

## **SPEECH TECHNIQUE**

### Use of Audio Equipment

- In transmission, position the microphone as close to the mouth as possible.
- For reception, particularly in noisy or difficult conditions, the use of headsets is preferable to loudspeakers.

Method of Speech: The key words to remember are Rhythm, Speed, Volume and Pitch (RSVP).

- Rhythm. Use short sentences divided into sensible phrases (vs. pauses after each and every word) that maintain a natural rhythm. When pausing, release the pressure to minimize transmission time and to permit stations to break in as necessary.
- Speed. Speak slightly slower than for normal conversation. Slow down by increasing the length of pauses between phrases, especially if a message is to be written down by the recipients or if conditions are difficult. (Altering the gaps between words will create an unnatural, halted rhythm that is difficult to understand.) Never speak faster than the station experiencing the worst reception conditions can be expected to receive.
- Volume. Speak at a volume as for normal conversation. Shouting causes distortion.
- Pitch. To improve clarity, pitch the voice slightly higher than for normal conversation.

## **AIDS TO ACCURACY**

RULES FOR SPELLING: Use the following International Phonetic Alphabet to spell out words or acronyms that may not transmit clearly.

A — Alpha	N — November
B — Bravo	O — Oscar
C — Charlie	P — Papa
D — Delta	Q — Quebec
E — Echo	R — Romeo
F — Foxtrot	S — Sierra
G — Golf	T — Tango
H — Hotel	U — Uniform
I — India	V — Victor
J — Juliet	W — Whiskey
K — Kilo	X — Xray
L — Lima	Y — Yankee
M — Mike	Z — Zulu

- Call signs and coordinates should always be spelled out phonetically.
- Spelling out may also be necessary to communicate obscure or unpronounceable words or abbreviations. They may be spelled out after the proword, "I SPELL." If the word is pronounceable, say it before and after spelling it out. In difficult conditions it may be more effective to use full words than to risk having to spell out an abbreviation.

#### RULES FOR FIGURES

- Begin radio contact by saying call signs digit-by-digit.
- Figures in the text of a message may be spoken as in normal speech, but when conditions are difficult or when misunderstanding is likely or dangerous, figures should be spoken digit-by-digit, preceded by the proword "FIGURES." This proword warns that figures follow immediately, to help distinguish them from other similarly pronounced words.