

LIFT – OUT SECTION – OPERATIONS PAGES – PROWORDS PAGE 1 OF 2

PROWORDS FOR FUN AND PROFIT !

You might have heard of the term **PROWORD** and wondered about the mystery of it all – you might have heard **PROWORDS** used in traffic without knowing about it. This guide will help you utilize **PROWORDS** without too much pain, expanding your knowledge and skills in using them.

***Why are Prowords needed ?***

When you exchange formal traffic, you have to get that traffic copied **EXACTLY**. You need to be able to utilize a universally understood way of traffic exchange to avoid confusion. So we use Prowords.

Prowords are used to provide cues to someone receiving a message that you are about to do something special, like spell out a word or say a number. Prowords also allow a station to ask for words or passages of traffic to be resent for confirmation or correction purposes. Prowords also allow you to control the flow of traffic to suit your operational speed.

You do not write the Prowords into the traffic you are copying. Some stations will change the way they say the Prowords in relation to the way they say the written parts of the message to provide an extra prompt, however this is cannot always be done, especially over circuits with difficult conditions.

Examples of Prowords

The following are examples of the most often used Prowords in the exchange of formal traffic.

- to end a message - **END (END OF MESSAGE)**

The Proword “end” signals the end of the message.

- to advise what traffic you have left to send – **NO MORE
ONE MORE
MORE**

Indicates if you have additional traffic to follow. These Prowords normally follow “END”. Use **ONE MORE** for one left to send, **MORE** if two or more messages to send.

- to pause sending a message - **BREAK**

The Proword “BREAK” marks the separate parts of a message.

Send “BREAK” followed by a short pause. The receiving station does not respond at “BREAK” unless necessary. “BREAK” can also be used to break up sending of a long message, allowing the receiving station to break in and ask for resends if the circuit is poor.

- to send numerals in a message - **NUMBER**

The Proword “number” tells the receiving station that the following word should be copied as a numeral

- to spell out a difficult word or group – **I SPELL**

Used to indicate you are going back to spell the group just voiced. It is used followed by either phonetic or letter spelling of the group. (Pausing too long before saying “I spell” will force the receiving operator to attempt to spell the group before you do.)

< example >

SIXTY I spell SIERRA INDIA X-RAY TANGO YANKEE.. ONE I spell OSCAR NOVEMBER ECHO ..."

- to repeat a word for clarity – **I SAY AGAIN (use number 1)**

Say the word or phrase, then "I say again", repeat the word or phrase, and then continue. It is wise to limit repeats for clarity to one word or phrase at a time to avoid confusion with use #2 below. In bad radio conditions, however, repeating phrases or whole lines of a message can increase the chance for correct copy.

< example >

“WHISKER I say again WHISKER ... ”

MORE PROWORDS FOR FUN AND PROFIT !

After reading the previous page in this series you might have thought that you've seen all the Prowords that you might come across. Far from it ! Here are some more to add to the collection – just as vital as the last lot in helping you get the messages through

**- to correct an error just sent -****CORRECTION**

Fluff a word or number group – say Correction and say the word or number group again but correctly.

- to advise that you have a message to send –**MESSAGE**

Indicates to the distant station that you have a message to send to them

- to advise that you have a long message to send –**LONG MESSAGE**

Indicates to the distant station that you have a LONG message to send and that they should get some bigger pieces of paper or form to copy the message with. Some stations will also offer an approximate word count or indicate the type of message such as SES SITREP or PROVISIONS which enables the distant station to get the right Proforma on the table and ready themselves to copy your specialized message

- to indicate next group is in numerals -**FIGURES**

Any words following this Proword are to be treated as numbers. This rule remains until the particular group is completed. Example FIGURES THREE TWO NINE SEVEN will be written 3297.

Figures can also be used to aid the sending of a difficult group, such as DELTA FIGURES THREE TWO ALPHA SEVEN CHARLIE to send the group D32A7C. You reckon you wont get such a group ? Just wait until you get a message that involves sending part numbers !

A similar Proword to “FIGURES” is “NUMBER”.

- to halt traffic working for less than a minute -**WAIT****- to halt traffic working for more than a minute -****WAIT ONE****- to halt traffic working for a specified time X -****WAIT X****- to halt traffic working, go off air and return to traffic working after an indeterminate length of time****WAIT OUT**

The Proword WAIT and its variants should only be used on high quality radio and landline circuits.

Since the word is very brief, it is likely to be drowned out by static on poor quality circuits. Where a poor quality circuit is in use, STAND BY should be substituted for WAIT.

- Prowords never to be mixed or used

Some Prowords have been popularized by the media and used out of context – unfortunately this use sounds very sexy so things have stuck. So never use the following Prowords or groups in traffic working – **! OVER AND OUT !**

OK, you've heard Dick Tracy say it, you hear it said on modern day soopies and even hear it on Macca on a Sunday Morning. What is really being said here ? You hand over working to the other station then switch off and run away, never to be heard of again ! How reliable are you ?!

Do you really need a break that much ? Just say WAIT 5 or STANDBY 2 or if you are ready for more traffic from other stations on the net say CLEAR.

! REPEAT !

So, where would you like the last artillery volley sent to again ? Its highly possible that you will be communicating during a disaster on a net also being worked by military stations. They use REPEAT in live firing work to do another weapons run the same as the previous one. Use SAY AGAIN to get that group you missed, the other word gets you an Exocet !



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A Worked Traffic Example

You have been given the following message to send -



Precedence Action :- Routine
 Date Time Group :- 221930
 Originator's Number :- Recce B05
 From:- Recce B
 To:- LHQ

COMPLETED RECCE OF 14 TO 52 FULHAM ROAD. LOCATED OCCUPANT MR BRIAN FRANZMANN AT 47 FULHAM ROAD AND PASSED ON MESSAGE RE THE COUNCILS REQUEST TO ESTABLISH CONTACT ON THE COUNCILS CITY WATER RADIO NETWORK. PROCEEDING TO TASK NUMBER BRAVO23

How would you send it ? - Here's how Ian VK4ZT and Alan VK4PS handled it on 22nd February 2005 during an on-air message demonstration in Townsville

<VK4PS this is VK4ZT message over>
 <VK4ZT this is VK4PS send over>

PRECEDENCE ROUTINE
 DATE TIME GROUP TWO TWO ONE NINE THREE ZERO
 ORIGINATOR NUMBER RECCE BRAVO FIGURES ZERO FIVE
 FROM RECCE BRAVO
 TO LHQ
 <BREAK>

<MESSAGE>
 COMPLETED RECCE OF <FIGURES> ONE FOUR TO <FIGURES> FIVE TWO FULHAM ROAD STOP LOCATED OCCUPANT MISTER BRIAN FRANZMANN <I SPELL FRANZMANN FOXTROT ROMEO ALFA NOVEMBER ZULU MIKE ALPHA NOVEMBER NOVEMBER> AT <FIGURES> FOUR SEVEN FULHAM ROAD AND PASSED ON MESSAGE RE THE COUNCILS REQUEST TO ESTABLISH CONTACT ON THE COUNCILS CITY WATER RADIO NETWORK STOP PROCEEDING TO TASK NUMBER BRAVO <FIGURES> TWO THREE <END OF MESSAGE – OVER>

and here is the message copied off-air by Gavin VK4ZZ direct to keyboard

ROUTINE
 221930 RECCEBRAVO05

FROM RECCE BRAVO
 TO LHQ

COMPLETED RECCE OF 14 TO 52 FULHAM ROAD. LOCATED OCCUPANT MR BRIAN FRANZMANN AT 47 FULHAM ROAD AND PASSED ON MESSAGE RE THE COUNCILS REQUEST TO ESTABLISH CONTACT ON THE COUNCILS CITY WATER RADIO NETWORK. PROCEEDING TO TASK NUMBER BRAVO23 (EOM)

Notes to remember when sending a message:-

- Ensure you have a current Radio Network Diagram to see what call signs are where to enable the message to be sent to the right operator. Eg VK4ZT is the current operator with Recce B, so any message for Recce B will be sent via VK4ZT.
- Call signs to be used to establish the contact, to finish contact, and at 10min intervals. DON'T use call signs any more than what is absolutely necessary.
- Send the message at a speed that allows the receiving operator to take down the message!
- Send the message in readable blocks and let the Push To Talk button up at the end of each block. (This allows other operators to break in if they have a higher priority message to send and also if the receiving operator is having difficulty receiving the message they can also break in for any SAY AGAINS.) Don't fumble the PTT though, as other stations might think you are suffering equipment malfunctions.



PROWORDS FOR FUN AND PROFIT !

- to correct an error during sending –

I SAY AGAIN (use number 2)

Stop, say "I say again", go back to last phrase sent correctly, and continue, starting with that correct phrase.

- to hand control of contact to the other station – **OVER**

Indicates the end of your transmission and signals the receiving station to go ahead:

Many transmissions by the net control or individual stations are “self completing”, i.e., the words themselves signal the end of the sequence. In such cases the “over” may be omitted.. The “end no more” sequence, for example, is sufficient to signal the end of the transmission of traffic. On the other hand, a station’s traffic list, comment, or question is of uncertain length and is terminated with “over”, or sometimes with its call sign..

“OVER” may be used between messages or after other transmissions whenever the transmitting station wishes to signal or force the other station to go ahead.

“OVER” is useful in preventing two stations from transmitting at the same time. It is used effectively when the words of the transmission are not themselves a clear indication for the other station to “go ahead”. “Doubling” by two stations can result in much wasted time and copying errors.

- to acknowledge correct receipt of traffic –

ROMEO (1)

ROGER (2)

Receiving station acknowledgment of message(s) copied. It is not necessary to repeat message number(s) or other parts.

This Proword means “received and understood”. It does NOT mean “yes” or “affirmative”.

Be aware that you could receive either the more recent Proword ROMEO or a past Proword ROGER from the distant station when they acknowledge traffic. This stems from a change sometime back in Phonetic Alphabets used internationally to say the letter R. Be tolerant to both usages, you do not want to get the distant station offside ! They might be bigger than you !

- to say YES –

AFFIRMATIVE

- to say NO -

NEGATIVE

- to reply to a request for resending text -

I CONFIRM (text)

- to prompt the distant station to continue sending - **GO AHEAD**

Used after requesting fills after interruptions to signal the sending operator to continue.

Also used by some stations as an equivalent to OVER.

- to request sending or to send after a certain group – **ALL AFTER (group)**

- to request sending or to send before a certain group – **ALL BEFORE (group)**

- to request sending or to send between certain groups – **ALL BETWEEN (group 1, group 2)**

- to complete contact with a station and going off-air - **OUT**

- to complete contact with a station and ready to receive other traffic - **CLEAR**

So, now Prowords are painless – is this all there are ?

Well, not entirely. During a disaster your Regional Counter-Disaster Group will call upon any resource in the community it can lay its hands on to man communications points. You might communicate with someone with Forces training who will tell you to **WAIT** or **WAIT OUT**, or even someone with Marine training who will give you a turn number and impose silence with **SEELONCE**. The name of the game is to co-operate and be flexible whilst at the same time being proficient yet friendly in what you do. With a bit of practice, you will be able to anticipate many different methods of operating and remain effective under adversity.