

**Start: 1945 L – Stop: 2001 L**

## **Prowords and Fill Requests**

### **1.1 OVERVIEW.**

Thank-you Bob. Good evening, to the net. Tonight, I'll be discussing a subset of the introductory words, operational words, punctuation, and Fill Requests used when handling formal verbal message traffic. The information in this presentation is sourced from the ARRL® *NTS Methods and Practices Guidelines*.

Prior to the discussion on fill requests, I will send an exercise bulletin to the net. I will then reference this bulletin during the fill requests discussion.

### **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 is 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, 13.8V would be voiced **MIXED GROUP FIGURES** ONE THREE ROMEO EIGHT **VICTOR**.

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.

### 1.5 EXAMPLE – EXERCISE BULLETIN TO THE NET

So now I’m going to use these prowords in an example. I would request that everyone try copying the bulletin as I send it. The bulletin is in standard ARRL® radiogram format.

“**THIS IS** WA1RYQ please standby for an exercise bulletin. **I SAY AGAIN** this is WA1RYQ please standby for an exercise bulletin. Exercise bulletin 11 follows:

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“Number 11 TEST Routine WA1RYQ 23 SEMINOLE FL 1544 Local APR 18

PACS **I SPELL** PAPA ALPHA CHARLIE SIERRA Training net

Break for text

The next **MIXED GROUP** ALPHA CHARLIE SIERRA SLASH ALPHA ROMEO ECHO SIERRA monthly meeting will take place at the PINELLAS **I SPELL** PAPA INDIA NOVEMBER ECHO LIMA LIMA ALPHA SIERRA county **INITIALS** ECHO OSCAR CHARLIE at **MIXED GROUP FIGURES 7** PAPA MIKE on Thursday **FIGURES** 20 April X Arrive by **FIGURES** 1845

Break for signature

MIKE **AMATEUR CALL** WA1RYQ

**END NO MORE**

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If this was an official bulletin, I would now poll each station in the net and request confirmation that they either received the bulletin or needed part of the message resent. And that brings us to the new segment of tonight's training, Fill Requests.

## 1.6 FILL REQUESTS

Fill requests are used by the receiving station to request that the transmitting station resend part of the message that the receiving station may have missed. Tonight, we will be covering four types of fill requests: WORD BEFORE, WORD AFTER, ALL BEFORE, and ALL AFTER.

- a. **Word Before:** The first fill request is WORD BEFORE. It is used when the receiving station needs to have the sending station resend a single word in the message. In order to identify the location of the missing word within the message, the receiving station states the word immediately after the missing word. For example, if the missing word in the bulletin is "MONTHLY", the fill request would be voiced **WORD BEFORE MEETING**. The sending station would respond **MONTHLY**.
- b. **Word After:** The fill request, Word After, is similar to the WORD BEFORE fill request. In this case, the receiving station identifies the word immediately preceding the missing word. For example, if the missing word is "COUNTY", the fill request would be voiced **WORD AFTER PINELLAS**. The sending station would respond **COUNTY**.
- c. **All Before:** The next fill request is ALL BEFORE. This fill request is used when the receiving station needs the sending station to resend several words or an entire section of the message. In order to identify the section of the message the receiving station needs to have the sending station resend, the receiving station identifies the word immediately after the missing section and then uses the ALL BEFORE fill request. For example, if the receiving station was unable to copy the beginning of the bulletin's text section, a fill request might be voiced **ALL BEFORE COUNTY**. The sending station would respond with the following:

“The next **MIXED GROUP** ALPHA CHARLIE SIERRA SLASH ALPHA ROMEO ECHO SIERRA monthly meeting will take place at the PINELLAS **I SPELL PAPA INDIA NOVEMBER ECHO LIMA LIMA ALPHA SIERRA**”.

- d. **All After:** This fill request is similar to the **ALL BEFORE** fill request. In this case, the receiving station will identify the last word in the message that the receiving station copied correctly. The fill request ALL AFTER requests that the sending station resend everything after the word identified.

In the exercise bulletin, the two-letter word “AT” appears twice in the body of the message. So, using the fill request “Word before AT” would be confusing to the sending station. To prevent this from happening, the receiving station should modify the Fill Request. The easiest way to do this would be to change the fill request from “Word Before” to “Word After”.

That completes the training for this evening. I want to stress that this is not the complete list of potential fill requests. There is quite a lot more to this topic; this is just the basics.

## 1.7 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**

## 1.8 CONCLUSION.

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

1. Only a small number of individuals have been participating in the Winlink training net. I am currently researching several different approaches to Winlink training and will notify

the group when I have decided on the way ahead. No Winlink training will be scheduled until a new approach has been selected.

2. 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) or you can send me a message using our groups.io web site.

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

### 1.9 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
		<b>No More Questions or comments</b>	

Pinellas ACS/ARES® Training Net – April 18, 2023  
Rev (-)



THE AMERICAN RADIO RELAY LEAGUE  
**RADIOGRAM**  
VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
11	TEST R		WA1RYQ	23	SEMINOLE FL	1544 LOCAL	APR 18

TO PACS TRAINING NET  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 TELEPHONE NUMBER \_\_\_\_\_

THIS RADIO MESSAGE WAS RECEIVED AT  
 AMATEUR STATION \_\_\_\_\_ PHONE \_\_\_\_\_  
 NAME \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_

THE	NEXT	ACS/ARES	MONTHLY	MEETING
WILL	TAKE	PLACE	AT	THE
PINELLAS	COUNTY	EOC	AT	7PM
ON	THURSDAY	20	APRIL	X
ARRIVE	BY	1845		

MIKE WA1RYQ

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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