

Traffic Handling Tips

DO:

- Pause frequently when sending a message, un-keying your mike so the receiving station may break in if necessary. There have been times when a station sent an entire message without un-keying (sometimes actually timing out the repeater) only to find out they were unreadable or the receiving op missed something when they finally did let up. Possibly a better name for the "Push To Talk" button would be "Release to Listen".
- Say, "I repeat" before you repeat something.
- If you are listing traffic going to a local amateur radio operator, give their call sign rather than just saying "local". That way net control knows who it is for and can direct it properly should that station check in.
- Speak slowly and clearly. This cannot be emphasized enough. It takes longer to repeat something than to go slowly enough for someone to copy it correctly the first time. If you think you are going too slowly, that's probably the correct speed.
- Keep messages as short as possible.

DON'T:

- Use phonetics when spelling a word or name unless the receiving station asks you for them, or unless it's a letter group or a mixed group (like an amateur call or a title). They can actually be harder to copy under some conditions than the name or word alone. Also, avoid inanities in the reading like Mrs. - a married lady, etc. If the name is spelled commonly, e.g., Smith vs. Smythe, then just tell the op "common spelling" after the name.
- Say "common spelling" and then spell the word or name. Either spell it or say "common spelling".
- Read the titles of the preamble sections as you give them. This is unnecessary and a waste of time.
- Use "X-ray" after ARL numbered radiograms. For example, "ARL Fifty Seven X-ray".
- Say "hyphen" in between parts of a phone number. This is unnecessary and a waste of time.
- Use "Q" signals on phone. They are not intended for use in voice transmissions and hearing them used can be intimidating to new amateurs.
- Use "roger" when you mean "yes". If you mean yes, say "yes" or "affirmative". "Roger" means "I have received and understand your transmission". It does NOT mean "yes".
- Acknowledge receipt of a message if you need fills or have questions about the count. Be sure you have received the message correctly before "rogering" it.