Getting Started with the Dictionary

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Work the First Words

The first words that you set up in your dictionary will be the easiest and will have the most impact.

Prerequisites: Have the dictionary file in a spreadsheet.

Effort: This will require less than an hour.

Procedure 1. To work through the most used words in your dictionary:

1. In the word with the highest count, set the Part of Speech (PoS).

   A typical result for the most used words are the names of your organization or product. ASD-STE calls these *technical names*. Set the PoS of the technial names in the top results as `Name`.

   This lets you filter for proper nouns which change more often than regular nouns.

   For example, the company name will change if your organization delivers a white label product.
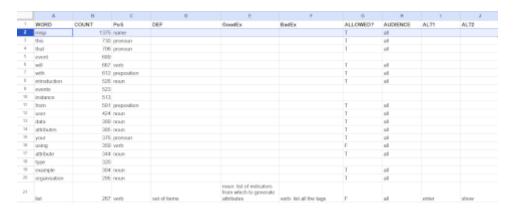
2. Enter the PoS for the other most common words, such as *the that this from*. When you get to a word that is may be used in multiple parts of speech and is not a common word for all English content, skip it.

3. In the Allowed column, enter `T` (for true) or `F` (for false).

   Most of these first words will be allowed.

4. In the Audience column, enter `all` or select a persona from the list, if you are sure this word will be allowed only for this persona.

Examples of the First Words

- In our example, one of the product or company names is the word with the highest frequency. We set its PoS as `Name` and set Allowed to `T`. We set Audience to `all`. We do not set a value for the other columns yet.

- In the top words, we have many that are clearly to be allowed: *this that will with from your*. These are pronouns, prepositions, and modular verbs. In a technical writing dictionary for native speakers, it does not give a lot of information to define the PoS. Is *that* a pronoun, adverb, conjunction, or determiner? We set a rule that we do not use minimalist rules. If *that* helps make a sentence easier to understand, we use it.

A	B	C	D	E
WORD	**COUNT**	**PoS**	**DEF**	**GoodEx**
misp	1375	name		
this	730	pronoun		
that	706	pronoun		
event	689			
will	667	verb	sets future tense of main verb	
with	612	preposition		
introduction	526	noun		
events	523			
instance	513			
from	501	preposition		
user	424	noun		
data	389	noun		
attributes	385	noun		
your	376	pronoun		

- We have words that are industry standard for software technical writing: *introduction user data attributes attribute example organisation*. Later, we will enter a specific deinition for these words. For now, we set the PoS, set Allowed to `T`, and set Audience to `all`.

  attribute and *attributes* are two items.

  We restrict the values of the Word and ALT columns to one word or phrase, to prepare for a checker tool that might be a simple Python script.

  If you know that you will use a specific AI-driven tool, such as writer.com or jasper.ai, change the dictionary headers and values to work with the aquired tool.

- See *organisation*. We know we need this word, but this spelling is British. We know our rules will tell us to use American spelling. In this case, we will make a decision for our dictionary without analysis, or to put it more accurately, despite analysis. The spelling of *organisation* is the most commonly used form, but we will not use it. We will use the American spelling.

1. Sort the complete range of dictionary alphabetically, by *Word*.

2. Set *organization* and *organizations* as allowed (`T` in Allowed).

3. Set the British *organisation* and *organisations* as not allowed (`F` in Allowed).

4. In the allowed words, set the definition: `nonspecific body of people with a purpose`.

   We will use *organisation* for a company, nonprofit org, military base, and all similar bodies.

5. In ALT1 for *organisation* and *organisations*, enter *organization* and *organizations*.

WORD	COUNT	PoS	DEF	GoodEx
orga	1			
orgadmins	1			
organisation	295	noun		
organisations	100	noun		
organization	32	noun	nonspecific body of people with a purpose	
organizational	1			
organizations	8	noun	plural of organization	

Why not add *organizational* on the fly? Answer: It is used only one time. We will analyze the text and find a more common rewrite in that one sentence. Or maybe that one instance is for *Organizational Unit (OU)* in Active Directory. If so, we will make that phrase a "word".

Sort the range by Count. We are done with the easiest words. Next: analyze words in their syntax and by content to make decisions for the dictionary.