

Voice Traffic: PROWORDS, OPERATION WORDS and INTRODUCTORY WORDS FOR GROUPS

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Robert Grinnell, KD7WNV

PROWORDS and OPERATIONAL WORDS

- Spoken to:
 - Begin or end the message
 - Indicate information for the receiving operator
 - Separate parts of the message
- Not written in the message
- Not counted in the check
- Say them in a different tone of voice to distinguish them from written parts of the message

“Break”

- Marks START OF TEXT
- Marks END OF TEXT
- Can be used to take a pause in reading between other elements on form

“I Spell”

- Indicates you are going back to spell the group just voiced
- Use with **ONE GROUP AT A TIME**
- Say **IMMEDIATELY** after voicing the group
- Followed by: Either phonetic or letter spelling of the group

“I Say Again” (Usage #1): Repeat for Clarity

- Say the group(s)
- Then "I say again"
- Repeat the group(s)
- Continue on

“I Say Again” (Usage #2): To CORRECT AN ERROR

- Stop
- Say "I say again"
- Go back to last group (or proword) sent correctly
- Continue, starting with that correct group or proword.

“Over”

- Indicates end of your transmission
- Signals receiving station to go ahead
- Many transmissions are self-completing
 - Over may be omitted
- May be used between messages or after other transmissions whenever the transmitting station wishes to signal or force the other station to go ahead
- Typically not needed as much in our FM traffic

“Roger”

- Receiving station acknowledgment of message(s) copied
- Means “received and understood”
 - Does NOT mean “yes” or “affirmative”
 - Except it *is* used that way a lot

“Q” Signals

- Not used operationally on voice
 - NTS and NIMS/ICS standards
- Say it with words
 - (“Q” signals are permitted within the message text and are treated as initials)
 - (More NTS; unlikely in our traffic)

INTRODUCTORY WORDS FOR GROUPS

- Spoken to alert the receiving operator to a special type of group to follow
 - Such as: initial(s), figure(s), mixed groups, or amateur call signs... not normal spoken words
- Implies group will be sent one character at a time
 - Letters phonetically if present
- Avoids having to try to pronounce such groups and then use “I spell”
- Used ahead of single groups
- Only one introducer is used per group
- Not written
- Usually spoken in a different tone of voice

“Figure(s)”

- Used to introduce a group of one or more numbers – DIGITS
- Say “figure(s)”
- Then voice the numbers one digit at a time
- If multiple groups:
 - Group pause, and go on to the next group

“Telephone Figures”

- “Telephone figures FOUR ONE ZERO..(pause) FIVE FIVE FIVE.. (pause) ONE TWO TREE FOUR”

“Initial”

- Used to introduce a single letter initial
 - Phonetic pronunciation mandatory
 - "JOHN.. initial ROMEO.. SMITH"

“Initials” (Letter Group)

- Used to introduce a group of 2 or more letters
 - Abbreviation or unpronounceable group, etc.
- Phonetics are mandatory

“Mixed Group”

- Used to introduce a group consisting of a mix of 2 or more of the 3 types of characters permitted in a group
 - Letters
 - Figures
 - Slashes (/), not beginning with figure(s)
- Do NOT introduce characters separately within the mixed group
 - Would imply a separate group to copy
- The "/" may be voiced as "slash", "stroke", "diagonal", or "slant-bar"
 - “Forward slash” is not necessary--avoid

“Mixed Group Figures”

- Used to introduce a mixed group as above when the first character is number(s)

“Amateur Call”

- Used to introduce an amateur call sign.

Email, Packet and Internet Addresses

- Normal voicing: Treat all the groups formatted in the address as individual groups using the appropriate separate introducers
- To avoid having to introduce every group within the address may be introduced as:
 - “Email Address”
 - “Packet Address”
 - “Internet Address”