# Communication Procedures – training notes

1. **Absence of visual cues**
    a. Example: "please tell me the time", who responds?
    b. Some may not, didn't think it was addressed to them
    c. Some will, possibly at the same time (talking across each other)

2. **Large group listening, possibly unspecified / unknown**
    a. Names may be duplicated, e.g. several Davids
    b. Unknown people listening?  Security / personal information?   Code Words (if allowed)
    c. Radio net

3. **One at a time**
    a. Many radio communication systems cannot receive while transmitting.  You cannot interrupt like you can in a face to face conversation or telephone.  One talk, rest listen.

4. **Poor quality**
    a. Background noise, e.g. crowded room, traffic or wind noise
    b. Variable radio link quality
    c. Not native language

**So, breaking it down:      Am I being called?**

- Name or callsign, or CQ.  Phonetics
- Use of phonetics

**Who is calling me?**

- Name or callsign.  Phonetics

**How do I know when to speak, and control of the conversation?**

- Prowords.  Procedural words.
- Hello <callsign> this is <callsign> over.  Reason for Hello and Over
- May not use called persons callsign on ever transmission.
- Use of Out.
- Go Ahead, I Spell, I Say Again, Affirmative (or Correct),  Standby, Break, Roger (Understood).
- Pan and May Day

**Structure of a conversation**

- Initial contact.  PTT, pause, (Hello) <callsign> this is <callsign> over.  <callsign> <callsign> go ahead (over)
- PTT, pause. (<callsign>), <callsign> message, over
- PTT, pause. (<callsign>), <callsign> acknowledgement / questions, over.  Continue as necessary.
- PTT, pause, <callsign>, <callsign>, final acknowledgement, Out (Clear).  QRT / SK.

**Handling interrupts**

- Use of Break.  The other station you were talking to may not have heard the Break request
- Acknowledge the request, Wait, or Go Ahead.