

## INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

### Radio procedures

Before you start operating a radio make sure that there is a sufficient power source and ensure appropriate connection of it to the radio set. You should also ensure tight and correct connection of the antenna and all cable assemblies to the set. Don't forget to connect the audio accessories, and then check proper operation of function switches. Remember that you are personally responsible for the radio equipment issued to you. \protect it from rain, heat and rust.

Before starting transmission you have to decide what you are going to say, because your message must be distinct and brief. Make sure no one else is speaking on the net when you start. Don't shout, but speak in a strong voice. Your pronunciation has to be standard. You should also watch your language. Don't swear in any language! It is important to divide your message into sensible phrases and make proper pauses. When speaking keep your lips at a distance of about 5 cm from the microphone and shield the mic from background noises. You should avoid excessive calling and needless transmissions before speaking on the radio take care of security and avoid jamming. Don't transmit anything which opposing parties might use for their own purposes.

#### 1. Read the text and find synonyms for the following adjectives:

clear  
short  
correct  
powerful  
enough  
too much  
unnecessary  
reasonable

KEY: 1 distinct; 2 brief; 3 appropriate/proper; 4 strong; 5 sufficient; 6 excessive; 7 needless; 8 sensible.

#### 2. Study NATO alphabet and:

- Spell your name as fast as you can.
- Spell your wife's/husband's/partners best friend's name.
- Your favourite drink/food
- Your favourite film/book/writer/singer.

#### 3. Study the following expressions and make sure you understand them. Choose a correct expression and write it next to the description:

**WILCO**  
**ACKNOWLEDGE**  
**AFFIRMATIVE**  
**NEGATIVE**

**ROGER**  
**OVER**  
**SPEAKING...**  
**OUT**

**WORDS TWICE**  
**DISREGARD THIS**  
**FETCH**  
**WRONG**

## **READ BACK**

## **CORRECTION**

EXAMPLE: Yes, correct. AFFIRMATIVE

- 1 No, incorrect.
- 2 Confirm that you have received my message.
- 3 An error has been made in this transmission.
- 4 Your last transmission was incorrect. The correct version is ...
- 5 This transmission is an error. Forget it.
- 6 This is the end of my message. A response is expected. Go ahead, transmit.
- 7 I wish to speak on the radio to that person.
- 8 requested person is now speaking on the radio.
- 9 I have received your last transmission satisfactory.
- 10 I have received your last message, understand it and will comply.
- 11 Communication is difficult. Transmit each phrase twice.
- 12 Repeat the full message back to me exactly as received.
13. Conversation is finished.

KEY: 1 NEGATIVE; 2 ACKNOWLEDGE; 3 WRONG; 4 CORRECTION; 5 DISREGARD THIS; 6 OVER; 7 I FETCH; 8 SPEAKING; 9 ROGER; 10 WILCO; 11 WORDS TWICE; 12 READ BACK; 13 OUT.

**4. What do you think the following procedure words mean? Choose the right answer a, b or c:**

**Example:**

## **READ BACK**

- a) ~~Go ahead with your transmission.~~
- b) **This is my reply to your request read back.**
- c) ~~Repeat my transmission to me.~~

## **1 SPEAK SLOWER**

- a) I am ready to copy.
- b) Repeat your transmission.
- c) Reduce the speed of your transmission.

## **2 UNKNOWN STATION**

- a) Stop all transmissions immediately.
- b) The identity of the station trying to establish communication is unknown.
- c) Communication is difficult
- d)

## **3 VERIFY**

- a) Check the message with the originator and send correct version.
- b) I have received your last transmission satisfactory.
- c) Transmit each phase twice.

## **4 RELAY TO**

- a) I wish to speak to...

- b) I am speaking, transmit your message.
- c) Transmit my message to ...

#### **5 MESSAGE PASSED TO**

- a) I can transmit your message to ...
- b) I have received your message.
- c) I have sent your message to ...

#### **6 ROGER SO FAR?**

- a) Have you received my message satisfactory?
- b) Is ROGER station speaking?
- c) Do you still want to speak to ROGER station?

#### **7 ROGER SEND OVER**

- a) Send my message to ROGER station.
- b) I have received your last transmission and ready to receive your message.
- c) ROGER station asked me to send the following message to you.

#### **8 DO NOT ANSWER-OUT**

- a) No answer is expected. This is the end of my transmission.
- b) Stop your transmission immediately.
- c) don't speak. Listen to me.

#### **9 SILENCE LIFTED**

- a) Stop your transmission.
- b) I stop my transmission.
- c) The net is free for communication traffic.

#### **10 OUT TO YOU**

- a) Don't answer. I have nothing more to say to you.
- b) Go ahead, transmit.
- c) Answer.

#### **11 I SPELL**

- a) I will repeat your message.
- b) I will copy your message.
- c) I will give you phonetic transcription of the word.

#### **WAIT OUT**

- a) I will wait for your message after a pause.
- b) I have to pause now. I will call you again when ready.
- c) Other stations are waiting for your message.

KEY: 1 c; 2b; 3a; 4c; 5 c; 6 a; 7 b; 8 a; 9 c; 10 a; 11 c; 12 b.

Source: KLOTZ, B., at al. Tactical English for Land Forces in PSO.

