

**Start: 1952 L – Stop: 2009 L**

## **Prowords**

### **1.1 OVERVIEW.**

Thank-you Bob. Good evening everyone. Tonight, I'll be discussing a subset of the introductory words, operational words, and punctuation used when handling formal verbal message traffic. The information in this presentation is sourced from the ARRL® *NTS Methods and Practices Guidelines*. This topic was selected based on feedback I received following September's Simplex Drill.

After the presentation, I will send an exercise announcement that incorporates most of the information discussed in the presentation.

### **1.2 INTRODUCTORY WORDS**

When sending formal message traffic, introductory words are spoken to alert the receiving operator that a special type of group is about to be sent. These introductory words indicate that a group is going to be sent one character at a time, and if the group includes letters, that all letters will be sent phonetically.

- a. **FIGURES:** Used to introduce a group of one or more numbers.
- b. **INITIAL:** Used to indicate that a single letter will follow. Phonetic pronunciation mandatory.
- c. **INITIALS:** Several letters together in a group will follow. Example: EOC.
- d. **MIXED GROUP:** Used to introduce a group that consists of a mixture of 2 or more of the 3-character types that are permitted in a group; The character types permitted in a group are (1) letters, (2) figures, and (3) slashes (/). The only limitation is that the group cannot begin with a figure. Example ACS/ARES.
- e. **MIXED GROUP FIGURES:** Used when the first character of a mixed group is a figure. Example 75V.

- f. **AMATEUR CALL:** Used to introduce an amateur call sign in the Address, Text, or Signature of a message.

### 1.3 OPERATIONAL WORDS

These words are spoken to begin or end the message or indicate amplifying information for the receiving operator. They are not written in the message or counted in the check. They are usually spoken in a different tone of voice to distinguish them from written parts of the message.

- a. **I SAY AGAIN:** Used to indicate that a single phrase will be stated a second time.
- b. **I SPELL:** Used to indicate you are going back to spell the group just voiced. It is used with ONE GROUP AT A TIME, and is said IMMEDIATELY after voicing the group, followed by phonetic spelling of the group.
- c. **CORRECTION:** “I am going to correct an error.”
- d. **END... NO MORE:** Indicates the end of the current message and that no additional messages follow.
- e. **END x MORE:** Indicates the end of the current message and the “x” indicates the number of messages remaining to be sent.

### 1.4 PUNCTUATION

Punctuation is a little trickier; however, the most important point to remember is that the handling of punctuation is done at the time of formatting, not during transmission.

- a. **Slash (/):** The slash (/) is used to separate characters within a mixed group, as in 304/BA. Since the “/” is part of the group it does not qualify as a separate group for the check.
- b. **The letter “X”:** The letter “X” is used as a substitute for a period (and is never used as the last group of the text).

- c. **The letter “R”**: The letter "R" is used in place of a decimal in mixed figure groups, such as frequency or voltage values. For example, 13.8 volts would be voiced **MIXED GROUP ONE THREE ROMEO EIGHT VOLTS.**

### 1.5 EXERCISE ANNOUNCEMENT - EXAMPLE

Those are the introductory words, operational words and punctuations that I planned to cover this evening. This is not the complete list. It is only a subset of those that you are most likely to encounter. So now I'm going to use these prowords in an example

First, let me read you the text of the example I'm about to send:

*“The ACS/ARES Training Officer Mike H Drake WA1RYQ will demonstrate P2P Winlink operations on a frequency of 145.070 at 7PM on 14 October. All members are welcome.”*

If this information was part of a formal message, I would need to incorporate the appropriate prowords while voicing the information and send the message slowly and clearly at a speed that would allow the receiving operator to copy perfectly without rushing.

So, lets give it a try. I would request that everyone try copying the message as I send it. Here goes.

“**THIS IS** WA1RYQ please standby for an exercise announcement. **I SAY AGAIN** this is WA1RYQ please standby for an exercise announcement. Exercise announcement 1 follows:

The **MIXED GROUP** ACS **SLASH** ARES training Officer Mike **INITIAL** H Drake **I SPELL** DELTA ROMEO ALPHA KILO ECHO **AMATEUR CALL** WA1RYQ will demonstrate **MIXED GROUP** P2P Winlink **I SPELL** operations on a frequency of **MIXED GROUP FIGURES** 145 **Romeo** 070 at **MIXED GROUP FIGURES** 7PM on **FIGURES** 13 October **CORRECTION FIGURES** 14 October **INITIAL X-RAY**

All members are welcome

**END NO MORE**

That completes the example segment of our training for this evening.

## 1.6 QUESTIONS OR COMMENTS

I'd like to pause here for a minute and ask if anyone has a comment or question about tonight's presentation. If you have a comment or question, please provide me with your call sign, slowly, clearly, and phonetically so I don't make a mistake when I respond. And then ask your question or provide me with your comment.

This is WA1RYQ.

### **ACTION - PAUSING FOR QUESTIONS**

## 1.7 CONCLUSION.

That's all I have for this week's training session. Let me conclude with a couple of reminders.

1. There is no Winlink training this week. The next Winlink Training net is scheduled for Wednesday, October 13<sup>th</sup>, at 1930 hours local. This will be a mixed voice and data net with the voice segment taking place on the W4ACS repeater. A Winlink bulletin describing the planned net activities will be sent to all registered Winlink net participants on Monday October 11<sup>th</sup>. A copy of the bulletin will also on the Pinellas ACS Website.
2. There have been significant updates to the Pinellas ACS web site. The pages for Training Resources, Emergency Operations Training, Net protocols, Net Control Scripts, the Winlink Training Net, Monthly Drills, Membership meetings, and the weekly ACS training net have all been updated. I've added a Posted Date to the bottom of each page so that you can see when the last time each page was updated.
3. I strongly encourage everyone to provide comments and suggestions for future training activities. I can be contacted at [WA1RYQ@ARRL.net](mailto:WA1RYQ@ARRL.net).

Now with that, I'll turn it back to Net Control.

## 1.8 QUESTIONS AND COMMENTS.

The following table contains a summary of the comments and questions provided by the membership during the presentation.

No.	Call Sign	Comments	Response
1	W8QFV	In my experience, Slash (/) was always spelled out and treated as a separate group.	The information presented this evening was drawn from the NTS MPG. That document states that a mixed group can contain a slash (/). I will research this topic further and discuss offline with W8QFV.
2	KJ4RUS	A helpful technique to use while sending the message is to rewrite the message while sending the message. This will ensure that you send the message slow enough for the receiving stations to copy.	Excellent suggestion.
3	K4BCK	"END NO MORE" is only used if there are no more messages. "END MORE" or "END x MORE" where x is a number if there are more messages to pass.	I will update the presentation accordingly.