

# Message Passing Cheat Sheet

These rules and prowords for passing message are only a subset. A full list of prowords you should know and instructions for message passing can be found [here](#).

## *Introductory Prowords*

### **Initial or Initials**

Message says: from the PIO

You say: from the, initials papa india oscar

### **Figure or Figures**

Message says: Call 911

You say: call, figures niner one one

### **Symbols**

Symbol	You say
.	“period” - if it’s at the end of a sentence
.	“decimal” if it’s in a number
.	“dot” if it’s in a URL, email or packet address
?	“question mark”
—	“dash”
-	“dash” (“minus” in a negative number; “hyphen” in a compound word)
/	“slash”
@	“atsign”
#	“poundsign”

### **Mixed Group or Mixed Group Figure(s)**

Message says: CUP-201

You say: mixed group charlie uniform papa dash two zero one

Message says: Form 211b

You say: form, mixed group figures two one one bravo

### **Telephone numbers, amateur call signs, email address, packet address**

Message says: (408) 555-1212

You say: telephone figures four zero eight, five five five, one two one two

Message says: KK6EWQ

You say: amateur call kilo kilo six echo whiskey quebec

Message says: xyz30@abc.com

You say: email address x-ray yankee zulu three zero atsign alpha bravo charlie dot charlie oscar mike

Message says: XYZ@W1XSC

You say: packet address x-ray yankee zulu atsign whiskey one x-ray sierra charlie

### **GPS Coordinates**

Message says: 37° 19' 14" -122° 1' 50"

You say: g p s coordinates three seven degrees, one niner minutes, one four seconds, minus one two two degrees, one minute, five zero seconds

If there are no markers ("degrees", etc.) send as figures and/or mixed group figures.

### *Other Prowords used in Sending*

#### **Spelling a word that's ambiguous or difficult to spell**

Message says: sine

You say: sine, I spell sierra india november echo

#### **Put the next word or group on a new line**

Message says: one

two

You say: one, new line, two

#### **Emphasis**

Messages says: Do NOT or Do not

You say: Do not, I say again not

#### **Correcting a mispronunciation**

Messages says: the substance is mustard

You say: the substance is mushroom, I say again, mustard

#### **Specifying case — only used where case is essential**

Messages says: ~~http://www.pdss.com/ETMo~~...charlie oscar mike slash uppercase echo

tango mike lowercase papa

### *Prowords for Controlling the Exchange*

Sender: Read 5 words slowly, then release the PPT

Receiver: Finish writing the words, then say **Go**

or

If you need the sender to repeat some words, say one of the following

**Say Again** all after...

**Say Again** word after...

**Say Again** word before...

**Say Again** between ... and ...

### *After You Finish Sending or Receiving the Message*

On the message, fill in the information about how, when, and who sent it, etc. and sign it.

Log the message on your ICS 309 Communications Log