

MESSAGE HANDLING PUNCTUATION AND PROWORDS

Punctuation

The following are the most common characters used in message handling.

X	in place of a period (Never placed at the end of message)
R	in place of a decimal
/	spoken as “slash”
\	spoken as “backslash”
?	spoken as “query”
.	used only in website and email addresses, spoken as “dot”
_	used in website and email addresses, spoken as “underscore”
#	used in website and email addresses, spoken as “pound sign”
@	spoken as “at” in an email address
	space used in address or website address
-	dash used in address
:	spoken as “colon” used in a website address

Prowords

These are words spoken to indicate information. They are not written in the message and are not counted in the check.

73 –	Best wishes
AFFIRMATIVE	Yes
AMATEUR CALLSIGN	Test that follows in an amateur radio callsign
BOOK OF (#)	Used at end of book traffic.
BREAK	Marks start and end of message.
CONFIRM	Request to confirm correct copy.
EMAIL ADDRESS	Email addresses may contain “dot”, “at”, “underscore” etc.
END	End of message
END BOOK OF (#)	Used at end of book traffic.
FIGURE(S)	Text that follows contains numbers (figures)
GO AHEAD	Continue.
INITIAL(S)	Initial or initials follow (e.g. NTS)
I SAY AGAIN	To repeat for clarity.
I SAY AGAIN	To correct an error. Example: I will not arrive was sent as I will arrive ... (To correct this error to <i>I will not arrive</i> you will say) I SAY AGAIN .. I will not arrive
I SPELL	Used to spell one group at a time
MIXED GROUP	Text that follows contains mixed letters, figures, “/”s, etc.
NO MORE	No more traffic
NUMBER	Before the message number
NEGATIVE	No
ONE AND ONE MORE	End of first piece of traffic one more to come
OVER	Transmission handed over to other station.
ROGER	Received and understood
WEBSITE ADDRESS	Website addresses may contain one or more punctuation characters