Prowords for message handling

Prowords are abbreviated, standardized ways of saying common things in communication. They facilitate communication because you don't have to wonder what something meant, the Prowords all have distinct meanings. The common prowords and their meanings are as follows:

Proword	Meaning
Affirmative	Yes
All after [word]	Refers to all words following the word given.*
All before [word]	Refers to all words before the word given.*
Break	Used to separate message heading, body, and ending.
Check	A number indicating the number of words of text in the body of the message follows.
Copy	Did you copy? Copy ALL
Correct	That is correct.
Correction	What I just said is incorrect, the correct form is_____. (This proword can only be used within a transmission. After you say Over, the whole transmission must be resent in its correct form.)
Figures	Numerals follow.
From	Originator of this message.
Incorrect	That is not correct.
Initial	A single letter initial follows.
I read back	I read back to you the message I just received to confirm that I received it correctly.
I say again	I am retransmitting something previously sent. This can be used with All after, All before, Word after, or Word before.*

I spell	Phonetic spelling follows. (When spelling say the word before and after spelling it. "Schmidt, **I spell**, Sierra, Charlie, Hotel, Mike, India, Delta, Tango, Schmidt.")
Message follows	I have a message for you which requires recording.
More to follow	I have more traffic for you.
Negative	No. Not received.
Out	End of transmission. No answer is required or expected.
Over	End of transmission. An answer is expected. Go ahead and transmit. (Note that the proword Over and the proword Out mean opposite things. One says don't answer, the other requires an answer. **"Over and out" is never correct, I don't care what Hollywood thinks.)**
Read back	Read back to me the message as you received it.
Read back correct	Your read back of the message was correct.
Roger	I have received your transmission satisfactorily. (This does not indicate agreement with the content of the message, only that you received it.)
Say again	A request to retransmit all or a portion of a transmission. This can be used with All after, All before, Word after, or Word before.
Send your message	I am ready to copy your message.
This is	This transmission is from the station whose call sign follows.
Time	The file time or date-time group of the message follows.
To	The addressee of this message is.
Wait	I make a short pause.
Wait out	I make a longer pause. Other stations can use the frequency until I

	return.
Wilco	I have received the message, understand it, and will comply. (Note that this meaning includes the meaning of Roger. It is never correct to say Roger Wilco.)
Word after [word]	Refers to the word immediately following the word given.*
Word before [word]	Refers to the word immediately before the word given.*
X-ray	End of line
*Include the [word] as part of your I say again.	

To become a skilled operator you should know and be comfortable using these prowords.

Please note that the following are not correct prowords and should not be used as prowords:

- Yes
- No
- Go (for Over)
- Go ahead (for Over)
- Repeat
- Standby
- Roger that (to indicate agreement)
- Send it (for Send your message)

If they occur in the <u>body</u> of a message, no problem, but they should not be used as prowords.

Phonetics and numerals

Phonetic alphabets are used to clarify letters which sound similar when transmitted over the radio. They are commonly used in sending call signs and in cases where a single letter is used to designate something. (Search team A would be transmitted as "Search team alpha.") Many phonetic systems have been devised. The one provided is the one used by military services and the international aviation community and is the most commonly used. As a skilled operator you should know these and be able to readily use them. When spelling a word precede your phonetic spelling with the proword I SPELL and say the word before and after the phonetic spelling.

For example:

Contact Mr. Liwai I SPELL lima India whiskey alpha india Liwai at his home now.

Letter	Phonetic	Pronounced (Emphasis is on the upper case syllable)
A	alpha	AL-fa
B	bravo	BRA-voh
C	charlie	CHAR-lee
D	delta	DEL-ta
E	echo	ECK-oh
F	foxtrot	FOX-trot
G	golf	GOLF
H	hotel	ho-TEL
I	india	IN-dee-ah
J	juliet	JOO-lee-ETT
K	kilo	KEE-loh
L	lima	LEE-ma
M	mike	MIKE

N	November	no-VEM-ber
O	oscar	OS-car
P	papa	pa-PA
Q	quebec	kay-BECK
R	romeo	RO-mee-oh
S	sierra	see-AIR-ah
T	tango	TAN-go
U	uniform	YOO-nee-form
V	victor	VIK-tah
W	whiskey	WISS-key
X	x-ray	ECKS-ray
Y	yankee	YANG-kee
Z	zulu	ZOO-loo

Numerals are spoken similarly to what we do in normal talking with a couple of exceptions.

Number	Pronounced
1	Wun
2	Too
3	Tree
4	FOW-er

5	Fife
6	Six
7	SEV-en
8	Ate
9	NIGH-ner (Nine can easily be confused with five over the radio, so "niner" is used.)
0	ZEE-roh
100	HUN-dred
1000	TOU-sand

Numerals are normally spoken as individual

digits. 963 would be pronounced "Niner six tree."

13-2973 would be "One tree dash two niner seven tree."

Even hundreds and thousands can be spoken as hundreds and

thousands. 2600 would be "Two six HUN-dred."

96,000 would be "Niner six TOU-sand."

Numbers should be preceded by the proword **Figures**.

When writing the numeral zero you should put a slash through it to distinguish it from the letter O. Putting a slash through letter Z will distinguish it from the number 2.