

The following power point training presentations must be viewed at unit training and/or under the supervision of an OSRT Officer.

Members viewing the presentations must sign a OSRT sign in sheet. The completed sign in sheet must be submitted to the OSRT Planning (Training) Section to receive credit for the training.

# Standard Practice for Communications Procedures—Phonetics 1

REF: ASTM F 1583, Para 5

# Reference:

Radio Communication;  
ASTM 1847, Para 5.13  
ASTM F2209, Para 10.1-10.4 ASTM  
2685, Para 10.5-10.6;  
ASTM 2751, Para 5.5.1-5.5.2;  
MRA 105-1, Para 1.3.g.ix;  
WSAR 8.11.22

Training PowerPoint slide program  
prepared by Headquarters OSRT-  
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*phonetics*—a system of symbols and procedures that is used to control errors in communications, validate selected parts of messages, and enhance the interoperability and performance of communications personnel and systems.

*phonetic alphabet*—a selected set of phonetic symbols that has a one-to-one correspondence to the set of individual letters in a language. Also, any of various systems of code words for identifying letters in voice communications.

## **TABLE 1 Phonetic Alphabet and Pronunciations Letter Symbol**

A	ALFA	“AL-fah”
B	BRAVO	“BRAH-voh”
C	CHARLIE	“CHAR-lee”
D	DELTA	“DELL-tah”
E	ECHO	“ECK-oh”
F	FOXTROT	“FOKS-trot”
G	GOLF	“GOLF”
H	HOTEL	“hoh-TELL”
I	INDIA	“IN-dee-ah”
J	JULIET	“JEW-lee-ETT”
K	KILO	“KEY-loh”
L	LIMA	“LEE-mah”
M	MIKE	“MIKE”
N	NOVEMBER	“no-VEM-ber”
O	OSCAR	“OSS-cah”
P	PAPA	“pah-PAH”
Q	QUEBEC	“keh-BECK”
R	ROMEO	“ROW-me-oh”
S	SIERRA	“see-AIR-rah”
T	TANGO	“TANG-go”
U	UNIFORM	“YOU-nee-form”
V	VICTOR	“VIK-tah”
W	WHISKEY	“WISS-key”
X	XRAY	“ECKS-ray”
Y	YANKEE	“YANG-key”
Z	ZULU	“ZOO-loo”

The pronunciations are in quotes and CAPITAL letters to indicate the verbal emphasis.

*phonetic numerals*—a selected set of phonetic symbols that has a one-to-one correspondence to the set of individual numerals in a language.

## TABLE 2 Phonetic Numerals and pronunciations

### Letter Symbol Pronunciation

0 ZERO “ZEE-roh”

1 ONE “WUN”

2 TWO “TOO”

3 THREE “TREE”

4 FOUR “FO-wer”

5 FIVE “fi-YEV”

6 SIX “SIKS”

7 SEVEN “SAY-ven”

8 EIGHT “AIT”

9 NINE “NIN-er”

'00 HUNDRED “HUN-dred”

'000 THOUSAND “THOU-zand”

The pronunciations are in quotes, and CAPITAL letters indicate the verbal emphasis.

### TABLE 3 Modified Numbers and Sequences

Number	Symbol	Pronunciation	Comments
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10	TEN	“WUN, ZEE-roh”	(NOT “ten”)
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11	ONE-ONE	“WUN, WUN”	(NOT “eleven”)
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12	ONE-TWO	“WUN, TOO”	(NOT “twelve”)
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13 to 19	ONE-THREE to ONE-NINE		
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		“WUN, TREE”	to
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		“WUN, NIN-er”	
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		(NOT “thirteen”	to
		“nineteen”)	

20 to 90	TWO-ZERO to NINE-ZERO		
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		“TOO, ZEE-roh”	to
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		“NIN-er, ZEE-roh”	
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		(NOT “twenty”	to
		“ninety”)	

The pronunciations are in quotes, and CAPITAL letters indicate the verbal emphasis.

*phonetic symbol*—a unique word or combination of letters that is used as a substitute for, or an addition to, a specific letter, numeral, or punctuation in a language. It has the characteristics of an error correcting code.

## TABLE 4 Phonetic Punctuation and Pronunciations

### Punctuation Symbol Pronunciation A Comments/Alternates

.	PERIOD	“PEER-ee-odd” or “FULL STOP”, “DOT” <i>B</i>
?	QUESTIONMARK	“KWES-chin-MARK”
!	EXCLAMATIONPOINT	“ECKS-kla-MAY-shin- POYNT”
'	APOSTROPHE	“ah-PAH-stro-fee”
,	COMMA	“KOM-mah”
;	SEMICOLON	“SEM-my-KO-lon”
:	COLON	“KO-lon”
-	HYPHEN	“HY-fen” or “DASH”
/	SLANT	“SLANT” or “STROKE” or “SLASH” <i>B</i>
\	BACKSLANT	“BAKS-SLANT” or “BAKS-STROKE” or “BAKS-SLASH” <i>B</i>
“	QUOTE	“QUOTE” or “OPEN QUOTE”
”	UNQUOTE	“UNN-QUOTE” or “CLOSE QUOTE”
(	PAREN	“PAIR-ren” or “OPEN PAIR-ren”
)	UNPAREN	“UNN-PAIR-ren” or “CLOSE PAIR-ren”
[	BRACKET	“BRA-ket” or “OPEN BRA-ket”
]	UNBRACKET	“UNN-BRA-ket” or “CLOSE BRA-ket”
.	DECIMAL	“DAY-see-mal” or “DOT” <i>B</i>
=	EQUALS	“EE-quills”
+	PLUS	“PLUSS” or “PLUSS-sine”
-	MINUS	“MY-nuss” or “MY-nuss-sine”
*	STAR	“STARR” (NOT “asterick”)
#	POUNDSIGN	“POWND-sine” (NOT “tic-tac-toe”)
\$	DOLLARS	“DOLL-arrs”
%	PERCENT	“purr-SENT”

*A* The pronunciations are in quotes, and capital letters indicate the verbal emphasis.

*B* Several symbols have achieved widespread usage with personal computers, yet they are not recommended for phonetic use as they have not been demonstrated to provide the needed robust performance over poor channels: DOT, SLASH, and BACKSLASH.

## *Use of Non-standard Systems —*

This phonetic system is not intended to prohibit the use of non-standard brevity or error control systems that are used only internally within any single organization. It also does not preclude the use of additional methods for clarity.

**QUESTIONS ?**