

## Communication Procedures

Radio and telephone communication does not have the usual visual cues available in face-to-face conversation. A recognised procedure is therefore used to provide guidance on when to speak and to identify who is speaking to whom. A standardised sequence of defined language is used to control the conversation.

Methods of identification must be unique. Callsigns may be used to avoid name duplication and/or may be a legal requirement.

Most radio systems will only support one person talking at a time, with all others listening.

Many radio systems use a Push-To-Talk (PTT) transmission button. You should pause between pushing the PTT button and starting to speak to allow the radio link to be established. 'Hello' may be used on the initial transmission to alert the listening stations that communication is starting.

Procedural words (Prowords) are used to structure the transmission, e.g. This Is, Over, Out, etc.

### Example conversation:

**Hello** <called stations callsign> **this is** <calling stations callsign> **over**

<calling stations name / callsign>, (this is) <called stations callsign> **go ahead** (over)

(<other station's callsign>)(<my station callsign>) Please advise the time, <my callsign> **over**

The time is One Four Two Five, **I say again**, One Four Two Five, <my callsign>, **over**.

Time One Four Two Five received, thank you, (<other station's callsign>),<my callsign> **out**.

Different organisations, radio conditions and whether all stations can hear each other will determine how the callsigns are sent during the conversation. Words in brackets may be optional. The word 'over' may not always be used if it is obvious that the transmission has finished.

### Phonetic Alphabet

Difficult names / words are best sent by spelling them. Individual letters can be difficult to distinguish and therefore words can be used to represent each letter, e.g. Alpha for A, Bravo for B, etc. It is best to use the standard international phonetic alphabet as defined by the International Civil Aviation Organisation (ICAO). The use of standard words further aids understanding, especially for those whose native language is not English.

Vehicle number plates or post codes are also best handled this way.

### Q-Codes

A set of codes were developed many years ago to speed up communication using Morse Code. These are still used and the following are examples used within Amateur Radio. They can be used as a question or as a statement.

QRM Man made Interference	QRN Natural Interference	QRP Low power transmission
QRS Send slower	QRT Stop transmitting	QRV I am ready
QRZ Who is calling me	QSB Signal fading	QSL Acknowledge receipt of message
QSO Communication with station	QSY Change frequency	QTH Location