expel (v)	REMOVE (v)	REMOVE THE AIR BUBBLES FROM THE COMPOUND WITH A SPATULA.	Expel the air bubbles from the compound with a spatula.
	BLEED (v)	BLEED ALL NITROGEN FROM THE SYSTEM.	Expel all nitrogen from the system.
	RELEASE (v)	RELEASE ALL NITROGEN.	Expel all nitrogen.
EXPIRED (adj)	More than the permitted life	MAKE SURE THAT THE SHELF LIFE IS NOT EXPIRED.	
explain (v)	TELL (v)	THE TECHNICIAN WILL TELL THE OPERATOR THE PROCEDURE FOR SENSOR CALIBRATION.	The technician will explain the sensor calibration procedure to the operator.
EXPLOSION (n)	The effect when an explosive material quickly releases its energy	THIS CONDITION CAN CAUSE AN EXPLOSION.	
EXPLOSIVE (adj)	That can cause an explosion	THE SAFETY PRECAUTIONS THAT FOLLOW ARE APPLICABLE TO EXPLOSIVE ITEMS.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
expose (v)	GET (v)	REMOVE THE COVER ASSEMBLY TO GET ACCESS TO THE LAMP ASSEMBLY.	Remove cover assembly to expose lamp assembly.
EXTEND (v), EXTENDS, EXTENDED, EXTENDED	To increase, or cause something to increase, in dimension or range	FULLY EXTEND THE JACK RAM.	
		MAKE SURE THAT THE RODS EXTEND AND RETRACT.	
EXTENSION (n)	1. The action when something extends	MAKE SURE THAT THE EXTENSION OF THE ACTUATOR IS SMOOTH.	
	2. The result when something extends	THE TOTAL EXTENSION OF THE PISTON IS 125 mm.	
extent (n)	DEPTH (n)	MEASURE THE DEPTH OF THE CRACK.	Measure the extent of the crack.
	LENGTH (n)	MEASURE THE LENGTH OF THE CRACK.	Measure the extent of the crack.
	WIDTH (n)	MEASURE THE WIDTH OF THE CRACK.	Measure the extent of the crack.
exterior (n)	EXTERNAL (adj)	EXAMINE THE EXTERNAL SURFACE OF THE CONTAINER.	Examine the exterior of the container.
EXTERNAL (adj)	Of, or on, the outer side	CONNECT THE EXTERNAL POWER SUPPLY.	
EXTERNALLY (adv)	Of, or on, the outer side	THE CONTROL BOX IS INSTALLED EXTERNALLY.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
EXTINGUISH (v), EXTINGUISHES, EXTINGUISHED, EXTINGUISHED	To stop burning	TO EXTINGUISH A FIRE IN THE ENGINE, ACTIVATE THE FIRE SUPPRESSION SYSTEM IMMEDIATELY.	
		WHEN THE FLAME EXTINGUISHES, STOP THE FUEL SUPPLY.	
	For lights or lamps, use:		
	GO OFF	THE “AUTO BRK” PUSHBUTTON LIGHT GOES OFF.	The AUTO BRK pushbutton light extinguishes.
	BE OFF	MAKE SURE THAT THE GREEN LIGHT ON THE PANEL IS OFF.	Make sure that the green light on the panel extinguishes.
extra (adj)	MORE (adj)	THIS MATERIAL GIVES MORE PROTECTION.	This material provides extra protection.
extract (v)	REMOVE (v)	REMOVE THE BOLT.	Extract the bolt.
extreme (adj)	VERY HIGH (adj)	DO NOT APPLY VERY HIGH LOADS.	Do not apply extreme loads.
	VERY BAD (adj)	WHEN THE WEATHER IS VERY BAD, KEEP THESE PARTS IN A DRY AREA.	In extreme weather conditions, keep these parts in a dry area.
	VERY COLD (adj)	MAKE SURE THAT YOU KNOW THE RISKS RELATED TO VERY COLD TEMPERATURES.	Make sure that you know the risks related to extreme cold temperatures.
	VERY HOT (adj)	MAKE SURE THAT YOU KNOW THE RISKS RELATED TO VERY HOT TEMPERATURES.	Make sure that you know the risks related to extreme hot temperatures.
extremely (adv)	VERY (adv)	IT IS VERY IMPORTANT TO OBEY THE SAFETY PRECAUTIONS.	It is extremely important to observe the safety precautions.
exude (v)	OUT OF (prep)	MAKE SURE THAT GREASE COMES OUT OF THE JOINT.	Make sure grease exudes from the joint.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
fabricate (v)	MAKE (v)	USE COPPER TO MAKE THE CHILL BLOCK.	Use copper to fabricate the chill block.
FACE (n)	The front surface of an object	CLEAN THE FACE OF THE INDICATOR.	
	This word is a technical noun when it refers to a part of the body.	WHEN YOU DO MAINTENANCE ON THE WASTE WATER SYSTEM, DO NOT TOUCH YOUR FACE WITH YOUR GLOVES.	
face (v)	POINT (v)	WHEN YOU INSTALL THE PITOT HEAD, MAKE SURE THAT THE OPENING POINTS FORWARD.	When installing the pitot head, make sure that the opening is facing forward.
	TURN (v)	BEFORE YOU PUSH THE VALVE STEM DOWN, TURN YOUR FACE AWAY FROM THE DRAIN VALVE.	Face away from the drain valve when pushing the valve stem down.
facilitate (v)	HELP (v)	IDENTIFY THE COMPONENT WITH A CODE TO HELP YOU TO CORRECTLY INSTALL IT AGAIN.	Mark the component with a code that will facilitate its correct reinstallation.
	MAKE … EASIER	THIS MAKES FAULT ISOLATION EASIER.	This facilitates fault isolation.
facility (n)	Be accurate. Use the name of the facility as a technical noun.	WEIGH THE AIRCRAFT ON A WEIGHBRIDGE.	You need a special facility to weigh the aircraft.
FACT (n)	Something that occurred or is correct	GET ALL THE FACTS ABOUT THE INCIDENT FROM THE PILOT.	
factor (n)	CAUSE (n)	THERE CAN BE MANY CAUSES FOR CORROSION.	Corrosion can be caused by several factors.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
fail (v)	IF … NOT	IF YOU DO NOT OBEY THESE INSTRUCTIONS, THERE IS A RISK OF INJURY.	If you fail to comply with these instructions, there is a risk of injury.
	FAILURE (TN)	IF YOU DO NOT OBEY THE PROCEDURE CORRECTLY, FAILURE OF THE EMERGENCY FLOTATION GEAR CAN OCCUR.	If you do not follow the procedure correctly, the emergency flotation gear can fail.
	UNSATISFACTORY (adj)	IF THE TEST RESULTS ARE UNSATISFACTORY, DO THE FAULT ISOLATION PROCEDURE.	If the test fails, do the fault isolation procedure.
failed (adj)	DEFECTIVE (adj)	REPLACE THE DEFECTIVE PUMP.	Replace the failed pump.
	UNSERVICEABLE (adj)	REPLACE THE UNSERVICEABLE VALVE.	Replace the failed valve.
failure (n)	IF … NOT	IF YOU DO NOT OBEY THESE INSTRUCTIONS, THERE IS A RISK OF INJURY.	Failure to comply with these instructions, will result in a risk of injury.
	This word when it means a performance error or loss of serviceability is a technical noun.	CONTAMINATION CAN CAUSE A FAILURE OF THE PUMP.	
faint (adj)	DIM (adj)	IF THE LIGHT IS TOO DIM, REPLACE THE BATTERY.	If the light is faint, replace the battery.
	INTENSITY (n) Refer also to BRIGHT (adj).	TURN THE KNOB COUNTERCLOCKWISE TO DECREASE THE INTENSITY OF THE LIGHT.	Turn the knob anticlockwise to make the light fainter.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
fall (n)	DECREASE (v)	WHEN THE PRESSURE DECREASES, THE INDICATOR SHOWS THAT THERE IS A LEAK.	When there is a fall in pressure, the indicator shows a leak.
FALL (v), FALLS, FELL, FALLEN	To move down by the force of gravity	MAKE SURE THAT THE TOOLS DO NOT FALL INTO THE ENGINE.	
false (adj)	INCORRECT (adj)	MAKE SURE THAT THERE ARE NO INCORRECT INDICATIONS ON THE INSTRUMENTS.	Make sure there are no false indications on the instruments.
falter (v)	SMOOTHLY (adv)	MAKE SURE THAT THE GENERATOR OPERATES SMOOTHLY.	Make sure that the generator does not falter.
	CONSTANT (adj)	MAKE SURE THAT THE PRESSURE STAYS CONSTANT.	Make sure that the pressure does not falter.
familiar (adj)	KNOW (v)	ALL PERSONNEL MUST FULLY KNOW THE SAFETY PRECAUTIONS.	All personnel must be thoroughly familiar with the safety precautions.
FAR (adj) (FARTHER, FARTHEST)	At or to a relatively large distance	REMOVE THE BOLT THAT IS FARTHEST FROM THE CENTER.	
fashion (n)	PROCEDURE (n)	USE THIS PROCEDURE TO DO THE TASK.	Carry out the task in this fashion.
FAST (adj) (FASTER, FASTEST)	At high speed	A FAST MOVEMENT OF THE THROTTLE WILL CAUSE A SURGE.	
fast (adv)	QUICKLY (adv)	DO NOT LET THE CABIN ALTITUDE CHANGE TOO QUICKLY.	Do not let the cabin altitude change too fast.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
fasten (v)	ATTACH (v)	ATTACH THE TWO STRINGERS TOGETHER WITH RIVETS.	Fasten the two stringers together with rivets.
	CONNECT (v)	CONNECT THE HOSE TO THE TEST EQUIPMENT.	Fasten the hose to the test equipment.
fatal (adj)	KILL (v)	HIGH VOLTAGE IN THE ELECTRONIC SYSTEM CAN KILL YOU.	High voltage in the electronic system can be fatal.
faulty (adj)	DEFECTIVE (adj)	REPLACE ALL DEFECTIVE ELECTRONIC COMPONENTS.	All faulty electronic components must be replaced.
	INCORRECT (adj)	AN INCORRECT ADJUSTMENT OF THE PRESSURE REGULATOR CAN BE DANGEROUS.	Faulty adjustment of the pressure regulator can be dangerous.
	UNSERVICEABLE (adj)	REPLACE THE UNSERVICEABLE CONTROL UNIT.	Replace the faulty control unit.
	UNSATISFACTORY (adj)	UNSATISFACTORY OPERATION OF THE SYSTEM CAN CAUSE DAMAGE.	Faulty operation of the system can cause damage.
fear (v)	THINK (v)	IF YOU THINK THAT THERE IS A FAULT, DO THE FULL TEST PROCEDURE OF THE UNIT.	Fully test the unit if you fear that there is a fault.
	MAKE SURE (v)	DO A TEST OF THE UNIT TO MAKE SURE THAT THERE IS NO PROBLEM WITH ITS OPERATION.	Test the unit if you fear that there is a problem with its operation.
feasible (adj)	POSSIBLE (adj)	IF IT IS NOT POSSIBLE TO USE THE AUTOMATIC CONTROL, DO THE PROCEDURE MANUALLY.	If it is not feasible to use the automatic control, do the manual procedure.
	CAN (CANNOT) (v)	IF YOU CANNOT REMOVE THE BOLT, CUT IT.	If it is not feasible to remove the bolt, you must cut it.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
FEATHER (v), FEATHERS, FEATHERED, FEATHERED	To put a propeller to a position of minimum drag	PUT THE CONDITION LEVER IN THE FTR POSITION TO FEATHER THE PROPELLER.	
feature (v)	HAVE (v)	THESE NUTS HAVE A FLAT FLANGE.	These nuts feature a flat flange.
feed (v)	PUT (v)	PUT THE WIRE THROUGH THE CONDUIT.	Feed the wire through the conduit.
	SUPPLY (v)	SUPPLY COOL AIR TO THE CABIN.	Feed cool air to the cabin.
FEEL (v), FEELS, FELT, FELT	To touch to find	CAREFULLY LIFT THE MAGNETIC LEVEL INDICATOR UNTIL YOU FEEL THE MAGNETS.	
few (adj)	SMALL NUMBER If it is possible, give an accurate number.	THIS PROCEDURE IS ONLY FOR REPAIRS THAT INCLUDE A VERY SMALL NUMBER OF RIVETS.	This procedure is only for repairs that include very few rivets.
few (a few) (adj)	SOME (adj)	LET THE ENGINE OPERATE FOR SOME MINUTES.	Let the engine run for a few minutes.
	If this alternative is not sufficient, give the range, number, or quantity.	AFTER APPROXIMATELY 5 SECONDS, THE LIGHT COMES ON AGAIN.	After a few seconds, the light comes on again.
file (v)	REMOVE (v) (WITH A FILE (TN)	DO NOT REMOVE TOO MUCH MATERIAL WITH THE FILE.	Take care not to file too deeply.
filing (n)	PARTICLE (n)	REMOVE ALL THE METAL PARTICLES.	Remove all the metal filings.
FILL (v), FILLS, FILLED, FILLED	To put into a container or a space to the maximum level or, if specified, to a given level, pressure, or quantity	FILL THE TANK WITH METHANOL.	
		MAKE SURE THAT THE RESERVOIR FILLS WITH WATER.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
film (n)	LAYER (n)	APPLY A LAYER OF COMPOUND ON THE SURFACE OF THE DISC.	Spread a film of compound on the surface of the disc.
filter (v)	FILTER (TN)	PUT THE OIL THROUGH A FILTER.	Filter the oil.
FILTERED (adj)	That has gone through a filter	DRY THE UNIT WITH LOW-PRESSURE FILTERED AIR.	
final (adj)	LAST (adj)	THE LAST STEP WILL OPEN THE VALVE.	The final action will open the valve.
FIND (v), FINDS, FOUND, FOUND	To discover, to examine something so that you know	YOU CAN FIND THE NUMBERS ON THE SWITCH.	
finding (n)	RESULT (n)	TELL THE QUALITY DEPARTMENT ABOUT THE RESULTS OF THE ANALYSIS.	Report the findings of the analysis to the quality department.
fine (adj)	SMALL (adj)	ONLY PARTICLES SMALLER THAN 5 µm CAN GO THROUGH THE FILTER.	Only particles finer than 5 microns can go through the filter.
finger-tighten (v)	TIGHTEN … WITH YOUR FINGERS	TIGHTEN THE NUT WITH YOUR FINGERS.	Finger-tighten the nut.
FINISH (n)	The result of a finishing procedure	DO NOT CAUSE DAMAGE TO THE SURFACE FINISH OF THE HOUSING.	
finish (v)	COMPLETE (v)	COMPLETE THE TEST.	Finish the test.
FIRE (n)	The light and/or heat from a material when it burns	IF THERE IS A FIRE IN THE ENGINE COMPARTMENT, YOU WILL HEAR THE GONG.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
FIRE (v), FIRES, FIRED, FIRED	To ignite, or to operate items that contain an explosive material	FIRE THE CARTRIDGES.	
		WHEN YOU PUSH THE AGENT PUSHBUTTON, THE FIRE EXTINGUISHER CARTRIDGE FIRES.	
firmly (adv)	TIGHTLY (adv)	HOLD THE CYLINDER TIGHTLY.	Hold the cylinder firmly.
FIRST (adv)	Before other persons or things	FILL THE INNER TANKS FIRST.	
FIT (n)	The relation between two related parts, a limit of tolerance	YOU WILL FIND DATA ABOUT FITS AND CLEARANCES IN SECTION 9001.	
fit (v)	INSTALL (v)	INSTALL THE DUCT.	Fit the duct.
	ATTACH (v)	ATTACH THE PANEL TO THE STRUCTURE WITH THE BOLTS.	Fit the panel to the structure with the bolts.
	CORRECT (adj)	MAKE SURE THAT THE REPAIR PLUG HAS THE CORRECT DIMENSIONS.	Ensure the repair plug fits.
fix (v)	ATTACH (v)	ATTACH THE TRIM WITH DOUBLE-SIDED ADHESIVE TAPE.	Fix the trim with double-sided adhesive tape.
	SET (v)	SET THE LENGTH OF THE CONTROL ROD AS NECESSARY.	Fix the length of the control rod as required.
	REPAIR (v)	REPAIR ALL LOOSE OR DAMAGED UPHOLSTERY.	Fix any loose or torn upholstery.
	INSTALL (v)	INSTALL THE RETAINER BOLTS ON THE RETAINER.	Fix the retainer bolts to the retainer.
FLAME (n)	Burning gas	IF YOU SEE FLAMES FROM THE EXHAUST PIPE, STOP THE ENGINE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
FLAMMABLE (adj)	That burns easily	THE SOLVENT IS FLAMMABLE.	
FLANGE (n)	An end surface at an angle	MAKE SURE THAT THE FLANGE IS NOT DAMAGED.	
FLASH (v), FLASHES, FLASHED, FLASHED	To come on and go off frequently	THE RED LIGHTS FLASH IN HALF-SECOND INTERVALS.	
FLAT (adj) (FLATTER, FLATTEST)	That has a continuous surface in the same plane	LUBRICATE ONE SIDE OF THE FLAT WASHERS.	
flatness (n)	FLAT (adj)	THE SURFACE MUST BE FLAT TO GET A CORRECT BOND.	A correct bond depends on the surface flatness.
flatten (v)	FLAT (adj)	MAKE SURE THAT YOU DO NOT CAUSE THE TUBES TO BECOME FLAT.	Make sure that you do not flatten the tubes.
flaw (n)	DAMAGE (n)	MAKE SURE THAT THERE IS NO DAMAGE TO THE SURFACE FINISH.	Make sure that there are no flaws in the surface finish.
	DEFECTIVE (adj) If it is possible, be accurate.	MAKE SURE THAT THE SURFACE FINISH IS NOT DEFECTIVE.	Make sure that there are no flaws in the surface finish.
flex (v)	BEND (v)	THE WING CAN BEND UP AND DOWN DURING FLIGHT.	The wing can flex up and down during flight.
FLEXIBLE (adj)	That can easily bend again and again	CONNECT THE FLEXIBLE HOSES TO THE PUMP.	
FLIGHT (n)	The time an aircraft is in the air	AFTER EACH FLIGHT, READ THE COUNTER UNIT INDICATIONS.	
flood (v)	USE TOO MUCH	DO NOT USE TOO MUCH SOLVENT ON THE AREA.	Do not flood the area with solvent.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
FLOW (n)	A continuous movement of fluid	AN ARROW ON THE FUEL VALVE SHOWS THE DIRECTION OF THE FLOW.	
FLOW (v), FLOWS, FLOWED, FLOWED	To move as a fluid moves	THE OIL MUST FLOW OUT OF THE VALVE.	
		WHEN THE VALVE OPENS, AIR FLOWS INTO THE INLET.	
fluctuate (v)	CONSTANT (adj)	MAKE SURE THAT THE PRESSURE STAYS CONSTANT.	Make sure that the pressure does not fluctuate.
FLUID (n)	Liquid or gas	THESE FLUIDS CAN CAUSE CORROSION.	
FLUSH (adj)	Of a surface that is level or continuous with another surface	MAKE SURE THAT THE DOOR IS FLUSH WITH THE FUSELAGE SKIN.	
FLUSH (v), FLUSHES, FLUSHED, FLUSHED	To remove something or to operate with a flow of liquid	FLUSH THE TUBES WITH PRESSURIZED FUEL.	
		MAKE SURE THAT THE TOILET ASSEMBLY FLUSHES CORRECTLY.	
focus (v)	FOCUS (TN)	PUT THE OPTICAL FIXTURE INTO FOCUS.	Focus the optical fixture.
fold (n)	FOLD (v)	FOLD THE MATERIAL.	Make a fold in the material.
FOLD (v), FOLDS, FOLDED, FOLDED	To double over or to cause to double over on itself	DISENGAGE THE UPPER AND LOWER GUIDE ARMS AND FOLD THEM BACK.	
		THE BICYCLE CAN FOLD FOR EASY STORAGE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
FOLLOW (v), FOLLOWS, FOLLOWED, FOLLOWED	To come after, to go after	THIS TEST FOLLOWS THE INSTALLATION OF THE HP PUMP.	
		DO THE PROCEDURE THAT FOLLOWS.	
		FOLLOW THE GREEN LIGHTS TO THE NEAREST STAIRCASE.	
	For other meanings, use:		
	OBEY (v)	WHEN YOU USE THIS MATERIAL, OBEY THE MANUFACTURER'S INSTRUCTIONS.	When you use this material, follow the manufacturer's instructions.
following (adj)	THESE (adj)	MAKE SURE THAT THESE CIRCUIT BREAKERS ARE CLOSED.	Make sure that the following circuit breakers are closed.
	FOLLOW (v)	OBEY THE PRECAUTIONS THAT FOLLOW.	Obey the following precautions.
FOR (prep)	Function word that shows purpose, intent, time, result, or the object of an action	LET THE POTTING COMPOUND DRY FOR ONE HOUR.	
		OBEY THE REMOVAL PROCEDURES FOR THE COMPONENTS.	
FOR EXAMPLE	Used to introduce something chosen as a typical case	WHEN YOU REMOVE THE STUD, USE APPLICABLE TOOLS. FOR EXAMPLE, USE A PLASTIC MALLET AND A PUNCH.	
forbidden (adj)	DO NOT	DO NOT INSTALL MORE THAN TWO WASHERS FOR EACH BOLT.	It is forbidden to install more than two washers for each bolt.
	NOT PERMITTED	SHARP OBJECTS ARE NOT PERMITTED IN THIS AREA.	Sharp objects are forbidden in this area.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
force (v)	PUSH (v)	PUSH THE CLIP OUT TO REMOVE IT.	Clip may be removed by forcing it out.
	FORCE (TN)	DO NOT USE FORCE TO PUSH THE COVER INTO POSITION.	Do not attempt to force the cover into position.
forecast (v)	POSSIBLE (adj)	IF BAD WEATHER IS POSSIBLE, MOOR THE VESSEL SAFELY.	If unfavorable weather conditions are forecast, moor the vessel securely.
foreign (adj)	UNWANTED (adj)	THIS COVER WILL KEEP DIRT, PARTICLES, OR OTHER UNWANTED MATERIAL OUT OF THE SYSTEM.	This cover will prevent dirt, particles, or other foreign material from entering the system.
foremost (adj)	FRONT (n)	YOU CANNOT REMOVE THE HALF CLAMP THAT IS NEAREST TO THE FRONT.	The foremost half clamp is not removable.
form (n)	SHAPE (n)	THE SEAL HAS THE SHAPE OF AN ELLIPSE.	The seal is in the form of an ellipse.
form (v)	BE (v)	IF THERE IS CONTAMINATION IN THE FUEL TANKS, REMOVE IT IMMEDIATELY.	If contamination has formed in the fuel tanks, remove it immediately.
fortify (v)	STRONG (adj)	CARBON-FIBER STRUTS MAKE THE FLOOR STRUCTURE STRONGER.	Carbon-fiber struts fortify the floor structure.
FORWARD (adj)	Nearer to the front	THE CONTROL UNIT IS INSTALLED IN THE FORWARD PART OF THE CARGO COMPARTMENT.	
FORWARD (adv)	In the direction of the front	MOVE THE LEVERS FORWARD.	
FORWARD OF (prep)	At a position nearer to the front	THE TENSION REGULATOR IS INSTALLED FORWARD OF THE PRESSURE BULKHEAD.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
foul (v)	CATCH (v)	MAKE SURE THAT THE RODS CANNOT CATCH ON THE FLAPS.	Make sure that the rods cannot foul the flaps.
	HIT (v)	IF YOU INSTALL THE UPPER DRAG STRUT INCORRECTLY, IT WILL HIT THE LOWER DRAG STRUT DURING RETRACTION.	Do not install the upper drag strut so that it fouls the gear retraction.
	TOUCH (v)	IF THE BRACKET TOUCHES THE CAM, ADD A SHIM WASHER.	Should the bracket foul the cam, add a shim washer.
	CLEARANCE (n)	MAKE SURE THAT THE RODS HAVE SUFFICIENT CLEARANCE.	Check that the rods do not foul each other.
fouled (adj)	DIRTY (adj)	REMOVE ALL DIRTY IGNITER PLUGS.	Remove all fouled igniter plugs.
	CLOGGED (adj)	REMOVE ALL CLOGGED FILTER ELEMENTS.	Remove all fouled filter elements.
	CATCH (v)	MAKE SURE THAT THE CABLES DO NOT CATCH ON THE LEVERS.	Make sure that the levers are not fouled by the cables.
fragile (adj)	EASILY DAMAGED	THE WATER QUANTITY TRANSMITTER IS EASILY DAMAGED.	The water quantity transmitter is fragile.
FREE (adj)	That can move easily	MAKE SURE THAT THE NUTS ARE FREE TO TURN ON THE SLEEVES.	
	Do not use compound adjectives with free, for example, lintfree, dustfree, unless they are technical nouns.	MAKE SURE THAT THERE IS NO DUST ON THE SURFACE.	Make sure that the surface is dustfree.
free from (adj)	NO (adj)	MAKE SURE THAT THERE IS NO DUST ON THE SURFACE.	Make sure that the surface is free from dust.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
free (v)	RELEASE (v)	REMOVE THE SLEEVE TO RELEASE THE SLIDING TUBE.	Remove the sleeve to free the sliding tube.
FREELY (adv)	That can move easily	OXYGEN MUST FLOW FREELY FROM THE END OF THE HOSE.	
FREEZE (v), FREEZES, FROZE, FROZEN	To go or cause to go to a temperature below the freezing point of a liquid (usually of water)	FREEZE THE BUSHINGS AS FOLLOWS:	
		IF YOU THINK THAT THE WATER WILL FREEZE, ADD ANTIFREEZE.	
FREQUENT (adj)	That occurs or is found often at short intervals	FREQUENT INSPECTIONS OF THESE AREAS ARE NECESSARY.	
FREQUENTLY (adv)	At frequent or short intervals	MONITOR THE INDICATORS FREQUENTLY.	
fresh (adj)	CLEAN (adj)	FLUSH THE TUBES WITH CLEAN WATER.	Flush the tubes with fresh water.
	NEW (adj)	FILL WITH NEW DESICCANT.	Recharge with fresh desiccant.
FROM (prep)	Function word that shows a point of departure for movement, time, distance, action, or separation	REMOVE THE PROTECTIVE COVER FROM THE NEW ASSEMBLY.	
FRONT (adj)	Nearer to the person that looks or a reference point Refer also to IN FRONT OF.	THERE IS A “FAULT” LIGHT ON THE FRONT FACE OF THE COMPUTER.	
FRONT (n)	The front part or the front surface	CLEAN THE FRONT OF THE MOUNTING FLANGE WITH SOLVENT.	
fuel (v)	REFUEL (v)	REFUEL THE VEHICLE.	Fuel the vehicle.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
fulfill (v)	OBEY (v)	OBEY THE INSTRUCTIONS IN THE TEST PROCEDURE.	Fulfill the instructions in the test procedure.
		THIS PROCEDURE OBEYS ALL THE REQUIREMENTS OF SERVICE BULLETIN No. 97.	This procedure fulfills all the requirements of Service Bulletin No. 97.
FULL (adj) (FULLER, FULLEST)	At or related to maximum travel, length, quantity, or detail	MAKE SURE THAT THE RESERVOIR IS FULL.	
FULLY (adv)	At or related to maximum travel, length, quantity, or detail	TURN THE CONTROL TO THE FULLY CLOSED POSITION.	
FUNCTION (n)	Action or activity that a person or thing does	THE PRIMARY FUNCTION OF THIS UNIT IS TO CONTROL THE FUEL FLOW.	
function (v)	OPERATE (v)	THE ELEVATOR CONTROLS MUST OPERATE SMOOTHLY.	The elevator controls must function smoothly.
	MOVE (v)	THE SYSTEM CONTROLS MUST MOVE FREELY.	The system controls must function freely.
fundamental (adj)	IMPORTANT (adj)	DURING THIS PROCEDURE, IT IS IMPORTANT TO KEEP ALL PARTS CLEAN.	Cleanliness of all parts is fundamental in this procedure.
further (adj)	MORE (adj)	IF YOU DO NOT GET THE CORRECT DIMENSION, ADD MORE GASKETS.	If you do not get the correct dimension, add further gaskets.
further (adv)	MORE (adv)	IF IT IS NECESSARY TO DECREASE THE CABLE TENSION MORE, USE THE TURNBUCKLE.	Cable tension can be further reduced if necessary by means of the turnbuckle.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
gain (n)	INCREASE (v)	AFTER THE LAST MODIFICATION, THE SYSTEM'S EFFICIENCY INCREASED.	The system's efficiency showed a gain after the last modification.
gain (v)	GET (v)	GET ACCESS TO THE CONNECTORS AT THE REAR OF THE INSTRUMENT.	Gain access to the connectors at the back of the instrument.
gall (v)	GALLING (TN)	THERE MUST BE NO SCRATCHES OR GALLING ON THE SURFACE.	The surface must not be scratched or galled.
gap (n)	CLEARANCE (n)	MEASURE THE CLEARANCE BETWEEN THE IMPELLER AND THE BODY.	Measure the gap between the impeller and the body.
	DISTANCE (n)	MEASURE THE DISTANCE BETWEEN THE ROTARY ACTUATOR AND THE STOP BOLT.	Measure the gap between the rotary actuator and the stop bolt.
	SPACE (n)	PUT THE BLADE OF A SMALL SCREWDRIVER INTO THE SPACE BETWEEN THE COVER AND THE HOUSING.	Put the blade of a small screwdriver into the gap between the cover and the housing.
garbled (adj)	CLEAR (adj)	IF THE RADIO SIGNAL IS NOT CLEAR, ADJUST THE FREQUENCY.	If the radio signal is garbled, adjust the frequency.
	CLEARLY (adv)	MAKE SURE THAT YOU TRANSMIT THE ANNOUNCEMENT CLEARLY.	Make sure that the announcement is not garbled.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
garner (v)	COLLECT (v)	THESE COMPUTERS COLLECT DATA FROM THE VHF SYSTEM.	These computers garner data from the VHF system.
		THE BITE FUNCTION COLLECTS THE FAILURES AND SENDS THE FAILURE MESSAGE TO THE CENTRAL MAINTENANCE COMPUTER.	The BITE function garners the failures and sends the failure message to the Central Maintenance Computer.
GAS (n)	A fluid that has no shape or volume and that can expand	THE TEMPERATURE SENSING UNIT IS A CAPILLARY TUBE FILLED WITH GAS.	
gaseous (adj)	GAS (n)	THE TOOL CYLINDER CONTAINS A MIXTURE OF GASES (10% HELIUM AND 90% NITROGEN).	The tool cylinder contains a gaseous mixture of 10% helium and 90% nitrogen.
gash (v)	DAMAGED (adj)	IF THE THERMAL BLANKET IS DAMAGED, DO REPAIR No. 9.	If the thermal blanket is gashed, do repair No. 9.
gather (v)	COLLECT (v)	ALL FLUIDS COLLECT AT THE LOWEST POINT IN THE COMPARTMENT.	All fluids gather at the lowest point in the compartment.
		THREE COMPUTERS COLLECT DATA AND PARAMETERS FROM THE SYSTEMS AND PUT THEM TOGETHER ON THE DATA LINK TO THE DISPLAY UNIT.	Three computers gather data and parameters from the systems and put them together on the data link to the display unit.
gauge (v)	MEASURE (v)	MEASURE THE DISTANCE BETWEEN THE TOP EDGE AND THE BOTTOM SURFACE.	Gauge the width of the gap between the top edge and the bottom surface.
GENERAL (adj)	Of, or related to something as a whole, not detailed	THIS SECTION GIVES GENERAL MAINTENANCE PROCEDURES.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
generally (adv)	USUALLY (adv)	YOU USUALLY REPLACE MEMORY MODULES DURING MAINTENANCE.	Memory modules are generally replaced during maintenance.
generate (v)	BE (v)	THERE MUST BE NO ERRORS WHEN YOU OPEN THE FILE.	The file opening must not generate errors.
	GIVE (v)	IF THE HYDRAULIC PUMP DOES NOT GIVE A PRESSURE OF 3000 psi, USE THE ELECTRIC PUMP.	If the hydraulic pump fails to generate a pressure of 3000 psi, use the electric pump.
	SUPPLY (v)	THE BATTERIES SUPPLY 28 V DC.	The batteries generate 28 V DC.
generous (adj)	LARGE (adj)	A LARGE QUANTITY OF COMPOUND IS NECESSARY.	A generous amount of compound will be necessary.
	THICK (adj)	APPLY A THICK LAYER OF GREASE.	Apply a generous amount of grease.
	If it is possible, be accurate.		
generously (adv)	LARGE (adj)	APPLY A LARGE QUANTITY OF SEALANT TO THE REPAIR PATCH.	Apply sealant generously to the repair patch.
	THICK (adj)	APPLY A THICK LAYER OF GREASE.	Apply grease generously.
	If it is possible, be accurate.		
gentle (adj)	CAREFULLY (adv)	TURN THE POTENTIOMETER CAREFULLY.	Rotate the potentiometer with a gentle movement.
	LIGHTLY (adv)	TAP THE SURFACE LIGHTLY.	Give the surface a gentle tap.
gently (adv)	CAREFULLY (adv)	CAREFULLY PULL THE ELECTRICAL WIRE OUT FROM THE RUBBER SEAL.	Gently pull out the electrical wire from the rubber seal.
	LIGHTLY (adv)	LIGHTLY TAP THE TOP SURFACE UNTIL THE PARTS ALIGN.	Gently tap the top surface until the parts align.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
genuine (adj)	CORRECT (adj)	MAKE SURE THAT THE INDICATION ON THE GAUGE IS CORRECT.	Make sure that the reading on the gauge is genuine.
GET (v), GETS, GOT No other verb forms.	To obtain, to come into the state of having Do not use this word to mean BECOME, GO, DECREASE, INCREASE. Refer to rule 9.2 and the entries from “get” until “get to” that follow.	IF YOU GET THE FLUID ON YOUR SKIN, FLUSH YOUR SKIN IMMEDIATELY WITH CLEAN WATER.	
get (v)	BECOME (v)	DO NOT LET THE HEATER BECOME TOO HOT.	Do not let the heater get too hot.
get away (v)	GO AWAY	BEFORE THE ENGINE STARTS, GO AWAY FROM THE EXHAUST AREA.	Get away from the exhaust area before the engine starts.
get down (v)	DECREASE (v)	IF THE TEMPERATURE DECREASES TO LESS THAN ZERO, DRAIN THE WATER SYSTEM.	If the temperature gets down to below zero, drain the water system.
	GO DOWN	BE CAREFUL WHEN YOU GO DOWN THE LADDER FROM THE COCKPIT TO THE AVIONICS COMPARTMENT.	Be careful when you get down the ladder from the cockpit into the avionics compartment.
get into (v)	GO INTO	INSTALL CAPS ON THE RECEPTACLES TO MAKE SURE THAT UNWANTED MATERIAL DOES NOT GO INTO THE RECEPTACLES.	Install caps to make sure that foreign objects do not get into the receptacles.
get off (v)	MOVE OFF	BEFORE YOU MOVE THE AILERONS, TELL ALL PERSONS TO MOVE OFF THE WINGS.	Before you move the ailerons, tell all persons to get off the wings.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
get to (v)	BE (v)	THE MOTOR STOPS WHEN THE LIMIT SWITCHES ARE AT THE END OF THEIR TRAVEL.	The motor stops when the limit switches get to the end of their travel.
	GO (v)	GO TO THE TOOL ROOM FOR THE NECESSARY TOOLS.	Get to the tool room for the necessary tools.
	INCREASE (v)	WHEN THE TEMPERATURE OF THE VENTILATION AIR INCREASES TO 27 °C, THE DISCHARGE VALVE OPENS.	When the temperature of the ventilation air gets to 27 °C, the discharge valve opens.
GIVE (v), GIVES, GAVE, GIVEN	To provide	THIS SECTION GIVES THE CLEANING PROCEDURES FOR THE DISASSEMBLED PARTS.	
gleam (v)	SHINY (adj)	POLISH THE SURFACE WITH A SOFT CLOTH UNTIL IT BECOMES SHINY.	Polish the surface with a soft cloth until it gleams.
glitch (n)	ERROR (n)	IF THERE IS AN ERROR IN THE SYSTEM, THE SCREEN SHOWS: “NO GO.”	If there is a glitch in the system, the screen shows: NO GO.
	FAILURE (TN)	IF THERE IS A FAILURE IN THE SYSTEM, THE SCREEN SHOWS: “NO GO.”	If there is a glitch in the system, the screen shows: NO GO.
	UNSERVICEABLE (adj)	IF THE SYSTEM IS UNSERVICEABLE, THE SCREEN SHOWS: “NO GO.”	If there is a glitch in the system, the screen shows: NO GO.
gloss (n)	SHINY (adj)	POLISH THE SURFACE UNTIL IT IS VERY SHINY.	Polish the surface to a high gloss.
GLOSSY (adj) (GLOSSIER, GLOSSIEST)	Smooth and shiny	APPLY THE PATCH WITH THE MATT SIDE AGAINST THE GLOSSY SURFACE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
glow (v)	BE (v)	MAKE SURE THAT THE INDICATOR LIGHT IS ON.	Make sure that the indicator light glows.
		ADJUST THE POTENTIOMETER UNTIL THE LIGHT IS DIM.	Adjust the potentiometer until the light glows dimly.
glue (v)	BOND (v)	BOND THE PATCH TO THE SURFACE WITH THE APPLICABLE GLUE.	Glue the patch to the surface.
	ATTACH (v)	ATTACH THE PROTECTIVE PLATE TO THE SURFACE WITH ADHESIVE MATERIAL.	Glue the protective plate to the surface.
GO (v), GOES, WENT No other verb forms.	To move to or from something	MAKE SURE THAT THE POINTER GOES OUT OF VIEW.	
GO OFF (v), GOES OFF, WENT OFF No other verb forms.	To become dark when an internal power source is de-energized	THE ANNUNCIATOR LIGHT GOES OFF.	
GOOD (adj) (BETTER, BEST)	That is satisfactory	THIS MATERIAL GIVES GOOD PROTECTION FROM CORROSION.	
gouge (v)	GOUGE (TN)	IF A GOUGE OCCURS IN THE BLADE DURING REMOVAL, REPLACE THE BLADE.	If the blade was gouged during removal, replace it.
govern (v)	CONTROL (v)	THIS COMPONENT CONTROLS THE ENGINE SPEED.	This component governs the engine speed.
grab (v)	USE (v)	USE A SCREWDRIVER TO RELEASE THE CLIPS.	Grab a screwdriver to release the clips.
	HOLD (v)	HOLD THE HANDLE.	Grab the handle.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
gradient (n)	SLOPE (n)	WHEN YOU PARK THE VEHICLE ON A SLOPE, PUT CHOCKS ON THE WHEELS.	When you park the vehicle on a gradient, put chocks on the wheels.
gradual (adj)	GRADUALLY (adv)	GRADUALLY ADJUST THE TEMPERATURE.	Make a gradual adjustment to the temperature.
GRADUALLY (adv)	Slowly and continuously	GRADUALLY OPEN THE COCKS ON THE RECHARGING UNIT.	
graph (v)	GRAPH (TN)	MAKE A GRAPH OF THE TEST RESULTS.	Graph the test results.
grasp (v)	HOLD (v)	HOLD THE HANDLE.	Grasp the handle.
grave (adj)	DANGEROUS (adj)	HYDRAULIC FLUID IS DANGEROUS FOR YOUR SKIN.	Hydraulic fluid can cause grave skin problems.
grease (v)	LUBRICATE (v)	BEFORE YOU INSTALL THE O-RING, LUBRICATE IT WITH GREASE.	Grease the O-ring before installation.
	GREASE (TN)	APPLY GREASE TO THE FASTENERS.	Grease the fasteners.
great (adj)	LARGE (adj)	AN INDICATION OF A LARGE QUANTITY OF FUEL SHOWS AN INCORRECT ADJUSTMENT OF THE FLOAT SWITCH.	A great amount of fuel indicates incorrect setting of the float switch.
	MORE THAN	IF THE PRESSURE IS MORE THAN 200 psi, CLOSE THE VALVE.	If the pressure is greater than 200 psi, close the valve.
	VERY (adv)	BE VERY CAREFUL WHEN YOU RELEASE THE PRESSURE.	Take the greatest care when you release the pressure.
greatly (adv)	VERY MUCH	THIS METHOD CAN INCREASE THE RISK OF INJURY VERY MUCH.	This method can greatly increase the risk of injury.
grip (n)	HOLD (v)	HOLD THE JACK BODY TIGHTLY WHILE YOU TURN IT.	Make sure you have a tight grip of the jack body while turning it.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
grip (v)	HOLD (v)	HOLD THE HANDLE LIGHTLY WITH ONE HAND.	Grip the handle lightly with one hand.
GROOVE (n)	A long channel that is not wide	INSTALL THE O-RING IN ITS GROOVE ON THE PISTON.	
GROUND (n)	The surface of the earth	YOU CAN ONLY DO THIS PROCEDURE ON THE GROUND.	
GROUND (v), GROUNDS, GROUNDED, GROUNDED	To connect to the ground or to a large object of zero potential	GROUND THE FUEL TANKS.	
GROUP (n)	Objects that are related	THIS GROUP OF SEALING COMPOUNDS IS ALSO APPLICABLE IN AN EMERGENCY.	
grow (v)	BECOME (v)	IF THE BATTERY BECOMES TOO HOT, DISCONNECT IT.	If the battery grows too hot, disconnect it.
guard (v)	GUARD (TN)	MAKE SURE THAT THE GUARDS ARE INSTALLED ON THE SWITCHES.	Make sure that the switches are guarded.
guide (v)	PUT (v)	PUT THE CABLE THROUGH THE GROMMET.	Guide the cable through the grommet.
	MOVE (v)	WHILE YOU LOWER THE PUMP, MOVE IT ONTO THE MOUNTING BRACKET.	As you lower the pump, guide it onto the mounting bracket.
gush (v)	FLOW (n)	IF YOU TURN THE HANDLE TO “FULL,” THERE WILL BE A STRONG FLOW OF WATER FROM THE OUTLET.	If you turn the valve handle to FULL, water will gush from the outlet.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
halt (v)	STOP (v)	IF YOU HEAR AN UNUSUAL NOISE, STOP THE PROCEDURE.	If you hear an unusual noise, halt the procedure.
halve (v)	HALF (TN)	MAKE SURE THAT THE PITCH DECREASES TO HALF ITS VALUE.	Check that the deviation in pitch is halved.
hamper (v)	PREVENT (v)	STRONG WINDS CAN PREVENT THE CORRECT DEPLOYMENT OF THE ESCAPE SLIDES.	Strong winds can hamper the correct deployment of the escape slides.
handle (v)	MOVE (v)	MOVE THE ACTUATOR WITH A HOIST.	Handle the actuator with a hoist.
	TOUCH (v)	DO NOT TOUCH THE PRINTED CIRCUIT CARD.	Do not handle the printed circuit card.
	USE (v)	BE CAREFUL WHEN YOU USE SOLVENTS.	Be careful when you handle solvents.
	CAREFUL (adj) This word can be part of a safety sign (rule 8.6).	BE CAREFUL WITH INSTRUMENTS.	Handle instruments with care.
hand-tight (adj)	TIGHTEN … WITH YOUR HAND	INSTALL THE FILTER CASE AND TIGHTEN IT WITH YOUR HAND.	Install the filter case hand-tight.
hand-tighten (v)	TIGHTEN … WITH YOUR HAND	TIGHTEN THE SWIVEL NUT WITH YOUR HAND.	Hand-tighten the swivel nut.
HANG (v), HANGS, HUNG, HUNG	To attach or to be attached to something above with no support from below	HANG THE SHACKLE ON THE HOIST.	
		LOWER THE PLATFORM ASSEMBLY UNTIL IT HANGS ON THE SUPPORT FRAME.	
happen (v)	OCCUR (v)	IF AN ACCIDENT OCCURS, GET MEDICAL AID.	If an accident happens, get medical attention.
HARD (adj) (HARDER, HARDEST)	Not easy to cut, not easy to go into or through	IF THE SURFACE IS HARD, USE A CARBIDE DRILL.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
harden (v)	HARD (adj)	LET THE ADHESIVE BECOME HARD.	Let the adhesive harden.
	CURE (TV) Refer to rule 1.12.	LET THE BONDING MATERIAL CURE.	Let the bonding material harden.
harm (v)	INJURY (n)	BE CAREFUL WHEN YOU CUT LOCKWIRE. IT CAN CAUSE INJURY TO YOUR EYES.	Be careful when you cut lockwire. It can harm your eyes.
	IRRITATION (TN) Refer to rule 1.5.	HYDRAULIC FLUID CAN CAUSE SKIN IRRITATION.	Hydraulic fluid can harm your skin.
harmful (adj)	DANGEROUS (adj)	SOLVENT FUMES ARE DANGEROUS.	Solvent fumes are harmful to your health.
	INJURY (n)	THIS ADHESIVE COMPOUND CAN CAUSE INJURY TO YOUR SKIN.	This adhesive compound is harmful to your skin.
harmonize (v)	AGREE (v)	MAKE THE POSITIONS OF THE VALVES AGREE.	Harmonize the positions of the valves.
	ALIGN (v)	ALIGN THE CENTERLINE ON THE FLUX VALVE.	Harmonize the centerline on the flux valve.
haul (v)	TOW (v)	BEFORE YOU START THE ENGINE, TOW THE HYDRAULIC CART AWAY FROM THE AIRCRAFT.	Haul the hydraulic cart away from the aircraft before you start the engine.
	MOVE (v)	BEFORE YOU START THE ENGINE, MOVE THE HYDRAULIC CART AWAY FROM THE AIRCRAFT	Haul the hydraulic cart away from the aircraft before you start the engine.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
HAVE (v), HAS, HAD No other verb forms.	To possess as a part or quality	THE SYSTEM HAS AN EMERGENCY WARNING DEVICE.	
have to (v)	Use a verb in the imperative form	WHEN ENGINES ARE IN OPERATION, PUT ON A HEARING PROTECTION DEVICE.	When engines are in operation, you have to put on a hearing protection device.
hazard (n)	DANGEROUS (adj) "hazard" can be part of safety regulations.	TRICHLORO-ETHYLENE IS DANGEROUS.	Trichloroethylene is a health hazard.
hazardous (adj)	DANGEROUS (adj) "hazardous" can be part of safety regulations.	ALL PERSONNEL WHO DO WORK WITH DANGEROUS MATERIALS MUST OBEY THE SAFETY INSTRUCTIONS THAT FOLLOW.	All personnel who work with hazardous materials must obey the following safety instructions.
hazy (adj)	HAZE (TN)	IF THERE IS HAZE, DO NOT DO THE TEST.	If the weather is hazy, do not do the test.
HEAD (n)	The top of something	MAKE SURE THAT THE HEAD OF THE BOLT IS DOWN.	
head (v)	POINT (v)	POINT THE AIRCRAFT INTO THE WIND.	Head the aircraft into the wind.
HEAR (v), HEARS, HEARD, HEARD	To know by sound in the ear	MAKE SURE THAT YOU HEAR THE AUDIO SIGNALS IN ALL THE CREW HEADSETS.	
HEAT (n)	The condition or quality of being hot	USE HEAT TO CURE THE POLYSULPHIDE SEALANT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
heat (v)	HEAT (n)	USE HEAT TO INCREASE THE TEMPERATURE OF THE OIL TO 40 °C.	Heat the oil to 40 °C.
	HOT (adj)	WHEN THE OIL IS HOT, IT FLOWS FREELY.	When you heat the oil, it flows freely.
HEAVY (adj) (HEAVIER, HEAVIEST)	That has a large mass, weight, or force	A SUPPORT WILL BE NECESSARY BECAUSE THE CONTROL UNIT IS HEAVY.	
HEIGHT (n)	The vertical distance	THE HEIGHT FROM THE GROUND TO THE TOP OF THE FIN CAN CHANGE.	
heighten (v)	INCREASE (v)	STRONG WINDS WILL INCREASE THE RISK OF DAMAGE.	Strong winds will heighten the risk of damage.
help (n)	AID (n)	GET MEDICAL AID IMMEDIATELY.	You must get medical help immediately.
HELP (v), HELPS, HELPED, HELPED	To make something easier or better	PETROLATUM HELPS TO PREVENT CORROSION OF THE TERMINALS.	
helpful (adj)	HELP (v)	RECORD THE LOCKWIRE POSITIONS. THIS INFORMATION WILL HELP YOU DURING THE ASSEMBLY PROCEDURE.	Record the lockwire positions. This will be helpful during the assembly procedure.
HERE (adv)	In this position	TO DOWNLOAD THE FILE, CLICK HERE.	
hesitation (n)	SMOOTHLY (adv)	MAKE SURE THAT THE SOLENOID OPERATES SMOOTHLY.	Make sure that the solenoid operates without hesitation.
	CORRECTLY (adv)	THE VALVE MUST OPERATE CORRECTLY.	The valve must operate without hesitation.
	IMMEDIATELY (adv)	WHEN YOU OPEN THE CIRCUIT BREAKER, THE LIGHT MUST COME ON IMMEDIATELY.	When you open the circuit breaker, the light must come on without hesitation.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
HIGH (adj) (HIGHER, HIGHEST)	That is of large value	USE THE SPECIAL PROTECTION FOR STORAGE IN HIGH TEMPERATURES.	
highly (adv)	VERY (adv)	TOLUENE IS VERY FLAMMABLE.	Toluene is highly flammable.
hinder (v)	PREVENT (v)	SCRATCHES CAN PREVENT THE FREE MOVEMENT OF THE PISTON IN THE SLEEVE.	Scratches can hinder the movement of the piston in the sleeve.
	DECREASE (v)	A CLOGGED DUCT WILL DECREASE AIRFLOW.	A clogged duct will hinder airflow.
	BLOCKAGE (n)	MAKE SURE THAT THERE IS NO BLOCKAGE IN THE PIPE THAT PREVENTS AIRFLOW.	Make sure that there is nothing in the pipe to hinder airflow.
	CLOGGED (adj)	MAKE SURE THAT THE PIPE IS NOT CLOGGED.	Make sure that there is nothing in the pipe to hinder airflow.
hinge (v)	TURN (v)	THE PANELS TURN ON TWO NYLON STRAPS.	Panels hinge on two nylon straps.
HIT (v), HITS, HIT, HIT	To touch suddenly and with much force	DO NOT HIT THE CARTRIDGE.	
hitch (v)	CONNECT (v)	CONNECT THE TOWING ARM TO THE NOSEWHEEL.	Hitch the towing arm to the nosewheel.
hoist (v)	LIFT (v)	LIFT THE MODULE.	Hoist the module.
hold (n)	HOLD (v)	MAKE SURE THAT YOU HOLD THE ROD TIGHTLY.	Make sure that you have a tight hold on the rod.
HOLD (v), HOLDS, HELD, HELD	1. To continue to have in the hand or grip	HOLD THE ROD TIGHTLY.	
	2. To continue to have in a specified location, position, or condition	HOLD THE AIRSPEED INDICATION AT THE SAME VALUE FOR 2 MINUTES.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
hold back (v)	PREVENT (v)	AT FULL THRUST, THE BRAKES MUST PREVENT MOVEMENT OF THE AIRCRAFT.	At full thrust, the brakes must hold the aircraft back.
hold off (v)	PREVENT (v)	THE PROTECTIVE PAINT WILL PREVENT CORROSION FOR SIX MONTHS.	The protective paint will hold off corrosion for six months.
HOLE (n)	An empty space in a solid object	MAKE SURE THAT THE HOLES IN THE BUSHING ALIGN WITH THOSE IN THE HOUSING.	
hook (v)	PUT (v)	PUT THE SLING ON THE SHACKLE.	Hook the sling on the shackle.
hook up (v)	CONNECT (v)	CONNECT THE TOWING ARM TO THE NOSE GEAR.	Hook the towing arm up to the nose gear.
HORIZONTAL (adj)	Parallel to the horizon or a baseline	ADJUST THE SLING UNTIL THE FLAP IS HORIZONTAL.	
HORIZONTALLY (adv)	In a horizontal position	THE VALVE IS INSTALLED HORIZONTALLY.	
HOT (adj) (HOTTER, HOTTEST)	At a high temperature	DRY THE SURFACE WITH HOT AIR.	
house (v)	CONTAIN (v)	THE MODULE CONTAINS FIVE COMPONENTS.	The module houses five components.
HOW (adv)	By which manner	PARAGRAPH 7.0 TELLS YOU HOW TO INSTALL THE UNIT.	
however (adv)	BUT (conj)	THE DRYING TIME IS USUALLY 24 HOURS. BUT THE PROCEDURE IN THIS STEP WILL DECREASE THE DRYING TIME TO 12 HOURS.	The drying time is usually 24 hours. However, the procedure in this step will decrease the drying time to 12 hours.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
huge (adj)	LARGE (adj)	TO REMOVE THE PAINT STRIPPER, FLUSH THE SURFACE WITH LARGE QUANTITIES OF WATER.	To remove the paint stripper, flush the surface with huge quantities of water.
hum (v)	HUM (TN)	ADJUST THE POTENTIOMETER UNTIL YOU DO NOT HEAR A HUM FROM THE LOUDSPEAKER.	Adjust the potentiometer until the loudspeaker no longer hums.
hurt (v)	INJURY (n)	BE CAREFUL WHEN YOU DO THIS PROCEDURE. IF THE UNIT FALLS, IT CAN CAUSE INJURY TO PERSONS.	Be careful when you do this procedure. If the unit falls, it can hurt persons.
HYDRAULIC (adj)	Related to, or operated by, pressurized liquid	CONNECT THE FITTINGS TO THE HYDRAULIC TEST BENCH.	
HYDRAULICALLY (adv)	With hydraulic power	MAKE SURE THAT THE LINES ARE HYDRAULICALLY OPERATED.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example

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Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
identical (adj)	SAME (adj)	THE SAME PROCEDURE IS APPLICABLE TO THE TWO VHF SETS.	The procedure is identical for both VHF sets.
IDENTIFICATION (n)	Something that identifies an object	MAKE SURE THAT THE NAMEPLATE SHOWS THE CORRECT IDENTIFICATION OF THE UNIT.	
IDENTIFY (v), IDENTIFIES, IDENTIFIED, IDENTIFIED	1. To use a specified code or marking to supply with an identity	IDENTIFY THE WIRES WITH SLEEVES OF DIFFERENT COLORS.	
	2. To show an identity	A 406 MHz DIGITAL SIGNAL IDENTIFIES THE EMERGENCY LOCATOR TRANSMITTER AND ITS LOCATION.	
	For other meanings, use: FIND (v)	FIND THE DAMAGED AREAS.	Identify the damaged areas.
idle (v)	IDLE (TN)	OPERATE THE ENGINE AT IDLE FOR 20 MINUTES.	Idle the engine for 20 minutes.
IF (conj)	In the event that, on the condition that, in case of	IF YOU USE A REPLACEMENT FAIRING PLATE, CUT IT UNTIL YOU GET THE CORRECT MATING DIMENSION.	
ignite (v)	IGNITION (TN)	FUEL GOES THROUGH THE ATOMIZERS INTO THE COMBUSTION CHAMBER, WHERE IGNITION OCCURS.	Fuel passes through the atomizers to the combustion chamber, where it is ignited.
IGNORE (v), IGNORES, IGNORED, IGNORED	Not to think about something, not to do something about	IGNORE THE VIBRATION INDICATIONS.	
		SELECT “CANCEL” TO IGNORE ALL CHANGES.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
ILLUMINATE (v), ILLUMINATES, ILLUMINATED, ILLUMINATED	To make something visible with an external light source	THE EMERGENCY LIGHTS COME ON TO ILLUMINATE THE EVACUATION PATH.	
	For lights or lamps, use:		
	COME ON	WHEN THE PRESSURE LIGHT COMES ON, READ THE VALUE ON THE PRESSURE GAUGE.	When the pressure light illuminates, read the value on the pressure gauge.
		MAKE SURE THAT THE LAMP COMES ON.	Ensure the lamp illuminates.
	BE ON	MAKE SURE THAT THE LAMP IS ON.	Ensure the lamp is illuminated.
immediate (adj)	IMMEDIATELY (adv)	MAKE SURE THAT THE SPEEDBRAKE RETRACTS IMMEDIATELY.	Check the speedbrake for immediate retraction.
IMMEDIATELY (adv)	Without a gap of time or space	MAKE SURE THAT THE EMERGENCY LIGHT IMMEDIATELY GOES BACK TO ”OFF.”	
immerse (v)	SOAK (v)	SOAK THE FILTER IN THE CLEANING SOLUTION FOR 4 HOURS.	Immerse the filter in the cleaning solution for 4 hours.
	PUT FULLY INTO	PUT THE FILTER FULLY INTO THE SOLVENT.	Immerse the filter in solvent.
immobilize (v)	LOCK (v)	LOCK THE PULLEY WITH THE RIGGING PIN.	Immobilize the pulley with the rigging pin.
	PREVENT MOVEMENT	WHEN YOU REPAIR THE UNIT, PREVENT MOVEMENT OF THE ASSEMBLIES.	Immobilize the assemblies when repairing the unit.
impact (n)	HIT (v)	MAKE SURE THAT METAL OBJECTS DO NOT HIT THE MATING SURFACE.	Avoid impact between metal objects and the mating surface.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
impact (v)	HIT (v)	DO NOT LET THE VIBRATOR TOOL HIT THE SURFACE OF THE SEAL.	Do not allow the vibrator tool to impact the seal surface.
	EFFECT (n)	THESE REPAIRS HAVE AN EFFECT ON THE PERFORMANCE OF THE ENGINE.	These repairs impact engine performance.
impair (v)	DECREASE (v)	THE LIFE OF THE UNIT WILL DECREASE IF YOU LET THE UNIT BECOME DIRTY.	The life of the unit is impaired if the unit is allowed to get dirty.
	OPERATE INCORRECTLY	DAMAGE WILL CAUSE THE INSTRUMENT TO OPERATE INCORRECTLY.	Damage will impair operation of the instrument.
	CAUSE DAMAGE	CONTAMINATION OF THE GREASE CAN CAUSE DAMAGE TO THE BEARING.	Contaminants in the grease may impair the bearing.
implement (v)	DO (v)	IF THE TEST DOES NOT GIVE SATISFACTORY RESULTS, DO THE FAULT ISOLATION PROCEDURE.	If the test does not give satisfactory results, implement the fault isolation procedure.
implementation (n)	DO (v)	IT IS MANDATORY TO DO THE PROCEDURE IN THIS SERVICE BULLETIN.	The implementation of the procedure in this Service Bulletin is mandatory.
IMPORTANT (adj)	That has a significant effect	THESE PROCEDURES ARE VERY IMPORTANT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
impossible (adj)	NOT POSSIBLE	THUS, IT IS NOT POSSIBLE TO GIVE A STANDARD VALUE.	Thus, it is impossible to give a standard value.
	CANNOT (v)	YOU CANNOT FILL THE CONTAINERS WHILE THEY ARE INSTALLED ON THE AIRCRAFT.	It is impossible to recharge containers while installed on aircraft.
impregnate (v)	SOAK (v)	SOAK THE FILTER ELEMENTS IN OIL.	The filter elements must be impregnated with oil.
impression (n)	THINK (v)	IF YOU THINK THAT A TIRE HAS LOW PRESSURE, DO THE STEPS THAT FOLLOW:	If you have the impression that a tire has low pressure, do the steps that follow:
improper (adj)	INCORRECT (adj)	INCORRECT ADJUSTMENT OF THE STOP BOLTS ON THE RUDDER PEDALS CAN CAUSE DAMAGE.	Improper adjustment of the stop bolts on the rudder pedals can cause damage.
improperly (adv)	INCORRECTLY (adv)	IF THE HINGE IS INCORRECTLY ADJUSTED, YOU CANNOT CLOSE THE PANEL.	If the hinge is improperly adjusted, the panel will not close.
improve (v)	BETTER (adj)	DO NOT ADJUST THE PARTS AGAIN TO MAKE THEIR POSITION BETTER.	Do not readjust the parts to improve their position.
impurity (n)	UNWANTED MATERIAL	USE A FILTER TO REMOVE UNWANTED MATERIAL FROM THE HYDRAULIC OIL.	Filter the hydraulic oil to remove impurities.
	CONTAMINATION (n)	CONTAMINATION CAN CAUSE A FAILURE.	Impurities may cause a failure.
IN (adv)	To, or into a location or position	MAKE SURE THAT THE SWITCHES ARE PUSHED IN.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
IN (prep)	Function word that shows location, position, condition, time, or limits	LET THE SWITCH STAY IN THE SET POSITION.	
		THE COMPENSATORS ARE IN THE WING BAY.	
		DO NOT PARK THE VEHICLE IN STRONG WINDS.	
		MAKE SURE THAT THE LIGHT COMES ON IN 5 SECONDS.	
		MAKE SURE THAT THE CRACKS ARE IN THE LIMITS.	
IN FRONT OF (prep)	In a position ahead of	PUT CHOCKS IN FRONT OF THE WHEELS.	
IN PROGRESS (adv)	Occurring	IF AN INTERACTIVE SESSION IS IN PROGRESS, LET IT CONTINUE UNTIL IT IS FULLY COMPLETED.	
inactive (adj)	NOT ACTIVE	THE AUTOTHRUST SYSTEM IS ENGAGED BUT IT IS NOT ACTIVE.	The autothrust system is engaged but inactive.
inadvertent (adj)	ACCIDENTAL (adj)	ACCIDENTAL OPERATION OF THE SYSTEM CAN KILL YOU.	Inadvertent operation of the system could cause fatal injuries.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
inadvertently (adv)	ACCIDENTALLY (adv)	IF YOU ACCIDENTALLY PUT TOO MUCH FUEL IN THE TANK, OPEN THE DRAIN VALVE.	If the tank is inadvertently overfilled, open the drain valve.
INBOARD (adj)	Nearer to the longitudinal axis	REMOVE THE INBOARD FAIRING OF THE FLAP HINGE.	
INBOARD (adv)	In or to a position nearer to the longitudinal axis	THE LANDING GEAR RETRACTS INBOARD INTO THE BAY.	
INBOARD OF (prep)	At a position nearer to the longitudinal axis	PUT THE ACCESS PLATFORM IN POSITION BELOW THE ACCESS PANEL THAT IS INBOARD OF THE FLAP TRACK.	
INCIDENT (n)	An important occurrence that can cause damage or have dangerous results	RECORD ALL INCIDENTS OF WATER FOUND IN THE FUEL.	
incline (n)	SLOPE (n)	YOU CAN ADJUST THE SLOPE OF THE RAMP.	You can adjust the incline of the ramp.
INCLUDE (v), INCLUDES, INCLUDED, INCLUDED	To make, or to be, part of	THIS CHAPTER INCLUDES THE PROCEDURES FOR THE REMOVAL OF THE COMPONENTS.	
including (prep)	THRU (prep)	DO TESTS 4 THRU 8 AGAIN.	Repeat from test 4 up to and including test 8.
	WITH (prep)	SEND THE DEFECTIVE COVER, WITH THE OIL SAMPLES, TO THE REPAIR CENTER.	Return the defective cover, including the oil samples, to the repair center.
incompatible (adj)	NOT COMPATIBLE	THIS SOFTWARE IS NOT COMPATIBLE WITH OTHER OPERATING SYSTEMS.	This software is incompatible with other operating systems.
		THIS COOLANT IS NOT COMPATIBLE WITH ALUMINUM ALLOYS.	This coolant is incompatible with aluminum alloys.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
incomplete (adj)	NOT FULL	IF THE ACTUATOR TRAVEL IS NOT FULL, ADJUST THE RODS AGAIN.	If the actuator travel is incomplete, readjust the rods.
	NOT COMPLETED	IF THE ADJUSTMENT IS NOT COMPLETED, THE VALUES SHOWN ON THE INDICATOR WILL BE INCORRECT.	If the adjustment is incomplete, the values shown on the indicator will be incorrect.
	ALL (adj)	IF YOU DO NOT HAVE ALL THE RESULTS, DO THE TEST AGAIN.	If the results are incomplete, do the test again.
incorporate (v)	INCLUDE (v)	ALL MODELS INCLUDE A MICROPROCESSOR CONTROL UNIT.	All models incorporate a microprocessor control unit.
	HAVE (v)	SOME RELAYS HAVE A POTENTIOMETER.	Some relays incorporate a potentiometer.
incorporation (n)	INCLUDE (v)	THE MANUFACTURER INCLUDED A SECOND DIODE TO INCREASE THE RELIABILITY OF THE MOTOR.	Incorporation of a second diode increased the reliability of the motor.
INCORRECT (adj)	Not correct	IF THE TRIM TAB ADJUSTMENT IS INCORRECT, DO STEPS 7 THRU 10.	
INCORRECTLY (adv)	In an incorrect manner	IF YOU SEE THE RED MARK, THE PART IS INSTALLED INCORRECTLY.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
increase (n)	INCREASE (v)	THE TEMPERATURE MUST INCREASE.	There must be an increase in temperature.
INCREASE (v), INCREASES, INCREASED, INCREASED	To make or become larger or higher in value	INCREASE THE VANE ANGLE TO 90 DEGREES.	
		MAKE SURE THAT THE TEMPERATURE INCREASES TO 30 °C.	
INCREMENT (n)	One of a sequence of regular operations done one after the other, to increase or decrease an adjustable quantity	ADJUST THE STOP BOLT IN INCREMENTS OF 5 mm.	
incur (v)	CAUSE (v)	REMOVAL OF THE UNIT BEFORE 24 HOURS CAN CAUSE DAMAGE.	Removal of the unit before 24 hours can incur damage.
independent (adj)	INDEPENDENTLY (adv)	THIS UNIT OPERATES INDEPENDENTLY.	The operation of this unit is independent.
INDEPENDENTLY (adv)	Without a relation with	THE EMERGENCY SYSTEM IS CONTROLLED INDEPENDENTLY.	
indicate (v)	SHOW (v)	THE POINTER SHOWS ZERO FEET.	The pointer indicates zero feet.
	IDENTIFY (v)	A 406 MHz DIGITAL SIGNAL IDENTIFIES THE EMERGENCY LOCATOR TRANSMITTER AND ITS LOCATION.	A 406 MHz digital signal indicates the emergency locator transmitter and its location.
	SPECIFIED (adj)	IF TOLERANCES ARE NOT SPECIFIED, REFER TO GENERAL TOLERANCE VALUES.	If tolerances are not indicated, refer to general tolerance values.
INDICATION (n)	Something that is shown	MAKE SURE THAT THE INDICATION IS CORRECT.	
induce (v)	CAUSE (v)	SCRATCHES IN THE WINDSCREEN CAN CAUSE CRACKS.	Scratches in the windscreen may induce cracks.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
ineffective (adj)	UNSERVICEABLE (adj)	IF THE PUMP IS UNSERVICEABLE, REPLACE IT.	If the pump is ineffective, replace it.
	UNSATISFACTORY (adj)	IF THE OPERATION OF THE PUMP IS UNSATISFACTORY, REPLACE IT.	If the operation of the pump is ineffective, replace it.
	NOT OPERATE	IF THE PUMP DOES NOT OPERATE CORRECTLY, REPLACE IT.	If the pump is ineffective, replace it.
inflammable (adj)	FLAMMABLE (adj)	SOLVENT IS VERY FLAMMABLE.	Solvent is highly inflammable.
INFLATE (v), INFLATES, INFLATED, INFLATED	To make or become larger as a result of pressurization by a gas	INFLATE THE TIRES WITH NITROGEN.	
		OPERATION OF THE HANDLE RELEASES THE GAS, AND THE SLIDE-RAFT INFLATES.	
inform (v)	TELL (v)	TELL THE MANUFACTURER ABOUT THE PROBLEM.	Inform the manufacturer about the problem.
INFORMATION (n)	Data collected and made available for a specified function	THIS MANUAL CONTAINS INFORMATION ABOUT MAINTENANCE PROCEDURES.	
ingest (v)	SWALLOW (v)	IF YOU SWALLOW HYDRAULIC FLUID, GET MEDICAL AID IMMEDIATELY.	If you ingest hydraulic fluid, get medical aid immediately.
ingress (n)	GO INTO	IF WATER GOES INTO THE COMPONENT, DAMAGE WILL OCCUR.	Water ingress will damage the component.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
inhale (v)	BREATHE (v)	DO NOT BREATHE THE SOLVENT FUMES.	Do not inhale the solvent fumes.
inhibit (v)	PREVENT (v)	ALODINE PREVENTS CORROSION.	Alodine inhibits corrosion.
INITIAL (adj)	That is related to the start	MOVE THE LEVER BACK TO ITS INITIAL POSITION.	
INITIALLY (adv)	At the start	INITIALLY, THE SPEED INCREASES TO 3000 RPM.	
initiate (v)	START (v)	START THE TEST AT 2000 RPM.	Initiate the test at 2000 rpm.
inject (v)	PUT (v)	PUT OIL INTO THE GEARBOX WITH A SYRINGE.	Inject oil into the gearbox with a syringe.
injection (n)	PUT (v)	PUT THE CORROSION PREVENTIVE OIL INTO THE PUMP WITH A SYRINGE.	The injection of the corrosion preventive oil into the pump must be done with a syringe.
injure (v)	INJURY (n)	MAKE SURE THAT THE END OF THE SAFETY WIRE WILL NOT CAUSE INJURY TO PERSONS.	Make sure that the end of the safety wire will not injure persons.
INJURY (n)	Damage to a person	BEND THE ENDS OF THE LOCKING WIRE TO PREVENT INJURY.	
INNER (adj)	Nearer to the center of an object	THE INNER SURFACE OF THE PART IS BLACK.	
inoperative (adj)	OFF (adj)	BEFORE YOU DRAIN THE FUEL, MAKE SURE THAT THE SYSTEM IS OFF.	Before you drain the fuel, make sure that the system is inoperative.
	NOT OPERATE	MAKE SURE THAT THE DEMISTING SYSTEM DOES NOT OPERATE.	Make sure that the demisting system is inoperative.
INPUT (n)	The data, power, or energy put into equipment or a system	THE UNIT COMPARES THE INPUTS FROM THE TWO SENSORS TO THE COMPUTER.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
insert (v)	PUT (v)	PUT THE SLEEVE INTO THE OPENING.	Insert the sleeve into the opening.
	ENGAGE (v)	MAKE SURE THAT THE SHAFT ENGAGES IN THE MATING PART.	Check that the shaft is inserted in the mating part.
inside (adj)	INNER (adj)	CLEAN THE INNER SURFACE OF THE CONTAINER.	Clean the inside surface of the container.
inside (n)	INNER (adj)	PAINT THE INNER SURFACE OF THE PUMP ASSEMBLY.	Paint the inside surface of the pump assembly.
inside (prep)	IN (prep)	THERE MUST BE LUBRICANT IN THE HOLE.	There must be lubricant inside the hole.
	INTO (prep)	BEFORE YOU PUT THE TOOLS INTO THE STORAGE BOX, MAKE SURE THAT THEY HAVE THE NECESSARY PROTECTIVE COVERS.	Before you place the tools inside the storage box, make sure they have suitable protective covers.
inspect (v)	EXAMINE (v)	EXAMINE ALL THE DRAIN HOLES.	Inspect all the drain holes.
	INSPECTION (n)	DO AN INSPECTION OF THE WORK.	Inspect the work.
INSPECTION (n)	The procedure which compares an object with its standard or specification	USE A VOLTMETER TO DO THIS INSPECTION.	
INSTALL (v), INSTALLS, INSTALLED, INSTALLED	To attach an item in or to a second item	INSTALL THE NEW O-RINGS ON THE SPINDLE.	
INSTALLATION (n)	The procedure which installs an item	REFER TO PARAGRAPH 3 FOR THE INSTALLATION OF THE UNIT.	
instead (adv)	ALTERNATIVE (n)	USE A SPATULA AS AN ALTERNATIVE.	Use a spatula instead.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
instead of (prep)	ALTERNATIVE (n)	YOU CAN USE A CLEAN PLASTIC BAG AS AN ALTERNATIVE TO THE SPECIFIED CONTAINER.	You can use a clean plastic bag instead of the specified container.
INSTRUCTION (n)	A command that you must obey	IF YOU DO NOT OBEY THIS INSTRUCTION, DAMAGE CAN OCCUR.	
INSTRUMENT (n)	An item which measures and/or shows	ALL THE INSTRUMENTS ARE ON THE LEFT QUARTER PANEL.	
insufficient (adj)	NOT SUFFICIENT	IF THIS STEP IS NOT SUFFICIENT TO STOP THE LEAKAGE, REPLACE THE ACTUATOR.	If this step is insufficient to stop the leakage, replace the actuator.
INSULATION (n)	A material that helps to prevent the movement of energy	MAKE SURE THAT YOU DO NOT CAUSE DAMAGE TO THE INSULATION.	
insure (v)	MAKE SURE (v)	MAKE SURE THAT THE WORK BENCH IS CLEAN.	Insure that the work bench is clean.
intact (adj)	NOT DAMAGED	MAKE SURE THAT THE WINDSCREEN IS NOT DAMAGED.	Make sure the windscreen is intact.
integral (adj)	PART (n)	THE PIN IS A PART OF THE PUMP.	The pin is integral with the pump.
INTENSITY (n)	The quantity of strength, force, or energy	OPERATE THE DIMMER SWITCH AND MAKE SURE THAT THE INTENSITY OF THE LIGHT CHANGES.	
INTERCHANGE (v), INTERCHANGES, INTERCHANGED, INTERCHANGED	To put or use each of two things in the place of the other without change	INTERCHANGE THE No. 1 AND No. 2 COMPUTERS. THEN DO THE TEST AGAIN.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
INTERCHANGE-ABLE (adj)	That you can interchange	RELAYS 2YG AND 8YG ARE FULLY INTERCHANGEABLE ITEMS.	
interconnect (v)	CONNECT (v)	THE PIPES CONNECT SYSTEM A TO SYSTEM B.	The pipes interconnect system A and system B.
INTERFACE (n)	The connection between two systems or components	CLEAN THE INTERFACE BETWEEN THE COMPUTER AND THE SENSOR.	
interfere (v)	HIT (v)	IF YOU INSTALL THE UPPER DRAG STRUT WITH THE HEAD DOWN, IT WILL HIT THE LOWER DRAG STRUT DURING RETRACTION.	Placing the upper drag strut upside down makes it interfere with the lower drag strut.
	CATCH (v)	MAKE SURE THAT THE RODS CANNOT CATCH ON THE FLAPS.	Make sure the rods cannot interfere with the flaps.
	TOUCH (v)	IF THE BRACKET TOUCHES THE PLATE, REMOVE THE UNWANTED MATERIAL WITH A FILE.	Should the bracket interfere with the plate, remove surplus material with a file.
	INTERFERENCE (TN)	MAKE SURE THAT THERE IS NO INTERFERENCE BETWEEN THE RADAR AND THE TACTICAL AIR NAVIGATION SYSTEM (TACAN).	Ensure that the radar does not interfere with the Tactical Air Navigation System (TACAN).

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
interference (n)	HIT (v)	IF YOU INSTALL THE UPPER DRAG STRUT WITH THE HEAD DOWN, IT WILL HIT THE LOWER DRAG STRUT DURING RETRACTION.	Placing the upper drag strut upside down causes interference with the lower drag strut.
	CATCH (v)	MAKE SURE THAT THE RODS CANNOT CATCH ON THE FLAPS.	Make sure that there is no interference between the rods and the flaps.
	TOUCH (v)	MAKE SURE THAT THE LOCKING WIRE DOES NOT TOUCH THE LEVER.	Ensure that there is no interference between the locking wire and the lever.
	This word can be a technical noun or part of a technical noun.	MAKE SURE THAT YOU DO NOT HEAR INTERFERENCE IN THE 400 Hz BAND.	
		INTERFERENCE BOLTS ATTACH THE STRAP AND THE BOTTOM SKIN PANEL TO THE TRIFORM MEMBER.	
interior (n)	INTERNALLY (adv)	EXAMINE THE TANK INTERNALLY.	Examine the interior of the tank.
	INTERNAL (adj)	APPLY A SMALL QUANTITY OF LUBRICANT TO THE INTERNAL SIDE OF THE VALVE HOUSING.	Apply a small quantity of lubricant to the interior of the valve housing.
intermediate (adj)	MIDDLE (adj)	PUT THE LEVER IN THE MIDDLE POSITION.	Put the lever in intermediate position.
	BETWEEN (prep) Give the limits.	WHEN THE INPUT LEVER IS BETWEEN 5 AND 10 mm, MEASURE THE PISTON EXTENSION.	When the input lever is in an intermediate position, measure the piston extension.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
INTERMITTENT (adj)	That stops and starts again, not continuous	THIS CAUSES INTERMITTENT OPERATION OF THE WARNING LIGHTS.	
INTERMITTENTLY (adv)	In an intermittent manner	THE LIGHT COMES ON INTERMITTENTLY.	
INTERNAL (adj)	Of, or on, the inner side and inner space	MAKE SURE THAT FUEL COMES OUT OF THE INTERNAL EJECTORS.	
INTERNALLY (adv)	Of, or on, the inner side and inner space	USE A BORESCOPE TO EXAMINE THE COMBUSTOR INTERNALLY.	
interrupt (v)	STOP (v)	DO NOT STOP THE TEST.	Do not interrupt the test.
intersect (v)	INTERSECTION (TN)	DRILL A HOLE AT THE INTERSECTION OF THE TWO LINES.	Drill a hole where the two lines intersect.
INTERVAL (n)	A distance or gap between two points in space or time	DO THE TEST AT FIVE-MINUTE INTERVALS.	
INTO (prep)	1. Movement to something and access to it	IF AN OBJECT FALLS INTO THE OPENING, DAMAGE TO THE ENGINE CAN OCCUR.	
	2. Function word that shows change, condition, result	THE PARTS OF THE STRUCTURE ARE DIVIDED INTO THREE GROUPS.	
investigate (v)	INVESTIGATION (n)	DO AN INVESTIGATION TO FIND THE CAUSE OF THE FUEL LEAKAGE.	Investigate the cause of the fuel leakage.
INVESTIGATION (n)	An official and accurate inquiry or research	THE TASK TEAM STARTED THE INVESTIGATION TO FIND THE CAUSE OF THE ACCIDENT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
inward (adj)	INNER (adj)	MEASURE THE INNER DIAMETER OF THE HOLE.	Measure the inward diameter of the hole.
inward (adv)	IN (adv)	MOVE THE DOOR IN AND REARWARD.	Move the door inward and rearward.
IRREGULAR (adj)	Not regular	IF THE SIGNALS ARE IRREGULAR, REPLACE THE UNIT.	
irregularity (n)	DAMAGE (n)	THERE MUST BE NO DAMAGE TO THE SURFACE FINISH.	There must be no irregularities in the surface finish.
	DEFECT (TN)	THERE MUST BE NO DEFECTS IN THE SURFACE FINISH.	There must be no irregularities in the surface finish.
	IRREGULAR (adj)	IF YOU GET IRREGULAR RESULTS, DO THE TEST AGAIN.	If you get irregularities in the results, do the test again.
	UNUSUAL (adj)	IF YOU GET UNUSUAL RESULTS, DO THE TEST AGAIN.	If you get irregularities in the results, do the test again.
IRREGULARLY (adv)	Not regularly	IF THE UNIT RECEIVES THE SIGNALS IRREGULARLY, REPLACE IT.	
ISOLATE (v), ISOLATES, ISOLATED, ISOLATED	To prevent a supply or connection to	ISOLATE THE ELECTRICAL POWER SUPPLY.	
isolation (n)	ISOLATE (v)	ISOLATE SYSTEM No. 1 TO DO THE LEAKAGE CHECKS.	Isolation of system No. 1 is necessary to do the leakage checks.
IT (pron)	1. That refers to a thing that was previously mentioned	CAREFULLY MOVE THE DEFLECTOR UNIT DOWN UNTIL IT ENGAGES.	
	2. That refers to an explicit or implicit state of affairs or circumstances	IT IS IMPORTANT TO DO THIS ADJUSTMENT CORRECTLY.	
ITEM (n)	A thing that is determined or specified	LUBRICATE THESE ITEMS WITH GREASE.	
ITS (adj)	Belonging to a thing	REMOVE THE UNIT AND ITS WIRING.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
jack (v)	JACK (TN)	DO NOT LIFT THE AIRCRAFT ON JACKS IF THE WIND SPEED IS MORE THAN 20 MPH.	Do not jack the aircraft if the wind speed exceeds 20 mph.
jam (v)	FREELY (adv)	MAKE SURE THAT THE VALVE SPINDLE MOVES FREELY.	Check that the valve spindle does not bind or jam.
job (n)	WORK (n)	DO THIS WORK IN A CLEAN AREA.	Do this job in a clean area.
	TASK (n)	DO THIS TASK IN A CLEAN AREA.	Do this job in a clean area.
join (v)	BOND (v)	USE ADHESIVE No. 35 TO BOND METAL TO METAL.	Use adhesive No. 35 to join metal to metal.
	ATTACH (v)	ATTACH SMOKE DETECTOR 1 TO SMOKE DETECTOR 2.	Join smoke detectors 1 and 2.
	CONNECT (v)	CONNECT THE HOSE TO THE PIPE WITH A CLIP.	Join the hose to the pipe with a clip.
JOINT (n)	The area at which two surfaces or edges touch or are attached	SEAL THE JOINT WITH SEALING COMPOUND.	
just (adv)	IMMEDIATELY (adv)	KEEP THE RING IMMEDIATELY ABOVE THE JACK COLLARS.	Keep the ring just above the jack collars.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example

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Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
KEEP (v), KEEPS, KEPT, KEPT	To continue to have or hold	KEEP THE COMPOUND IN A CLOSED CONTAINER.	
key (v)	REFER (v)	THE ILLUSTRATION REFERS TO EACH STEP.	The illustration will be keyed to each of the steps.
	KEY (TN)	INSTALL THE KEY BETWEEN THE PULLEY AND THE SHAFT.	The pulley must be keyed to the shaft.
KILL (v), KILLS, KILLED, KILLED	To cause death	HIGH VOLTAGES CAN KILL YOU.	
kind (n)	TYPE (n)	YOU CAN USE TWO TYPES OF SEALING COMPOUND.	Two kinds of sealing compound can be used.
kink (v)	KINK (TN)	DO NOT MAKE KINKS IN THE CABLES.	Do not kink the cables.
knock (v)	HIT (v)	HIT THE CLAMP ON THE RIGHT SIDE WITH A HAMMER.	Knock the clamp on the right side with a hammer.
KNOW (v), KNOWS, KNEW, KNOWN	To be sure of data, to have data ready to use	IF YOU KNOW THE CLEARANCE, YOU CAN CALCULATE THE THICKNESS OF THE WASHER.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example

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Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
label (v)	IDENTIFY (v)	IDENTIFY THE COMPONENT WITH A CODE TO HELP YOU INSTALL IT AGAIN CORRECTLY.	Label the component with a code to help you install it again correctly.
	LABEL (TN)	PUT A LABEL ON THE RELAY ASSEMBLY.	Label the relay assembly.
lack (n)	NOT SUFFICIENT	DAMAGE CAN OCCUR TO THE PUMP IF THERE IS NOT SUFFICIENT OIL IN THE RESERVOIR.	Damage can occur to the pump if there is a lack of oil in the reservoir.
LAMINATED (adj)	Made of laminations	THIS PANEL IS MADE OF LAMINATED CARBON FIBER.	
LAMINATION (n)	Layers of one or more materials bonded together	IF THE LAMINATION IS DAMAGED, REPLACE THE PANEL.	
land (v)	LANDING (TN)	AFTER A HEAVY LANDING, DO THE HEAVY LANDING INSPECTION.	If the aircraft landed heavily, do the Heavy Landing Inspection.
LARGE (adj) (LARGER, LARGEST)	More than average in dimension, quantity, or capacity	CLEAN YOUR SKIN WITH A LARGE QUANTITY OF CLEAN WATER.	
LAST (adj)	That comes at the end	IMMEDIATELY AFTER THE LAST FLIGHT OF THE DAY, INSTALL ALL COVERS.	
LAST (adv)	After other persons or things	FILL THE OUTER TANKS LAST.	
last (v)	CONTINUE (v)	THE SIGNALS CONTINUE FOR 0.8 SECONDS.	The signals last 0.8 seconds.
LATCH (v), LATCHES, LATCHED, LATCHED	To hold something in position with a latching device	MAKE SURE THAT YOU LATCH THE DOOR CORRECTLY.	
		MAKE SURE THAT THE DOOR LATCHES CORRECTLY.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
later (adj)	SUBSEQUENT (adj)	A SUBSEQUENT REPAIR WILL BE FOR THE NEW CONFIGURATION.	A later repair will be for the new configuration.
	THEN (adv)	DO THIS STEP FIRST. THEN, DISCONNECT THE CABLES.	Do this step first. At a later time, disconnect the cables.
later (adv)	SUBSEQUENTLY (adv)	MAKE SURE THAT THE TOOL IS SUBSEQUENTLY AVAILABLE FOR THE INSTALLATION PROCEDURE.	Make sure that the tool is available later for the installation procedure.
	WHEN (conj) If it is possible, give the condition or time.	DO STEPS (3) THRU (5). DO STEP (6) WHEN THE AILERON MOVEMENT STOPS.	Do steps (3) to (5). Do step (6) later.
	AFTER (prep)	THE BAR MOVES DOWN AFTER 20 SECONDS.	The bar moves down later.
LATERAL (adj)	Related to or on the side	ADJUST THE LATERAL LEVEL.	
LATERALLY (adv)	In a lateral direction	PUSH THE UNIT OUT, AND THEN MOVE IT LATERALLY.	
lay (v)	PUT (v)	PUT COVERS ON THE FLOOR.	Lay covers on the floor.
LAYER (n)	A material applied to a surface or put on, or below, a second material	APPLY A THIN LAYER OF SEALING COMPOUND ON THE BARE METAL.	
lead (v)	PUT (v)	PUT THE TELEFLEX CABLE THROUGH THE BULKHEAD.	Lead the Teleflex cable through the bulkhead.
LEAK (n)	A crack, gap or hole which lets fluid or light go into or come out of something	EXAMINE THE SWIVEL COUPLINGS FOR LEAKS.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
leak (v)	LEAK (n)	IF THERE ARE LEAKS IN THE SYSTEM, REPAIR THEM.	If the system is leaking, repair it.
LEAKAGE (n)	The quantity of material that goes through a leak	MEASURE THE LEAKAGE FROM THE OUTLET PORT.	
least (adv)	MINIMUM (adj)	REPAIR THE AREA WITH THE MINIMUM DAMAGE FIRST.	Repair the least damaged area first.
least (at least) (adv)	MINIMUM (adj)	THE MINIMUM TIME BETWEEN CHECKS IS TWO MINUTES.	The time between checks is at least two minutes.
	MINIMUM (n)	DO STEPS 13 THRU 16 FOR A MINIMUM OF THREE TIMES.	Do steps 13 thru 16 at least three times.
leave (v)	KEEP (v)	KEEP THE VENT VALVES OPEN.	Leave the vent valves open.
	LET …. STAY (v)	LET THE VENT VALVES STAY OPEN.	Leave the vent valves open.
	GO (v)	IF FUEL SPILLS ON THE GROUND, IMMEDIATELY GO TO A SAFE AREA.	If fuel spills on the ground, immediately leave the contaminated area.
LEFT (adj)	On the west side when you look north	INSTALL THE CONTROL PANEL IN THE LEFT CONSOLE.	
left-hand (adj)	LEFT (adj)	SET THE LEFT SWITCH TO “ON.”	Set the left-hand switch to ON.
legible (adj)	READ (v)	MAKE SURE THAT YOU CAN READ THE IDENTIFICATION PLATES.	Make certain that the identification plates are legible.
LENGTH (n)	1. The distance from one end to the other end	MEASURE THE LENGTH OF THE JACK RAM.	
	2. The longer or longest of the three dimensions of an object	THE DIMENSIONS OF THE UNIT ARE: - LENGTH 300 mm - WIDTH 90 mm - THICKNESS 60 mm.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
lengthen (v)	INCREASE (v)	DO NOT TRY TO INCREASE THE LENGTH OF THIS ROD.	Do not try to lengthen this rod.
LESS (adj) No other forms of this adjective.	Of smaller dimension, value, quantity, volume, or number	THE FLOW RATE MUST NOT BE LESS THAN 4.0 GPM.	
LET (v), LETS, LET No other verb forms.	To give opportunity	LET THE ADHESIVE BECOME TACKY.	
lethal (adj)	KILL (v)	THE ELECTRICAL DISCHARGE FROM THESE POWER UNITS CAN KILL YOU.	The electrical discharge from these power units can be lethal.
LEVEL (adj)	Horizontal to a known datum	PARK THE VEHICLE ON LEVEL GROUND.	
LEVEL (n)	A horizontal line, plane, surface, or condition	FILL THE TANK TO THE CORRECT LEVEL (REFER TO FIG. 105).	
level (v)	LEVEL (adj)	MAKE THE AIRCRAFT LEVEL.	Level the aircraft.
liberal (adj)	LARGE (adj)	CLEAN THE WINDOW WITH LARGE QUANTITIES OF WATER AND SOAP.	Clean the window with liberal quantities of water and soap.
	THICK (adj)	APPLY A THICK LAYER OF THE COMPOUND.	Apply a liberal amount of the compound.
liberally (adv)	LARGE (adj)	APPLY A LARGE QUANTITY OF THE SOLUTION.	Apply the solution liberally.
	THICK (adj)	APPLY A THICK LAYER OF THE COMPOUND.	Apply the compound liberally.
lie (v)	BE (v)	THE OTHER PART OF THE CLIP IS ALONG THE BARREL.	The other part of the clip lies along the barrel.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
LIFE (n)	The time during which you can use an item or object	THE LIFE OF THE CARTRIDGE IN THE FIRE EXTINGUISHER IS 3 YEARS.	
LIFT (v), LIFTS, LIFTED, LIFTED	To move something up	LIFT THE COVER CAREFULLY.	
LIGHT (adj) (LIGHTER, LIGHTEST)	That has a small mass, weight, or force For other meanings, use:	APPLY A LIGHT FORCE ON THE RUDDER PEDALS.	
	THIN (adj)	APPLY A THIN LAYER OF SEALANT ON THE SEALING SURFACES OF THE CONTAINER.	Apply a light layer of sealant on the sealing surfaces of the container.
	SMALL (adj)	APPLY A SMALL QUANTITY OF LUBRICANT ON THE MOVING PARTS.	Apply a light quantity of lubricant on the moving parts.
light (v)	COME ON	MAKE SURE THAT THE FLUID INDICATOR LIGHT COMES ON.	Ensure that the fluid indicator light lights.
LIGHTING (n)	That which gives light to	A DIMMER UNIT CONTROLS THE PANEL LIGHTING.	
LIGHTLY (adv)	In a light manner	LIGHTLY RUB THE DEFECTIVE AREA WITH WET ABRASIVE PAPER.	
LIMIT (n)	A specified maximum or minimum quantity, number, time, or distance	IF THE CLEARANCES ARE NOT IN THE LIMITS GIVEN IN FIG. 4, REFER TO REPAIR SCHEME No. 2.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
limitation (n)	LIMIT (n)	WHEN YOU LIFT THE AIRCRAFT ON JACKS, KEEP THE CENTER OF GRAVITY BETWEEN THESE LIMITS:	When you lift the aircraft on jacks, observe these center of gravity limitations:
limited (adj)	SMALL (adj)	THERE IS ONLY A SMALL NUMBER OF REPAIRS THAT YOU CAN DO.	There is only a limited number of repairs that you can do.
LINEAR (adj)	In a straight line	MAKE SURE THAT THE RESULTS ARE LINEAR.	
LINEARLY (adv)	In a straight line	INCREASE THE PRESSURE LINEARLY.	
link (v)	CONNECT (v)	CONNECT THE CABLES.	Link the cables.
	ATTACH (v)	ATTACH THE HOIST TO THE POWER UNIT.	Link the hoist to the power unit.
LIQUID (adj)	That has the properties of a liquid	DURING SERVICING, LIQUID OXYGEN FLOWS THROUGH THE STABILIZING CONTAINER.	
LIQUID (n)	A material that is not a gas or a solid	THE CONVERTER CHANGES THE LIQUID INTO A GAS.	
list (v)	RECORD (v)	RECORD THE TEST RESULTS.	List the test results.
	SHOW (v)	TABLE 1 SHOWS ALTERNATIVE ADHESIVES THAT YOU CAN USE.	Table 1 lists alternative adhesives that you can use.
	LIST (TN)	MAKE A LIST OF THE PART NUMBERS IN NUMERICAL SEQUENCE.	List the part numbers in numerical sequence.
LISTEN (v), LISTENS, LISTENED, LISTENED	To use your ears to hear or find	LISTEN FOR THE SIGNAL.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
little (adj)	SMALL (adj)	THE DIAMETER OF THE TUBE IS TOO SMALL.	The diameter of the tube is too little.
	SHORT (adj)	INSTALL A SHORT LENGTH OF NEW TUBE.	Install a little length of new tube.
	NOT SUFFICIENT	IF THE PRESSURE IS NOT SUFFICIENT, THE TEST WILL STOP.	If the pressure is too little, the test will stop.
little (a little) (adj)	SMALL QUANTITY	ADD A SMALL QUANTITY OF DISINFECTANT TO THE SOLUTION.	Add a little disinfectant to the solution.
little (a little) (adv)	SMALL (adj)	AFTER YOU REMOVE THE NUT, THE RIB CAN MOVE DOWN A SMALL DISTANCE.	After you remove the nut, the rib can move down a little.
LIVE (adj)	That includes explosive material	SOME MAINTENANCE TASKS ARE NOT PERMITTED ON AIRCRAFT THAT HAVE LIVE AMMUNITION.	
	For electrical systems, use:		
	ENERGIZE (v)	THE SYSTEM IS ENERGIZED.	The system has live electrical power.
load (v)	INSTALL (v)	INSTALL THE SPRING IN THE CARTRIDGE.	Load the spring in the cartridge.
	LOAD (TN)	PUT THE LOAD ON THE SPRING BALANCE.	Load the spring balance.
LOCAL (adj)	Applicable to a given location or position	SET THE “LAT” KNOB TO THE LOCAL LATITUDE.	
LOCALLY (adv)	Applicable to a given location or position	YOU CAN ALSO DO THIS TEST WITH A LOCALLY MADE TOOL.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
locate (v)	FIND (v)	USE TALCUM POWDER TO FIND EXTERNAL LEAKS.	Use talcum powder to locate external leaks.
	ENGAGE (v)	ENGAGE THE GEAR WHEEL ON THE SHAFT.	Locate the gear wheel on the shaft.
	PUT (v)	PUT THE CLAMP IN ITS CORRECT POSITION.	Locate the clamp in its correct position.
LOCATION (n)	A place or site that you can find	FIGURES 1 THRU 4 SHOW THE LOCATIONS OF THE WALKWAYS.	
LOCK (v), LOCKS, LOCKED, LOCKED	To attach something, or hold it in position with a locking device	LOCK THE SWITCH. AND REMOVE THE KEY.	
		BEFORE YOU CONTINUE, MAKE SURE THAT THE SWITCH LOCKS.	
log (v)	RECORD (v)	RECORD THE COMPASS CORRECTIONS ON THE CARD.	Log the compass corrections on the card.
LONG (adj) (LONGER, LONGEST)	That has a specified or large length, or a specified or large duration	USE A TUBE WHICH IS 3.3 FEET LONG.	
		IF THE TUBE IS TOO SHORT, USE A LONGER ONE.	
		MAKE SURE THAT THE TEST SIGNAL IS NOT LONGER THAN 3 TONES.	
long (as long as) (conj)	WHILE (conj)	WHILE THE DC SUPPLY IS ON, THE FAN MUST OPERATE.	As long as the DC supply is ON, the fan must operate.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
long (no longer) (adv)	NOT… AT THIS TIME	THIS PROCEDURE IS NOT APPLICABLE AT THIS TIME.	This procedure is no longer applicable.
	UNTIL…NOT	ADJUST THE POTENTIOMETER UNTIL YOU DO NOT HEAR A HUM FROM THE LOUDSPEAKER.	Adjust the potentiometer until the loudspeaker no longer hums.
LONGITUDINAL (adj)	Related to the longitudinal axis	ADJUST THE LONGITUDINAL TRIM SYSTEM.	
LONGITUDINALLY (adv)	In a longitudinal direction	MOVE THE STAND LONGITUDINALLY.	
LOOK (v), LOOKS, LOOKED, LOOKED	To use your eyes to see or find	LOOK THROUGH THE INSPECTION WINDOW.	
LOOP (n)	A circular shape made in a flexible material	MAKE A LOOP OF WIRE AROUND THE UNIT.	
loop (v)	LOOP (n)	MAKE A LOOP OF WIRE AROUND THE UNIT.	Loop the wire around the unit.
LOOSE (adj)	1. On, in, but not attached	MAKE SURE THAT YOU REMOVE ALL TOOLS, EQUIPMENT, AND LOOSE OBJECTS FROM THE AIR INTAKE.	
	2. Not tight	DO A CHECK FOR LOOSE FASTENERS.	
	For other meanings, use:		
	TENSION (TN)	MAKE SURE THAT THERE IS TENSION IN THE CABLES.	Make sure that the cables are not loose.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
LOOSELY (adv)	Not tightly	MAKE SURE THAT THE PARTS ARE LOOSELY ASSEMBLED.	
LOOSEN (v), LOOSENS, LOOSENED, LOOSENED	To cause to be not tight	LOOSEN THE SCREWS THAT ATTACH THE CLAMP TO THE SUPPORT.	
lose (v)	DECREASE (v)	THE EFFECT OF THE SOLVENT DECREASES QUICKLY.	The solvent loses its effectiveness quickly.
lost (adj)	DECREASE (v)	IF THE PRESSURE DECREASES QUICKLY, THE SHEAR PINS IN THE LATCH WILL BREAK.	If the pressure is lost rapidly, the shear pins in the latch will break.
	NOT FIND	IT IS POSSIBLE THAT YOU CANNOT FIND THE RUBBER BUSHINGS.	The rubber bushings may be lost.
LOW (adj) (LOWER, LOWEST)	That is of small value	THE SWITCH SENSES LOW PRESSURE IN THE DISTRIBUTION CIRCUIT.	
LOWER (v), LOWERS, LOWERED, LOWERED	To move something down	LOWER THE ANTENNA TO GET ACCESS TO THE CABLE CONNECTOR.	
lowermost (adj)	BOTTOM (adj)	THE BOTTOM MARK ON THE BOARD IS RED.	The lowermost mark on the board is red.
LUBRICATE (v), LUBRICATES, LUBRICATED, LUBRICATED	To apply lubricant	LUBRICATE THE O-RINGS WITH HYDRAULIC FLUID.	
lukewarm (adj)	WARM (adj)	SOAK THE AREA WITH WARM WATER.	Soak the area with lukewarm water.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
MAGNETIC (adj)	Related to the properties of a magnet	REMOVE THE MAGNETIC DRAIN PLUG FROM THE OIL RESERVOIR.	
MAGNETICALLY (adv)	In a magnetic manner	THE DOOR CLOSES MAGNETICALLY AND LOCKS.	
main (adj)	PRIMARY (adj)	THE PRIMARY CAUSE OF VALVE FAILURE IS CONTAMINATION OF THE FLUID.	The main cause of valve failure is contamination of the fluid.
maintain (v)	KEEP (v)	KEEP THE FLUID TEMPERATURE AT 70 °F.	Maintain the fluid temperature at 70 °F.
	HOLD (v)	TURN THE ROTATING TUBE 75 DEGREES. THEN, HOLD THE TUBE IN THIS POSITION.	Turn the rotating tube 75 degrees. Then maintain the tube in this position.
	MAINTENANCE (n)	DO MAINTENANCE ON THE WATER SUPPLY SYSTEM.	Maintain the water supply system.
MAINTENANCE (n)	The servicing and/or the repair of something to keep it in the correct condition	DURING MAINTENANCE, OBEY ALL SAFETY PROCEDURES.	
major (adj)	PRIMARY (adj)	THE PRIMARY FUNCTION OF THE POWER UNIT IS TO SUPPLY ELECTRICAL POWER.	The major function of the power unit is to supply electrical power.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
MAKE (v), MAKES, MADE, MADE	To manufacture, to cause to occur or to become	MAKE A RECESS FOR THE STUDS OF 5 mm.	
		MAKE THE CLOTH MOIST WITH WATER.	
		TILT THE FITTING TO MAKE THE BARREL NUT FALL OUT OF IT.	
make certain (v)	MAKE SURE (v)	MAKE SURE THAT THE VALVE IS OPEN.	Make certain that the valve is open.
MAKE SURE (v), MAKES SURE, MADE SURE, MADE SURE	To verify and/or do the necessary steps	MAKE SURE THAT NO LEAK DETECTION FLUID GOES INTO THE OXYGEN SYSTEM.	
maladjusted (adj)	INCORRECTLY ADJUSTED	IF THE WARNING LIGHT IS ON WHEN THE DOOR IS CLOSED, THE MICROSWITCH IS INCORRECTLY ADJUSTED.	If the warning light is on when the door is closed, the microswitch is maladjusted.
MALFUNCTION (n)	Incorrect operation	REFER TO TABLE 104 TO CORRECT THE MALFUNCTION.	
MANDATORY (adj)	That which you must do, use, or obey	THIS SERVICE BULLETIN IS MANDATORY.	
	If you want to use this word in procedures, think about a necessary safety instruction.	BEFORE YOU GO INTO THE LABORATORY, PUT ON PROTECTIVE CLOTHING.	It is mandatory to wear protective clothing in the laboratory.
manipulate (v)	MOVE (v)	MOVE THE FLEXIBLE PIPE TO GET ACCESS TO THE BOTTOM BOLTS.	Manipulate the flexible pipe to get access to the bottom bolts.
	ADJUST (v)	ADJUST THE FLEXIBLE PIPE TO GET ACCESS TO THE BOTTOM BOLTS.	Manipulate the flexible pipe to get access to the bottom bolts.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
MANUAL (adj)	Operated with the hands	IF THE AUTOMATIC CONTROLS DO NOT OPERATE, USE THE MANUAL PROCEDURE.	
MANUAL (n)	A publication that gives data related to a special subject	THIS MANUAL GIVES PERFORMANCE DATA.	
MANUALLY (adv)	With your hands	MOVE THE LEVER MANUALLY.	
manufacture (v)	MAKE (v)	YOU CAN MAKE THE CLEARING TOOL LOCALLY.	The clearing tool can be manufactured locally.
MANY (adj) (MORE, MOST)	Of a large number If it is possible, give the range, number, or quantity.	CORROSION CAN HAVE MANY CAUSES.	
MARK (n)	Something that you make or is made to show an identification, location, or direction	THE RED MARKS SHOW A MAXIMUM STEERING ANGLE OF 35 DEGREES.	
mark (v)	IDENTIFY (v)	IDENTIFY THE COMPONENT WITH A CODE TO HELP YOU INSTALL IT AGAIN CORRECTLY.	Mark the component with a code to help you install it again correctly.
	MARK (n)	PUT MARKS ON THE OUTER TUBE TO SHOW THE CLAMP LOCATIONS.	Mark the clamp locations on the outer tube.
mask (v)	APPLY (v)	APPLY MASKING TAPE TO THE TRANSPARENT PANEL.	Mask the transparent panel with masking tape.
MASS (n)	The quantity of matter that is in an object and relates to its weight. The equivalent of inertia	STRUCTURAL OR EQUIPMENT MODIFICATIONS CAN CHANGE THE BASIC MASS AND THE CENTER-OF-GRAVITY COORDINATES.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
match (v)	ALIGN (v)	FOLD THE GIRT ONTO THE CONTAINER UNTIL IT IS ALIGNED WITH THE VELCRO TAPE.	Fold the girt over the container so that the Velcro tape matches.
	AGREE (v)	MAKE SURE THAT THE SEAL AGREES WITH THE SHAPE OF THE PANEL.	Ensure the seal matches the panel shape.
mate (v)	CONNECT (v)	CONNECT THE PLUG TO THE RECEPTACLE.	Mate the plug to the receptacle.
	ENGAGE (v)	ENGAGE THE SPLINES ON THE SHAFT WITH THOSE IN THE GEARBOX.	Mate the splines on the shaft with those in the gearbox.
	TOGETHER (adv)	PUT THE SMOOTH SURFACES TOGETHER.	Mate the smooth surfaces.
MATERIAL (n)	A substance from which an item is made, or an item that is necessary to do a task.	BEFORE YOU INSTALL THE SEAL, REMOVE THE UNWANTED MATERIAL.	
		YOU CAN USE EQUIVALENT ALTERNATIVES FOR THESE MATERIALS.	
MATING (adj)	Made to touch	APPLY GREASE ON THE MATING SURFACES OF THE STARTER GENERATOR.	
MATT (or MATTE) (adj)	Not glossy	APPLY MATT PAINT ON THE PANEL.	
matter (n)	MATERIAL (n)	REMOVE THE GLOSSY MATERIAL FROM THE SURFACE OF THE BLADE.	Remove the glossy matter from the surface of the blade.
MAXIMUM (adj)	Related to the largest dimension, quantity, number, or value	THE MAXIMUM VALUE THAT THE VOLTMETER SHOWS IS 199.9 V.	
MAXIMUM (n)	The largest dimension, quantity, number, or value	MOVE THE LEVER A MAXIMUM OF 45 DEG.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
may (v)	CAN (v)	IF YOU USE INCORRECT EQUIPMENT, YOU CAN CAUSE DAMAGE TO THE VANES.	The vanes may be damaged by using incorrect equipment.
	POSSIBLY (adv)	IF YOU CANNOT ENGAGE THE ROD AND THE PISTON, THE LENGTH OF THE NEW ROD IS POSSIBLY INCORRECT.	If you cannot engage the rod and the piston, the length of the new rod may be incorrect.
MEASURE (v), MEASURES, MEASURED, MEASURED	To find the dimensions, capacity, or quantity of something	MEASURE THE LOAD.	
MECHANICAL (adj)	Related to or operated with a mechanism	THE STANDBY SYSTEM IS MECHANICAL.	
MECHANICALLY (adv)	In a mechanical manner	OPERATE THE HORIZONTAL STABILIZER MECHANICALLY.	
MECHANISM (n)	An assembly of mechanical parts that are made to operate together	USE WHITE SPIRIT TO CLEAN A HINGE MECHANISM THAT HAS A GREASE NIPPLE.	
MEDICAL (adj)	Related to medicine	IF YOU GET HYDRAULIC FLUID IN YOUR EYES, FLUSH THEM WITH WATER AND GET MEDICAL AID.	
medium (adj)	MODERATE (adj)	APPLY MODERATE PRESSURE.	A medium amount of pressure must be applied.
meet (v)	ENGAGE (v)	PUSH THE PIN IN UNTIL IT ENGAGES IN THE RETAINING CLIP.	Push the pin in until it meets with the retaining clip.
	TOUCH (v)	THE ROD MUST TOUCH THE CENTER OF THE STRIP.	The rod should meet the center of the strip.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
MELT (v), MELTS, MELTED, MELTED	To change or to cause something to change from solid to liquid because of heat	THE FUSIBLE PLUGS MUST MELT IN 20 SECONDS OR LESS.	
		DO NOT USE A FLAME TO MELT THE ICE.	
mention (v)	GIVE (v)	THE REPAIR LIMITS ARE NOT GIVEN BECAUSE SPECIAL EQUIPMENT IS NECESSARY.	The repair limits are not mentioned as special equipment is required.
mesh (v)	ENGAGE (v)	IF THE GEARS DO NOT ENGAGE CORRECTLY, ADD A SHIM.	If the gears do not mesh correctly, add a shim.
meteorological (adj)	WEATHER (n)	DO THE TEST IN GOOD WEATHER.	Carry out the test in good meteorological conditions.
METHOD (n)	A special type of procedure used to get a specified result	THIS PROCEDURE GIVES TWO METHODS FOR THE TEMPORARY REPAIR OF THE WATER TUBES.	
mid (adj)	MIDDLE (adj)	PUT THE THROTTLE LEVER IN THE MIDDLE POSITION.	Place the throttle lever in mid position.
MIDDLE (adj)	At a point that is between two other points	REMOVE THE MIDDLE BELLCRANK UNIT.	
MIDDLE (n)	A point that is at or near the center	LIFT THE SEAT TO THE MIDDLE OF THE TRAVEL.	
mild (adj)	WEAK (adj)	USE A WEAK SOAP SOLUTION TO CLEAN THE SIDEWALL PANEL.	Use a mild soap solution to clean the sidewall panel.
minimize (v)	MINIMUM (n)	USE A TRESTLE TO KEEP THE LOADS ON THE WING TO A MINIMUM.	Use a trestle to minimize the loads on the wing.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
MINIMUM (adj)	Related to the smallest dimension, quantity, number, or value	MAKE SURE THAT THE FLUID IN THE RESERVOIR IS ABOVE THE MINIMUM LEVEL.	
MINIMUM (n)	The smallest dimension, quantity, number, or value	LET THE PAINT DRY FOR A MINIMUM OF 1 HOUR.	
minor (adj)	SMALL (adj)	YOU CAN IGNORE SMALL DIFFERENCES IN TEMPERATURE.	Minor differences in temperature can be ignored.
MINUS (prep)	With the subtraction of	INCREASE THE PRESSURE IN THE SHOCK ABSORBER TO 85.5 bar, PLUS OR MINUS 2.7 bar.	
miscellaneous (adj)	OTHER (adj)	REMOVE THE TOOLS AND THE OTHER RELATED ITEMS.	Remove the tools and the related miscellaneous items.
	ALL (adj)	REMOVE ALL EQUIPMENT.	Remove miscellaneous equipment.
misrigged (adj)	INCORRECTLY ADJUSTED	IF THE MARKS ARE NOT ALIGNED, THE LINKAGE IS INCORRECTLY ADJUSTED.	If the marks are not aligned, the linkage is misrigged.
MISSING (adj)	That is not there	IF SEALS ARE MISSING, INSTALL NEW SEALS.	
mix (n)	MIXTURE (n)	THE POTLIFE OF THE MIXTURE IS APPROXIMATELY 4 HOURS.	The potlife of the mix is approximately 4 hours.
MIX (v), MIXES, MIXED, MIXED	1. To put together two or more materials to become one	MIX THE COMPOUND.	
	2. To become combined	IF FUEL AND WATER MIX, CONTAMINATION CAN OCCUR.	
MIXTURE (n)	The result that you get when you mix materials	DO NOT USE THIS MIXTURE WHEN THE TEMPERATURE IS LESS THAN 15 °C.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
MOBILE (adj)	That is made to move easily	CONNECT THE MOBILE GROUND POWER UNIT.	
MODE (n)	A special condition of operation	MAKE SURE THAT THE “HEADING SELECT” MODE OPERATES.	
MODERATE (adj)	Between low and high values	APPLY A MODERATE LOAD ON THE BRAKE PEDALS.	
MODERATELY (adv)	In a moderate manner	YOU CAN APPLY A SECOND LAYER WHEN THE SURFACE IS MODERATELY DRY.	
modify (v)	CHANGE (v)	SERVICE BULLETIN No. 105 CHANGES THE BOLTS THAT ATTACH THE POWER CONTROL UNIT.	Service Bulletin No. 105 modifies the power control unit attachment bolts.
	MODIFICATION (TN)	THIS SERVICE BULLETIN GIVES INSTRUCTIONS TO DO A MODIFICATION OF THE OIL PUMP.	This Service Bulletin gives instructions to modify the oil pump.
MOIST (adj)	Moderately wet	CLEAN THE PANEL WITH A MOIST CLOTH.	
moisten (v)	MOIST (adj)	MAKE THE CLOTH MOIST WITH SOLVENT.	Moisten the cloth with solvent.
MOMENTARILY (adv)	For a short time	STOP THE PUMP MOMENTARILY. THEN START IT AGAIN.	
momentary (adj)	MOMENTARILY (adv)	MAKE SURE THAT THE SPEED INCREASES MOMENTARILY.	Check for momentary increase in speed.
MONITOR (v), MONITORS, MONITORED, MONITORED	To do a check at something for a period of time to find if there is a change	MONITOR THE INDICATORS ON THE OVERHEAD PANEL.	
		HEAT SENSORS MONITOR THE AMBIENT TEMPERATURE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
MOOR (v), MOORS, MOORED, MOORED	To hold something in position with ropes and cables	IN BAD WEATHER CONDITIONS, MOOR THE BOAT.	
MORE (adj)	A large quantity of	ADD MORE SHIMS UNTIL YOU GET THE SPECIFIED CLEARANCE.	
MORE (adv)	To a larger degree	CORROSION CAN OCCUR MORE EASILY IN THIS AREA THAN IN OTHER AREAS.	
MOST (adj)	To the largest quantity of	MOST MANUFACTURERS RECOMMEND SYNTHETIC LUBRICANTS.	
MOST (adv)	To the largest degree	FAULT MESSAGES THAT SHOW IN RED ARE THE MOST IMPORTANT.	
motion (n)	MOVEMENT (n)	MAKE SURE THAT THE STABILIZER MOVEMENT CONTINUES.	Check that the stabilizer motion continues.
motor (v)	DRY-MOTOR (TV)	DRY-MOTOR THE ENGINE.	Motor the engine without fuel.
	WET-MOTOR (TV)	WET-MOTOR THE ENGINE.	Motor the engine without ignition.
	MOTORING (TN)	DO A MOTORING PROCEDURE.	Motor the engine.
mount (v)	INSTALL (v)	INSTALL THE MANIFOLD.	Mount the manifold.
	ATTACH (v)	ATTACH THE SEATS TO THE SEAT TRACKS.	Mount the seats on the seat tracks.
	PUT (v)	PUT THE WHEEL ON THE AXLE.	Mount the wheel on the axle.
MOVABLE (adj)	That can move if necessary	TURN THE MOVABLE HALF-COLLAR OF THE SUPPORT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
MOVE (v), MOVES, MOVED, MOVED	To change or cause to change position or location	MAKE SURE THAT THE POINTER MOVES FREELY.	
		MOVE THE VALVE UNTIL IT ALIGNS WITH THE ACTUATOR SHAFT.	
MOVEMENT (n)	A change of position or location	SUDDEN OPERATION OF THE GYRO CAN CAUSE UNWANTED MOVEMENT OF THE HORIZONTAL STABILIZER.	
MUCH (adj) (MORE, MOST)	Of relatively large dimension, value, quantity, or volume	DO NOT APPLY TOO MUCH PRESSURE.	
MUCH (adv)	To a great degree or extent	BE CAREFUL THAT YOU DO NOT TURN THE INNER RACES TOO MUCH.	
MULTIPLY (v), MULTIPLIES, MULTIPLIED, MULTIPLIED	To use multiplication to get a result For other meanings, use: INCREASE (v)	MULTIPLY THE INDICATOR VALUE BY THE SCALE VALUE.	
		THE NUMBER OF CRACKS CAN INCREASE.	Cracks can multiply.
MUST (v)	Auxiliary modal verb that shows obligation	THE BAT 1 SWITCH MUST BE IN THE ON POSITION.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
NAME (n)	The identification you give to a person or an object	PUSH THE BUTTON ADJACENT TO THE NAME OF THE SYSTEM.	
		WRITE YOUR NAME ON THE REGISTRATION FORM.	
NEAR (adj) (NEARER, NEAREST)	At or to a relatively short distance	PUT THE SYRINGE ON THE NEAREST SURFACE OF THE EXAMINATION TABLE.	
NEAR (prep)	Approaching in space or condition	BALANCE THE ELEVATOR NEAR ITS MAXIMUM LIMIT.	
		MAKE SURE THAT THE COMPUTER SCREEN IS NOT NEAR THE WINDOW.	
nearly (adv)	ALMOST (adv)	MOVE THE POINTER UNTIL IT IS ALMOST IN THE GREEN BAND.	Move the pointer until nearly in the green band.
NECESSARY (adj)	That must be	TWO HOURS ARE NECESSARY TO COMPLETE THE EXAM.	
need (v)	NECESSARY (adj)	DURING THIS PROCEDURE, IT IS NOT NECESSARY TO REPLACE THE BACKING RINGS.	The backing rings do not need to be replaced during this procedure.
neither (adj)	TWO (TN) … NOT	THE TWO UNITS MUST NOT OPERATE.	Neither unit must operate.
neither (pron)	TWO (TN) … NOT	THE TWO UNITS MUST NOT OPERATE.	Neither of the units must operate.
NEUTRAL (adj)	1. That has no effect	MAKE SURE THAT THE CONTROLS ARE IN THE NEUTRAL POSITION.	
	2. That is not acid or alkaline	CLEAN THE SCREEN WITH A NEUTRAL SOLUTION.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
neutralize (v)	NEUTRAL (adj)	MAKE THE BASIC ELECTROLYTE NEUTRAL WITH VINEGAR OR BORIC ACID.	Neutralize the basic electrolyte with vinegar or boric acid.
never (adv)	DO NOT	DO NOT LET THE LEVEL IN THE TANK DECREASE TO LESS THAN HALF.	Never allow the level in the tank to drop below half.
NEW (adj) (NEWER, NEWEST)	Not used before	INSTALL A NEW GASKET ON THE FLANGE.	
NEXT (adj)	The first occurrence that follows immediately after in time or sequence.	REMOVE THE UNIT BEFORE THE NEXT OPERATING CYCLE.	
next (adv)	THEN (adv)	HOLD THE FLANGE IN ITS POSITION. THEN, INSTALL THE BOLT.	Hold the flange in its position. Next, install the bolt.
next to (prep)	ADJACENT TO (prep)	THE PUMP IS ADJACENT TO THE CENTRAL RIB.	The pump is next to the central rib.
NO (adj)	Not any	MAKE SURE THAT THERE IS NO FUEL LEAKAGE.	
NO (adv)	Function word that shows the negative answer to a question	DOES THE LIGHT COME ON? YES OR NO?	
NOISE (n)	An unwanted sound	WHILE THE ENGINE CONTINUES TO TURN, LISTEN FOR UNUSUAL NOISES.	
noisy (adj)	NOISE (n)	IF THERE IS NOISE WHEN THE PUMP OPERATES, EXAMINE THE FILTER FOR UNWANTED PARTICLES.	If pump operation is noisy, check the pump filter for unwanted particles.
NONE (pron)	Not one, not anyone	IF NONE OF THE BRACKETS ARE DAMAGED, CONTINUE THE INSPECTION.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
nor (conj)	NOT (adv)	IN THESE CONDITIONS, THE MECHANICAL AND ELECTRICAL PITCH TRIM SYSTEMS WILL NOT OPERATE.	In these conditions, neither the mechanical nor the electrical pitch trim systems will operate.
normal (adj)	USUAL (adj)	THE “ARMED” POSITION IS THE USUAL POSITION OF THE SWITCH.	The ARMED position is the normal position of the switch.
	CORRECT (adj)	THE CORRECT PRESSURE FOR OPERATION IS 3000 psi.	Normal operating pressure is 3000 psi.
normally (adv)	USUALLY (adv)	THE SWITCH IS USUALLY IN THE “STANDBY” POSITION.	The switch is normally in the STANDBY position.
	CORRECTLY (adv)	IF THE SYSTEM DOES NOT OPERATE CORRECTLY, REFER TO THE FAULT ISOLATION PROCEDURE.	If the system does not operate normally, refer to the fault isolation procedure.
NOSE (n)	The front end or part, a part that protrudes	PULL THE TRANSPARENT PLASTIC COLLAR AWAY FROM THE NOSE OF THE ELECTRICAL LATCH.	
NOT (adv)	Adverb of negation	DO NOT LET THE PRESSURE INCREASE TO MORE THAN 3000 psi.	
NOTCH (n)	An area in the shape of a “V”	MAKE SURE THAT THE BOGIE ROLLERS ARE ALIGNED WITH THE NOTCHES IN THE TRACK.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
note (v)	RECORD (v)	RECORD DIMENSION “A.”	Note dimension A.
notify (v)	TELL (v)	IF YOU FIND CRACKS, TELL THE CHIEF INSPECTOR.	If cracks are found, notify the chief inspector.
	CONTACT (v)	IF YOU FIND CRACKS, CONTACT THE CHIEF INSPECTOR.	If cracks are found, notify the chief inspector.
	WRITE (v)	IF THE UNIT DOES NOT OPERATE CORRECTLY, WRITE TO THE MANUFACTURER.	If the unit does not operate correctly, notify the manufacturer.
now (adv)	AT THIS TIME	DO NOT TIGHTEN THE NUTS AT THIS TIME.	Do not tighten the nuts now.
NUMBER (n)	1. A symbol or word that identifies an integer and/or decimal	NEGATIVE NUMBERS SHOW THAT THE PRESSURE DECREASES.	
	2. An amount that you can count or calculate	IF THE NUMBER OF FAILURES IS MORE THAN THREE, REPLACE THE UNIT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
OBEY (v), OBEYS, OBEYED, OBEYED	To do that which the procedures or instructions tell you	OBEY THE PRECAUTIONS THAT FOLLOW.	
OBJECT (n)	Something that you can see or touch	MAKE SURE THAT THERE ARE NO LOOSE OBJECTS IN THE AIR INTAKE.	
observe (v)	MONITOR (v)	MONITOR THE RADIO ALTIMETER INDICATOR.	Observe the radio altimeter indicator.
	SEE (v)	IF YOU SEE OIL IN THE DRAIN, STOP THE TEST.	If you observe oil in the drain, stop the test.
	OBEY (v)	OBEY ALL SAFETY PRECAUTIONS.	Observe all safety precautions.
obstruct (v)	CATCH (v)	MAKE SURE THAT THE DRAG STRUTS DO NOT CATCH ON THE LANDING GEAR.	Make sure that the drag struts do not obstruct the landing gear.
	PREVENT (v)	ADJUST THE LEVER ARMS IF THEY PREVENT MOVEMENT.	Adjust the lever arms if they obstruct movement.
	BLOCKAGE (n)	REMOVE THE DIRT THAT CAUSES THE BLOCKAGE IN THE TUBE.	Remove the dirt obstructing the tube.
obstructed (adj)	BLOCKED (adj)	IF THE DRAIN HOLE IS BLOCKED, REMOVE THE UNWANTED MATERIAL.	If the drain hole is obstructed, remove the unwanted material.
	CLOGGED (adj)	IF THE DRAIN HOLE IS CLOGGED, CLEAN IT.	If the drain hole is obstructed, clean it.
obstruction (n)	BLOCKAGE (n)	EXAMINE THE DRAIN HOLES FOR BLOCKAGE.	Examine the drain holes for obstruction.
obtain (v)	GET (v)	ADD 0.05 mm TO GET THE CORRECT CLEARANCE FOR A STANDARD SPHERICAL COUPLING.	Add 0.05 mm to obtain the correct clearance for a standard spherical coupling.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
OCCUR (v), OCCURS OCCURRED	To be found or to take place, to come to be	A SUDDEN MOVEMENT OF THE CONTROL SURFACES CAN OCCUR.	
		IF THE SYMPTOMS OCCUR AGAIN, DO A SYSTEM TEST.	
OF (prep)	Function word that shows: from, belonging to, having, or containing	REMOVE THE SPLIT PINS FROM THE BOLTS IN THE BOTTOM ENDS OF THE CONTROL RODS.	
OFF (adj)	Not in operation	MAKE SURE THAT THE BATTERIES ARE OFF.	
OFF (adv)	1. Not in operation	MAKE SURE THAT THE WARNING LIGHT GOES OFF.	
	2. Not in contact	THE HANDLE MUST COME OFF EASILY.	
OFF (prep)	Not in contact with	MAKE SURE THAT THE TIRE IS FULLY OFF THE GROUND.	
often (adv)	FREQUENTLY (adv)	IF A FAILURE OCCURS FREQUENTLY, DO THE SYSTEM TEST.	If a failure occurs often, do the system test.
oil (v)	LUBRICATE (v)	LUBRICATE THE LINKAGE WITH OIL.	Oil the linkage.
	OIL (TN)	PUT OIL ON THE LINKAGE.	Oil the linkage.
oil-free (adj)	OIL (TN)	USE A SOLUTION THAT CONTAINS NO OIL.	Use an oil-free solution.
old (adj)	REMAINING (adj)	REMOVE THE REMAINING SEALANT.	Remove the old sealant.
	USED (adj)	DRAIN THE USED OIL INTO A CONTAINER.	Drain the old oil into a container.
	EXPIRED (adj)	MAKE SURE THAT THE SHELF LIFE OF THE MATERIAL IS NOT EXPIRED.	Make sure that the material is not too old.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
omit (v)	DO NOT DO	DO NOT DO STEPS 3 THRU 5.	Omit steps 3 to 5.
	IGNORE (v)	IGNORE STEPS 3 THRU 5.	Omit steps 3 to 5.
ON (adj)	In operation	MAKE SURE THAT THE BATTERIES ARE ON.	
ON (adv)	1. In operation	MAKE SURE THAT THE WARNING LIGHT STAYS ON.	
	2. In contact	MAKE SURE THAT THE LID GOES ON EASILY.	
ON (prep)	Function word that shows contact, support, direction	PUT THE ASSEMBLED PARTS ON THE SUPPORT FITTING.	
once (adv)	ONE (TN) TIME	PUSH THE SWITCH ONE TIME.	Press the switch once.
once (conj)	WHEN (conj)	WHEN THE UNIT IS ON ITS MOUNTING, LOCK IT.	Once the unit is on its mounting, lock it.
ONE (pron)	That refers to a single person or object You can also use this word as a technical noun.	IF THE LABEL IS NOT THERE, ATTACH A NEW ONE.	
ONLY (adj)	Nothing more or different	THIS IS THE ONLY APPROVED CONFIGURATION.	
ONLY (adv)	Exclusively	TO TIGHTEN THE NUTS, USE ONLY A TORQUE WRENCH.	
ONTO (prep)	To a position on or upon	WHEN YOU LOWER THE PUMP, MOVE IT ONTO THE MOUNTING BRACKETS.	
opaque (adj)	NOT TRANSPARENT	CLEAN THE PLASTIC SURFACES THAT ARE NOT TRANSPARENT.	Clean the opaque plastic surfaces.
OPEN (adj)	That lets something go in or out	PUT A PLUG ON THE OPEN END OF EACH PIPE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
OPEN (v), OPENS, OPENED, OPENED	1. To move or cause to move from the closed position	OPEN THE PRESSURE VALVE.	
		WHEN THE RELIEF VALVE OPENS, THE PRESSURE DECREASES.	
	2. To operate a circuit breaker to interrupt an electrical circuit	OPEN THE CIRCUIT BREAKER.	
OPENING (n)	An aperture or hole in a surface	MAKE SURE THAT THE OPENING IS CLEAR.	
operable (adj)	OPERATE (v)	MAKE SURE THAT THE VALVE CAN OPERATE.	Make sure that the valve is operable.
		MAKE SURE THAT YOU CAN OPERATE THE VALVE.	Check that the valve is operable.
OPERATE (v), OPERATES, OPERATED, OPERATED	To put, keep, or be in action	OPERATE THE PLUNGER TO DRAIN THE SYSTEM.	
		DO NOT GO NEAR THE ENGINE WHEN IT OPERATES.	
OPERATION (n)	That which occurs when something operates or is operated	THIS PROCEDURE IS IMPORTANT FOR THE CORRECT OPERATION OF THE VALVE.	
operational (adj)	SERVICEABLE (adj)	MAKE SURE THAT THE OTHER MICROSWITCH IS SERVICEABLE.	Check that the other microswitch is operational.
	OPERATE (v)	MAKE SURE THAT THE GROUND-PROXIMITY WARNING SYSTEM CAN OPERATE.	Check that the ground-proximity warning system is operational.
	This word can be part of a technical noun.	DO AN OPERATIONAL TEST OF THE UNIT.	
opportunity (n)	If it is possible, be accurate.	REPLACE THE UNIT AT THE NEXT CHECK.	Replace the unit at the first opportunity.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
OPPOSITE (adj)	1. In the other direction	THE RESET DEVICE OPERATES IN THE OPPOSITE DIRECTION.	
	2. Across from	THE BOLTS ARE ON THE OPPOSITE SIDE OF THE FLANGE.	
OPPOSITE (prep)	Across from	THE UNIT IS IN THE WHEEL BAY OPPOSITE THE LANDING GEAR.	
option (n)	ALTERNATIVE (n)	FOR THIS TASK, YOU HAVE THESE ALTERNATIVES:	For this task, you have these options:
	POSSIBLE (adj)	IF IT IS POSSIBLE, DO THE INSPECTION IN DAYLIGHT.	If you have the option, do the inspection in daylight.
	CAN (v)	IF YOU CAN, DO THE INSPECTION IN DAYLIGHT.	If you have the option, do the inspection in daylight.
OPTIONAL (adj)	Not mandatory	THIS TOOL IS OPTIONAL.	
OR (conj)	Function word that shows a choice	DO NOT TOUCH THE HIGH TENSION LEADS OR THE IGNITER PLUGS.	
	Do not use this word with the meaning of otherwise. Use a different construction.	MAKE SURE THAT THE L-SHAPED SEAL STAYS BONDED. IF THE SEAL DOES NOT STAY BONDED, A LEAK CAN OCCUR.	Make sure that the L-shaped seal stays bonded, or a leak can occur.
order (n)	SEQUENCE (n)	DO THE WEIGHING PROCEDURE IN THIS SEQUENCE:	Do the weighing procedure in the following order:
order (v)	TELL (v)	TELL ALL PERSONNEL TO GO OUT OF THE MAINTENANCE AREA.	Order all personnel out of the maintenance area.
	ORDER (TN)	SEND AN ORDER FOR THE SPECIFIED PAINT DIRECTLY TO THE MANUFACTURER.	Order the required paint directly from the manufacturer.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
orient (v)	POINT (v)	MAKE SURE THAT THE BOLT HEADS POINT TO THE REAR.	The bolt heads must be oriented toward the rear.
origin (n)	SOURCE (n)	THE SOURCE OF THE PROBLEM IS IN THE FUEL SYSTEM.	The origin of the problem is in the fuel system.
original (adj)	INITIAL (adj)	THE SLIDE GOES BACK TO ITS INITIAL POSITION.	The slide returns to the original position.
originate (v)	SOURCE (n)	IF THE VALVE IS THE SOURCE OF THE FUEL LEAK, REPLACE THE VALVE SEALS.	If the fuel leak originates at the valve, replace the valve seals.
OTHER (adj)	Not the same as that given before	CONNECT ONE OF THE STUDS TO THE GROUND AND THE OTHER STUDS TO THE PINS.	
OTHER (pron)	That which is not the same as that given before	CONNECT ONE PLUG, THEN CONNECT THE OTHER.	
otherwise (adv)	IF …NOT	MAKE SURE THAT THE RODS ARE ADJUSTED CORRECTLY. IF THE ADJUSTMENT IS NOT CORRECT, ADJUST THEM AS FOLLOWS:	Check that the rods are adjusted correctly, otherwise adjust them as follows:
	DIFFERENTLY (adv)	UNLESS THE INSTRUCTIONS TELL YOU DIFFERENTLY, DO REPAIR SCHEME No. 4.	Unless the instructions tell you otherwise, do repair scheme No. 4.
OUT (adj)	Away from, or not in, a location or position	IF THE INDICATOR BUTTON IS OUT, REPLACE THE FILTER.	
OUT (adv)	To a position away from the inside	WHEN THE INDICATOR BUTTON COMES OUT, REPLACE THE FILTER.	
OUT OF (prep)	1. Through or from the inside to the outside	TILT THE FITTING TO MAKE THE BARREL NUT FALL OUT OF IT.	
	2. Not in	KEEP THE COMPOUND OUT OF THE SUNLIGHT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
OUTBOARD (adj)	Farther from the longitudinal axis of something	MEASURE THE MOVEMENT OF THE INBOARD AND OUTBOARD FLAPS.	
OUTBOARD (adv)	In, or to, a position farther from the longitudinal axis of something	MOVE THE JACK OUTBOARD TO DISENGAGE IT FROM THE JACKING POINT.	
OUTBOARD OF (prep)	At a position farther from the longitudinal axis	PUT THE ACCESS PLATFORM IN A POSITION THAT IS OUTBOARD OF THE FLAP TRACK.	
OUTDOORS (adv)	Not in a building	DO THIS WORK OUTDOORS.	
OUTER (adj)	Located on the outside or farther from the center of an object	APPLY SEALANT ON THE OUTER SURFACE.	
outline (v)	GIVE (v)	THIS SECTION GIVES YOU THE PROCEDURES THAT ARE NECESSARY TO FIND THE FAULTS.	This section outlines the procedures needed to find the faults.
OUTPUT (n)	The data, power, energy that comes out of equipment or a system	THE IMPEDANCE MATCHING TRANSFORMERS SUPPLY 60 W OUTPUT TO THE LOUDSPEAKERS.	
outside (adj)	EXTERNAL (adj)	THE EXTERNAL TEMPERATURE IS SHOWN ON THE CENTRAL DISPLAY UNIT.	The outside temperature is indicated on the central display unit.
	OUTER (adj)	CLEAN THE OUTER SURFACE WITH WARM WATER.	Clean the outside surface with warm water.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
outside (adv)	OUTDOORS (adv)	DO THIS PROCEDURE OUTDOORS.	Do this procedure outside.
outside (n)	EXTERNAL (adj)	FOLD THE EDGING AGAINST THE EXTERNAL SIDE OF THE INSULATION BLANKET.	Fold the edging against the outside of the insulation blankets.
	OUTER (adj)	FOLD THE EDGING AGAINST THE OUTER SIDE OF THE INSULATION BLANKET.	Fold the edging against the outside of the insulation blankets.
outside (prep)	NEAR (prep)	WHEN YOU DO WORK IN A FUEL TANK, A SECOND PERSON MUST BE NEAR THE TANK AT ALL TIMES.	When you do work in a fuel tank, a second person must be outside the tank at all times.
outwards (adv)	OUT (adv)	MOVE THE DOOR OUT AND FORWARD.	Move the door outwards and forwards.
over (prep)	ABOVE (prep)	MAKE SURE THAT THE HYDRAULIC FLUID LEVEL IS NOT ABOVE THE “FULL” MARK.	Make sure the hydraulic fluid level is not over the FULL mark.
	ALONG (prep)	APPLY THE WEIGHT EQUALLY ALONG THE STABILIZER SPAN.	The weight must be evenly spread over the stabilizer span.
	ON (prep)	INSTALL THE STOP SLEEVE ON THE SLIDING MEMBER.	Install the stop sleeve over the sliding member.
	MORE THAN	DO NOT INSTALL SHIMS WITH A THICKNESS OF MORE THAN 0.1 mm.	Do not install shims over 0.1 mm thick.
	For movement above land or water, use a technical noun.	BEFORE OVER-WATER OPERATION AT LOW ALTITUDES, APPLY CORROSION-PREVENTIVE FLUID TO THE DOOR HINGES OF THE LANDING GEAR.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
OVERBOARD (adv)	Out of a vessel	RELEASE THE AIR OVERBOARD.	
overfill (v)	TOO MUCH	DO NOT PUT TOO MUCH FLUID IN THE LUBRICATION HOLE.	Do not overfill the lubrication hole.
overfull (adj)	TOO FULL	IF THE TANK IS TOO FULL, YOU CANNOT PRESSURIZE IT CORRECTLY.	If the tank is overfull, you cannot pressurize it correctly.
overhaul (v)	OVERHAUL (TN)	DO AN OVERHAUL OF THE No. 2 ENGINE.	Overhaul the No. 2 engine.
overheat (v)	TOO HOT	IF YOU PRESSURIZE THE OXYGEN BOTTLE QUICKLY, IT WILL BECOME TOO HOT.	Rapid charging overheats the oxygen bottle.
OVERLAP (n)	The area in which a part of one surface is on a part of a second surface	IF THE OVERLAP IS MORE THAN 0,01 mm, REPLACE THE PART.	
overlap (v)	OVERLAP (n)	MAKE AN OVERLAP OF 10 mm.	Overlap the surfaces by 10 mm.
OVERRIDE (v), OVERRIDES, OVERRODE, OVERRIDDEN	To prevent the automatic operation of a part or system	MANUALLY OVERRIDE THE START SEQUENCE.	
overtighten (v)	TIGHTEN TOO MUCH	DO NOT TIGHTEN THE FITTINGS TOO MUCH.	Do not overtighten the fittings.
	TOO TIGHT	DO NOT MAKE THE FITTINGS TOO TIGHT.	Do not overtighten the fittings.
	TOO TIGHTLY	DO NOT INSTALL THE FITTINGS TOO TIGHTLY.	Do not overtighten the fittings.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example

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Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
pack (v)	PUT (v)	PUT THE ASSEMBLY INTO THE BOX.	Pack the assembly into the box.
	FILL (v)	FILL THE GROOVE WITH GREASE.	Pack grease into the groove.
PAINT (v), PAINTS, PAINTED, PAINTED	To apply paint to something	PAINT ALL THE SURFACES.	
PAIR (n)	Two objects that are the same or almost the same, and/or that you use together	MEASURE THE DISTANCE BETWEEN EACH PAIR OF AXLES.	
PARALLEL (adj)	Along lines that stay a constant distance apart at all points	MAKE SURE THAT THE SURFACE IS PARALLEL TO THE AXIS OF THE SHAFT.	
PARK (v), PARKS, PARKED, PARKED	To stop a vehicle and to let it stay in one position on the ground	PARK THE CAR IN THE PERMITTED AREA.	
PART (n)	1. A constituent of an object, machine, component, assembly, or equipment	REPLACE THE DEFECTIVE PARTS.	
	2. A piece or section of a whole	REFER TO PART 2 FOR THE APPLICABLE PROCEDURE.	
part (v)	DISCONNECT (v)	DISCONNECT THE PIPES.	Part the pipes.
partial (adj)	NOT FULLY	IF THE RODS DO NOT FULLY EXTEND, ADJUST THEM AGAIN.	If only partial extension of the rods occurs, do the adjustment again.
partially (adv)	NOT FULLY	IF THE FLAPS DO NOT FULLY EXTEND, DO THE TEST AGAIN.	If the flaps only partially extend, do the test again.
PARTICLE (n)	A very small piece of material	IF THERE ARE METAL PARTICLES IN THE DISASSEMBLED PUMP, FIND THE SOURCE OF CONTAMINATION.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
particular (adj)	ONLY APPLICABLE	THIS PROCEDURE IS ONLY APPLICABLE TO TYPE A PARTS.	This procedure is particular to type A parts.
	VERY (adv)	THIS STEP IS VERY IMPORTANT.	This step is of particular importance.
particularly (adv)	VERY (adv)	THIS PRECAUTION IS VERY IMPORTANT.	This precaution is particularly important.
partly (adv)	NOT FULLY	IF THE VALVE DOES NOT FULLY OPEN, EXAMINE THE POSITIONS OF THE END STOPS ON THE ACTUATOR.	If the valve opens only partly, examine the positions of the end stops on the actuator.
pass (v)	GO (v)	MAKE SURE THAT THE CABLE GOES ONTO THE PULLEY.	Make sure that the cable passes over the pulley.
	THROUGH (prep)	PUT THE ANTENNA CABLE THROUGH THE TOP SLOTS.	Pass the antenna cable through the top slots.
	GIVE (v)	GIVE ONE END OF THE CABLE TO A SECOND PERSON.	Pass one end of the cable to another person.
passage (n)	FLOW (n)	THE FLOW OF FLUID THROUGH THE VALVE MUST BE CONTINUOUS.	The passage of fluid through the valve must be continuous.
	HOLE (n)	CAREFULLY PUT THE TUBE THROUGH THE HOLE.	Carefully put the tube through the passage.
	OPENING (n)	CAREFULLY PUT THE TUBE THROUGH THE OPENING.	Carefully put the tube through the passage.
past (prep)	AROUND (prep)	IF YOU INSTALL THE SEAL INCORRECTLY, LEAKS CAN OCCUR AROUND THE VALVE.	If you install the seal incorrectly, leaks can occur past the valve.
	THROUGH (prep)	IF YOU INSTALL THE SEAL INCORRECTLY, THE FLUID WILL GO THROUGH IT.	An incorrect installation of the seal will let fluid go past it.
PASTE (n)	A wet, flexible mixture or compound	MIX THE MATERIALS UNTIL THEY MAKE A SOLID PASTE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
PATCH (n)	A piece of material that you use to repair a surface or hole	BOND THE PATCH TO THE TUBE WITH ADHESIVE.	
penetrate (v)	GO THROUGH	IF THE SCRATCH DOES NOT GO THROUGH THE PROTECTIVE LAYER, THE UNIT IS SERVICEABLE.	If the scratch does not penetrate the protective layer, the unit is serviceable.
	GO INTO	MAKE SURE THAT THE HYDRAULIC FLUID DOES NOT GO INTO THE RECEPTACLES.	Make sure that the hydraulic fluid does not penetrate the receptacles.
people (n)	PERSON (n)	KEEP ALL PERSONS OUT OF THE WORK AREA.	Keep all people out of the work area.
	PERSONNEL (n) To select the correct alternative, refer to the approved meanings of PERSON (n) and PERSONNEL (n).	TELL YOUR PERSONNEL ABOUT THESE NEW REGULATIONS.	Tell your people about these new regulations.
per (prep)	FOR EACH	DO NOT USE MORE THAN TWO WASHERS FOR EACH BOLT.	Do not use more than two washers per bolt.
	REFER (v)	DO THE LEAK TEST: REFER TO PARAGRAPH 7.0.	Do the leak test as per paragraph 7.0.
perforated (adj)	HOLE (n)	MAKE SURE THAT THERE ARE NO HOLES IN THE MEMBRANE.	Make sure that the membrane is not perforated.
perform (v)	DO (v) You can use a more accurate verb.	DO THE LEAK TEST.	Perform the leak test.
	MEASURE (v)	MEASURE THE VOLTAGE BETWEEN PINS A AND B.	Perform the voltage measurement between pins A and B.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
PERFORMANCE (n)	The ability of a part, a mechanism, or system to do its necessary function when you compare it with a standard or specification For other meanings, use: DO (v)	THESE ADJUSTMENTS WILL INCREASE THE PERFORMANCE OF THE ENGINE. DO THE TEST. THEN, GO TO PARAGRAPH C.	 After performance of the test, go to paragraph C.
PERIOD (n)	A quantity of time	THE EMERGENCY LOCATOR TRANSMITTER HAS A STANDBY PERIOD OF 30 SECONDS.	
periodically (adv)	INTERVAL (n) Give the value.	EXAMINE THE CONDITION OF THE HOSES AND SEALS AT INTERVALS OF TWO YEARS.	Examine the condition of hoses and seals periodically.
PERMANENT (adj)	Without a limit in time	MAKE SURE THAT THE PERMANENT INSTALLATION OF THE SYSTEM IS SAFE.	
PERMANENTLY (adv)	In a permanent manner	THE “NO SMOKING” SIGNS WILL STAY ON PERMANENTLY.	
permissible (adj)	PERMITTED (adj)	EQUIVALENT MATERIALS ARE ALSO PERMITTED.	Equivalent materials are also permissible.
permit (v)	LET (v)	DO NOT LET THE FLUID TOUCH YOU.	Do not permit the fluid to touch you.
PERMITTED (adj)	Allowed	A MAXIMUM OF TWO WASHERS IS PERMITTED FOR EACH BOLT.	
PERPENDICULAR (adj)	At a 90 degree angle to a given line or plane	MAKE SURE THAT THE TOOL AND FASTENER ARE PERPENDICULAR TO THE WORK SURFACE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
persist (v)	CONTINUE (v)	IF THE FAULT MESSAGE CONTINUES, PUSH THE AUDIO CANCEL SWITCH ON THE TEST PANEL.	If the fault message persists, push the AUDIO CANCEL switch on the test panel.
persistent (adj)	CONTINUOUS (adj)	IF YOU HEAR CONTINUOUS BACKGROUND NOISE, FIND THE CAUSE.	If you hear persistent background noise, find the cause.
PERSON (n)	A human being	WHEN YOU DO WORK IN ISOLATED LOCATIONS, MAKE SURE THAT THERE IS ALWAYS A PERSON NEAR YOU.	
PERSONNEL (n)	Persons employed in a group or organization	TELL YOUR PERSONNEL ABOUT THESE NEW REGULATIONS.	
pertinent (adj)	APPLICABLE (adj)	MAKE SURE THAT YOU HAVE ALL THE APPLICABLE DOCUMENTS.	Make sure that you have all the pertinent documents.
picket (v)	MOOR (v)	IF STRONG WINDS OCCUR, MOOR THE VEHICLE.	Picket the vehicle in strong winds.
PIECE (n)	A quantity or segment of a whole that you can use on its own, or that can operate as an individual item	REMOVE ALL PIECES OF THE BROKEN SEAL.	
pierced (adj)	HOLE (n)	MAKE SURE THAT THERE ARE NO HOLES IN THE MEMBRANE.	Make sure that the membrane is not pierced.
placard (v)	PUT (v) (A PLACARD [TN])	BEFORE YOU START THE TEST, PUT A PLACARD ON THE CONTROLS.	Placard the controls before you start the test.
place (n)	POSITION (n)	MAKE SURE THAT ALL COVERS ARE IN THEIR POSITION.	Ensure that covers are in place.
	AREA (n)	REPAIR THE DAMAGED AREAS.	Repair the damaged places.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
place (v)	PUT (v)	PUT THE MANIFOLD IN POSITION.	Place the manifold in position.
PLAY (n)	Free movement, the length or dimension of this movement	THE AXIAL PLAY BETWEEN THE TWO GEARS MUST BE LESS THAN 0.05 mm.	
plot (v)	MAKE (v) (A PLOT [TN])	MAKE A PLOT OF THESE POINTS.	Plot these points.
plug (v)	CONNECT (v)	CONNECT THE MICROPHONE TO THE JACK.	Plug the microphone into the jack.
	SEAL (v) (WITH A PLUG [TN] OR PLUGS [TN])	SEAL THE TUBE WITH A PLUG.	Plug the tube.
PLUS (prep)	With the addition of	INCREASE THE PRESSURE IN THE SHOCK ABSORBER TO 85.5 bar, PLUS OR MINUS 2.7 bar.	
PNEUMATIC (adj)	Related to, or operated by gas pressure	INSTALL THE PNEUMATIC CONTROLLER.	
PNEUMATICALLY (adv)	With pneumatic power	SOME VALVES IN THE SYSTEM OPERATE PNEUMATICALLY.	
POINT (n)	1. A sharp or tapered end	PUT THE POINT OF THE TOOL IN THE SLOT.	
	2. An accurate location	ON THE FLANGE, MEASURE THE DISTANCE BETWEEN POINTS “A” AND “B.”	
POINT (v), POINTS, POINTED, POINTED	1. To show the position or direction of	MAKE SURE THAT THE ARROW ON THE CHECK VALVE POINTS AWAY FROM THE GROUND SUPPLY DUCT.	
	2. To turn something in a specified direction	DO NOT POINT THE COMPRESSED AIR NOZZLE AT YOUR SKIN.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
POISONOUS (adj)	That contains poison	DO NOT SWALLOW LUBRICATING OIL. IT IS POISONOUS.	
POLISH (v), POLISHES, POLISHED, POLISHED	To make smooth or shiny	POLISH THE WINDOW PANE WITH A SOFT CLOTH.	
poor (adj)	UNSATISFACTORY (adj)	IF SYSTEM PERFORMANCE IS UNSATISFACTORY, EXAMINE CIRCUIT A.	If system performance is poor, examine circuit A.
	DEFECTIVE (adj)	DEFECTIVE CONTACTS CAN CAUSE A FAILURE OF THE UNIT.	Poor contacts can cause a failure of the unit.
	UNSERVICEABLE (adj)	IF THE PART IS UNSERVICEABLE, REPLACE IT.	If the condition of the part is poor, replace it.
pop (v)	OPEN (v)	IF THE CIRCUIT BREAKER OPENS, DE-ENERGIZE THE CIRCUIT.	If the circuit breaker pops, de-energize the circuit.
	PROTRUDE (v)	IF THE POP-OUT INDICATOR PROTRUDES, REPLACE THE FILTER ELEMENT.	If the pop-out indicator pops out, replace the filter element.
	OUT (adv)	IF THE INDICATOR BUTTON CAME OUT, REPLACE THE FILTER.	If the indicator button popped out, replace the filter.
port (adj)	LEFT (adj)	REMOVE THE WING TIP BRAKE FROM THE LEFT WING.	Remove the wing tip brake from the port wing.
portion (n)	PIECE (n)	REMOVE ALL THE PIECES OF THE DAMAGED INSULATION.	Remove all portions of the damaged insulation.
	PART (n)	ISOLATE THE DEFECTIVE PART OF THE CIRCUIT.	Isolate the defective portion of the circuit.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
POSITION (n)	The attitude or setting of something that you can adjust, or the place or site where you put something	SET THE SWITCH TO THE CORRECT POSITION.	
		ON THE CENTER PEDESTAL, MAKE SURE THAT THE WARNING NOTICES ARE IN POSITION.	
position (v)	PUT (v)	PUT THE BRACKET ON THE FRAME.	Position the bracket on the frame.
	SET (v)	SET THE SWITCH TO “ON.”	Position the switch to ON.
POSSIBLE (adj)	That can occur	IF YOU DO NOT USE A PROTECTIVE COVER, DAMAGE TO THE SURFACE IS POSSIBLE.	
POSSIBLY (adv)	That can occur	IF YOU CANNOT ENGAGE THE ROD AND THE PISTON, THE LENGTH OF THE NEW ROD IS POSSIBLY INCORRECT.	
potential (adj)	POSSIBLE (adj)	PUT BARRIERS AROUND ALL THE POSSIBLE DANGER AREAS.	Put barriers around all the potential danger areas.
pour (v)	PUT (v)	PUT THE MIXTURE INTO THE CYLINDER.	Pour the mixture into the cylinder.
power (v)	SUPPLY (v)	THE BATTERY SUPPLIES POWER TO THE CIRCUITS.	The battery powers the circuits.
PRECAUTION (n)	That which you do to prevent injury and/or damage	OBEY THESE PRECAUTIONS.	
precautionary (adj)	PRECAUTION (n)	OBEY THESE PRECAUTIONS.	Take these precautionary measures.
precede (v)	BEFORE (conj)	BEFORE YOU APPLY THE TAPE, CLEAN THE SURFACE.	Application of the tape must be preceded by cleaning of the surface.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
precise (adj)	ACCURATE (adj)	THE GYRO ADJUSTMENT MUST BE ACCURATE.	The gyro requires precise adjustment.
precisely (adv)	ACCURATELY (adv)	ADJUST THE ANGLE OF THE CAMERA ACCURATELY.	The angle of the camera must be adjusted precisely.
PRECISION (n)	The quality of being accurate	THE TEMPERATURE OF THE OIL HAS AN EFFECT ON THE PRECISION OF THE OIL LEVEL INDICATOR.	
preferable (adj)	RECOMMEND (v)	IT IS POSSIBLE TO MIX APPROVED ENGINE OILS OF THE SAME TYPE. BUT THE STANDARD PRACTICES MANUAL RECOMMENDS THAT YOU ALWAYS USE THE SAME TYPE OF ENGINE OIL.	It is possible to mix approved engine oils of the same type, but. according to the Standard Practices Manual. it is always preferable to use the same type of engine oil.
preferably (adv)	IF IT IS POSSIBLE	IF IT IS POSSIBLE, APPLY THIS ADHESIVE OUTDOORS.	Preferably, apply this adhesive outdoors.
preheat (v)	HEAT (n)	BEFORE YOU START THIS PROCEDURE, APPLY HEAT TO THE AREA WITH A HEAT LAMP.	Preheat the area with a heat lamp.
preload (v)	LOAD (TN)	BEFORE YOU START THIS PROCEDURE, APPLY A LOAD OF 10 lb TO THE SPRING.	Preload the spring to 10 lb.
premature (adj)	BEFORE (conj)	IF THE VALVE OPENS BEFORE THE SET PRESSURE, STOP THE TEST.	If the valve opening is premature, stop the test.
prematurely (adv)	BEFORE (conj)	IF THE VALVE OPENS BEFORE THE SET PRESSURE, STOP THE TEST.	If the valve opens prematurely, stop the test.
preparation (n)	PREPARE (v)	PREPARE THE MIXTURE 20 MINUTES BEFORE YOU USE IT.	Mixture preparation must be accomplished 20 minutes before use.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
PREPARE (v), PREPARES, PREPARED, PREPARED	To make or become ready	PREPARE THE TUBE FOR THE LEAK TEST.	
		PREPARE FOR THE ELECTRICAL BONDING PROCEDURE.	
prescribed (adj)	SPECIFIED (adj)	FILL THE CONTAINER WITH THE SPECIFIED COOLANT FLUID.	Fill the container with the prescribed coolant fluid.
presence (n)	BE (v)	THIS INSPECTION IS NECESSARY WHEN THERE ARE DEFECTS.	This inspection is necessary in the presence of defects.
present (adj)	BE (v)	IF THERE IS A VOLTAGE AT PIN C OF CONNECTOR F7, THE UNIT IS UNSERVICEABLE.	If a voltage is present at pin C of connector F7, the unit is faulty.
present (v)	GIVE (v)	THIS SECTION GIVES THE APPLICABLE TORQUE VALUES.	The applicable torque values are presented in this section.
	SHOW (v)	THE TABLE THAT FOLLOWS SHOWS THE RESULTS OF THE SURVEY.	The results of the survey are presented in the following table.
preserve (v)	PRESERVATION (TN)	THIS PROCEDURE IS FOR THE PRESERVATION OF STEEL CABLES.	This procedure will preserve the steel cables.
preset (v)	SET (v)	SET THE TENSION INDICATOR TO ZERO.	Preset the tension indicator to zero.
press (v)	PUSH (v)	PUSH AND HOLD THE TEST BUTTON.	Press and hold the TEST button.
PRESSURIZATION (n)	The procedure that supplies or increases the pressure	CONTINUE THE PRESSURIZATION FOR 10 MINUTES.	
PRESSURIZE (v), PRESSURIZES, PRESSURIZED, PRESSURIZED	To supply pressure	PRESSURIZE THE CHAMBER TO 150 psi.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
PREVENT (v), PREVENTS, PREVENTED, PREVENTED	To make sure that something does not occur	TO PREVENT DAMAGE TO THE ENGINE, IMMEDIATELY INSTALL PROTECTIVE COVERS ON ALL OPENINGS.	
prevent (from) (v)	LET (v)	DO NOT LET THE DOOR OPEN.	Prevent the door from opening.
preventive (adj)	PREVENT (v)	THIS COATING PREVENTS CORROSION.	This coating is a preventive measure for corrosion.
PREVIOUS (adj)	That goes before in an unspecified time or sequence	IF YOU SELECTED “YES” IN A PREVIOUS STEP, GO TO PARAGRAPH 7.5.	
	Be accurate. Use LAST (adj) for the event that occurs immediately before in time or sequence.	DO THE LAST INSPECTION AGAIN.	Do the previous inspection again.
PREVIOUSLY (adv)	Before, earlier, in the past	THIS SOFTWARE FINDS TERMS FROM PREVIOUSLY TRANSLATED FILES.	
primarily (adv)	PRIMARY (adj)	THE PRIMARY FUNCTION OF THE HYDRAULIC SYSTEM IS TO SUPPLY THE PRESSURE TO OPERATE THE FLIGHT CONTROLS.	The hydraulic system primarily supplies the pressure to operate the flight controls.
PRIMARY (adj)	First in importance	THE PRIMARY FUNCTION OF THE POWER UNIT IS TO SUPPLY ELECTRICAL POWER.	
prime (v)	FILL (v)	FILL THE FILLER HOSE WITH WATER.	Prime the filler hose with water.
	PUT (v)	PUT FUEL IN THE FUEL PUMP.	Prime the fuel pump.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
principal (adj)	PRIMARY (adj)	THE PRIMARY FUNCTION OF THE SYSTEM IS TO SUPPLY ELECTRICAL POWER TO THE CONTROL PANEL.	The principal function of the system is to supply electrical power to the control panel .
prior to (prep)	BEFORE (conj)	BEFORE YOU DISCONNECT THE HOSES, DRAIN THE SYSTEM.	Drain the system prior to disconnecting the hoses.
priority (n)	IMPORTANT (adj)	THIS PROCEDURE IS VERY IMPORTANT.	This procedure has high priority.
	BEFORE (prep)	BEFORE YOU FILL THE OUTER TANK, FILL THE INNER TANK.	The inner tank filling procedure has priority over the outer tank filling procedure.
	FIRST (adv)	DURING THE PROCEDURE THAT FOLLOWS, REPAIR THE UPPER FLANGE FIRST.	During the following repair procedure, the upper flange has priority.
probability (n)	RISK (n)	TO DECREASE THE RISK OF FIRE, OBEY THE SAFETY PRECAUTIONS.	Obey the safety precautions to decrease the probability of fire.
probable (adj)	VERY POSSIBLE	IF YOU DO NOT SAFETY THE DOOR, IT IS VERY POSSIBLE THAT STRONG WINDS WILL CAUSE DAMAGE TO THE STRUCTURE.	If you do not safety the door, damage to the structure due to strong winds is probable.
	RISK (n)	IF YOU DO NOT SAFETY THE DOOR, THERE IS A RISK THAT STRONG WINDS WILL CAUSE DAMAGE TO THE STRUCTURE.	If you do not safety the door, damage to the structure due to strong winds is probable.
probe (v)	FIND (v) (WITH A PROBE [TN])	FIND THE BLOCKAGE IN THE TUBE WITH AN APPLICABLE PROBE.	Probe the tube to find the blockage.
PROBLEM (n)	Something that is difficult and for which you must find the correct answer	IF YOU FIND A PROBLEM DURING THE TEST, REFER TO THE FAULT ISOLATION TABLE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
PROCEDURE (n)	Steps that are in a sequence	THIS SECTION GIVES THE PROCEDURE TO DISASSEMBLE THE COMPONENT FULLY.	
proceed (v)	CONTINUE (v)	CONTINUE WITH THE ELECTRICAL TEST.	Proceed with the electrical test.
process (in the process of) (prep)	DURING (prep)	DURING THIS REPAIR, APPLY SUFFICIENT HEAT TO THE UNIT.	Apply sufficient heat to the unit in the process of doing this repair.
	WHILE (conj)	WHILE YOU DO THIS REPAIR, APPLY SUFFICIENT HEAT TO THE UNIT.	Apply sufficient heat to the unit in the process of doing this repair.
process (n)	PROCEDURE (n)	THESE TWO ASSEMBLY PROCEDURES ARE ALMOST THE SAME.	These two assembly processes are almost the same.
	This word is a technical noun when it means a sequence of changes that occur and cause a result.	CORROSION IS AN ELECTROLYTIC PROCESS.	
process (v)	DO (v) THE … PROCEDURE (n)	PUT THE PARTS IN AN ELECTROLYTIC BATH. THEN, DO THE ELECTROPLATING PROCEDURE.	Process the parts in an electrolytic bath.
produce (v)	CAUSE (v)	ELECTRICAL EQUIPMENT CAN CAUSE INTERFERENCE IN COMMUNICATION.	Electrical equipment can produce interference in communication.
	GIVE (v)	A DILUTED SOLUTION WILL NOT GIVE YOU THE CORRECT RESULTS.	A diluted solution does not produce the correct results.
	MAKE (v)	WHEN THE LEVER ENGAGES, IT MAKES A CLICK	The lever produces a click when engaged.
	SUPPLY (v)	THE POWER UNIT SUPPLIES THE SYSTEM WITH A VOLTAGE OF 28 V DC.	The power unit produces a voltage of 28 V DC.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
product (n)	Be accurate. If it is possible, use the name of the product.	WHEN YOU CLEAN THIS UNIT, USE THE CORRECT SOLVENT.	When you clean this unit, use the correct product.
		TRICHLOROETHANE IS A DANGEROUS MATERIAL.	This product is dangerous.
profile (n)	CONTOUR (n)	MAKE SURE THAT THE CONTOUR OF THE TEMPLATE IS THE SAME.	Make sure that the profile of the template is the same.
program (n)	SEQUENCE (n)	DISASSEMBLE THE ROTOR IN THIS SEQUENCE:	Disassemble the rotor according to the following program:
progress (n)	CONTINUE (v) Also refer to IN PROGRESS (adv).	MAKE SURE THAT THE TEST CONTINUES SATISFACTORILY.	Monitor the progress of the test.
progress (v)	CONTINUE (v)	YOU CAN CONTINUE THE TEST.	You can progress with the test.
progressive (adj)	GRADUALLY (adv)	GRADUALLY TORQUE THE NUT.	Apply progressive torque to the nut.
progressively (adv)	GRADUALLY (adv)	TORQUE THE BOLTS GRADUALLY.	Torque the bolts progressively.
prohibit (v)	PREVENT (v)	PUT A WARNING NOTICE ON THE PANEL TO PREVENT OPERATION OF THE CONTROLS.	Display a warning notice on the panel prohibiting the operation of the controls.
	TELL (NOT TO) (v)	TELL THE PERSONNEL NOT TO USE ASBESTOS PARTS.	Prohibit the use of asbestos parts.
prolonged (adj)	LONG (adj)	OPERATION OF THE MOTOR FOR LONG PERIODS CAN CAUSE DAMAGE TO IT.	Prolonged motor operation can cause damage.
prompt (adj)	IMMEDIATELY (adv)	IF YOU SWALLOW SOLVENT, DO NOT CAUSE VOMITING. GET MEDICAL AID IMMEDIATELY.	Prompt action is required if you swallow solvent.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
propagation (n)	INCREASE (v)	IF THE DIMENSION OF A CRACK INCREASES, THE PART CAN BREAK.	Crack propagation can cause the part to break.
	If it is possible, give the dimensions or limits.	IF THE DEPTH OF A CRACK IS MORE THAN 0.2 mm, REJECT THE PART.	Crack propagation can cause the rejection of the part.
		IF A CRACK IS LARGER THAN 0.2 mm, REJECT THE PART.	Crack propagation can cause the rejection of the part.
proper (adj)	CORRECT (adj)	DO A CHECK FOR THE CORRECT OPERATION OF THE UNIT.	Check the unit for proper operation.
properly (adv)	CORRECTLY (adv)	CLOSE THE DOORS CORRECTLY.	Close the doors properly.
PROPERTY (n)	A characteristic or attribute of an object	THE MAGNETIC PROPERTIES OF THIS METAL DECREASE AT HIGH TEMPERATURES.	
PROPORTION (n)	The ratio of something to something else	ALWAYS MIX CLEANING AGENTS WITH COLD WATER IN THE CORRECT PROPORTIONS.	
	For other meanings, use: RELATION (n)	THE TEMPERATURE DECREASES IN RELATION TO THE ALTITUDE.	The temperature decreases in proportion to the altitude.
proportional (adj)	RELATION (n)	THE CENTER OF GRAVITY MOVES IN RELATION TO THE LOADS ON THE WINGS.	Movement of the center of gravity is proportional to the loads on the wings.
	PROPORTION (n)	MIX THE PIGMENT AND SOLVENT IN THE CORRECT PROPORTIONS.	Mix the correct quantity of pigment proportional to the quantity of solvent.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
proportionally (adv)	RELATION (n)	THE CABLE TENSION CHANGES IN RELATION TO THE TEMPERATURE.	The cable tension changes proportionally with temperature.
protect (v)	PREVENT (v)	USE CELLOPHANE TO PREVENT DAMAGE TO THE SURFACE.	Use cellophane to protect the surface from damage.
	PROTECTION (n)	MAKE SURE THAT ALL SHARP EDGES HAVE VINYL TAPE PROTECTION.	Make sure that all sharp edges are protected with vinyl tape.
PROTECTION (n)	Something to prevent injury, damage, or failure	APPLY TWO LAYERS OF SEALING COMPOUND ON THE SURFACES THAT HAVE NO PROTECTION.	
PROTECTIVE (adj)	That gives protection	REMOVE THE PROTECTIVE LAYER.	
PROTRUDE (v) **PROTRUDES** **PROTRUDED** **PROTRUDED**	To be farther forward or out from an adjacent surface	IF THE POP-OUT INDICATOR PROTRUDES, REPLACE THE FILTER ELEMENT.	
provide (v)	GIVE (v)	THIS SECTION GIVES THE PROCEDURES FOR THE STORAGE FO THE COMPONENT.	This section provides the procedures for the storage of the component.
	SUPPLY (v)	THE HYDRAULIC SYSTEM SUPPLIES PRESSURE FOR THE OPERATION OF THE FLIGHT CONTROLS.	The hydraulic system provides pressure for operating the flight controls.
provided (that) (conj)	IF (conj)	IF A REPLACEMENT PART IS AVAILABLE, REPLACE THE DAMAGED SHIELD.	Provided that a replacement part is available, replace the damaged shield.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
providing (that) (conj)	IF (conj)	IF A NEW PART IS INSTALLED, YOU CAN CONTINUE THE OPERATION OF THE MACHINE.	Providing that a new part is installed, you can continue the operation of the machine.
proximity (n)	NEAR (prep)	DO NOT DO MAINTENANCE WORK NEAR AN ENGINE THAT IS IN OPERATION.	Do not do maintenance work in proximity to a running engine.
PULL (v), PULLS, PULLED, PULLED	To use a force on something to move it toward the source of the force Use this word together with a preposition or an adverb to show direction.	PULL THE CABLE DOWN AND AWAY FROM THE BRACKET.	
pump (v)	REMOVE (v) (WITH A PUMP [TN])	OPEN THE VALVE. THEN, REMOVE THE OIL FROM THE TANK AN APPLICABLE PUMP.	Open the valve and then pump oil from the tank.
	MOVE (v) (WITH A PUMP [TN])	WHEN THE VALVE IS OPEN, MOVE OIL FROM THE TANK TO THE CIRCUIT LINE WITH AN APPLICABLE PUMP.	When the valve is open, pump oil from the tank to the circuit lines.
puncture (v)	HOLE (n)	MAKE SURE THAT YOU DO NOT MAKE A HOLE IN THE BLADDER.	Take care not to puncture the bladder.
purge (v)	REMOVE (v)	REMOVE UNWANTED MATERIAL FROM THE SYSTEM.	Purge the system.
purify (v)	CLEAN (v)	CLEAN THE WATER.	Purify the water.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
PUSH (v), PUSHES, PUSHED, PUSHED	1. To apply a force to something to move it away from the source of the force	PUSH THE INSERT DOWN UNTIL IT TOUCHES THE BOTTOM OF THE HOLE.	
	2. To move with a force against something Use this word together with a preposition or an adverb to show direction.	THE SPRING UNIT PUSHES AGAINST THE BRAKE PEDAL.	
PUT (v), PUTS, PUT No other verb forms.	To cause something to move or to be in a specified position or condition	PUT THE ADAPTER IN POSITION AGAINST ITS SUPPORT.	
		PUT THE LEVER BACK TO ITS INITIAL POSITION.	
PUT ON (v), PUTS ON, PUT ON No other verb forms.	To cover your skin or face with clothing, or other items that give protection	PUT ON SAFETY GOGGLES AND PROTECTIVE CLOTHING.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
qualified (adj)	APPROVED (adj)	AN APPROVED PERSON MUST DO THE IMPORTANT CHECKS.	A qualified person must do the important checks.
QUALITY (n)	Condition, property, or type	THIS MEDICAL EQUIPMENT MUST BE OF GOOD QUALITY.	
QUANTITY (n)	A specified amount or number	APPLY A SMALL QUANTITY OF LUBRICATING OIL ON THE THREADS OF THE BOLTS.	
	For an amount that you can count, use NUMBER (n).	MAKE SURE THAT YOU HAVE THE CORRECT NUMBER OF SHIMS AVAILABLE.	
quarterly (adv)	INTERVAL (n)	SEND REPORTS TO THE AUTHORITIES AT INTERVALS OF THREE MONTHS.	Send reports to the authorities quarterly.
questionable (adj)	NOT SURE	IF YOU ARE NOT SURE OF THEIR CONDITION, REJECT THE PARTS.	Reject the parts that are in a questionable condition.
quick (adj)	QUICKLY (adv)	MAKE SURE THAT THE ROD DOES NOT MOVE QUICKLY.	Make sure that there is no quick movement of the rod.
QUICKLY (adv)	In a fast manner	MAKE SURE THAT THE PRESSURE DECREASES QUICKLY.	
quit (v)	GO (v)	BEFORE YOU START THE ENGINE, MAKE SURE THAT ALL PERSONS GO AWAY FROM THE DANGER AREA.	Before you start the engine, make sure that all persons quit the danger area.
	STOP (v)	IF THE RED LIGHT COMES ON, STOP THE REFUEL PROCEDURE.	If the red light comes on, quit the refuel procedure.
quote (v)	GIVE (v)	THE TABLE GIVES THE MAXIMUM TOLERANCE FOR THE HOLE.	The table quotes the maximum tolerance for the hole.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example

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Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
RADIAL (adj)	Along a radius	DO A CHECK FOR RADIAL CUTS, CRACKS, OR SPLITS.	
RADIALLY (adv)	Along a radius	THE FAN BLADES ARE INSTALLED RADIALLY.	
RADIOACTIVE (adj)	Related to radioactivity	DO A CHECK FOR RADIOACTIVE CONTAMINATION.	
raise (v)	LIFT (v)	DO NOT LIFT THE COVER MORE THAN THE SPECIFIED CLEARANCE.	Do not raise the cover more than the specified clearance.
	INCREASE (v)	INCREASE THE TEMPERATURE BY 10 DEG.	Raise the temperature 10 deg.
	RETRACT (v)	RETRACT THE LANDING GEAR.	Raise the landing gear.
RANDOM (adj)	Not regular	DURING THIS PROCEDURE, DO RANDOM CHECKS OF THE TIRE PRESSURE.	
RANDOMLY (adv)	Not regularly	DO THESE CHECKS RANDOMLY.	
RANGE (n)	The limits within which something operates	THE AUDIO SPECTRUM IS THE FREQUENCY RANGE AT WHICH HUMANS CAN HEAR.	
rapid (adj)	FAST (adj)	CHEMICAL AGENTS CAUSE FAST DETERIORATION OF PAINTED SURFACES.	Chemical agents cause rapid deterioration of painted surfaces.
rapidly (adv)	QUICKLY (adv)	QUICKLY TURN THE HANDLE CLOCKWISE.	Rapidly turn the handle clockwise.
RATE (n)	A measurement of how frequently or how quickly something occurs	MAKE SURE THAT THE FLOW RATE IS CORRECT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
re- (prefix)	In general, use the word AGAIN (adv) or BACK (adv) with the basic word to replace words that have “re-” as a prefix.		
reach (v)	GET (v)	WHEN YOU GET THE CORRECT PRESSURE, CLOSE THE VALVE.	When the correct pressure is reached, close the valve.
	TOUCH (v)	MAKE SURE THAT THE EXTENSION BAR TOUCHES THE TARGET PLATE.	Make sure that the extension bar reaches the target plate.
	BE (v)	WHEN THE FLAPS ARE AT THE 30 DEGREE POSITION, INSTALL THE RIGGING PIN.	When the flaps reach the 30 degree position, install the rigging pin.
reactivate (v)	ACTIVATE (v)	ACTIVATE THE MODE AGAIN.	Reactivate the mode.
READ (v), READS, READ, READ	To come to know information with the eyes or electronically	READ THE INDICATORS ON THE CONTROL PANEL.	
reading (n)	INDICATION (n)	MAKE SURE THAT THE EXHAUST FROM THE GROUND CART DOES NOT CAUSE AN INCORRECT INDICATION.	Avoid an erroneous reading caused by exhaust from ground cart.
readjust (v)	ADJUST (v)	AFTER THE INSPECTION, ADJUST THE LINKAGE AGAIN.	Readjust the linkage after the inspection.
ready (adj)	PREPARE (v)	MAKE SURE THAT THE CONTROL SYSTEM IS PREPARED FOR OPERATION.	Make sure that the control system is in an operational ready state.
ready (v)	PREPARE (v)	PREPARE THE REMOVAL KIT FOR THE REMOVAL OF THE STRUT.	Ready the removal kit for the removal of the strut.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
real (adj)	AGREE (v)	MAKE SURE THAT THE INDICATION ON THE GAUGE AGREES WITH THE QUANTITY OF FUEL THAT IS IN THE TANK.	Make sure that the gauge shows the real quantity of fuel that is in the tank.
REAR (adj)	Away from the person who looks or from a reference point	INSTALL THE TWO BOLTS IN THE REAR FITTINGS.	
REAR (n)	The rear part or rear surface	THE CIRCUIT BREAKERS ARE INSTALLED ON THE REAR OF THE UNIT.	
rear of (prep)	AFT OF	THE PUMP IS INSTALLED ON RIB 3, AFT OF THE FRONT SPAR.	The pump is located on rib 3, rear of the front spar.
	BEHIND (prep)	THE PUMP IS INSTALLED ON RIB 3, BEHIND THE FRONT SPAR.	The pump is located on rib 3, rear of the front spar.
rearmost (adj)	REAR (n)	YOU CANNOT REMOVE THE HALF CLAMP NEAREST TO THE REAR.	The rearmost half clamp is not removable.
REARWARD (adv)	In the direction of the rear	PULL THE LEVER REARWARD.	
reason (n)	CAUSE (n)	FIND THE CAUSE OF THE INCORRECT INDICATION.	Find the reason for the wrong indication.
	BECAUSE OF (prep)	BECAUSE OF THE POSSIBLE EFFECTS ON YOUR HEALTH, USE ONLY POTABLE WATER.	For health reasons, only use potable water.
reassemble (v)	ASSEMBLE (v)	ASSEMBLE THE ACTUATOR AGAIN.	Reassemble the actuator.
rebuild (v)	ASSEMBLE (v)	ASSEMBLE THE UNIT AGAIN.	Rebuild the unit.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
RECEIVE (v), RECEIVES, RECEIVED, RECEIVED	To get energy, material, or a signal from a different source	MAKE SURE THAT THE CAPTAIN'S BOOMSET RECEIVES THE SIGNALS CORRECTLY.	
RECESS (n)	An indentation in a surface	WHEN YOU CLEAN THE SURFACES, REMOVE THE STAINS FROM THE RECESSES.	
recess (v)	RECESS (n)	DO NOT MAKE A RECESS OF MORE THAN 5 mm FOR THE STUDS.	Do not recess studs more than 5 mm.
		THE FLANGE IS IN A RECESS IN THE FUSELAGE.	The flange is recessed into the fuselage.
recharge (v)	CHARGE (v)	CHARGE THE BATTERY AGAIN.	Recharge the battery.
	FILL (v)	FILL THE FLUID RESERVOIR.	Recharge the fluid reservoir.
	PRESSURIZE (v)	PRESSURIZE THE ACCUMULATOR.	Recharge the accumulator.
recheck (v)	MEASURE (v)	MEASURE THE DISTANCE BETWEEN THE FACES AGAIN.	Recheck the distance between the faces.
	EXAMINE (v)	EXAMINE THE CASTING FOR CORROSION AGAIN.	Recheck the casting for corrosion.
	CHECK (n)	DO A LEAKAGE CHECK OF THE FILTER ASSEMBLY AGAIN.	Recheck the filter assembly for leakage.
reclaim (v)	REPAIR (v)	REPAIR THE DAMAGED FABRIC AREA.	Reclaim the damaged fabric area.
recleat (v)	ATTACH (v) (TO A CLEAT [TN])	ATTACH THE TIEDOWN CORD TO A CLEAT.	Recleat the tiedown cord.
reclose (v)	CLOSE (v)	AFTER SERVICING, CLOSE THE COMPARTMENT AGAIN.	Reclose the compartment after servicing.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
recoil (v)	MOVE BACK	BE CAREFUL WHEN THE SLIDE MOVES BACK.	Be careful when the slide recoils.
	WIND (v)	WIND THE PROBE WIRE BACK ON THE SPOOL.	Recoil the probe wire back on the spool.
	RECOIL (TN)	THE GUN BARREL HAS A QUICK RECOIL.	The gun barrel recoils quickly.
RECOMMEND (v), RECOMMENDS, RECOMMENDED, RECOMMENDED	To advise that which is best	THE MANUFACTURER RECOMMENDS THAT YOU KEEP THE UNIT IN A DEDICATED AREA.	
recondition (v)	REPAIR (v)	REPAIR THE SEATS.	Recondition the seats.
	OVERHAUL (TN)	DO AN OVERHAUL OF THE ENGINE.	Recondition the engine.
reconstruction (n)	REPAIR (n)	RECORD ALL REPAIRS TO THE SKIN SURFACE.	Record all reconstruction of the skin surface.
	REPAIR (v)	THIS PROCEDURE TELLS YOU HOW TO REPAIR THE SURFACE.	This procedure is for the reconstruction of the surface.
RECORD (v), RECORDS, RECORDED, RECORDED	1. To make notes of and keep data to use subsequently	RECORD THE RESULTS.	
	2. To put data on a storage medium	THE COCKPIT VOICE RECORDER RECORDS SIGNALS FROM FOUR AUDIO INPUTS DURING THE FLIGHT.	
recover (v)	COLLECT (v)	REMOVE THE NUT AND THE BOLT. THEN, COLLECT THE WASHER.	Remove the nut and the bolt. Then, recover the washer.
rectify (v)	CORRECT (v)	BEFORE YOU START THE PROCEDURE AGAIN, CORRECT THE DEFECT.	Rectify the defect before you restart the procedure.
recur (v)	OCCUR (v)	IF THE SYMPTOMS OCCUR AGAIN, DO A SYSTEM TEST.	If the symptoms recur, do a system test.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
RECYCLE (v), RECYCLES, RECYCLED, RECYCLED	To put a used material through a process to make it possible to use it or its components again For other meanings, use:	MAKE SURE THAT YOU RECYCLE THE REMOVED INSULATION MATERIAL.	
	CYCLE (n)	DO ONE MORE TEST CYCLE OF THE COMPONENT.	Recycle the component through a test.
reduce (v)	DECREASE (v)	SLOWLY DECREASE THE SPEED.	Slowly reduce the speed.
REFER (v), REFERS, REFERRED, REFERRED	1. To tell a person where to find information	REFER TO CHAPTER 28 FOR THE INSTALLATION PROCEDURE.	
	2. To give information	BEFORE YOU DO THIS PROCEDURE, ENGAGE THE RAMP SERVICE DOOR SAFETY CONNECTOR PIN (THE PIN THAT HOLDS THE RAMP SERVICE DOOR, REFERRED TO IN THIS PROCEDURE AS THE “SAFETY CONNECTOR PIN”).	
reference (n)	REFER (v)	REFER TO CHAPTER 20 FOR THE STANDARD TORQUE VALUES.	Reference is made to Chapter 20 for the standard torque values.
referenced (adj)	SHOW (v)	MAKE SURE THAT THE GRAPH SHOWS THIS POINT.	Make sure that this point is referenced on the graph.
refill (v)	FILL (v)	FILL THE CONTAINER AGAIN.	Refill the container.
refit (v)	INSTALL (v)	INSTALL THE LINKAGE AGAIN.	Refit the linkage.
	REPAIR (v)	ON THE SUBMARINE, REPAIR ALL DAMAGE AND REPLACE ALL WORN PARTS.	Refit the submarine.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
reflect (v)	REFLECTION (n)	THE RETICLE IMAGE MAKES A REFLECTION ON THE BOTTOM SURFACE OF THE GLASS.	The reticle image reflects on the bottom surface of the glass.
REFLECTION (n)	Something that occurs when energy comes against a surface which sends it back	A CLEAN SURFACE GIVES A BETTER REFLECTION.	
REFUEL (v), REFUELS, REFUELED, REFUELED	To supply with fuel	REFUEL THE VEHICLE.	
register (v)	SHOW (v)	ADJUST THE “SET +40” CONTROL UNTIL THE POINTER SHOWS +40.	Adjust the “SET +40” control until the pointer registers +40.
regrease (v)	APPLY (v)	APPLY GREASE TO THE ROD AGAIN.	Regrease the rod.
	MORE (adj)	PUT MORE GREASE ON THE JOINT UNTIL YOU CAN MOVE IT.	Regrease the joint until you can move it.
REGULAR (adj)	At specified or equal intervals	THE COMPUTER GIVES REGULAR INPUTS TO THE CONTROL SYSTEM.	
REGULARLY (adv)	In a regular manner	IF THE FAILURE OCCURS REGULARLY, DO A SYSTEM TEST.	
regulate (v)	CONTROL (v)	CONTROL THE ELECTRICAL CURRENT.	Regulate the electrical current.
	ADJUST (v)	ADJUST THE TIRE PRESSURE AS NECESSARY.	Regulate the tire pressure as necessary.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
regulation (n)	ADJUSTMENT (n)	THE TEMPERATURE ADJUSTMENT IS AUTOMATIC.	The regulation of temperature is automatic.
	CONTROL (n)	THE TEMPERATURE CONTROL IS AUTOMATIC.	The regulation of temperature is automatic.
	CONTROL (v)	A SENSOR CONTROLS THE TEMPERATURE IN THE COMPARTMENT.	The regulation of temperature in the compartment is effected by a sensor.
reinflate (v)	INFLATE (v)	INFLATE THE TIRE AGAIN.	Reinflate the tire.
reinforce (v)	MAKE … STRONGER	DOUBLERS MAKE THE JOINT STRONGER.	Doublers reinforce the joint.
reinstall (v)	INSTALL (v)	AFTER YOU ADJUST THE UNIT, INSTALL THE COVER AGAIN.	Reinstall the cover after you adjust the unit.
reinstallation (n)	INSTALLATION (n)	ONLY APPROVED PERSONNEL CAN DO THE INSTALLATION PROCEDURE.	This reinstallation must be performed by qualified personnel.
REJECT (v), REJECTS, REJECTED, REJECTED	To make a decision that something is unsatisfactory	REJECT THE PARTS THAT ARE DAMAGED.	
rejection (n)	REJECT (v)	IF THE TEST IS NOT SATISFACTORY, REJECT THE COMPONENT.	Rejection is mandatory if the test proves the component to be defective.
relate (v)	RELATED (adj)	THE PROCEDURES ARE RELATED TO THE SYSTEM TEST.	The procedures relate to the system test.
RELATED (adj)	That has a relation	CLEAN THE BALLS OF THE ELECTRICAL LATCH AND ITS RELATED SOCKETS.	
RELATION (n)	The connection between two or more things caused by their functions, values, or conditions	THE RELATION BETWEEN THE TWO CONTROL SYSTEMS KEEPS THE AIRCRAFT STABLE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
relay (v)	SEND (v)	SEND THE INFORMATION TO THE ENGINEERING DEPARTMENT.	Relay the information to the engineering department.
RELEASE (v), RELEASES, RELEASED, RELEASED	To make free, to let go	RELEASE THE INSTRUMENT PANEL TO GET ACCESS TO THE CONNECTIONS.	
relevant (adj)	RELATED (adj)	REMOVE THE ROD END FROM THE RELATED PIVOT.	Withdraw the rod end from the relevant pivot.
	THEIR (adj)	INSTALL THE BOLTS IN THEIR HOLES.	Install the bolts in the relevant holes.
	ITS (adj)	INSTALL THE COMPUTER IN ITS RACK.	Install the computer in the relevant rack.
relieve (v)	RELEASE (v)	RELEASE THE TENSION IN THE CABLE.	Relieve the tension in the cable.
remain (v)	STAY (v)	THE FLAGS MUST STAY OUT OF VIEW.	The flags must remain out of view.
REMAINING (adj)	That continues to stay	REMOVE THE REMAINING SEALANT WITH SOLVENT.	
remnant (n)	REMAINING (adj)	REMOVE THE REMAINING SEALANT FROM THE FLOOR COVERING.	Remove sealant remnants from the floor covering.
removable (adj)	REMOVE (v)	FIND THE PART OF THE BARREL THAT YOU CAN REMOVE.	Find the removable part of the barrel.
REMOVAL (n)	A procedure which removes an object	THE SUPERVISOR MUST GIVE THE APPLICABLE PROCEDURE FOR CORROSION REMOVAL.	
REMOVE (v), REMOVES, REMOVED, REMOVED	To take or move something away from its initial position	REMOVE THE INDICATOR FROM THE PANEL.	
render (v)	MAKE (v)	MAKE THE SYSTEM ELECTRICALLY SAFE.	Render the system electrically safe.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
renew (v)	NEW (adj)	USE NEW ADHESIVE TAPE.	Renew the adhesive tape.
renovate (v)	REPAIR (v)	REPAIR ALL WORN SURFACES.	Renovate all worn surfaces.
	NEW (adj)	IF THE PAINT ON THE CONTROL BOX IS DAMAGED, APPLY NEW PAINT.	Renovate any damaged paint on the control box.
repack (v)	PUT (v)	PUT THE ASSEMBLY BACK IN THE BOX.	Repack the assembly in the box.
	FILL (v)	FILL THE HOLE WITH GREASE AGAIN.	Repack the hole with grease.
repaint (v)	PAINT (v)	PAINT ALL THE SURFACES AGAIN.	Repaint all the surfaces.
REPAIR (n)	The act of repairing or the result when something is repaired	AFTER THE REPAIR, APPLY A PROTECTIVE LAYER OF GREASE TO ALL EXTERNAL SURFACES.	
REPAIR (v), REPAIRS, REPAIRED, REPAIRED	To make an item serviceable	REPAIR THE DEFECTIVE WIRING.	
repairable (adj)	REPAIR (v)	IT IS POSSIBLE TO REPAIR THIS DAMAGE.	This damage is repairable.
repeat (v)	AGAIN (adv)	DO STEPS (10) THRU (14) AGAIN.	Repeat steps (10) to (14).
repeated (adj)	AGAIN AND AGAIN	IF YOU HEAR SIGNALS AGAIN AND AGAIN, DO A CHECK OF THE “AP ENGAGE” BUTTON ON THE FLIGHT MODE PANEL.	If repeated signals are heard, check the AP ENGAGE button on the flight mode panel.
repeatedly (adv)	AGAIN AND AGAIN	IF THE VOLTAGE DECREASES AGAIN AND AGAIN, ADJUST THE VOLTAGE REGULATOR.	If voltage drops repeatedly, adjust the voltage regulator.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
REPLACE (v), REPLACES, REPLACED, REPLACED	To remove an item and to install a new or serviceable item of the same type	REPLACE THE RELAY.	
REPLACEMENT (n)	The item you install when you replace an item	MAKE SURE THAT THE REPLACEMENT HAS THE CORRECT DIMENSIONS.	
replenish (v)	FILL (v)	FILL THE ACCUMULATOR WITH OIL.	Replenish the accumulator with oil.
	ADD (v)	ADD OIL TO THE ACCUMULATOR.	Replenish the oil in the accumulator.
	REFUEL (v)	REFUEL THE VEHICLE.	Replenish the vehicle with fuel.
REPORT (n)	The information that is recorded about a subject or occurrence	IF THERE IS A REPORT OF DAMAGE, DO AN ACCURATE INSPECTION.	
reposition (v)	MOVE (v)	MOVE THE LEVER BACK TO ITS INITIAL POSITION.	Reposition the lever.
	PUT (v)	PUT THE LEVER BACK TO ITS INITIAL POSITION.	Reposition the lever.
	SET (v)	SET THE SWITCH BACK TO THE OFF POSITION.	Reposition the switch to OFF.
represent (v)	SHOW (v)	THE SUCTION SHOWS AS AN ALTIMETER INDICATION.	The suction is represented by an altimeter reading.
repressurize (v)	PRESSURIZE (v)	PRESSURIZE THE TANK AGAIN.	Repressurize the tank.
request (n)	TELL (v)	TELL THE FIRE SERVICE TO HELP YOU.	Make a request for external fire support.
	WRITE (v)	IF AID IS NECESSARY, WRITE TO THE MANUFACTURER.	Any request for assistance should be addressed to the manufacturer.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
request (v)	TELL (v)	TELL THE FIRE SERVICE TO HELP YOU.	Request external fire support.
	WRITE (v)	WRITE TO THE MANUFACTURER FOR REPAIR INSTRUCTIONS.	Request repair instructions from the manufacturer.
require (v)	NECESSARY (adj)	DURING THIS PROCEDURE, CLEAN FILTERS ARE NECESSARY.	During this procedure, clean filters are required.
reseal (v)	SEAL (v)	SEAL THE CONTAINER AGAIN.	Reseal the container.
reset (v)	SET (v)	SET THE INDICATOR TO A NEW POSITION.	Reset the indicator to a new position.
residual (adj)	REMAINING (adj)	REMOVE ALL THE REMAINING GREASE.	Remove all residual grease.
residue (n)	REMAINING (adj)	REMOVE THE REMAINING GREASE.	Remove the grease residues.
RESISTANT (adj)	That will help to prevent something	THE MATERIAL OF THE SEATS IS RESISTANT TO FIRE.	
respective (adj)	RELATED (adj)	ATTACH THE CABLES TO THEIR RELATED SHACKLES.	Attach the cables to their respective shackles.
	CORRECT (adj)	INSTALL THE BOLTS IN THEIR CORRECT POSITIONS.	Install the bolts in their respective positions.
respectively (adv)	RELATED (adj)	ENGINES 1 AND 2 SUPPLY HOT AIR TO THEIR RELATED WINGS.	Engines 1 and 2 supply the left and right wings respectively with hot air.
respond (v)	RESULT (n)	IF THE INSTRUMENT DOES NOT GIVE A RESULT, DO A TEST.	If the instrument fails to respond, do a test.
rest (n)	REMAINING (adj)	THE REMAINING INSTRUCTIONS ARE APPLICABLE ONLY TO APPROVED PERSONNEL.	The rest of these instructions only apply to approved personnel.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
rest (v)	BE (v)	THE VEHICLE MUST BE ON ITS WHEELS.	The vehicle must rest on its wheels.
	PUT (v)	PUT THE REMOVED PART ON A CLEAN SURFACE.	Rest the removed part on a clean surface.
restart (v)	START (v)	START THE UNIT AGAIN.	Restart the unit.
restore (v)	REPAIR (v)	DO NOT REPAIR THE CHROMIC ACID ANODIZING ON THE SKIN PANEL.	Do not restore the chromic acid anodizing on the skin panel.
	PUT (v)	PUT THE PINS BACK IN THEIR LOCATION.	Restore the pins to their location.
restrain (v)	HOLD (v)	HOLD THE HOSES IN POSITION.	Restrain the hoses in position.
	STOP (v)	STOP THE FLUID FLOW.	Restrain all fluid flow.
	PREVENT (v)	THE STOP PREVENTS THE MOVEMENT OF THE ROD.	The stop restrains the movement of the rod.
	LIMIT (n)	THE VALVE KEEPS THE AIRFLOW IN LIMITS.	The valve restrains the airflow.
restrict (v)	DECREASE (v)	THE METERING PLUG DECREASES THE FUEL FLOW.	The metering plug restricts the fuel flow.
	PREVENT (v)	THE STOP PREVENTS THE MOVEMENT OF THE ROD.	The stop restricts the movement of the rod.
	ONLY (adv)	USE THESE NUTS ONLY FOR THE TEST.	Restrict the use of these nuts to test only.
	LIMIT (n)	THE VALVE KEEPS THE AIRFLOW IN LIMITS.	The valve restricts the airflow.
RESULT (n)	Something that occurs when you do something	IF THESE TESTS DO NOT GIVE THE CORRECT RESULTS, REPLACE THE UNIT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
result (v)	CAUSE (v)	AN INCORRECT CONNECTION WILL CAUSE DAMAGE.	An incorrect connection will result in damage.
	RESULT (n)	REPAIR DAMAGE THAT IS THE RESULT OF CORROSION.	Repair any damage resulting from corrosion.
resume (v)	START (v)	INCREASE THE PRESSURE UNTIL THE FLOW STARTS AGAIN.	Increase the pressure until the flow resumes.
	CONTINUE (v)	CONTINUE THE TEST.	Resume the test.
retain (v)	KEEP (v)	KEEP THE PLUG.	Retain the plug.
retorque (v)	TORQUE (v)	TORQUE THE FITTING AGAIN.	Retorque the fitting.
retouch (v)	APPLY (v)	APPLY ENAMEL ON THE AREAS WHERE IT IS MISSING.	Retouch the missing enamel areas.
	PAINT (v)	PAINT THE DAMAGED LETTERS ON THE LABEL.	Retouch the damaged label letters.
RETRACT (v), RETRACTS, RETRACTED, RETRACTED	1. To pull in(to)	RETRACT THE LANDING GEAR.	
	2. To move in(to)	THE NOSE LANDING GEAR RETRACTS INTO THE FUSELAGE.	
retractable (adj)	RETRACT (v)	THE AIRCRAFT HAS A LANDING GEAR THAT RETRACTS.	The aircraft has a retractable landing gear.
RETRACTION (n)	The result when something retracts	DURING THE RETRACTION SEQUENCE, MAKE SURE THAT THE LANDING GEAR DOORS CLOSE.	
return (n)	GO (v)	AFTER THE AILERONS GO BACK TO NEUTRAL, MAKE SURE THAT THEY ARE FLUSH WITH THE FLAPS.	After the return of the ailerons to neutral, check that they are flush with the flaps.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
return (v)	GO (v)	THE PLUNGERS MUST GO BACK TO THE CLOSED POSITION.	Plungers must return to the closed position.
reusable (adj)	USE (v)	YOU CAN USE THE MIXTURE AGAIN.	The mixture is reusable.
reuse (v)	USE (v)	IF THE FABRIC IS NOT DAMAGED, USE IT AGAIN.	Reuse the fabric if it is not damaged.
reveal (v)	SHOW (v)	IF THE FUEL SAMPLE SHOWS FREE WATER, DRAIN THE SYSTEM.	If the fuel sample reveals free water, drain the system.
reverse (adj)	OPPOSITE (adj)	MOVE THE CONTROL IN THE OPPOSITE DIRECTION.	Move the control in the reverse direction.
	This word is part of a technical noun when it refers to rearward thrust.	MANUALLY TURN THE PROPELLER BLADES TO THE FULL REVERSE POSITION.	
reverse (v)	OPPOSITE (adj)	MOVE THE ROD IN THE OPPOSITE DIRECTION.	Reverse the movement of the rod.
review (n)	INSPECTION (n)	DO AN INSPECTION OF THE DAMAGED AREA.	Do a review of the damaged area.
	EXAMINE (v)	EXAMINE THE DAMAGED AREA.	Do a review of the damaged area.
rewind (v)	WIND (v)	WIND THE CABLE BACK ONTO ITS REEL.	Rewind the cable onto its reel.
rework (v)	Refer to technical verbs, manufacturing processes.	EXAMINE FOR SCRATCHES. THEN, LIGHTLY POLISH ALL DAMAGED AREAS.	Examine for scratches and rework all damaged areas.
rig (v)	ADJUST (v)	ADJUST THE SYSTEM.	Rig the system.
RIGHT (adj)	On the east side when you look north	DO A FLOW CHECK OF THE PUMP IN THE RIGHT WING TANK.	
right-hand (adj)	RIGHT (adj)	THE FUEL CONNECTOR IS IN THE RIGHT WING.	The fuel connector is in the right-hand wing.
RIGID (adj)	That cannot easily bend or change shape	REMOVE THE SCREWS FROM THE RIGID COVER.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
rinse (v)	FLUSH (v)	FLUSH THE FILTER WITH HOT WATER.	Rinse the filter in hot running water.
	REMOVE (v)	REMOVE THE CLEANING AGENT FROM THE SURFACE.	Rinse the cleaning agent from the surface.
	CLEAN (v)	CLEAN THE WINDOW PANE WITH A LARGE QUANTITY OF WATER.	Rinse the window pane with a large quantity of water.
ripped (adj)	DAMAGED (adj)	IF THE SEAT COVER IS DAMAGED, REPLACE IT.	If the seat cover is ripped, replace it.
rise (n)	INCREASE (v)	WHEN A FIRE STARTS, THE TEMPERATURE INCREASES AND CAUSES THE DETECTOR TO OPERATE.	When a fire starts, the temperature rise causes the detector to operate.
rise (v)	INCREASE (v)	FILL THE STRUT WITH FLUID UNTIL THE PRESSURE INCREASES.	Fill the strut with fuel until the pressure rises.
RISK (n)	The possibility that something that is dangerous occurs	OBEY THE PRECAUTIONS TO PREVENT THE RISK OF FIRE.	
rope off (v)	ROPE (TN)	PUT ROPES AROUND THE AREA.	Rope off the area.
rotary (adj)	TURN (v)	TURN THE GEARS TO ALIGN THEM.	Use a rotary movement to align the gears.
rotate (v)	TURN (v)	SLOWLY TURN THE VANE.	Slowly rotate the vane.
rotation (n)	TURN (v)	MAKE SURE THAT THE FAN TURNS FREELY.	Ensure the free rotation of the fan.
rotational (adj)	TURN (v)	TURN THE GEARS TO ALIGN THEM.	Use a rotational movement to align the gears.
ROUGH (adj) (ROUGHER, ROUGHEST)	Not smooth	CLEAN THE ROUGH SURFACES CAREFULLY.	
roughen (v)	ROUGH (adj)	MAKE THE FAYING SURFACES ROUGH.	Roughen the faying surfaces.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
roughness (n)	ROUGH (adj)	MAKE SURE THAT THE AREA OF THE BOND IS SUFFICIENTLY ROUGH.	Make sure the area of the bond has sufficient roughness.
round (adj)	CIRCULAR (adj)	REPAIR THE DAMAGE WITH A CIRCULAR PATCH.	Repair the damage with a round patch.
ROUNDED (adj)	Not angular	WHEN YOU INSTALL THE PART, MAKE SURE THAT THE ROUNDED EDGE IS AGAINST THE STRUCTURE.	
route (n)	ROUTING (n)	MAKE SURE THAT YOU DO NOT CHANGE THE WIRE ROUTING.	Make sure you do not change the wire routes.
route (v)	PUT (v)	PUT THE FUELING HOSE ALONG THE GROUND.	Route the fueling hose along the ground.
	ROUTING (n)	MAKE SURE THAT THE ROUTING OF THE WIRE IS CORRECT.	Make sure that the wiring is correctly routed.
routine (adj)	USUAL (adj)	IF SUCH FAILURES BECOME USUAL, REPLACE THE UNIT.	If such failures become routine, replace the unit.
ROUTING (n)	The specified direction that cables, pipes, wires, and other parts of a system must go along	DO NOT CHANGE THE ROUTING OF THE PIPE.	
ROW (n)	A number of objects in a line	THE PANELS ARE INSTALLED IN ROWS.	
RUB (v), RUBS, RUBBED, RUBBED	To move or cause something to move with pressure and friction along a surface	RUB THE SURFACE WITH A CLEAN CLOTH.	
		MAKE SURE THAT THE COILS OF THE OXYGEN HOSE DO NOT RUB TOGETHER.	
run (v)	OPERATE (v)	OPERATE THE ENGINE AT 100% THRUST.	Run the engine at 100% thrust.
running (adj)	FLUSH (v)	FLUSH THE PIPES WITH WATER.	Clean the pipes with running water.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example

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Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SAFE (adj) (SAFER, SAFEST)	Not dangerous, disarmed	BEFORE YOU CONTINUE THE WORK, MAKE THE AREA SAFE.	
SAFELY (adv)	In a safe manner	MAKE SURE THAT THE LADDER IS SAFELY ATTACHED.	
SAFETY (n)	A condition that is safe	FOR YOUR SAFETY, ALWAYS USE A PROTECTIVE MASK.	
SAFETY (v), SAFETIES, SAFETIED, SAFETIED	1. To prevent accidental operation	OPEN AND TAG THE CIRCUIT BREAKERS. THEN, SAFETY THEM.	
	2. To make sure that something does not become loose	SAFETY THE NUT WITH LOCKWIRE.	
safety-clip (v)	LOCK (v) (WITH A CLIP [TN] OR CLIPS [TN])	LOCK THE TURNBUCKLE ON THE CONTROL ROD WITH A CLIP.	Safety-clip the turnbuckle on the control rod.
	SAFETY (v) (WITH A CLIP [TN] OR CLIPS [TN])	OPEN AND TAG THE CIRCUIT BREAKER. THEN, SAFETY IT WITH A CLIP.	Open, tag, and safety-clip the circuit breaker.
safety-wire (v)	LOCK (v) (WITH LOCKWIRE [TN])	LOCK THE COVER TO THE FIRE EXTINGUISHER SWITCH WITH LOCKWIRE.	Safety-wire the cover to the fire extinguisher switch.
	SAFETY (v) (WITH SAFETY WIRE [TN])	SAFETY THE NUT WITH SAFETY WIRE.	Safety-wire the nut.
SAME (adj)	Agrees in all details	THE SAME PROCEDURE IS APPLICABLE TO THE TWO UNITS.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SAME (pron)	Agrees in all details	THE ADJUSTMENT OF THE LEFT AND RIGHT ACTUATORS MUST BE THE SAME.	
SAMPLE (n)	A piece or quantity of something that you use for an inspection or test procedure to show that it has specified qualities	GET A SAMPLE OF THE FUEL. THEN, MEASURE ITS SPECIFIC GRAVITY.	
sample (v)	SAMPLE (n)	GET A SAMPLE OF FUEL. THEN, DO A TEST FOR WATER CONTAMINATION.	Sample and test the fuel for water contamination.
SATISFACTORILY (adv)	In a satisfactory manner	MAKE SURE THAT THE MICROSWITCHES OPERATE SATISFACTORILY.	
SATISFACTORY (adj)	Agrees with all that is necessary	A CLEARANCE OF 3 mm IS SATISFACTORY.	
saturate (v)	SOAK (v)	SOAK THE ELEMENT FOR FOUR HOURS.	Saturate the element for four hours.
save (v)	KEEP (v)	KEEP THE O-RINGS FOR THE SUBSEQUENT PROCEDURES.	Save the O-rings for the subsequent procedures.
scan (v)	EXAMINE (v)	EXAMINE THE SURFACE ALONG THE TRAILING EDGE.	Scan the surface along the trailing edge.
	SCAN (TN)	THE ANTENNA DOES A SCAN THROUGH 80 DEG.	Antenna scans through 80 deg.
SCHEDULE (v), SCHEDULES, SCHEDULED, SCHEDULED	To plan something in a time or a sequence	SCHEDULE THE CHECKS OF THE TIRES AT REGULAR INTERVALS.	
scored (adj)	SCORE (TN)	IF THE BEARING RACE HAS SCORES, REPLACE IT.	If the bearing race is scored, replace it.
scrap (v)	DISCARD (v)	DISCARD THE REMOVED SEAL.	Scrap the removed seal.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
scrape (v)	REMOVE (v) (WITH A SCRAPER [TN])	REMOVE THE REMAINING SEALANT WITH AN APPLICABLE SCRAPER.	Scrape off the old sealant.
scratched (adj)	SCRATCH (TN)	REPAIR THE SURFACES THAT HAVE SCRATCHES.	Repair the scratched surfaces.
screw (v)	TURN (v)	CONTINUE TO TURN THE END FITTING UNTIL IT IS IN THE CORRECT POSITION.	Continue screwing the end fitting until it is in the correct position.
	ATTACH (v) (WITH A SCREW [TN] OR SCREWS [TN])	ATTACH THE STRAPS TO THE PANELS WITH SCREWS.	Screw the straps to the panels.
scrub (v)	CLEAN (v) (WITH A BRUSH [TN])	CLEAN THE METAL PARTS WITH A BRUSH.	Scrub all metal parts.
SEAL (n)	Something that prevents access or leaks	APPLY SEALANT TO THE FILLET SEALS.	
SEAL (v), SEALS, SEALED, SEALED	To prevent access or leaks	SEAL THE OPENINGS WITH POLYETHYLENE.	
search (v)	EXAMINE (v)	EXAMINE THE SURFACE FOR CRACKS.	Search the surface for cracks.
seat (v)	INSTALL (v)	INSTALL THE O-RING IN ITS GROOVE ON THE PISTON.	Seat the O-ring in its groove on the piston.
	AGAINST (prep)	MAKE SURE THAT THE VALVE IS IN ITS CORRECT POSITION AGAINST THE FRAME.	Make sure that the valve is seated on the frame.
SECONDARY (adj)	Second in importance	THE SECONDARY FILTER REMOVES THE REMAINING CONTAMINATION.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
secure (adj)	TIGHT (adj)	MAKE SURE THAT THE BOLTS ARE TIGHT.	Make sure that the bolts are secure.
	SAFE (adj)	BEFORE YOU LIFT THE PLATFORM, MAKE SURE THAT IT IS SAFE.	Make sure that the platform is secure before you lift it.
	CORRECTLY (adv)	MAKE SURE THAT THE BRACKETS ARE CORRECTLY ATTACHED.	Check the brackets for secure attachment.
secure (v)	ATTACH (v)	REMOVE THE BOLTS THAT ATTACH THE UNIT.	Remove the bolts that secure the unit.
	SAFETY (v)	SAFETY THE PULLEY GUARD PINS WITH SPLIT PINS.	Secure the pulley guard pins with split pins.
securely (adv)	CORRECTLY (adv)	MAKE SURE THAT THE BRACKETS ARE CORRECTLY ATTACHED.	Make sure that the brackets are securely attached.
	SAFELY (adv)	MAKE SURE THAT THE LADDER IS SAFELY ATTACHED.	Make sure the ladder is securely attached.
	TIGHT (adj)	MAKE SURE THAT THE BOLTS ARE TIGHT.	Make sure that the bolts are securely installed.
security (n)	CORRECTLY (adv)	MAKE SURE THAT THE COMPONENTS ARE CORRECTLY ATTACHED.	Check the security of the components.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SEE (v), SEES, SAW, SEEN	To know with the eyes	MAKE SURE THAT YOU CAN SEE THE CABLE THROUGH THE INSPECTION HOLE.	
	For other meanings, use:		
	REFER (v)	REFER TO TABLE 8001 FOR THE APPLICABLE TORQUE VALUES.	See Table 8001 for the applicable torque values.
	EXAMINE (v)	EXAMINE THE MEMBRANE FOR HOLES.	Check the membrane to see if there are holes.
	MAKE SURE (v)	MOVE THE TUBE TO MAKE SURE THAT ITS INNER CONNECTION IS TIGHT.	Move the tube to see if its inner connection is tight.
seek (v)	GET (v)	GET MEDICAL AID IMMEDIATELY.	Seek medical attention immediately.
seepage (n)	LEAKAGE (n)	CLEAN THE AREAS WHERE THERE IS HYDRAULIC FLUID LEAKAGE.	Clean the areas where there is hydraulic fluid seepage.
seized (adj)	CATCH (v)	IF THE CONTROL CABLE IS CAUGHT IN THE PULLEY, RELEASE THE CABLE TENSION.	If the control cable is seized in the pulley, release the cable tension.
	MOVE (v)	IF YOU CANNOT MOVE THE BOLTS, APPLY SOME PENETRATING OIL.	If the bolts are seized, apply some penetrating oil.
	TURN (v)	IF THE FLAP CONTROL MOTOR CANNOT TURN, USE THE ALTERNATIVE MODE.	If the flap control motor is seized, use the alternate mode.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SELECT (v), SELECTS, SELECTED, SELECTED	To make a choice	SELECT THE HYDRAULIC SYSTEM THAT YOU WILL PRESSURIZE.	
		SELECT A LANGUAGE FROM THE MENU.	
	Do not use this word as a synonym for SET (v).	SET THE SWITCH TO “TEST.”	Select the switch to TEST.
SELECTION (n)	The action or result of choosing	THE OPERATION OF THE INDICATOR DOES NOT PREVENT THE SELECTION OF SYSTEM 1.	
SEMICIRCULAR (adj)	That has the shape of half a circle	THE VALVE FLAPS ARE SEMICIRCULAR.	
SEND (v), SENDS, SENT, SENT	To cause to go	SEND THE FILTER ELEMENT TO THE MAINTENANCE SHOP FOR THE NECESSARY INSPECTION.	
SENSE (v), SENSES, SENSED, SENSED	To get an input automatically	THE TEMPERATURE BULB SENSES THE EXTERNAL AIR TEMPERATURE.	
SENSITIVE (adj)	That can sense small changes	THE CAPSULE IS SENSITIVE TO PRESSURE CHANGES.	
separable (adj)	DISASSEMBLE (v)	YOU CAN DISASSEMBLE THIS UNIT INTO TWO PARTS.	This unit is separable into two parts.
	DISCONNECT (v)	YOU CAN DISCONNECT THESE LINE FITTINGS.	These line fittings are separable.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
separate (adj)	ISOLATED (adj)	EACH HYDRAULIC SYSTEM IS FULLY ISOLATED.	All hydraulic systems are completely separate.
	DIFFERENT (adj)	PUT THE REMAINING PARTS IN A DIFFERENT CONTAINER.	Put the remaining parts in a separate container.
	NOT CONNECTED	THESE TWO TRACKS ARE NOT CONNECTED TO THE OTHER TWO.	These two tracks are separate from the other two.
	NOT ATTACHED	THE CAP IS NOT ATTACHED TO THE COUPLING.	The cap is separate from the coupling.
separate (v)	DISCONNECT (v)	DISCONNECT THE LINE FITTINGS.	Separate the line fittings.
	DIVIDE (v)	YOU CAN DIVIDE THE DRAINS INTO THREE GROUPS.	You can separate the drains into three groups.
separately (adv)	INDEPENDENTLY (adv)	THE SYSTEM MONITORS THE CONDITION OF THE PARTS INDEPENDENTLY.	The system monitors the condition of the parts separately.
SEPARATION (n)	The action or result of separating	SEPARATION OF THESE PARTS IS NOT EASY.	
SEQUENCE (n)	The relation of items that follow one after the other in a list or the relation of steps or events that occur one after the other in time	TIGHTEN THE BOLTS IN THE SEQUENCE THAT IS GIVEN IN FIGURE 3.	
serious (adj)	IMPORTANT (adj)	VIRUS CONTAMINATION IS AN IMPORTANT PROBLEM.	Virus contamination is a serious problem.
	DANGEROUS (adj)	HYDRAULIC FLUID IS DANGEROUS FOR YOUR EYES.	Hydraulic fluid can cause serious eye injury.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
serrated (adj)	SERRATION (n)	USE GLOVES WHEN YOU TOUCH PARTS WITH EDGE SERRATIONS.	Use gloves when handling parts with serrated edges.
SERRATION (n)	One or more notches or teeth as in a saw	MAKE MARKS THAT SHOW THE LOCATION OF THE SERRATIONS.	
serve (v)	Use an accurate verb.	THE RADIO MASTER SWITCH CONTROLS THE BUS BAR.	The radio master switch serves to control the bus bar.
service (v)	SERVICING (n)	DO THE SERVICING OF THE FIRE EXTINGUISHERS.	Service the fire extinguishers.
serviceability (n)	SERVICEABLE (adj)	THE TIRE IS SERVICEABLE IF THE CUTS ARE SMALLER THAN 10 mm.	The serviceability of the tire is not affected by any cut smaller than 10 mm.
SERVICEABLE (adj)	Correct or satisfactory	DO A VISUAL INSPECTION OF THE ADAPTER TO MAKE SURE THAT IT IS SERVICEABLE.	
SERVICING (n)	The steps necessary to prepare something for operation	BEFORE YOU DO SERVICING OF THE HYDRAULIC SYSTEM, ISOLATE IT.	
SET (n)	A group of related items that you (can) use for the same purpose	USE THE SET OF TOOLS THAT IS SUPPLIED WITH THE UNIT.	
SET (v), SETS, SET, SET	To put something into a given adjustment, condition, or mode	SET THE ALTIMETER SCALE TO 1013 mbar.	
setting (n)	ADJUSTMENT (n)	DO NOT CHANGE THE ADJUSTMENT OF THE SWITCHES.	Do not change the setting of the switches.
	POSITION (n)	MAKE SURE THAT THE POSITION OF THE FLAPS IS EIGHT DEG.	Check flaps for eight deg. setting.
	SET (v)	THE MANUFACTURER SETS THE LENGTH OF THE ROD IN THE FACTORY.	Setting of the rod length is achieved in the factory.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
settle (v)	COLLECT (v)	LET THE SEDIMENT COLLECT AT THE BOTTOM OF THE CONTAINER.	Let the sediment settle at the bottom of the container.
	STABLE (adj)	LET THE INDICATIONS BECOME STABLE.	Let the indications settle.
sever (v)	CUT (v)	MAKE SURE THAT YOU DO NOT CUT THE CONTROL CABLE.	Make sure you do not sever the control cable.
several (adj)	SOME (adj)	SOME FUNCTIONS ARE NOT AVAILABLE.	Several functions are not available.
	If this alternative is not sufficient, give the range, quantity, number, or minimum value.	SOAK THE FILLER CAPS IN DISTILLED WATER FOR A MINIMUM OF EIGHT HOURS.	Soak the filler caps in distilled water for several hours.
severe (adj)	DANGEROUS (adj)	THIS ANTISEPTIC CAN BE DANGEROUS FOR YOUR SKIN.	This antiseptic can cause severe skin problems.
SHAKE (v), SHAKES, SHOOK, SHAKEN	To move or cause to move quickly up and down or from side to side	SHAKE THE CONTAINER.	
		THE CONTROL COLUMN STARTS TO SHAKE BEFORE A STALL OCCURS.	
shall (v)	MUST (v)	HOLES MUST NOT HAVE SHARP EDGES.	Holes shall not have sharp edges.
SHAPE (n)	The contour of an object	THE PATCH MUST BE THE SAME SHAPE AS THE CUTOUT.	
shape (v)	SHAPE (n)	MAKE THE PATCH THE SAME SHAPE AS THE CUTOUT.	Shape the patch to suit the cutout.
SHARP (adj) (SHARPER, SHARPEST)	That can cut or make a hole	MAKE A HOLE WITH A SHARP TOOL.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
sharply (adv)	QUICKLY (adv)	QUICKLY PULL THE CABLES TO DISENGAGE THEM.	Sharply pull the cables to disengage them.
	SUDDENLY (adv)	MOVE THE CONTROL COLUMN FORWARD SUDDENLY.	Move the control column forward sharply.
shear (v)	BREAK (v)	TIGHTEN THE NUT. CONTINUE UNTIL THE NUT BREAKS.	Tighten the nut until it shears.
	CUT (v)	DO NOT CUT THE WIRES.	Do not shear the wires.
SHEET (n)	A piece of material that is thin in relation to its length and width	IF THE SHEETS HAVE DENTS WITH A DEPTH OF MORE THAN 0.5 mm, REMOVE THESE DENTS.	
shield (v)	PREVENT (v)	PUT ON GOGGLES TO PREVENT INJURY TO YOUR EYES.	Shield your eyes.
	PROTECTION (n)	GIVE THE CONTROL UNIT PROTECTION FROM DAMAGE.	Shield the control unit from damage.
shift (v)	MOVE (v)	MOVE THE LEVER FORWARD.	Shift the lever forward.
SHINY (adj) (SHINIER, SHINIEST)	That can cause a reflection of light	CLEAN THE SHINY AREA OF THE OLEO STRUT.	
SHOCK (n)	The sudden effect of energy on a person or object	SHOCKS CAN CAUSE DAMAGE TO THE GYROSCOPE.	
SHORT (adj) (SHORTER, SHORTEST)	That has small length or duration	ATTACH THE SHORT ARM OF THE BELLCRANK TO THE ROD.	
	If it is possible, be accurate.	AFTER YOU STOP THE POWER SUPPLY, THE TEMPERATURE DECREASES IN A SHORT TIME. THIS TIME MUST NOT BE MORE THAN 30 SECONDS.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
shorten (v)	DECREASE (v)	DO NOT DECREASE THE STERILIZATION TIME.	Do not shorten the sterilization time.
should (v)	MUST (v)	PERSONNEL MUST USE PROTECTIVE CLOTHING.	Personnel should wear protective clothing.
	IF (conj)	IF A SYSTEM FAILURE OCCURS, STOP OPERATION IMMEDIATELY.	Should a system failure occur, stop operation immediately.
SHOW (v), SHOWS, SHOWED, SHOWN	1. To cause to be seen	THE INDICATOR SHOWS THE LEVEL OF BATTERY CHARGE.	
	2. To be in view or come into view	THE SYMBOL SHOWS ON THE SCREEN.	
shut down (v)	STOP (v)	STOP THE ENGINE.	Shut down the engine.
SIDE (n)	1. The specified surface or area of an object	LUBRICATE ONE SIDE OF THE WASHER.	
	2. A location or direction that has a relationship to a center or a line of division	PUSH THE UNIT OUT AND THEN MOVE IT TO THE LEFT SIDE.	
sideways (adv)	SIDE (n)	PUSH THE UNIT OUT AND THEN MOVE IT TO THE LEFT SIDE.	Push the unit out and then move it sideways.
sight (n)	VIEW (n)	TURN THE KNOB TO MAKE THE DISPLAY GO OUT OF VIEW.	Turn the knob to make the display go out of sight.
sight (v)	LOOK (v)	LOOK ALONG THE SKIN.	Sight along the skin.
SIGN (n)	The indication of a possible condition	EXAMINE THE SURFACE FOR SIGNS OF INTERNAL DAMAGE.	
significant (adj)	IMPORTANT (adj)	THIS PROCEDURE IS IMPORTANT FOR THE CORRECT OPERATION OF THE UNIT.	This procedure is significant for the correct operation of the unit.
silence (v)	STOP (v)	STOP THE ALARM BELL.	Silence the alarm bell.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
similar (adj)	EQUIVALENT (adj)	USE THE SPECIFIED MATERIAL OR AN EQUIVALENT ONE.	Use the specified material or a similar one.
	ALMOST THE SAME	THE TWO ITEMS HAVE ALMOST THE SAME SHAPE.	The two items are similar in shape.
SIMULATE (v), SIMULATES, SIMULATED, SIMULATED	To make a condition that is the same as one that can occur in operation	SIMULATE A WHEEL SPEED OF 80 KNOTS.	
simultaneous (adj)	AT THE SAME TIME	REMOVE THE FILTER ELEMENT AND THE FILTER HOUSING AT THE SAME TIME.	Simultaneous removal of the filter element and the filter housing is obligatory.
simultaneously (adv)	AT THE SAME TIME	DO THESE TWO STEPS AT THE SAME TIME.	Do these two steps simultaneously.
SINCE (conj)	Function word that shows: “from some time in the past until a later time or now” For other meanings, use:	IF IT IS MORE THAN TWO HOURS SINCE YOU MIXED THE COMPOUND, DO NOT USE IT.	
	BECAUSE (conj)	BE CAREFUL WHEN YOU USE ALODINE, BECAUSE IT IS A DANGEROUS MATERIAL.	Since Alodine is a dangerous material, be careful when you use it.
situated (adj)	INSTALL (v)	THE TRIM CONTROL KNOB IS INSTALLED ON THE CONTROL PEDESTAL.	The trim control knob is situated on the control pedestal.
	BE (v)	THE TRIM CONTROL KNOB IS ON THE CONTROL PEDESTAL.	The trim control knob is situated on the control pedestal.
situation (n)	CONDITION (n) Use the plural form.	THE ALGORITHM ADAPTS TO THE NEW CONDITIONS.	The algorithm adapts to the new situation.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
size (n)	DIMENSION (n)	THESE PARTS HAVE DIFFERENT DIMENSIONS.	These parts are of different sizes.
skid (v)	SKID (TN)	THIS INDICATOR SHOWS THAT THE CAR IS IN A SKID.	This indicator indicates that the car is skidding.
slack (adj)	TENSION (TN)	MAKE SURE THAT THE TENSION IN THE CONTROL CABLES IS CORRECT.	Check for slack control cables.
slack (n)	TENSION (TN)	MAKE SURE THAT THE TENSION IN THE CONTROL CABLES IS CORRECT.	Check for slack in the control cables.
slacken (v)	TENSION (TN)	RELEASE THE TENSION IN THE CONTROL CABLES.	Slacken the control cables.
slackness (n)	TENSION (TN)	MAKE SURE THAT THE TENSION IN THE CABLES IS CORRECT.	Make sure there is no slackness in the cables.
slave (v)	CONTROL (v)	THE PILOT'S INDICATORS CONTROL THE COPILOT'S INDICATORS.	The copilot's indicators are slaved to the pilot's indicators.
slide (v)	MOVE (v)	MOVE THE COMPUTER HORIZONTALLY TO PREVENT DAMAGE.	Slide the computer horizontally to avoid damage.
slight (adj)	SMALL (adj)	IF THE LEAKAGE IS SMALL, TORQUE THE CONNECTION TO 4.0 Nm. THEN, DO THE TEST AGAIN.	If slight leakage is found, torque the connection to 4.0 Nm. Then repeat the test.
	LIGHT (adj)	APPLY A LIGHT FORCE TO COMPRESS THE SPRING.	Apply a slight force to compress the spring.
slightly (adv)	SMALL (adj)	MOVE THE ADAPTER A SMALL DISTANCE FORWARD.	Move the adapter slightly forward.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
slip (v)	MOVE (v)	MOVE THE CARRIAGE ALONG THE TRACK.	Slip the carriage along the track.
	REMOVE (v)	REMOVE THE CLAMP FROM THE CABLE.	Slip the clamp from the cable.
	CAUSE TO FALL	IF OIL SPILLS, CLEAN THE AREA IMMEDIATELY. A WET SURFACE IS DANGEROUS AND CAN CAUSE YOU TO FALL.	If oil spills, clean the area immediately. You can slip and fall.
	MOVE ACCIDENTALLY	MAKE SURE THAT THE CLUTCH DOES NOT MOVE ACCIDENTALLY.	Make sure that the clutch does not slip.
SLOPE (n)	A surface that is not level	IF THE VEHICLE IS PARKED ON A SLOPE, MAKE SURE THAT WHEEL CHOCKS ARE IN POSITION.	
SLOT (n)	A long opening that is not wide	PUSH THE CABLES THROUGH THE SLOT IN FRAME 8 AND ATTACH THEM TO THE CLIPS.	
SLOW (adj) (SLOWER, SLOWEST)	At low speed	MAKE SURE THAT THE MOVEMENT OF THE ELEVATORS IS SLOW.	
slow down (v)	DECREASE (v)	DECREASE THE SPEED OF THE SCREWING MACHINE TO PREVENT DAMAGE TO FASTENERS.	Slow down the screwing machine to prevent damage to fasteners.
SLOWLY (adv)	In a slow manner	TURN THE KNOB SLOWLY.	
sluggish (adj)	SLOW (adj)	IF THE MOVEMENT OF THE NEEDLE IS TOO SLOW, REPLACE THE SENSOR.	If the movement of the needle is sluggish, replace the sensor.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SMALL (adj) (SMALLER, SMALLEST)	Less than average in dimension, quantity, quality, or capacity	IF THE TEMPERATURE INCREASES SUDDENLY, ADD A SMALL QUANTITY OF REAGENT TO GET A STABLE REACTION.	
smear (v)	APPLY (v)	APPLY GREASE TO THE TAPER SLEEVE.	Smear grease on the taper sleeve.
SMELL (v), SMELLS, SMELLED, SMELLED	To sense with the nose	IF YOU SMELL OIL IN THE COMPARTMENT, REPLACE THE RECIRCULATION FILTERS.	
SMOKE (n)	A gas that has particles of burned material and that you can see	WHEN THE CONCENTRATION OF SMOKE IS MORE THAN THE LIMIT, AN ALARM OPERATES.	
SMOKE (v), SMOKES, SMOKED, SMOKED	To breathe the fumes of burning material and especially tobacco	DO NOT SMOKE IN THE WORK AREA.	
SMOOTH (adj) (SMOOTHER, SMOOTHEST)	1. That has a continuous uniform surface	MAKE SURE THAT THE PAINTED SURFACE IS SMOOTH.	
	2. That has a constant rate of movement	EXAMINE THE LINKAGE FOR SMOOTH MOVEMENT.	
smooth (v)	SMOOTH (adj)	MAKE THE TAPE SMOOTH.	Smooth the tape out.
SMOOTHLY (adv)	In a smooth manner	MAKE SURE THAT THE REDUCTION GEAR MOVES SMOOTHLY.	
snag (v)	CATCH (v)	THE CLOTH WILL CATCH ON BROKEN WIRES.	The cloth will snag on broken wires.
snap (n)	CLICK (n)	WHEN YOU ATTACH THE SPRING CLIP, MAKE SURE THAT YOU HEAR A CLICK.	Ensure that there is a snap when you fit the spring clip.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
snap (v)	MOVE QUICKLY	THE RETAINING CLIP MUST MOVE QUICKLY INTO ITS POSITION.	The retaining clip must snap into its position.
	BREAK (v)	IF YOU BEND THIS PART TOO MUCH, IT WILL BREAK.	If you bend this part too much, it will snap.
so (that) (conj)	UNTIL (prep)	ADJUST THE LENGTH OF THE ROD UNTIL YOU GET A MINIMUM CLEARANCE OF 0.1 in.	Adjust the length of rod so that a minimum gap of 0.1 in. is obtained.
	PREVENT (v)	LOCK THE WHEEL TO PREVENT MOVEMENT.	Lock the wheel so that it does not move.
SOAK (v), SOAKS, SOAKED, SOAKED	1. To put something into a liquid and keep it there until it is fully wet or soft	SOAK THE FILTER IN THE CLEANING SOLUTION FOR 4 HOURS.	
	2. To stay in liquid until fully wet or soft.	THE COMPONENT MUST SOAK IN THE SOLUTION FOR A MINIMUM OF 2 HOURS.	
soapy (adj)	SOAP (TN)	CLEAN THE SURFACE WITH A SOLUTION OF SOAP AND WATER.	Clean the surface using soapy water.
SOFT (adj) (SOFTER, SOFTEST)	Flexible, not hard	RUB THE SURFACE WITH A SOFT, DRY CLOTH.	
soften (v)	MAKE…SOFT	PUT THE MATERIAL INTO THE SOLVENT TO MAKE THE COMPOUND SOFT.	Put the material into the solvent to soften the compound.
soiled (adj)	DIRTY (adj)	DISCARD THE DIRTY RAGS.	Scrap the soiled rags.
SOLID (adj)	That has the properties of a solid	THE RAILS ARE MADE FROM SOLID BARS.	
SOLID (n)	Material that is not a gas or a liquid	APPLY HEAT SLOWLY TO THE SOLID TO MONITOR ITS MELTING POINT.	
solidify (v)	SOLID (adj)	DO NOT LET THE FOAM BECOME SOLID.	Do not allow the foam to solidify.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SOLUTION (n)	1. A liquid that includes a dissolved material	PREPARE THE SOLUTION IN A CONTAINER MADE OF CERAMIC MATERIAL.	
	2. The answer to a problem	THE TEAM'S WORK WAS IMPORTANT FOR THE SOLUTION OF THE TECHNICAL PROBLEM.	
solve (v)	SOLUTION (n)	IF THE REMOVAL OF THE VALVE WAS NOT THE SOLUTION TO THE PROBLEM, REPLACE THE UNIT.	If the removal of the valve did not solve the problem, replace the unit.
SOME (adj)	Related to a quantity not specified	SOME MODELS DO NOT HAVE THIS FUNCTION.	
SOME (pron)	Related to a quantity not specified	SOME MODELS HAVE THIS FUNCTION, BUT SOME DO NOT.	
SOMETHING (pron)	A thing that is not determined or specified	IF SOMETHING UNUSUAL OCCURS, DO THE NECESSARY CHECKS TO FIND THE CAUSE.	
soon (adv)	TIME (n)	WHEN YOU STOP THE POWER SUPPLY, THE TEMPERATURE WILL DECREASE IN A SHORT TIME.	When you stop the power supply, the temperature will decrease soon.
	If it is possible, give the time.	WHEN YOU STOP THE POWER SUPPLY, THE TEMPERATURE WILL DECREASE IN APPROXIMATELY 1 MINUTE.	When you stop the power supply, the temperature will decrease soon.
SOUND (n)	Something that you can hear	INCREASE THE VOLUME OF THE SOUND.	
sound (v)	OPERATE (v)	THE ALARM BELL OPERATES.	The alarm bell sounds.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SOURCE (n)	1. Something that supplies energy or data	THE SOLAR PANEL IS A SATISFACTORY SOURCE OF ENERGY.	
	2. The point where something starts	FIND THE SOURCE OF THE LEAKAGE.	
SPACE (n)	A distance, area, or volume	PUT THE SEALANT INTO THE SPACE BEHIND THE FLANGE OF THE WATER INJECTOR.	
space (v)	DISTANCE (n)	MAKE SURE THAT THERE IS AN EQUAL DISTANCE BETWEEN THE HOLES.	Make sure you space the holes equally.
spacing (n)	DISTANCE (n)	REFER TO FIG. 401 FOR THE DISTANCE BETWEEN RIVETS.	The rivet spacing is given in Fig. 401.
spanwise (adj)	SPAN (TN)	MAKE SURE THAT THERE ARE NO SIGNS OF MOVEMENT ALONG THE SPAN.	Check for signs of spanwise movement.
sparingly (adv)	QUANTITY (n)	APPLY A SMALL QUANTITY OF GREASE.	Apply grease sparingly.
SPARK (n)	A hot, bright particle of a material that burns	DO NOT USE TEST EQUIPMENT THAT CAN CAUSE SPARKS.	
spark (v)	SPARK (n)	WHEN YOU USE ELECTRICAL EQUIPMENT THAT MAKES SPARKS, USE GOGGLES.	Wear goggles when using electrical equipment that sparks.
SPEAK (v), SPEAKS, SPOKE, SPOKEN	To use a voice to make words	SPEAK INTO THE MICROPHONE.	
SPECIAL (adj)	For a specified function	TIGHTEN THE SPECIAL NUT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SPECIALLY (adv)	In a special manner	THIS EXTRACTOR IS SPECIALLY MADE TO REMOVE THESE PINS.	
specific (adj)	APPROVED (adj)	USE APPROVED TOOLS TO PREVENT POSSIBLE DAMAGE.	Use specific tools to preclude the possibility of damage.
	SPECIFIED (adj)	THESE AREAS HAVE SPECIFIED DAMAGE LIMITS.	These areas have specific damage limits.
specifically (adv)	SPECIALLY (adv)	THESE MATERIALS ARE SPECIALLY MADE FOR PLASTIC SURFACES.	These materials are specifically designed for plastic surfaces.
SPECIFIED (adj)	Given in, identified in, or related to a specification, regulation, or procedure	INFLATE THE TIRE WITH NITROGEN TO THE SPECIFIED PRESSURE.	
speck (n)	PARTICLE (n)	REMOVE ALL PARTICLES OF DUST FROM THE LENS.	Remove all specks of dust from the lens.
speech (n)	VOICE (n)	IF YOU CANNOT HEAR THE VOICE, REPLACE THE UNIT.	If the speech is not audible, replace the unit.
SPEED (n)	The rate of movement	ON THIS ROAD, THE MAXIMUM PERMITTED SPEED IS 30 MPH.	
SPHERICAL (adj)	That has the shape of a sphere	THE ACCUMULATORS ARE SPHERICAL AND HAVE BLADDERS.	
SPILL (v), SPILLS, SPILLED, SPILLED	To accidentally flow, or cause to flow, out of a container	IF THE ELECTROLYTE SPILLS, REMOVE IT IMMEDIATELY.	
		IF YOU SPILL THE ELECTROLYTE, REMOVE IT IMMEDIATELY.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
spillage (n)	CONTAMINATION (n)	FIND THE AREA OF MERCURY CONTAMINATION.	Find the area of the mercury spillage.
	SPILL (v)	IF ACID SPILLS, CLEAN THE AREA.	After acid spillage, clean the area.
spin (v)	TURN … QUICKLY	TURN THE WHEEL QUICKLY WITH YOUR HAND.	Spin the wheel by hand.
splash (v)	GET (v)	IF YOU GET FLUID IN YOUR EYES, GET MEDICAL AID.	If fluid splashes into eyes, get medical aid.
splined (adj)	SPLINE (TN)	THE DRIVE SHAFT HAS SPLINES.	The drive shaft is splined.
split (adj)	DAMAGED (adj)	REPLACE DAMAGED COVERS.	Split covers must be replaced.
split (v)	DIVIDE (v)	DIVIDE THE ELECTRICAL LOAD BETWEEN THE TWO BUS BARS.	Split the electrical load between the two bus bars.
	BREAK (v)	WHEN YOU APPLY THE MAXIMUM TEST PRESSURE, MAKE SURE THAT THE HOUSING DOES NOT BREAK	Make sure that the housing does not split when you apply the maximum test pressure.
spot (n)	MARK (n)	A RED MARK ON THE PIN IDENTIFIES THE LUBRICATION POINT.	A red spot on the pin identifies the lubrication point.
	STAIN (TN)	REMOVE ALL STAINS FROM THE CARPET WITH SOAP AND WARM WATER.	Remove any spots from the carpet with soap and warm water.
spot (v)	FIND (v)	IF YOU FIND CORROSION IN THIS AREA, USE REPAIR SCHEME No. 3.	If you spot corrosion in this area, use repair scheme No. 3.
SPRAY (n)	A jet of very small drops of liquid	THE SEALANT IS RESISTANT TO SALT SPRAY.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SPRAY (v) SPRAYS, SPRAYED, SPRAYED	To apply as a spray	DO NOT SPRAY DISINFECTANTS DIRECTLY ONTO THE CARPETS OR INSTRUMENT PANELS.	
spread (v)	APPLY (v)	APPLY THE COMPOUND EQUALLY.	Spread compound evenly.
spring (v)	MOVE (v)	MAKE SURE THAT THE PINS DO NOT MOVE OUT OF THE NOTCH.	Make certain that the pins do not spring out of the notch.
spurious (adj)	UNWANTED (adj)	IF THERE ARE UNWANTED INDICATIONS, DO A TEST.	In the event of spurious indications, do a test
stability (n)	STABLE (adj)	BEFORE YOU LIFT THE VEHICLE WITH JACKS, MAKE SURE THAT IT IS STABLE.	Before jacking up the vehicle, make sure that its stability is ensured.
stabilization (n)	STABLE (adj)	WHEN THE TEMPERATURE IS STABLE, MAKE SURE THAT THE OIL PRESSURE DECREASES.	Check that oil pressure drops after stabilization of temperature.
stabilize (v)	STABLE (adj)	LET THE V-BARS BECOME STABLE.	Allow V-bars to stabilize.
STABLE (adj)	That does not change or move	MAKE SURE THAT THE TEMPERATURE INDICATIONS ARE STABLE.	
stage (n)	STEP (n)	DURING THIS STEP, DO NOT REMOVE THE PIN.	Do not remove the pin at this stage.
stained (adj)	DIRTY (adj)	IF THE CARPET IS DIRTY, CLEAN IT WITH MATERIAL No. 8.	If the carpet is stained, clean it with Material No. 8.
	STAIN (TN)	IF THERE ARE HYDRAULIC FLUID STAINS ON THE COVER, EXAMINE THE LINE COUPLINGS.	If the cover is stained by hydraulic fluid, check line couplings.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
stamp (v)	PUT (v) (WITH A STAMP [TN] OR STAMPS [TN])	PUT THE TEST DATE ON THE CYLINDER NECK WITH THE APPLICABLE STAMP.	Stamp the test date on the cylinder neck.
	IDENTIFY (v) (WITH A STAMP [TN] OR STAMPS [TN])	IDENTIFY THE MANUFACTURING DATE ON THE NAMEPLATE WITH THE APPLICABLE STAMP.	Stamp the manufacturing date on the nameplate.
stand (v)	STAY (v)	STAY AWAY FROM SURFACES THAT MOVE.	Do not stand near moving surfaces.
STANDARD (adj)	Related to equipment and procedures that are normally used	IN THIS PROCEDURE, USE STANDARD TOOLS.	
starboard (adj)	RIGHT (adj)	ON THE RIGHT WING, MOVE THE AILERONS UP.	On the starboard wing, move the ailerons up.
START (n)	The beginning of a movement or operation	MOVEMENT CAN BE SLOW AT THE START.	
START (v), STARTS, STARTED, STARTED	1. To begin a procedure, movement, or operation	START THE ENGINE.	
	2. To come into being, activity, or operation	MEASURE THE BEND RADIUS OF THE HOSE FROM THE POINT WHERE THE BEND STARTS.	
state (n)	CONDITION (n)	EXAMINE THE CONDITION OF THE UNIT.	Examine the state of the unit.
state (v)	TELL (v)	UNLESS THE MANUFACTURER'S INSTRUCTIONS TELL YOU DIFFERENTLY, DO THE PROCEDURE THAT FOLLOWS.	Unless otherwise stated by the manufacturer, do the following procedure.
station (v)	PUT (v)	PUT A PERSON NEAR THE FUEL TANK.	Station a person near the fuel tank.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
stationary (adj)	STABLE (adj)	WHEN THE PRESSURE IS STABLE, CLOSE THE VALVE.	When the pressure is stationary, close the valve.
	STOP (v)	WHEN THE FAN STOPS, MEASURE THE TEMPERATURE.	When the fan is stationary, measure the temperature.
STAY (v), STAYS, STAYED No other verb forms.	To continue to be in a location or condition	MAKE SURE THAT THE ASSEMBLED PARTS STAY ALIGNED.	
steadily (adv)	CONTINUOUSLY (adv)	IF THE TEMPERATURE INCREASES CONTINUOUSLY, STOP THE ENGINE.	If the temperature increases steadily, stop the engine.
steady (adj)	STABLE (adj)	MAKE SURE THAT THE SYSTEM PRESSURE IS STABLE.	Make sure that the system pressure is steady.
STEP (n)	A specified part of a procedure	DO STEPS 13 THRU 16 A MINIMUM OF THREE TIMES.	
stick (v)	ATTACH (v)	ATTACH THE LABEL TO THE SURFACE.	Stick the label to the surface.
	FREELY (adv)	MAKE SURE THAT THE FAN BLADES MOVE FREELY.	Check that the fan blades do not stick.
	CATCH (v)	REMOVE ALL JEWELRY THAT CAN CATCH IN THE MACHINE.	Remove all jewelry that can get stuck in the machine.
sticky (adj)	TACKY (adj)	WHEN THE CEMENT IS TACKY, PUT THE PATCH ON THE SURFACE.	Put the patch on the surface when the cement is sticky.
stiff (adj)	MOVE (v)	IF THE PISTON DOES NOT MOVE EASILY IN THE SLEEVE, DO A DIMENSIONAL INSPECTION OF THE PARTS.	If the piston is stiff, check the dimensions of the piston and sleeve.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
still (adv)	STAY (v)	MAKE SURE THAT THE “OVHT” LIGHT STAYS ON.	Make sure that the “OVHT” light is still illuminated.
	CONTINUE (v)	MAKE SURE THAT THE ROTOR CONTINUES TO TURN.	Make sure that the rotor still turns.
stimulate (v)	INCREASE (v)	INCREASE THE AIRFLOW.	Stimulate the airflow.
stir (v)	MIX (v)	MIX THE BONDING MATERIAL WITH A SPATULA.	Stir the bonding material with a spatula.
STOP (v), STOPS, STOPPED, STOPPED	1. To cause the end of a procedure, movement, or an operation	STOP THE ENGINE.	
	2. To come to an end	WHEN THE FLOW STOPS, REMOVE THE DRAIN HOSE.	
store (v)	KEEP (v)	KEEP THE CARTRIDGES IN A SAFETY AREA.	Cartridges should be stored in a safety area.
	CONTAIN (v)	THE FIRE EXTINGUISHER BOTTLES CONTAIN A DRY CHEMICAL POWDER AGENT.	The fire extinguisher bottles store a dry chemical powder agent.
	STORAGE (TN)	WHEN YOU PUT THE UNIT INTO STORAGE, OBEY THE APPLICABLE STORAGE INSTRUCTIONS.	When you store the unit, obey the applicable storage instructions.
STOW (v), STOWS, STOWED, STOWED	To move or cause to move into a specified position of storage.	STOW THE LIFE VEST SAFELY BELOW THE PASSENGER SEAT.	
		MAKE SURE THAT THE THRUST REVERSER STOWS WHEN YOU PUSH THE QUADRANT CONTROL FORWARD.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
STRAIGHT (adj) (STRAIGHTER, STRAIGHTEST)	Without curves or bends	MAKE SURE THAT THE STRAIGHT PART OF THE RIGGING PIN IS SMOOTH.	
straighten (v)	STRAIGHT (adj)	DO NOT TRY TO MAKE THE BENDS IN THE CABLE STRAIGHT.	Do not try to straighten the bends in the cable.
strain (v)	FILTER (TN)	BEFORE YOU USE THE OIL, PUT IT THROUGH A FILTER.	Strain the oil before use.
	STRAIN (TN)	DO NOT PUT STRAIN ON THE BELLOWS.	Do not strain bellows.
strap (v)	ATTACH (v) (WITH STRAPS [TN])	ATTACH THE CABLES TO THE STRUCTURE WITH AN APPLICABLE STRAP.	Strap the cables to the structure.
stress (v)	FORCE (TN)	DO NOT PUT TOO MUCH FORCE ON THE DUCTING.	Do not stress the ducting unnecessarily.
strictly (adv)	FULLY (adv)	FULLY OBEY THE SAFETY PRECAUTIONS.	Strictly obey the safety precautions.
strike (v)	HIT (v)	MAKE SURE THAT THE SLING DOES NOT HIT THE SURFACE.	Make certain that the sling does not strike the surface.
STRIP (n)	A piece of material that is long and thin, but not wide	PUT A STRIP OF ADHESIVE TAPE ALONG THE INSULATION BLANKET.	
strip (v)	REMOVE (v)	REMOVE THE INSULATION FROM THE WIRE.	Strip the insulation from the wire.
STRIPE (n)	A line on a surface which is a different color	THE FLAG HAS RED AND WHITE STRIPES.	
striped (adj)	STRIPE (n)	THE FLAG HAS RED AND WHITE STRIPES.	The flag is striped red and white.
stroke (n)	TRAVEL (n)	TO BLEED THE BRAKING SYSTEM, OPERATE THE HAND PUMP HANDLE THROUGH ITS FULL TRAVEL.	Bleed the braking system by applying full strokes to the hand pump handle.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
STRONG (adj) (STRONGER, STRONGEST)	With much strength, power, or concentration	WHEN WINDS ARE STRONG, MOOR THE AIRCRAFT CAREFULLY.	
STRUCTURAL (adj)	Related to the structure	THE CHASSIS IS A STRUCTURAL COMPONENT OF THE VEHICLE.	
STRUCTURALLY (adv)	Related to the structure	THE LIST GIVES YOU STRUCTURALLY IMPORTANT ITEMS.	
STRUCTURE (n)	1. A construction	ATTACH THE WIRES TO THE STRUCTURE.	
	2. The arrangement of something	THE INTRODUCTION GIVES YOU THE STRUCTURE OF THE MAINTENANCE MANUAL.	
SUBASSEMBLY (n)	An assembly that is a part of a larger assembly	DO NOT CHANGE THE POSITION OF THE SUBASSEMBLIES.	
submerge (v)	PUT (v)	PUT THE FILTER ELEMENT FULLY INTO THE FLUID.	Submerge the filter element in the fluid.
submit (v)	SEND (v)	SEND THE METAL PARTICLES TO A LABORATORY FOR ANALYSIS.	Submit the metal particles to a laboratory for analysis.
SUBSEQUENT (adj)	Following in an unspecified time or sequence	A SUBSEQUENT REPAIR WILL BE FOR THE NEW CONFIGURATION ONLY.	
	Use NEXT (adj) for the first occurrence that follows immediately in time or sequence.	DO THE NEXT INSPECTION.	Do the immediately subsequent inspection.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SUBSEQUENTLY (adv)	After an unspecified time	MAKE SURE THAT THE TOOL IS SUBSEQUENTLY AVAILABLE FOR THE INSTALLATION PROCEDURE.	
	Use THEN (adv) for an occurrence that follows immediately in time or sequence.	LIFT THE COVER. THEN, PULL THE HANDLE.	Lift the cover and subsequently pull the handle.
subsequent to (prep)	AFTER (conj)	AFTER YOU INSTALL THE COMPONENT, REMOVE THE HANDLING TOOL.	Remove the handling tool subsequent to the installation of the component.
substance (n)	MATERIAL (n)	THE PRIMER CONTAINS A MATERIAL THAT PREVENTS CORROSION.	The primer contains a substance that prevents corrosion.
substitute (adj)	EQUIVALENT (adj)	IF THE SPECIFIED MATERIAL IS NOT AVAILABLE, YOU CAN USE AN EQUIVALENT ONE.	A substitute material may be used if the specified one is not available.
	ALTERNATIVE (adj)	IF THIS SPECIAL TOOL IS NOT AVAILABLE, USE AN ALTERNATIVE METHOD.	If this special tool is not available, use a substitute method.
substitute (n)	ALTERNATIVE (n)	YOU CAN USE ALTERNATIVES FOR THESE ITEMS.	Equivalent substitutes may be used for these items.
substitute (v)	REPLACE (v)	DO NOT REPLACE THE SELF-LOCKING NUTS WITH PLAIN NUTS.	Do not substitute the self-locking nuts with plain nuts.
SUBTRACT (v), SUBTRACTS, SUBTRACTED, SUBTRACTED	To take from a number or quantity	SUBTRACT COEFFICIENT “A” FROM THE INDICATION.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
successful (adj)	CORRECT (adj)	IF THE TEST RESULTS ARE NOT CORRECT, REPLACE THE UNIT.	If the test is not successful, replace the unit.
	SATISFACTORY (adj)	IF THE TEST RESULTS ARE NOT SATISFACTORY, REPLACE THE UNIT.	If the test is not successful, replace the unit.
SUCH (adj)	Of the same group	WHEN YOU DO WORK ON SUCH SYSTEMS, USE GOGGLES.	
such as	FOR EXAMPLE	WHEN YOU REMOVE THE STUD, USE APPLICABLE TOOLS. FOR EXAMPLE, USE A PLASTIC MALLET AND A PUNCH.	When you remove the stud, use applicable tools such as a plastic mallet and a punch.
suck (v)	REMOVE (v) (WITH SUCTION [TN])	REMOVE THE UNWANTED MATERIAL WITH SUCTION.	Suck out the unwanted material.
SUDDEN (adj)	That occurs in a short time	SUDDEN MOVEMENT CAN CAUSE DAMAGE TO THE LIMIT STOPS.	
SUDDENLY (adv)	In a sudden manner	IF THE TEMPERATURE INCREASES SUDDENLY, STOP THE ENGINE.	
SUFFICIENT (adj)	Not less (or more) than necessary	ADJUST THE CLAMP UNTIL THERE IS SUFFICIENT FRICTION TO KEEP IT IN POSITION.	
SUFFICIENTLY (adv)	Not less (or more) than necessary	WHEN THE PAINT IS SUFFICIENTLY SOFT, REMOVE IT WITH A PLASTIC SPATULA.	
suitable (adj)	APPLICABLE (adj)	PUT AN APPLICABLE SCREWDRIVER IN THE SLOT.	Put a suitable screwdriver in the slot.
	CORRECT (adj)	PUT THE CORRECT PLUGS ON THE DISCONNECTED LINES.	Put suitable plugs on the disconnected lines.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
suitably (adv)	SUFFICIENTLY (adv)	WHEN THE PAINT IS SUFFICIENTLY SOFT, REMOVE IT WITH A PLASTIC SPATULA.	When the paint is suitably soft, remove it with a plastic spatula.
SUM (n)	The result when you add	CALCULATE THE SUM OF THE LOADS FOR EACH AREA.	
SUPPLY (n)	Something that is supplied	STOP THE ELECTRICAL POWER SUPPLY.	
SUPPLY (v), SUPPLIES, SUPPLIED, SUPPLIED	1. To give something that is necessary	SUPPLY ELECTRICAL POWER TO THE AUXILIARY SYSTEM.	
	2. To make something available for use	THE POWER UNIT SUPPLIES ELECTRICITY TO THE CONTROL SYSTEM.	
support (n)	SUPPORT (TN)	BEFORE YOU DISCONNECT THE ITEM, PUT A SUPPORT BELOW IT.	Make certain there is adequate support for the item before disconnecting it.
	HOLD (v)	WHILE YOU DISCONNECT THE COMPONENT, MAKE SURE THAT A PERSON HOLDS IT.	Make certain that someone provides adequate support during component disconnection.
support (v)	HOLD (v)	HOLD THE SWITCH AND REMOVE THE SCREWS.	Support the switch and remove the screws.
	SUPPORT (TN)	PUT A SUPPORT BELOW THE PUMP. THEN, REMOVE IT FROM THE DRIVE SHAFT.	Support the pump, then remove it from the drive shaft.
SURE (adj)	Certain	IF YOU ARE NOT SURE THAT A PART IS SERVICEABLE, DISCARD IT.	
SURFACE (n)	One or more of the faces of something	CLEAN THE SURFACE WITH A SOFT, DRY CLOTH.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
surplus (adj)	UNWANTED (adj)	REMOVE THE UNWANTED GREASE.	Wipe off surplus grease.
surrounding (adj)	ADJACENT (adj)	CLEAN THE MOUNTING AND THE ADJACENT AREA.	Clean the mounting and the surrounding area.
	AROUND (prep)	REMOVE ALL SEALANT THAT IS AROUND THE HOLE.	Remove all sealant surrounding the hole.
survey (v)	EXAMINE (v)	EXAMINE THE SURFACE.	Survey the surface.
	INSPECTION (n)	DO AN INSPECTION OF THE SURFACE.	Survey the surface.
suspect (adj)	THINK (v)	IF YOU THINK THAT THE VALVE IS UNSERVICEABLE, REMOVE IT.	Remove the suspect valve.
suspect (v)	THINK (v)	IF YOU THINK THAT THE POWER UNIT DOES NOT OPERATE CORRECTLY, DO A SYSTEM CHECK.	If you suspect that the power unit does not operate correctly, do a system check.
suspend (v)	HANG (v)	HANG THE ENGINE IN A FIREPROOF BAY.	Suspend the engine in a fireproof bay.
	STOP (v)	IF THE CABLE CATCHES, STOP THE PROCEDURE.	If the cable catches, suspend all operations.
SWALLOW (v), SWALLOWS, SWALLOWED, SWALLOWED	To take through the mouth and esophagus into the stomach Use this word for safety instructions only.	IF YOU SWALLOW NITRIC ACID, DO NOT CAUSE VOMITING. GET MEDICAL AID IMMEDIATELY.	
swap (v)	INTERCHANGE (v)	INTERCHANGE THE COMPUTERS 1 AND 2. THEN DO THE TEST AGAIN.	Swap computers 1 and 2. Then do the test again.
sweep (v)	SCAN (TN)	MAKE A SCAN OF THE FREQUENCY BAND.	Sweep the frequency band.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
swing (v)	MOVE (v)	MOVE THE SHOCK ABSORBERS INTO THEIR CORRECT POSITIONS.	Swing the shock absorbers into their correct positions.
	CALIBRATE (v)	YOU CAN CALIBRATE ALL THE COMPASS SYSTEMS AT THE SAME TIME.	All compass systems may be swung simultaneously.
switch (v)	SET (v)	SET THE SELECTOR TO “SYSTEM DISPLAY.”	Switch the selector to “SYSTEM DISPLAY.”
switch off (v)	SET (v)	SET THE NAV 1 SWITCH TO “OFF.”	Switch off NAV 1.
	STOP (v)	STOP THE UNIT AFTER 5 MINUTES.	Switch off the unit after 5 minutes.
	DE-ENERGIZE (v)	DE-ENERGIZE THE ELECTRICAL SYSTEM.	Switch the electrical system off.
switch on (v)	SET (v)	SET THE NAV 1 SWITCH TO “ON.”	Switch on NAV 1.
	START (v)	START THE UNIT.	Switch on the unit.
	ENERGIZE (v)	ENERGIZE THE ELECTRICAL SYSTEM.	Switch the electrical system on.
SYMBOL (n)	A written sign that identifies a quantity, operation, item, or condition	THE SPECIFICATION GIVES THE SYMBOLS FOR RELAYS, DIODES, AND OTHER PARTS OF THE SYSTEM.	
SYMMETRICAL (adj)	That has or is with symmetry	MAKE SURE THAT THE POSITION OF THE PARTS IS SYMMETRICAL.	
SYMMETRICALLY (adv)	In a symmetrical manner	THE ELEVATORS MUST MOVE SYMMETRICALLY.	
SYMPTOM (n)	A sign of a condition	IF THE SYMPTOMS OCCUR AGAIN, REMOVE THE UNIT.	
synchronize (v)	ADJUST (v)	ADJUST COMPASS SYSTEM 1 UNTIL IT AGREES WITH COMPASS SYSTEM 2.	Synchronize compass system 1 with compass system 2.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
SYNCHRONIZED (adj)	1. That operates at the same time	MAKE SURE THAT THE TWO ROTORS ARE SYNCHRONIZED.	
	2. That agrees with	MAKE SURE THAT THE TIMER IS SYNCHRONIZED WITH THE GPS CLOCK.	
SYSTEM (n)	An assembly of related parts to do a specified operation	DO NOT FILL THE SYSTEM DIRECTLY FROM A HIGH-PRESSURE CYLINDER.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
TACKY (adj) No other forms of this adjective	Sticky when you touch it	WHEN THE COMPOUND IS TACKY, APPLY THE PATCH.	
TAG (v), TAGS, TAGGED, TAGGED	To put a tag on	OPEN AND TAG THE CIRCUIT BREAKERS. THEN, SAFETY THEM.	
take (v)	REMOVE (v)	REMOVE THE FILTER FROM THE SOLVENT.	Take the filter from the solvent.
	READ (v)	BEFORE YOU READ THE INDICATIONS, LET THE DIAL BECOME STABLE.	Let the dial become stable before taking readings.
	GET (v)	GET A SAMPLE OF THE SOLUTION.	Take a sample of the solution.
	NECESSARY (adj)	TWO HOURS ARE NECESSARY TO COMPLETE THE PROCEDURE.	The procedure takes 2 hours to complete.
take care (v)	MAKE SURE (v)	DURING THIS STEP, MAKE SURE THAT YOU DO NOT CAUSE DAMAGE TO THE SURFACE.	During this step, take care not to cause damage to the surface.
	OBEY (v)	WHEN YOU DO WORK WITH HIGH VOLTAGES, OBEY THE SAFETY PRECAUTIONS.	You must take care when you work with high voltages.
	DO NOT (v)	DO NOT INTERCHANGE THE TWO UNITS.	Take care not to interchange the two units.
	CAREFUL (adj)	BE CAREFUL WHEN YOU INSTALL THE ELECTRONIC BOARD.	Take care when installing the electronic board.
talk (v)	SPEAK (v)	SPEAK INTO THE MICROPHONE.	Talk into the microphone.
TAP (v), TAPS, TAPPED, TAPPED	To hit lightly and quickly	TAP THE BOLT WITH A MALLET.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
tape (v)	TAPE (TN)	ATTACH THE FOIL WITH TAPE TO KEEP IT IN POSITION.	Tape the foil in position.
TASK (n)	Assigned work or procedure	EACH TASK HAS AN IDENTIFICATION LETTER.	
taut (adj)	TENSION (TN)	MAKE SURE THAT THE TENSION IN THE CABLES IS CORRECT.	Make sure the cables are taut.
tear (v)	DAMAGE (n)	BE CAREFUL THAT YOU DO NOT CAUSE DAMAGE TO THE BELLOWS.	Take care you do not tear the bellows.
technique (n)	METHOD (n)	THIS METHOD GIVES THE BEST RESULTS.	This technique gives the best results.
TELESCOPIC (adj)	Related to items that retract into each other	INSTALL THE TELESCOPIC LENS IN THE CAMERA.	
TELL (v), TELLS, TOLD, TOLD	To give an order or supply information	PUT A WARNING NOTICE IN THE ENTRANCE TO TELL VISITORS ABOUT THE SAFETY PRECAUTIONS.	
		THE COMPUTER TELLS THE TECHNICIAN THE ERROR CODE.	
TEMPORARILY (adv)	In a temporary manner	ATTACH THE COVER TEMPORARILY.	
TEMPORARY (adj)	For a short time only, not permanent	THIS INSTALLATION IS ONLY TEMPORARY.	
tension (v)	TENSION (TN)	ADJUST THE TENSION IN THE CABLES TO THE CORRECT VALUE.	Tension cables to the correct value.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
terminate (v)	STOP (v)	STOP THE TEST AFTER 2 SECONDS.	Terminate the test after 2 seconds.
TERTIARY (adj)	Third in importance	THERE ARE THREE CLASSES OF STRUCTURE: PRIMARY, SECONDARY, AND TERTIARY.	
TEST (n)	The procedure where an object or system is operated to make sure that its performance and/or function is correct	DISCONNECT ALL THE SYSTEMS WHICH ARE NOT NECESSARY FOR THE TEST.	
test (v)	TEST (n)	DO A FUNCTIONAL TEST OF THE SOFTWARE.	Functionally test the software.
THAN (conj)	Function word that you use with comparative adjectives or adverbs	MAKE SURE THAT THE TOTAL ANGLE IS SMALLER THAN 20 DEG.	
		CORROSION CAN OCCUR MORE EASILY IN THIS AREA THAN IN OTHER AREAS.	
THAT (conj)	Function word that starts a subordinate clause Refer to section 9, GR-1.	MAKE SURE THAT THE SURFACE IS CLEAN.	
THAT (pron)	Function word that shows the person or thing referred to	EXAMINE THE UNIT TO SEE IF THAT IS THE PROBLEM.	
THE (art)	Function word: definite article	REMOVE THE SEVEN FLEXIBLE HOSES.	
THEIR (adj)	Belonging to persons or things	WRITE TO THE MANUFACTURERS FOR THEIR REPAIR SCHEMES.	
THEM (pron)	Function word that shows the persons or things referred to	IF THE SURFACES ARE DIRTY, CLEAN THEM.	
THEN (adv)	Immediately after in time or sequence	LIFT THE COVER. THEN, PULL THE HANDLE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
THERE (adv)	In that position	IF THE LABEL IS NOT THERE, ATTACH A NEW ONE.	
THERE (pron)	Function word that starts a sentence or a subordinate clause	THERE ARE THREE MEASUREMENT POINTS ON THE DIAGRAM.	
		MAKE SURE THAT THERE ARE NO LOOSE OBJECTS.	
therefore (adv)	THUS (adv)	THIS TORQUE SHAFT CANNOT MOVE INBOARD. THUS, BEFORE YOU REMOVE IT, REMOVE THE OUTBOARD TORQUE SHAFT.	This torque shaft cannot move inboard. Therefore, before you remove it, remove the outboard torque shaft.
	AS A RESULT	THIS TORQUE SHAFT CANNOT MOVE INBOARD. AS A RESULT, BEFORE YOU REMOVE IT, REMOVE THE OUTBOARD TORQUE SHAFT.	This torque shaft cannot move inboard. Therefore, before you remove it, remove the outboard torque shaft.
THESE (adj)	Refers to specified persons or things	REMOVE THESE PARTS FROM THEIR RELATED BOXES.	
THESE (pron)	Function word that shows the persons or things referred to	THESE ARE SPECIAL TOOLS.	
THEY (pron)	Function word that shows the persons or things referred to	DENTS ARE NOT PERMITTED IF THEY PREVENT CORRECT OPERATION OF THE PARTS.	
THICK (adj) (THICKER, THICKEST)	That has a specified or large thickness	INSTALL A SHIM THAT IS 3.5 mm THICK.	
		APPLY A THICK LAYER OF GREASE ON THE BARE METAL.	
THICKNESS (n)	The smallest of the three dimensions	THE THICKNESS OF THE PRIMER LAYER MUST BE BETWEEN 0.05 mm AND 0.06 mm.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
THIN (adj) (THINNER, THINNEST)	That has a small thickness	APPLY A THIN LAYER OF SEALING COMPOUND ON THE BARE METAL.	
thin (v)	LIQUID (adj)	ADD SOLVENT TO MAKE THE PAINT MORE LIQUID.	Add solvent to thin the paint.
THINK (v), THINKS, THOUGHT, THOUGHT	To have an opinion	IF YOU THINK THAT THE WATER WILL FREEZE, ADD ANTIFREEZE.	
THIS (adj)	Refers to a specified person or thing	DO THIS TEST AT FULL VOLTAGE.	
THIS (pron)	Function word that shows the person or thing referred to Refer to section 9, GR-4.	REFER TO THE FAULT ISOLATION TABLE. THIS TELLS YOU THE PARTS TO REPLACE.	
thorough (adj)	FULL (adj)	DO A FULL CHECK OF THE CONTROL SYSTEM.	Do a thorough check of the control system.
thoroughly (adv)	FULLY (adv)	DRY THE SURFACE FULLY.	Dry the surface thoroughly.
THOSE (pron)	Function word that shows the persons or things referred to	WHEN YOU EXAMINE THE PARTS, DISCARD THOSE THAT ARE DAMAGED.	
thread (v)	PUT (v)	PUT TAPE ON THE ROLLER.	Thread tape on the roller.
	TURN (v)	TURN THE LOCK NUT ON THE FITTING.	Thread the lock nut on the fitting.
threaded (adj)	THREAD (TN)	PUT THE END OF THE ROD THAT HAS A THREAD IN THE FITTING.	Put the threaded end of the rod in the fitting.
THROUGH (adv)	Function word that shows movement into one end or side and out of the other	IF FUMES COME THROUGH, DO THE EMERGENCY PROCEDURE.	
THROUGH (prep)	Function word that shows movement into one end or side and out of the other	MAKE SURE THAT THE FLUID THAT GOES THROUGH THE TUBE HAS NO BUBBLES.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
throughout (prep)	DURING (prep)	MAKE SURE THAT THE DOORS ARE CLOSED DURING THE TEST.	Make sure that the doors are closed throughout the test.
THRU (prep)	From a point in a sequence to another	DO STEPS 4 THRU 10 AGAIN.	
THUS (adv)	For that reason	THIS BOILER CONTROLLER IS APPLICABLE TO ALL SYSTEMS. THUS, IT CAN ALSO CONTROL THERMAL OIL HEATERS.	
	For other meanings, use:		
	FOLLOW (v)	CALCULATE THE THICKNESS OF THE SHIM AS FOLLOWS: T=X-Y.	The thickness of the shim is thus calculated: T=X-Y.
tie (v)	ATTACH (v)	ATTACH THE THREADING CORD TO THE NEW CABLE.	Tie the threading cord to the new cable.
TIGHT (adj) (TIGHTER, TIGHTEST)	Not free	MAKE SURE THAT THE NUTS ARE TIGHT.	
	For other meanings, use:		
	SEAL (v)	MAKE SURE THAT THE FUEL TANK IS SEALED.	Make sure that the fuel tank is tight.
	TENSION (TN)	MAKE SURE THAT THERE IS TENSION IN THE LOCKWIRE.	Make sure that the lockwire is tight.
TIGHTEN (v), TIGHTENS, TIGHTENED, TIGHTENED	To cause to be tight	TIGHTEN THE SCREWS.	
TIGHTLY (adv)	In a tight manner	HOLD THE CYLINDER TIGHTLY.	
till (conj)	UNTIL (conj)	MOVE THE LEVER UNTIL IT TOUCHES THE STOP.	Move the lever till it hits the stop.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
TILT (v), TILTS, TILTED, TILTED	To move at an angle or to put something at an angle between the vertical and the horizontal	TO ALIGN THE BOLT, TILT IT TO THE LEFT SIDE.	
		IF THE SHAFT TILTS, STOP THE TEST PROCEDURE.	
TIME (n)	1. A duration that you can measure	THE TIME BETWEEN CLICKS MUST BE 20 SECONDS.	
	2. An occurrence	DO STEP 2 THREE TIMES.	
		DO NOT TIGHTEN THE NUTS AT THIS TIME.	
time (v)	TIME (n)	MEASURE THE TIME THAT IS NECESSARY FOR THE PRESSURE TO DECREASE.	Time the pressure decay.
tip (n)	POINT (n)	BEFORE YOU MAKE THE HOLE, MAKE SURE THAT THE POINT OF THE DRILL BIT IS SHARP.	Before you make the hole, make sure the tip of the drill bit is sharp.
tip (v)	TILT (v)	TO INSTALL THE INDICATOR, TILT IT REARWARD.	To install the indicator, tip it rearward.
TO (prep)	Function word that shows: - The direction of, point of arrival or time, connection, result, cause - That the word that follows is an infinitive	SET THE SWITCH TO “OFF”.	
		THIS VALUE IS EQUIVALENT TO THE MAXIMUM.	
		ATTACH THE UNIONS TO THE VALVE.	
		GET ACCESS TO THE SELECTOR VALVES.	
		TRY TO LIFT THE COVER MANUALLY.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
TOGETHER (adv)	In one group or position	USE TAPE TO ATTACH THE CABLES TOGETHER.	
	For other meanings, use:		
	AT THE SAME TIME	DISASSEMBLE THE BYPASS VALVE AND THE DUMP VALVE AT THE SAME TIME.	Disassemble the bypass valve and the dump valve together.
TOLERANCE (n)	A permitted difference from a standard	THE TOLERANCE IS PLUS OR MINUS 0.2 mm.	
TOO (adv)	More than is necessary or correct	MAKE SURE THAT THE TEMPERATURE IS NOT TOO HIGH.	
TOOL (n)	An object used to make or do something	REMOVE ALL TOOLS AND EQUIPMENT.	
TOP (adj)	That is uppermost	A NUMBER IN THE TOP LEFT CORNER OF THE DISPLAY REFERS TO A RELATED PAGE.	
TOP (n)	The uppermost position	THE VERTICAL STABILIZER IS INSTALLED ON THE TOP OF THE FUSELAGE TAIL SECTION.	
top off (v)	FILL (v)	FILL THE HYDRAULIC SYSTEM AS NECESSARY.	Top off the hydraulic system as necessary.
	ADD (v)	ADD FLUID TO THE HYDRAULIC RESERVOIR AS NECESSARY.	Top off the hydraulic reservoir as necessary.
TORQUE (v), TORQUES, TORQUED, TORQUED	To tighten to a specified torque	TORQUE THE PLUG TO 6 Nm.	
TOTAL (adj)	All of	THE TOTAL QUANTITY OF FUEL IN THE CENTER TANK IS 5000 lb.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
TOTAL (n)	The full quantity	ADD THE VALUES. THE TOTAL MUST NOT BE MORE THAN 15 mm.	
TOUCH (v), TOUCHES, TOUCHED, TOUCHED	To be in contact	MAKE SURE THAT THE LOCK NUT TOUCHES THE SPRING.	
TOW (v), TOWS, TOWED, TOWED	To pull something along	BEFORE YOU TOW THE VEHICLE BACK TO ITS INITIAL POSITION, COMPLETE THE PROCEDURE	
toward (prep)	TO (prep)	THE ARROW MUST POINT TO THE REAR.	The arrow must point toward the rear.
	DIRECTION (n)	MANUALLY PUSH THE RAM AIR TURBINE IN THE DIRECTION OF THE RETRACTED POSITION.	Manually push the Ram Air Turbine toward the retracted position.
toxic (adj)	POISONOUS (adj)	THIS COMPOUND IS POISONOUS.	This compound is toxic.
trace (n)	SIGN (n)	EXAMINE THE AREA AROUND THE DRAIN HOLES FOR SIGNS OF CORROSION.	Check the area surrounding the drain holes for traces of corrosion.
trace (v)	FIND (v)	FIND THE BROKEN WIRE.	Trace the broken wire.
track (v)	MONITOR (v)	MONITOR THE TEMPERATURE.	Track the temperature.
trained (adj)	APPROVED (adj)	ONLY APPROVED PERSONNEL CAN OPERATE THE BRAKES.	Only trained personnel can operate the brakes.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
transfer (n)	MOVEMENT (n)	MAKE SURE THAT THE RATE OF MOVEMENT OF FUEL FROM THE WING TANKS TO THE CENTER TANK IS EQUAL.	Make sure the rate of fuel transfer from the wing tanks to the center tank is equal.
	SUPPLY (n)	MAKE SURE THAT THE RATE OF SUPPLY OF FUEL FROM THE WING TANKS TO THE CENTER TANK IS EQUAL.	Make sure the rate of fuel transfer from the wing tanks to the center tank is equal.
transfer (v)	MOVE (v)	MOVE THE COUPLINGS TO THE NEW UNIT.	The couplings must be transferred to the new unit.
	INSTALL (v)	INSTALL THE COUPLINGS ON THE NEW UNIT.	Transfer the couplings to the new unit.
transition (n)	CHANGE (n)	THE CHANGE FROM FULL-RATE OPERATION TO HALF-RATE OPERATION MUST OCCUR IMMEDIATELY.	The transition from full-rate operation to half-rate operation must occur immediately.
TRANSMIT (v), TRANSMITS, TRANSMITTED, TRANSMITTED	To send energy or a signal	MAKE SURE THAT THE TRANSPONDER TRANSMITS THE SIGNAL CORRECTLY.	
TRANSPARENT (adj)	Easy to see through	PUT A TRANSPARENT SHEET OF PLASTIC ON THE SURFACE.	
transport (v)	SEND (v)	SEND THE PART TO THE OVERHAUL SHOP.	Transport the part to the overhaul shop.
trapped (adj)	CAUGHT (adj)	MAKE SURE THAT THE CABLE IS NOT CAUGHT.	Make sure that the cable is not trapped.
TRAVEL (n)	The movement of an item	MAKE SURE THAT THE RANGE OF TRAVEL OF THE CONTROL SURFACES IS CLEAR.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
travel (v)	GO (v)	THE TURNBUCKLE GOES THROUGH A HOLE IN THE BULKHEAD.	The turnbuckle travels through a hole in the bulkhead.
	MOVE (v)	THE LEVER MOVES THROUGH A 30-DEG. ARC.	The lever travels through a 30-deg. arc.
treat (v)	APPLY (v)	APPLY WAX TO THE SURFACE.	Treat the surface with wax.
	TOUCH (v)	BE CAREFUL WHEN YOU TOUCH PRINTED CIRCUIT BOARDS.	Be careful when you treat printed circuit boards.
trigger (v)	CAUSE (v)	HEAT CAUSES THE PRESSURE TO INCREASE.	Heat triggers a pressure increase.
	START (v)	THIS SIGNAL STARTS THE OPERATION OF THE TEST SET.	This signal triggers test set operation.
trim (v)	CUT (v)	CUT THE PATCH TO THE CORRECT DIMENSION.	Trim the patch to fit.
trip (v)	OPEN (v)	OPEN THE CIRCUIT BREAKER.	Trip the circuit breaker.
	RELEASE (v)	THE HOLD-ON SWITCH RELEASES.	Hold-on switch trips.
	CAUSE TO FALL	AN IRREGULAR SURFACE CAN CAUSE YOU TO FALL.	You can trip and fall on an irregular surface.
troubleshoot (v)	TROUBLESHOOTING (TN)	DO THE TROUBLESHOOTING PROCEDURE ON THE VHF NAVIGATION SYSTEM.	Troubleshoot the VHF navigation system.
true (adj)	CORRECT (adj)	MAKE SURE THAT THE VALUE SHOWN ON THE INDICATOR IS CORRECT.	Make sure that the indicator reading is true.
	AGREE (v)	MAKE SURE THAT THE INDICATION ON THE GAUGE AGREES WITH THE QUANTITY OF FUEL THAT IS IN THE TANK.	Make sure that the gauge shows the true quantity of fuel that is in the tank.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
TRY (v), TRIES, TRIED, TRIED	To make an effort to do something	TRY TO MOVE THE CONTROL COLUMN.	
tuck (v)	PUT (v)	PUT THE HEADSTRAP INTO THE FACE PIECE.	Tuck the headstrap into the face piece.
TUNE (v), TUNES, TUNED, TUNED	To adjust equipment to the best performance	TUNE ADF 1 TO A KNOWN FREQUENCY.	
TURN (n)	One full cycle of movement around an axis	LET THE PRESSURE BECOME STABLE AFTER EACH TURN OF THE ADJUSTMENT SCREW.	
TURN (v), TURNS, TURNED, TURNED	To move or cause to move around an axis or a point	TURN THE CONTROL CLOCKWISE.	
		THE BEARING TURNS AT 1500 RPM.	
turn off (v)	SET (v)	SET THE COMPUTER TO “OFF.”	Turn off the computer.
	STOP (v)	STOP THE COMPUTER.	Turn off the computer.
	DE-ENERGIZE (v)	DE-ENERGIZE THE ELECTRICAL SYSTEM.	Turn the electrical system off.
turn on (v)	SET (v)	SET THE POWER TO “ON.”	Turn on the power.
	START (v)	START THE POWER.	Turn on the power.
	ENERGIZE (v)	ENERGIZE THE ELECTRICAL SYSTEM.	Turn the electrical system on.
turn over (v)	TURN (v)	TURN THE DISPLAY PANEL UNTIL YOU HAVE ACCESS TO THE CABLE.	Turn the display panel over to access the cable.
twice (adv)	TWO (TN)	DO THIS PROCEDURE TWO TIMES.	Do this procedure twice.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
TWIST (v), TWISTS, TWISTED, TWISTED	1. To use a force that turns something and causes a distortion	DO NOT TWIST THE CABLES.	
	2. To turn or change shape as a result of torsion	IF THE CABLE TWISTS, DISCONNECT THE TWO CONNECTORS.	
TYPE (n)	A specified group	FIND THE TYPE AND DIMENSIONS OF THE DAMAGE.	
TYPICAL (adj)	That has the important qualities of a group	THIS INSTALLATION PROCEDURE IS TYPICAL FOR THIS TYPE OF FASTENER.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example

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Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
unable (adj)	CANNOT (v)	IF YOU CANNOT TURN THE PULLEY, MAKE SURE THAT THE PIN IS REMOVED.	If you are unable to turn the pulley, make sure that the pin is removed.
unauthorized (adj)	NOT APPROVED	IF YOU ARE NOT APPROVED TO DO THIS WORK, DO NOT DO THIS ENGINE TEST.	If you are unauthorized, do not do this engine test.
uncap (v)	REMOVE (v) (A CAP [TN] OR CAPS [TN])	REMOVE THE CAPS FROM THE HOSES.	Uncap the hoses.
unclip (v)	REMOVE (v) (FROM A CLIP [TN] OR CLIPS [TN])	REMOVE THE VISOR FROM THE CLIP.	Unclip the visor.
uncoil (v)	UNWIND (v)	UNWIND THE CABLES CAREFULLY.	Uncoil the cables carefully.
uncontaminated (adj)	CLEAN (adj)	MAKE SURE THAT THE HYDRAULIC FLUID IS CLEAN.	Make sure that the hydraulic fluid is uncontaminated.
	CONTAMINATION (n)	MAKE SURE THAT THERE IS NO CONTAMINATION IN THE FUEL TANKS.	Make sure that the fuel tanks are uncontaminated.
uncouple (v)	DISCONNECT (v)	DISCONNECT THE TOW BAR FROM THE VEHICLE.	Uncouple the tow bar from the vehicle.
uncovered (adj)	COVER (TN)	DO NOT PUT A COVER ON THE CONTAINER.	Leave the container uncovered.
undamaged (adj)	NOT DAMAGED	MAKE SURE THAT THE SKIN IS NOT DAMAGED.	Make sure that the skin is undamaged.
UNDEMANDED (adj)	That occurs without an apparent cause	IF YOU GET AN UNDEMANDED MOVEMENT, DO A TEST OF THE SYSTEM.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
under (prep)	BELOW (prep)	INSTALL THE CABLE THROUGH THE GUIDE TUBE BELOW THE CABIN FLOOR.	Install the cable through the guide tube under the cabin floor.
	IN (prep)	THIS RESULT CAN OCCUR IN DIFFERENT CONDITIONS.	This result can occur under different conditions.
	LESS THAN	MAKE SURE THAT THE PRESSURE IS LESS THAN 30 psi.	Make sure the pressure is under 30 psi.
underneath (prep)	BELOW (prep)	PUT THE CONTAINER BELOW THE DRAIN VALVE.	Place the container underneath the drain valve.
underside (n)	BOTTOM (n)	EXAMINE THE FOUR ATTACHING HOLES ON THE BOTTOM.	Examine the four attaching holes on the underside.
undertake (v)	DO (v) You can use a more accurate verb.	DO THIS TASK IN AN AREA THAT HAS GOOD AIRFLOW.	Undertake this task in an area that has good airflow.
	START (v)	DO NOT START THE TEST WITHOUT PRECAUTIONS.	Do not undertake the test without precautions.
undo (v)	LOOSEN (v)	LOOSEN THE BOLTS THAT ATTACH THE UNIT.	Undo the bolts that attach the unit.
undue (adj)	UNWANTED (adj)	TO PREVENT UNWANTED FRICTION, POLISH THE SURFACE.	To prevent undue friction, polish the surface.
uneven (adj)	EQUAL (adj)	MAKE SURE THAT THE FUEL LOAD IS EQUAL ON EACH SIDE OF THE AIRCRAFT CENTERLINE.	Avoid uneven fuel load about the aircraft centerline.
	ROUGH (adj)	IF THE SURFACE IS ROUGH, REPLACE THE SLIDE VALVE.	Replace the slide valve if its surface is uneven.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
UNFOLD (v), UNFOLDS, UNFOLDED, UNFOLDED	To open or to straighten or to cause to open or to straighten from a folded position or condition	UNFOLD THE SHEETING CAREFULLY.	
		MAKE SURE THAT THE INDICATOR LIGHT COMES ON WHEN THE BLADES UNFOLD.	
uniform (adj)	CONSTANT (adj)	CURE THE SEALANT AT A CONSTANT TEMPERATURE.	Cure the sealant at a uniform temperature.
	EQUAL (adj)	THE FUEL LOAD MUST BE EQUAL ON EACH SIDE OF THE AIRCRAFT CENTERLINE.	The fuel load must be uniform on each side of the aircraft centerline.
uniformly (adv)	EQUALLY (adv)	MAKE SURE THAT THE TWO PISTONS EXTEND EQUALLY.	Make sure that the two pistons extend uniformly.
unintentional (adj)	ACCIDENTAL (adj)	A GUARD ON THE CONTROL SWITCH OF THE PUMP PREVENTS ACCIDENTAL OPERATION.	A guard on the control switch of the pump prevents unintentional operation.
unintentionally (adv)	ACCIDENTALLY (adv)	IF YOU ACCIDENTALLY SPRAY RAIN REPELLENT FLUID ONTO A DRY WINDSHIELD, REMOVE THE FLUID WITH SOLVENT.	If rain repellent fluid is unintentionally sprayed onto a dry windshield, remove the fluid with solvent.
UNIT (n)	1. Equipment that does a function	YOU CAN REPLACE A LARGE NUMBER OF UNITS DURING THIS REPAIR PROCEDURE.	
	2. A quantity that is a standard of measurement	THIS MANUAL USES SI UNITS.	
UNKNOWN (adj)	Not known	DO NOT USE FUEL WITH UNKNOWN PROPERTIES.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
unlatch (v)	RELEASE (v)	THE SWITCH MUST RELEASE.	Switch must unlatch.
	OPEN (v)	THE SWITCH MUST OPEN.	Switch must unlatch.
UNLESS (conj)	Except if	DO NOT REMOVE THE ADAPTER FROM THE STABILIZER UNLESS A REPAIR IS NECESSARY.	
unload (v)	RELEASE (v)	RELEASE THE SPRING TENSION.	Unload the spring tension.
	LOAD (TN)	REMOVE THE LOAD FROM THE SPRING BALANCE.	Unload the spring balance.
UNLOCK (v), UNLOCKS, UNLOCKED, UNLOCKED	To release or become released from a locked condition	BEFORE YOU UNLOCK THE DOOR, MAKE SURE THAT THE CABIN DIFFERENTIAL PRESSURE IS ZERO.	
		IF THE LEVER UNLOCKS DURING THE TEST, SET THE LEVER TO THE LOCKED POSITION AGAIN.	
unnecessary (adj)	NOT NECESSARY	REMOVE THE GROUND EQUIPMENT THAT IS NOT NECESSARY.	Remove the unnecessary ground equipment.
unobstructed (adj)	CLOGGED (adj)	MAKE SURE THAT THE DRAIN OPENINGS ARE NOT CLOGGED.	Make sure that the drain openings are unobstructed.
	CLEAR (adj)	AN ATTENDANT MUST HAVE A CLEAR VIEW OF THE PERSON IN THE TANK.	An attendant must have an unobstructed view of the person in the tank.
unpack (v)	REMOVE (v)	REMOVE THE PARTS FROM THE SHIPPING CONTAINER.	Unpack the shipping container.
unpainted (adj)	BARE (adj)	APPLY PROTECTIVE TREATMENT ON THE BARE SURFACES.	Protect the unpainted surfaces.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
unplug (v)	DISCONNECT (v)	DISCONNECT THE SOLDERING IRON.	Unplug the soldering iron.
	PLUG (TN)	REMOVE THE PLUG FROM THE FUEL LINE.	Unplug the fuel line.
unprotected (adj)	PROTECTION (n)	WHEN YOU REMOVE THE COVER, THE CONTACTS HAVE NO PROTECTION.	When you remove the cover, the contacts are unprotected.
unreel (v)	UNWIND (v)	UNWIND THE HOSE.	Unreel the hose.
unrestricted (adj)	FREE (adj)	THE BALL BEARING MUST BE FREE TO TURN.	Ball bearing rotation must be unrestricted.
unsafe (adj)	DANGEROUS (adj)	IN THESE CONDITIONS, IT IS DANGEROUS TO REMOVE THE CARTRIDGES FROM THE FIRE EXTINGUISHER BOTTLE.	In these conditions, it is unsafe to remove the cartridges from the fire extinguisher bottle.
UNSATISFAC-TORILY (adv)	In an unsatisfactory manner	IF THE ELEVATORS OPERATE UNSATISFACTORILY, MOVE THE CONTROL COLUMN.	
UNSATISFAC-TORY (adj)	Not satisfactory	IF THE CONDITION OF THE FILTERS IS UNSATISFACTORY, REPLACE THEM.	
unscrew (v)	LOOSEN (v)	LOOSEN THE CAPTIVE BOLTS.	Unscrew the captive bolts.
	TURN (v)	TURN THE END FITTING TO ALIGN THE RIGGING HOLES.	Unscrew the end fitting to align the rigging holes.
	REMOVE (v)	REMOVE THE NUTS.	Unscrew the nuts.
UNSERVICEABLE (adj)	Not fit for its purpose	REPLACE THE UNSERVICEABLE BUSHINGS.	
unstable (adj)	NOT STABLE	IF THE SURFACE IS NOT STABLE, AN ACCIDENT CAN OCCUR.	If the surface is unstable, an accident can occur.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
UNTIL (conj)	Up to the time that	MOVE THE LEVER UNTIL THE END OF THE LINK TOUCHES THE LOCK BAR.	
UNTIL (prep)	Up to the time of	KEEP THE FIRE BOTTLE ARMED UNTIL THE END OF THE TEST.	
unused (adj)	NEW (adj)	FILL THE TANK WITH NEW OIL.	Fill the tank with unused oil.
UNUSUAL (adj)	Not usual	UNUSUAL LOADS CAN CAUSE TREAD SEPARATION IN THE TIRES.	
UNUSUALLY (adv)	In an unusual manner	THE VALVE OPERATES WHEN THERE IS AN UNUSUALLY LARGE FLOW OF FLUID.	
UNWANTED (adj)	That must not be there	UNWANTED AIR GOES OUT THROUGH THE OVERFLOW PORT.	
		IF THE DRAIN HOLE IS BLOCKED, REMOVE THE UNWANTED MATERIAL.	
UNWIND (v), UNWINDS, UNWOUND, UNWOUND	To remove or become removed from around an object	UNWIND THE CABLE.	
		IF THE HOSE UNWINDS TOO QUICKLY FROM THE REEL, STOP THE TEST.	
UP (adj)	In a position above	MAKE SURE THAT THE ANCHOR IS UP.	
UP (adv)	To a position above	IF THE POINTER MOVES UP, DECREASE THE POWER.	
UP (prep)	To a position above	LET THE SLEEVE MOVE UP THE GUIDE TUBE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
upon (prep)	ON (prep)	PUT THE OHMMETER ON A FLAT SURFACE.	Put the ohmmeter upon a flat surface.
	WHEN (conj)	WHEN YOU SET THE LEVER TO “UP,” THE HYDRAULIC PRESSURE MUST DECREASE.	Upon UP selection, the hydraulic pressure must decrease.
upper (adj)	MAXIMUM (adj)	FILL THE CONTAINER TO THE MAXIMUM LEVEL.	Fill the container to the upper level.
	TOP (adj)	THE AIRFLOW THEN GOES ALONG THE TOP AND BOTTOM SURFACES OF THE SLATS.	The airflow then passes over the upper and lower surfaces of the slats.
uppermost (adj)	UP (adv)	INSTALL THE BOLTS WITH THEIR HEADS UP.	Install the bolts with their heads in uppermost position.
uppermost (adv)	UP (adv)	INSTALL THE BOLTS WITH THEIR HEADS UP.	Install the bolts with their heads uppermost.
UPSTREAM (adj)	In a direction opposite to the flow	DISCONNECT THE UPSTREAM CONNECTION OF THE VALVE.	
UPSTREAM (adv)	In a direction opposite to the flow	MOVE THE PROBE UPSTREAM AND MONITOR THE TEMPERATURE AGAIN.	
UPSTREAM OF (prep)	In a direction opposite to the flow	DISCONNECT THE CONNECTION UPSTREAM OF THE VALVE.	
up to (prep)	UNTIL (prep)	UNTIL THIS STEP, THE UNIT IGNORES ALL OUTPUT SIGNALS.	Up to this step the unit ignores all output signals.
	THRU (prep)	DO STEPS 1 THRU 4.	Do all steps up to and including step 4.
	MAXIMUM (n)	YOU CAN INSTALL A MAXIMUM OF TEN WASHERS.	You can install up to ten washers.
upward (adv)	UP (adv)	MOVE THE LEVER UP.	Move the lever upward.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
urgently (adv)	IMMEDIATELY (adv)	GET MEDICAL AID IMMEDIATELY.	Seek medical aid urgently.
usage (n)	USE (v)	IF YOU USE INCORRECT THINNERS. PROBLEMS CAN OCCUR DURING OPERATION.	The usage of incorrect thinners can cause problems during operation.
use (n)	OPERATION (n)	WHEN THE MOTOR IS IN OPERATION, KEEP YOUR HANDS AWAY FROM THE BLADE.	Keep your hands away from the blade when the motor is in use.
	USE (v)	DURING THIS TASK, USE PROTECTIVE GLOVES.	The use of protective gloves is mandatory during this task.
USE (v), USES, USED, USED	To make something do its specified function	IN THIS STEP, USE AUXILIARY SCREWS.	
		USE A SPECIAL CONTAINER FOR STORAGE.	
		DURING THE CLEANING PROCEDURE, DO NOT USE HIGH PRESSURE.	
USUAL (adj)	That you use or that occurs most frequently	IF YOU DO NOT GET THE USUAL RESULTS, DO A SYSTEM TEST.	
USUALLY (adv)	In a usual manner	USUALLY, THE HYDRAULIC FLUID FLOWS INTO THE VALVE THROUGH PORT A.	
utilization (n)	USE (v)	READ THE INSTRUCTIONS THAT TELL YOU HOW TO USE THE OXYGEN MASK.	Read the oxygen mask instructions for its utilization.
utilize (v)	USE (v)	THE SOFTWARE USES CACHING TECHNIQUES TO DECREASE DATA RETRIEVAL TIMES.	The software utilizes caching techniques to decrease data retrieval times.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
valid (adj)	CORRECT (adj)	MAKE SURE THAT THE TEST RESULTS ARE CORRECT.	Make sure that the test results are valid.
	APPLICABLE (adj)	THIS PROCEDURE IS APPLICABLE ONLY IN DIGITAL MODE.	This procedure is only valid in digital mode.
	This word becomes part of a technical noun when it refers to an official document.	NDT PERSONNEL MUST HOLD A VALID CERTIFICATE OF COMPETENCE AT LEVEL 1, 2, OR 3.	
validity (n)	CORRECT (adj)	MAKE SURE THAT THE TEST RESULTS ARE CORRECT.	Check the validity of the test results.
	APPLICABLE (adj)	THIS STEP IS APPLICABLE ONLY WHEN YOU APPLY THE TOP LAYER OF PAINT.	The validity of this step is restricted to the application of the paint topcoat.
VALUE (n)	A quantity that is calculated or given	MAKE SURE THAT THE VALUES AGREE WITH THE SPECIFIED TOLERANCES.	
variable (adj)	CHANGE (v)	IF THE HUMIDITY CHANGES FREQUENTLY, PUT A COVER ON THE UNIT.	If the humidity is variable, put a cover on the unit.
various (adj)	DIFFERENT (adj)	REFER TO TABLE 5 FOR THE DIFFERENT TORQUE VALUES THAT ARE APPLICABLE TO THE UNIT.	Refer to Table 5 for the various torque values that are applicable to the unit.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
vary (v)	CHANGE (v)	CHANGE THE FREQUENCY AND RECORD THE RESULTS.	Vary the frequency and record the results.
vent (v)	RELEASE (v)	RELEASE THE PRESSURE.	Vent the pressure.
	FLOW (v)	LET THE FUEL FLOW FREELY OVERBOARD.	Let the fuel vent freely overboard.
	OPEN (adj)	MAKE SURE THAT THE TANK IS IN AN OPEN AREA THAT HAS A GOOD AIRFLOW.	Make sure that the tank is in an area that is vented to the atmosphere.
ventilate (v)	AIRFLOW (n)	MAKE SURE THAT THE AREA WHERE YOU WILL USE THIS SOLVENT HAS GOOD AIRFLOW.	Ventilate the area where this solvent is used.
ventilation (n)	AIRFLOW (n)	MAKE SURE THAT THE AIRFLOW IS SUFFICIENT.	Make sure that the ventilation is sufficient.
verify (v)	MAKE SURE (v)	MAKE SURE THAT THE FITTINGS ARE TIGHT.	Verify the tightness of the fittings.
VERTICAL (adj)	At 90 degrees to the horizon	MEASURE THE VERTICAL DISTANCE BETWEEN THE TWO POINTS ON THE GRAPH.	
VERTICALLY (adv)	At 90 degrees to the horizon	THE POINTER MOVES VERTICALLY ALONG THE SCALE.	
VERY (adv)	To a high degree	ADD THE OIL VERY SLOWLY.	
via (prep)	THROUGH (prep)	GET ACCESS THROUGH THE No. 6 BREAK-IN PANEL.	Get access via No. 6 break-in panel.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
vibrate (v)	VIBRATION (n)	IF THERE IS VIBRATION IN THE UNIT, DISCONNECT THE POWER SUPPLY.	If the unit vibrates, cut the power.
VIBRATION (n)	Regular movement from a center position	PRESSURE SURGES AND VIBRATION CAN CAUSE WEAR ON THE HOSES.	
vicinity (n)	NEAR (prep)	MAKE SURE THAT SOLVENTS ARE NOT NEAR THE ENGINE EXHAUST.	Make sure that solvents are not in the vicinity of the engine exhaust.
	ADJACENT (adj)	DO AN INSPECTION OF THE DAMAGE AND OF THE ADJACENT AREA.	Do an inspection of the damage and of the immediate vicinity.
VIEW (n)	The ability to see something	MAKE SURE THAT YOU HAVE A SATISFACTORY VIEW OF ALL COMPONENTS.	
view (v)	SEE (v)	THE BOLT WILL BE AT THE 2 O'CLOCK POSITION WHEN SEEN FROM THE REAR.	The bolt will be at 2 o'clock when viewed from the rear.
	LOOK (v)	THE BOLT WILL BE AT THE 2 O'CLOCK POSITION WHEN YOU LOOK AT THE PUMP FROM THE REAR.	The bolt will be at 2 o'clock when viewed from the rear.
vigorous (adj)	FORCE (TN)	WHEN YOU CLEAN THE CARPET, DO NOT USE TOO MUCH FORCE ON THE BRUSH. TOO MUCH FORCE CAN CAUSE DAMAGE TO THE CARPET.	Vigorous cleaning with a brush can cause damage to the carpet.
vigorously (adv)	FORCE (TN)	WHEN YOU MOVE THE CONTROL WHEEL, DO NOT APPLY TOO MUCH FORCE.	Do not move the control wheel too vigorously.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
visible (adj)	SEE (v)	MAKE SURE THAT YOU CAN SEE THE OIL LEVEL THROUGH THE SIGHT GAUGE.	Make certain that the oil level is visible through the sight gauge.
	VIEW (n)	WHEN THE INDICATOR COMES INTO VIEW, STOP THE TEST PROCEDURE.	When the indicator is visible, stop the test procedure.
VISUAL (adj)	That you can see	MAKE SURE THAT THE VISUAL INDICATOR SHOWS THE CORRECT VALUE.	
VISUALLY (adv)	With the eyes	VISUALLY EXAMINE THE DUCT.	
vital (adj)	MANDATORY (adj)	IT IS MANDATORY TO OBEY THE SUPPLIER'S MAINTENANCE INTERVALS.	It is vital to obey the supplier's maintenance intervals.
VOICE (n)	The sound you make when you speak	SPEAK INTO THE MICROPHONE IN YOUR USUAL VOICE.	
volatile (adj)	Use a different construction. Tell the reader what the risk or effect is.	BE CAREFUL WITH THE SOLVENT NEAR FLAMES OR SPARKS. THIS SOLVENT CAN RELEASE FLAMMABLE FUMES.	Be careful with the solvent (this solvent is volatile and can be dangerous).
VOLUME (n)	1. The space that an object fills	MEASURE THE VOLUME OF THE OIL CAREFULLY.	
	2. How loud a sound is	TO ADJUST THE VOLUME, USE THE BUTTONS ON THE SIDE OF THE PHONE.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
WAIT (v), WAITS, WAITED, WAITED	To stop doing something while another thing occurs.	(1) IF THE STATUS OF THE FAULT IS “NOT CONFIRMED”: (a) OPEN THE APPLICABLE CIRCUIT BREAKER. (b) WAIT FOR 4 MINUTES. (c) DO THE BITE TEST.	
WALK (v), WALKS, WALKED, WALKED	To move on foot from one location to a different location	DO NOT WALK ON THIS AREA.	
WANT (v), WANTS, WANTED, WANTED	To intend, to desire	RECORD THE NAME OF THE FILE THAT YOU WANT TO DOWNLOAD.	
		IF YOU WANT TO STOP THE PROCEDURE, RECORD THE NUMBER OF THE LAST COMPLETED STEP.	
WARM (adj)	Moderately hot	KEEP THE GASKETS IN A WARM, DRY AREA.	
warm (v)	WARM (adj)	MAKE THE MIXTURE WARM BEFORE YOU USE IT.	Warm the mixture before use.
warn (v)	TELL (v)	TELL PERSONNEL TO STAY AWAY FROM THE CONVEYOR SYSTEM.	Warn personnel to stay away from the conveyor system.
	WARNING (TN)	IF THE INSTRUCTIONS GIVE A WARNING ABOUT DANGEROUS PRESSURE, DO NOT OPEN THE CONTAINER.	If the instructions warn of a dangerous pressure, do not open the container.
wash (v)	CLEAN (v)	CLEAN YOUR HANDS WITH SOAP.	Wash your hands using soap.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
watch (v)	MONITOR (v)	MONITOR THE SPEED INDICATION CONTINUOUSLY UNTIL THE END OF THE TEST.	Watch the speed indication for the duration of the test.
	LOOK (v)	LOOK FOR AIR BUBBLES.	Watch for air bubbles.
watertight (adj)	SEAL (v)	MAKE SURE THAT THE TANK IS SEALED.	Check that the tank is watertight.
way (n)	PROCEDURE (n)	DO NOT USE OTHER PROCEDURES TO REPLACE THE UNIT.	Do not use other ways to replace the unit.
WE (pron)	The manufacturer, company, or organization that releases the documentation Do not use this pronoun for other meanings.	WE DO NOT RECOMMEND OTHER ALTERNATIVES.	
WEAK (adj) (WEAKER, WEAKEST)	With small strength, power, or concentration	USE A WEAK CLEANING SOLUTION.	
weakness (n)	WEAK (adj)	THERE IS A WEAK POINT IN THE STRUT.	There is a point of weakness in the strut.
WEAR (v), WEARS, WORE, WORN	To become damaged by friction For other meanings, use:	THE CABLE CAN WEAR QUICKLY IN THIS POSITION.	
	USE (v)	DURING THE SOLDERING PROCEDURE, USE A PROTECTIVE SHIELD.	During the soldering procedure, wear a protective shield.
	PUT ON (v)	WHEN YOU USE THE SOLVENT, PUT ON PROTECTIVE CLOTHING.	Wear protective clothing when you use the solvent.
WEATHER (n)	Conditions of the atmosphere: temperature, moisture, winds, and clouds	STEP 2 IS APPLICABLE ONLY IF THE WEATHER IS WET.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
weep (n)	LEAKAGE (n)	IF THERE IS FUEL LEAKAGE FROM THE COUPLINGS, REJECT THE UNIT.	If there are fuel weeps from the couplings, reject the unit.
WEIGH (v), WEIGHS, WEIGHED, WEIGHED	1. To measure the weight of something	WEIGH THE TWO PARTS OF THE COMPOUND.	
	2. To have a specified weight	THE UNIT WEIGHS 20 kg.	
WEIGHT (n)	The force caused when gravity acts on the mass of an object	THE BASIC WEIGHT OF THE UNIT DOES NOT INCLUDE THE PROTECTIVE COVERS.	
well (adv)	CORRECTLY (adv)	MAKE SURE THAT THE BEARING IS CORRECTLY INSTALLED.	Make sure that the bearing is well seated.
	GOOD (adj)	THERE MUST BE A GOOD AIRFLOW IN THE WORK AREA.	The work area must be well ventilated.
	FULLY (adv)	MAKE SURE THAT ALL LABORATORY EQUIPMENT IS FULLY CLEAN.	All laboratory equipment must be well cleaned.
WET (adj) (WETTER, WETTEST)	That has liquid on it, in it, or absorbed into it	DRY THE WET SURFACES.	
WHEN (conj)	At the time that or during	WHEN THE PISTON MOVEMENT STOPS, MEASURE THE TRAVEL.	
whenever (conj)	WHEN (conj)	WHEN THE PRESSURE IS MORE THAN 7000 kPa, STOP THE TEST.	Stop the test whenever the pressure is more than 7000 kPa.
WHERE (conj)	At, to, or in which location	CLEAN THE AREA WHERE YOU APPLIED THE SEALANT.	

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
whether (conj)	IF (conj)	THIS LIMIT IS APPLICABLE IF THE AIRCRAFT IS ON THE LANDING GEAR OR ON JACKS.	This limit applies whether the aircraft is on the landing gear or on jacks.
WHICH (pron)	The thing or things that	EXAMINE THE EMERGENCY FUEL PUMP, WHICH IS ON THE LEFT SIDE.	
whichever (adj)	THAT (pron)	USE THE ADHESIVE THAT IS AVAILABLE.	Use whichever adhesive is available.
whichever (pron)	THAT (pron)	DIFFERENT ADHESIVES ARE PERMITTED. USE THE ONE THAT IS AVAILABLE.	Different adhesives are permitted. Use whichever is available.
WHILE (conj)	At the same time	MAKE SURE THAT A PERSON HOLDS THE ITEM, WHILE YOU DISCONNECT IT.	
whilst (conj)	WHILE (conj)	DO NOT OPEN THE HOUSING WHILE THE ELECTRICAL POWER IS CONNECTED.	Do not open the housing whilst the electrical power is connected.
WHO (pron)	The person or personnel that	THE DECKHAND, WHO OPERATES THE REAR WINCH, MUST LOCK THE FIXTURE.	
whoever (pron)	WHO (pron)	ALL PERSONS WHO ARE IN THIS AREA MUST USE A RESPIRATOR.	Whoever is in this area must use a respirator.
whole (adj)	FULL (adj)	DO THE FULL PROCEDURE.	The whole procedure must be done.
	ALL (adj)	EXAMINE ALL OF THE SYSTEM TO FIND THE CAUSE OF INTERFERENCE.	Examine the whole system to find the cause of interference.
wholly (adv)	FULLY (adv)	THE SYSTEM IS FULLY AUTOMATIC.	The system is wholly automatic.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
whose (pron)	Use a different construction.	THE GENERATORS SUPPLY A THREE-PHASE VOLTAGE. THE FREQUENCY OF THIS VOLTAGE INCREASES WHEN THE GENERATOR ROTOR SPEED INCREASES.	The generators produce a three-phase voltage whose frequency is proportional to the generator rotor speed.
WIDE (adj) (WIDER, WIDEST)	That has a specified or large width	REPAIR ALL CRACKS THAT ARE WIDER THAN 0,05 mm.	
WIDTH (n)	The smaller of two dimensions, the second-largest of three dimensions	MEASURE THE WIDTH OF THE CRACK AT THE WIDEST POINT.	
WILL (v) No other verb forms.	Auxiliary modal verb that shows simple future tense	WARNINGS AND CAUTIONS IN THIS MANUAL WILL HELP YOU TO DO THE WORK SAFELY AND CORRECTLY.	
WIND (v), WINDS, WOUND, WOUND	To move around and around an object	WIND THE TAPE ON THE REEL.	
windy (adj)	WIND (TN)	WHEN THERE ARE STRONG WINDS, OBEY THESE SPECIAL PRECAUTIONS.	Take special precautions in very windy conditions.
wipe (v)	CLEAN (v)	BEFORE EACH CYCLE, CLEAN THE INDICATOR.	Wipe the indicator surfaces before each cycle.
wire (v)	ATTACH (v) (WITH WIRE [TN])	ATTACH THE HOSE TO THE FIXTURE WITH WIRE.	Wire the hose to the fixture.
wire-lock (v)	LOCK (v) (WITH LOCKWIRE [TN])	LOCK THE FOUR BOLTS TO EACH OTHER WITH LOCKWIRE.	Wire-lock the four bolts to each other.
	SAFETY (v) (WITH SAFETY WIRE [TN])	SAFETY THE FOUR BOLTS TO EACH OTHER WITH SAFETY WIRE.	Wire-lock the four bolts to each other.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
WITH (prep)	Function word that shows association or relationship, help or sharing, a means or instrument	ALIGN THE MARK WITH THE LONGITUDINAL AXIS.	
	Refer to section 9, GR-2.	ATTACH THE FLANGE (10) WITH THE FOUR BOLTS (15).	
		REMOVE THE VALVE (2) WITH THE EXTRACTOR.	
withdraw (v)	REMOVE (v)	REMOVE THE INDICATOR FROM THE INSTRUMENT PANEL.	Withdraw the indicator from the instrument panel.
within (prep)	IN (prep)	A FILTER PREVENTS CONTAMINATION OF THE COMPONENTS IN THE SYSTEM.	A filter prevents contamination of the components within the system.
	IN ... OR LESS	LIGHT L4 COMES ON IN 5 SECONDS OR LESS.	Light L4 illuminates within 5 seconds.
	IN LESS THAN	MAKE SURE THAT THE WARNING LIGHT COMES ON IN LESS THAN 3 SECONDS.	Make sure that the warning light illuminates within 3 seconds.
WITHOUT (prep)	Not with	SMALL DAMAGE IS PERMITTED WITHOUT REPAIR. REFER TO TABLE 1 FOR THE APPLICABLE LIMITS.	
withstand (v)	RESISTANT (adj)	THIS MATERIAL IS RESISTANT TO FIRE.	This material can withstand fire.
WORK (n)	That which you do when you use physical strength, or mental power	DO THE WORK IN A CLEAN AREA.	
work (v)	WORK (n)	BE CAREFUL WHEN YOU DO WORK NEAR FUEL TANKS.	Be careful when you work near fuel tanks.
would (v)	CAN (v)	SOLVENTS THAT STAY ON THE PART CAN CAUSE CORROSION.	Solvents left on the part would corrode the part.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
wrap (v)	PUT (v)	PUT THE PART IN OILPAPER.	Wrap the part in oilpaper.
	WIND (v)	WIND MASKING TAPE AROUND THE PART.	Wrap masking tape around the part.
WRITE (v), WRITES, WROTE, WRITTEN	To record data or information as words, letters, or symbols	WRITE THE TEST DATE ON THE CERTIFICATE.	
wrong (adj)	INCORRECT (adj)	IDENTIFY THE BELLCRANK AND SHAFT WITH MARKS. THESE MARKS WILL PREVENT AN INCORRECT INSTALLATION.	Mark the bellcrank and shaft to prevent wrong installation.
wrongly (adv)	INCORRECTLY (adv)	IF THE HOSES ARE INCORRECTLY INSTALLED, DAMAGE CAN OCCUR.	Damage can occur if hoses are wrongly installed.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example

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Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example
YES (adv)	Function word that shows the positive answer to a question	DOES THE LIGHT COME ON? YES OR NO?	
yet (conj)	BUT (conj)	TIGHTEN THE NUTS, BUT KEEP THEM SUFFICIENTLY LOOSE TO REMOVE THEM WITH YOUR HAND.	The nuts should be tightened, yet loose enough to remove by hand.
yet (adv)	AT THIS TIME	DO NOT REMOVE THE FIXTURE COVER AT THIS TIME.	Do not remove the fixture cover yet.
YOU (pron)	The reader or the user	YOU CAN CONTINUE THE TEST.	
		HOT SURFACES CAN BURN YOU.	
YOUR (adj)	Related to the reader or the user	IF YOU GET SOLVENT IN YOUR EYES, FLUSH THEM IMMEDIATELY WITH WATER.	
yourself (pron)	YOU (pron)	DO NOT USE YOUR HANDS TO PREVENT MOVEMENT OF THE LP COMPRESSOR. IF YOU DO, THE LP COMPRESSOR CAN CAUSE YOU INJURY AND CAN CAUSE DAMAGE TO THE EQUIPMENT.	Do not use your hands to prevent movement of the LP compressor. If you do, you can cause injury to yourself and damage to the equipment.
zero (v)	ZERO (TN)	ADJUST THE METER TO ZERO.	Zero the meter.

Word (part of speech)	Approved meaning/ ALTERNATIVES	STE EXAMPLE	Non-STE example

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