

UNCLASSIFIED
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Procedure words (prowords). To keep voice transmissions as brief and clear as possible standard prowords are used in place of whole sentences. Prowords are easily pronounced and recognized words or phrases used to convey a specific predetermined meaning, for example.

Examples of Prowords

Proword	Meaning
ROGER	I have received your last transmission satisfactorily
OUT	This is the end of my transmission to you and no answer is required or expected.

Punctuation. Punctuation is not to be used unless it is necessary to the sense of a message, and should rarely be required in radio messages where the originator makes his own transmission. Punctuation can occur more often in written informal or formal messages. When the use of punctuation is essential, it should be written and, spoken or abbreviated as follows:

Written, spoken or abbreviated punctuation

Punctuation	Written as	Spoken as	Abbreviated as
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

Rules for Numbers and Figures

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.

Example Pronunciation of Numbers

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

Number	Satisfactory conditions	Difficult conditions
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