

# Region 9 Army MARS Training Topics for “phone bridge” use

**TRAINING TOPIC** – Messages by Voice

**LESSON INTENT** – Part 1 - Introduction to the procedure of sending and receiving messages by voice

**REFERENCES** – ACP-125 Radio Telephone Procedures

**EXPECTED TIME TO DELIVER** – 55 Min.

## **1. Speech Technique**

The correct use of audio equipment and clear, concise speech over the radio are essential if transmissions are to be successfully received and understood at the first attempt.

a. **Use of Audio Equipment.** In many situations, particularly in noisy or difficult conditions, the use of headsets fitted with a noise canceling microphone is preferable to loudspeakers as a headset will aid concentration and the audibility of the incoming signal. The double-sided, noise canceling microphone is designed to cancel out surrounding noise, for example engine noise, allowing speech entering on one side to pass freely. The microphone should be as close to the mouth as possible.

b. **Method of Speech.** The key words to remember are Rhythm, Speed, Volume and Pitch (RSVP):

i. **Rhythm.** Use short sentences divided into sensible phrases which maintain a natural rhythm; they should not be spoken word by word. Where pauses occur, the press-to-talk should be released to minimize transmission time and permit stations to break in when necessary.

ii. **Speed.** Speak slightly slower than for normal conversation. Where a message is to be written down by the recipients, or in difficult conditions, extra time should be allowed to compensate for the receiving station experiencing the worst conditions. Speed of transmission is easily adjusted by increasing or decreasing the length of pauses between phrases, as opposed to altering the gaps between words; the latter will create an unnatural, halted style of speech, which is difficult to understand.

iii. **Volume.** Speak quietly when using whisper facilities, otherwise the volume should be as for normal conversation. Shouting causes distortion.

iv. **Pitch.** The voice should be pitched slightly higher than for normal conversation to improve clarity.

## 2. Aids to Accuracy

**Pronunciation of Letters.** To help identify spoken letters of the alphabet a standard phonetic word alphabet is used. Each letter of the alphabet is represented by a uniquely pronounced word to enable consistent and accurate pronunciation. For example, BRAVO is the phonetic equivalent of the letter B and DELTA equates to the letter D.

**Phonetic Alphabet.** The below shows the phonetic word equivalent of each letter and as it is spoken. The underlined portion of the spoken words indicates syllables to be emphasized to make the letters distinctively audible.

### Phonetic alphabet and pronunciation

Letter	Phonetic	Spoken as	Letter	Phonetic	Spoken as
A	ALFA	AL-FAH	N	NOVEMBER	NO-VEM-BER
B	BRAVO	BRAH-VO	O	OSCAR	OSS-CAH
C	CHARLIE	CHAR-LEE	P	PAPA	PAH-PAH
D	DELTA	DELL-TAH	Q	QUEBEC	KEH-BECK
E	ECHO	ECK-OH	R	ROMEO	ROW-ME-OH
F	FOXTROT	FOKS-TROT	S	SIERRA	SEE-AIR-RAH
G	GOLF	GOLF	T	TANGO	TANG-GO
H	HOTEL	HOH-TELL	U	UNIFORM	YOU-NEE-FORM
I	INDIA	IN-DEE-AH	V	VICTOR	VIK-TAH
J	JULIETT	JEW-LEE-ETT	W	WHISKEY	WISS-KEY
K	KILO	KEY-LOH	X	XRAY	ECKS-RAY
L	LIMA	LEE-MAH	Y	YANKEE	YANG-KEY
M	MIKE	MIKE	Z	ZULU	ZOO-LOO

**Pronunciation of Figures.** Whenever figures are spoken in single digits over radio they are pronounced as shown in the table below. The underline portion of the spoken words indicates the syllables to be emphasized to make the figures distinctively audible.

Figure	Spoken As	Figure	Spoken As
1	WUN	6	SIX
2	TOO	7	SEV-EN
3	TREE	8	AIT
4	FOW-ER	9	NINE-ER
5	FIFE	0	ZE-RO

**Rules for Spelling**

**Plain Text.** Spelling is necessary when difficult radio conditions prevent the reception of an obscure word, or of a word or group, which is unpronounceable. Such words or groups within the text of plain language messages may be spelled using the phonetic alphabet; they are preceded by the proword “I SPELL”. If the word is pronounceable and it is advantageous to do so, then it should be spoken before and after the spelling to help identify the word. If the word has dual meaning, such a to, too, or two, then you must say the word, use the proword “I SPELL”, then say the word again.

**Rules for Numbers and Figures**

309. When radio conditions are satisfactory and confusion will not arise, numbers in the text of a message may be spoken as in normal speech. During difficult conditions, or when extra care is necessary to avoid misunderstanding, numbers are sent figure by figure preceded by the proword FIGURES. This proword warns that figures follow immediately, to help distinguish them from other similarly pronounced words.

Number	Satisfactory conditions	Difficult conditions
23	Twenty three	FIGURES two three
50	Fifty	FIGURES five zero

<b>Number</b>	<b>Satisfactory conditions</b>	<b>Difficult conditions</b>
146	One hundred and forty six	FIGURES one four six
200	Two hundred	FIGURES two zero zero
1009	One thousand and nine	FIGURES one zero zero nine
1630 hours	Sixteen thirty hours	FIGURES one six three zero hours
2800	Two thousand eight hundred	FIGURES two eight zero zero
12000	Twelve thousand	FIGURES one two zero zero zero

## Rules for Mixed Groups

The rules for sending mixed letter/figure groups incorporate the same principles that apply to sending letters and figures separately. The same information may be sent in two different ways depending on the circumstances.

Example A. Satisfactory conditions:

Mixed group spoken as

ACP 125 ACP one two five

Example B. Difficult conditions:

Mixed group spoken as

ACP 125 I SPELL Alfa Charlie Papa FIGURES one two five

## Written, spoken or abbreviated punctuation

<b>Punctuation</b>	<b>Written as</b>	<b>Spoken as</b>	<b>Abbreviated as</b>
Full Stop / period	.	Full stop	PD
Comma	,	Comma	CMM
Slant/oblique	/	Slant	Slant
Hyphen	-	Hyphen	Hyphen
Left-hand bracket	(	Brackets on	Paren
Right-hand bracket	)	Brackets off	Unparen
Colon	:	Colon	CLN
Semi-colon	;	Semi-colon	SMCLN
Question mark	?	Question mark	Ques
Decimal point	.	Decimal	Point

**LIST OF PROWORDS AND THEIR EQUIVALENT PROSIGNS OR OPERATING SIGNALS**

<b>Proword</b>	<b>Explanation</b>	<b>Para</b>	<b>Prosign/OPSIG</b>
ACKNOWLEDGE (ACK)	The originator requires the addressee to confirm receipt and understanding of their message	665	ACK
ADDRESS GROUP	The group that follows is an address group	238	
ALL AFTER	The portion of the message to which I am referring is all that follows.....	646	AA
ALL BEFORE	The portion of the message to which I am referring is all that precedes.....	646	AB
ANSWER AFTER	The station called is to answer after callsign..... when answering net calls	622	ZGO
ASSUME CONTROL	You will assume control of this net until further notice	628	ZKD
AUTHENTICATE	The station called is to reply to the challenge which follows	619	INT ZNB
AUTHENTICATION IS	The transmission authentication of this message is.....	619	ZNB
BEADWINDOW (number)	Your station has disclosed an Essential Element of Friendly Information (EEFI) corresponding to the EEFI list at para. 806.	806	
BREAK	This point indicates the separation of text from other portions of this message	531	BT
CALL SIGN	The group that follows is a callsign	241	
CANCEL	Previously transmitted message ..... is cancelled in its entirety	657	
CHECK GROUPS.....	The group count of the message you have sent to me does not match what I have received (followed by the number of groups received)	649	
CLEAR	The quality of your transmission is excellent	633	
CLOSE DOWN	Called stations are to close down when indicated. Acknowledgements are required	680	ZKJ
CORRECT	You are correct, or what you have transmitted is correct	659	C

<b>Proword</b>	<b>Explanation</b>	<b>Para</b>	<b>Prosign/OPSIG</b>
CORRECTION	An error has been made in this transmission. Transmission will continue with the last word correctly transmitted. An error has been made in this transmission (or message indicated). The correct version is..... That which follows is a corrected version in answer to your request for verification.	653	EEEEEEEEE or ZFR  C  C
DISREGARD THIS TRANSMISSION – OUT	This transmission is in error, disregard it. (This proword shall not be used to cancel any message that has been completely transmitted and receipted)	656	EEEEEEEEE AR
DISTORTED	I am having trouble reading you due to signal distortion	633	
DO NOT ANSWER	Stations called are not to answer this call, receipt this message, or otherwise transmit in connection with this transmission. (When this proword is employed the transmission shall be ended with the proword OUT)	658	F
EXECUTE	Carry out the order given in the message or signal to which this applies (To be used only with the Executive Method)	708	IX-----
EXECUTE TO FOLLOW	Action on the message or signal which follows is to be carried out upon receipt of the proword EXECUTE. (To be used only with the Delayed Executive Method)	708	IX
EXEMPT	The station(s) immediately following is (are) exempted from the collective call or from collective address	523	XMT
FADING	At times your signal strength fades to such an extent that continuous reception cannot be relied upon	633	QSB
FETCH.....	Bring appointment title.....to the handset for a conversation.	237	
FIGURES	Numbers to follow	310	
FLASH FLASH (spoken 3 times)	Precedence FLASH I am breaking-in to your conversation to transmit a FLASH message	669	Z
FORMAL MESSAGE	I wish to transmit a plaindress format message to you	524	

<b>Proword</b>	<b>Explanation</b>	<b>Para</b>	<b>Prosign/OPSIG</b>
FROM (address)	The originator of this message is indicated by the address designator immediately following	528	FM
FROM (text)	The portion of the message to which I am referring follows ..... (used in conjunction with proword TO)	646	
GOOD	Your signal strength is good	633	QSA 4
GRID	The portion following is a grid reference	804	GR
GROUPS	This message contains the number of groups indicated by the numeral following	529	GR (when contained in the heading or ending parts of a message)
GROUP NO COUNT	The groups in this message have not been counted	529	GRNC
I ACKNOWLEDGE	The addressee confirms receipt and understanding of your message	665	ZEV or QSL ACK
I AM ASSUMING CONTROL	I am assuming control of this net until further notice	629	ZKA
I AUTHENTICATE	The group that follows is a reply to your challenge to authenticate	619	ZNB
I READ BACK	The following is my response to your instructions to read back	659	G
I SAY AGAIN	I am repeating transmission or portion indicated	646	IMI
I SPELL	I shall spell the next word phonetically	307	
I VERIFY	That which follows has been verified by the originator at your request and is repeated (to be used only as a reply to VERIFY)	667	J
IMMEDIATE IMMEDIATE (spoken three times)	Precedence IMMEDIATE I am breaking-in to your conversation to transmit an IMMEDIATE message	517 669	O
IMMEDIATE EXECUTE	Action on the message or signal following is to be carried out on receipt of the EXECUTE (To be used only with the Immediate Executive Method)	709	IX
INFO	The addressees immediately following are addressed for information	528	INFO
INTERMITTENT	I am having trouble reading you because your signal is intermittent	633	
LONG MESSAGE	A long message is about to follow, stations with higher precedence traffic should break-in	640	
LOUD	Your signal is very strong	633	

<b>Proword</b>	<b>Explanation</b>	<b>Para</b>	<b>Prosign/OPSIG</b>
MESSAGE	A message requiring to be written down is about to follow (this proword is not used on nets primarily employed for conveying messages. It is intended for use when messages are passed on tactical or reporting nets)	637	ZBO
MORE TO FOLLOW	Transmitting station has further traffic for the receiving station	664	B
NEGATIVE	No		ZUG
NEGAT	Cancel message(s) sent previously using Delayed Executive Method (NEGAT may be used to cancel a single message or a group of messages awaiting execution)	713	NEGAT
NICK	The number following is a nickname	325	
NO PLAY	The message text that follows concerns a real activity and is not to be considered as exercise play (typically used to distinguish a real emergency, such as a casualty report, from exercise traffic)	227	
NOTHING HEARD	To be used when no reply is received from a called station	633	ZGN
NUMBER	Station serial number	Table 5-1	NR
OUT	This is the end of my transmission to you and no answer is required or expected	536	AR
OUT TO YOU	This is the end of my transmission to you. I am about to call (or resume a call) with other station(s).		
OVER	This is the end of my transmission to you and a response is necessary. Go ahead, transmit	536	K
PRIORITY PRIORITY (Spoken three times)	Precedence PRIORITY I am breaking-in to your conversation to transmit an IMMEDIATE message	517 669	P
RADIO CHECK	What is my signal strength and readability	633	
READ BACK	Repeat this entire transmission back to me exactly as received	639	G
READABLE	The quality of your transmission is satisfactory	633	
REBROADCAST YOUR NET	Commence automatic rebroadcasting of your other net onto this frequency	674	
RELAY (TO)	Transmit this message to all addressees (or addressees immediately following this proword) The address component is mandatory when this proword is used	641-642	T or ZOF

<b>Proword</b>	<b>Explanation</b>	<b>Para</b>	<b>Prosign/OPSIG</b>
RELAY THROUGH	Relay your message through callsign.....	643	ZOK
REPORTING INTO THE NET	Calling station is joining an established net or returning after having been closed down.	620	
REPORT STRENGTH AND READABILITY	Report to me how you are receiving all other stations on the net.	634	
ROGER	I have received your last transmission satisfactorily The quality of your transmission is satisfactory	662 633	R
ROUTINE	Precedence ROUTINE	517	R
SAY AGAIN	Repeat all of your last transmission Repeat a portion of you last transmission (when used in conjunction with ALL AFTER, ALL BEFORE, WORD AFTER, WORD BEFORE , FROM or TO, or specific direction where appropriate)	646	INT IMI
SEND	I am standing by to receive (or continue to receive) your message	637	K
SEND YOUR.....	I am prepared to receive the message (format or precedence) that you have offered	637	QRV
SERVICE	The message that follows is a service message	508	SVC
SILENCE SILENCE SILENCE	Cease transmissions on this net immediately, silence will be maintained until lifted (This transmission must be self-authenticated by transmission authentication or a code word when used on non-secure nets)	677	HM HM HM
SILENCE LIFTED	Silence is lifted (This transmission must be self-authenticated by transmission authentication or a code word when used on non-secure nets)	676	ZUG HM HM HM
SPEAK SLOWER	Your transmission is too fast, reduce speed of transmission		QRS
.....SPEAKING	Appointment title .....is speaking	237	
STANDBY	Execution of a tactical message transmitted using Delayed Executive Method is about to occur (upon transmission of the proword EXECUTE)	708	
STOP REBROADCASTING	Cease rebroadcasting your other net onto this frequency	674	QRT
THIS IS	This transmission is from the station whose callsign immediately follows	520	DE

<b>Proword</b>	<b>Explanation</b>	<b>Para</b>	<b>Prosign/OPSIG</b>
THIS IS A DIRECTED NET	From now until further notice this net is directed	625	ZKB
THIS IS A FREE NET	From now until further notice this net is not directed	625	ZUG ZKB
THROUGH ME	Relay your message through me		ZOE
TIME (as a component of a message)	That which immediately follows is the time or date-time group of the message	527 801	QTR
TIME (in relation to a time check)	The time I am transmitting is exact as at the moment I said TIME		
TIME CHECK	I am about to confirm the exact time.		
TO (addressee)  (text) TO (text)  (group) TO (group)	The addressees immediately following are addressed for action The portion of the message to which I am referring is between ..... and ..... The portion of the message to which I am referring is between group number ..... and group number .....	528 646 646	TO
UNKNOWN STATION	I do not know the callsign of the station to whom I am attempting to establish communications with	711	AA
UNREADABLE	The quality of your transmission is so bad that I cannot read you	633	
USE ABBREVIATED CALLSIGNS	Call signs are to be abbreviated until further notice	611	
USE ABBREVIATED PROCEDURE	As conditions are normal, all stations are to use abbreviated procedure until further notice	611	
USE FULL CALL SIGNS	Call signs are to be transmitted in full until further notice	611	
USE FULL PROCEDURE	As conditions are not normal, all stations are to use full procedure until further notice	611	
VERIFY	The addressee requires verification of a message (or portion indicated) from the message originator	667	J
VERY WEAK	Your signal strength is very weak	633	
WAIT	I must pause for up to five seconds before continuing/responding, no other station is to transmit during this period.	636	—AS
WAIT OUT	I must pause for longer than five seconds before continuing/responding, in the meantime other stations can transmit as normal	636	—AS —AR
WEAK	Your signal strength is weak	633	

**THE WAY AHEAD** – In part 2 we will talk about the proper verbal procedures in sending a voice message starting with the header and adhering to **Speech Techniques and Rules** we talked about in part 1.