**Communication terms in English**

**Introduction to radio communications.**

**Alphabet**

The NATO Alphabet listed below will be used.

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| **A** = ALPHA al-fah  **B** = BRAVO bra-voh  **C** = CHARLIE char-lie  **D** = DELTA del-tah  **E** = ECHO è-kho  **F** = FOXTROT fox-trot  **G** = GOLF golf  **H** = HOTEL hoo-tel  **I** = INDIA in-die-jah  **J** = JULIET djoe-lie-jet  **K** = KILO kilo  **L** = LIMA lie-mah  **M** = MIKE maik  **N** = NOVEMBER noh-vem-buh | **O** = OSCAR os-cah  **P** = PAPA pah-pah  **Q** = QUEBEC keh-bek  **R** = ROMEO row-mie-joow  **S** = SIERRA sie-jerrah  **T** = TANGO teng-go  **U** = UNIFORM joe-nie-fòhm  **V** = VICTOR vic-tòh  **W** = WHISKEY wiss-kie  **X** = X-RAY èks-reei  **Y** = YANKEE jeng-kie  **Z** = ZULU zoe-loe  NB **IJ** = INDIA + JULIET |

**Numerals**

In radio communications, numerals will be transmitted digit by digit except round figures as hundred and thousands.

The phonetic pronunciation of numerals is distinguished from words by using the proword **figures** immediately preceding the number.

0 = ZERO zie-ro *Examples:*

1 = ONE wan 12 wan-toe

2 = TWO toe 44 fòwer fòwer

3 = THREE thrie 90 nai-nur zie-ro

4 = FOUR **fò-wer** 136 wan thrie siks

5 = FIVE faiv 500 faiv hundred

6 = SIX siks 7000 sèvun thousand

7 = SEVEN sèvun 16000 wan siks thousand

8 = EIGHT eeit 1478 wan fòwer sèvun eeit

9 = NINE **nai-nur** 19A wan nai-nur Alfa

10 = TEN tèn

The **decimal** point is to be pronounced as day-see-mal.

*Example:*

123.4 = one two three day-see-mal fòwer

**Dates** should be spoken digit by digit, with the months in full.

*Example:*

20 August = two zero August

**Punctuation marks**

Punctuation marks dictated during a transmis­si­on must be copied in the message. Unne­ces­sary use of those marks should be avoi­ded.

The punctuation marks are to be spoken as fol­lows:

**,** = comma (komma)

**.** = stop/point/dot (punt)

**:** = colon (dubbele punt)

**;** = semi-colon (punt-komma)

**?** = question mark (vraagteken)

**( )** = paren unparen (haakje openen haakje sluiten)

**" "** = quote unquote (aanhalingstekens openen/slui­ten)

**/** = slant/slash (breukstreep)

**-** = dash (streepje)

**'** = apostrophe (apostrof)

**!** = exclamation mark (uitroepteken)

**I** = roman one (romeinse één)

**IV** = roman four (romeinse vier)

**@** = at (apenstaartje)**Procedure words (Prowords)**

A proword is a word or phrase which has been given a special meaning in order to speed up the handling of messages.

The only authorized prowords are listed below:

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| **PROWORD** | **MEANING** |

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| ACKNOWLEDGE | Confirm that you have received my message and will comply (WILCO). |

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| AFFIRMATIVE  NEGATIVE | Yes / Correct  No / Incorrect |

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| --- | --- |
| ALL AFTER  ALL BEFORE | Everything transmitted after ... (Keyword)  Everything transmitted before ... (Keyword) |

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| CORRECT (THAT IS CORRECT)  CORRECTION  WRONG | What you have transmit­ted is correct, you are cor­rect.  a. An error has been made in this transmis­sion. I will continue with the last word (group) correctly transmit­ted.  b. An error has been made in this transmis­sion. The correct version is ...  c. That which follows is a corrected version in ans­wer to your request for verificati­on.  Your last transmission was incorrect. The correct version is ... |

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| DISREGARD THIS TRANSMISSION - OUT | This transmission is an error. Disregard it.  (This proword shall not be used to cancel any message that has been already completely transmit­ted and which receipt or acknowledge­ment has been recei­ved.) |

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| DO NOT ANSWER - OUT | Station(s) called are not to answer this call, acknowledge this message, or otherwise to transmit in connection with this transmission. |

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| SILENCE - SILENCE - SILENCE !! | Cease all transmission in this net immediately. Will be maintained until lifted. |
| SILENCE LIFTED | Silence is lifted. The net is free for traffic. |

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| END OF MESSAGE - OVER (OUT)  END OF TEXT | This concludes the message just transmitted.  The textual part of a formal message ends. Stand by for the message instructions immedi­ately follo­wing. |

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| FETCH ...!  SPEAKING | I wish to speak on the radio to that person (ap­pointment title).  Requested person is now using the radio by him­self. |

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| FIGURES | Numerals or numbers will follow.  (This pro­word is not used with the call signs, time defi­nitions, grid references, bearings, distances, etc., especially in fixed formreports.) |

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| FROM  TO  THIS IS ... | a. This is ...  b. The originator of this formal message is indica­ted by the address designa­tion immediately follo­wing.  The addressees whose designations will imme­diately follow are to take action on this for­mal message.  This transmission is from the station whose designa­tion immediately follows. |

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| MESSAGE  MESSAGE FOLLOWS | I have a message for you.  A formal message which requires recording is about to follow. |

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| OVER | This is the end of my turn of transmitting. A res­ponse is expected. Go ahead, transmit. |

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| OUT  OUT TO YOU | This is the end of my transmission to you. No ans­wer or acknowledgement is expected.  Do not answer, I have nothing more for you, I shall now call another station. |

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| READ BACK!  I READ BACK | Repeat the entire following transmission back to me exactly as received.  The following is my reply to your request to read back. |

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| --- | --- |
| SAY AGAIN!  I SAY AGAIN | a. Repeat all of your last transmissi­on.  b. Followed by identification data ALL AF­TER, ALL BEFORE, WORD AFTER, WORD BEFO­RE, etc. it means: Repeat .... (portion indica­ted).  I am repeating my transmission or portion indica­ted. |

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| SEND!  SEND YOUR MESSAGE! | Go ahead with your transmission.  Go ahead, transmit: I am ready to copy. |

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| SPEAK SLOWER! | Reduce the speed of your transmission. (Nor­mally used in connection with request for repetition). |

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| I SPELL | I shall spell the next word, group or equivalent phonetically. (Not used when transmitting coded messages). |

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| RELAY TO ...  RELAY THROUGH ... | Transmit the following message to all addres­sees or to the address designation immediate­ly following.  Send this message through call sign ... |
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| THROUGH ME  MESSAGE PASSED TO ... | I am in contact with the station you are calling. I can act as a relay station.  Your message has been passed to ... |

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| ROGER  ROGER SO FAR? | I have received your last transmission satisfac­torily.  Have you received this part of my message satisfac­torily? |

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| WILCO | I have received your message, understood it, and will comply. (To be used only by the ad­dressee). ROGER and WILCO are never used together. |

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| UNKNOWN STATION | The identity of the station calling or with whom I am attempting to establish communication is un­known. |

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| VERIFY  I VERIFY | Verify entire message (or portion indicated) with the originator and send verified version. To be used only at discretion of or by the addressee to which the questioned message was directed.  That which follows has been verified at your re­quest and is repeated. To be used only as a reply to VERIFY. |

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| WAIT - WAIT - WAIT  WAIT - OUT | I must pause for a few seconds.  I must pause longer than some seconds, and will call you again when ready. |

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| WORD AFTER ...  WORD BEFORE ... | The word of the message to which I have refe­rence is that which follows ...  The word of the message to which I have refe­rence is that which precedes ... |

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| WORDS TWICE | Communication is difficult. Transmit(ting) each phrase (group) twice. This proword can be used as on order, request or as information. |

**Reporting the quality of reception**

Following phrases shall be used when initiating or answering queries concerning signal strength and readability.

RADIO CHECK What is my signal strength and readability, how do you read me?

YOU ARE (I READ YOU)..... Your signal strength and readability is as follows ...

SIGNAL STRENGTH:

LOUD Your signal is excellent

GOOD Your signal is good

WEAK I can hear you with difficulty

VERY WEAK I can hear you with great difficulty

NOTHING HEARD I cannot hear you at all

READABILITY:

CLEAR Excellent quality

READABLE Good quality. No difficulties in reading you.

DISTORTED I have trouble in reading you because of distortion.

WITH INTERFERENCE I have trouble in reading you due to interference.

UNREADABLE I can hear that you transmit but I cannot read you at all.

If the station requesting a Radio check is loud and clear the proper reply is "ROGER", e.g.

52 FROM 11 - RADIO CHECK - OVER

52 - ROGER - OVER

11 - ROGER - OUT