

S P A N I S H

BASIC COURSE

SUPPLEMENT

MODULE 10

RADIO PROCEDURES

VOLUME II

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PREFACE

COURSE OBJECTIVES

This is an introductory course, the objectives of which are to acquaint you with basic radio communications procedures and terminology and refine your skills in gisting, transcribing, and translating. The material is presented as a series of hypothetical military situations in which various radio stations communicate with each other. The skills which you have learned in previous Listening Comprehension Exercises will be put into application here.

COURSE DESIGN AND ORGANIZATION

This supplementary course fits into the "specialized needs" portion of the 28-week Spanish Basic Course. It has been developed specifically for those students who belong to NCTS related services. The course was designed to be used either in conjunction with the Level 3 materials or after, in the Enrichment/Specialized Needs portion of the course.

There are 6 lessons in this volume. The components of each lesson are:

1. Text
2. Standard Abbreviations
3. Vocabulary
4. Samples
5. Exercises

1. Text.

The texts of each lesson are introductions to a particular phase in radio communications. They follow the real-life sequence of events which occur in military radio communications. When you finish this course, you will be familiar with all the major procedures used by military radio operators.

2. Standard Abbreviations.

These are abbreviations of English words which should be overlearned to the point that they become automatic. While you may develop abbreviations for other words you hear, these standardized items will help you develop skill in rapid gisting.

3. Vocabulary.

The vocabulary listings found in each lesson are words which are peculiar to radio communications. They may have different meanings in usages other than radio. Here, however, the definitions given are solely in radio communications context.

4. Samples.

For each lesson there is a taped sample of vocabulary usage which conforms to the subject of the text. The format is that of a simulated radio broadcast. In your book you will find three samples which correspond to the sample on the tape. First you will find the Sample Gist. This shows you how to use the Standard Abbreviations for each lesson.

Second you will find a Sample Transcription. This is an exact transcription of what you heard on the tape. This shows

you how the vocabulary of each lesson is used in context.

Third you will find the Sample Translation. This clarifies the meaning of the taped sample and will acquaint you with radio communications procedure and terminology.

5. Exercises.

There are two types of taped exercises in each lesson, enabling exercises and self-evaluation exercises.

The enabling exercises will give you practice in gisting, transcribing, and translating vocabulary in isolation and in context. They are designed to prepare you to meet the objectives for each lesson.

The self-evaluation exercises are divided into three parts and are in the form of simulated radio broadcasts very similar to the taped sample.

The first task is to gist what you hear using the communication logs found in the back portion of the text. For this you should use the standard abbreviations as much as possible. You may also abbreviate other words as desired but make sure that your abbreviations are clear and can be understood easily. For the gisting portion of the exercise, your final objective should be an accurate gist after playing the tape only once with no stops. If you have trouble keeping up with the tape, continue to practice with the exercise and also go back and work with the sample until you can gist with both speed and accuracy. This is a very important skill for your military job.

The second task in this exercise is the transcription of taped broadcasts. For this you may play the tape as many times as you need. It is suggested that you have a dictionary available for this part of the exercise to ensure a correct transcription with accuracy in spelling and use of accent marks. One hundred percent accuracy is the objective for this part of the exercise.

The third and final task in the exercise is translation of what you have transcribed. This is why a perfect transcription is necessary. For if you make an error in your transcription, you will also err in your translation.

This is a self-study course and you will find the answers to each exercise in the key at the end of the text. Follow the instructions for each exercise carefully and use the key only as it is intended. Glancing at the answers while doing the exercise will not help you acquire the skills you will need for your job.

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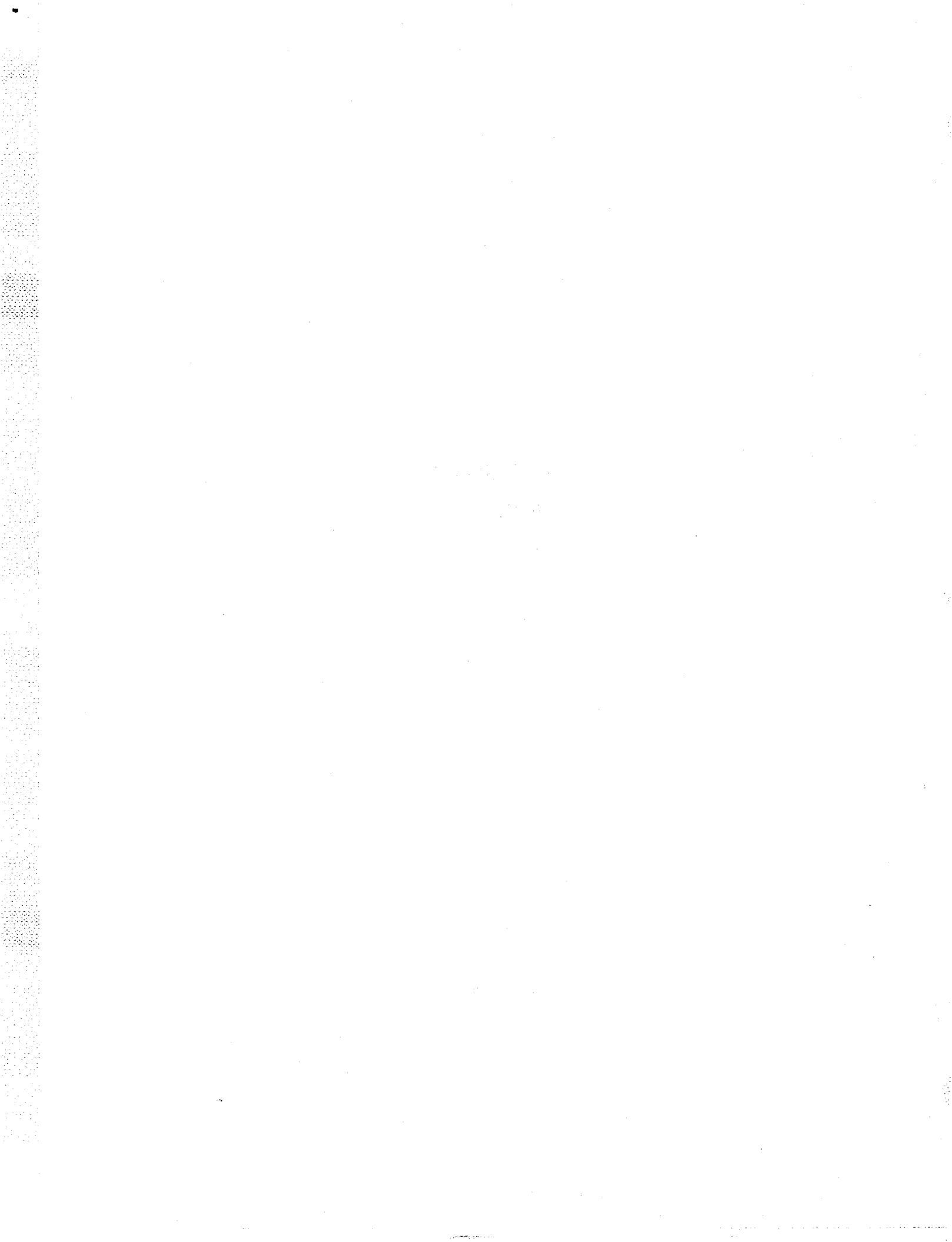
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BASIC COURSE
SUPPLEMENT

RADIO PROCEDURES
LESSON 7
ELECTRIC POWER

MODULE 10



INTRODUCTION TO ELECTRIC POWER

Radio equipment requires electric power. This power can be supplied by power lines, batteries, or generators. The source used depends largely on the location of the radio station.

Power Lines. Electric power lines are the first choice, when available. Usually, power lines are available only in well-developed areas, i.e., close to cities or towns. In rural areas or wilderness areas, radio stations are forced to rely on some portable source of electric power.

Generators. Generators are used to produce electricity when power lines aren't available, or as a backup in case power lines are knocked out. Most generators are driven by a diesel engine or a gas engine. Generators can be adjusted to produce the proper amount of current at the correct voltage.

Batteries. Batteries can be used instead of power lines or generators, especially in mobile operations. But they do have certain disadvantages. Most applications call for a set of two or more, and batteries can be heavy. Furthermore, since a charge doesn't last long under constant use, frequent recharging is necessary. This usually means taking them someplace where there's a charger, which requires a power line source. And while they are being recharged, it is necessary to use a backup set.

STANDARD ABBREVIATIONS

The following abbreviations will be useful in gisting. These are standard abbreviations and are the ones to be used during exercises and tests.

- | | |
|------------|---------------|
| 1. chk out | 1. check out |
| 2. gen | 2. generator |
| 3. tech | 3. technician |

VOCABULARY

1. acumulador	1. battery
2. batería	2. battery
3. calibrador	3. gauges
4. cargar	4. to charge
5. chucho	5. switch
6. circuito	6. circuit
7. contador	7. meter
8. corriente	8. current
9. descompuesto	9. broken
10. generador	10. generator
11. línea de transmisión	11. power line
12. quemado	12. burned out
13. reparar	13. to repair, to fix
14. técnico	14. technician

SAMPLE
GIST
COMMUNICATIONS LOG

C/S

	TO	FM	TEXT
1.	--	--	Can u send us a tech tmw?
2.	--	--	See if ur gauges are working.
3.	--	--	Req comms dept send a tech to check the circuit.
4.	--	--	Pls send new btys to thista.
5.	--	--	Ur new gen arrived already.
6.	--	--	We will send the new meters to u next week.
7.	--	--	The power lines will be repaired by Fri.

SAMPLE

TRANSCRIPTION

1. ¿Nos puede mandar un técnico mañana?
2. Mire a ver si sus calibradores funcionan.
3. Pido que el departamento de comunicación mande un técnico para revisar el circuito.
4. Por favor, mande baterías nuevas a esta estación.
5. Su nuevo generador ya llegó.
6. Les mandaremos los contadores nuevos a ustedes la próxima semana.
7. Las líneas de transmisión estarán reparadas para el viernes.

SAMPLE

TRANSLATION

1. Can you send us a technician tomorrow?
2. See if your gauges are working.
3. Request the communications department send a technician to check the circuit.
4. Please send new batteries to this station.
5. Your new generator arrived already.
6. We will send the new meters to you next week.
7. The power lines will be repaired by Friday.

EXERCISE 1

Instructions: You will hear 9 sentences in Spanish. As you listen to each sentence, write the gist on line A, transcribe the sentence on line B and translate it on line C. You may play each sentence as many times as needed.

- 1. A. _____
B. _____
C. _____
- 2. A. _____
B. _____
C. _____
- 3. A. _____
B. _____
C. _____
- 4. A. _____
B. _____
C. _____
- 5. A. _____
B. _____
C. _____
- 6. A. _____
B. _____
C. _____
- 7. A. _____
B. _____
C. _____
- 8. A. _____
B. _____
C. _____
- 9. A. _____
B. _____
C. _____

EXERCISE 2

Instructions: You will hear a recorded passage of simulated radio procedures.

Part A - Gist

Using one of the Communications Logs provided by your instructor, gist what you hear on the tape. You are to record callsigns and write in abbreviated English the context of what you hear. For the gisting part of this exercise, play the tape only once.

Part B - Transcription

When you have finished gisting, rewind the tape and transcribe verbatim the Spanish passages, using your gist as a guideline. For this, you may play the tape as many times as you wish.

Part C - Translation

After transcribing the tape, your next step is translating. Translate your transcription into English.

BASIC COURSE

SUPPLEMENT

RADIO PROCEDURES

LESSON 8

TRANSMITTING MESSAGES

MODULE 10



INTRODUCTION TO TRANSMITTING MESSAGES

The primary function of radio stations is to pass information. All the preliminaries of calling, checking readability, tuning, and changing frequencies or equipment are to ensure optimum conditions for passing information.

Radio Traffic. Important information is often passed in the form of radio messages. The exchange of such messages is known as traffic (in Spanish, tráfico). Once the preliminaries are over and satisfactory contact has been established, radio stations determine whether there is any traffic to be transmitted. The first mention of traffic may take the form of a query: "What traffic do you have?," or "Do you have any messages?" Or else a station may simply say, "I have a message ..."

Preparing to Copy. If there are messages to be passed, the station having the messages will usually notify the other station or stations to "prepare to copy." If the receiving station isn't quite ready to copy, he may ask the sender to wait while he gets ready. If the transmitting station isn't quite ready to transmit, he may ask the receiving station(s) to "stand by."

Types of Messages. In most cases, messages are drafted on message forms prior to transmittal, either in the form of words

or digital groups, and are simply read verbatim by the radio operator. Sometimes, however, messages may simply consist of spontaneous instructions or information.

Routing traffic. Sometimes due to poor weather, faulty equipment or emergency situations, two radio stations may be able to make contact but not well enough to pass traffic. For this reason it sometimes becomes necessary to route traffic through a third station who can make good contact with both radio stations.

Punctuation. When a message is sent in words, the radio operator reads it verbatim. When he does this, he must also indicate proper punctuation. He does this by saying the words: period, comma, in parenthesis, in quotes etc.

When an operator finishes a sentence he not only indicates proper punctuation but also whether anything else follows. If so he will give this by saying "seguido" after the punctuation. If nothing follows he will say "Fin del mensaje" or simply "Final."

STANDARD ABBREVIATIONS

The following abbreviations will be useful in gisting. These are standard abbreviations and are the ones to be used during exercises and tests.

- | | |
|---------|---------------|
| 1. g/a | 1. go ahead |
| 2. msg | 2. message |
| 3. prep | 3. to prepare |
| 4. s/b | 4. stand by |
| 5. tfc | 5. traffic |

VOCABULARY

1. adelante	1. go ahead
2. manténgase a la escucha	2. stand by
3. mensaje	3. message
4. pasar por	4. to route thru
5. preparar	5. to prepare
6. tráfico	6. traffic
7. un momento, momentito	7. wait (a moment)

COMMON PUNCTUATION

punto	period (.)
coma	comma (,)
dos puntos	colon (:)
punto y coma	semicolon (;)
signo de interrogación	question mark (¿ ?)
signo de exclamación	exclamation mark (¡ !)
abra comillas	open quotation marks (")
cierre comillas	close quotation marks (")
abra paréntesis	open parenthesis (()
cierre paréntesis	close parenthesis ())
guión	dash (-)
asterisco	asterisk (*)
diagonal	diagonal (/)

SAMPLE
GIST
COMMUNICATIONS LOG

C/S

	TO	FM	TEXT
1.	- -	- -	I have a msg for u.
2.	- -	- -	Do u have any tfc for AZ?
3.	- -	- -	Pls, s/b on this freq.
4.	- -	- -	G/a with msg #451.
5.	- -	- -	Route ur tfc thru thista.
6.	- -	- -	Prep to copy 2 msgs.

SAMPLE

TRANSCRIPTION

1. Tengo un mensaje para Ud.
2. ¿Tiene algún tráfico para Azul?
3. Por favor, manténgase a la escucha en esta frecuencia.
4. Adelante con el mensaje número 451.
5. Pase su tráfico por esta estación.
6. Prepárese para copiar 2 mensajes.

SAMPLE

TRANSLATION

1. I have a message for you.
2. Do you have any traffic for Azul?
3. Please, stand by on this frequency.
4. Go ahead with message number 451.
5. Route your traffic through this station.
6. Prepare to copy 2 messages.

EXERCISE 1

This is a rapid-fire drill in punctuation. As you listen to the tape write the symbol for the punctuation you hear in the spaces provided. It is important that you learn to recognize the terminology for punctuation and to write them without hesitation.

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

EXERCISE 2

Instructions: You will hear 8 sentences in Spanish.
As you listen to each sentence, write the gist on line A,
transcribe the sentence on line B and translate it on line C.
You may play each sentence as many times as you need.

1. A. _____
B. _____
C. _____
2. A. _____
B. _____
C. _____
3. A. _____
B. _____
C. _____
4. A. _____
B. _____
C. _____
5. A. _____
B. _____
C. _____
6. A. _____
B. _____
C. _____
7. A. _____
B. _____
C. _____
8. A. _____
B. _____
C. _____

EXERCISE 3

Instructions: You will hear a recorded passage of simulated radio procedures.

Part A - Gist

Using one of the Communications Logs provided by your instructor, gist what you hear on the tape. You are to record callsigns and write in abbreviated English the context of what you hear. For the gisting part of this exercise, play the tape only once.

Part B - Transcription

When you have finished gisting, rewind the tape and transcribe verbatim the Spanish passages, using your gist as a guideline. For this, you may play the tape as many times as you wish.

Part C - Translation

After transcribing the tape, your next step is translating. Translate your transcription into English.

BASIC COURSE
SUPPLEMENT

RADIO PROCEDURES
LESSON 9
COPYING MESSAGES

MODULE 10



INTRODUCTION TO COPYING MESSAGES

Messages drafted prior to transmittal follow a certain format in order to facilitate handling. This is especially true of digital messages. The two essential parts of a typical message format are the message heading and the message text.

Message Heading. There are two basic elements in a message heading: the message number and the group count.

Message Number. Each station maintains a record of outgoing messages, assigning successive numbers to each new message. For example, the first message sent would be #1 (or #01 or #001, etc.), the second #2, and so on. These message numbers revert to #1 on a daily, weekly, monthly or yearly basis, depending on volume. The message number provides a reference for identifying each message. When a recipient has failed for some reason to receive a particular message, he simply calls the originator and says, for instance, "We didn't receive your message number eight." The originating station can then easily locate this message in their files and retransmit it.

Group Count. The group count tells the recipient of a message exactly how many groups there are supposed to be in the text of that message. In a digital message, a group is usually from one to five digits (sometimes longer). In a verbal message,

each word is counted as a group. If the recipient copies more or fewer groups than the group count, he immediately knows there is a mistake in his copy.

Other Message Heading Elements. When a high volume of messages is originated not only daily, but hourly, a message number is no longer adequate for identifying specific messages. There might, for instance, be a message #15 every day of the month. In such cases a date-time group is added to the heading. For example, the date-time group '191831' indicates that the message was transmitted at 1831 hours on the 19th of the month. Also, when there is a high volume of messages, a precedence indicator is often assigned to messages to ensure that high priority messages are sent out before lower priority messages.

Message Text. A special format is also used for the text of digital messages in which each group contains the same number of digits (for instance, 3, 4, or 5-digit groups). These messages are drafted and read 10 groups per line; they are also copied 10 groups per line, leaving a larger space between the 5th and 6th groups. This format makes it very easy to locate groups when verifying messages. To find the 22nd group, for instance, you would simply count 2 rows (10 groups per row) plus two groups:

```

XXXX XXXX XXXX XXXX XXXX          XXXX XXXX XXXX XXXX XXXX
XXXX XXXX XXXX XXXX XXXX          XXXX XXXX XXXX XXXX XXXX
XXXX XXXX
    
```

STANDARD ABBREVIATIONS

1. g/c	1. group count
2. gp	2. group
3. imm	3. immediately
4. msg #	4. message number

VOCABULARY

1. dirigido a	1. addressed to
2. firmado	2. signed
3. grupo	3. group
4. rutina de la fecha	4. routine (message dated) today
5. prioridad de la fecha	5. priority (message dated) today
6. punto y seguido	6. period (.) and something follows
7. punto final	7. period (.) and nothing follows
8. texto	8. text (of a message)

SAMPLE
GIST
COMMUNICATIONS LOG

C/S

	TO	FM	TEXT
1.	--	--	The msg is addressed to ur commander.
2.	--	--	The msg is signed by Major Vega.
3.	--	--	Did u say final period or period and something follows?
4.	--	--	I will g/a with the msg text.
5.	--	--	Pls, rpt gp #15.
6.	--	--	Routine tdy, msg #73, with 38 gps.
7.	--	--	Priority tdy, msg #20 with 5 gps.
8.	--	--	Send the msg imm.

SAMPLE
TRANSCRIPTION

1. El mensaje está dirigido a su comandante.
2. El mensaje está firmado por el mayor Vega.
3. ¿Dijo usted punto final o punto y seguido?
4. Yo voy con el texto del mensaje.
5. Por favor, repita grupo número 15.
6. Rutina de la fecha, mensaje número 73, con 38 grupos.
7. Prioridad de la fecha, mensaje número 20, con 5 grupos.
8. Envíese el mensaje inmediatamente.

SAMPLE
TRANSLATION

1. The message is addressed to your commander.
2. The message is signed by Major Vega.
3. Did you say final period or period and something follows?
4. I will go ahead with the message text.
5. Please repeat group number 15.
6. Routine (dated) today, message number 73, with 38 groups.
7. Priority (dated) today, message number 20, with 5 groups.
8. Send the message immediately.

EXERCISE 1

Instructions: You will hear 8 sentences in Spanish. As you listen to each sentence, write the gist on line A, transcribe the sentence on line B and translate it on line C. You may play each sentence as many times as you need.

1. A. _____
B. _____
C. _____
2. A. _____
B. _____
C. _____
3. A. _____
B. _____
C. _____
4. A. _____
B. _____
C. _____
5. A. _____
B. _____
C. _____
6. A. _____
B. _____
C. _____
7. A. _____
B. _____
C. _____
8. A. _____
B. _____
C. _____

EXERCISE 2

Instructions: You will hear a recorded passage of simulated radio procedures.

Part A - Gist

Using one of the Communications Logs provided by your instructor, gist what you hear on the tape. You are to record callsigns and write in abbreviated English the context of what you hear. For the gisting part of this exercise, play the tape only once.

Part B - Transcription

When you have finished gisting, rewind the tape and transcribe verbatim the Spanish passages, using your gist as a guideline. For this, you may play the tape as many times as you wish.

Part C - Translation

After transcribing the tape, your next step is translating. Translate your transcription into English.

BASIC COURSE

SUPPLEMENT

RADIO PROCEDURES

LESSON 10

RECEIPTING

MODULE 10



INTRODUCTION TO RECEIPTING

Once a message has been transmitted and copied, it must be receipted for. A receipt guarantees the originator that his message has been copied without error. Therefore, before the recipient can give a receipt, he must be absolutely certain that his copy is 100% in agreement with the original message. To ensure accuracy, the copy is usually either proofread or spot-checked.

Proofreading. Right after a message has been transmitted, the originator may ask the recipient(s) to "proofread." In radio communications this means to read back the entire message aloud, so that the sender can check it against the original for accuracy.

Repeats. If the recipient is positive his copy is accurate, he may receipt immediately, eliminating the need to proofread. But when reception is poor (due to static, fading, interference, etc.) and it is difficult to copy every group accurately, the recipient will spot-check those groups he is unsure of by asking for repeats. Repeats may involve the whole message, specific groups within the message, or a specific segment of the message.

Counting Backwards. If a repeat is required, the group or groups in question are usually identified by their sequential

order in the message ("the 4th group," "from the 8th to the 23rd group," etc.). However, when the group or groups in question appear near the end of the message text, they are sometimes identified in reverse sequence--that is, by counting backwards from the end of the message ("the 2nd group from the end," etc.).

Receipting. Once the recipient is sure his copy is complete and accurate, he gives a verbal receipt. This is usually a simple statement such as "giving receipt" or "give you receipt for the message you just transmitted."

Relaying. Every designated recipient of a given message must receipt for that message. Often, due to communications difficulties, one or more stations may not be able to copy the message. Before they can receipt, the message must be relayed to them by another station which did receive it.

STANDARD ABBREVIATIONS

- | | |
|---------|-------------------|
| 1. ack | 1. to acknowledge |
| 2. rcpt | 2. receipt |
| 3. rpt | 3. repeat |

VOCABULARY

- | | |
|---------------------|---------------------------|
| 1. acusar recibo | 1. to acknowledge receipt |
| 2. Pasar a | 2. to relay to |
| 3. repita, otra vez | 3. repeat |
| 4. retransmitir | 4. retransmit |

SAMPLE
GIST
COMMUNICATIONS LOG

C/S

	TO	FM	TEXT
1.	--	--	I ack rcpt ur msg #104.
2.	--	--	Pls rpt 1st gp.
3.	--	--	Kindly relay this msg to sta CL8.
4.	--	--	U have to rexmit msg #46 because of int.
5.	--	--	Send rcpt for msg #191830.

SAMPLE
TRANSCRIPTION

1. Acuso recibo de su mensaje número 104.
2. Por favor, repita el primer grupo.
3. Tenga la bondad de pasar este mensaje a la estación Cali 8.
4. Tiene que retransmitir el mensaje número 46 a causa de la interferencia.
5. Envíese un recibo para mensaje número 191830.

SAMPLE
TRANSLATION

1. I acknowledge receipt of your message number 104.
2. Please repeat the first group.
3. Kindly relay this message to station Cali 8.
4. You have to retransmit message number 46 because of interference.
5. Send a receipt for message number 191830.

EXERCISE 1

Instructions: You will hear 8 sentences in Spanish. As you listen to each sentence, write the gist on line A, transcribe the sentence on line B and translate it on line C. You may play each sentence as many times as you need.

1. A. _____
B. _____
C. _____
2. A. _____
B. _____
C. _____
3. A. _____
B. _____
C. _____
4. A. _____
B. _____
C. _____
5. A. _____
B. _____
C. _____
6. A. _____
B. _____
C. _____
7. A. _____
B. _____
C. _____
8. A. _____
B. _____
C. _____

EXERCISE 2

Instructions: You will hear a recorded passage of simulated radio procedures.

Part A - Gist

Using one of the Communications Logs provided by your instructor, gist what you hear on the tape. You are to record callsigns and write in abbreviated English the context of what you hear. For the gisting part of this exercise, play the tape only once.

Part B - Transcription

When you have finished gisting, rewind the tape and transcribe verbatim the Spanish passages, using your gist as a guideline. For this, you may play the tape as many times as you wish.

Part C - Translation

After transcribing the tape, your next step is translating. Translate your transcription into English.

