

# CTS 07

# VOICE COMMUNICATIONS

There are two basic considerations when talking on the air.

What to say: Radio Voice Procedure

How to say it: Voice Technique

Voice procedure is a set of rules designed to provide SECURITY, ACCURACY AND DISCIPLINE when speaking on the radio. If you neglect these rules, then it will be SAD.

## **S**ECURITY

Think before you speak

Use correct procedure

Be brief

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## ACCURACY

The necessity for clear speech on two-way radios cannot be over-emphasised. Therefore the RSVP system should be used to enhance better voice procedure and technique.

- R Rhythm = Adequate pauses
- S Speed = Slower than normal conversation
- V Volume = Speak directly into the microphone
- P Pitch = The voice should be pitched at a higher level than for normal conversation.

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## **D**ISCIPLINE

Radio discipline is the responsibility of every operator, and should be adhered to the following:

Listen before you speak

Use correct voice procedure

Answer all calls promptly

Keep the airways free of unnecessary talk

Be brief and to the point

# PROCEDURAL WORDS

**Over** Invitation to transmit

**Roger** Message was received and understood. Can be used with the words over and out.

**Say again** Repeat all of your last transmission

**Say all after** Repeat all after a certain word or key phrase

**Standby** Wait for a short period and I will get back to you

**Wait over** Wait for a short period and I will get back to you

**Wait out** The waiting period is longer than “wait over”. I will call you as soon as possible.

**Affirmative** Normally used when a question is asked and the reply is YES

**Break, Break** Interruption to a transmission

**Figures** Numbers to follow

**I spell** Next word will be spelt out using the phonetic alphabet

**I say again** I am repeating my transmission or portion requested

**Negative** Normally used when a question is asked and the reply is NO

**Out** End of transmission, no answer is required or expected

# **RADIO OPERATING PROCEDURES**

Speech Transmission Techniques

Time and Date

Phonetic Alphabet

Transmission of Numbers

Call Signs

Radio Discipline

Call Format

## **SPEECH TRANSMISSION TECHNIQUES**

The efficient use of radio depends to a large extent on the method of speaking and on the articulation of the operator. As the distinctive sounds of consonants are liable to become blurred in the transmission of speech and as words of similar length containing the same vowel sounds are apt to sound alike, special care is necessary to ensure proper pronunciation.



## **Time and Date**

The twenty-four-hour clock system should be used to express time during radio communications. Time should be expressed and transmitted by means of four figures, the first two denoting the hour past midnight and the last two the minutes past the hour.

## **Phonetic Alphabet**

The phonetic alphabet adopted by the International Telecommunication Union (ITU) is used to avoid confusion when transmitting difficult or unusual words. This internationally recognized alphabet should be learned so that it is readily available whenever isolated letters or groups of letters are pronounced separately, or when communication is difficult.

## **Call Signs**

A distinctive call sign should be used by all members of the net. They should be easy to remember and distinctive. The call signs should be given every time the member speaks on the net.

Call signs should be spelled phonetically.

## **Transmission of Numbers**

All numbers except whole thousands should be transmitted by pronouncing each digit separately. Whole thousands should be transmitted by pronouncing each digit in the number of thousands followed by the word “thousand”.

## **Radio Discipline**

Radio discipline is the responsibility of every user.

Listen before you speak so you don't interrupt an ongoing conversation

Ensure that Priority calls are not interrupted

Use correct voice procedure

Maintain constant radio watch

Answer all calls promptly

Be brief and to the point and keep the airways free of unnecessary talk

Remember...everyone is listening

## **Call Format**

Always say who you are calling first.

Always say who you are by using the Proword THIS IS.

When an answer is anticipated use the Proword OVER.

End the communication with the Proword OUT.