Message Passing Cheat Sheet

Introductory Prowords

Inital 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" (or "minus" in a negative number, e.g., -15)
/	"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: 37º 19' 14" -122º 1' 50"
You say: g p s coordinates three seven degrees, one niner minutes, one four
seconds, and, minus one two two degrees, one minute, five zero seconds

Other Prowords for Sending

Spelling a word that's ambigous 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 musht, I say again, mustard

Prowords for Controlling the Exchange

Sender: Read 5 words slowly, then release the PPT
Reciever: 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 Receving the Message

On the message, note
Whether the message was sent or received
What method (voice/packet/phone/etc) was used
The date and time you finished sending or receiving the message
Your call sign
Any other information the form asks for, such as ARK name

Log the message on your ICS 309 Communications Log

9/30/2018