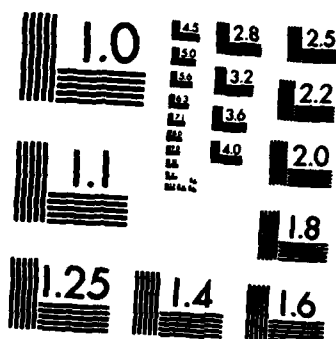


INSTRUMENTATION FOR PROTECTIVE STRUCTURES TESTING(U)
BALLISTIC MISSILE OFFICE NORTON AFB CA J V QUINTANA
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FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

LEARNING SUPERVISOR GUIDE

05C FBSEP LESSON C-01

TRACING LETTERS AND NUMBERS IN A LETTERING CHART

DABT60-81-C-0027

per Form 50

PREREQUISITES: None

MATERIALS REQUIRED: Grease pencil, Tracing paper,
7 Overhead Transparencies

TIME REQUIRED: 1 hour

TYPE OF LESSON: Group paced

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LEARNING SUPERVISOR GUIDE

05C FBSEP LESSON C-01

TRACING LETTERS AND NUMBERS IN A LETTERING CHART

Section 1: Introduction

1. Study Skills for 05C FBSEP Course

Show Transparency 1 (Annex C Map).

Explain the following:

Map shows tasks concerned with language needed in 05C FBSEP Course.

Having these language skills will increase students' chances of succeeding in the course.

The arrow points to this lesson.

2. Objective

Show Transparency 2 (Objective of Lesson).

Read the objective aloud to class.

Explain that the skill they acquire in this lesson will prepare them to do military style printing.

C-01 LSG
05C FBSEP

2

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Unannounced	
Justification	
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3. Generality

Show Transparency 3 (Chart of Military Lettering).

Explain the following:

This is the complete chart of military lettering. The little numbers beside the letters and large numbers are called stroke numbers. They show the order in which the strokes are made. The arrows show the direction in which each stroke is made.

The students will learn to trace these letters according to the stroke numbers and arrows in order to conform to military style.

Section 2: Presentation

1. The letter "U."

Show Transparency 4 (The Letter U).

Ask students how many stroke numbers there are beside the letter "U." Explain that one stroke number means that the entire letter is made in one stroke (i.e., without lifting the pencil from the paper).

Then ask students to notice the direction of the arrow and explain that this is the direction they will make the stroke.

Direct students to watch closely as you trace the letter on the transparency with a grease pencil.

Direct students to open their Student Guides to the Presentation. Ask them to use a pencil and tracing paper to trace the letter "U." Remind them to use one stroke and follow the direction of the arrow.

(Note: Caution students not to write directly in their Student Guides).

2. The letter "H."

Show Transparency 5 (The Letter H).

Ask students how many stroke numbers there are beside the letter "H." Ask them what they think that means.

ANSWER: It means there are three strokes and they must be made in numerical order.

Direct them to notice the arrows. Ask them to explain the purpose of the arrows.

ANSWER: The purpose of the arrows is to show the direction in which each stroke must be made.

Direct the students to watch closely as you trace the first stroke of the letter "H" on the transparency.

Direct the students to do the same in their Student Guides. Caution them to follow the direction of the arrow.

Repeat these steps for strokes 2 and 3 of the letter "H."

3. The number "8."

Show Transparency 6 (The Number 8).

Discuss number of strokes (as before).

Discuss direction of arrows (as before).

Trace number on transparency with students watching (as before).

Have students trace number in their Student Guides (as before).

4. The number "4."

Show Transparency 7 (The Number 4).

Discuss number of strokes.

Discuss direction of arrows.

Trace number on transparency with students watching.

Have students trace number in their Student Guides.

Section 3: Summary and Practice

1. Direct students to look again at the Chart of Military Letters in the Student Guide. Review the meaning of the stroke numbers and the arrows.
2. Direct students to do the Practice Exercise in their Student Guides. Circulate among students to make sure they are doing it correctly. Give any help that is necessary.
3. When students have finished, ask them if they have any questions. Answer students' questions.

Section 4: Lesson Test

1. This test must be administered to each student individually with supervisor observing.
2. Distribute tests to one student at a time.
3. Direct each student to use the tracing paper to trace the letters and numbers properly.
Observe whether or not it is done correctly.
DO NOT give help.
4. Score the Lesson Test and determine if the student meets standards.
5. Students who meet standards move on to the next lesson.
6. Students who fail to meet standards require remediation.

Section 5: Remediation Exercise

1. Direct students to look at the chart of letters again in their Student Guides. Review the meaning of the stroke numbers and arrows.
2. Direct students to do the Remediation Exercise in the Student Guides. Circulate among students to make sure they are doing it correctly. Give any help that is necessary.
3. When students have finished, ask them if they have any questions. Answer students' questions.

Section 6: Remediation Test

1. This test must be administered to each student individually with supervisor observing.
2. Distribute tests to one student at a time.
3. Direct each student to use the tracing paper to trace the letters and numbers properly.
Observe whether or not it is being done correctly.
DO NOT give help.
4. Score the Remediation Test and determine if the student meets standards.
5. Students who meet standards move on to the next lesson.
6. Students who fail to meet standards should be assigned to counseling.



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

STUDENT GUIDE

05C FBSEP LESSON C-01

TRACING LETTERS AND NUMBERS IN A LETTERING CHART

PREREQUISITES: None

MATERIALS REQUIRED: Tracing paper

TYPE OF LESSON: Group paced

STUDENT GUIDE

05C FBSEP LESSON C-01

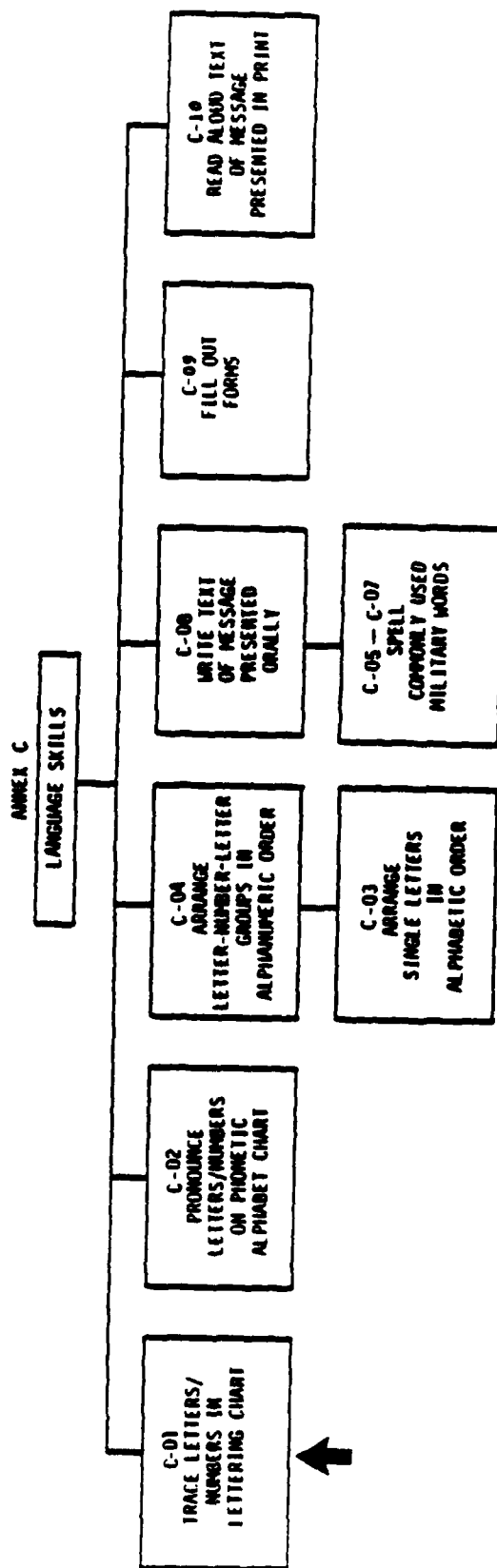
TRACING LETTERS AND NUMBERS IN A LETTERING CHART

INTRODUCTION

This is the first lesson of Annex C. These lessons will develop language skills. Having these language skills will increase your chances of success in all your courses.

This lesson will teach you how to trace the letters and numbers on a Military Lettering Chart. It will prepare you to do lettering in military form.

The map on the next page shows you where this lesson fits in with the other Annex C lessons. The lesson you are now taking is marked with an arrow.



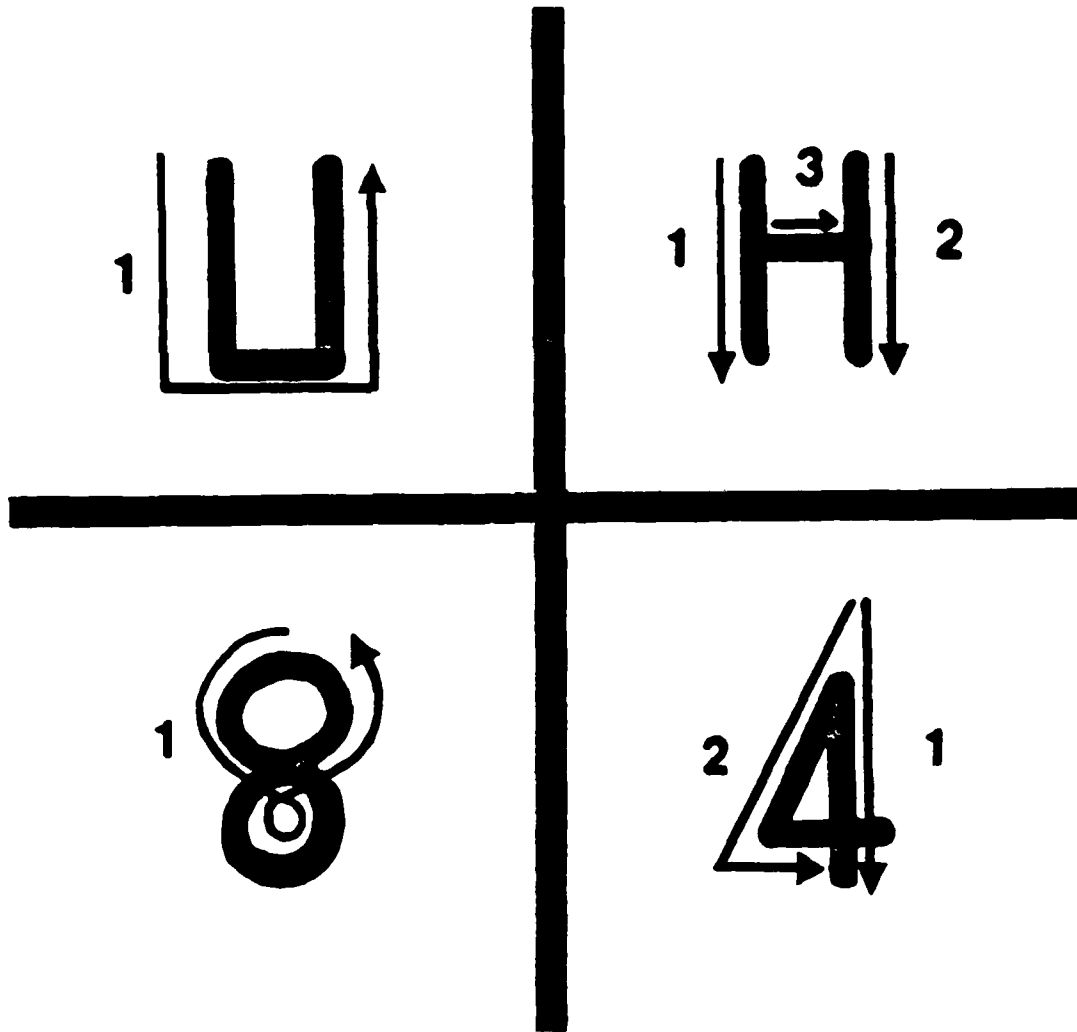
OBJECTIVE: When you finish this lesson you will be able to use the stroke numbers and direction arrows to trace the letters and numbers on a Military Lettering Chart.

MILITARY LETTERING

A	B	C	D
E	F	G	H
I	J	K	L
M	N	O	P
Q	R	S	T
U	V	W	X
Y	Z	1	2
3	4	5	6
7	8	9	0

PRESENTATION

Your learning supervisor will explain how to trace these letters and numbers so that they conform to military style.



PRACTICE EXERCISE

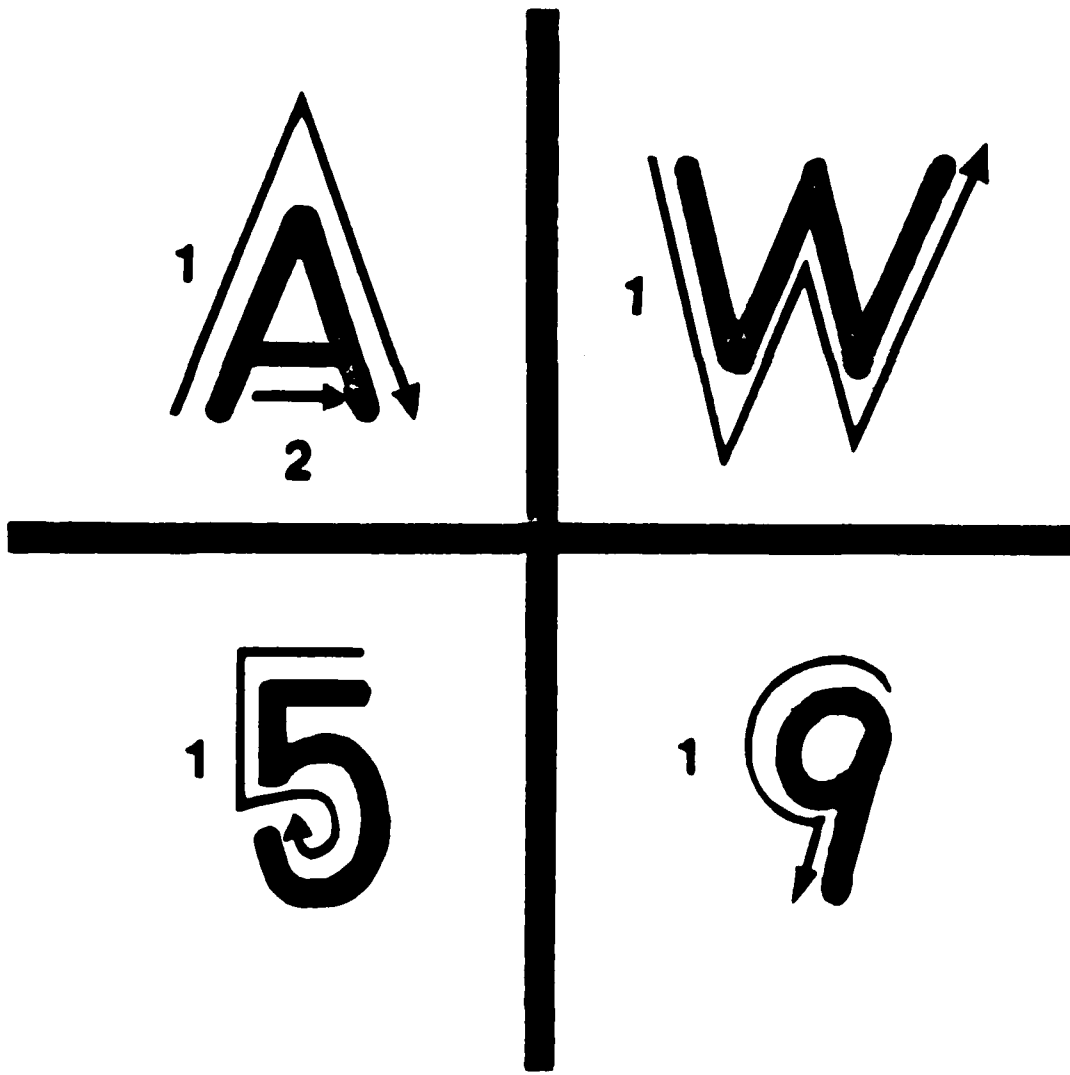
Lay a piece of tracing paper on top of the Military Lettering Chart and trace each letter and number using the procedure you have been taught in this class. If you have any problems, ask your learning supervisor to help you.

REMEDIATION EXERCISE

Lay a piece of tracing paper on top of the Military Lettering Chart and trace each letter and number using the procedure you have been taught in this class. If you have any problems, ask your learning supervisor to help you.

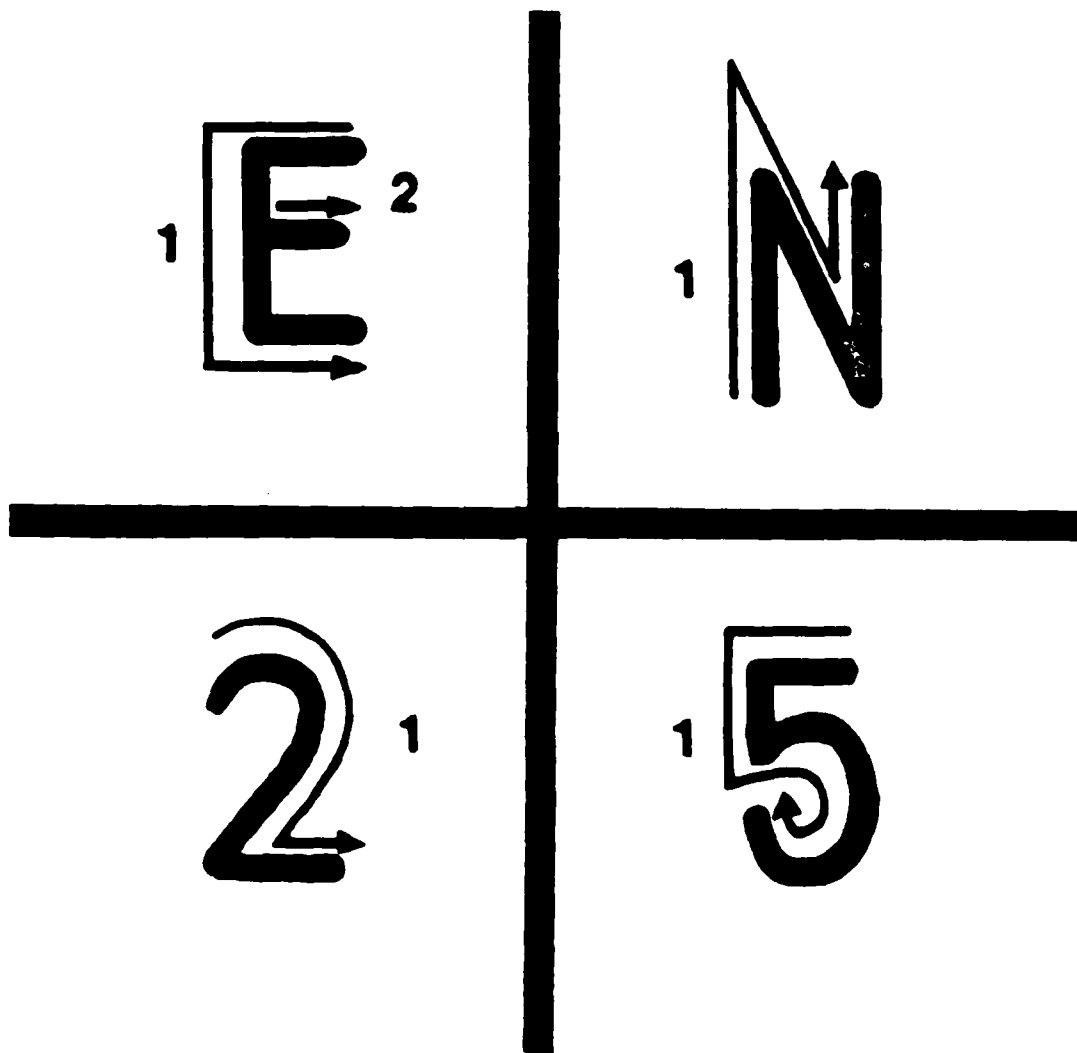
LESSON TEST FOR C-01

You will need some tracing paper and a pencil to do this Lesson Test. It contains four examples. Each example tests the objective that you learned in this lesson. Each example is worth one point. You must get 4 out of 4 total points to pass this test. Do your work on the tracing paper. DO NOT WRITE ON THIS TEST.



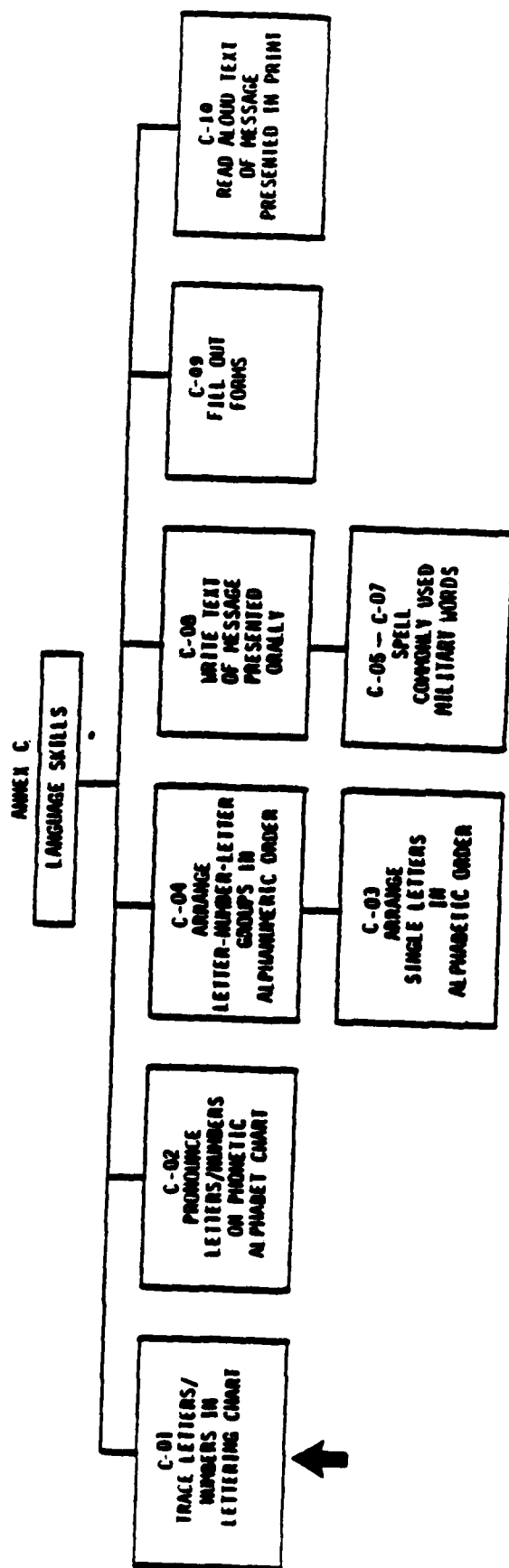
REMEDATION TEST FOR C-01

You will need some tracing paper and a pencil to do this Remediation Test. It contains four examples. Each example tests the objective that you learned in this lesson. Each example is worth one point. You must get 4 out of 4 total points to pass this test. Do your work on the tracing paper. DO NOT WRITE ON THIS TEST.



OVERHEAD TRANSPARENCIES C-01

C-01
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OBJECTIVE:

When you finish this lesson you will be able to use the stroke numbers and direction arrows to trace the letters and numbers on a Military Lettering Chart.

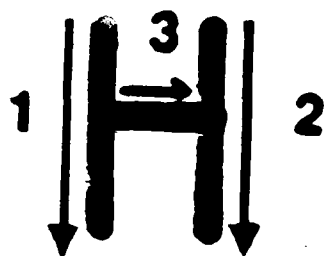
MILITARY LETTERING

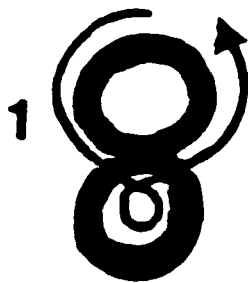
A	B	C	D
E	F	G	H
I	J	K	L
M	N	O	P
Q	R	S	T
U	V	W	X
Y	Z	1	2
3	4	5	6
7	8	9	0

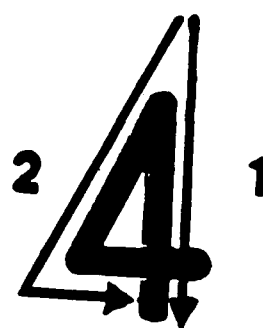
C-01

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FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

STUDENT GUIDE

05C FBSEP LESSON C-02

**PRONOUNCING NUMBERS AND LETTERS
USING THE PHONETIC ALPHABET CHART**

PREREQUISITES: None

MATERIALS REQUIRED: None

TYPE OF LESSON: Group paced

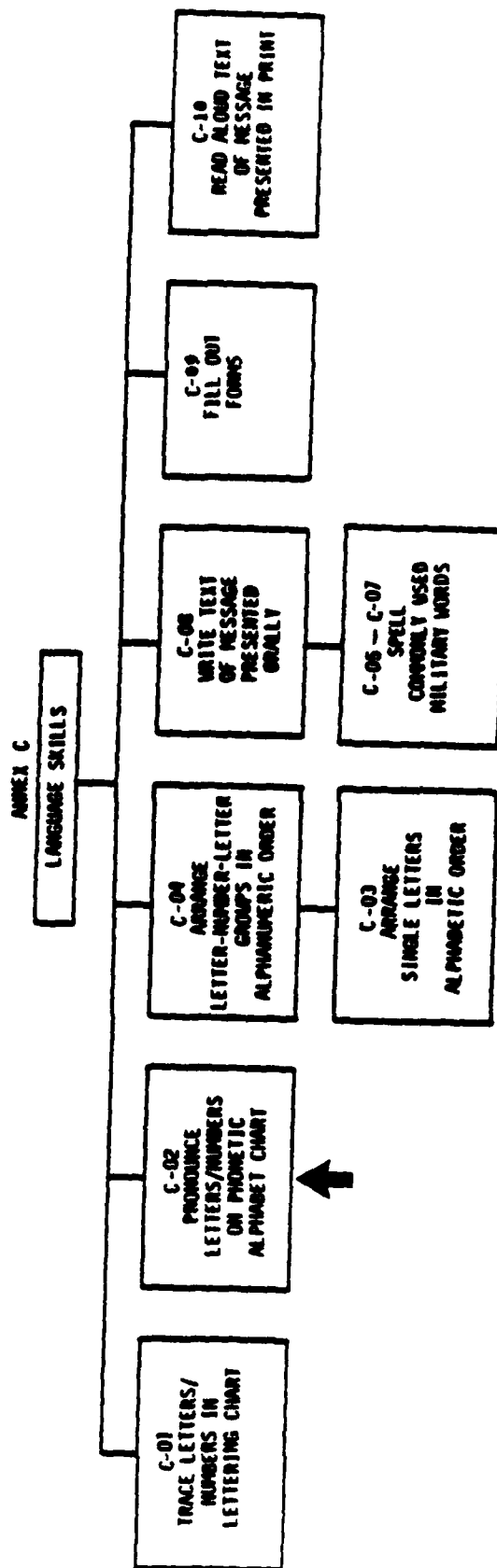
STUDENT GUIDE
05C FBSEP LESSON C-02
PRONOUNCING NUMBERS AND LETTERS
USING THE PHONETIC ALPHABET CHART

INTRODUCTION

During the course of your work, you will be sending and receiving many kinds of messages. It is very important that these messages are very clear. To make sure that the messages are clear, they will usually have to be spelled out. For this purpose, the Army uses a special phonetic alphabet.

This lesson will teach you how to read the letters and numbers in that alphabet, using standard military pronunciation and emphasis.

The map on the following page shows you where this lesson fits in with the others in the 05C FBSEP Course. The lesson you are now taking is marked with an arrow.



C-02 SG
05C FBSEP

OBJECTIVE: When you finish this lesson, you will be able to read the letters and numbers of the Phonetic Alphabet Chart using standard military pronunciation and emphasis.

To pronounce the letters and numbers in the chart, you should:

1. Look at the letter or number to be pronounced and notice the key word below it.
2. Look at the way the key word has been spelled phonetically.
3. Look at the way the key word has been separated into syllables and note which syllable is underlined.
4. Read the letter (or number) and the key word, emphasizing the syllable that has been underlined.

PHONETIC ALPHABET

A ALFA (AL FAN)	B BRAVO (BRAH VON)	C CHARLIE (CHAR LEE)	D DELTA (DELL TAN)
E ECHO (ECK ON)	F FOXTROT (FOKS TROT)	G GOLF (GOLF)	H HOTEL (HOH TELL)
I INDIA (IN DEE AN)	J JULIETT (JEW LEE ETT)	K KILO (KEY LOH)	L LIMA (LEE MAH)
M MIKE (MIKE)	N NOVEMBER (NO YEM BER)	O OSCAR (OSS CAN)	P PAPA (PAH PAH)
Q QUEBEC (KEH BECK)	R ROMEO (ROW ME ON)	S SIERRA (SEE AIR RAH)	T TANGO (TANG GO)
U UNIFORM (YOU NEE FORM)	V VICTOR (VIK TAN)	W WHISKEY (WISS KEY)	X XRAY (ECKS RAY)
Y YANKEE (YANG KEY)	Z ZULU (ZOO LOO)	1 WUN	2 TOO
3 TREE	4 FO - WER	5 FIFE	6 SIX
7 SEV-EN	8 AIT	9 NIN-ER	Ø ZE-RO



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LEARNING SUPERVISOR GUIDE

05C FBSEP LESSON C-02

PRONOUNCING NUMBERS AND LETTERS

USING THE PHONETIC ALPHABET CHART

PREREQUISITES: None

MATERIALS REQUIRED: Chart of Phonetic Alphabet

TIME REQUIREMENT: 1 hour

TYPE OF LESSON: Group paced

LEARNING SUPERVISOR GUIDE

05C FBSEP LESSON C-02

PRONOUNCING NUMBERS AND LETTERS

USING THE PHONETIC ALPHABET CHART

Section 1: Introduction

1. Language Skills for 05C FBSEP Course

Direct students to look at map on the third page of the Student Guides to see where this lesson fits in with the other Annex C lessons on language.

Explain the following:

During the course of their work, students will need to send and receive many types of messages.

For the sake of clarity, these messages will usually have to be spelled out.

For this purpose, the Army uses a special phonetic alphabet.

In this lesson, they will be taught to read the numbers and letters of this phonetic alphabet, using the standard military pronunciation and emphasis.

2. Objective

Read the objective aloud to the class.

When you finish this lesson, you will be able to read the letters and numbers of the Phonetic Alphabet Chart using standard military pronunciation and emphasis.

3. Generality

Read the generality aloud to the class.

To pronounce the letters and numbers in the chart, you should:

Look at the letter or number to be pronounced and notice the key word below it.

Look at the way the key word has been spelled phonetically.

Look at the way the key word has been separated into syllables and note which syllable is underlined.

Read the letter (or number) and the key word, emphasizing the syllable that has been underlined.

Section 2: Presentation

1. Direct students to look at the chart of the phonetic alphabet. (A copy of the chart is on page 4 in the Student Guide.)

Explain the following:

Underneath each letter or number is a word. This word is a key word for that letter. It is used in place of the letter when giving messages.

Underneath each key word is the same word, spelled phonetically (i.e. it is spelled in a way that tells you how to pronounce it).

In addition to this, each word is broken into separate syllables. One or two syllables in each word are underlined. The purpose of the underlining is to tell which syllable or syllables are to be stressed or emphasized.

2. Direct students to look at the box with the letter A.

Tell them to notice the key word that is under the letter.

Then direct them to look at the way the word is written out phonetically. Explain that this is not the correct spelling of the word and that the word is spelled that way to show them how to pronounce it.

Tell them to notice how the word is broken into syllables. Ask them how many syllables there are in the key word. Ask them which syllable is underlined. Ask them what that means.

ANSWER: It means that the accent is on the first syllable and the word is pronounced al'-fah.

Demonstrate the correct pronunciation of the letter and key word and have students repeat it (A-alfa).

3. Give students the following directions:

Look at the box with the letter B.

Notice the key word that is under the letter B.

Now look at the way the key word has been spelled out to show you the correct pronunciation.

How many syllables are there in the key word?

ANSWER: Two

Which syllable is underlined?

ANSWER: The first

How is the word pronounced?

ANSWER: Brah voh

Demonstrate the correct pronunciation of B-bravo and have students repeat it after you.

4. Follow the same procedure as in step 3 with each of the letters and numbers on the Phonetic Alphabet Chart. Make sure each student has a chance to pronounce each key word. Ask if there are any questions.

Section 3: Summary and Practice

1. Explain to students that they will have another chance to practice reading the chart, and after that they will each be tested individually on the whole chart.
2. Review the steps of the generality with the students.

To pronounce letters and numbers using the chart you should:

Look at the letter or number to be pronounced and notice the key word below it.

Look at the way the key word has been spelled phonetically.

Look at the way the key word has been separated into syllables and note which syllable is underlined.

Read the letter (or number) and the key word, emphasizing the syllable that has been underlined.

3. Read entire chart (A-alfa, B-bravo, etc.) pausing to allow students to repeat after you. Correct any errors that are made.

Section 4: Practice Exercise

1. Assign students for practice as follows:
 - a. If there is an equal number of students (2, 4, 6, etc.) direct students to form pairs and to take turns reading the phonetic alphabet to their partners.
 - b. If there is a student without a partner, direct the student to read the phonetic alphabet to you.
 - c. If time does not permit you to work with an individual student, direct the student to read the phonetic alphabet aloud to himself/herself.
2. Remind students to read the chart the same way as before (A-alfa, B-bravo, etc.)
3. Tell students that they have 10 minutes to practice and that after the exercise they will be tested.
4. If possible, circulate among students and give help as needed.
5. When students have finished, ask them if they have any questions.

Section 5: Lesson Test

1. This Lesson Test is to be administered to each student individually.
2. Direct the student to read the entire chart the same way he/she read it during the lesson (A-alfa, etc.).
3. DO NOT give the student any help during the test.
4. The standard on this test is 34 out of 36 (94.4%).
5. Score the Lesson Test and determine if the student meets the standard.
6. Students who meet standards move on to the next lesson.
7. Students who fail to meet standards require remediation.

Section 6: Remediation

1. Explain to students that they will have another chance to practice reading the chart and that after they practice they will be retested.
2. Reread the entire chart, pausing to allow students to repeat after you. Correct any errors that are made.

Section 7: Remediation Exercise

1. Assign students for remediation as follows:
 - a. If there is an equal number of students (2, 4, 6, etc.) direct students to form pairs and to take turns reading the phonetic alphabet to their partners.
 - b. If there is a student without a partner, direct the student to read the phonetic alphabet to you.
 - c. If time does not permit you to work with an individual student, direct the student to read the phonetic alphabet aloud to himself/herself.
2. Remind students to read the chart the same way as before (A-alfa, B-bravo, etc.)
3. Tell students that they have 10 minutes to practice and that after the exercise they will be tested.
4. If possible, circulate among students and give help as needed.
5. When students have finished, ask them if they have any questions.



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MOS 05C10

STUDENT GUIDE

05C FBSEP LESSON C-03

ARRANGING SINGLE LETTERS IN ALPHABETIC ORDER

PREREQUISITE: None

MATERIALS REQUIRED: None

TYPE OF LESSON: Self paced

STUDENT GUIDE

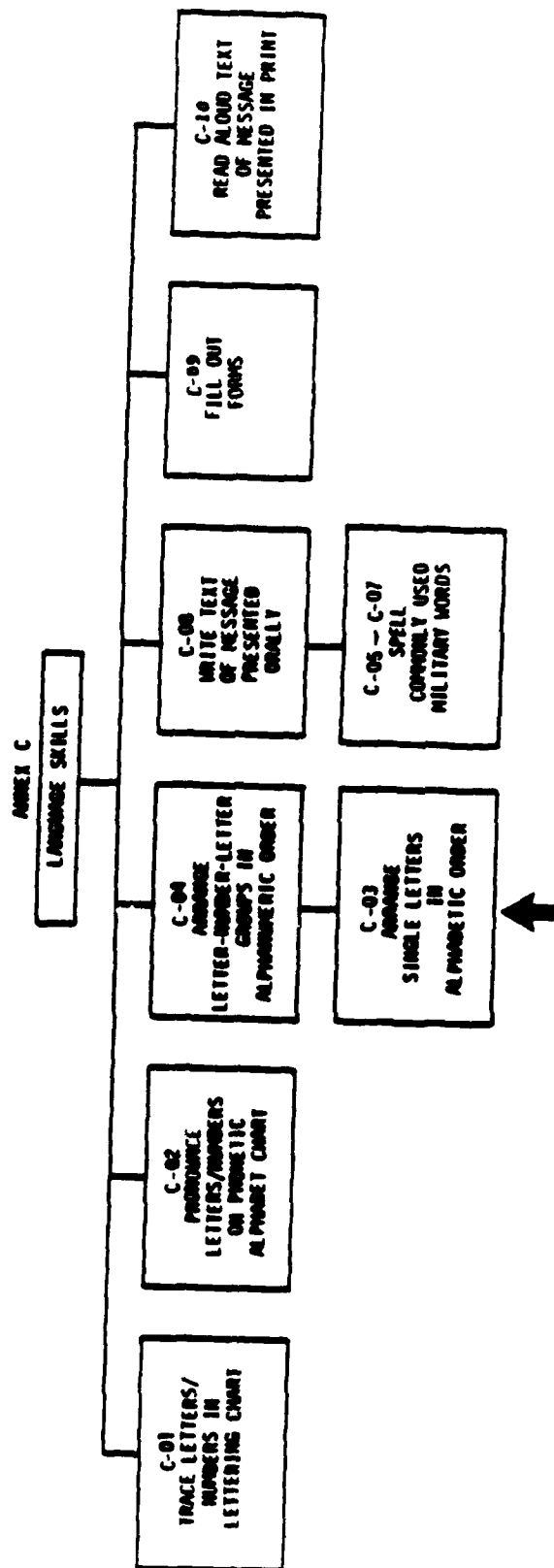
05C FBSEP LESSON C-03

ARRANGING SINGLE LETTERS IN ALPHABETIC ORDER

INTRODUCTION

This is the third lesson in a series of lessons on language. This lesson will teach you how to arrange letters in alphabetic order. This skill will prepare you for learning how to arrange letter-number-letter groups in alphanumeric order.

Look at the Annex C map on the following page. The arrow points to the lesson you are taking now.



C-03 SG
05C FBSEP

OBJECTIVE: When you finish this lesson, you will be able to arrange a list of single letters in alphabetic order.

To arrange letters in alphabetic order, you should:

1. Say the alphabet to yourself.
2. When you come to a letter in the alphabet that is on the list you have been given, write the letter.
3. Check the arrangement you have by saying the alphabet to yourself again and making sure that your written list is in the correct order.

C-03 SG
05C FBSEP

PRESENTATION

Here are some study exercises that will help you to become familiar with the order of the letters in the alphabet. There are four exercises. Check your answers with the answer key that follows the fourth exercise.

a b c d e f g h i j k l m n o p q r s t u v w x y z

STUDY EXERCISE 1:

Here is a sentence of nonsense words. Copy it on a separate piece of paper. Then circle the letters of the alphabet in sequence. The first five have been done for you (a, b, c, d, e). Next look for an "f" and circle it, then look for a "g" and circle it, etc.

H(a)g h (b)(c)o f g(d)r (e)j f g x e h j i j
k m u l e m u n o x p q r x v s t g h u v r w x
y n r n u z d

STUDY EXERCISE 2:

List every letter of the alphabet in the group in which it belongs on your own paper. The first group has been done for you.

a - f

g - l

m - s

t - z

a

b

c

d

e

f

STUDY EXERCISE 3:

Find the missing letters of the alphabet and print them on your own paper.

a b _ d _ f g _ _ j _ l _ _ _ p _ r _ _ u _ _ _ y _

STUDY EXERCISE 4:

Find the missing letters, using alphabetic order, and print them on your own paper.

a - c

k - m

g - i

u - w

s - u

o - q

x - z

j - l

ANSWERS TO STUDY EXERCISES

STUDY EXERCISE 1:

H(a)g h (b)(c) o f g(d)r (e)j(f) (g)x e(h)j (i)(j)
(k)m u(l) e(m)u (n)(o)x (p)(q)(r) x v(s) (t)g h(u) (v)r(w)(x)
(y)n r n u (z)d

STUDY EXERCISE 2:

<u>a - f</u>	<u>g - l</u>	<u>m - s</u>	<u>t - z</u>
a	g	m	t
b	h	n	u
c	i	o	v
d	j	p	w
e	k	q	x
f	l	r	y
		s	z

STUDY EXERCISE 3:

c, e, h, i, k, m, n, o, q, s, t, v, w, x, z

STUDY EXERCISE 4:

b	l
h	v
t	p
y	k

If you are unable to do the Study Exercises, study the alphabet and try them again.

C-03 SG
05C FBSEP

Now suppose you have a group of letters that you must put in alphabetic order. Example 1 will show you how to do it.

EXAMPLE 1: Arrange these letters in alphabetic order:

Q, B, J, X, F

STEP 1: Say the alphabet to yourself.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

STEP 2: When you come to a letter in the alphabet that is on the list you have been given, write the letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
B F J Q X

STEP 3: Check the arrangement you have by saying the
alphabet to yourself again and making sure that
your written list is in the correct order.

ANSWER: B, F, J, Q, X

EXAMPLE 2: Arrange these letters in alphabetic order:

N, E, J, R, P

STEP 1: Say the alphabet to yourself.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

(NOTE: It is not necessary for you to write the alphabet out each time. Just say it to yourself.)

STEP 2: When you come to a letter in the alphabet that is on the list you have been given, write the letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

E J N P R

STEP 3: Check the arrangement you have by saying the alphabet to yourself again and making sure that your written list is in the correct order.

ANSWER: E, J, N, P, R

EXAMPLE 3: Arrange these letters in alphabetic order:

U, D, N, W, H

STEP 1: Say the alphabet to yourself.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

STEP 2: When you come to a letter in the alphabet that is on the list you have been given, write the letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
D H N U W

STEP 3: Check the arrangement you have by saying the alphabet to yourself again and making sure that your written list is in the correct order.

ANSWER: D, H, N, U, W

SUMMARY AND PRACTICE

Now you will have a chance to try alphabetizing on your own.

First review the steps you need to follow.

1. Say the alphabet to yourself.
2. When you come to a letter in the alphabet that is on the list you have been given, write the letter.
3. Check the arrangement that you have by saying the alphabet to yourself again and making sure that your written list is in the correct order.

Now try the Practice Exercise. When you have finished, check your answers with the answer key. If you get any wrong, study the Explanations for Practice Exercise. If you don't understand the explanations, ask your learning supervisor for help. When you are ready, ask your learning supervisor for the Lesson Test.

PRACTICE EXERCISE

Arrange each group of letters in alphabetic order on your own paper.

1. R, A, T, L, K
2. M, L, G, Y, V
3. E, I, D, J, H

ANSWERS TO PRACTICE EXERCISE

1. A, K, L, R, T
2. G, L, M, V, Y
3. D, E, H, I, J

1. Arrange these letters in alphabetic order.

STEP 1: Say the alphabet to yourself.

(Remember, it is not necessary for you to write the alphabet out. Just say it to yourself.)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

STEP 3: Check the arrangement you have by saying the alphabet to yourself again and making sure that your written list is in the correct order.

C-03 SG
05C FBSEP

2. Arrange these letters in alphabetic order.

M, L, G, Y, V

STEP 1: Say the alphabet to yourself.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

STEP 2: When you come to a letter in the alphabet that is
on the list you have been given, write the letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
G L M V Y

STEP 3: Check the arrangement you have by saying the
alphabet to yourself again and making sure that
your written list is in the correct order.

ANSWER: G, L, M, V, Y

3. Arrange these letters in alphabetic order.

E, I, D, J, H

STEP 1: Say the alphabet to yourself.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

STEP 2: When you come to a letter in the alphabet that is on the list you have been given, write the letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
D E H I J

STEP 3: Check the arrangement you have by saying the alphabet to yourself again and making sure that your written list is in the correct order.

ANSWER: D, E, H, I, J

C-03 SG
05C FBSEP

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C-03 SG
05C FBSEP

REMEDIATION

You now have another chance to practice alphabetizing. Then you will be retested. First review the steps you have learned.

1. Say the alphabet to yourself.
2. When you come to a letter in the alphabet that is on the list you have been given, write the letter.
3. Check the arrangement that you have by saying the alphabet to yourself again and making sure that your written list is in the correct order.

Now try the Remediation Exercise and check your answers with the answer key. If you get any wrong, study the Explanations for Remediation Exercise. If you don't understand the explanations, ask your learning supervisor to help you. When you are ready, ask your learning supervisor for the Remediation Test.

REMEDIATION EXERCISE

Arrange each group of letters in alphabetic order on your own paper.

1. M, F, V, R, Q
2. L, X, T, R, Y
3. O, M, Q, L, K

ANSWERS TO REMEDIATION EXERCISE

1. F, M, Q, R, V

2. L, R, T, X, Y

3. K, L, M, O, Q

EXPLANATIONS FOR REMEDIATION EXERCISE

1. Arrange these letters in alphabetic order.

M, F, V, R, Q

STEP 1: Say the alphabet to yourself.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

STEP 2: When you come to a letter in the alphabet that is on the list you have been given, write the letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
F M Q R V

(Remember, you do not need to write out the whole alphabet. Just say it to yourself).

STEP 3: Check the arrangement you have by saying the alphabet to yourself again and making sure that your written list is in the correct order.

ANSWER: F, M, Q, R, V

2. Arrange these letters in alphabetic order.

L, X, T, R, Y

STEP 1: Say the alphabet to yourself.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

STEP 2: When you come to a letter in the alphabet that is on the list you have been given, write the letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
L R T X Y

STEP 3: Check the arrangement you have by saying the alphabet to yourself again and making sure that your written list is in the correct order.

ANSWER: L, R, T, X, Y

3. Arrange these letters in alphabetic order.

O, M, Q, L, K

STEP 1: Say the alphabet to yourself.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

STEP 2: When you come to a letter in the alphabet that is on the list you have been given, write the letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
K L M O Q

STEP 3: Check the arrangement you have by saying the alphabet to yourself again and making sure that your written list is in the correct order.

ANSWER: K, L, M, O, Q

C-03 SG

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C-03 SG
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ANSWER KEY FOR REMEDIATION TEST C-03

This answer key contains the correct responses for Remediation Test C-03. Each group of letters is worth one point. Students must get 3 out of 3 total points to pass this test.

1. F, H, M, S, W
2. F, G, K, U, X
3. K, L, N, P, Q

ANSWER KEY FOR LESSON TEST C-03

This answer key contains the correct responses for Lesson Test C-03. Each group of letters is worth one point.

Students must get 3 out of 3 total points to pass this test.

1. F, I, Q, S, T
2. G, K, O, U, V
3. K, P, Q, R, T

REMEDICATION TEST FOR C-03

You will need some paper and a pencil to do this Remediation Test. It contains three groups of letters. Each group tests the objective that you learned in this lesson. Each group is worth one point. You must get 3 out of 3 total points to pass this test. Write your answers on a separate sheet of paper. DO NOT WRITE ON THIS TEST.

Arrange each group of letters in alphabetic order.

1. H, F, S, M, W
2. X, K, U, G, F
3. Q, N, L, P, K

LESSON TEST FOR C-03

You will need some paper and a pencil to do this Lesson Test. It contains three groups of letters. Each group tests the objective that you learned in this lesson. Each group is worth one point. You must get 3 out of 3 total points to pass this test. Write your answers on a separate sheet of paper. DO NOT WRITE ON THIS TEST.

Arrange each group of letters in alphabetic order.

1. S, I, T, F, Q
2. O, K, G, V, U
3. P, T, R, K, Q



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

STUDENT GUIDE

05C FBSEP LESSON C-04

ARRANGING LETTER-NUMBER-LETTER
GROUPS IN ALPHANUMERIC ORDER

PREREQUISITE: None

MATERIALS REQUIRED: None

TYPE OF LESSON: Self paced

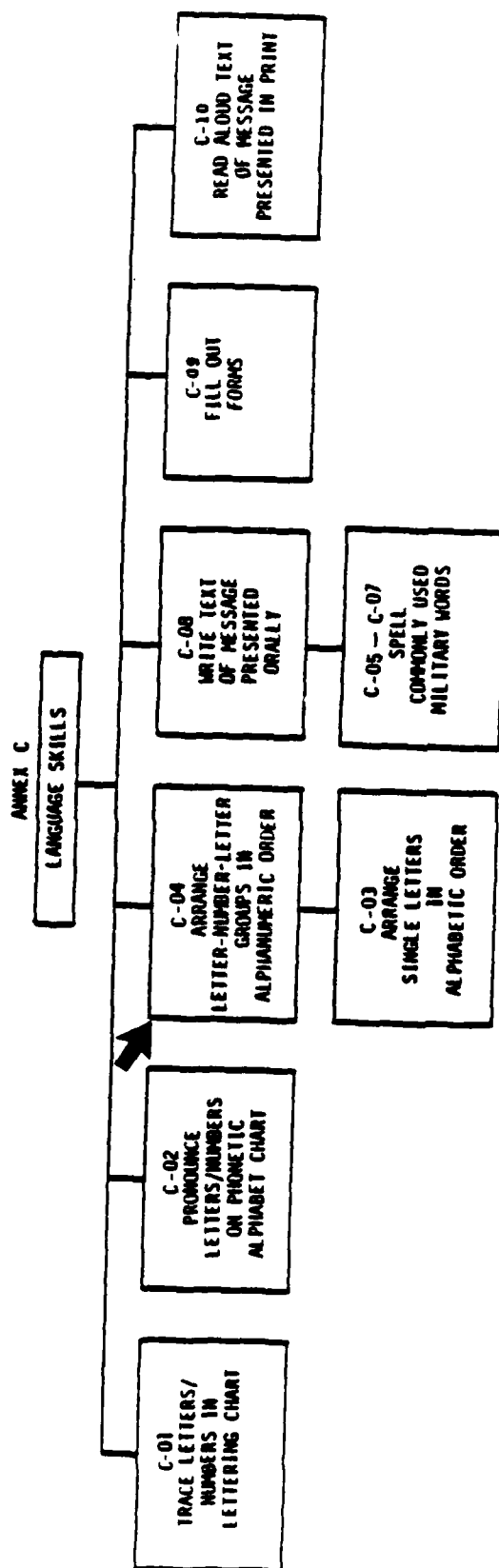
STUDENT GUIDE
05C FBSEP LESSON C-04
ARRANGING LETTER-NUMBER-LETTER
GROUPS IN ALPHANUMERIC ORDER

INTRODUCTION

When you are sending messages by radio or teletype, you must use the call sign of the person you want to contact. If you don't know the correct call sign, you will have to look it up in a special index. The call signs are listed in the index in alphanumeric order.

This lesson will teach you how to arrange letter-number-letter groups in alphanumeric order so that you will be able to use the index.

The map on the following page shows how this lesson fits in with the other lessons in this group. The arrow is pointing to the lesson you are now taking.



C-04 SG
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OBJECTIVE: When you finish this lesson, you will be able to arrange a list of letter-number-letter groups in alphanumeric order.

To arrange letter-number-letter groups in alphanumeric order:

1. Arrange the groups in alphabetic order on the basis of the first letter in the group.
2. If two or more groups have the same first letter, arrange these groups in numerical order on the basis of the number in the group.
3. If two or more groups have the same first letter and number, arrange these groups in alphabetic order on the basis of the last letter in the group.

PRESENTATION

You already know how to arrange letters in alphabetic order. You also know how to arrange numbers in numeric order (the lowest number first). Alphanumeric order is a combination of alphabetic and numeric order. The first example will show you how to arrange alphanumeric groups in the correct order.

EXAMPLE 1: Arrange these groups in alphanumeric order.

G2Y
B5R
N6P
G4N
G2F

STEP 1: Arrange the groups in alphabetic order on the
basis of the first letter in the group.

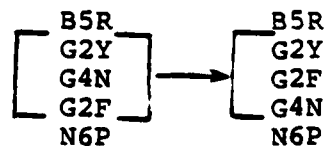
The first letters in each group are G, B, N, G, G.
Arranged in alphabetical order, they are B, G, G,
G, N.

B5R
G2Y
G4N
G2F
N6P

C-04 SG
05C FBSEP

STEP 2: If two or more groups have the same first letter,
arrange these groups in numerical order on the
basis of the number in the group.

Notice that G2Y, G2F and G4N all have the same first letter (G). Therefore, we must arrange those groups in order according to the number. Since 2 comes before 4, G2Y and G2F come before G4N.



Note: We only arrange by number the groups that have the same first letter. The other groups are already in their correct position. You should not move them, regardless of what the number is.

STEP 3: If two or more groups have the same first letter and number, arrange these groups in alphabetic order on the basis of the last letter in the group.

Notice that G2Y and G2F have the same first letter and number. (G2). Therefore, we must arrange them according to their last letters. Since F comes before Y, G2F comes before G2Y.

B5R		B5R
G2Y	→	G2F
G2F		G2Y
G4N		G4N
N6P		N6P

Note: We only arrange by the last letter the groups that have the same first letter and number. The other groups are already in their correct position. You should not move them regardless of what the last letter is.

You have arranged the groups in correct alphanumeric order.

ANSWER: B5R
G2F
G2Y
G4N
N6P

C-04 SG
05C FBSEP

EXAMPLE 2: Arrange these groups in alphanumeric order.

L6G
K2M
L4C
L6F
C2X

STEP 1: Arrange the groups in alphabetic order on the basis of the first letter in the group.

C2X
K2M
L6G
L4C
L6F

STEP 2: If two or more groups have the same first letter,
arrange these groups in numerical order on the
basis of the number in the group.

Since L6G, L4C, and L6F all start with the same letter, you must arrange them according to their numbers.

C2X		C2X
K2M		K2M
L6G	→	L4C
L4C		L6G
L6F		L6F

Remember that the other groups are already in their correct position and should not be moved.

STEP 3: If two or more groups have the same first letter and number, arrange these groups in alphabetic order on the basis of the last letter in the group.

Since L6G and L6F have the same first letter and number, you must arrange them according to the last letter.

C2X		C2X
K2M		K2M
L4C		L4C
L6G	→	L6F
L6F		L6G

ANSWER: C2X
K2M
L4C
L6F
L6G

EXAMPLE 3: Arrange these groups in alphanumeric order.

Y4N
A2V
R3G
G5H
A2D

STEP 1: Arrange the groups in alphabetic order on the basis of the first letter in the group.

A2V
A2D
G5H
R3G
Y4N

STEP 2: If two or more groups have the same first letter,
arrange these groups in numerical order on the
basis of the number in the group.

Since A2V and A2D have the same first letter, the rule is to arrange them according to their numbers. However, since they both have the same numbers, you must go to Step 3 to find their correct position.

A2V
A2D
G5H
R3G
Y4N

STEP 3: If two or more groups have the same first letter and number, arrange these groups in alphabetic order on the basis of the last letter in the group.

Since D comes before V, A2D comes before A2V.

A2V	→	A2D
A2D		A2V
G5H		G5H
R3G		R3G
Y4N		Y4N

ANSWER: A2D
A2V
G5H
R3G
Y4N

EXAMPLE 4: Arrange these groups in alphanumeric order.

B3X
B8N
B3R
B1N
B8K

STEP 1: Arrange the groups in alphabetic order on the basis of the first letter in the group.

Since all these groups start with the letter B, they are already in order according to the first letter. You can go right on to Step 2.

STEP 2: If two or more groups have the same first letter, arrange these groups in numerical order on the basis of the number in the group.

The number 1 comes before 3 and 3 comes before 8.

B1N
B3X
B3R
B8N
B8K

STEP 3: If two or more groups have the same first letter and number, arrange these groups in alphabetic order on the basis of the last letter in the group.

Notice that here there are two separate groups that must be alphabetized according to the last letter.

B1N		B1N
B3X	}	B3R
B3R		B3X
B8N	}	B8K
B8K		K8N

ANSWER: B1N
B3R
B3X
B8K
K8N

EXAMPLE 5: Arrange these groups in alphanumeric order.

B4X
B4C
B4H
R7Y
R3Y

STEP 1: Arrange the groups in alphabetic order on the basis of the first letter in the group.

They are already in order according to the first letter so you can go right on to Step 2.

STEP 2: If two or more groups have the same first letter, arrange these groups in numerical order on the basis of the number in the group.

B4X	]	→	[	B4X
B4C				B4C
B4H				B4H
R7Y	]	→	[	R3Y
R3Y				R7Y

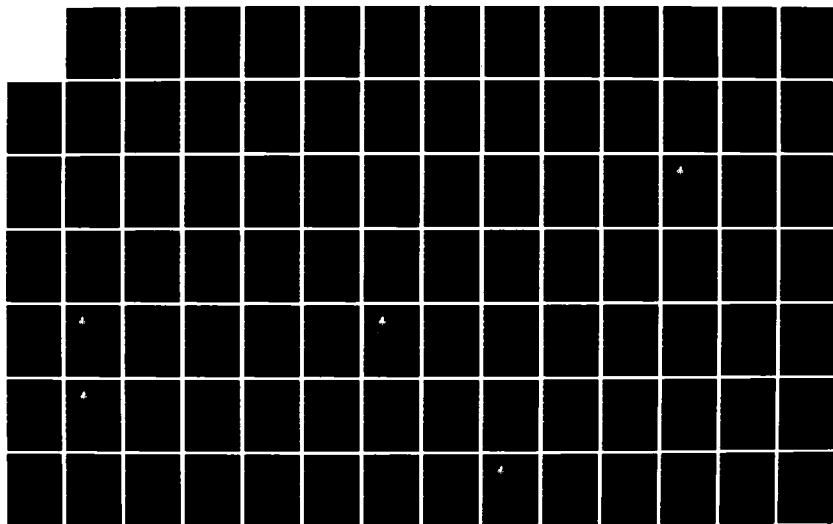
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INSTRUMENTATION FOR PROTECTIVE STRUCTURES TESTING(U)
BALLISTIC MISSILE OFFICE NORTON AFB CA J V QUINTANA
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MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

STEP 3: If two or more groups have the same first letter
and number, arrange these groups in alphabetic order
on the basis of the last letter in the group.

B4X	]	→	[	B4C
B4C				B4H
B4H				B4X
R3Y				R3Y
R7Y				R7Y

ANSWER: B4C
B4H
B4X
R3Y
R7Y

SUMMARY AND PRACTICE

Now you will have a chance to work some problems out on your own. First review the steps you need to follow in order to arrange letter-number-letter groups in alphanumeric order.

1. Arrange the groups in alphabetic order on the basis of the first letter in the group.
2. If two or more groups have the same first letter, arrange these groups in numerical order on the basis of the number in the group.
3. If two or more groups have the same first letter and number, arrange these groups in alphabetic order on the basis of the last letter in the group.

Now try the Practice Exercise. When you are finished, check your answers with the answer key. If you get any wrong, study the Explanations for the Practice Exercise. If you don't understand the explanations, ask the learning supervisor for help. When you are ready, ask the learning supervisor for the Lesson Test.

PRACTICE EXERCISE

Arrange each of these groups in alphanumeric order.

1. L4N
A3Q
L8B
L4A
G7X

4. X8B
X3H
X3B
X5R
T7N

2. R5G
N2R
B8Q
R3G
B8Y

5. Y6X
Y4X
Y6B
Y6N
Y4B

3. T2Z
A3G
T2R
A8B
A5A

ANSWERS TO PRACTICE EXERCISE

1. A3Q
G7X
L4A
L4N
L8B

4. T7N
X3B
X3H
X5R
X8B

2. B8Q
B8Y
N2R
R3G
R5G

5. Y4B
Y4X
Y6B
Y6N
Y6X

3. A3G
A5A
A8B
T2R
T2Z

EXPLANATIONS FOR PRACTICE EXERCISE

1. Arrange these groups in alphanumeric order:

L4N
A3Q
L8B
L4A
G7X

STEP 1: Arrange the groups in alphabetic order on the basis of the first letter in the group.

The first letters in each group are L, A, L, L, G.

Arranged in alphabetic order they are A, G, L, L, L.

A3Q
G7X
L4N
L8B
L4A

STEP 2: If two or more groups have the same first letter,
arrange these groups in numerical order on the
basis of the number in the group.

Since L4N, L8B and L4A all start with L, you must arrange them according to their numbers. Since 4 comes before 8, L4N and L4A come before L8B.

A3Q		A3Q
G7X		G7X
L4N	] → [	L4N
L8B		L4A
L4A		L8B

Remember that we only need to arrange those groups that have the same first letter. The other groups are already in their correct position. They should not be moved regardless of what the number is.

STEP 3: If two or more groups have the same first letter and number, arrange these groups in alphabetic order on the basis of the last letter in the group.

The groups L4N and L4A have the same first letter and number so you must arrange them according to the last letter. Since A comes before N, L4A comes before L4N.

A3Q		A3Q
G7X		G7X
L4N		L4A
L4A]	→	[L4N
L8B		L8B

ANSWER: A3Q
G7X
L4A
L4N
L8B

2. Arrange these groups in alphanumeric order:

R5G
N2R
B8Q
R3G
B8Y

STEP 1: Arrange the groups in alphabetic order on the basis of the first letter in the group.

B8Q
B8Y
N2R
R5G
R3G

STEP 2: If two or more groups have the same first letter, arrange these groups in numerical order on the basis of the number in the group.

B8Q]	→	[B8Q
B8Y]		[B8Y
N2R		N2R
R5G]	→	[R3G
R3G]		[R5G

If the numbers are the same, go on to the next step to find the correct position.

STEP 3: If two or more groups have the same first letter
and number, arrange these groups in alphabetic
order on the basis of the last letter in the
group.

B8Q	]	→	[	B8Q
B8Y				B8Y
N2R				N2R
R3G				R3G
R5G				R5G

ANSWER: B8Q
B8Y
N2R
R3G
R5G

3. Arrange these groups in alphanumeric order.

T2Z
A3G
T2R
A8B
A5A

STEP 1: Arrange the groups in alphabetic order on the basis of the first letter in the group.

A3G
A8B
A5A
T2Z
T2R

STEP 2: If two or more groups have the same first letter, arrange these groups in numerical order on the basis of the number in the group.

A3G	]	→	[	A3G
A8B				A5A
A5A				A8B
T2Z	]	→	[	T2Z
T2R				T2R

STEP 3: If two or more groups have the same first letter and number, arrange these groups in alphabetic order on the basis of the last letter in the group.

A3G		A3G
A5A		A5A
A8B		A8B
T2Z	]	→
T2R	[	T2R
		T2Z

ANSWER: A3G
A5A
A8B
T2R
T2Z

4. Arrange these groups in alphanumeric order.

X8B
X3H
X3B
X5R
T7N

STEP 1: Arrange the groups in alphabetic order on the basis of the first letter in the group.

T7N
X8B
X3H
X3B
X5R

STEP 2: If two or more groups have the same first letter, arrange these groups in numerical order on the basis of the number in the group.

T7N		T7N
X8B	] —————> [	X3H
X3H		X3B
X3B		X5R
X5R		X8B

STEP 3: If two or more groups have the same first letter
and number, arrange these groups in alphabetic
order on the basis of the last letter in the
group.

T7N		T7N
X3H	]	X3B
X3B	→	X3H
X5R		X5R
X8B		X8B

ANSWER: T7N
X3B
X3H
X5R
X8B

5. Arrange these groups in alphanumeric order.

Y6X
Y4X
Y6B
Y6N
Y4B

STEP 1: Arrange the groups in alphabetic order on the basis of the first letter in the group.

Since the first letter of each group is Y, you can go right on to the next step.

STEP 2: If two or more groups have the same first letter, arrange these groups in numerical order on the basis of the number in the group.

Y6X	] —————> [	Y4X
Y4X		Y4B
Y6B		Y6X
Y6N		Y6B
Y4B		Y6N

STEP 3: If two or more groups have the same first letter
and number, arrange these groups in alphabetic
order on the basis of the last letter in the
group.

Y4X	]	→	[	Y4B
Y4B				Y4X
Y6X	]	→	[	Y6B
Y6B				Y6N
Y6N				Y6X

ANSWER: Y4B
Y4X
Y6B
Y6N
Y6X

C-04 SG
05C FBSEP

OBTAIN LESSON TEST FROM LEARNING SUPERVISOR

C-04 SG
05C FBSEP

REMEDIATION

You will now have some more practice in arranging letter-number-letter groups in alphanumeric order. Then you will be retested. First, review the steps you need to follow.

1. Arrange the groups in alphabetic order on the basis of the first letter in the group.
2. If two or more groups have the same first letter, arrange these groups in numerical order on the basis of the number in the group.
3. If two or more groups have the same first letter and number, arrange these groups in alphabetic order on the basis of the last letter in the group.

Now try the Remediation Exercise and check your answers with the answer key. If you get any wrong, read the Explanations for the Remediation Exercise. If you don't understand the explanations, ask the learning supervisor to help you. When you are ready, ask for the Remediation Test.

REMEDIATION EXERCISE

Arrange each of these groups in alphanumeric order.

1. N8U
H3B
N3X
X9B
N3B

4. J2U
B9X
J5X
J2Z
J5B

2. S4G
C8F
G3Y
S4B
C7K

5. R5B
L5T
R5N
L5G
L5C

3. K4M
H7M
K2N
H7G
K5M

ANSWERS TO REMEDIATION EXERCISE

1. H3B
N3B
N3X
N8U
X9B

4. B9X
J2U
J2Z
J5B
J5X

2. C7K
C8F
G3Y
S4B
S4G

5. L5C
L5G
L5T
R5B
R5N

3. H7G
H7M
K2N
K4M
K5M

EXPLANATIONS TO REMEDIATION EXERCISE

1. Arrange these groups in alphanumeric order.

N8U
H3B
N3X
X9B
N3B

STEP 1: Arrange the groups in alphabetic order on the basis of the first letter in the group.

Arranged in alphabetic order they are H, N, N, N, X.

H3B
N8U
N3X
N3B
X9B

STEP 2: If two or more groups have the same first letter,
arrange these groups in numerical order on the
basis of the number in the group.

Since N8U, N3X, and N3B all start with N, you must
arrange them according to their numbers. Since
3 comes before 8, N3X and N3B comes before N8U.

H3B			H3B
N8U			N3X
N3X	]	→	N3B
N3B			N8U
X9B			X9B

Remember that we only need to arrange those groups
that have the same first letter. The other groups
are already in their correct position. They should
not be moved regardless of what their number is.

STEP 3: If two or more groups have the same first letter and number, arrange these groups in alphabetic order on the basis of the last letter in the group.

The groups N3X and N3B have the same first letter and number so you must arrange them according to the last letter. Since B comes before X, N3B comes before N3X.

H3B		H3B
N3X	]	N3B
N3B	→	N3X
N8U		N8U
X9B		X9B

Remember that the other groups do not change position regardless of what the last letter is.

ANSWER: H3B
N3B
N3X
N8U
X9B

2. Arrange these groups in alphanumeric order.

S4G
C8F
G3Y
S4B
C7K

STEP 1: Arrange the groups in alphabetic order on the
basis of the first letter in the group.

C8F
C7K
G3Y
S4G
S4B

STEP 2: If two or more groups have the same first letter,
arrange these groups in numerical order on the
basis of the number in the group.

C8F	]—————[	C7K
C7K		C8F
G3Y		G3Y
S4G	]—————[	S4G
S4B		S4B

Since two groups start with the letter C, you must arrange them according to their numbers.

There are also two groups that start with the letter S. However, they both have the same number. So you must go on to Step 3 to find their correct position.

STEP 3: If two or more groups have the same first letter
and number, arrange these groups in alphabetic
order on the basis of the last letter in the group.

C7K		C7K
C8F		C8F
G3Y		G3Y
S4G	]—————[	S4B
S4B		S4G

ANSWER: C7K
C8F
G3Y
S4B
S4G

3. Arrange these groups in alphanumeric order.

K4M
H7M
K2N
H7G
K5M

STEP 1: Arrange the groups in alphabetic order on the
basis of the first letter in the group.

H7M
H7G
K4M
K2N
K5M

STEP 2: If two or more groups have the same first letter,
arrange these groups in numerical order on the basis
of the number in the groups.

H7M	]	→	[	H7M
H7G				H7G
K4M	]	→	[	K2N
K2N				K4M
K5M				K5M

Since there are three groups that start with K,
you must arrange them according to their numbers.
There are two groups that start with H, but since
they both have the same number (7), you must go
on to Step 3 to find their correct position.

STEP 3: If two or more groups have the same first letter and number, arrange these groups in alphabetic order on the basis of the last letter in the group.

H7M	]	→	[	H7G
H7G				H7M
K2N				K2N
K4M				K4M
K5M				K5M

ANSWER: H7G
H7M
K2N
K4M
K5M

4. Arrange these groups in alphanumeric order.

J2U
B9X
J5X
J2Z
J5B

STEP 1: Arrange the groups in alphabetic order on the basis of the first letter in the group.

B9X
J2U
J5X
J2Z
J5B

STEP 2: If two or more groups have the same first letter, arrange these groups in numerical order on the basis of the number in the group.

B9X		B9X
J2U		J2U
J5X		J2Z
J2Z		J5X
J5B		J5B

STEP 3: If two or more groups have the same first letter and number, arrange these groups in alphabetic order on the basis of the last letter in the group.

B9X			B9X
J2U	]	→	[J2U
J2Z	]	→	[J2Z
J5X	]	→	[J5B
J5B	]	→	[J5X

ANSWER: B9X
J2U
J2Z
J5B
J5X

5. Arrange these groups in alphanumeric order.

R5B
L5T
R5N
L5G
L5C

STEP 1: Arrange the groups in alphabetic order on the basis of the first letter in the group.

L5T
L5G
L5C
R5B
R5N

STEP 2: If two or more groups have the same first letter, arrange these groups in numerical order on the basis of the number in the group.

L5T]
L5G]
L5C]
R5B]
R5N]

There are three groups that start with L, but they all have the same number. There are two groups that start with R, but they all have the same number. Therefore, you must go on to Step 3 to find their correct position.

STEP 3: If two or more groups have the same first letter
and number, arrange these groups in alphabetic
order on the basis of the last letter in the group.

L5T	]	→	[	L5C
L5G				L5G
L5C				L5T
R5B	]	→	[	R5B
R5N				R5N

The last two groups are already in their correct position so you don't need to move them.

ANSWER: L5C
L5G
L5T
R5B
R5N

OBTAIN REMEDIATION TEST FROM YOUR LEARNING SUPERVISOR

C-04 SG
05C FBSEP

ANSWER KEY FOR REMEDIATION TEST C-04

This answer key contains the correct responses for Remediation Test C-04. Each group is worth one point. Students must get 4 out of 5 total points to pass this test.

1. D2R
K7B
K7H
K9Z
P5N

4. H4X
J2X
J7C
J7M
J9X

2. F6R
P3V
P5C
Z2C
Z2N

5. E8B
E8L
N2X
N5Y
R4X

3. B2B
B7B
B8B
R4X
R4Y

ANSWER KEY FOR LESSON TEST C-04

This answer key contains the correct responses for Lesson Test C-04. Each group is worth one point. Students must get 4 out of 5 total points to pass this test.

1. E3Y
G2F
G2L
G9Q
R4X

4. P6R
Q7A
Q7F
Q9O
Q9R

2. L4B
L9B
N3A
N3R
U6B

5. B3X
F6X
S4C
T7B
Z9Y

3. B4Z
B8D
B9Z
W2C
W2N

REMEDIATION TEST FOR C-04

You will need some paper and a pencil to do this Remediation Test. It contains five letter-number-letter groups. Each group tests the objective that you learned in this lesson. Each group is worth one point. You must get 4 out of 5 total points to pass this test. Write your answers on a separate sheet of paper. DO NOT WRITE ON THIS TEST.

Arrange each of these groups in alphanumeric order.

1. K9Z
K7B
D2R
P5N
K7H

4. J7C
J9X
H4X
J7M
J2X

2. P3V
Z2N
F6R
P5C
Z2C

5. N2X
E8L
N5Y
R4X
E8B

3. R4Y
B7B
R4X
B2B
B8B

LESSON TEST FOR C-04

You will need some paper and a pencil to do this Lesson Test. It contains five letter-number-letter groups. Each group tests the objective that you learned in this lesson. Each group is worth one point. You must get 4 out of 5 total points to pass this test. Write your answers on a separate sheet of paper. DO NOT WRITE ON THIS TEST.

Arrange each of these groups in alphanumeric order.

1. G2L
R4X
G9Q
G2F
E3Y

4. Q7A
Q9O
Q9R
Q7F
P6R

2. N3R
U6B
L9B
N3A
L4B

5. B3X
Z9Y
F6X
T7B
S4C

3. W2N
B4Z
W2C
B9Z
B8D



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STUDENT GUIDE

05C FBSEP LESSON C-05

SPELLING COMMONLY USED MILITARY WORDS

PREREQUISITE: None

MATERIALS REQUIRED: Audio Tape

TYPE OF LESSON: Self paced

STUDENT GUIDE

05C FBSEP LESSON C-05

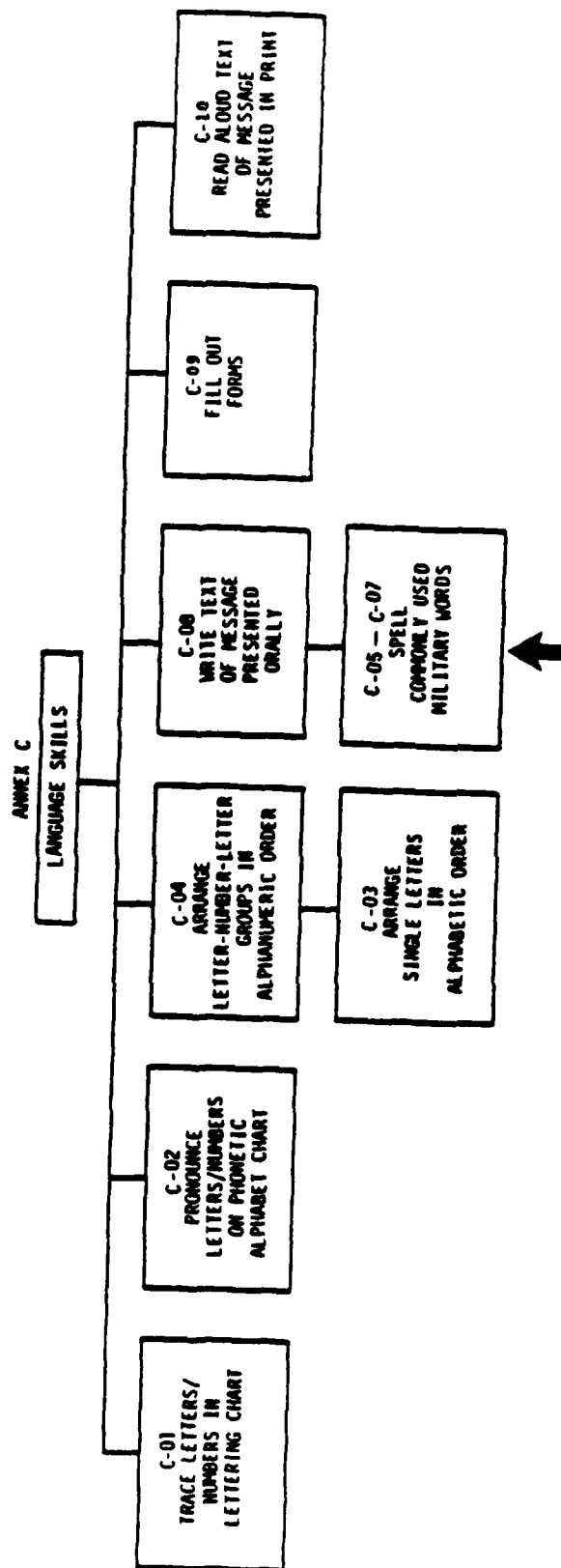
SPELLING COMMONLY USED MILITARY WORDS

INTRODUCTION

This lesson is one of a group of three lessons designed to help you learn to spell commonly used military words. You will often see, hear, or need to use these words as a radio teletype operator.

You will need the C-05 audio tape, a tape recorder, a pencil, and paper before you begin.

A lesson map showing this group of lessons is on the following page.



C-05 SG
05C FBSEP

OBJECTIVE: When you finish this lesson, you will be able to spell commonly used military words.

To learn to spell the words, you should:

1. Study the spelling of each word and its syllabication.
2. Pronounce each word.
3. Write each word.
4. Check the spelling of each word.

These are the spelling words that you will learn.

1. abbreviation	16. intrusion
2. ammunition	17. suspension
3. function	18. refile
4. interrogation	19. refill
5. information	20. precede
6. execution	21. proceed
7. destruction	22. supersede
8. deflection	23. procedure
9. deception	24. authentic
10. obstruction	25. authority
11. promulgation	26. auxiliary
12. repetition	27. message
13. revocation	28. shortage
14. ventilation	29. supply
15. operational	30. verify

PRESENTATION

You are asked to spell thirty commonly used military words in this lesson.

Learning to spell new words can be difficult, but here are some steps which will help you.

STEP 1: Study the spelling of each word and its syllabication.

When you study a word, look for letter combinations (sh, ou, pr) or double letters (ee, bb, oo). Look at the beginning letters and/or prefix (un, re, anti). Look at the ending letters and/or suffix (able, ic, er). Also, see if the word is made up of two or more words (typewriter, notwithstanding) or contains a familiar word.

Study the syllabication of the word. Syllabication means the division of words into syllables. Each syllable represents a vowel sound.

Seeing a word divided into syllables will help you learn to spell the word, to pronounce the word, and to divide the word at the end of a line of type. (One letter is never left at the end of a line even though it represents a syllable.)

Now study the spelling of the words and how they are divided into syllables.

1. abbreviation	ab-bre-vi-a-tion
2. ammunition	am-mu-ni-tion
3. function	func-tion
4. interrogation	in-ter-ro-ga-tion
5. information	in-for-ma-tion
6. execution	ex-e-cu-tion
7. destruction	de-struc-tion
8. deflection	de-flec-tion
9. deception	de-cep-tion
10. obstruction	ob-struc-tion
11. promulgation	pro-mul-ga-tion
12. repetition	rep-e-ti-tion
13. revocation	rev-o-ca-tion
14. ventilation	ven-ti-la-tion
15. operational	op-er-a-tion-al
16. intrusion	in-tru-sion
17. suspension	sus-pen-sion
18. refile	re-file
19. refill	re-fill
20. precede	pre-cede
21. proceed	pro-ceed
22. supersede	su-per-sede
23. procedure	pro-ce-dure
24. authentic	au-then-tic
25. authority	au-thor-i-ty
26. auxiliary	aux-il-ia-ry
27. message	mes-sage
28. shortage	short-age
29. supply	sup-ply
30. verify	ver-i-fy

STEP 2: Pronounce each word.

Say the word aloud to yourself. Correct pronunciation is often the key to correct spelling. During Part One of the Practice Exercise, you will practice pronouncing the words.

STEP 3: Write each word.

You will have to use many of these words when writing a message. Writing a word is a good way to remember how to spell it.

For example, someone has probably asked you how to spell a word and you have had to write it first before giving him/her the spelling. During Part Two of the Practice Exercise, you will practice writing the words.

STEP 4: Check the spelling of each word.

After you have written the word, check the spelling. During Part Two of the Practice Exercise, you will hear the correct spelling of the words after you write them.

SUMMARY AND PRACTICE

Review the commonly used military words in the Presentation. Also, review the steps which will help you learn to spell them.

STEP 1: Study the spelling of each word and its syllabication.

STEP 2: Pronounce each word.

STEP 3: Write each word.

STEP 4: Check the spelling of each word.

The Practice Exercise and the Answers to the Practice Exercise are on tape.

Take as much time as you need to study the words. When you feel that you are ready, ask the learning supervisor for the tape of the Lesson Test.

PRACTICE EXERCISE

The instructions for the Practice Exercise are on tape. Use your own pencil and paper. Start the tape.

ANSWERS TO PRACTICE EXERCISE

The words are spelled for you on the tape.

EXPLANATIONS FOR PRACTICE EXERCISE

If you misspelled any words on the Practice Exercise, re-study them. The words are listed in the Presentation section.

OBTAIN TAPE OF LESSON TEST FROM LEARNING SUPERVISOR

C-05 SG
05C FBSEP

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REMEDIATION

Review the spelling of the commonly used military words found in the Presentation section of the Student Guide before you do the Remediation Exercise. Spend more time on those words which are difficult for you.

Also, review the steps listed below. These steps will help you spell the words.

STEP 1: Study the spelling of each word and its syllabication.

STEP 2: Pronounce each word.

STEP 3: Write each word.

STEP 4: Check the spelling of each word.

After you have successfully completed the Remediation Exercise, ask the learning supervisor for the tape of the Remediation Test.

REMEDIATION EXERCISE

The instructions for the Remediation Exercise are on tape.

Use your own paper and pencil. Start the tape.

ANSWERS TO REMEDIATION EXERCISE

The words are spelled for you on the tape.

C-05 SG
05C FBSEP

EXPLANATIONS FOR REMEDIATION EXERCISE

If you misspelled any words on the Remediation Exercise, restudy them before asking for the Remediation Test.

The words are listed in the Presentation section of the Student Guide.

OBTAIN TAPE OF REMEDIATION TEST FROM LEARNING SUPERVISOR

C-05 SG
05C FBSEP



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LESSON TEST AUDIO TAPE SCRIPT

05C FBSEP LESSON C-05

SPELLING COMMONLY USED MILITARY WORDS

This is the Lesson Test for C-05. You will need a piece of paper and a pencil. You will be tested on the thirty words you learned to spell in this lesson. You must correctly spell twenty-six of the thirty words to pass this test.

(1 sec. pause)

Remember, this is a spelling test. You will hear each word twice. Then you will be given time to write it.

(3 sec. pause)

Number one (1 sec. pause)

supersede (1 sec. pause)
supersede (15 sec. pause)

Number two (1 sec. pause)

refile (1 sec. pause)
refile (15 sec. pause)

Number three (1 sec. pause)

message (1 sec. pause)
message (15 sec. pause)

Number four (1 sec. pause)

repetition (1 sec. pause)
repetition (15 sec. pause)

Number five (1 sec. pause)

ventilation (1 sec. pause)
ventilation (15 sec. pause)

Number six (1 sec. pause)

abbreviation (1 sec. pause)
abbreviation (15 sec. pause)

Number seven (1 sec. pause)

information (1 sec. pause)
information (15 sec. pause)

Number eight (1 sec. pause)

verify (1 sec. pause)
verify (15 sec. pause)

Number nine (1 sec. pause)

authority (1 sec. pause)
authority (15 sec. pause)

Number ten (1 sec. pause)

precede (1 sec. pause)
precede (15 sec. pause)

Number eleven (1 sec. pause)

suspension (1 sec. pause)
suspension (15 sec. pause)

Number twelve (1 sec. pause)

deception (1 sec. pause)
deception (15 sec. pause)

Number thirteen (1 sec. pause)

destruction (1 sec. pause)
destruction (15 sec. pause)

Number fourteen (1 sec. pause)

function (1 sec. pause)
function (15 sec. pause)

Number fifteen (1 sec. pause)

supply (1 sec. pause)
supply (15 sec. pause)

Number sixteen (1 sec. pause)

shortage (1 sec. pause)
shortage (15 sec. pause)

Number seventeen (1 sec. pause)

authentic (1 sec. pause)
authentic (15 sec. pause)

Number eighteen (1 sec. pause)

procedure (1 sec. pause)
procedure (15 sec. pause)

Number nineteen (1 sec. pause)

refill (1 sec. pause)
refill (15 sec. pause)

Number twenty (1 sec. pause)

ammunition (1 sec. pause)
ammunition (15 sec. pause)

Number twenty-one (1 sec. pause)

interrogation (1 sec. pause)
interrogation (15 sec. pause)

Number twenty-two (1 sec. pause)

execution (1 sec. pause)
execution (15 sec. pause)

Number twenty-three (1 sec. pause)

deflection (1 sec. pause)
deflection (15 sec. pause)

Number twenty-four (1 sec. pause)

obstruction (1 sec. pause)
obstruction (15 sec. pause)

Number twenty-five (1 sec. pause)

revocation (1 sec. pause)
revocation (15 sec. pause)

Number twenty-six (1 sec. pause)

promulgation (1 sec. pause)
promulgation (15 sec. pause)

Number twenty-seven (1 sec. pause)

operational (1 sec. pause)
operational (15 sec. pause)

Number twenty-eight (1 sec. pause)

intrusion (1 sec. pause)
intrusion (15 sec. pause)

Number twenty-nine (1 sec. pause)

proceed (1 sec. pause)
proceed (15 sec. pause)

Number thirty (1 sec. pause)

auxiliary (1 sec. pause)
auxiliary (15 sec. pause)

This is the end of the Lesson Test C-05. Stop the tape and
return your answer sheet to the learning supervisor.



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REMEDICATION TEST AUDIO TAPE SCRIPT

05C FBSEP LESSON C-05

SPELLING COMMONLY USED MILITARY WORDS

This is the Remediation Test for C-05. You will need a piece of paper and a pencil. You will be tested on the thirty words you learned to spell in this lesson. You must correctly spell twenty-six of the thirty words to pass this test. (1 sec. pause)

Remember, this is a spelling test. You will hear each word twice. Then you will be given time to write it.

(3 sec. pause)

Number one (1 sec. pause)

suspension (1 sec. pause)
suspension (15 sec. pause)

Number two (1 sec. pause)

deception (1 sec. pause)
deception (15 sec. pause)

Number three (1 sec. pause)

destruction (1 sec. pause)
destruction (15 sec. pause)

Number four (1 sec. pause)

function (1 sec. pause)
function (15 sec. pause)

Number five (1 sec. pause)

supply (1 sec. pause)
supply (15 sec. pause)

Number six (1 sec. pause)

shortage (1 sec. pause)
shortage (15 sec. pause)

Number seven (1 sec. pause)

authentic (1 sec. pause)
authentic (15 sec. pause)

Number eight (1 sec. pause)

procedure (1 sec. pause)
procedure (15 sec. pause)

Number nine (1 sec. pause)

refill (1 sec. pause)
refill (15 sec. pause)

Number ten (1 sec. pause)

ammunition (1 sec. pause)
ammunition (15 sec. pause)

Number eleven (1 sec. pause)

interrogation (1 sec. pause)
interrogation (15 sec. pause)

Number twelve (1 sec. pause)

execution (1 sec. pause)
execution (15 sec. pause)

Number thirteen (1 sec. pause)

deflection (1 sec. pause)
deflection (15 sec. pause)

Number fourteen (1 sec. pause)

obstruction (1 sec. pause)
obstruction (15 sec. pause)

Number fifteen (1 sec. pause)

revocation (1 sec. pause)
revocation (15 sec. pause)

Number sixteen (1 sec. pause)

promulgation (1 sec. pause)
promulgation (15 sec. pause)

Number seventeen (1 sec. pause)

operational (1 sec. pause)
operational (15 sec. pause)

Number eighteen (1 sec. pause)

intrusion (1 sec. pause)
intrusion (15 sec. pause)

Number nineteen (1 sec. pause)

proceed (1 sec. pause)
proceed (15 sec. pause)

Number twenty (1 sec. pause)

auxiliary (1 sec. pause)
auxiliary (15 sec. pause)

Number twenty-one (1 sec. pause)

supersede (1 sec. pause)
supersede (15 sec. pause)

Number twenty-two (1 sec. pause)

refile (1 sec. pause)
refile (15 sec. pause)

Number twenty-three (1 sec. pause)

message (1 sec. pause)
message (15 sec. pause)

Number twenty-four (1 sec. pause)

repetition (1 sec. pause)
repetition (15 sec. pause)

Number twenty-five (1 sec. pause)

ventilation (1 sec. pause)
ventilation (15 sec. pause)

Number twenty-six (1 sec. pause)

abbreviation (1 sec. pause)
abbreviation (15 sec. pause)

Number twenty-seven (1 sec. pause)

information (1 sec. pause)
information (15 sec. pause)

Number twenty-eight (1 sec. pause)

verify (1 sec. pause)
verify (15 sec. pause)

Number twenty-nine (1 sec. pause)

authority (1 sec. pause)
authority (15 sec. pause)

Number thirty (1 sec. pause)

precede (1 sec. pause)
precede (15 sec. pause)

This is the end of the Remediation Test C-05. Stop the tape
and return your answer sheet to the learning supervisor.

LESSON TEST FOR C-05

You will need some paper and a pencil and an audio tape to do this Lesson Test. You will be tested on the 30 words you learned to spell in this lesson. You must correctly spell 26 of the 30 words to pass this test. Write the words on a separate sheet of paper. DO NOT WRITE ON THIS TEST. When you are ready to begin, start the tape.

REMEDIATION TEST FOR C-05

You will need some paper and a pencil and an audio tape to do this Remediation Test. You will be tested on the 30 words you learned to spell in this lesson. You must correctly spell 26 of the 30 words to pass this test. Write the words on a separate sheet of paper. DO NOT WRITE ON THIS TEST. When you are ready to begin, start the tape.

ANSWER KEY FOR LESSON TEST C-05

This answer key contains the correct responses for Lesson Test C-05. Students must correctly spell 26 of the 30 words to pass this test.

1. supersede
2. refile
3. message
4. repetition
5. ventilation
6. abbreviation
7. information
8. verify
9. authority
10. precede
11. suspension
12. deception
13. destruction
14. function
15. supply
16. shortage
17. authentic
18. procedure
19. refill
20. ammunition
21. interrogation
22. execution
23. deflection
24. obstruction
25. revocation
26. promulgation
27. operational
28. intrusion
29. proceed
30. auxiliary

ANSWER KEY FOR REMEDIATION TEST C-05

This answer key contains the correct responses for Remediation Test C-05. Students must correctly spell 26 of the 30 words to pass this test.

1. suspension
2. deception
3. destruction
4. function
5. supply
6. shortage
7. authentic
8. procedure
9. refill
10. ammunition
11. interrogation
12. execution
13. deflection
14. obstruction
15. revocation
16. promulgation
17. operational
18. intrusion
19. proceed
20. auxiliary
21. supersede
22. refile
23. message
24. repetition
25. ventilation
26. abbreviation
27. information
28. verify
29. authority
30. precede



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MOS 05C10

STUDENT GUIDE AUDIO TAPE SCRIPT

05C FBSEP LESSON C-05

SPELLING COMMONLY USED MILITARY WORDS

This is the Practice Exercise for 05C FBSEP Lesson C-05.

Part One

Now that you have studied the spelling and syllabication of each of the thirty words in this lesson, you are going to practice pronouncing the words. Listen carefully to the pronunciation. Repeat the word. Then listen again to check if your pronunciation is correct. (1 sec. pause)

Remember, each word will be said once. You are to pronounce it. Then the word will be repeated. (3 sec. pause)

Number one (1 sec. pause)

abbreviation (5 sec. pause)
abbreviation (1 sec. pause)

Number two (1 sec. pause)

ammunition (5 sec. pause)
ammunition (1 sec. pause)

Number three (1 sec. pause)

function (5 sec. pause)
function (1 sec. pause)

Number four (1 sec. pause)

interrogation (5 sec. pause)
interrogation (1 sec. pause)

Number five (1 sec. pause)

information (5 sec. pause)
information (1 sec. pause)

Number six (1 sec. pause)

execution (5 sec. pause)
execution (1 sec. pause)

Number seven (1 sec. pause)

destruction (5 sec. pause)
destruction (1 sec. pause)

Number eight (1 sec. pause)

deflection (5 sec. pause)
deflection (1 sec. pause)

Number nine (1 sec. pause)

deception (5 sec. pause)
deception (1 sec. pause)

Number ten (1 sec. pause)

obstruction (5 sec. pause)
obstruction (1 sec. pause)

Number eleven (1 sec. pause)

promulgation (5 sec. pause)
promulgation (1 sec. pause)

Number twelve (1 sec. pause)

repetition (5 sec. pause)
repetition (1 sec. pause)

Number thirteen (1 sec. pause)

revocation (5 sec. pause)
revocation (1 sec. pause)

Number fourteen (1 sec. pause)

ventilation (5 sec. pause)
ventilation (1 sec. pause)

Number fifteen (1 sec. pause)

operational (5 sec. pause)
operational (1 sec. pause)

Number sixteen (1 sec. pause)

intrusion (5 sec. pause)
intrusion (1 sec. pause)

Number seventeen (1 sec. pause)

suspension (5 sec. pause)
suspension (1 sec. pause)

Number eighteen (1 sec. pause)

refile (5 sec. pause)
refile (1 sec. pause)

Number nineteen (1 sec. pause)

refill (5 sec. pause)
refill (1 sec. pause)

Number twenty (1 sec. pause)

precede (5 sec. pause)
precede (1 sec. pause)

Number twenty-one (1 sec. pause)

proceed (5 sec. pause)
proceed (1 sec. pause)

Number twenty-two (1 sec. pause)

supersede (5 sec. pause)
supersede (1 sec. pause)

Number twenty-three (1 sec. pause)

procedure (5 sec. pause)
procedure (1 sec. pause)

Number twenty-four (1 sec. pause)

authentic (5 sec. pause)

authentic (1 sec. pause)

Number twenty-five (1 sec. pause)

authority (5 sec. pause)

authority (1 sec. pause)

Number twenty-six (1 sec. pause)

auxiliary (5 sec. pause)

auxiliary (1 sec. pause)

Number twenty-seven (1 sec. pause)

message (5 sec. pause)

message (1 sec. pause)

Number twenty-eight (1 sec. pause)

shortage (5 sec. pause)

shortage (1 sec. pause)

Number twenty-nine (1 sec. pause)

supply (5 sec. pause)

supply (1 sec. pause)

Number thirty (1 sec. pause)

verify (5 sec. pause)

verify (1 sec. pause)

This is the end of Part One. Keep the tape playing. It
will continue with Part Two. Have your pencil and paper
ready. (5 sec. pause)

(Note to narrator: Spell each word letter by letter.)

Part Two

Now you are going to hear each word twice. After the second time, write the word on a piece of paper. Then you will hear the spelling of the word. Correct your own paper.

(1 sec. pause)

Remember, each word will be said twice. You will have time to write it down. Then the correct spelling will be given.

(3 sec. pause)

Number one (1 sec. pause)

abbreviation (1 sec. pause)
abbreviation (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-b-b-r-e-v-i-a-t-i-o-n (1 sec. pause)

Number two (1 sec. pause)

ammunition (1 sec. pause)
ammunition (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-m-m-u-n-i-t-i-o-n (1 sec. pause)

Number three (1 sec. pause)

function (1 sec. pause)
function (15 sec. pause)
This is the correct spelling. (1 sec. pause)
f-u-n-c-t-i-o-n (1 sec. pause)

Number four (1 sec. pause)

interrogation (1 sec. pause)
interrogation (15 sec. pause)
This is the correct spelling. (1 sec. pause)
i-n-t-e-r-r-o-g-a-t-i-o-n (1 sec. pause)

Number five (1 sec. pause)

information (1 sec. pause)
information (15 sec. pause)
This is the correct spelling. (1 sec. pause)
i-n-f-o-r-m-a-t-i-o-n (1 sec. pause)

Number six (1 sec. pause)

execution (1 sec. pause)
execution (15 sec. pause)
This is the correct spelling. (1 sec. pause)
e-x-e-c-u-t-i-o-n (1 sec. pause)

Number seven (1 sec. pause)

destruction (1 sec. pause)
destruction (15 sec. pause)
This is the correct spelling. (1 sec. pause)
d-e-s-t-r-u-c-t-i-o-n (1 sec. pause)

Number eight (1 sec. pause)

deflection (1 sec. pause)
deflection (15 sec. pause)
This is the correct spelling. (1 sec. pause)
d-e-f-l-e-c-t-i-o-n (1 sec. pause)

Number nine (1 sec. pause)

deception (1 sec. pause)
deception (15 sec. pause)
This is the correct spelling. (1 sec. pause)
d-e-c-e-p-t-i-o-n (1 sec. pause)

Number ten (1 sec. pause)

obstruction (1 sec. pause)
obstruction (15 sec. pause)
This is the correct spelling. (1 sec. pause)
o-b-s-t-r-u-c-t-i-o-n (1 sec. pause)

Number eleven (1 sec. pause)

promulgation (1 sec. pause)
promulgation (15 sec. pause)
This is the correct spelling. (1 sec. pause)
p-r-o-m-u-l-g-a-t-i-o-n (1 sec. pause)

Number twelve (1 sec. pause)

repetition (1 sec. pause)
repetition (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-p-e-t-i-t-i-o-n (1 sec. pause)

Number thirteen (1 sec. pause)

revocation (1 sec. pause)
revocation (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-v-o-c-a-t-i-o-n (1 sec. pause)

Number fourteen (1 sec. pause)

ventilation (1 sec. pause)
ventilation (15 sec. pause)
This is the correct spelling. (1 sec. pause)
v-e-n-t-i-l-a-t-i-o-n (1 sec. pause)

Number fifteen (1 sec. pause)

operational (1 sec. pause)
operational (15 sec. pause)
This is the correct spelling. (1 sec. pause)
o-p-e-r-a-t-i-o-n-a-l (1 sec. pause)

Number sixteen (1 sec. pause)

intrusion (1 sec. pause)
intrusion (15 sec. pause)
This is the correct spelling. (1 sec. pause)
i-n-t-r-u-s-i-o-n (1 sec. pause)

Number seventeen (1 sec. pause)

suspension (1 sec. pause)
suspension (15 sec. pause)
This is the correct spelling. (1 sec. pause)
s-u-s-p-e-n-s-i-o-n (1 sec. pause)

Number eighteen (1 sec. pause)

refile (1 sec. pause)

refile (15 sec. pause)

This is the correct spelling. (1 sec. pause)

r-e-f-i-l-e (1 sec. pause)

Number nineteen (1 sec. pause)

refill (1 sec. pause)

refill (15 sec. pause)

This is the correct spelling. (1 sec. pause)

r-e-f-i-l-l (1 sec. pause)

Number twenty (1 sec. pause)

precede (1 sec. pause)

precede (15 sec. pause)

This is the correct spelling. (1 sec. pause)

p-r-e-c-e-d-e (1 sec. pause)

Number twenty-one (1 sec. pause)

proceed (1 sec. pause)

proceed (15 sec. pause)

This is the correct spelling. (1 sec. pause)

p-r-o-c-e-e-d (1 sec. pause)

Number twenty-two (1 sec. pause)

supersede (1 sec. pause)

supersede (15 sec. pause)

This is the correct spelling. (1 sec. pause)

s-u-p-e-r-s-e-d-e (1 sec. pause)

Number twenty-three (1 sec. pause)

procedure (1 sec. pause)

procedure (15 sec. pause)

This is the correct spelling. (1 sec. pause)

p-r-o-c-e-d-u-r-e (1 sec. pause)

Number twenty-four (1 sec. pause)

authentic (1 sec. pause)
authentic (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-u-t-h-e-n-t-i-c (1 sec. pause)

Number twenty-five (1 sec. pause)

authority (1 sec. pause)
authority (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-u-t-h-o-r-i-t-y (1 sec. pause)

Number twenty-six (1 sec. pause)

auxiliary (1 sec. pause)
auxiliary (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-u-x-i-l-i-a-r-y (1 sec. pause)

Number twenty-seven (1 sec. pause)

message (1 sec. pause)
message (15 sec. pause)
This is the correct spelling. (1 sec. pause)
m-e-s-s-a-g-e (1 sec. pause)

Number twenty-eight (1 sec. pause)

shortage (1 sec. pause)
shortage (15 sec. pause)
This is the correct spelling. (1 sec. pause)
s-h-o-r-t-a-g-e (1 sec. pause)

Number twenty-nine (1 sec. pause)

supply (1 sec. pause)
supply (15 sec. pause)
This is the correct spelling. (1 sec. pause)
s-u-p-p-l-y (1 sec. pause)

Number thirty (1 sec. pause)

verify (1 sec. pause)

verify (15 sec. pause)

This is the correct spelling. (1 sec. pause)

v-e-r-i-f-y (1 sec. pause)

This is the end of the Practice Exercise. Stop the tape and
ask the learning supervisor for the tape of the Lesson Test.

This is the Remediation Exercise for the 05C FBSEP Lesson
C-05.

Part One

Now that you have studied the spelling and syllabication of each of the 30 words in this lesson, you are going to practice pronouncing the words. Listen carefully to the pronunciation. Repeat the word. Then listen again to check if your pronunciation is correct. (1 sec. pause)

Remember, each word will be said once. You are to pronounce it. Then the word will be repeated. (3 sec. pause)

Number one (1 sec. pause)

refill (5 sec. pause)
refill (1 sec. pause)

Number two (1 sec. pause)

precede (5 sec. pause)
precede (1 sec. pause)

Number three (1 sec. pause)

proceed (5 sec. pause)
proceed (1 sec. pause)

Number four (1 sec. pause)

supersede (5 sec. pause)
supersede (1 sec. pause)

Number five (1 sec. pause)

ventilation (5 sec. pause)
ventilation (1 sec. pause)

Number six (1 sec. pause)

operational (5 sec. pause)
operational (1 sec. pause)

Number seven (1 sec. pause)

intrusion (5 sec. pause)
intrusion (1 sec. pause)

Number eight (1 sec. pause)

suspension (5 sec. pause)
suspension (1 sec. pause)

Number nine (1 sec. pause)

refile (5 sec. pause)
refile (1 sec. pause)

Number ten (1 sec. pause)

abbreviation (5 sec. pause)
abbreviation (1 sec. pause)

Number eleven (1 sec. pause)

ammunition (5 sec. pause)
ammunition (1 sec. pause)

Number twelve (1 sec. pause)

function (5 sec. pause)
function (1 sec. pause)

Number thirteen (1 sec. pause)

message (5 sec. pause)
message (1 sec. pause)

Number fourteen (1 sec. pause)

shortage (5 sec. pause)
shortage (1 sec. pause)

Number fifteen (1 sec. pause)

supply (5 sec. pause)
supply (1 sec. pause)

Number sixteen (1 sec. pause)

verify (5 sec. pause)
verify (1 sec. pause)

Number seventeen (1 sec. pause)

deception (5 sec. pause)
deception (1 sec. pause)

Number eighteen (1 sec. pause)

obstruction (5 sec. pause)
obstruction (1 sec. pause)

Number nineteen (1 sec. pause)

promulgation (5 sec. pause)
promulgation (1 sec. pause)

Number twenty (1 sec. pause)

repetition (5 sec. pause)
repetition (1 sec. pause)

Number twenty-one (1 sec. pause)

revocation (5 sec. pause)
revocation (1 sec. pause)

Number twenty-two (1 sec. pause)

interrogation (5 sec. pause)
interrogation (1 sec. pause)

Number twenty-three (1 sec. pause)

information (5 sec. pause)
information (1 sec. pause)

Number twenty-four (1 sec. pause)

execution (5 sec. pause)
execution (1 sec. pause)

Number twenty-five (1 sec. pause)

destruction (5 sec. pause)
destruction (1 sec. pause)

Number twenty-six (1 sec. pause)

deflection (5 sec. pause)
deflection (1 sec. pause)

Number twenty-seven (1 sec. pause)

procedure (5 sec. pause)
procedure (1 sec. pause)

Number twenty-eight (1 sec. pause)

authentic (5 sec. pause)
authentic (1 sec. pause)

Number twenty-nine (1 sec. pause)

authority (5 sec. pause)
authority (1 sec. pause)

Number thirty (1 sec. pause)

auxiliary (5 sec. pause)
auxiliary (1 sec. pause)

This is the end of Part One. Keep the tape playing. It
will continue with Part Two. Have your pencil and paper
ready. (5 sec. pause)

(Note to narrator: Spell each word letter by letter.)

Part Two

Now you are going to hear each word twice. After the second time, write the word on a piece of paper. Then you will hear the spelling of the word. Correct your own paper.

(1 sec. pause)

Remember, each word will be said twice. You will have time to write it down. Then the correct spelling will be given.

(3 sec. pause)

Number one (1 sec. pause)

refill (1 sec. pause)

refill (15 sec. pause)

This is the correct spelling. (1 sec. pause)

r-e-f-i-l-l (1 sec. pause)

Number two (1 sec. pause)

precede (1 sec. pause)

precede (15 sec. pause)

This is the correct spelling. (1 sec. pause)

p-r-e-c-e-d-e (1 sec. pause)

Number three (1 sec. pause)

proceed (1 sec. pause)

proceed (15 sec. pause)

This is the correct spelling. (1 sec. pause)

p-r-o-c-e-e-d (1 sec. pause)

Number four (1 sec. pause)

supersede (1 sec. pause)

supersede (15 sec. pause)

This is the correct spelling. (1 sec. pause)

s-u-p-e-r-s-e-d-e (1 sec. pause)

Number five (1 sec. pause)

ventilation (1 sec. pause)
ventilation (15 sec. pause)
This is the correct spelling. (1 sec. pause)
v-e-n-t-i-l-a-t-i-o-n (1 sec. pause)

Number six (1 sec. pause)

operational (1 sec. pause)
operational (15 sec. pause)
This is the correct spelling. (1 sec. pause)
o-p-e-r-a-t-i-o-n-a-l (1 sec. pause)

Number seven (1 sec. pause)

intrusion (1 sec. pause)
intrusion (15 sec. pause)
This is the correct spelling. (1 sec. pause)
i-n-t-r-u-s-i-o-n (1 sec. pause)

Number eight (1 sec. pause)

suspension (1 sec. pause)
suspension (15 sec. pause)
This is the correct spelling. (1 sec. pause)
s-u-s-p-e-n-s-i-o-n (1 sec. pause)

Number nine (1 sec. pause)

refile (1 sec. pause)
refile (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-f-i-l-e (1 sec. pause)

Number ten (1 sec. pause)

abbreviation (1 sec. pause)
abbreviation (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-b-b-r-e-v-i-a-t-i-o-n (1 sec. pause)

Number eleven (1 sec. pause)

ammunition (1 sec. pause)
ammunition (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-m-m-u-n-i-t-i-o-n (1 sec. pause)

Number twelve (1 sec. pause)

function (1 sec. pause)
function (15 sec. pause)
This is the correct spelling. (1 sec. pause)
f-u-n-c-t-i-o-n (1 sec. pause)

Number thirteen (1 sec. pause)

message (1 sec. pause)
message (15 sec. pause)
This is the correct spelling. (1 sec. pause)
m-e-s-s-a-g-e (1 sec. pause)

Number fourteen (1 sec. pause)

shortage (1 sec. pause)
shortage (15 sec. pause)
This is the correct spelling. (1 sec. pause)
s-h-o-r-t-a-g-e (1 sec. pause)

Number fifteen (1 sec. pause)

supply (1 sec. pause)
supply (15 sec. pause)
This is the correct spelling. (1 sec. pause)
s-u-p-p-l-y (1 sec. pause)

Number sixteen (1 sec. pause)

verify (1 sec. pause)
verify (15 sec. pause)
This is the correct spelling. (1 sec. pause)
v-e-r-i-f-y (1 sec. pause)

Number seventeen (1 sec. pause)

deception (1 sec. pause)
deception (15 sec. pause)
This is the correct spelling. (1 sec. pause)
d-e-c-e-p-t-i-o-n (1 sec. pause)

Number eighteen (1 sec. pause)

obstruction (1 sec. pause)
obstruction (15 sec. pause)
This is the correct spelling. (1 sec. pause)
o-b-s-t-r-u-c-t-i-o-n (1 sec. pause)

Number nineteen (1 sec. pause)

promulgation (1 sec. pause)
promulgation (15 sec. pause)
This is the correct spelling. (1 sec. pause)
p-r-o-m-u-l-g-a-t-i-o-n (1 sec. pause)

Number twenty (1 sec. pause)

repetition (1 sec. pause)
repetition (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-p-e-t-i-t-i-o-n (1 sec. pause)

Number twenty-one (1 sec. pause)

revocation (1 sec. pause)
revocation (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-v-o-c-a-t-i-o-n (1 sec. pause)

Number twenty-two (1 sec. pause)

interrogation (1 sec. pause)
interrogation (15 sec. pause)
This is the correct spelling. (1 sec. pause)
i-n-t-e-r-r-o-g-a-t-i-o-n (1 sec. pause)

Number twenty-three (1 sec. pause)

information (1 sec. pause)
information (15 sec. pause)
This is the correct spelling. (1 sec. pause)
i-n-f-o-r-m-a-t-i-o-n (1 sec. pause)

Number twenty-four (1 sec. pause)

execution (1 sec. pause)
execution (15 sec. pause)
This is the correct spelling. (1 sec. pause)
e-x-e-c-u-t-i-o-n (1 sec. pause)

Number twenty-five (1 sec. pause)

destruction (1 sec. pause)
destruction (15 sec. pause)
This is the correct spelling. (1 sec. pause)
d-e-s-t-r-u-c-t-i-o-n (1 sec. pause)

Number twenty-six (1 sec. pause)

deflection (1 sec. pause)
deflection (15 sec. pause)
This is the correct spelling. (1 sec. pause)
d-e-f-l-e-c-t-i-o-n (1 sec. pause)

Number twenty-seven (1 sec. pause)

procedure (1 sec. pause)
procedure (15 sec. pause)
This is the correct spelling. (1 sec. pause)
p-r-o-c-e-d-u-r-e (1 sec. pause)

Number twenty-eight (1 sec. pause)

authentic (1 sec. pause)
authentic (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-u-t-h-e-n-t-i-c (1 sec. pause)

Number twenty-nine (1 sec. pause)

authority (1 sec. pause)
authority (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-u-t-h-o-r-i-t-y (1 sec. pause)

Number thirty (1 sec. pause)

auxiliary (1 sec. pause)

auxiliary (15 sec. pause)

This is the correct spelling.(1 sec. pause)

a-u-x-i-l-i-a-r-y (1 sec. pause)

This is the end of the Remediation Exercise. Stop the tape
and ask the learning supervisor for the tape of the
Remediation Test.



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

STUDENT GUIDE

05C FBSEP LESSON C-06

SPELLING COMMONLY USED MILITARY WORDS

PREREQUISITE: C-05

MATERIALS REQUIRED: Audio Tape

TYPE OF LESSON: Self paced

STUDENT GUIDE

05C FBSEP LESSON C-06

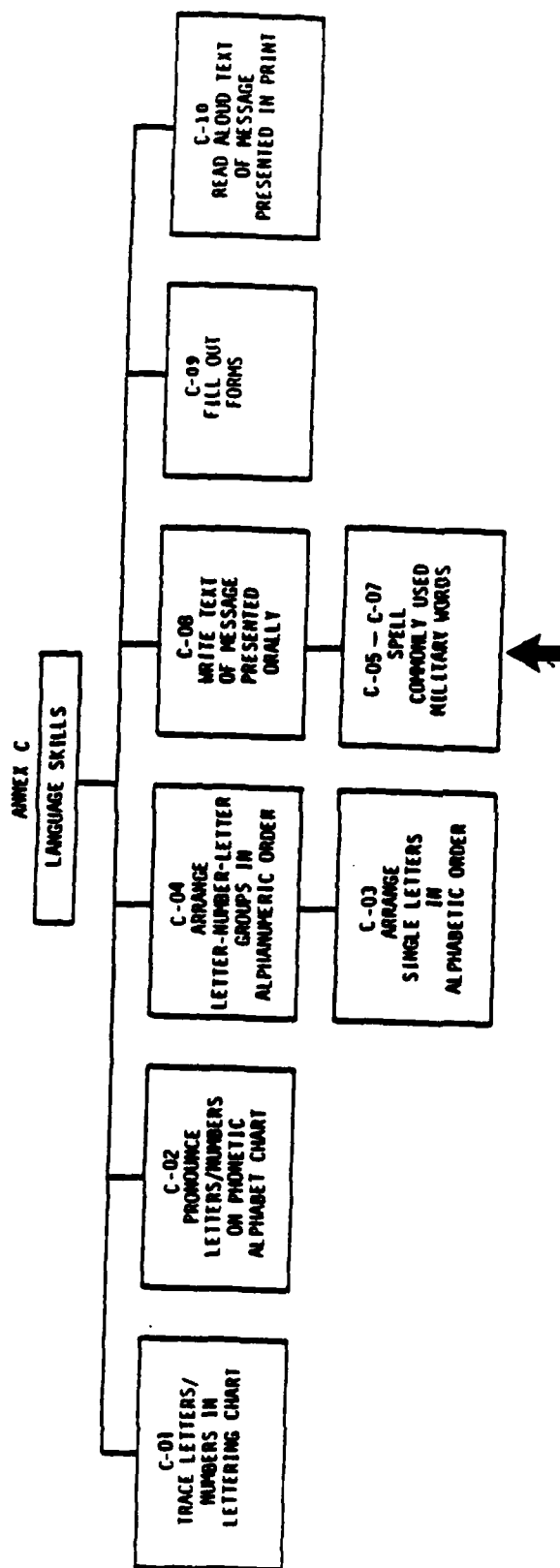
SPELLING COMMONLY USED MILITARY WORDS

INTRODUCTION

This lesson is one of a group of three lessons designed to help you learn to spell commonly used military words. You will often see, hear, or need to use these words as a radio teletype operator.

You will need the C-06 audio tape, a tape recorder, a pencil, and paper before you begin.

A lesson map showing this group of lessons is on the following page.



C-06 SG
05C FBSEP

OBJECTIVE: When you finish this lesson, you will be able to spell commonly used military words.

To learn to spell the words, you should:

1. Study the spelling of each word and its syllabication.
2. Pronounce each word.
3. Write each word.
4. Check the spelling of each word.

These are the spelling words that you will learn.

1. adequate	16. necessity
2. request	17. traffic
3. subsequent	18. frequency
4. receive	19. policy
5. receipt	20. priority
6. height	21. preliminary
7. length	22. resource
8. accounting	23. evaluate
9. announce	24. evacuate
10. appropriate	25. tactics
11. artillery	26. capture
12. assign	27. capability
13. effective	28. coordinate
14. effort	29. equipment
15. immediately	30. official

PRESENTATION

You are asked to spell thirty commonly used military words in this lesson.

Learning to spell new words can be difficult, but here are some steps which will help you.

STEP 1: Study the spelling of each word and its syllabication.

When you study a word, look for letter combinations (sh, ou, pr) or double letters (ee, bb, oo). Look at the beginning letters and/or prefix (un, re, anti). Look at the ending letters and/or suffix (able, ic, er). Also, see if the word is made up of two or more words (typewriter, notwithstanding) or contains a familiar word.

Study the syllabication of the word. Syllabication means the division of words into syllables. Each syllable represents a vowel sound.

Seeing a word divided into syllables will help you learn to spell the word, to pronounce the word, and to divide the word at the end of a line of type. (One letter is never left at the end of a line even though it represents a syllable.)

Now study the spelling of the words and how they are divided into syllables.

1. adequate	ad-e-quate
2. request	re-quest
3. subsequent	sub-se-quent
4. receive	re-ceive
5. receipt	re-ceipt
6. height	height
7. length	length
8. accounting	ac-count-ing
9. announce	an-nounce
10. appropriate	ap-pro-pri-ate
11. artillery	ar-til-ler-y
12. assign	as-sign
13. effective	ef-fec-tive
14. effort	ef-fort
15. immediately	im-me-di-ate-ly
16. necessity	ne-ces-si-ty
17. traffic	traf-fic
18. frequency	fre-quen-cy
19. policy	pol-i-cy
20. priority	pri-or-i-ty
21. preliminary	pre-lim-i-nar-y
22. resource	re-source
23. evaluate	e-val-u-ate
24. evacuate	e-vac-u-ate
25. tactics	tac-tics
26. capture	cap-ture
27. capability	ca-pa-bil-i-ty
28. coordinate	co-or-di-nate
29. equipment	e-quip-ment
30. official	of-fi-cial

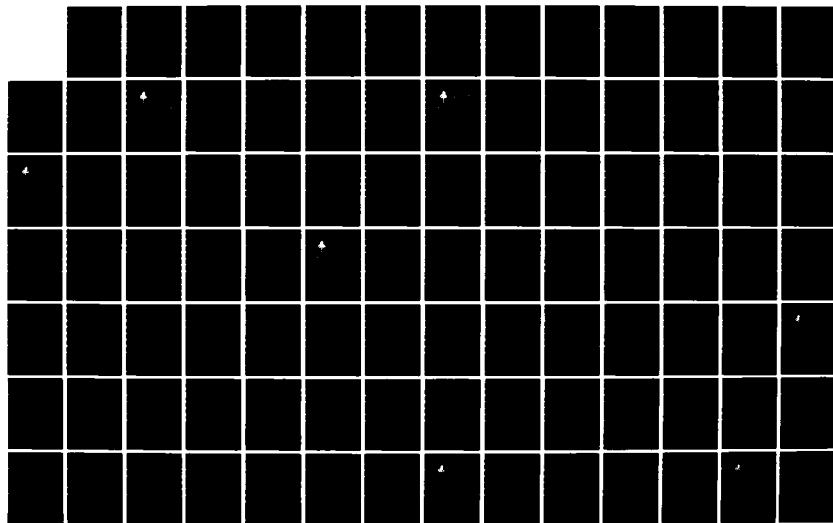
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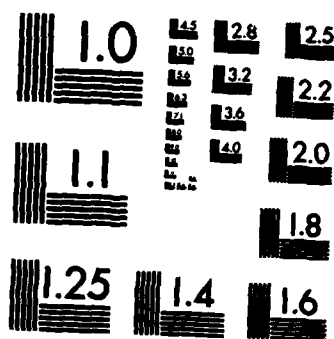
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STEP 2: Pronounce each word.

Say the word aloud to yourself. Correct pronunciation is often the key to correct spelling. During Part One of the Practice Exercise, you will practice pronouncing the words.

STEP 3: Write each word.

You will have to use many of these words when writing a message. Writing a word is a good way to remember how to spell it. For example, someone has probably asked you how to spell a word and you have had to write it first before giving him/her the spelling. During Part Two of the Practice Exercise, you will practice writing the words.

STEP 4: Check the spelling of each word.

After you have written the word, check the spelling. During Part Two of the Practice Exercise, you will hear the correct spelling of the words after you write them.

SUMMARY AND PRACTICE

Review the commonly used military words in the Presentation. Also, review the steps which will help you learn to spell them.

STEP 1: Study the spelling of each word and its syllabication.

STEP 2: Pronounce each word.

STEP 3: Write each word.

STEP 4: Check the spelling of each word.

The Practice Exercise and the Answers to Practice Exercise are on tape.

Take as much time as you need to study the words. When you feel that you are ready, ask the learning supervisor for the tape of the Lesson Test.

PRACTICE EXERCISE

The instructions for the Practice Exercise are on tape.

Use your own pencil and paper. Start the tape.

C-06 SG
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ANSWERS TO PRACTICE EXERCISE

The words are spelled for you on the tape.

C-06 SG
05C FBSEP

EXPLANATIONS FOR PRACTICE EXERCISE

If you misspelled any words on the Practice Exercise, re-study them. The words are listed in the Presentation section.

OBTAIN TAPE OF LESSON TEST FROM LEARNING SUPERVISOR

C-06 SG
05C FBSEP

C-06 SG
05C FBSEP

REMEDIATION

Review the spelling of the commonly used military words found in the Presentation section of the Student Guide before you do the Remediation Exercise. Spend more time on those words which are difficult for you.

Also, review the steps listed below. These steps will help you spell the words.

STEP 1: Study the spelling of each word and its syllabication.

STEP 2: Pronounce each word.

STEP 3: Write each word.

STEP 4: Check the spelling of each word.

When you successfully complete the Remediation Exercise, ask the learning supervisor for the tape of the Remediation Test.

REMEDIATION EXERCISE

The instructions for the Remediation Exercise are on tape.

Use your own paper and pencil. Start the tape.

ANSWERS TO REMEDIATION EXERCISE

The words are spelled for you on the tape.

C-06 SG
05C FBSEP

EXPLANATIONS FOR REMEDIATION EXERCISE

If you misspelled any words on the Remediation Exercise, restudy them before asking for the Remediation Test.

The words are listed in the Presentation section of the Student Guide.

OBTAIN TAPE OF REMEDIATION TEST FROM LEARNING SUPERVISOR

C-06 SG
05C FBSEP

LESSON TEST FOR C-06

You will need some paper and a pencil and an audio tape to do this Lesson Test. You will be tested on the 30 words you learned to spell in this lesson. You must correctly spell 26 of the 30 words to pass this test. Write the words on a separate sheet of paper. DO NOT WRITE ON THIS TEST. When you are ready to begin, start the tape.

REMEDATION TEST FOR C-06

You will need some paper and a pencil and an audio tape to do this Remediation Test. You will be tested on the 30 words you learned to spell in this lesson. You must correctly spell 26 of the 30 words to pass this test. Write the words on a separate sheet of paper. DO NOT WRITE ON THIS TEST. When you are ready to begin, start the tape.



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

LESSON TEST AUDIO TAPE SCRIPT

05C FBSEP LESSON C-06

SPELLING COMMONLY USED MILITARY WORDS

This is the Lesson Test for C-06. You will need a piece of paper and a pencil. You will be tested on the thirty words you learned to spell in this lesson. You must correctly spell twenty-six of the thirty words to pass this test.

(1 sec. pause)

Remember, this is a spelling test. You will hear each word twice. Then you will be given time to write it.

(3 sec. pause)

Number one (1 sec. pause)

subsequent (1 sec. pause)
subsequent (15 sec. pause)

Number two (1 sec. pause)

receipt (1 sec. pause)
receipt (15 sec. pause)

Number three (1 sec. pause)

length (1 sec. pause)
length (15 sec. pause)

Number four (1 sec. pause)

announce (1 sec. pause)
announce (15 sec. pause)

Number five (1 sec. pause)

artillery (1 sec. pause)
artillery (15 sec. pause)

Number six (1 sec. pause)

evacuate (1 sec. pause)
evacuate (15 sec. pause)

Number seven (1 sec. pause)

preliminary (1 sec. pause)
preliminary (15 sec. pause)

Number eight (1 sec. pause)

policy (1 sec. pause)
policy (15 sec. pause)

Number nine (1 sec. pause)

necessity (1 sec. pause)
necessity (15 sec. pause)

Number ten (1 sec. pause)

immediately (1 sec. pause)
immediately (15 sec. pause)

Number eleven (1 sec. pause)

effort (1 sec. pause)
effort (15 sec. pause)

Number twelve (1 sec. pause)

equipment (1 sec. pause)
euquipment (15 sec. pause)

Number thirteen (1 sec. pause)

evaluate (1 sec. pause)
evaluate (15 sec. pause)

Number fourteen (1 sec. pause)

frequency (1 sec. pause)
frequency (15 sec. pause)

Number fifteen (1 sec. pause)

effective (1 sec. pause)
effective (15 sec. pause)

Number sixteen (1 sec. pause)

assign (1 sec. pause)
assign (15 sec. pause)

Number seventeen (1 sec. pause)

priority (1 sec. pause)
priority (15 sec. pause)

Number eighteen (1 sec. pause)

capability (1 sec. pause)
capability (15 sec. pause)

Number nineteen (1 sec. pause)

tactics (1 sec. pause)
tactics (15 sec. pause)

Number twenty (1 sec. pause)

accounting (1 sec. pause)
accounting (15 sec. pause)

Number twenty-one (1 sec. pause)

adequate (1 sec. pause)
adequate (15 sec. pause)

Number twenty-two (1 sec. pause)

request (1 sec. pause)
request (15 sec. pause)

Number twenty-three (1 sec. pause)

receive (1 sec. pause)
receive (15 sec. pause)

Number twenty-four (1 sec. pause)

height (1 sec. pause)
height (15 sec. pause)

Number twenty-five (1 sec. pause)

appropriate (1 sec. pause)
appropriate (15 sec. pause)

Number twenty-six (1 sec. pause)

traffic (1 sec. pause)
traffic (15 sec. pause)

Number twenty-seven (1 sec. pause)

resource (1 sec. pause)
resource (15 sec. pause)

Number twenty-eight (1 sec. pause)

capture (1 sec. pause)
capture (15 sec. pause)

Number twenty-nine (1 sec. pause)

official (1 sec. pause)
official (15 sec. pause)

Number thirty (1 sec. pause)

coordinate (1 sec. pause)
coordinate (15 sec. pause)

This is the end of Lesson Test C-06. Stop the tape and
return your answer sheet to the learning supervisor.



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

REMEDATION TEST AUDIO TAPE SCRIPT

05C FBSEP LESSON C-06

SPELLING COMMONLY USED MILITARY WORDS

This is the Remediation Test for C-06. You will need a piece of paper and a pencil. You will be tested on the thirty words you learned to spell in this lesson. You must correctly spell twenty-six of the thirty words to pass this test. (1 sec. pause)

Remember, this is a spelling test. You will hear each word twice. Then you will be given time to write it.

(3 sec. pause)

Number one (1 sec. pause)

receipt (1 sec. pause)
receipt (15 sec. pause)

Number two (1 sec. pause)

height (1 sec. pause)
height (15 sec. pause)

Number three (1 sec. pause)

length (1 sec. pause)
length (15 sec. pause)

Number four (1 sec. pause)

accounting (1 sec. pause)
accounting (15 sec. pause)

Number five (1 sec. pause)

announce (1 sec. pause)
announce (15 sec. pause)

Number six (1 sec. pause)

necessity (1 sec. pause)
necessity (15 sec. pause)

Number seven (1 sec. pause)

traffic (1 sec. pause)
traffic (15 sec. pause)

Number eight (1 sec. pause)

frequency (1 sec. pause)
frequency (15 sec. pause)

Number nine (1 sec. pause)

policy (1 sec. pause)
policy (15 sec. pause)

Number ten (1 sec. pause)

priority (1 sec. pause)
priority (15 sec. pause)

Number eleven (1 sec. pause)

preliminary (1 sec. pause)
preliminary (15 sec. pause)

Number twelve (1 sec. pause)

adequate (1 sec. pause)
adequate (15 sec. pause)

Number thirteen (1 sec. pause)

request (1 sec. pause)
request (15 sec. pause)

Number fourteen (1 sec. pause)

subsequent (1 sec. pause)
subsequent (15 sec. pause)

Number fifteen (1 sec. pause)

receive (1 sec. pause)
receive (15 sec. pause)

Number sixteen (1 sec. pause)

resource (1 sec. pause)
resource (15 sec. pause)

Number seventeen (1 sec. pause)

evaluate (1 sec. pause)
evaluate (15 sec. pause)

Number eighteen (1 sec. pause)

evacuate (1 sec. pause)
evacuate (15 sec. pause)

Number nineteen (1 sec. pause)

tactics (1 sec. pause)
tactics (15 sec. pause)

Number twenty (1 sec. pause)

capture (1 sec. pause)
capture (15 sec. pause)

Number twenty-one (1 sec. pause)

capability (1 sec. pause)
capability (15 sec. pause)

Number twenty-two (1 sec. pause)

coordinate (1 sec. pause)
coordinate (15 sec. pause)

Number twenty-three (1 sec. pause)

appropriate (1 sec. pause)
appropriate (15 sec. pause)

Number twenty-four (1 sec. pause)

artillery (1 sec. pause)
artillery (15 sec. pause)

Number twenty-five (1 sec. pause)

assign (1 sec. pause)
assign (15 sec. pause)

Number twenty-six (1 sec. pause)

effective (1 sec. pause)
effective (15 sec. pause)

Number twenty-seven (1 sec. pause)

effort (1 sec. pause)
effort (15 sec. pause)

Number twenty-eight (1 sec. pause)

immediately (1 sec. pause)
immediately (15 sec. pause)

Number twenty-nine (1 sec. pause)

equipment (1 sec. pause)
equipment (15 sec. pause)

Number thirty (1 sec. pause)

official (1 sec. pause)
official (15 sec. pause)

This is the end of Remediation Test C-06. Stop the tape and
return your answer sheet to the learning supervisor.

ANSWER KEY FOR LESSON TEST C-06

This answer key contains the correct reponses for Lesson
Test C-06. Students must correctly spell 26 of the 30 words
to pass this test.

1. subsequent
2. receipt
3. length
4. announce
5. artillery
6. evacuate
7. preliminary
8. policy
9. necessity
10. immediately
11. effort
12. equipment
13. evaluate
14. frequency
15. effective
16. assign
17. priority
18. capability
19. tactics
20. accounting
21. adequate
22. request
23. receive
24. height
25. appropriate
26. traffic
27. resource
28. capture
29. official
30. coordinate

ANSWER KEY FOR REMEDIATION TEST C-06

This answer key contains the correct responses for Remediation Test C-06. Students must correctly spell 26 of the 30 words to pass this test.

1. receipt
2. height
3. length
4. accounting
5. announce
6. necessity
7. traffic
8. frequency
9. policy
10. priority
11. preliminary
12. adequate
13. request
14. subsequent
15. receive
16. resource
17. evaluate
18. evacuate
19. tactics
20. capture
21. capability
22. coordinate
23. appropriate
24. artillery
25. assign
26. effective
27. effort
28. immediately
29. equipment
30. official



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

STUDENT GUIDE AUDIO TAPE SCRIPT

05C FBSEP LESSON C-06

SPELLING COMMONLY USED MILITARY WORDS

This is the Practice Exercise for 05C FBSEP Lesson C-06

Part One

Now that you have studied the spelling and syllabication of each of the thirty words in this lesson, you are going to practice pronouncing the words. Listen carefully to the pronunciation. Repeat the word. Then listen again to check if your pronunciation is correct. (1 sec. pause)

Remember, each word will be said once. You are to pronounce it. Then the word will be repeated. (3 sec. pause)

Number one (1 sec. pause)

adequate (5 sec. pause)
adequate (1 sec. pause)

Number two (1 sec. pause)

request (5 sec. pause)
request (1 sec. pause)

Number three (1 sec. pause)

subsequent (5 sec. pause)
subsequent (1 sec. pause)

Number four (1 sec. pause)

receive (5 sec. pause)
receive (1 sec. pause)

Number five (1 sec. pause)

receipt (5 sec. pause)
receipt (1 sec. pause)

Number six (1 sec. pause)

height (5 sec. pause)
height (1 sec. pause)

Number seven (1 sec. pause)

length (5 sec. pause)
length (1 sec. pause)

Number eight (1 sec. pause)

accounting (5 sec. pause)
accounting (1 sec. pause)

Number nine (1 sec. pause)

announce (5 sec. pause)
announce (1 sec. pause)

Number ten (1 sec. pause)

appropriate (5 sec. pause)
appropriate (1 sec. pause)

Number eleven (1 sec. pause)

artillery (5 sec. pause)
artillery (1 sec. pause)

Number twelve (1 sec. pause)

assign (5 sec. pause)
assign (1 sec. pause)

Number thirteen (1 sec. pause)

effective (5 sec. pause)
effective (1 sec. pause)

Number fourteen (1 sec. pause)

effort (5 sec. pause)
effort (1 sec. pause)

Number fifteen (1 sec. pause)

immediately (5 sec. pause)
immediately (1 sec. pause)

Number sixteen (1 sec. pause)

necessity (5 sec. pause)
necessity (1 sec. pause)

Number seventeen (1 sec. pause)

traffic (5 sec. pause)
traffic (1 sec. pause)

Number eighteen (1 sec. pause)

frequency (5 sec. pause)
frequency (1 sec. pause)

Number nineteen (1 sec. pause)

policy (5 sec. pause)
policy (1 sec. pause)

Number twenty (1 sec. pause)

priority (5 sec. pause)
priority (1 sec. pause)

Number twenty-one (1 sec. pause)

preliminary (5 sec. pause)
preliminary (1 sec. pause)

Number twenty-two (1 sec. pause)

resource (5 sec. pause)
resource (1 sec. pause)

Number twenty-three (1 sec. pause)

evaluate (5 sec. pause)
evaluate (1 sec. pause)

Number twenty-four (1 sec. pause)

evacuate (5 sec. pause)
evacuate (1 sec. pause)

Number twenty-five (1 sec. pause)

tactics (5 sec. pause)
tactics (1 sec. pause)

Number twenty-six (1 sec. pause)

capture (5 sec. pause)
capture (1 sec. pause)

Number twenty-seven (1 sec. pause)

capability (5 sec. pause)
capability (1 sec. pause)

Number twenty-eight (1 sec. pause)

coordinate (5 sec. pause)
coordinate (1 sec. pause)

Number twenty-nine (1 sec. pause)

equipment (5 sec. pause)
equipment (1 sec. pause)

Number thirty (1 sec. pause)

official (5 sec. pause)
official (1 sec. pause)

This is the end of Part One. Keep the tape playing. It will
continue with Part Two. Have your pencil and paper ready.

(5 sec. pause)

(Note to narrator: Spell each word letter by letter.)

Part Two

Now you are going to hear each word twice. After the second time, write the word on a piece of paper. Then you will hear the spelling of the word. Correct your own paper.

(1 sec. pause)

Remember, each word will be said twice. You will have time to write it down. Then the correct spelling will be given.

(3 sec. pause)

Number one (1 sec. pause)

adequate (1 sec. pause)
adequate (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-d-e-q-u-a-t-e (1 sec. pause)

Number two (1 sec. pause)

request (1 sec. pause)
request (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-q-u-e-s-t (1 sec. pause)

Number three (1 sec. pause)

subsequent (1 sec. pause)
subsequent (15 sec. pause)
This is the correct spelling. (1 sec. pause)
s-u-b-s-e-q-u-e-n-t (1 sec. pause)

Number four (1 sec. pause)

receive (1 sec. pause)
receive (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-c-e-i-v-e (1 sec. pause)

Number five (1 sec. pause)

receipt (1 sec. pause)
receipt (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-c-e-i-p-t (1 sec. pause)

Number six (1 sec. pause)

height (1 sec. pause)
height (15 sec. pause)
This is the correct spelling. (1 sec. pause)
h-e-i-g-h-t (1 sec. pause)

Number seven (1 sec. pause)

length (1 sec. pause)
length (15 sec. pause)
This is the correct spelling. (1 sec. pause)
l-e-n-g-t-h (1 sec. pause)

Number eight (1 sec. pause)

accounting (1 sec. pause)
accounting (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-c-c-o-u-n-t-i-n-g (1 sec. pause)

Number nine (1 sec. pause)

announce (1 sec. pause)
announce (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-n-n-o-u-n-c-e (1 sec. pause)

Number ten (1 sec. pause)

appropriate (1 sec. pause)
appropriate (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-p-p-r-o-p-r-i-a-t-e (1 sec. pause)

Number eleven (1 sec. pause)

artillery (1 sec. pause)
artillery (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-r-t-i-l-l-e-r-y (1 sec. pause)

Number twelve (1 sec. pause)

assign (1 sec. pause)

assign (15 sec. pause)

This is the correct spelling. (1 sec. pause)

a-s-s-i-g-n (1 sec. pause)

Number thirteen (1 sec. pause)

effective (1 sec. pause)

effective (15 sec. pause)

This is the correct spelling. (1 sec. pause)

e-f-f-e-c-t-i-v-e (1 sec. pause)

Number fourteen (1 sec. pause)

effort (1 sec. pause)

effort (15 sec. pause)

This is the correct spelling. (1 sec. pause)

e-f-f-o-r-t (1 sec. pause)

Number fifteen (1 sec. pause)

immediately (1 sec. pause)

immediately (15 sec. pause)

This is the correct spelling. (1 sec. pause)

i-m-m-e-d-i-a-t-e-l-y (1 sec. pause)

Number sixteen (1 sec. pause)

necessity (1 sec. pause)

necessity (15 sec. pause)

This is the correct spelling. (1 sec. pause)

n-e-c-e-s-s-i-t-y (1 sec. pause)

Number seventeen (1 sec. pause)

traffic (1 sec. pause)

traffic (15 sec. pause)

This is the correct spelling. (1 sec. pause)

t-r-a-f-f-i-c (1 sec. pause)

Number eighteen (1 sec. pause)

frequency (1 sec. pause)

frequency (15 sec. pause)

This is the correct spelling. (1 sec. pause)

f-r-e-q-u-e-n-c-y (1 sec. pause)

Number nineteen (1 sec. pause)

policy (1 sec. pause)

policy (15 sec. pause)

This is the correct spelling. (1 sec. pause)

p-o-l-i-c-y (1 sec. pause)

Number twenty (1 sec. pause)

priority (1 sec. pause)

priority (15 sec. pause)

This is the correct spelling. (1 sec. pause)

p-r-i-o-r-i-t-y (1 sec. pause)

Number twenty-one (1 sec. pause)

preliminary (1 sec. pause)

preliminary (15 sec. pause)

This is the correct spelling. (1 sec. pause)

p-r-e-l-i-m-i-n-a-r-y (1 sec. pause)

Number twenty-two (1 sec. pause)

resource (1 sec. pause)

resource (15 sec. pause)

This is the correct spelling. (1 sec. pause)

r-e-s-o-u-r-c-e (1 sec. pause)

Number twenty-three (1 sec. pause)

evaluate (1 sec. pause)

evaluate (15 sec. pause)

This is the correct spelling. (1 sec. pause)

e-v-a-l-u-a-t-e (1 sec. pause)

Number twenty-four (1 sec. pause)

evacuate (1 sec. pause)

evacuate (15 sec. pause)

This is the correct spelling. (1 sec. pause)

e-v-a-c-u-a-t-e (1 sec. pause)

Number twenty-five (1 sec. pause)

tactics (1 sec. pause)

tactics (15 sec. pause)

This is the correct spelling. (1 sec. pause)

t-a-c-t-i-c-s (1 sec. pause)

Number twenty-six (1 sec. pause)

capture (1 sec. pause)
capture (15 sec. pause)
This is the correct spelling. (1 sec. pause)
c-a-p-t-u-r-e (1 sec. pause)

Number twenty-seven (1 sec. pause)

capability (1 sec. pause)
capability (15 sec. pause)
This is the correct spelling. (1 sec. pause)
c-a-p-a-b-i-l-i-t-y (1 sec. pause)

Number twenty-eight (1 sec. pause)

coordinate (1 sec. pause)
coordinate (15 sec. pause)
This is the correct spelling. (1 sec. pause)
c-o-o-r-d-i-n-a-t-e (1 sec. pause)

Number twenty-nine (1 sec. pause)

equipment (1 sec. pause)
equipment (15 sec. pause)
This is the correct spelling. (1 sec. pause)
e-q-u-i-p-m-e-n-t (1 sec. pause)

Number thirty (1 sec. pause)

official (1 sec. pause)
official (15 sec. pause)
This is the correct spelling. (1 sec. pause)
o-f-f-i-c-i-a-l (1 sec. pause)

This is the end of the Practice Exercise. Stop the tape and
ask the learning supervisor for the tape of the Lesson Test.

This is the Remediation Exercise for the 05C FBSEP Lesson
C-06.

Part One

Now that you have reviewed the spelling and syllabication of
each word, you are going to practice pronouncing the words.
Listen carefully to the pronunciation. Repeat the word.
Then listen again to see if your pronunciation is correct.
(1 sec. pause)

Remember, each word will be said once. You are to pronounce
it. Then the word will be repeated. (3 sec. pause)

Number one (1 sec. pause)

height (5 sec. pause)
height (1 sec. pause)

Number two (1 sec. pause)

appropriate (5 sec. pause)
appropriate (1 sec. pause)

Number three (1 sec. pause)

traffic (5 sec. pause)
traffic (1 sec. pause)

Number four (1 sec. pause)

resource (5 sec. pause)
resource (1 sec. pause)

Number five (1 sec. pause)

capture (5 sec. pause)
capture (1 sec. pause)

Number six (1 sec. pause)

official (5 sec. pause)
official (1 sec. pause)

Number seven (1 sec. pause)

equipment (5 sec. pause)
equipment (1 sec. pause)

Number eight (1 sec. pause)

evaluate (5 sec. pause)
evaluate (1 sec. pause)

Number nine (1 sec. pause)

frequency (5 sec. pause)
frequency (1 sec. pause)

Number ten (1 sec. pause)

effective (5 sec. pause)
effective (1 sec. pause)

Number eleven (1 sec. pause)

accounting (5 sec. pause)
accounting (1 sec. pause)

Number twelve (1 sec. pause)

adequate (5 sec. pause)
adequate (1 sec. pause)

Number thirteen (1 sec. pause)

request (5 sec. pause)
request (1 sec. pause)

Number fourteen (1 sec. pause)

receive (5 sec. pause)
receive (1 sec. pause)

Number fifteen (1 sec. pause)

assign (5 sec. pause)
assign (1 sec. pause)

Number sixteen (1 sec. pause)

priority (5 sec. pause)
priority (1 sec. pause)

Number seventeen (1 sec. pause)

coordinate (5 sec. pause)
coordinate (1 sec. pause)

Number eighteen (1 sec. pause)

capability (5 sec. pause)
capability (1 sec. pause)

Number nineteen (1 sec. pause)

tactics (5 sec. pause)
tactics (1 sec. pause)

Number twenty (1 sec. pause)

evacuate (5 sec. pause)
evacuate (1 sec. pause)

Number twenty-one (1 sec. pause)

preliminary (5 sec. pause)
preliminary (1 sec. pause)

Number twenty-two (1 sec. pause)

policy (5 sec. pause)
policy (1 sec. pause)

Number twenty-three (1 sec. pause)

necessity (5 sec. pause)
necessity (1 sec. pause)

Number twenty-four (1 sec. pause)

immediately (5 sec. pause)
immediately (1 sec. pause)

Number twenty-five (1 sec. pause)

effort (5 sec. pause)
effort (1 sec. pause)

Number twenty-six (1 sec. pause)

subsequent (5 sec. pause)
subsequent (1 sec. pause)

Number twenty-seven (1 sec. pause)

receipt (5 sec. pause)
receipt (1 sec. pause)

Number twenty-eight (1 sec. pause)

length (5 sec. pause)
length (1 sec. pause)

Number twenty-nine (1 sec. pause)

announce (5 sec. pause)
announce (1 sec. pause)

Number thirty (1 sec. pause)

artillery (5 sec. pause)
artillery (1 sec. pause)

This is the end of Part One. Keep the tape playing. It
will continue with Part Two. Have your pencil and paper
ready. (5 sec. pause)

(Note to narrator: Spell each word letter by letter.)

Part Two

Now you are going to hear each word twice. After the second time, write the word on a piece of paper. Then you will hear the spelling of the word. Correct your own paper.

(1 sec. pause)

Remember, each word will be said twice. You will have time to write it down. Then the correct spelling will be given.

(3 sec. pause)

Number one (1 sec. pause)

height (1 sec. pause)

height (15 sec. pause)

This is the correct spelling. (1 sec. pause)

h-e-i-g-h-t (1 sec. pause)

Number two (1 sec. pause)

appropriate (1 sec. pause)

appropriate (15 sec. pause)

This is the correct spelling. (1 sec. pause)

a-p-p-r-o-p-r-i-a-t-e (1 sec. pause)

Number three (1 sec. pause)

traffic (1 sec. pause)

traffic (15 sec. pause)

This is the correct spelling. (1 sec. pause)

t-r-a-f-f-i-c (1 sec. pause)

Number four (1 sec. pause)

resource (1 sec. pause)

resource (15 sec. pause)

This is the correct spelling. (1 sec. pause)

r-e-s-o-u-r-c-e (1 sec. pause)

Number five (1 sec. pause)

capture (1 sec. pause)
capture (15 sec. pause)
This is the correct spelling. (1 sec. pause)
c-a-p-t-u-r-e (1 sec. pause)

Number six (1 sec. pause)

official (1 sec. pause)
official (15 sec. pause)
This is the correct spelling. (1 sec. pause)
o-f-f-i-c-i-a-l (1 sec. pause)

Number seven (1 sec. pause)

equipment (1 sec. pause)
equipment (15 sec. pause)
This is the correct spelling. (1 sec. pause)
e-q-u-i-p-m-e-n-t (1 sec. pause)

Number eight (1 sec. pause)

evaluate (1 sec. pause)
evaluate (15 sec. pause)
This is the correct spelling. (1 sec. pause)
e-v-a-l-u-a-t-e (1 sec. pause)

Number nine (1 sec. pause)

frequency (1 sec. pause)
frequency (15 sec. pause)
This is the correct spelling. (1 sec. pause)
f-r-e-q-u-e-n-c-y (1 sec. pause)

Number ten (1 sec. pause)

effective (1 sec. pause)
effective (15 sec. pause)
This is the correct spelling. (1 sec. pause)
e-f-f-e-c-t-i-v-e (1 sec. pause)

Number eleven (1 sec. pause)

accounting (1 sec. pause)
accounting (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-c-c-o-u-n-t-i-n-g (1 sec. pause)

Number twelve (1 sec. pause)

adequate (1 sec. pause)

adequate (15 sec. pause)

This is the correct spelling. (1 sec. pause)

a-d-e-q-u-a-t-e (1 sec. pause)

Number thirteen (1 sec. pause)

request (1 sec. pause)

request (15 sec. pause)

This is the correct spelling. (1 sec. pause)

r-e-q-u-e-s-t (1 sec. pause)

Number fourteen (1 sec. pause)

receive (1 sec. pause)

receive (15 sec. pause)

This is the correct spelling. (1 sec. pause)

r-e-c-e-i-v-e (1 sec. pause)

Number fifteen (1 sec. pause)

assign (1 sec. pause)

assign (15 sec. pause)

This is the correct spelling. (1 sec. pause)

a-s-s-i-g-n (1 sec. pause)

Number sixteen (1 sec. pause)

priority (1 sec. pause)

priority (15 sec. pause)

This is the correct spelling. (1 sec. pause)

p-r-i-o-r-i-t-y (1 sec. pause)

Number seventeen (1 sec. pause)

coordinate (1 sec. pause)

coordinate (15 sec. pause)

This is the correct spelling. (1 sec. pause)

c-o-o-r-d-i-n-a-t-e (1 sec. pause)

Number eighteen (1 sec. pause)

capability (1 sec. pause)

capability (15 sec. pause)

This is the correct spelling. (1 sec. pause)

c-a-p-a-b-i-l-i-t-y (1 sec. pause)

Number nineteen (1 sec. pause)

tactics (1 sec. pause)
tactics (15 sec. pause)
This is the correct spelling. (1 sec. pause)
t-a-c-t-i-c-s (1 sec. pause)

Number twenty (1 sec. pause)

evacuate (1 sec. pause)
evacuate (15 sec. pause)
This is the correct spelling. (1 sec. pause)
e-v-a-c-u-a-t-e (1 sec. pause)

Number twenty-one (1 sec. pause)

preliminary (1 sec. pause)
preliminary (15 sec. pause)
This is the correct spelling. (1 sec. pause)
p-r-e-l-i-m-i-n-a-r-y (1 sec. pause)

Number twenty-two (1 sec. pause)

policy (1 sec. pause)
policy (15 sec. pause)
This is the correct spelling. (1 sec. pause)
p-o-l-i-c-y (1 sec. pause)

Number twenty-three (1 sec. pause)

necessity (1 sec. pause)
necessity (15 sec. pause)
This is the correct spelling. (1 sec. pause)
n-e-c-e-s-s-i-t-y (1 sec. pause)

Number twenty-four (1 sec. pause)

immediately (1 sec. pause)
immediately (15 sec. pause)
This is the correct spelling. (1 sec. pause)
i-m-m-e-d-i-a-t-e-l-y (1 sec. pause)

Number twenty-five (1 sec. pause)

effort (1 sec. pause)
effort (15 sec. pause)
This is the correct spelling. (1 sec. pause)
e-f-f-o-r-t (1 sec. pause)

Number twenty-six (1 sec. pause)

subsequent (1 sec. pause)

subsequent (15 sec. pause)

This is the correct spelling. (1 sec. pause)

s-u-b-s-e-q-u-e-n-t (1 sec. pause)

Number twenty-seven (1 sec. pause)

receipt (1 sec. pause)

receipt (15 sec. pause)

This is the correct spelling. (1 sec. pause)

r-e-c-e-i-p-t (1 sec. pause)

Number twenty-eight (1 sec. pause)

length (1 sec. pause)

length (15 sec. pause)

This is the correct spelling. (1 sec. pause)

l-e-n-g-t-h (1 sec. pause)

Number twenty-nine (1 sec. pause)

announce (1 sec. pause)

announce (15 sec. pause)

This is the correct spelling. (1 sec. pause)

a-n-n-o-u-n-c-e (1 sec. pause)

Number thirty (1 sec. pause)

artillery (1 sec. pause)

artillery (15 sec. pause)

This is the correct spelling. (1 sec. pause)

a-r-t-i-l-l-e-r-y (1 sec. pause)

This is the end of the Remediation Exercise. Stop the tape
and ask the learning supervisor for the tape of the Remediation Test.



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

STUDENT GUIDE

05C FBSEP LESSON C-07

SPELLING COMMONLY USED MILITARY WORDS

PREREQUISITE: C-05 and C-06

MATERIALS REQUIRED: Audio Tape

TYPE OF LESSON: Self paced

STUDENT GUIDE

05C FBSEP LESSON C-07

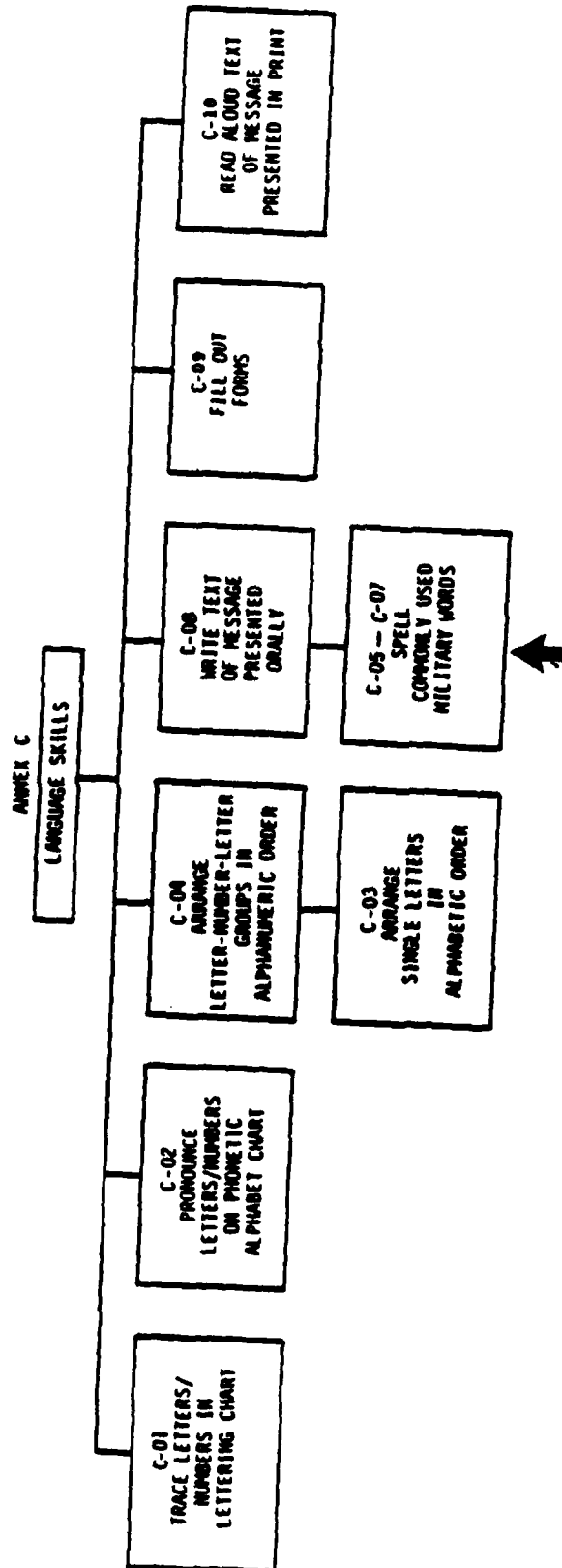
SPELLING COMMONLY USED MILITARY WORDS

INTRODUCTION

This lesson is one of a group of three lessons designed to help you learn to spell commonly used military words. You will often see, hear, or need to use these words as a radio teletype operator.

You will need the C-07 audio tape, a tape recorder, a pencil, and paper before you begin.

A lesson map showing this group of lessons is on the following page.



C-07 SG
05C FBSEP

OBJECTIVE: When you finish this lesson, you will be able to spell commonly used military words.

To learn to spell the words, you should:

1. Study the spelling of each word and its syllabication.
2. Pronounce each word.
3. Write each word.
4. Check the spelling of each word.

These are the spelling words that you will learn.

1. acknowledge	16. general
2. available	17. implement
3. civil	18. minimize
4. compromise	19. mobile
5. consider	20. multiple
6. cryptographic	21. negative
7. curtail	22. originate
8. deficient	23. platoon
9. deployment	24. receptacle
10. designated	25. relevant
11. device	26. replacement
12. eliminate	27. response
13. employ	28. routine
14. express	29. usefulness
15. forfeiture	30. weather

PRESENTATION

You are asked to spell thirty commonly used military words in this lesson. Learning to spell new words can be difficult, but here are some steps which will help you.

STEP 1: Study the spelling of each word and its syllabication.

When you study a word, look for letter combinations (sh, ou, pr) or double letters (ee, bb, oo). Look at the beginning letters and/or prefix (un, re, anti). Look at the ending letters and/or suffix (able, ic, er). Also, see if the word is made up of two or more words (typewriter, notwithstanding) or contains a familiar word.

Study the syllabication of the word. Syllabication means the division of words into syllables. Each syllable represents a vowel sound.

Seeing a word divided into syllables will help you learn to spell the word, to pronounce the word, and to divide the word at the end of a line of type.

(One letter is never left at the end of a line even though it represents a syllable).

Now study the spelling of the words and how they are divided into syllables.

1. acknowledge	ac-knowl-edge
2. available	a-vail-a-ble
3. civil	civ-il
4. compromise	com-pro-mise
5. consider	con-sid-er
6. cryptographic	crypt-to-graph-ic
7. curtail	cur-tail
8. deficient	de-fi-cient
9. deployment	de-plot-ment
10. designated	des-ig-nat-ed
11. device	de-vice
12. eliminate	e-lim-i-nate
13. employ	em-ploy
14. express	ex-press
15. forfeiture	for-fei-ture
16. general	gen-er-al
17. implement	im-ple-ment
18. minimize	min-i-mize
19. mobile	mo-bile
20. multiple	mul-ti-ple
21. negative	neg-a-tive
22. originate	o-rig-i-nate
23. platoon	pla-toon
24. receptacle	re-cep-ta-cle
25. relevant	rel-e-vant
26. replacement	re-place-ment
27. response	re-sponse
28. routine	rou-tine
29. usefulness	use-ful-ness
30. weather	weath-er

STEP 2: Pronounce each word.

Say the word aloud to yourself. Correct pronunciation is often the key to correct spelling. During Part One of the Practice Exercise, you will practice pronouncing the words.

STEP 3: Write each word.

You will have to use many of these words when writing a message. Writing a word is a good way to remember how to spell it. For example, someone has probably asked you how to spell a word and you have had to write it first before giving him/her the spelling. During Part Two of the Practice Exercise, you will practice writing the words.

STEP 4: Check the spelling of each word.

After you have written the word, check the spelling. During Part Two of the Practice Exercise, you will hear the correct spelling of the words after you write them.

SUMMARY AND PRACTICE

Review the commonly used military words in the Presentation. Also, review the steps which will help you learn to spell them.

STEP 1: Study the spelling of each word and its syllabication.

STEP 2: Pronounce each word.

STEP 3: Write each word.

STEP 4: Check the spelling of each word.

The Practice Exercise and the Answers to Practice Exercise are on tape.

Take as much time as you need to study the words. When you feel that you are ready, ask the learning supervisor for the tape of the Lesson Test.

PRACTICE EXERCISE

The instructions for the Practice Exercise are on tape.

Use your own pencil and paper. Start the tape.

ANSWERS TO PRACTICE EXERCISE

The words are spelled for you on the tape.

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EXPLANATIONS FOR PRACTICE EXERCISE

If you misspelled any words on the Practice Exercise, restudy them. The words are listed in the Presentation section.

OBTAIN TAPE OF LESSON TEST FROM LEARNING SUPERVISOR

C-07 SG
05C FBSEP

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REMEDIATION

Review the spelling of the commonly used military words found in the Presentation section of the Student Guide before you do the Remediation Exercise. Spend more time on those words which are difficult for you.

Also, review the steps listed below. These steps will help you spell the words.

STEP 1: Study the spelling of each word and its syllabication.

STEP 2: Pronounce each word.

STEP 3: Write each word.

STEP 4: Check the spelling of each word.

When you successfully complete the Remediation Exercise, ask the learning supervisor for the tape of the Remediation Test.

REMEDIATION EXERCISE

The instructions for the Remediation Exercise are on tape.

Use your own paper and pencil. Start the tape.

ANSWERS TO REMEDIATION EXERCISE

The words are spelled for you on the tape.

EXPLANATIONS FOR REMEDIATION EXERCISE

If you misspelled any words on the Remediation Exercise, restudy them before asking for the Remediation Test.

The words are listed in the Presentation section of the Student Guide.

OBTAIN TAPE OF REMEDIATION TEST FROM LEARNING SUPERVISOR

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ANSWER KEY FOR REMEDIATION TEST C-07

This answer key contains the correct responses for Remediation Test C-07. Students must correctly spell 26 of the 30 words to pass this test.

1. usefulness	16. multiple
2. weather	17. negative
3. employ	18. originate
4. express	19. platoon
5. forfeiture	20. general
6. response	21. implement
7. routine	22. minimize
8. receptacle	23. mobile
9. relevant	24. compromise
10. replacement	25. consider
11. cryptographic	26. deficient
12. curtail	27. deployment
13. acknowledge	28. designated
14. available	29. device
15. civil	30. eliminate

ANSWER KEY FOR LESSON TEST C-07

This answer key contains the correct responses for the Lesson Test C-07. Students must correctly spell 26 of the 30 words to pass this test.

1. response	16. acknowledge
2. routine	17. available
3. usefulness	18. civil
4. weather	19. deficient
5. employ	20. deployment
6. express	21. designated
7. forfeiture	22. device
8. general	23. eliminate
9. implement	24. multiple
10. minimize	25. negative
11. mobile	26. originate
12. compromise	27. platoon
13. consider	28. receptacle
14. cryptographic	29. relevant
15. curtail	30. replacement

LESSON TEST FOR C-07

You will need some paper and a pencil and an audio tape to do this Lesson Test. You will be tested on the 30 words you learned to spell in this lesson. You must correctly spell 26 of the 30 words to pass the test. Write the words on a separate sheet of paper. DO NOT WRITE ON THIS TEST. When you are ready to begin, start the tape.

REMEDICATION TEST FOR C-07

You will need some paper and a pencil and an audio tape to do this Remediation Test. You will be tested on the 30 words you learned to spell in this lesson. You must correctly spell 26 of the 30 words to pass this test. Write the words on a separate sheet of paper. DO NOT WRITE ON THIS TEST. When you are ready to begin, start the tape.



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

STUDENT GUIDE AUDIO TAPE SCRIPT

05C FBSEP LESSON C-07

SPELLING COMMONLY USED MILITARY WORDS

This is the Practice Exercise for the 05C FBSEP Lesson C-07.

Part One

Now that you have studied the spelling and syllabication of each of the thirty words in this lesson, you are going to practice pronouncing the words. Listen carefully to the pronunciation. Repeat the word. Then listen again to check if your pronunciation is correct. (1 sec. pause)

Remember, each word will be said once. You are to pronounce it. Then the word will be repeated. (3 sec. pause)

Number one (1 sec. pause)

acknowledge (5 sec. pause)
acknowledge (1 sec. pause)

Number two (1 sec. pause)

available (5 sec. pause)
available (1 sec. pause)

Number three (1 sec. pause)

civil (5 sec. pause)
civil (1 sec. pause)

Number four (1 sec. pause)

compromise (5 sec. pause)
compromise (1 sec. pause)

Number five (1 sec. pause)

consider (5 sec. pause)
consider (1 sec. pause)

Number six (1 sec. pause)

cryptographic (5 sec. pause)
cryptographic (1 sec. pause)

Number seven (1 sec. pause)

curtail (5 sec. pause)
curtail (1 sec. pause)

Number eight (1 sec. pause)

deficient (5 sec. pause)
deficient (1 sec. pause)

Number nine (1 sec. pause)

deployment (5 sec. pause)
deployment (1 sec. pause)

Number ten (1 sec. pause)

designated (5 sec. pause)
designated (1 sec. pause)

Number eleven (1 sec. pause)

device (5 sec. pause)
device (1 sec. pause)

Number twelve (1 sec. pause)

eliminate (5 sec. pause)
eliminate (1 sec. pause)

Number thirteen (1 sec. pause)

employ (5 sec. pause)
employ (1 sec. pause)

Number fourteen (1 sec. pause)

express (5 sec. pause)
express (1 sec. pause)

Number fifteen (1 sec. pause)

forfeiture (5 sec. pause)
forfeiture (1 sec. pause)

Number sixteen (1 sec. pause)

general (5 sec. pause)
general (1 sec. pause)

Number seventeen (1 sec. pause)

implement (5 sec. pause)
implement (1 sec. pause)

Number eighteen (1 sec. pause)

minimize (5 sec. pause)
minimize (1 sec. pause)

Number nineteen (1 sec. pause)

mobile (5 sec. pause)
mobile (1 sec. pause)

Number twenty (1 sec. pause)

multiple (5 sec. pause)
multiple (1 sec. pause)

Number twenty-one (1 sec. pause)

negative (5 sec. pause)
negative (1 sec. pause)

Number twenty-two (1 sec. pause)

originate (5 sec. pause)
originate (1 sec. pause)

Number twenty-three (1 sec. pause)

platoon (5 sec. pause)
platoon (1 sec. pause)

Number twenty-four (1 sec. pause)

receptacle (5 sec. pause)
receptacle (1 sec. pause)

Number twenty-five (1 sec. pause)

relevant (5 sec. pause)
relevant (1 sec. pause)

Number twenty-six (1 sec. pause)

replacement (5 sec. pause)
replacement (1 sec. pause)

Number twenty-seven (1 sec. pause)

response (5 sec. pause)
response (1 sec. pause)

Number twenty-eight (1 sec. pause)

routine (5 sec. pause)
routine (1 sec. pause)

Number twenty-nine (1 sec. pause)

usefulness (5 sec. pause)
usefulness (1 sec. pause)

Number thirty (1 sec. pause)

weather (5 sec. pause)
weather (1 sec. pause)

This is the end of Part One. Keep the tape playing. It will
continue with Part Two. Have your pencil and paper ready.

(5 sec. pause)

(Note to narrator: Spell each word letter by letter.)

Part Two

Now you are going to hear each word twice. After the second time, write the word on a piece of paper. Then you will hear the spelling of the word. Correct your own paper. (1 sec. pause)

Remember, each word will be said twice. You will have time to write it down. Then the correct spelling will be given. (3 sec. pause)

Number one (1 sec. pause)

acknowledge (1 sec. pause)
acknowledge (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-c-k-n-o-w-l-e-d-g-e (1 sec. pause)

Number two (1 sec. pause)

available (1 sec. pause)
available (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-v-a-i-l-a-b-l-e (1 sec. pause)

Number three (1 sec. pause)

civil (1 sec. pause)
civil (15 sec. pause)
This is the correct spelling. (1 sec. pause)
c-i-v-i-l (1 sec. pause)

Number four (1 sec. pause)

compromise (1 sec. pause)
compromise (15 sec. pause)
This is the correct spelling. (1 sec. pause)
c-o-m-p-r-o-m-i-s-e (1 sec. pause)

Number five (1 sec. pause)

consider (1 sec. pause)
consider (15 sec. pause)
This is the correct spelling. (1 sec. pause)
c-o-n-s-i-d-e-r (1 sec. pause)

Number six (1 sec. pause)

cryptographic (1 sec. pause)
cryptographic (15 sec. pause)
This is the correct spelling. (1 sec. pause)
c-r-y-p-t-o-g-r-a-p-h-i-c (1 sec. pause)

Number seven (1 sec. pause)

curtail (1 sec. pause)
curtail (15 sec. pause)
This is the correct spelling. (1 sec. pause)
c-u-r-t-a-i-l (1 sec. pause)

Number eight (1 sec. pause)

deficient (1 sec. pause)
deficient (15 sec. pause)
This is the correct spelling. (1 sec. pause)
d-e-f-i-c-i-e-n-t (1 sec. pause)

Number nine (1 sec. pause)

deployment (1 sec. pause)
deployment (15 sec. pause)
This is the correct spelling. (1 sec. pause)
d-e-p-l-o-y-m-e-n-t (1 sec. pause)

Number ten (1 sec. pause)

designated (1 sec. pause)

designated (15 sec. pause)

This is the correct spelling. (1 sec. pause)

d-e-s-i-g-n-a-t-e-d (1 sec. pause)

Number eleven (1 sec. pause)

device (1 sec. pause)

device (15 sec. pause)

This is the correct spelling. (1 sec. pause)

d-e-v-i-c-e (1 sec. pause)

Number twelve (1 sec. pause)

eliminate (1 sec. pause)

eliminate (15 sec. pause)

This is the correct spelling. (1 sec. pause)

e-l-i-m-i-n-a-t-e (1 sec. pause)

Number thirteen (1 sec. pause)

employ (1 sec. pause)

employ (15 sec. pause)

This is the correct spelling. (1 sec. pause)

e-m-p-l-o-y (1 sec. pause)

Number fourteen (1 sec. pause)

express (1 sec. pause)

express (15 sec. pause)

This is the correct spelling. (1 sec. pause)

e-x-p-r-e-s-s (1 sec. pause)

Number fifteen (1 sec. pause)

forfeiture (1 sec. pause)

forfeiture (15 sec. pause)

This is the correct spelling. (1 sec. pause)

f-o-r-f-e-i-t-u-r-e (1 sec. pause)

Number sixteen (1 sec. pause)

general (1 sec. pause)

general (15 sec. pause)

This is the correct spelling. (1 sec. pause)

g-e-n-e-r-a-l (1 sec. pause)

Number seventeen (1 sec. pause)

implement (1 sec. pause)

implement (15 sec. pause)

This is the correct spelling. (1 sec. pause)

i-m-p-l-e-m-e-n-t (1 sec. pause)

Number eighteen (1 sec. pause)

minimize (1 sec. pause)

minimize (15 sec. pause)

This is the correct spelling. (1 sec. pause)

m-i-n-i-m-i-z-e (1 sec. pause)

Number nineteen (1 sec. pause)

mobile (1 sec. pause)

mobile (15 sec. pause)

This is the correct spelling. (1 sec. pause)

m-o-b-i-l-e (1 sec. pause)

Number twenty (1 sec. pause)

multiple (1 sec. pause)

multiple (15 sec. pause)

This is the correct spelling. (1 sec. pause)

m-u-l-t-i-p-l-e (1 sec. pause)

Number twenty-one (1 sec. pause)

negative (1 sec. pause)

negative (15 sec. pause)

This is the correct spelling. (1 sec. pause)

n-e-g-a-t-i-v-e (1 sec. pause)

Number twenty-two (1 sec. pause)

originate (1 sec. pause)
originate (15 sec. pause)
This is the correct spelling. (1 sec. pause)
o-r-i-g-i-n-a-t-e (1 sec. pause)

Number twenty-three (1 sec. pause)

platoon (1 sec. pause)
platoon (15 sec. pause)
This is the correct spelling. (1 sec. pause)
p-l-a-t-o-o-n (1 sec. pause)

Number twenty-four (1 sec. pause)

receptacle (1 sec. pause)
receptacle (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-c-e-p-t-a-c-l-e (1 sec. pause)

Number twenty-five (1 sec. pause)

relevant (1 sec. pause)
relevant (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-l-e-v-a-n-t (1 sec. pause)

Number twenty-six (1 sec. pause)

replacement (1 sec. pause)
replacement (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-p-l-a-c-e-m-e-n-t (1 sec. pause)

Number twenty-seven (1 sec. pause)

response (1 sec. pause)
response (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-s-p-o-n-s-e (1 sec. pause)

Number twenty-eight (1 sec. pause)

routine (1 sec. pause)

routine (15 sec. pause)

This is the correct spelling. (1 sec. pause)

r-o-u-t-i-n-e (1 sec. pause)

Number twenty-nine (1 sec. pause)

usefulness (1 sec. pause)

usefulness (15 sec. pause)

This is the correct spelling. (1 sec. pause)

u-s-e-f-u-l-n-e-s-s (1 sec. pause)

Number thirty (1 sec. pause)

weather (1 sec. pause)

weather (15 sec. pause)

This is the correct spelling. (1 sec. pause)

w-e-a-t-h-e-r (1 sec. pause)

This is the end of the Practice Exercise. Stop the tape and
ask the learning supervisor for the tape of the Lesson Test.

This is the Remediation Exercise for the 05C FBSEP Lesson
C-07.

Part One

Now that you have reviewed the spelling and syllabication of each of the thirty words in this lesson, you are going to practice pronouncing the words. Listen carefully to the pronunciation. Repeat the word. Then listen again to check if your pronunciation is correct. (1 sec. pause)

Remember, each word will be said once. You are to pronounce it. Then the word will be repeated. (3 sec. pause)

Number one (1 sec. pause)

multiple (5 sec. pause)
multiple (1 sec. pause)

Number two (1 sec. pause)

negative (5 sec. pause)
negative (1 sec. pause)

Number three (1 sec. pause)

originate (5 sec. pause)
originate (1 sec. pause)

Number four (1 sec. pause)

platoon (5 sec. pause)
platoon (1 sec. pause)

Number five (1 sec. pause)

receptacle (5 sec. pause)
receptacle (1 sec. pause)

Number six (1 sec. pause)

relevant (5 sec. pause)
relevant (1 sec. pause)

Number seven (1 sec. pause)

replacement (5 sec. pause)
replacement (1 sec. pause)

Number eight (1 sec. pause)

response (5 sec. pause)
response (1 sec. pause)

Number nine (1 sec. pause)

routine (5 sec. pause)
routine (1 sec. pause)

Number ten (1 sec. pause)

usefulness (5 sec. pause)
usefulness (1 sec. pause)

Number eleven (1 sec. pause)

weather (5 sec. pause)
weather (1 sec. pause)

Number twelve (1 sec. pause)

employ (5 sec. pause)
employ (1 sec. pause)

Number thirteen (1 sec. pause)

express (5 sec. pause)
express (1 sec. pause)

Number fourteen (1 sec. pause)

forfeiture (5 sec. pause)
forfeiture (1 sec. pause)

Number fifteen (1 sec. pause)

general (5 sec. pause)
general (1 sec. pause)

Number sixteen (1 sec. pause)

implement (5 sec. pause)
implement (1 sec. pause)

Number seventeen (1 sec. pause)

minimize (5 sec. pause)
minimize (1 sec. pause)

Number eighteen (1 sec. pause)

mobile (5 sec. pause)
mobile (1 sec. pause)

Number nineteen (1 sec. pause)

acknowledge (5 sec. pause)
acknowledge (1 sec. pause)

Number twenty (1 sec. pause)

available (5 sec. pause)
available (1 sec. pause)

Number twenty-one (1 sec. pause)

civil (5 sec. pause)
civil (1 sec. pause)

Number twenty-two (1 sec. pause)

compromise (5 sec. pause)
compromise (1 sec. pause)

Number twenty-three (1 sec. pause)

consider (5 sec. pause)
consider (1 sec. pause)

Number twenty-four (1 sec. pause)

cryptographic (5 sec. pause)
cryptographic (1 sec. pause)

Number twenty-five (1 sec. pause)

curtail (5 sec. pause)
curtail (1 sec. pause)

Number twenty-six (1 sec. pause)

deficient (5 sec. pause)
deficient (1 sec. pause)

Number twenty-seven (1 sec. pause)

deployment (5 sec. pause)
deployment (1 sec. pause)

Number twenty-eight (1 sec. pause)

designated (5 sec. pause)
designated (1 sec. pause)

Number twenty-nine (1 sec. pause)

device (5 sec. pause)
device (1 sec. pause)

Number thirty (1 sec. pause)

eliminate (5 sec. pause)
eliminate (1 sec. pause)

This is the end of Part One. Keep the tape playing. It will
continue with Part Two. Have your pencil and paper ready.

(5 sec. pause)

C-07 SGAT
05C FBSEP

(Note to narrator: Spell each word letter by letter.)

Part Two

Now you are going to hear each word twice. After the second time, write the word on a piece of paper. Then you will hear the spelling of the word. Correct your own paper. (1 sec. pause)

Remember, each word will be said twice. You will have time to write it down. Then the correct spelling will be given. (3 sec. pause)

Number one (1 sec. pause)

multiple (1 sec. pause)
multiple (15 sec. pause)
This is the correct spelling. (1 sec. pause)
m-u-l-t-i-p-l-e (1 sec. pause)

Number two (1 sec. pause)

negative (1 sec. pause)
negative (15 sec. pause)
This is the correct spelling. (1 sec. pause)
n-e-g-a-t-i-v-e (1 sec. pause)

Number three (1 sec. pause)

originate (1 sec. pause)
originate (15 sec. pause)
This is the correct spelling. (1 sec. pause)
o-r-i-g-i-n-a-t-e (1 sec. pause)

Number four (1 sec. pause)

platoon (1 sec. pause)
platoon (15 sec. pause)
This is the correct spelling. (1 sec. pause)
p-l-a-t-o-o-n (1 sec. pause)

Number five (1 sec. pause)

receptacle (1 sec. pause)
receptacle (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-c-e-p-t-a-c-l-e (1 sec. pause)

Number six (1 sec. pause)

relevant (1 sec. pause)
relevant (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-l-e-v-a-n-t (1 sec. pause)

Number seven (1 sec. pause)

replacement (1 sec. pause)
replacement (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-p-l-a-c-e-m-e-n-t (1 sec. pause)

Number eight (1 sec. pause)

response (1 sec. pause)
response (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-e-s-p-o-n-s-e (1 sec. pause)

Number nine (1 sec. pause)

routine (1 sec. pause)
routine (15 sec. pause)
This is the correct spelling. (1 sec. pause)
r-o-u-t-i-n-e (1 sec. pause)

Number ten (1 sec. pause)

usefulness (1 sec. pause)
usefulness (15 sec. pause)
This is the correct spelling. (1 sec. pause)
u-s-e-f-u-l-n-e-s-s (1 sec. pause)

Number eleven (1 sec. pause)

weather (1 sec. pause)
weather (15 sec. pause)
This is the correct spelling. (1 sec. pause)
w-e-a-t-h-e-r (1 sec. pause)

Number twelve (1 sec. pause)

eliminate (1 sec. pause)
eliminate (15 sec. pause)
This is the correct spelling. (1 sec. pause)
e-l-i-m-i-n-a-t-e (1 sec. pause)

Number thirteen (1 sec. pause)

employ (1 sec. pause)
employ (15 sec. pause)
This is the correct spelling. (1 sec. pause)
e-m-p-l-o-y (1 sec. pause)

Number fourteen (1 sec. pause)

express (1 sec. pause)
express (15 sec. pause)
This is the correct spelling. (1 sec. pause)
e-x-p-r-e-s-s (1 sec. pause)

Number fifteen (1 sec. pause)

forfeiture (1 sec. pause)
forfeiture (15 sec. pause)
This is the correct spelling. (1 sec. pause)
f-o-r-f-e-i-t-u-r-e (1 sec. pause)

Number sixteen (1 sec. pause)

general (1 sec. pause)
general (15 sec. pause)
This is the correct spelling. (1 sec. pause)
g-e-n-e-r-a-l (1 sec. pause)

Number seventeen (1 sec. pause)

implement (1 sec. pause)
implement (15 sec. pause)
This is the correct spelling. (1 sec. pause)
i-m-p-l-e-m-e-n-t (1 sec. pause)

Number eighteen (1 sec. pause)

minimize (1 sec. pause)
minimize (15 sec. pause)
This is the correct spelling. (1 sec. pause)
m-i-n-i-m-i-z-e (1 sec. pause)

Number nineteen (1 sec. pause)

mobile (1 sec. pause)
mobile (15 sec. pause)
This is the correct spelling. (1 sec. pause)
m-o-b-i-l-e (1 sec. pause)

Number twenty (1 sec. pause)

acknowledge (1 sec. pause)
acknowledge (15 sec. pause)
This is the correct spelling (1 sec. pause)
a-c-k-n-o-w-l-e-d-g-e (1 sec. pause)

Number twenty-one (1 sec. pause)

available (1 sec. pause)
available (15 sec. pause)
This is the correct spelling. (1 sec. pause)
a-v-a-i-l-a-b-l-e (1 sec. pause)

Number twenty-two (1 sec. pause)

civil (1 sec. pause)

civil (15 sec. pause)

This is the correct spelling. (1 sec. pause)

c-i-v-i-l (1 sec. pause)

Number twenty-three (1 sec. pause)

compromise (1 sec. pause)

compromise (15 sec. pause)

This is the correct spelling. (1 sec. pause)

c-o-m-p-r-o-m-i-s-e (1 sec. pause)

Number twenty-four (1 sec. pause)

consider (1 sec. pause)

consider (15 sec. pause)

This is the correct spelling. (1 sec. pause)

c-o-n-s-i-d-e-r (1 sec. pause)

Number twenty-five (1 sec. pause)

cryptographic (1 sec. pause)

cryptographic (15 sec. pause)

This is the correct spelling. (1 sec. pause)

c-r-y-p-t-o-g-r-a-p-h-i-c (1 sec. pause)

Number twenty-six (1 sec. pause)

curtail (1 sec. pause)

curtail (15 sec. pause)

This is the correct spelling. (1 sec. pause)

c-u-r-t-a-i-l (1 sec. pause)

Number twenty-seven (1 sec. pause)

deficient (1 sec. pause)

deficient (15 sec. pause)

This is the correct spelling. (1 sec. pause)

d-e-f-i-c-i-e-n-t (1 sec. pause)

Number twenty-eight (1 sec. pause)

deployment (1 sec. pause)
deployment (15 sec. pause)
This is the correct spelling. (1 sec. pause)
d-e-p-l-o-y-m-e-n-t (1 sec. pause)

Number twenty-nine (1 sec. pause)

designated (1 sec. pause)
designated (15 sec. pause)
This is the correct spelling. (1 sec. pause)
d-e-s-i-g-n-a-t-e-d (1 sec. pause)

Number thirty (1 sec. pause)

device (1 sec. pause)
device (15 sec. pause)
This is the correct spelling. (1 sec. pause)
d-e-v-i-c-e (1 sec. pause)

This is the end of the Remediation Exercise. Stop the tape
and ask the learning supervisor for the tape of the Remediation Test.



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

LESSON TEST AUDIO TAPE SCRIPT

05C FBSEP LESSON C-07

SPELLING COMMONLY USED MILITARY WORDS

This is the Lesson Test C-07. You will need a piece of paper and a pencil. You will be tested on the thirty words you learned to spell in this lesson. You must correctly spell twenty-six of the thirty words to pass this test.

(1 sec. pause)

Remember, this is a spelling test. You will hear each word twice. Then you will be given time to write it.

(3 sec. pause)

Number one (1 sec. pause)

response (1 sec. pause)
response (15 sec. pause)

Number two (1 sec. pause)

routine (1 sec. pause)
routine (15 sec. pause)

Number three (1 sec. pause)

usefulness (1 sec. pause)
usefulness (15 sec. pause)

Number four (1 sec. pause)

weather (1 sec. pause)
weather (15 sec. pause)

Number five (1 sec. pause)

employ (1 sec. pause)
employ (1 sec. pause)

Number six (1 sec. pause)

express (1 sec. pause)
express (15 sec. pause)

Number seven (1 sec. pause)

forfeiture (1 sec. pause)
forfeiture (15 sec. pause)

Number eight (1 sec. pause)

general (1 sec. pause)
general (15 second pause)

Number nine (1 sec. pause)

implement (1 sec. pause)
implement (15 sec. pause)

Number ten (1 sec. pause)

minimize (1 sec. pause)
minimize (15 sec. pause)

Number eleven (1 sec. pause)

mobile (1 sec. pause)
mobile (15 sec. pause)

Number twelve (1 sec. pause)

compromise (1 sec. pause)
compromise (15 sec. pause)

Number thirteen (1 sec. pause)

consider (1 sec. pause)
consider (15 sec. pause)

Number fourteen (1 sec. pause)

cryptographic (1 sec. pause)
cryptographic (15 sec. pause)

Number fifteen (1 sec. pause)

curtail (1 sec. pause)
curtail (15 sec. pause)

Number sixteen (1 sec. pause)

acknowledge (1 sec. pause)
acknowledge (15 sec. pause)

Number seventeen (1 sec. pause)

available (1 sec. pause)
available (15 sec. pause)

Number eighteen (1 sec. pause)

civil (1 sec. pause)
civil (15 sec. pause)

Number nineteen (1 sec. pause)

deficient (1 sec. pause)
deficient (15 sec. pause)

Number twenty (1 sec. pause)

deployment (1 sec. pause)
deployment (15 sec. pause)

Number twenty-one (1 sec. pause)

designated (1 sec. pause)
designated (15 sec. pause)

Number twenty-two (1 sec. pause)

device (1 sec. pause)
device (15 sec. pause)

Number twenty-three (1 sec. pause)

eliminate (1 sec. pause)
eliminate (15 sec. pause)

Number twenty-four (1 sec. pause)

multiple (1 sec. pause)
multiple (15 sec. pause)

Number twenty-five (1 sec. pause)

negative (1 sec. pause)
negative (15 sec. pause)

Number twenty-six (1 sec. pause)

originate (1 sec. pause)
originate (15 sec. pause)

Number twenty-seven (1 sec. pause)

platoon (1 sec. pause)
platoon (15 sec. pause)

Number twenty-eight (1 sec. pause)

receptacle (1 sec. pause)
receptacle (15 sec. pause)

Number twenty-nine (1 sec. pause)

relevant (1 sec. pause)
relevant (15 sec. pause)

Number thirty (1 sec. pause)

replacement (1 sec. pause)
replacement (15 sec. pause)

This is the end of the Lesson Test C-07. Stop the tape and
return your answer sheet to the learning supervisor.



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

REMEDICATION TEST AUDIO TAPE SCRIPT

05C FBSEP LESSON C-07

SPELLING COMMONLY USED MILITARY WORDS

This is the Remediation Test for C-07. You will need a piece of paper and a pencil. You will be tested on the thirty words you learned to spell in this lesson. You must correctly spell 26 of the 30 words to pass this test.

(1 sec. pause)

Remember, this is a spelling test. You will hear each word twice. Then you will be given time to write it.

(3 sec. pause)

Number one (1 sec. pause)

usefulness (1 sec. pause)
usefulness (15 sec. pause)

Number two (1 sec. pause)

weather (1 sec. pause)
weather (15 sec. pause)

Number three (1 sec. pause)

employ (1 sec. pause)
employ (15 sec. pause)

Number four (1 sec. pause)

express (1 sec. pause)
express (15 sec. pause)

Number five (1 sec. pause)

forfeiture (1 sec. pause)
forfeiture (15 sec. pause)

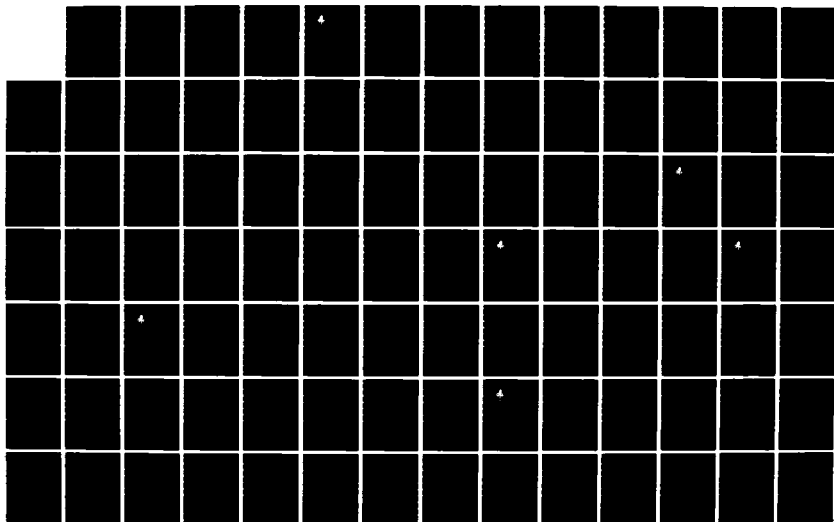
AD-A130 237

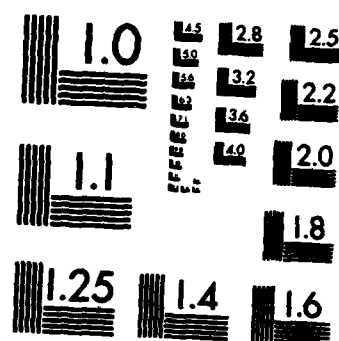
INSTRUMENTATION FOR PROTECTIVE STRUCTURES TESTING(U)
BALLISTIC MISSILE OFFICE NORTON AFB CA J V QUINTANA
29 JUN 83 BMO-82-062

4/6

UNCLASSIFIED

F/G 13/13 NL





MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

Number six (1 sec. pause)

response (1 sec. pause)
response (15 sec. pause)

Number seven (1 sec. pause)

routine (1 sec. pause)
routine (15 sec. pause)

Number eight (1 sec. pause)

receptacle (1 sec. pause)
receptacle (15 sec. pause)

Number nine (1 sec. pause)

relevant (1 sec. pause)
relevant (15 sec. pause)

Number ten (1 sec. pause)

replacement (1 sec. pause)
replacement (15 sec. pause)

Number eleven (1 sec. pause)

cryptographic (1 sec. pause)
cryptographic (15 sec. pause)

Number twelve (1 sec. pause)

curtail (1 sec. pause)
curtail (15 sec. pause)

Number thirteen (1 sec. pause)

acknowledge (1 sec. pause)
acknowledge (15 sec. pause)

Number fourteen (1 sec. pause)

available (1 sec. pause)
available (15 sec. pause)

Number fifteen (1 sec. pause)

civil (1 sec. pause)
civil (15 sec. pause)

Number sixteen (1 sec. pause)

multiple (1 sec. pause)
multiple (15 sec. pause)

Number seventeen (1 sec. pause)

negative (1 sec. pause)
negative (15 sec. pause)

Number eighteen (1 sec. pause)

originate (1 sec. pause)
originate (15 sec. pause)

Number nineteen (1 sec. pause)

platoon (1 sec. pause)
platoon (15 sec. pause)

Number twenty (1 sec. pause)

general (1 sec. pause)
general (15 sec. pause)

Number twenty-one (1 sec. pause)

implement (1 sec. pause)
implement (15 sec. pause)

Number twenty-two (1 sec. pause)

minimize (1 sec. pause)
minimize (15 sec. pause)

Number twenty-three (1 sec. pause)

mobile (1 sec. pause)
mobile (15 sec. pause)

Number twenty-four (1 sec. pause)

compromise (1 sec. pause)
compromise (15 sec. pause)

Number twenty-five (1 sec. pause)

consider (1 sec. pause)
consider (15 sec. pause)

Number twenty-six (1 sec. pause)

deficient (1 sec. pause)
deficient (15 sec. pause)

Number twenty-seven (1 sec. pause)

deployment (1 sec. pause)
deployment (15 sec. pause)

Number twenty-eight (1 sec. pause)

designated (1 sec. pause)
designated (15 sec. pause)

Number twenty-nine (1 sec. pause)

device (1 sec. pause)
device (15 sec. pause)

Number thirty (1 sec. pause)

eliminate (1 sec. pause)
eliminate (15 sec. pause)

This is the end of the Remediation Test C-07. Stop the tape
and return your answer sheet to the learning supervisor.



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

STUDENT GUIDE

05C FBSEP LESSON C-08

PRINTING TEXT OF MESSAGE PRESENTED ORALLY

PREREQUISITE: None

MATERIALS REQUIRED: Audio Tape

TYPE OF LESSON: Self paced

STUDENT GUIDE

FBSEP LESSON C-08

PRINTING TEXT OF MESSAGE PRESENTED ORALLY

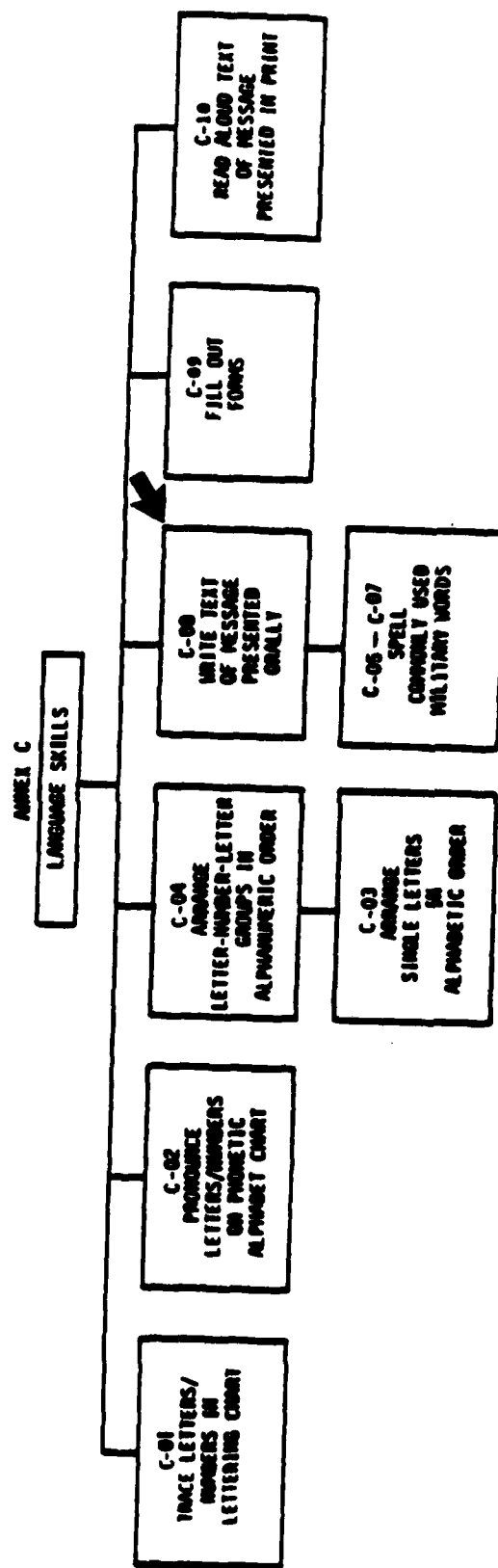
INTRODUCTION

During this lesson, you will be printing the text (the main part or body) of brief messages that you hear on a tape.

All messages must be easy to read and understand. Therefore, messages are printed, not written in cursive.

The map on the following page shows lessons concerned with the language skills needed in the 05C FBSEP Course. Having these skills will increase your chances of succeeding in the course. The arrow points to this lesson.

This Student Guide contains information which will help you to print oral messages exactly as you hear them.



OBJECTIVE: When you finish this lesson, you will be able to print the text of an oral message.

To print the text of a message presented orally, you should:

1. Listen carefully.
2. Print each word clearly in capital letters and make punctuation marks.
3. Listen again and check for errors.
4. Make necessary corrections.

PRESENTATION

Before you listen to the messages on tape, you need to study each of the following steps. These steps will help you print the messages that you hear.

STEP 1: Listen carefully.

Since you have to print exactly what you hear, you need to be very attentive. The messages in this lesson are made up of one or more short sentences. Each message contains about 10 to 20 words.

The articles - a, an, and the - are usually omitted from messages. Often the sentences of a message begin with a verb, making them more direct and to the point. Words are chosen carefully to avoid confusion. If any confusion could result from a word, the word is spelled. Words that sound the same as other words, but are spelled differently, would be spelled out if confusion could result (e.g., knight - night, four - for, to - too - two).

No contractions are used (e.g., don't, can't, they'll).

Messages also contain punctuation when it is necessary to the sense of a message. The punctuation mark will be spoken where it is needed.

During the Practice Exercise, you will hear the words and punctuation on the tape.

STEP 2: Print each word clearly in capital letters and make punctuation marks.

Use capital (uppercase) letters instead of small (lowercase) letters. Capital letters do not have any tails below the line like small letters do. This makes them easier to read because none of the letters can possibly interfere with the next line of print. Look at the alphabet typed in capital letters.

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

When you hear a word for a number, write the number, not the word.

When it is necessary to use punctuation, you will hear the words or abbreviations for the punctuation marks you are to make. You will not print the words or abbreviations, but will make the acceptable symbols found in Figure 1. The exception is for quotation marks. No symbols are used. The words "QUOTE" and "UNQUOTE" are printed instead.

Look at Figure 1 which contains some of the punctuation you may hear and the marks or symbols you will make.

Punctuation	Symbol	Spoken
comma	,	COMMA
period	.	PERIOD/FULL STOP
parentheses	()	PAREN/UNPAREN
oblique stroke	/	SLANT
hyphen	-	HYPHEN
dash	—	DASH
quotation marks	none - spoken words	QUOTE/UNQUOTE
question mark	?	QUESTION
colon	:	COLON
semicolon	;	SEMICOLON

Figure 1

During the Practice Exercise, you will practice printing the words of the message in capital letters, making the proper punctuation marks, and writing numbers.

Read through the two examples of messages you might hear, and look at the way you would print punctuate them.

EXAMPLE 1: MEETING SCHEDULED FOR 1 MAY 80
CHANGED TO 3 MAY 80

EXAMPLE 2: CHECK PROCEDURES IN EQUIPMENT MANUAL FOR
PROPER FREQUENCY TUNING.

STEP 2: Listen again and check for errors.
Errors include misspelled words and word or punctuation substitutions, omissions and additions.

STEP 4: Make necessary corrections.

Insert omitted items and cross out additions and errors. Print the correct words, letters, numbers, or punctuation above the incorrect ones.

Recopy a corrected message if it is difficult to read. If there are no corrections, you do not need to recopy the message.

Figures 2 and 3 show examples of printed messages containing corrections and the recopied, corrected messages.

Notice the corrections for the quotation marks in Figure 2. Remember, there are no authorized symbols for quotation marks.

Notice in Figure 3 that numbers are not written out in words.

^{QUOTE} IGNORE INTERFERENCE. ^{UNQUOTE}
^D IS ACCIDENTAL ^{FORM}
 FRIENDLY STATION.

IGNORE INTERFERENCE.
 IS QUOTE ACCIDENTAL
 UNQUOTE FROM FRIENDLY
 STATION.

Figure 2

^U
 AUTHORIZED DIGNITARIES
 ARRIVING ~~ZERO~~ 400.
 DELAY ^{CONFERENCE} ~~CONFERENCE.~~

AUTHORIZED DIGNITARIES
 ARRIVING 0400.
 DELAY CONFERENCE.

Figure 3

During the Practice Exercise you will practice printing oral messages. When the exercise is finished, you should recopy the corrected messages that are difficult to read.

SUMMARY AND PRACTICE

Review the steps which help you print the text of a message given orally.

STEP 1: Listen carefully.

STEP 2: Print each word clearly in capital letters and make punctuation marks.

STEP 3: Listen again and check for errors.

STEP 4: Make necessary corrections.

When you have completed the Practice Exercise, check your answers with those in the Student Guide.

If you need additional help, ask the learning supervisor.

Obtain the tape of the Lesson Test from the learning supervisor.

PRACTICE EXERCISE

The instructions for the Practice Exercise are on tape. Use your own pencil and paper. Start the tape.

ANSWERS TO PRACTICE EXERCISE

The messages are printed for you below. Do not look at these until you are told to on the tape. Check your own paper for any errors you may have made.

MESSAGE 1

IMPLEMENT NEW TIME CONVERSION TABLE COMMENCING 6 MAY 81.

MESSAGE 2

OPERATION BLACK-OUT SUPERSEDED BY OPERATION LIFT-OFF.

MESSAGE 3

DEFECT IN POWER DISTRIBUTING CIRCUITS. REQUIRES HIGHER CATEGORY MAINTENANCE PERSONNEL.

MESSAGE 4

SUSPEND RADIO COMMUNICATIONS UNTIL FURTHER NOTICE.

MESSAGE 5

DISPENSE AND STORE ALL TOXIC LIQUIDS IN DESIGNATED CONTAINERS

C-08 SG
05C FBSEP

MESSAGE 6

ALL PERSONNEL REPORT TO BUILDING 7-6. GENERAL INSPECTION
TOMORROW AT 0700

MESSAGE 7

MOVE PLATOON TO AREA 0-0. TIME FOR AIR-LIFT.

MESSAGE 8

COLD WEATHER GEAR REQUIRED FOR COLD WEATHER EXERCISES
COMMENCING AT 0900.

MESSAGE 9

OPERATE AT MINIMUM POWER BETWEEN 1100 AND 1300

MESSAGE 10

RIVER BRIDGE AND ROAD OUT. EVACUATE 5 MILE AREA

MESSAGE 11

SEND 1 MOBILE TEAM, 3 VEHICLES, AND 1 TRAILER FOR OPERATION
REDBIRD.

MESSAGE 12

SEND 3 OPERATORS TO HEADQUARTERS FOR PARTICIPATION IN FIELD
EXERCISE.

MESSAGE 13

RETURN AUXILIARY GENERATOR TO AREA 30-9

MESSAGE 14

MARK CARTONS FOR UNIT 15 IN RED /15/

MESSAGE 15

PLAN BLACK BEAR 6 IN OPERATION IMMEDIATELY (6 JUNE 82)

EXPLANATIONS FOR PRACTICE EXERCISE

If you have additional questions, review the steps given
in the Presentation section or ask the learning supervisor.

OBTAIN TAPE OF LESSON TEST FROM LEARNING SUPERVISOR

C-08 SG
05C FBSEP

REMEDIATION

Review the steps listed below. These steps will help you to correctly print orally presented messages.

STEP 1: Listen carefully.

STEP 2: Print each word clearly in capital letters and make punctuation marks.

STEP 3: Listen again and check for errors.

STEP 4: Make necessary corrections.

After you have successfully completed the Remediation Exercise and checked the answers, ask the learning supervisor for the tape of the Remediation Test.

REMEDIATION EXERCISE

The instructions for the Remediation Exercise are on tape.

Use your own pencil and paper. Start the tape.

ANSWERS TO REMEDIATION EXERCISE

The messages are printed for you below. Do not look at these until you are told to on the tape. Check for any errors you may have made.

MESSAGE 1

SEND 3 ENLISTED PERSONNEL FOR PARTICIPATION IN GUARD DUTY

MESSAGE 2

MARK CARTONS FOR UNIT 12 IN BLACK /12/

MESSAGE 3

GENERAL INSPECTION SCHEDULED TO BEGIN AT 0700 TOMORROW

MESSAGE 4

DENSE FOG OVER AIRPORT. ALL LANDINGS CANCELLED UNTIL FURTHER NOTICE

MESSAGE 5

MOVE PLATOON TO AREA 3-0. MAINTAIN RADIO COMMUNICATIONS WITH THIS SUB-STATION.

MESSAGE 6

HAS SHIPMENT OF BATTERIES ARRIVED YET?

MESSAGE 7

PACK AND SHIP ANTENNA EQUIPMENT BACK TO MANUFACTURER FOR REPAIR.

MESSAGE 8

OPERATE AT MINIMUM POWER BETWEEN 0600 AND 0900

MESSAGE 9

RETURN ALL EQUIPMENT TO AREA 29-6 WHEN OPERATION IS OVER

MESSAGE 10

ALL PERSONNEL TO PREPARE FOR EVACUATION TOMORROW AT 0700.

MESSAGE 11

PLAN QUOTE MISS PIGGY UNQUOTE IN OPERATION IMMEDIATELY

MESSAGE 12

SUSPEND RADIO COMMUNICATIONS BEGINNING 21 JUNE 82

C-08 SG
05C FBSEP

MESSAGE 13

OPERATION ZEBRA SUPERSEDED BY OPERATION TIGER.

MESSAGE 14

DEFECT IN GENERATOR. REQUIRES SHIPMENT OF NEW PARTS.

MESSAGE 15

SEND 1 MOBILE TEAM, 2 TRUCKS, AND 1 TANK FOR OPERATION OHIO.

C-08 SG
05C FBSEP

EXPLANATIONS FOR REMEDIATION EXERCISE

If you have additional questions, review the steps given in the Remediation section or ask the learning supervisor.

OBTAIN TAPE OF REMEDIATION TEST FROM LEARNING SUPERVISOR

C-08 SG
05C FBSEP

LESSON TEST FOR C-08

You will need some paper, a pencil, and an audiotape to do this Lesson Test. The text of seven military messages will be presented orally. You must print 80 percent of the words, numbers, and punctuation in each message correctly. Print the messages on a separate sheet of paper. DO NOT WRITE ON THIS TEST. When you are ready to begin, start the tape.

After you take this lesson test, the learning supervisor will have you take a short pretest for Lesson C-10.

REMEDIATION TEST FOR C-08

You will need some paper, a pencil, and an audiotape to do this Remediation Test. The text of seven military messages will be presented orally. You must print 80 percent of the words, numbers, and punctuation in each message correctly. Print the messages on a separate sheet of paper. DO NOT WRITE ON THIS TEST. When you are ready to begin, start the tape.

ANSWER KEY FOR LESSON TEST C-08

This answer key contains correct responses for Lesson Test C-08. Students must print 80 percent of the items (words, numbers and punctuation) in each message correctly. After each message, there is a number such as (10/12). This means that the student must get 10 out of 12 items correct in that message. Misspelled words should not be counted wrong unless the word is not recognizable.

Note: You will be administering a short pretest for Lesson C-10 after students complete Lesson Test C-08. It is attached to this answer key.

MESSAGE 1

CHECK CONDITION OF OUTPUT LEVEL SWITCH. REPORT DAMAGE.

(8/10)

MESSAGE 2

FUTURE SHIPMENTS TO GERMANY SHOULD BE MARKED /GERMANY/

(8/10)

MESSAGE 3

RECEIVED SHIPMENT (3 trucks, 30 CANS LUBRICATING GREASE, 5
PANEL LAMPS) FROM LONDON TODAY (15/18)

C-08 LTAK
05C FBSEP

MESSAGE 4

CANCEL OPERATIONS IN AREA 787. MOVE TO AREA 716. MAINTAIN
COMMUNICATIONS WITH THIS UNIT (13/16)

MESSAGE 5

RETURN ALL DEFECTIVE EQUIPMENT TO NET CONTROL STATION FOR
REPLACEMENT. CANCEL REPAIR ORDERS. (12/15)

MESSAGE 6

OPERATION COOKIE MONSTER EFFECTIVE 0400. NOTIFY ALL SIGNAL
CENTERS IN AREA (10/12)

MESSAGE 7

FIELD EXERCISES ON 9 JUNE 80 CANCELLED. NO NEW SCHEDULE.
(10/12)

Note to Learning Supervisor:

There are two messages. Use only one for each student but vary your selection. The messages are on separate pages. As the student reads the message, note mispronounced words. Students who miss more than two words should be assigned to C-10.

Learning Supervisor: Say to student:

Assume you are a radio operator and you are reading this message to another radio operator. Read the message to yourself first and then read it out loud to the proctor. You will be graded for reading it smoothly and clearly.

CRYPTOGRAPHIC INSTRUCTIONS AND MATERIAL WILL
BE ISSUED TO DESIGNATED INDIVIDUALS AND ON A
CONTROLLED BASIS ONLY

C-08 LTAK
05C FBSEP

THE EQUIPMENT PERFORMANCE CHECKLIST
IS USED TO LOCALIZE TROUBLE IN A
CHASSIS OR IN READILY REPLACEABLE
COMPONENTS

C-08 LTAK
05C FBSEP

ANSWER KEY FOR REMEDIATION TEST C-08

This answer key contains correct responses for Remediation Test C-08. Students must print 80 percent of the items (words, numbers and punctuation) in each message correctly. After each message, there is a number such as (10/12). This means that the student must get 10 out of 12 items correct in that message. Misspelled words should not be counted wrong unless the word is not recognizable.

MESSAGE 1

COMPANY B TO REPORT FOR FIELD EXERCISE AT 0600 TOMORROW
(8/10)

MESSAGE 2

ALL NONESSENTIAL EQUIPMENT TO BE EVACUATED TO REAR AREAS
10 SEPTEMBER 82 (10/12)

MESSAGE 3

OPERATION ELVIS CANCELLED, EFFECTIVE IMMEDIATELY. (6/7)

MESSAGE 4

FUTURE URGENT MESSAGES SHOULD BE MARKED /URGENT/ (8/9)

C-08 RTAK
05C FBSEP

MESSAGE 5

DAMAGE TO GENERATOR. HIGHER LEVEL MAINTENANCE REQUIRED.

(8/9)

MESSAGE 6

IS COMPANY E TO BE EVACUATED TO AREA 796? REQUEST IMMEDIATE
REPLY. (12/14)

MESSAGE 7

TWO UNITS ARE TO PREPARE FOR DEPARTURE TO COMBAT AREA

(COMPANY A AND COMPANY C) (14/17)

C-08 RTAK
05C FBSEP



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

STUDENT GUIDE AUDIO TAPE SCRIPT

05C FBSEP LESSON C-08

PRINTING TEXT OF MESSAGE PRESENTED ORALLY

This is the Practice Exercise for 05C FBSEP Lesson C-08.

(1 sec. pause)

You are going to practice printing brief messages which are given on this tape. First, you will hear the message given one word at a time. After each word, there is a pause. Print the word, number, or punctuation mark during this pause. You will hear the entire message given a second time at a slow pace. Check the message for errors at this time and make necessary corrections.

You will then be told when to stop the tape. Turn to the Student Guide for the Answers for the Practice Exercise.

(1 sec. pause)

(Note to narrator - pause approximately 8 seconds after 3 and 4 syllable words; pause about 4 seconds after 1 and 2 syllable words. Repeat message at a slow pace, but not one word at a time.)

MESSAGE ONE (1 sec. pause)

IMPLEMENT NEW TIME CONVERSION TABLE COMMENCING SIX MAY
EIGHT ONE PERIOD

(Repeat message)

MESSAGE TWO (1 sec. pause)

OPERATION BLACK HYPHEN OUT SUPERSEDED BY OPERATION LIFT
HYPHEN OFF PERIOD

(Repeat message)

MESSAGE THREE (1 sec. pause)

DEFECT IN POWER DISTRIBUTING CIRCUITS PERIOD REQUIRES
HIGHER CATEGORY MAINTENANCE PERSONNEL PERIOD

(Repeat message)

MESSAGE FOUR (1 sec. pause)

SUSPEND RADIO COMMUNICATIONS UNTIL FURTHER NOTICE FULL
STOP

(Repeat message)

MESSAGE FIVE (1 sec. pause)

DISPENSE AND STORE ALL TOXIC LIQUIDS IN DESIGNATED CONTAINERS

(Repeat message)

MESSAGE SIX (1 sec. pause)

ALL PERSONNEL REPORT TO BUILDING SEVEN HYPHEN SIX PERIOD

GENERAL INSPECTION TOMORROW AT ZERO SEVEN ZERO ZERO

(Repeat message)

MESSAGE SEVEN (1 sec. pause)

MOVE PLATOON TO AREA ZERO HYPHEN ZERO PERIOD TIME FOR AIR

HYPHEN LIFT PERIOD

(Repeat message)

MESSAGE EIGHT (1 sec. pause)

COLD WEATHER GEAR REQUIRED FOR COLD WEATHER EXERCISES

COMMENCING AT ZERO NINE ZERO ZERO PERIOD

(Repeat message)

MESSAGE NINE (1 sec. pause)

OPERATE AT MINIMUM POWER BETWEEN ONE ONE ZERO ZERO AND ONE

THREE ZERO ZERO

(Repeat message)

C-08 SGAT
05C FBSEP

MESSAGE TEN (1 sec. pause)

RIVER BRIDGE AND ROAD OUT PERIOD EVACUATE FIVE MILE AREA

(Repeat message)

MESSAGE ELEVEN (1 sec. pause)

SEND ONE MOBILE TEAM COMMA THREE VEHICLES COMMA AND ONE
TRAILER FOR OPERATION REDBIRD PERIOD

(Repeat message)

MESSAGE TWELVE (1 sec. pause)

SEND THREE OPERATORS TO HEADQUARTERS FOR PARTICIPATION IN
FIELD EXERCISE PERIOD

(Repeat message)

MESSAGE THIRTEEN (1 sec. pause)

RETURN AUXILIARY GENERATOR TO AREA THREE ZERO HYPHEN NINE

(Repeat message)

MESSAGE FOURTEEN (1 sec. pause)

MARK CARTONS FOR UNIT ONE FIVE IN RED SLANT ONE FIVE SLANT

(Repeat message)

C-08 SGAT
05C FBSEP

MESSAGE FIFTEEN (1 sec. pause)

PLAN BLACK BEAR SIX IN OPERATION IMMEDIATELY PAREN SIX JUNE
EIGHT TWO UNPAREN

(Repeat message)

This is the end of the Practice Exercise. (1 sec. pause)

Turn to the Answers for the Practice Exercise in the Student
Guide after you have recopied any difficult to read messages.
Check your own paper. Stop the tape.

This is the Remediation Exercise for 05C FBSEP Lesson C-08.

(1 sec. pause)

You are going to practice printing brief messages which are given on this tape. First, you will hear the message given one word at a time. After each word there is a pause. Print the word, number, or punctuation mark during this pause. You will hear the entire message given a second time at a slow pace. Check the message for errors at this time and make necessary corrections.

You will then be told to turn to the Student Guide for the Answers for the Remediation Exercise. (1 sec. pause)

(Note to narrator - pause approximately 8 seconds after 3 and 4 syllable words; pause about 4 seconds after 1 and 2 syllable words. Repeat message at a slow pace, but not one word at a time.)

MESSAGE ONE (1 sec. pause)

SEND THREE ENLISTED PERSONNEL FOR PARTICIPATION IN GUARD DUTY

(Repeat message)

MESSAGE TWO (1 sec. pause)

MARK CARTONS FOR UNIT ONE TWO IN BLACK SLANT ONE TWO SLANT

(Repeat message)

MESSAGE THREE (1 sec. pause)

GENERAL INSPECTION SCHEDULED TO BEGIN AT ZERO SEVEN ZERO

ZERO TOMORROW

(Repeat message)

MESSAGE FOUR (1 sec. pause)

DENSE FOG OVER AIRPORT PERIOD ALL LANDINGS CANCELLED UNTIL

FURTHER NOTICE

(Repeat message)

MESSAGE FIVE (1 sec. pause)

MOVE PLATOON TO AREA THREE HYPHEN ZERO PERIOD MAINTAIN RADIO

COMMUNICATIONS WITH THIS SUB HYPHEN STATION PERIOD

(Repeat message)

MESSAGE SIX (1 sec. pause)

HAS SHIPMENT OF BATTERIES ARRIVED YET QUESTION

(Repeat message)

C-08 SGAT
05C FBSEP

MESSAGE SEVEN (1 sec. pause)

PACK AND SHIP ANTENNA EQUIPMENT BACK TO MANUFACTURER FOR
REPAIR FULL STOP

(Repeat message)

MESSAGE EIGHT (1 sec. pause)

OPERATE AT MINIMUM POWER BETWEEN ZERO SIX ZERO ZERO AND ZERO
NINE ZERO ZERO

(Repeat message)

MESSAGE NINE (1 sec. pause)

RETURN ALL EQUIPMENT TO AREA TWO NINE HYPHEN SIX WHEN
OPERATION IS OVER

(Repeat message)

MESSAGE TEN (1 sec. pause)

ALL PERSONNEL TO PREPARE FOR EVACUATION TOMORROW AT ZERO
SEVEN ZERO ZERO PERIOD

(Repeat message)

MESSAGE ELEVEN (1 sec. pause)

PLAN QUOTE MISS PIGGY UNQUOTE IN OPERATION IMMEDIATELY

(Repeat message)

C-08 SGAT
05C FBSEP

MESSAGE TWELVE (1 sec. pause)

SUSPEND RADIO COMMUNICATIONS BEGINNING TWO ONE JUNE EIGHT TWO

(Repeat message)

MESSAGE THIRTEEN (1 sec. pause)

OPERATION ZEBRA SUPERSEDED BY OPERATION TIGER PERIOD

(Repeat message)

MESSAGE FOURTEEN (1 sec. pause)

DEFECT IN GENERATOR PERIOD REQUIRES SHIPMENT OF NEW PARTS
PERIOD

(Repeat message)

MESSAGE FIFTEEN (1 sec. pause)

SEND ONE MOBILE TEAM COMMA TWO TRUCKS COMMA AND ONE TANK FOR
OPERATION OHIO PERIOD

(Repeat message)

C-08 SGAT
05C FBSEP

This is the end of the Remediation Exercise. Turn to the Answers for the Remediation Exercise in the Student Guide after you have recopied any difficult to read messages. Check your own paper. Stop the tape.



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

LESSON TEST AUDIO TAPE SCRIPT

05C FBSEP LESSON C-08

PRINTING TEXT OF MESSAGE PRESENTED ORALLY

This is the Lesson Test for C-08. You will need a pencil and some paper. You will hear seven messages. Each message is given one word at a time with a pause after each word. You are to print the word, number or punctuation that you hear during the pause time. Each message is repeated at a slow pace in order for you to make corrections. At the end of the test, recopy any difficult to read messages. (1 sec. pause)

You must print eighty percent of the text of each message correctly. (1 sec. pause)

(Note to narrator - pause approximately 8 seconds after 3 and 4 syllable words; pause about 4 seconds after 1 and 2 syllable words. Repeat message at a slow pace, but not one word at a time.)

MESSAGE ONE (1 sec. pause)

CHECK CONDITION OF OUTPUT LEVEL SWITCH PERIOD REPORT DAMAGE
PERIOD

(Repeat message)

MESSAGE TWO (1 sec. pause)

FUTURE SHIPMENTS TO GERMANY SHOULD BE MARKED SLANT GERMANY
SLANT

(Repeat message)

MESSAGE THREE (1 sec. pause)

RECEIVED SHIPMENT PAREN THREE TRUCKS COMMA THREE ZERO CANS
LUBRICATING GREASE COMMA FIVE PANEL LAMPS UNPAREN FROM
LONDON TODAY

(Repeat message)

MESSAGE FOUR (1 sec. pause)

CANCEL OPERATIONS IN AREA SEVEN EIGHT SEVEN PERIOD MOVE TO
AREA SEVEN ONE SIX PERIOD MAINTAIN COMMUNICATIONS WITH THIS
UNIT

(Repeat message)

MESSAGE FIVE (1 sec. pause)

RETURN ALL DEFECTIVE EQUIPMENT TO NET CONTROL STATION FOR
REPLACEMENT PERIOD CANCEL REPAIR ORDERS PERIOD

(Repeat message)

MESSAGE SIX (1 sec. pause)

OPERATION COOKIE MONSTER EFFECTIVE ZERO FOUR ZERO ZERO FULL
STOP NOTIFY ALL SIGNAL CENTERS IN AREA

(Repeat message)

MESSAGE SEVEN (1 sec. pause)

FIELD EXERCISES ON NINE JUNE EIGHT ZERO CANCELLED PERIOD NO
NEW SCHEDULE PERIOD

(Repeat message)

This is the end of the lesson test for Lesson C-08.

C-08 LTAT
05C FBSEP



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

REMEDIATION TEST AUDIO TAPE SCRIPT

05C FBSEP LESSON C-08

PRINTING TEXT OF MESSAGE PRESENTED ORALLY

This is the Remediation Test for C-08. You will need a pencil and some paper. You will hear seven messages. Each message is given one word at a time with a pause after each word. You are to print the word, number, or punctuation that you hear during the pause time. Each message is repeated at a slow pace in order for you to make corrections. At the end of the test, recopy any difficult to read messages.

(1 sec. pause)

You must print eighty percent of the text of each message correctly. (1 sec. pause)

(Note to narrator - pause approximately 8 seconds after 3 and 4 syllable words; pause about 4 seconds after 1 and 2 syllable words. Repeat message at a slow pace, but not one word at a time.)

MESSAGE ONE (1 sec. pause)

COMPANY B TO REPORT FOR FIELD EXERCISE AT ZERO SIX ZERO ZERO
TOMORROW

(Repeat message)

C-08 RTAT
05C FBSEP

MESSAGE TWO (1 sec. pause)

ALL NONESSENTIAL EQUIPMENT TO BE EVACUATED TO REAR AREAS ONE
ZERO SEPTEMBER EIGHT TWO

(Repeat message)

MESSAGE THREE (1 sec. pause)

OPERATION ELVIS CANCELLED COMMA EFFECTIVE IMMEDIATELY FULL
STOP

(Repeat message)

MESSAGE FOUR (1 sec. pause)

FUTURE URGENT MESSAGES SHOULD BE MARKED SLANT URGENT SLANT

(Repeat message)

MESSAGE FIVE (1 sec. pause)

DAMAGE TO GENERATOR PERIOD HIGHER LEVEL MAINTENANCE REQUIRED
PERIOD

(Repeat message)

MESSAGE SIX (1 sec. pause)

IS COMPANY E TO BE EVACUATED TO AREA SEVEN NINE SIX QUESTION
REQUEST IMMEDIATE REPLY PERIOD

(Repeat message)

C-08 RTAT
05C FBSEP

MESSAGE SEVEN (1 sec. pause)

TWO UNITS ARE TO PREPARE FOR DEPARTURE TO COMBAT AREA PAREN
COMPANY A AND COMPANY C UNPAREN

(Repeat message)

This is the end of the Remediation Test for Lesson C-08.

C-08 RTAT
05C FBSEP



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

LEARNING SUPERVISOR GUIDE

05C FBSEP LESSON C-09

FILLING OUT FORMS

PREREQUISITES: None

MATERIAL REQUIRED: 13 Overhead Transparencies

TIME REQUIRED: 4 hours

TYPE OF LESSON: Group paced

LEARNING SUPERVISOR GUIDE

05C FBSEP LESSON C-09

FILLING OUT FORMS

Section 1: Introduction

1. Language Skills for 05C FBSEP Course.

Show Transparency 1 (Annex C Map).

Explain the following:

The map shows tasks concerned with language skills needed in the 05C FBSEP Course.

Having these language skills will increase the students' chances of succeeding in the course.

The arrow points to this lesson.

2. Objective

Show Transparency 2 (Objective of Lesson).

Read the objective aloud to the class.

Discuss the following:

A form is an official printed paper or document which contains blank spaces to be filled in with required information.

Ask the students to name some forms they have filled out.

ANSWER: tax forms, job applications, order forms, insurance forms

Three Department of the Army (DA) forms are presented in Lesson C-09: 4004, 4158 and 2404.

DA Form 4004 is the Message Form. DA Form 4158 is the Circuit Log and Operator's Number Sheet. DA Form 2404 is the Equipment Inspection and Maintenance Worksheet.

The forms and the information to be entered on them will be given to the students by the learning supervisor.

3. Generality of Lesson

Show Transparency 3 (Generality of Lesson).

Read generality aloud.

Explain the following:

"Scan" in this lesson means "to look over" or "to glance quickly". Scanning the form lets the students know if they have picked the correct one for their purposes.

The information to be entered on the form is listed, but not necessarily in the order it will be entered. The students should read it carefully to avoid errors. For example, if a signature is requested, the students are not to print.

All forms have blank spaces to be filled in. Some forms are easier to fill out than others because all of the blank spaces are numbered and titled.

The students will learn to locate the various blank spaces and what each requests.

For all forms, the students will enter only the listed information in the appropriate spaces.

4. Student Guides C-09

Distribute Student Guides.

Explain the following:

Have the students keep them closed until directed to open them.

The Student Guide introduces the lesson and contains the objective, the generality, Study Exercises, a Practice Exercise, a Remediation Exercise, and answers for all the exercises.

5. Lesson Test

Explain that after the Practice Exercise the students are to obtain the Lesson Test from the learning supervisor. The test will cover all three forms.

Section 2: Presentation

1. Message Form DA 4004

Show Transparency 4 (Blank DA Form 4004).

Explain the following:

The voice message format has three main parts: heading, text, and ending.

This format is used for both formal and informal messages.

An informal message is between operators and doesn't need to be written down because it is only important to the operators (frequency changes, etc.)

A formal message is a message to be PRINTED on a DA Form 4004 in all capital letters.

Show Transparency 5 (DA Form 4004 with Entries).

Point to and explain the following:

- the title of the form
- the form number and date
- PAGE ____ of ____ - This is the page number of the message. It is particularly important when a message has more than one page.
- PRECEDENCE - This is the order of importance. These letter designations are used: RR - routine, PP - priority, 00 - immediate, ZZ - flash. ACT stands for Action, and INFO stands for Information.
- HOW SENT - Students should leave this blank. This block of the form is no longer used.

- ° SECURITY CLASSIFICATION - This information is written in two places.
- ° FROM - This lists the name of the originator who is the person sending the message.
- ° TO - This lists the action addressee who is the person to take action on the message.
- ° The text is the main body of the message. It is printed in all caps like the rest of the information. It begins in the second space below the addressee. There is one space between each line of text.
- ° SIGNATURE & GRADE OF DRAFTER - The signature is in cursive writing, not printing.
- ° DRAFTER TIME - This is the time the message was written.
- ° DATE TIME GROUP - This is the day, time, time zone, month and year the message is written. The first two digits represent day of month; the next four digits represent time of day; the letter represents time zone; the month is abbreviated; the last two digits represent the year. It usually lists the same time as drafter time.
- ° SIGNATURE & GRADE OF RELEASER - The signature is in cursive writing.

Show Transparency 6 (DA Form 4004 with Operator's Service and Authentication).

Explain the following:

- ° This message includes the operator's service. This is the receiving operator's receipt. It includes the actual date, time, time zone letter, and operator's personal sign (his or her first and last initials). It is placed at the bottom of the text and encircled.
- ° This message also includes authentication. This tells if the message is not authenticated or authenticated. It is placed at the bottom of the text and encircled.

Distribute four DA 4004 forms to each student.

Direct students to Study Exercises 1, 2, 3 and 4 in Student Guide.

Stress the importance of printing all information in capital letters, except for signatures and personal initials. There is less chance for error when capital letters are used.

After completion, students should check their forms with the correct forms in Answers to Study Exercises 1, 2, 3 and 4 in the Student Guide.

Give appropriate guidance and explanations.

Continue with Presentation.

2. Circuit Log and Operator's Number Sheet DA Form 4158

Explain the following:

DA Form 4158 is printed on both sides. On one side is the Circuit Log and on the other side is the Operator's Number Sheet.

Show Transparency 7 (DA Form 4158 - Blank Log).

Explain the following:

Each station records its daily events on the Log.

The events include all of the mandatory entries listed at the top of the log.

Show Transparency 8 (DA Form 4158 - Log with Entries).

Point to and explain the following:

- ° STATION - CHANNEL - NET - Cross out "channel" when operating radio net.

List your station's call sign under word "station".

The net call sign follows the station call sign and is under the word "net".

- ° DATE - This lists the day, month, and year of the Log.
- ° TIME - This is the hour and minutes of the day and letter of the time zone of the beginning and ending of each action.

° OPERATOR'S SIGN - This is the printed initials of operator.

° REMARKS - (Mandatory Entries) These are made as they happen.

The first entry is the printed rank and name of the operator on duty followed by the words "ON DUTY".

The closing entry is made at the end of the day or when the operator is going off duty. It contains the operator's signature followed by the words "OFF DUTY".

Tell students they should line through errors and initial above them. They can then continue with information. They should not erase.

Distribute three DA 4158 forms to each student.

Direct them to the Log side of the form and to Study Exercises 5, 6 and 7 in the Student Guide.

Stress the importance of printing all information in capital letters, except for signatures and personal initials.

After completion, students should check their forms with the correct forms in Answers to Study Exercises 5, 6 and 7 in Student Guide.

Give appropriate guidance and explanations.

Have students keep the forms which are to be used for the next part of the Study Exercises.

Continue with Presentation.

3. DA Form 4158 (Operator's Number Sheet)

Show Transparency 9 (Operator's Number Sheet - DA Form 4158).

Explain the following:

The Operator's Number Sheet is on the reverse side of the Circuit Log on Form 4158.

It is a daily record of sent and received messages for each station.

Show Transparency 10 (DA Form 4158 - Operator's Number Sheet with Entries).

Point to and explain the following:

° STATION CALL - This lists your call sign.

° NET CALL - This is the net call sign.

° DATE - This lists the day, month, and year of the sheet.

° OTHER STATIONS CALL - These are the call signs of other stations in the net.

° SENT AND RECEIVED COLUMNS - These columns are used to record sent or received messages. Cross out either "Sent" or "Received".

The numbers in the left of each column indicate the number of the message sent or received. Make a slant line through the applicable number.

Next to the number, you record the Date Time Group and Operator's Personal Sign. Record the day of the month, time, time zone, and operator's initials. This is used for recording sent and received messages.

Students should already have DA 4158 forms (three apiece).

Direct students to the Operator's Number Sheet side of the form and to Study Exercises 8, 9 and 10 in the Student Guide.

Stress the importance of printing all information in capital letters, except for signatures and personal initials.

Also stress the importance of reading the instructions on the form. The instructions tell what words should be struck out, etc.

After completion, students should check their forms with the correct forms in Answers to Study Exercises 8, 9 and 10 in the Student Guide.

Give appropriate guidance and explanations.

Continue with Presentation.

4. DA Form 2404 (Equipment Inspection and Maintenance Worksheet)

Show Transparency 11 (DA Form 2404).

Explain the following:

Preventive checks and services of radio sets are required daily. The checks are recorded on DA Form 2404.

The edition of DA Form 2404 on this transparency has been replaced by an April 1, 1979 edition. The Student Guide contains both forms in the answer keys. The two forms are interchangeable for purposes here.

Show Transparency 12 (DA Form 2404 with No Faults or No Uncorrectable Faults).

Point to and explain the following:

Transparency shows the entries made when no faults or correctable faults are found.

- ° ORGANIZATION - This is the name of the organization, not the location.
- ° NOMENCLATURE AND MODEL - This lists the full name and model of equipment as it appears on the front cover of the appropriate technical manual.
- ° REGISTRATION/SERIAL/FSN - Cross out the inappropriate type of number.
- ° Blocks 4a through 4d. Leave these blank.
- ° DATE - Leave this blank. You will fill in the calendar date only when an uncorrectable fault is found.
- ° TYPE INSPECTION - Print whether this is a daily or weekly inspection.
- ° TM NUMBER - This is the manual number followed by w/c (with changes).

- ° TM DATE - This is the day, month and year of the manual.
- ° SIGNATURE - (Person(s) performing inspection) - Leave blank. The rank and signature will be filled in only when an uncorrectable fault is found.
- ° TIME (8b) - Leave this blank.
- ° SIGNATURE (Maintenance Supervisor) - Leave blank. This would contain the signature verifying an uncorrectable fault.
- ° TIME (9b) - Leave this blank.
- ° MANHOURS REQUIRED - Leave this blank.
- ° TM ITEM NO. - Leave this blank. When a fault is found, refer to the Preventive Maintenance chart for the item number the fault falls under.
- ° STATUS - Leave blank unless required to indicate an equipment status symbol.
- ° DEFICIENCIES AND SHORTCOMINGS - Record only dates of daily services when no uncorrectable fault is found. If an uncorrectable fault is found, enter the item and its fault. Place the date in block 5.
- ° CORRECTIVE ACTION - Leave this blank. Enter any corrective action when an uncorrectable fault is found. It is also used by the support maintenance personnel.
- ° INITIAL WHEN CORRECTED - This is used when no uncorrectable fault is found.

Show Transparency 13 (DA Form 2404 with Uncorrectable Faults).

Point to and explain the following:

This transparency shows the worksheet when uncorrectable faults are found.

- ° DATE (5) - This now contains the calendar date of an uncorrectable fault.
- ° SIGNATURE (8a) - This contains the rank and signature of the person performing the inspection when an uncorrectable fault is found.
- ° SIGNATURE (9a) - This contains the rank and signature of the maintenance supervisor verifying an uncorrectable fault.
- ° TM ITEM NO. - This number is taken from the PM chart.
- ° DEFICIENCIES AND SHORTCOMINGS - This contains the name, number, if appropriate, and detailed description of an uncorrectable fault.
- ° CORRECTIVE ACTION - This is the action taken to correct the fault.

Distribute three DA 2404 forms to each student.

Direct students to Study Exercises 11, 12 and 13 in Student Guide.

Stress the importance of printing all information in capital letters, except for signatures and personal initials.

Also stress the importance of reading the instructions on the form. The instructions tell what words should be struck out, etc.

After completion, have students check their forms with the correct forms in Answers to Study Exercises 11, 12 and 13 in Student Guide.

Give appropriate guidance and explanations.

Continue with Summary and Practice.

Section 3: Summary and Practice

1. Reshow Transparency 2 (Objective).

2. Reshow Transparency 3 (Generality).

Ask for questions.
Answer questions.

3. Reshow Transparency 6 (DA Form 4004 - with Operator's Service and Authentication).

Call upon individual students to describe the form and its entries.

Ask for questions.
Answer questions.

4. Reshow Transparency 8 (DA Form 4158 - Log with Entries).

Call upon individual students to describe the form and its entries.

Ask for questions.
Answer questions.

5. Reshow Transparency 10 (DA Form 4158 - Operator's Number Sheet with Entries).

Call upon individual students to describe the form and its entries.

Ask for questions.
Answer questions.

6. Reshow Transparency 12 (DA Form 2404 with No Faults or No Uncorrectable Faults).

Call upon individual students to describe the form and its entries.

Ask for questions.
Answer questions.

7. Reshow Transparency 13 (DA Form 2404 with Uncorrectable Faults).

Call upon individual students to describe the form and its entries.

Ask for questions.
Answer questions.

8. Practice Exercise

Distribute one of these forms to each student:
DA 4004, DA 4158, and DA 2404.

Direct students to Practice Exercise in Student Guide. Have them complete all parts.

Stress the importance of printing all information in capital letters, except for signatures and personal initials.

Direct students to Answers to Practice Exercise in Student Guide. Have students compare the answers on their forms with those in Student Guide.

Section 4: Lesson Test

Distribute Lesson Test to students.

Distribute one of each of these forms to each student:
DA 4004, 4158, and 2404.

The test has four parts. Each part contains five items of information, making a total of 20 items of information.

The students must correctly fill in 18 out of 20 items of information on the forms. If items are correctly placed but are unreadable, deduct a point.

Direct the students to complete the Lesson Test.

Remain in room to monitor students' performance.
DO NOT give help.

When all students are finished, collect the Lesson Tests.

DO NOT give students the correct answers to the Lesson Test.

Score the Lesson Test and determine if the students meet standards. (18 out of 20 points)

Students who meet standards move on to the next lesson.

Students who fail to meet standards require remediation.

Section 5: Remediation and Remediation Exercise

1. Direct students to study the Student Guides.
2. Answer questions and give help as needed.
3. Remediation Exercise

Distribute one of each of these forms to each student: DA 4004, DA 4158, and DA 2404.

Direct students to Remediation Exercise in Student Guide. Have them complete all parts.

Stress the importance of printing all information in capital letters, except for signatures and personal initials.

Direct students to Answers to Remediation Exercise in Student Guide. Have students compare the answers on their forms with those in Student Guide.

Ask students if they have further questions after completion.

Section 6: Remediation Test

Distribute Remediation Tests to the students.

Distribute one of each of these forms to each student:
DA 4004, DA 4158, and DA 2404.

The test has four parts. Each part contains five items of information, making a total of 20 items of information.

The students must correctly fill in 18 out of 20 items of information on the forms. If items are correctly placed but are unreadable, deduct a point.

Direct the students to complete the Remediation Tests.

Remain in the room to monitor student performance. DO NOT give help.

When all students are finished, collect the Remediation Tests.

DO NOT give students the correct answers to the Remediation Test.

Score the Remediation Tests and determine if the students meet standards. (18 out of 20 points)

Students who meet standards move on to the next lesson.

Students who fail to meet standards should be referred to Counseling.



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

STUDENT GUIDE

05C FBSEP LESSON C-09

FILLING OUT FORMS

PREREQUISITES: None

MATERIALS REQUIRED: None

TYPE OF LESSON: Group paced

STUDENT GUIDE
O5C FBSEP LESSON C-09
FILLING OUT FORMS

INTRODUCTION

In this lesson, you will learn to fill out three Department of the Army forms (DA Form 4004, DA Form 4158, DA Form 2404). DA Form 4158 is made up of two different parts, one on each side.

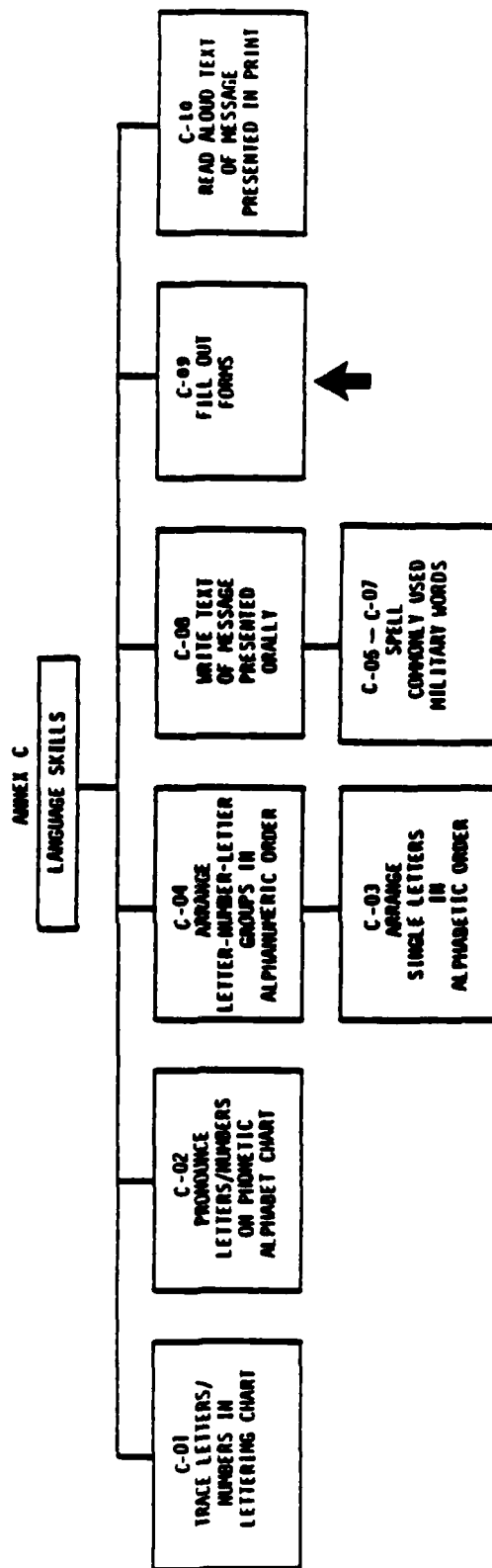
DA Form 4004 is called a Message Form. DA Form 4158 is the Circuit Log and Operator's Number Sheet. DA Form 2404 is the Equipment Inspection and Maintenance Worksheet.

You will be using these forms often in the O5C AIT Course.

This Student Guide contains some of the important points presented by the learning supervisor. It also contains Study Exercises on each form and Answers to Study Exercises. After the Study Exercises, you will find a Practice Exercise and Answers to the Practice Exercise.

If you need further practice after you take the Lesson Test,
there is a Remediation Exercise.

The lesson map on the following page shows you where Lesson
C-09 fits in with the other language skills in Annex C.



C-09 SG
05C FBSEP

OBJECTIVE: When you finish this lesson, you will be able to fill out a form. You will be given a form and the information to be entered.

To fill out a form, you should:

1. Scan the form.
2. Read the information to be entered on the form.
3. Locate blank spaces where information is to be entered.
4. Enter information in appropriate spaces.

PRESENTATION

Your learning supervisor will explain how to complete each of the forms. After each explanation, you will do several Study Exercises so that you can practice what you've just learned. When you've finished all the Study Exercises, you'll correct them. Then you will do a Practice Exercise which will review all the forms. You will next take the Lesson Test.

STUDY EXERCISE 1

Fill in only the five following pieces of information on
DA Form 4004.

1. Text: CAPTURE IMMINENT
DESTROY CODES
2. From: CDR 1ST BDE
3. Security Classification: UNCLASSIFIED
4. To: CDR 2D BDE
5. Date Time Group: 131445 Z DEC 82

STUDY EXERCISE 2

Fill in only the five following pieces of information on
DA Form 4004.

1. Precedence - INFO: RR
2. Signature & Grade of Drafter: George Core E7
3. Date Time Group: 135535 R MAY 82
4. Drafter Time: 5535R
5. Page 1 of 2

STUDY EXERCISE 3

Fill in only the five following pieces of information on
DA Form 4004.

1. Operator's Service: 121311R/JE
2. Precedence - Act: 00
3. Text: SEND 6 FLARES TO POINT LOMA
4. From: CDR CCA 3D ARMD
5. To: CDR CCB 3D ARMD

STUDY EXERCISE 4

Fill in only the five following pieces of information on
DA Form 4004.

1. Authentication: NOT AUTHENTICATED
2. Signature & Grade of Releaser: SAM S. WILSON 03
3. Precedence - Act: PP
4. Text: DEPLOY MOBILE TEAMS COMMENCING 161300Z JUL 83
5. Signature & Grade of Drafter: TOM B. JONES 03

ANSWERS TO STUDY EXERCISES 1, 2, 3 and 4

STUDY EXERCISE 1

MESSAGE FORM		PRECEDENCE		HOW SENT	SECURITY CLASSIFICATION
		ACT	INFO		
PAGE	OF				UNCLASSIFIED
FROM: CDR 1ST BDE					
TO: CDR 2D BDE					
CAPTURE IMMINENT					
DESTROY CODES					
SIGNATURE & GRADE OF DRAFTER		DRAFTER TIME		DATE TIME GROUP	
				131445 Z DEC 82	
SIGNATURE & GRADE OF RELEASER				SECURITY CLASSIFICATION	
				UNCLASSIFIED	

DA FORM 4004
1 FEB 77

STUDY EXERCISE 2

MESSAGE FORM	PRECEDENCE		HOW SENT	SECURITY CLASSIFICATION
	ACT	INFO		
PAGE 1 OF 2		RR		
FROM:				
TO:				
SIGNATURE & GRADE OF DRAFTER		DRAFTER TIME		DATE TIME GROUP
George Core E7		5535R		135535R MAY 82
SIGNATURE & GRADE OF RELEASER			SECURITY CLASSIFICATION	

DA FORM 4004
1 FEB 77

STUDY EXERCISE 3

MESSAGE FORM		PRECEDENCE		HOW SENT	SECURITY CLASSIFICATION
		ACT	INFO		
PAGE	OF	00			
FROM: CDR CCA 3D ARMD					
TO: CDR CCB 3D ARMD					
SEND 6 FLARES TO					
POINT LOMA					
121311R12E					
SIGNATURE & GRADE OF DRAFTER		DRAFTER TIME		DATE TIME GROUP	
SIGNATURE & GRADE OF RELEASER				SECURITY CLASSIFICATION	

DA FORM 4004
1 FEB 77

STUDY EXERCISE 4

MESSAGE FORM		PRECEDENCE		HOW SENT	SECURITY CLASSIFICATION
PAGE	OF	ACT	INFO		
		PP			
FROM:					
TO:					
DEPLOY MOBILE TEAMS					
COMMENCING 161300Z					
JUL 83					
(NOT AUTHENTICATED)					
SIGNATURE & GRADE OF DRAFTER			DRAFTER TIME	DATE TIME GROUP	
Tom B. [Signature] 03					
SIGNATURE & GRADE OF RELEASER			SECURITY CLASSIFICATION		
Sam S. Wilson 03					
DA FORM 1 FEB 77 4004					

STUDY EXERCISE 5

Fill in only the five following pieces of information on
DA Form 4158 (Log).

1. Station Call Sign: C2A33
2. Net Call Sign: C2A
3. Date: 31 MAR 82
4. Time: 0800 S
5. Operator's Sign: MH

STUDY EXERCISE 6

Fill in only the five following pieces of information on
DA Form 4158 (Log).

1. Date: 24 AUG 81
2. Station Call Sign: B6B26
3. Remarks: B6B THIS IS B6B26 OUT
4. Operator's Sign: JE
5. Net Call Sign: B6B

STUDY EXERCISE 7

Fill in only the five following pieces of information on
DA Form 4158 (Log).

1. Remarks - First Entry: PFC GEORGE SMITH ON DUTY
2. Time - First Entry: 0600R
3. Time - Closing Entry: 0640R
4. Operator's Sign: GS
5. Remarks - Closing Entry: George Smith OFF DUTY

ANSWERS TO STUDY EXERCISES 5, 6, 7

STUDY EXERCISE 5

LOG		
Enter opening and closing time, frequencies, frequency checks and frequency changes, traffic delays and any incidents or conditions affecting circuit efficiency. Remarks need not be confined to one line.		
STATION ~~XXXXXXXXXX~~ NET (Strike out words not applicable)		DATE
C2A33 C2A		31 MAR 82
TIME	OPERATOR'S SIGN	REMARKS
0800S	MH	

STUDY EXERCISE 6

LOG		
Enter opening and closing time, frequencies, frequency checks and frequency changes, traffic delays and any incidents or conditions affecting circuit efficiency. Remarks need not be confined to one line.		
STATION ~~XXXXXXXXXX~~ NET (Strike out words not applicable)		DATE
B6B26 B6B		24 AUG 81
TIME	OPERATOR'S SIGN	REMARKS
	JE	B6B THIS IS B6B26 OUT

(Note: Two spaces above the remarks were left blank to indicate that in an actual log at least two entries would come before the one on the sample.)

STUDY EXERCISE 7

LOG		
Enter opening and closing time, frequencies, frequency checks and frequency changes, traffic delays and any incidents or conditions affecting circuit efficiency. Remarks need not be confined to one line.		
STATION ~~XXXXXXXXXX~~ NET (Strike out words not applicable)		DATE
TIME	OPERATOR'S SIGN	REMARKS
0600R	GS	PFC GEORGE SMITH ON DUTY
0640R	GS	George Smith OFF DUTY

(Note: Two spaces between the opening remarks and closing remarks were left blank to show you that an actual log would have more entries.)

STUDY EXERCISE 8

Fill in only the five following pieces of information on the other side of DA Form 4158 (Operator's Number Sheet).

1. Station Call: D5A82
2. Net Call: D5A
3. Date: 18 SEP 80
4. Other Stations Call: T6N01A, C6T26A, L5M27A
5. Sent: (#1 T6N01A) 180100S/MS

STUDY EXERCISE 9

Fill in only the five following pieces of information on DA Form 4158 (Operator's Number Sheet).

1. Date: 17 FEB 79
2. Sent: #2 170730T/JR
3. Received: #1 170715T/JR
4. Received: #2 170745T/JR
5. Sent: #1 170700T/JR

STUDY EXERCISE 10

Fill in only the five following pieces of information on DA Form 4158 (Operator's Number Sheet).

1. Other Stations Call: F9V07D, M6L38D, G8N20D
2. Sent: (F9V07D #1) 090850R/FZ
3. Received: (G8N20D #1) 090910R/FZ
4. Sent: (F9V07D #2) 090930R/FZ
5. Station Call: A3D59

AD-A130 237

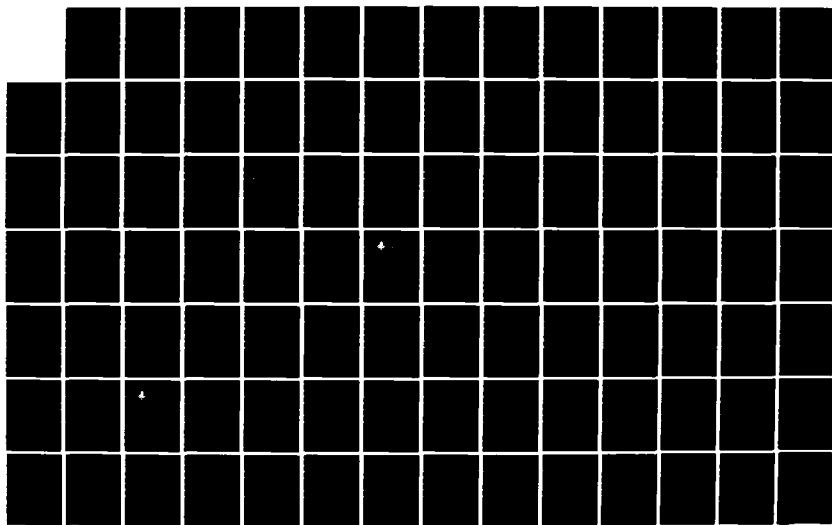
INSTRUMENTATION FOR PROTECTIVE STRUCTURES TESTING(U)
BALLISTIC MISSILE OFFICE NORTON AFB CA J V QUINTANA
29 JUN 83 BMO-82-062

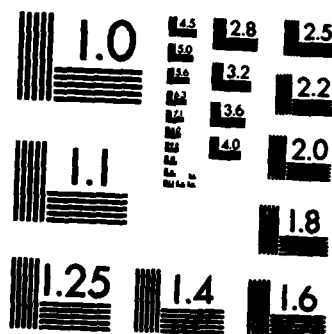
5/6

UNCLASSIFIED

F/G 13/13

NL





MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

ANSWERS TO STUDY EXERCISES 8, 9, and 10

STUDY EXERCISE 8

OPERATOR'S NUMBER SHEET							
For use of this form, see FM 24-18; proponent agency is US Army Training and Doctrine Command.							
Check off both sent and received numbers immediately and enter Date-Time Group and personal sign. Strike out word not applicable in heading "Sent/Received." "Other Stations Call" may be entered in "Sent/Received" block if only one column is required.							
STATION CALL D5A 82		NET CALL D5A		DATE 18 SEP 80			
OTHER STATIONS CALL T6N01A		C6T26A		L5M27A			
SENT REQ'D	SENT REC'D	SENT REQ'D	SENT REC'D	SENT REQ'D	SENT REC'D	SENT REQ'D	SENT REC'D
1 180100S/MS	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4

STUDY EXERCISE 9

OPERATOR'S NUMBER SHEET							
For use of this form, see FM 24-18; proponent agency is US Army Training and Doctrine Command.							
Check off both sent and received numbers immediately and enter Date-Time Group and personal sign. Strike out word not applicable in heading "Sent/Received." "Other Stations Call" may be entered in "Sent/Received" block if only one column is required.							
STATION CALL		NET CALL		DATE 17 FEB 79			
OTHER STATIONS CALL							
SENT REQ'D	SENT REC'D	SENT REQ'D	SENT REC'D	SENT REQ'D	SENT REC'D	SENT REQ'D	SENT REC'D
1 170700T/JR	1 170715T/JR	1	1	1	1	1	1
2 170730T/JR	2 170745T/JR	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4

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STUDY EXERCISE 10

OPERATOR'S NUMBER SHEET											
For use of this form, see FM 24-17 and FM 24-18, proponent agency is US Army Training and Doctrine Command.											
Check off both sent and received numbers immediately and enter Date-Time Group and personal sign. Strike out word not applicable in heading "Sent, Received." "Other Stations Call" may be entered in "Sent Received" block if only one column is required.											
STATION CALL				NET CALL				DATE			
A3D59											
OTHER STATIONS CALL											
F9V07D				M6L38D				G8N20D			
SENT		REC'D		SENT		REC'D		SENT		REC'D	
090850R/EZ		1		1		1		1		090910R/EZ	
090930R/EZ		2		2		2		2		2	
		3		3		3		3		3	
		4		4		4		4		4	

STUDY EXERCISE 11

Fill in only the five following pieces of information on
DA Form 2404.

1. Organization: CO B, 142ND SIG BN
2. Nomenclature and Model: RADIO SET AN/GRC-106A
3. Serial Number: 1470
4. Type Inspection: DAILY
5. TM Number: 11-5820-520-12 w/c

STUDY EXERCISE 12

Fill in only the five following pieces of information on
DA Form 2404.

1. TM Date: 25 FEB 71
2. TM Number: 11-5820-520-12 w/c
3. Deficiencies and Shortcomings (corrected faults):
11 NOV 75
4. Deficiencies and Shortcomings (no faults): 12 NOV 75
5. Initial When Corrected: A.T.C.

STUDY EXERCISE 13

Fill in only the five following pieces of information on
DA Form 2404.

1. TM Item No: 5
2. Deficiencies and Shortcomings: BLOWER MOTOR BROKEN
3. Date: 18 JAN 82
4. Signature (Person(s) performing inspections): PFC Andy
T. Cole
5. Signature (Maintenance Supervisor): SGT Will K. Hart

ANSWERS TO STUDY EXERCISES 11, 12, 13

The Answers to Study Exercises 11, 12 and 13 are on the pages which follow.

STUDY EXERCISE 11

[illegible]

DA FORM 2404
1 APR 79

Replaces edition of 1 Jan 64, which will be used

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STUDY EXERCISE 12

[illegible]

DA FORM 2404
1 APR 79

Replaces edition of 1 Jan 64 which will be used

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STUDY EXERCISE 13

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET					
For use of this form, see TM 38-750, the proponent agency is the Office of the Deputy Chief of Staff for Logistics					
1. ORGANIZATION			2. NOMENCLATURE AND MODEL		
3. REGISTRATION/SERIAL/NSN	4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE 18 JAN 82
6. TYPE INSPECTION					
7. APPLICABLE REFERENCE					
TM NUMBER		TM DATE		TM NUMBER	
TM DATE		TM NUMBER		TM DATE	
COLUMN a - Enter TM item number.			COLUMN d - Show corrective action for deficiency or shortcoming listed in Column c.		
COLUMN b - Enter the applicable condition status symbol.			COLUMN e - Individual ascertaining completed corrective action initial in this column.		
COLUMN c - Enter deficiencies and shortcomings.					
STATUS SYMBOLS					
"X"-Indicates a deficiency in the equipment that places it in an inoperable status. CIRCLED "X"-Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished. HORIZONTAL DASH "(-)"-Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.			DIAGONAL "(/)"-Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable. LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists. FOR AIRCRAFT-Status symbols will be recorded in red.		
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.					
8a. SIGNATURE (Person(s) performing inspection)		8b. TIME		9a. SIGNATURE (Maintenance Supervisor)	
PFC Andy J. Cole				SGT Will K. Hart	
9b. TIME		10. MANHOURS REQUIRED			
TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d		INITIAL WHEN CORRECTED e
5		BLOWER MOTOR BROKEN			

DA FORM 2404
1 APR 79

Replaces edition of 1 Jan 64, which will be used

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05C FBSEP

PRACTICE EXERCISE

Part 1

Fill in the following pieces of information on DA Form 4004.

1. To: CDR 8TH BDE
2. From: CDR 10TH BDE
3. Date Time Group: 180615Z AUG 82
4. Security Classification: UNCLASSIFIED
5. Text: NOTIFY ALL MOBILE TEAMS OF 190800Z FIELD EXERCISES
6. Drafter Time: 0615
7. Signature & Grade of Releaser: Warren J. Henry 05
8. Precedence - Act: PP
9. Signature & Grade of Drafter: Roy P. Sands 05
10. Operator's Service: 180700Z/DS
11. Authentication: NOT AUTHENTICATED
12. Page 1 of 1

Part 2

Fill in the following pieces of information on DA Form 4158

(Log).

1. Time: 0815R
2. Operator's Sign: OH
3. Station Call Sign: X3Y62
4. Date: 11 MAY 81
5. Net Call Sign: X3Y
6. Time: 0918R
7. Remarks: Oscar Hanes OFF DUTY
8. Remarks: X3Y THIS IS J4T55 ROUTINE OVER

Part 3

Fill in the following pieces of information on DA Form 4158
(Operator's Number Sheet).

1. Net Call: X3Y
2. Station Call: X3Y62
3. Date: 11 MAY 81
4. Other Stations Call: T4B12Y, N5J35Y, W6C78Y
5. Sent: (#2 N5J35Y) 110930R/OH
6. Received: (#1 T4B12Y) 110945R/OH
7. Sent: (#1 N5J35Y) 110915R/OH
8. Sent: (#3 N5J35Y) 111015R/OH

Part 4

Fill in the following pieces of information on DA Form 2404.

1. Organization: CO C 7TH SIG BN
2. Nomenclature and Model: RADIO SET AN/GRC-106
3. Serial Number: 1714
4. Type Inspection: DAILY
5. TM Number: 11-5820-520-12 W/C
6. TM Date: 21 MAR 80
7. Date: 10 SEP 82
8. TM Item No: 2
9. Deficiencies and Shortcomings: CABLE CUT
10. Signature (Person(s) performing inspection): Bart J.
Barnes PFC
11. Initial When Corrected: BJB
12. Signature (Maintenance Supervisor): Bob M. Parnell SGT

ANSWERS TO PRACTICE EXERCISE

Part 1

MESSAGE FORM		PRECEDENCE		HOW SENT	SECURITY CLASSIFICATION
		ACT	INFO		
PAGE 1	OF 1	PP			UNCLASSIFIED
FROM: CDR 10TH BDE					
TO: CDR 8TH BDE					
NOTIFY ALL MOBILE					
TEAMS OF 190800Z FIELD					
EXERCISES (180700Z/DS)					
(NOT AUTHENTICATED)					
SIGNATURE & GRADE OF DRAFTER				DRAFTER TIME	DATE TIME GROUP
Roy P. Sanders 05				0615	180615Z AUG 82
SIGNATURE & GRADE OF RELEASER				SECURITY CLASSIFICATION	
Warren J. Henry 05				UNCLASSIFIED	

DA FORM 1 FEB 77 4004

Part 2

LOG		
Enter opening and closing time, frequencies, frequency checks and frequency changes, traffic delays and any incidents or conditions affecting circuit efficiency. Remarks need not be confined to one line.		
STATION ~~XXXXXXXXXX~~ - NET (Strike out words not applicable)		DATE
X3Y62 X3Y		11 MAY 81
TIME	OPERATOR'S SIGN	REMARKS
0815R	OH	X3Y THIS IS J4T55 ROUTINE OVER
0918R	OH	Oscar Hanes OFF DUTY

Part 3

OPERATOR'S NUMBER SHEET					
For use of this form, see FM 24-17 and FM 24-18, proponent agency is US Army Training and Doctrine Command.					
Check off both sent and received numbers immediately and enter Date-Time Group and personal sign. Strike out word not applicable in heading "Sent, Received." "Other Stations Call" may be entered in "Sent Received" block if only one column is required.					
STATION CALL X3Y62		NET CALL X3Y		DATE 11 MAY 81	
OTHER STATIONS CALL T4B12Y		N5J35Y		W6C78Y	
SENT RECEIVED	SENT REC'D	SENT RECEIVED	SENT REC'D	SENT RECEIVED	SENT REC'D
1	110945R/OH	1	110915R/OH	1	1
2	2	2	110930R/OH	2	2
3	3	3	111015R/OH	3	3
4	4	4		4	4

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Part 4

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET									
For use of this form, see TM 38-750; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.									
1. ORGANIZATION CO C 7TH SIG BN					2. NOMENCLATURE AND MODEL RADIO SET AN/GRC-106				
3. REGISTRATION/SERIAL/POW 1714		4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE 10 SEP 82		6. TYPE INSPECTION DAILY	
7. APPLICABLE REFERENCE									
TM NUMBER 11-5820-520-12 W/C			TM DATE 21 MAR 80		TM NUMBER			TM DATE	
INSTRUCTIONS - Perform each check listed in the TM applicable to the inspection performed. Following the sequence listed in pertinent TM, complete form as follows: COLUMN a - Enter TM item number. COLUMN b - Enter the applicable condition status symbol. COLUMN c - Enter deficiencies and shortcomings. COLUMN d - Show corrective action for deficiency or shortcoming listed in Column c. COLUMN e - Individual ascertaining completed corrective action initial in this column.									
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.									
8a. SIGNATURE (Person(s) performing inspection) Bart J. Barnes PFC			8b. TIME	8c. SIGNATURE (Maintenance Supervisor) Bob M. Parnell SGT			8d. TIME	9. MANHOURS REQUIRED	
TM ITEM NO.	STATUS	DEFICIENCIES AND SHORTCOMINGS			CORRECTIVE ACTION			INITIAL WHEN CORRECTED	
2		CABLE CUT						B J B	

DA FORM 2404
1 JAN 84

*U.S. GOVERNMENT PRINTING OFFICE:1981 740-001/858

C-09 SG
05C FBSEP

REMEDIATION EXERCISE

Part 1

Fill in the following pieces of information on DA Form 2404.

1. Serial Number: 1714
2. TM Item No: 2
3. Initial When Corrected: BJB
4. Organization: CO C 7TH SIG BN
5. TM Date: 21 MAR 80
6. Type Inspection: DAILY
7. Deficiencies and Shortcomings: CABLE CUT
8. Signature (Person(s) performing inspection): Bart J.
Barnes PFC
9. Date: 10 SEP 82
10. TM Number: 11-5820-520-12 W/C
11. Signature (Maintenance Supervisor): Bob M. Parnell SGT
12. Nomenclature and Model: RADIO SET AN/GRC-106

Part 2

Fill in the following pieces of information on DA Form 4004.

1. Authentication: NOT AUTHENTICATED
2. Signature & Grade of Releaser: Warren J. Henry 05
3. Precedence - Act: PP
4. Drafter Time: 0615
5. Signature & Grade of Drafter: Roy P. Sands 05
6. Operator's Service: 180700Z/DS
7. From: CDR 10TH BDE
8. Text: NOTIFY ALL MOBILE TEAMS OF 190800Z FIELD
EXERCISES
9. To: CDR 8TH BDE
10. Page 1 of 1
11. Security Classification: UNCLASSIFIED
12. Date Time Group: 180615Z AUG 82

Part 3

Fill in the following pieces of information on DA Form 4158
(Operator's Number Sheet).

1. Sent: (#3 N5J35Y) 111015R/OH
2. Sent: (#2 N5J35Y) 110930R/OH
3. Date: 11 MAY 81
4. Sent: (#1 N5J354) 110915R/OH
5. Received: (#1 T4B12Y) 110945R/OH
6. Station Call: X3Y62
7. Other Stations Call: T4B12Y, N5J35Y, W6378Y
8. Net Call: X3Y

Part 4

Fill in the following pieces of information on DA Form 4158
(Circuit Log).

1. Time: 9018R
2. Remarks: X3Y THIS IS J4T55 ROUTINE OVER
3. Net Call Sign: X3Y
4. Date: 11 MAY 81
5. Station Call Sign: X3Y62
6. Remarks: Oscar Hanes OFF DUTY
7. Time: 0815R
8. Operator's Sign: OH

ANSWERS TO REMEDIATION EXERCISE

Part 1

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET							
For use of this form, see TM 38-758; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.							
1. ORGANIZATION CO C 7TH SIG BN				2. NOMENCLATURE AND MODEL RADIO SET AN/GRC-106			
3. ADDRESS 1714		4. MILES	5. HOURS	6. ROUNDS FIRED	7. MOT STARTS	8. DATE 10 SEP 82	9. TYPE INSPECTION DAILY
10. APPLICABLE REFERENCE							
TM NUMBER 11-5820-520-12 W/C		TM DATE 21 MAR 80		TM NUMBER		TM DATE	
INSTRUCTIONS - Perform each check listed in the TM applicable to the inspection performed. Following the sequence listed in pertinent TM, complete form as follows: COLUMN a - Enter TM item number. COLUMN b - Enter the applicable condition status symbol. COLUMN c - Enter deficiencies and shortcomings. COLUMN d - Show corrective action for deficiency or shortcoming listed in Column c. COLUMN e - Individual ascertaining completed corrective action initial in this column.							
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.							
11. SIGNATURE (Person(s) performing inspection)		12. TIME		13. SIGNATURE (Maintenance Supervisor)		14. TIME	
Bart J. Barnes PFC				Bob M. Parnell SGT			
15. TM ITEM NO.	16. STATUS	17. DEFICIENCIES AND SHORTCOMINGS		18. CORRECTIVE ACTION		19. INITIAL WHEN CORRECTED	
2		CABLE CUT				BJB	

DA FORM 2404
1 JAN 84

U.S. GOVERNMENT PRINTING OFFICE: 1981 740-001/836

C-09 SG
05C FBSEP

Part 2

MESSAGE FORM		PRECEDENCE		HOW SENT	SECURITY CLASSIFICATION
PAGE	OF	ACT	INFO		
1	1	PP			UNCLASSIFIED
FROM: CDR 10TH BDE					
TO: CDR 8TH BDE					
NOTIFY ALL MOBILE					
TEAMS OF 190800Z FIELD					
EXERCISES (180700Z/DS)					
(NOT AUTHENTICATED)					
SIGNATURE & GRADE OF DRAFTER			DRAFTER TIME		DATE TIME GROUP
Roy H. Sands 05			0615		180615Z AUG 82
SIGNATURE & GRADE OF RELEASER				SECURITY CLASSIFICATION	
Warren J. Henry 05				UNCLASSIFIED	
DA FORM 4004 1 FEB 77					

Part 3

OPERATOR'S NUMBER SHEET					
For use of this form, see FM 24-18; proponent agency is US Army Training and Doctrine Command.					
Check off both sent and received numbers immediately and enter Date-Time Group and personal sign. Strike out word not applicable in heading "Sent/Received." "Other Stations Call" may be entered in "Sent/Received" block if only one column is required.					
STATION CALL X3Y62		NET CALL X3Y		DATE 11 MAY 81	
OTHER STATIONS CALL T4B12Y		N5J35Y		W6C78Y	
SENT RECD	SENT REC'D	SENT RECD	SENT REC'D	SENT RECD	SENT REC'D
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4

Part 4

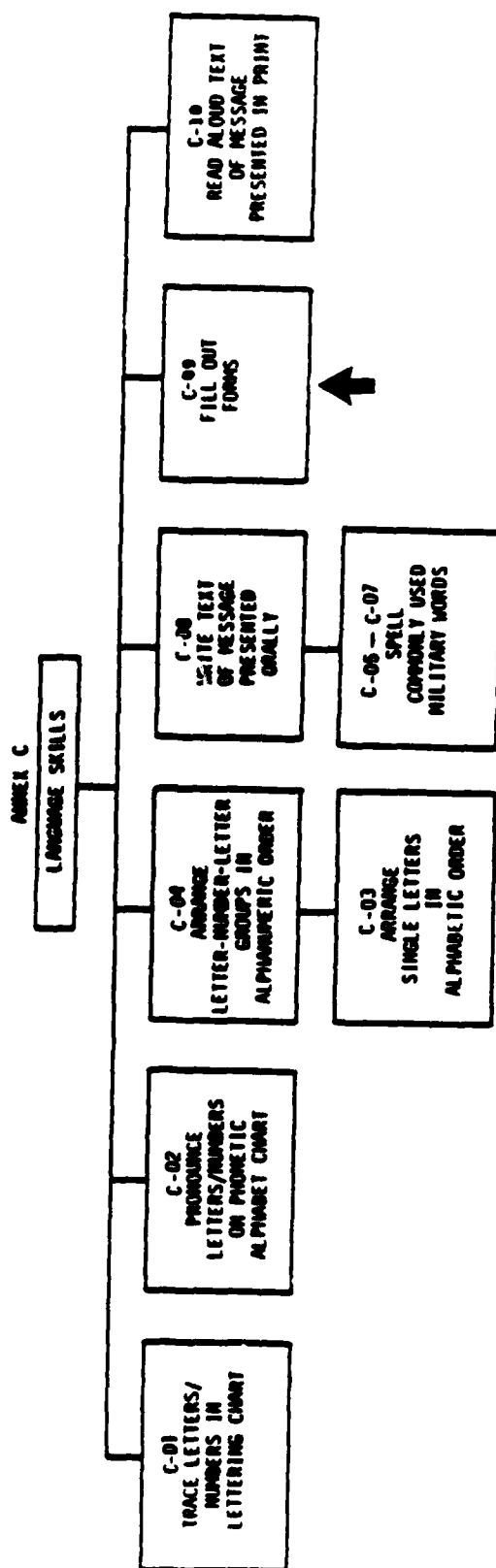
LOG		
Enter opening and closing time, frequencies, frequency checks and frequency changes, traffic delays and any incidents or conditions affecting circuit efficiency. Remarks need not be confined to one line.		
STATION OPERATING - NET (Strike out words not applicable)		DATE
X3Y62 X3Y		11 MAY 81
TIME	OPERATOR'S SIGN	REMARKS
0715R	OH	X3Y THIS IS J4T55 ROUTINE OVER
0918R	OH	Oscar Hanes OFF DUTY

C-09 SG
05C FBSEP

OVERHEAD TRANSPARENCIES C-09

C-09





OBJECTIVE:

When you finish this lesson, you will be able to fill out a form. You will be given a form and the information to be entered.

To fill out a form, you should:

- 1. Scan the form.**
- 2. Read the information to be entered on the form.**
- 3. Locate blank spaces where information is to be entered.**
- 4. Enter information in appropriate spaces.**

MESSAGE FORM		PRECEDENCE		HOW SENT	SECURITY CLASSIFICATION
		ACT	INFO		
PAGE	OF				
FROM:					
TO:					
SIGNATURE & GRADE OF DRAFTER				DRAFTER TIME	DATE TIME GROUP
SIGNATURE & GRADE OF RELEASER				SECURITY CLASSIFICATION	

DA FORM 1 FEB 77 4004

MESSAGE FORM		PRECEDENCE		HOW SENT	SECURITY CLASSIFICATION
		ACT	INFO		
PAGE	1 OF 1	PP			UNCLASSIFIED
FROM:	CDR 1ST BN 22ND INF				
TO:	CDR 5TH BN 22ND INF				
SHIPMENT LOST					
CHECK SUPPLIES					
SIGNATURE & GRADE OF DRAFTER		DRAFTER TIME		DATE TIME GROUP	
<i>James K. Moore</i>		0145Z		110145Z JAN 71	
SIGNATURE & GRADE OF RELEASER				SECURITY CLASSIFICATION	
<i>Rob J. Johnson</i>				UNCLASSIFIED	

DA FORM 4004 1 FEB 77

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MESSAGE FORM		PRECEDENCE		HOW SENT	SECURITY CLASSIFICATION
		ACT	INFO		
PAGE	1 OF 1	PP			UNCLASSIFIED
FROM: CDR 1ST BN 22ND INF					
TO: CDR 1ST BN 22ND INF					
SHIPMENT LOST					
CHECK SUPPLIES					
NOT AUTHENTICATED					
SIGNATURE & GRADE OF DRAFTER		DRAFTER TIME		DATE TIME GROUP	
James R. Moore		0145Z		110145Z JAN 71	
SIGNATURE & GRADE OF RELEASER				SECURITY CLASSIFICATION	
Fred J. Johnson				UNCLASSIFIED	

DA FORM 1 FEB 77 4004

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016

Enter opening and closing time, frequencies, frequency checks and frequency changes, traffic delays and any incidents or conditions affecting circuit efficiency. Remarks need not be confined to one line.

STATION-~~STATION~~-NET (Strike out words not applicable)

DATE _____

[illegible]

OPERATOR'S NUMBER SHEET

For use of this form, see FM 24-17 and FM 24-18; proponent agency is US Army Training and Doctrine Command.

Check off both sent and received numbers immediately and enter Date-Time Group and personal sign. Strike out word not applicable in heading "Sent/Received." "Other Stations Call" may be entered in "Sent/Received" block if only one column is required.

STATION CALL		NET CALL		DATE	
OTHER STATIONS CALL					
SENT REC'D	SENT REC'D	SENT REC'D	SENT REC'D	SENT REC'D	SENT REC'D
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4

OPERATOR'S NUMBER SHEET

For use of this form, see FM 24-17 and FM 24-18; proponent agency is US Army Training and Doctrine Command.

Check off both sent and received numbers immediately and enter Date-Time Group and personal sign. Strike out word not applicable in heading "Sent/Received." "Other Stations Call" may be entered in "Sent/Received" block if only one column is required.

SENT CALL F6W 97		REV CALL F6W		DATE 7 DEC 80	
OTHER STATIONS CALL B2M06W		N2D.34W		T1E 53W	
SENT TIME	SENT REC'D	SENT TIME	SENT REC'D	SENT TIME	SENT REC'D
1 071840Z/6T	1 071850Z/6T	1	1 071900Z/6T	1 071910Z/6T	1
2	2 071920Z/6T	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4

[illegible]

C-04

For use of this form, see TM 38-730; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.

For use of this form, see TM 38-730; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.

DA FORM 2404
1 JAN 64

ANSWER KEY FOR LESSON TEST C-09

This is the answer key for Lesson Test C-09. Students must get 18 out of 20 points to pass this test.

Part 1

MESSAGE FORM		PRECEDENCE		HOW SENT	SECURITY CLASSIFICATION
		ACT	INFO		
PAGE	OF	PP			
FROM: CDR 21ST BDE					
TO: CDR 3AD BDE					
COMMUNICATION PERSONNEL					
REPORT 230930Z DEC 80					
FOR DEBRIEFING					
SIGNATURE & GRADE OF DRAFTER		DRAFTER TIME		DATE TIME GROUP	
				171115Z/TP	
SIGNATURE & GRADE OF RELEASER				SECURITY CLASSIFICATION	

DA FORM 17 FEB 77 4004

C-09 LTAK
05C FBSEP

Part 2

LOG		
Enter opening and closing time, frequencies, frequency checks and frequency changes, traffic delays and any incidents or conditions affecting circuit efficiency. Remarks need not be confined to one line.		
STATION ~~NET~~ (Strike out words not applicable)		DATE
R4S22 R4S		15 SEP 83
TIME	OPERATOR'S SIGN	REMARKS
0700R		PEC ROBERT HART ON DUTY

Part 3

OPERATOR'S NUMBER SHEET					
For use of this form, see FM 24-17 and FM 24-18. Reporting agency is US Army Training and Doctrine Command.					
Check off both sent and received numbers immediately and enter Date-Time Group and personal sign. Strike out word not applicable in heading "Sent Received." "Other Stations Call" may be entered in "Sent Received" block if only one column is required.					
STATION CALL		NET CALL		DATE	
T3N54		T3N		24 APR 79	
OTHER STATIONS CALL		F2R34N		G8D57N	
SENT	REC'D	SENT	REC'D	SENT	REC'D
					1240750R/JK

C-09 LTAK
O5C FBSEP

Part 4

[illegible]DA FORM 2404
1 JAN 64

C-09 LTAK
05C FBSEP

ANSWER KEY FOR REMEDIATION TEST C-09

This is the answer key for Remediation Test C-09. Students must get 18 out of 20 points to pass this test.

Part 1

OPERATOR'S NUMBER SHEET							
For use of this form, see FM 24-18; proponent agency is US Army Training and Doctrine Command.							
Check off both sent and received numbers immediately and enter Date-Time Group and personal sign. Strike out word not applicable in heading "Sent/Received." "Other Stations Call" may be entered in "Sent/Received" block if only one column is required.							
STATION CALL		NET CALL		DATE			
B3N12		B3N		14 APR 79			
OTHER STATIONS CALL							
C6W85H		G8D57H		F3R34H			
SENT REC'D	SENT REC'D	SENT REC'D	SENT REC'D	SENT REC'D	SENT REC'D	SENT REC'D	SENT REC'D
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5

C-09 RTAK
05C FBSEP

Part 2

LOG		
Enter opening and closing time, frequencies, frequency checks and frequency changes, traffic delays and any incidents or conditions affecting circuit efficiency. Remarks need not be confined to one line.		
STATION— ~~CALL~~ — ~~KEY~~ (Strike out words not applicable)		DATE
T4P61 T4P		19 SEP 83
TIME	OPERATOR'S SIGN	REMARKS
0700Z		PFC DANIEL BROWN ON DUTY

C-09 RTAK
05C FBSEP

Part 3

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET									
For use of this form, see TM 38-750, the proponent agency is the Office of the Deputy Chief of Staff for Logistics									
1. ORGANIZATION					2. NOMENCLATURE AND MODEL				
3. REGISTRATION/SERIAL/NO.		4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE		6. TYPE INSPECTION	
73456								DAILY	
7. APPLICABLE REFERENCE									
TM NUMBER			TM DATE		TM NUMBER			TM DATE	
			14 FEB 69						
COLUMN a - Enter TM item number.					COLUMN d - Show corrective action for deficiency or shortcoming listed in Column c.				
COLUMN b - Enter the applicable condition status symbol.					COLUMN e - Individual ascertaining completed corrective action initial in this column.				
COLUMN c - Enter deficiencies and shortcomings.									
STATUS SYMBOLS									
"X"—Indicates a deficiency in the equipment that places it in an inoperable status. CIRCLED "X"—Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished. HORIZONTAL DASH "(-)"—Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.					DIAGONAL "(/)"—Indicates a material defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable. LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL—Indicates that a completely satisfactory condition exists. FOR AIRCRAFT—Status symbols will be recorded in red.				
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.									
8a. SIGNATURE (Person(s) performing inspection)			8b. TIME	9a. SIGNATURE (Maintenance Supervisor)			9b. TIME	10. MANHOURS REQUIRED	
TM ITEM NO.	STATUS	DEFICIENCIES AND SHORTCOMINGS			CORRECTIVE ACTION			INITIAL WHEN CORRECTED	
a	b	c			d			e	
		15 DEC 78						maH	

Part 4

MESSAGE FORM		PRECEDENCE		HOW SENT	SECURITY CLASSIFICATION
		ACT	INFO		
PAGE	OF		RR		
FROM: CDR 21ST BDE					
TO: CDR 4TH BDE					
COMMUNICATION PERSONNEL					
REPORT 170930Z DEC 82					
FOR FIELD EXERCISES					
SIGNATURE & GRADE OF DRAFTER			DRAFTER TIME	DATE TIME GROUP	
				072110Z/ST	
SIGNATURE & GRADE OF RELEASER				SECURITY CLASSIFICATION	

DA FORM 4004
1 FEB 77

C-09 RTAK
05C FBSEP

LESSON TEST FOR C-09

This Lesson Test requires that you fill in a total of 20 items of information on Forms DA 4004, DA 4158, and DA 2404. Your learning supervisor will give you the blank forms. You must get 18 out of 20 points to pass this test.

Part 1

Fill in DA Form 4004 with the following information:

1. Text: COMMUNICATION PERSONNEL REPORT 230930Z DEC 80
FOR DEBRIEFING
2. Date Time Group: 171115Z/TP
3. Precedence - Act: PP
4. From: CDR 21ST BDE
5. To: CDR 3RD BDE

Part 2

Fill in DA Form 4158 (Log) with the following information.

6. Net Call Sign: R4S
7. Date: 15 SEP 83
8. Station Call Sign: R4S22
9. Time: 0700R
10. Remarks: PFC ROBERT HART ON DUTY

Part 3

Fill in DA Form 4158 (Operator's Number Sheet) with the following information.

11. Date: 24 APR 79
12. Net Call: T3N
13. Received: (#1 G8D57N) 240750R/JK
14. Station Call: T3N54
15. Other Stations Call: B1W26N, F2R34N, G8D57N

Part 4

Fill in the following pieces of information on DA Form 2404.

- 16. Serial Number: 60456
- 17. Type Inspection: DAILY
- 18. TM Date: 17 FEB 79
- 19. Deficiencies and Shortcomings: 20 NOV 81
- 20. Initials When Corrected: VWS



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

STUDENT GUIDE

05C FBSEP LESSON C-10

READING ALOUD TEXT OF PRINTED MESSAGE

PREREQUISITES: None

MATERIALS REQUIRED: None

TYPE OF LESSON: Group paced

STUDENT GUIDE

05C FBSEP LESSON C-10

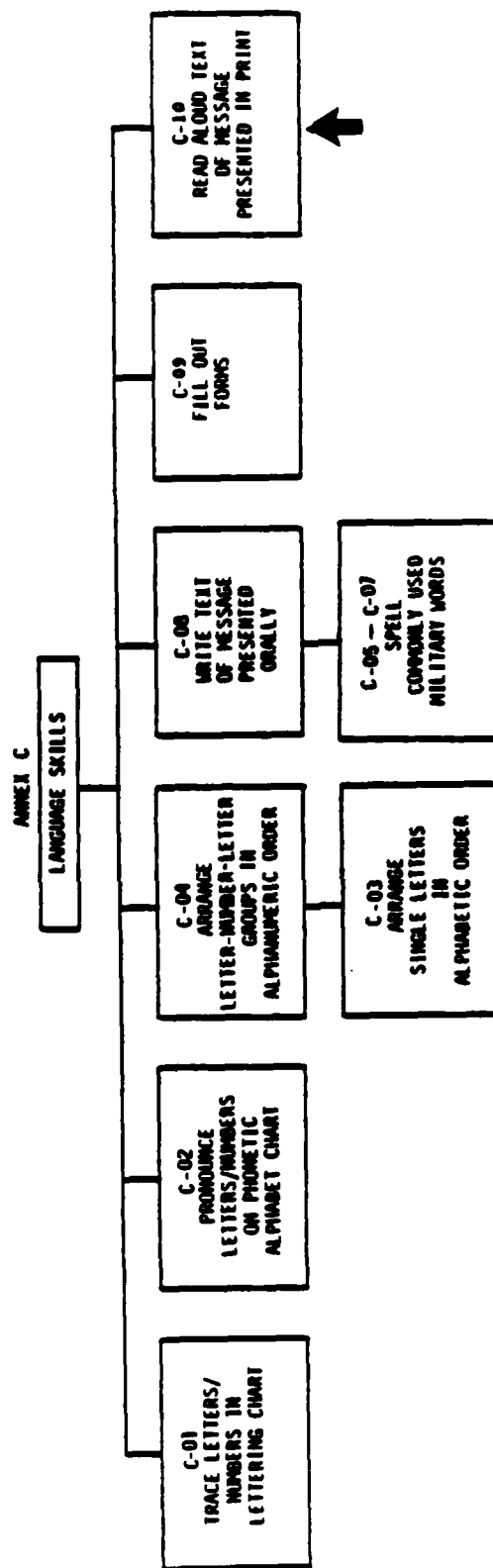
READING ALOUD TEXT OF PRINTED MESSAGE

INTRODUCTION

In this lesson you will practice reading the texts of messages aloud in preparation for when you actually make voice transmissions on the radio-telephone.

The map on the following page shows you where this lesson fits in with the other language skills in Annex C.

This Student Guide contains the annex map, the objective, the generality of the lesson, and the printed texts of messages for the Practice and Remediation Exercises.



OBJECTIVE: When you finish this lesson, you will be able to read aloud the text of a message. You will be given the text of the message.

To read the text of a message aloud, you should:

1. Rehearse the text of the message silently.
2. Pronounce each word of the text correctly, clearly, and slowly aloud.

PRESENTATION

The learning supervisor will show you how to read the text of a message correctly. Numbers must be read one digit at a time. For example, the number 154 should be read ONE FIVE FOUR.

All punctuation must be read. Figure 1 is a chart of the punctuation marks and the proper way to read them.

Punctuation	Symbol	Spoken
comma	,	COMMA
period	.	PERIOD/FULL STOP
parentheses	()	PAREN/UNPAREN
oblique stroke	/	SLANT
hyphen	-	HYPHEN
dash	—	DASH
quotation marks	none - spoken words	QUOTE/UNQUOTE
question mark	?	QUESTION
colon	:	COLON
semicolon	;	SEMICOLON

Figure 1

After the learning supervisor has demonstrated the proper manner of reading the message, you may be asked to read the six sample messages listed below.

Message One

ALL UNITS WILL REPORT AT 1700
TO HEADQUARTERS.

Message Two

CANCEL PLAN ECHO. NOTIFY ALL
SIGNAL CENTERS IN AREA JULIET

Message Three

CONFIRM REPORT OF ENEMY
INTERFERENCE

Message Four

NOTIFY THIS OFFICE
UPON RECEIPT OF 2
RADIO TELETYPEWRITER SETS

Message Five

COMMUNICATIONS PERSONNEL REPORT
TO GRANGE HALL IMMEDIATELY

Message Six

REQUEST CONFIRMATION OF VEHICLE
SHIPMENT 6 JUNE 82

C-10 SG
05C FBSEP

SUMMARY AND PRACTICE

During the Practice Exercise, the learning supervisor will show several transparencies with the texts of messages on them.

The learning supervisor will ask each of you to read a total of three messages aloud.

The learning supervisor will listen for correct pronunciation and the rate and volume of your reading. He/she will give assistance if you need it and will tell you how well you read immediately after your reading.

Remember to first read the message silently before reading it aloud.

All of the Practice Exercise messages shown on transparencies are listed on the following pages for additional practice.

PRACTICE EXERCISE

1.

RECEIVED SHIPMENT FROM
ALBUQUERQUE I SPELL ALPHA
LIMA BRAVO UNIFORM QUEBEC
UNIFORM ECHO ROMEO QUEBEC
UNIFORM ECHO

2.

OPERATORS JAMES, LEE,
AND CONRAD REPORT
TO BUILDING 117
ROOM 5 AT 0800 TODAY

3.

SEND CARTON OF FORM 4004
TO STATION TANGO BY
FRIDAY

4.

STORE COLD WEATHER GEAR IN
AREA FOXTROT. MARK CRATES
/ COLD WEATHER /

5.

ALL STATIONS REPORT TORNADO
DAMAGE. CHECK SUPPLIES.
REPORT SHORTAGES

6.

SEND 1 INFANTRY PLATOON TO
POINT INCEPTION. I SPELL. INDIA
NOVEMBER CHARLIE ECHO PAPA TANGO
INDIA OSCAR NOVEMBER. INCEPTION

7.

RETURN ALL EQUIPMENT TO SUPPLY
POINT XRAY FOR INSPECTION BY 1200

8.

DEPLOY INFANTRY PLATOON TO AREA
X-30 TO SUPPORT OPERATION MAD MAN

9.

MOVE 5 GUARDS FROM AREA
BUZZARD TO AREA EAGLE AT 2030
TODAY

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10.

OPERATION ORDER 44-88

(DICE) IN EFFECT 19 AUGUST

11.

AIRPORT CLOSED IN SOUTH AREA.
DIVERT ALL LANDINGS TO NORTH
AREA UNTIL FURTHER NOTICE.

12.

SUSPEND OPERATION ZOMBIE.
AIR DEFENSE ALERT IN EFFECT
UNTIL 2000

13.

WILL COMPLY WITH ORDER ON
OPERATION SOUTH DAKOTA.
SEND LOOP ANTENNA

14.

RESTRICT USE OF PRACTICE AMMUNITION
FOR EXERCISE JULIET. INFORM
OF REMAINING QUANTITY

15.

SUBMIT REQUIREMENTS FOR NUMBER
OF VEHICLES NEEDED TO IMPLEMENT
FLIGHT PLAN ECHO

16.

WILL RECEIVE YOUR SHIPMENT IN
AREA 82 AT 0830. NEED
TRANSPORT ASSISTANCE

17.

HAVE 35 CASES OF CHARLIE RATIONS
AND 17 CASES OF KILO RATIONS
ON HAND AS OF 1200 TODAY

18.

MOTOR POOL DEPARTED AT 0930.
ESTIMATED TIME OF ARRIVAL 1130

19.

FORWARD 150 CASES TYPE
CHARLIE RATIONS TO FIRST INFANTRY
DIVISION AT AREA PAPA

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05C FBSEP

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20.

SITUATION WARRANTS IMMEDIATE
ACTION. ADVISE EQUIPMENT TRANSFER
BY 0600

21.

INFORM HOTEL-0 THAT THIS IS THE
THIRD REQUEST FOR ADDITIONAL
PERSONNEL

22.

FORWARD 15 BOXES 200 WEIGHT
XEROX PAPER WITH NEXT COURIER

23.

INFORM THIS HEADQUARTERS OF
TOTAL NUMBER PERSONNEL AND
VEHICLES ASSIGNED TO YOUR UNIT

24.

SEND 20 CASES OF 7 MILLIMETER
AMMUNITION TO THIS HEADQUARTERS

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25.

CARRY OUT PLAN WIZARD AT 1730.
CANCEL PLAN BRAVO

26.

REQUEST STATUS OF AIRBORNE
TROOPS FOR AIR SHOW 22 APRIL

27.

ADVISE SHIPPING DEPARTMENT
WHEN MATERIAL LISTED WILL BE
READY FOR SHIPMENT

28.

WHAT IS ESTIMATED TIME OF
ARRIVAL OF GENERAL ALDINE.
I SPELL ALPHA LIMA DELTA
INDIA NOVEMBER ECHO-ALDINE?

29.

POSTPONE EXERCISE XRAY UNTIL
2045 HOURS. JOIN CONVOY AT
POINT VICTOR IMMEDIATELY.

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30.

DELAY CONFERENCE SCHEDULED FOR
0930 UNTIL SECURITY EXERCISE
CONCLUDES

31.

TRANSFER SERGEANT MIKE GILROY
AND SERGEANT SAM FISHER TO
LANDING ZONE

32.

CARRY OUT OPERATION HONEY.
PERSONNEL EVACUATED AT 1415 TODAY

OBTAIN LESSON TEST FROM LEARNING SUPERVISOR

C-10 SG
05C FBSEP

REMEDIATION

This part of the lesson contains the texts of messages.
Read through them silently. The learning supervisor will
choose three for you to read aloud to him/her.

Before going on, review the two steps necessary to read the
text of a message aloud.

1. Rehearse the text of the message silently.
2. Pronounce each word of the text correctly, clearly,
and slowly aloud.

REMIEDIATION EXERCISE

1.

MOTOR POOL DEPARTED AT 0930.
ESTIMATED TIME OF ARRIVAL 1130

2.

FORWARD 150 CASES TYPE CHARLIE
RATIONS TO FIRST INFANTRY DIVISION
AT AREA PAPA

3.

DELAY CONFERENCE SCHEDULED FOR
0930 UNTIL SECURITY EXERCISE
CONCLUDES

4.

TRANSFER SERGEANT MIKE GILROY
AND SERGEANT SAM FISHER TO
LANDING ZONE

5.

INFORM THIS HEADQUARTERS OF
TOTAL NUMBER PERSONNEL AND
VEHICLES ASSIGNED TO YOUR UNIT

C-10 SG
05C FBSEP

6.

SEND 20 CASES OF 7 MILLIMETER
AMMUNITION TO THIS HEADQUARTERS

7.

SITUATION WARRANTS IMMEDIATE
ACTION. ADVISE EQUIPMENT TRANSFER
BY 0600

8.

AIRPORT CLOSED IN SOUTH AREA.
DIVERT ALL LANDINGS TO NORTH
AREA UNTIL FURTHER NOTICE

9.

POSTPONE EXERCISE XRAY UNTIL
2045 HOURS. JOIN CONVOY AT POINT
VICTOR IMMEDIATELY

10.

RECEIVED SHIPMENT FROM
ALBUQUERQUE I SPELL ALPHA
LIMA BRAVO UNIFORM QUEBEC
UNIFORM ECHO ROMEO QUEBEC
UNIFORM ECHO

11.

OPERATORS JAMES, LEE, AND
CONRAD REPORT TO BUILDING 117
ROOM 5 AT 0800 TODAY

12.

SUBMIT REQUIREMENTS FOR NUMBER
OF VEHICLES NEEDED TO IMPLEMENT
FLIGHT PLAN ECHO

C-10 SG
05C FBSEP

OBTAIN REMEDIATION TEST FROM LEARNING SUPERVISOR

C-10 SG
05C FBSEP

LESSON TEST FOR C-10

This is the Lesson Test for C-10. You will read aloud the three texts of the messages printed below. First, read the message silently. Then, read the messages aloud to the learning supervisor. Your performance will be judged by your pronunciation, volume, and rate of delivery. You must read each message with 80% accuracy to pass this test. DO NOT WRITE ON THIS TEST.

1. OPERATE AT MINIMUM POWER BETWEEN
0500 AND 0900 COMMENCING 23 JULY 82
2. OPERATION PAPA SUPERSEDES OPERATION
WHISKEY EFFECTIVE 16 DECEMBER.
NOTIFY MOBILE TEAMS
3. SHIPMENT OF 60 BOXES ENVELOPES,
5 BOXES MESSAGE FORMS, 17
CARTONS XEROX PAPER SENT WITH
COURIER

REMEDIATION TEST FOR C-10

This is the Remediation Test for C-10. You will read aloud the three texts of the messages printed below. First, read the message silently. Then, read the messages aloud to the learning supervisor. Your performance will be judged by your pronunciation, volume, and rate of delivery. You must read each message with 80% accuracy to pass this test. DO NOT WRITE ON THIS TEST.

1. RIVER ROAD CLOSED DUE TO
FLOODING. COMMENCE
OPERATION MIDWAY
AT 0600
2. OPERATION SIERRA TO
SUPERSEDE OPERATION
RED ROCK EFFECTIVE
3 JANUARY 82.
3. SHIPMENT OF 120 BOXES
FLASHLIGHT BATTERIES, 50
CANTEENS, AND 1 BOX SUPPLY
FORMS SENT WITH COURIER

C-10 RT
05C FBSEP



FBSEP

RADIO TELETYPE OPERATOR

MOS 05C10

LEARNING SUPERVISOR GUIDE

05C FBSEP LESSON C-10

READING ALOUD TEXT OF PRINTED MESSAGE

PREREQUISITES: None

MATERIALS REQUIRED: 22 Overhead Transparencies

TIME REQUIRED: 2 hours

TYPE OF LESSON: Group paced

LEARNING SUPERVISOR GUIDE

FBSEP LESSON C-10

READING ALOUD TEXT OF PRINTED MESSAGE

Section 1: Introduction

1. Language Skills for 05C FBSEP Course

Show Transparency 1 (Annex C Map).

Explain the following:

Map shows tasks concerned with language skills needed in 05C FBSEP Course.

The arrow points to this lesson.

2. Objective of lesson

Show Transparency 2 (Objective of Lesson).

Read the objective aloud to class.

Explain the following:

The printed texts of the messages will be shown to the students on transparencies for the Practice Exercise and on paper for the Remediation Exercise, the Lesson Test, and the Remediation Test.

The students will read the texts aloud to the learning supervisor.

3. Generality of lesson

Show Transparency 3 (Generality of Lesson).

Read generality aloud.

Explain that each point will be covered later.

4. Student Guide

Explain the following:

Student Guides contain an introduction, the lesson objective, the generality, and the texts of messages used in the Presentation, Practice Exercise, and Remediation Exercise.

5. Presentation

Explain the following:

The learning supervisor will present key information about the lesson.

The learning supervisor will show transparencies of texts of messages for the students to practice reading.

Section 2: Presentation

1. Importance and purpose of lesson

Explain the following:

Reading aloud a printed message is one of most important jobs of a radiotelephone operator.

The purpose of this lesson is to help students learn to read aloud the text of a message. The text is the main part of a message. The heading and ending parts of a message are not included in this lesson.

2. Generality of lesson

Tell the students that when they are going to read the text of a printed message aloud they should first read the printed text silently.

Rehearsing a message silently prior to reading it aloud is important for the reasons which follow.

It will help students find words that might be mispronounced on the air.

Rehearsal will help students use circuit time effectively. They should not waste "air time."

Rehearsal also helps to eliminate needless repetitions.

Staying on the circuit too long could clog the circuits and prevent other messages from getting through.

Also, too much time on the air could allow the enemy to copy a message and locate the station's position.

After rehearsing the message silently, students should pronounce each word of the text correctly, slowly, and clearly aloud.

They should pause long enough to give the receiver time enough to write down the message.

3. Numbers

Explain the following:

The numbers must be read one digit at a time.
For example, the number 143 is read ONE FOUR
THREE.

Ask students how they would read numbers like:
76, 1403, 653 etc.

4. Punctuation

Show Transparency 4 (Punctuation Chart).

Explain that all punctuation must be read.
Point to each punctuation mark on the chart.
Demonstrate the proper way to read it.

5. Demonstrate desired behavior

Show Transparency 5 (Sample Messages 1-3).

Read each message for the students to model the correct behavior.

Discuss with them errors that can be made when reading them aloud. Demonstrate this incorrect behavior by reading too fast, or mispronouncing words, or reading at too low a volume.

Ask individual students to read the sample messages after you've demonstrated how to read the messages correctly.

Remind the students to pronounce the words of the messages distinctly and at a rate that would allow transcribing.

Give assistance if necessary.

Show Transparency 6 (Sample Messages 4-6).

Repeat the same procedure as used with previous transparency. Remind the students to read the message silently as you model the correct behavior.

Ask for questions before going on to Section 3.

Give guidance necessary.

Section 3: Summary and Practice

1. Review objective and generality.

Reshow Transparencies 2 (Objective of Lesson) and 3 (Generality of Lesson).

2. Practice Exercise

Explain the following:

The texts of several messages will be shown on transparencies.

Each student will read aloud the text of three messages. Numbers are to be read digit by digit, and all punctuation marks must be spoken.

Have a student read one and then go on to another student. When each student has read one, start over again until each has read two. Then begin again until each has read three.

Give ample time for silent rehearsal.

Note the clarity (pronunciation and volume) and rate of reading of each student.

Give immediate feedback as to how well each student read the texts assigned to him or her.

Show Transparencies 7 through 22.

Reshow transparencies if necessary to allow each student ample practice.

Before giving the Lesson Test, ask students if they have any questions.

Give guidance as needed.

Section 4: Lesson Test

Give the Lesson Test to one student at a time in a quiet area where other students cannot hear.

Give student ample time to rehearse messages silently.

Students must read each message with 80% accuracy:

Message 1

10/12 points; no more than 2 points off.

Message 2

10/12 points; no more than 2 points off.

Message 3

15/18 points; no more than 3 points off.

Each message is graded on:

Pronunciation

Subtract 1 point for each number not spoken digit by digit.

Subtract 1 point for each punctuation mark not spoken.

Subtract 1 point for each word pronounced incorrectly.

Volume

Subtract 1 point for each inaudible word.

Rate of Delivery

Subtract 1 point for each word spoken so quickly that it's not understandable.

Students who fail the test must do the Remediation Exercise and then take the Remediation Test.

Section 5: Remediation Exercise

Direct students to study their Student Guides.

Choose three messages for each student.

Give the students ample time to rehearse the three silently.

Have each student read the three messages aloud to you in a quiet place where other students cannot hear.

Critique each message according to clarity and rate of delivery and volume.

Section 6: Remediation Test

Give the Remediation Test to one student at a time in a quiet area where other students cannot hear.

Give students ample time to rehearse messages silently.

Students must read each message with 80% accuracy:

Message 1

10/12 points; no more than 2 points off.

Message 2

10/12 points; no more than 2 points off.

Message 3

15/18 points; no more than 3 points off.

Each message is graded on:

Pronunciation

Subtract 1 point for each number not spoken digit by digit.

Subtract 1 point for each punctuation mark not spoken.

Subtract 1 point for each word pronounced incorrectly.

Volume

Subtract 1 point for each inaudible word.

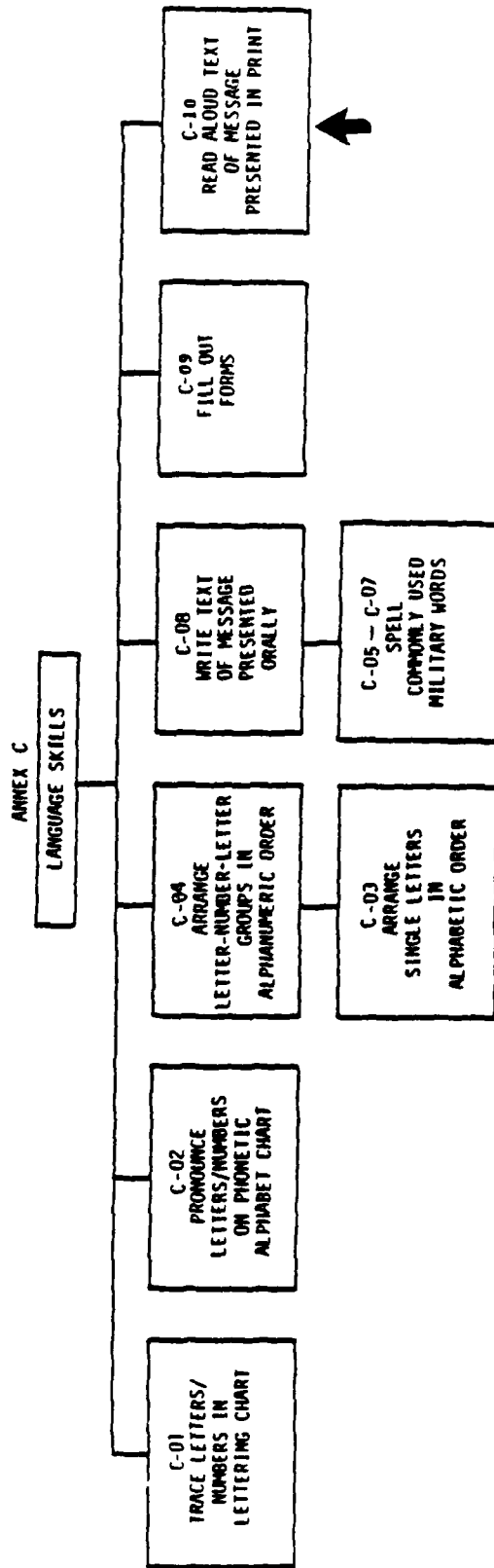
Rate of Delivery

Subtract 1 point for each word spoken so quickly that it's not understandable.

Direct students who fail the test to Counseling.

C-10 OVERHEAD TRANSPARENCIES

C-10
0



OBJECTIVE:

When you finish this lesson, you will be able to read aloud the text of a message. You will be given the text of the message.

To read the text of a message aloud, you should:

- 1. Rehearse the text of the message silently.**
- 2. Pronounce each word of the text correctly, clearly and slowly aloud.**

Punctuation	Symbol	Spoken
comma period parentheses oblique strokes hyphen dash quotation marks question mark colon semicolon	, . () / - — none - spoken words ? : ;	COMMA PERIOD/FULL STOP PAREN/UNPAREN SLANT HYPHEN DASH QUOTE/UNQUOTE QUESTION COLON SEMICOLON

Message One

**ALL UNITS WILL REPORT AT 1700
TO HEADQUARTERS.**

Message Two

**CANCEL PLAN ECHO. NOTIFY ALL
SIGNAL CENTERS IN AREA JULIET**

Message Three

**CONFIRM REPORT OF ENEMY
INTERFERENCE**

Message Four

**NOTIFY THIS OFFICE UPON
RECEIPT OF 2 RADIO
TELETYPEWRITER SETS**

Message Five

**COMMUNICATIONS PERSONNEL
REPORT TO GRANGE HALL
IMMEDIATELY**

Message Six

**REQUEST CONFIRMATION OF
VEHICLE SHIPMENT 6 JUNE 82**

1.

RECEIVED SHIPMENT FROM
ALBUQUERQUE-I SPELL ALPHA
LIMA BRAVO UNIFORM QUEBEC
UNIFORM ECHO ROMEO QUEBEC
UNIFORM ECHO

2.

OPERATORS JAMES, LEE, AND
CONRAD REPORT TO BUILDING
117 ROOM 5 AT 0800 TODAY

C-10

7

3.

SEND CARTON OF FORM 4004
TO STATION TANGO BY FRIDAY

4.

STORE COLD WEATHER GEAR
IN AREA FOXTROT.
MARK CRATES / COLD WEATHER /

C-10

8

5.

ALL STATIONS REPORT TORNADO
DAMAGE. CHECK SUPPLIES.
REPORT SHORTAGES

6.

SEND 1 INFANTRY PLATOON TO
POINT INCEPTION·I SPELL·INDIA
NOVEMBER CHARLIE ECHO PAPA TANGO
INDIA OSCAR NOVEMBER·INCEPTION

C-10

9

7.
RETURN ALL EQUIPMENT TO
SUPPLY POINT XRAY FOR
INSPECTION BY 1200

8.
DEPLOY INFANTRY PLATOON
TO AREA X-30 TO SUPPORT
OPERATION MAD MAN

C-10
in

9.
MOVE 5 GUARDS FROM AREA
BUZZARD TO AREA EAGLE AT 2030
TODAY

10.
OPERATION ORDER 44--88
(DICE) IN EFFECT 19 AUGUST

C-10

11

11.

AIRPORT CLOSED IN SOUTH AREA.
DIVERT ALL LANDINGS TO NORTH
AREA UNTIL FURTHER NOTICE.

12.

SUSPEND OPERATION ZOMBIE.
AIR DEFENSE ALERT IN EFFECT
UNTIL 2000

13.

WILL COMPLY WITH ORDER ON
OPERATION SOUTH DAKOTA.
SEND LOOP ANTENNA

14.

RESTRICT USE OF PRACTICE AMMUNITION
FOR EXERCISE JULIET. INFORM
OF REMAINING QUANTITY

C-10

13

15.

SUBMIT REQUIREMENTS FOR NUMBER
OF VEHICLES NEEDED TO IMPLEMENT
FLIGHT PLAN ECHO

16.

WILL RECEIVE YOUR SHIPMENT IN
AREA 82 AT 0830. NEED
TRANSPORT ASSISTANCE

Q-10
14

17.

HAVE 35 CASES OF CHARLIE RATIONS
AND 17 CASES OF KILO RATIONS
ON HAND AS OF 1200 TODAY

18.

MOTOR POOL DEPARTED AT 0930.
ESTIMATED TIME OF ARRIVAL 1130

C-10

15

AD-A130 237

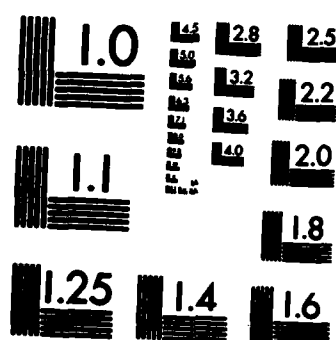
INSTRUMENTATION FOR PROTECTIVE STRUCTURES TESTING(U)
BALLISTIC MISSILE OFFICE NORTON AFB CA J V QUINTANA
29 JUN 83 BMO-82-062

6/6

UNCLASSIFIED

F/G 13/13 NL





MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

19.

**FORWARD 150 CASES TYPE
CHARLIE RATIONS TO FIRST INFANTRY
DIVISION AT AREA PAPA**

20.

**SITUATION WARRANTS IMMEDIATE
ACTION. ADVISE EQUIPMENT
TRANSFER BY 0600**

C-10 16

21.

**INFORM HOTEL - 0 THAT THIS IS
THE THIRD REQUEST FOR ADDITIONAL
PERSONNEL**

22.

**FORWARD 15 BOXES 200 WEIGHT
XEROX PAPER WITH NEXT COURIER**

C-10 17

23.

**INFORM THIS HEADQUARTERS OF
TOTAL NUMBER PERSONNEL AND
VEHICLES ASSIGNED TO YOUR UNIT**

24.

**SEND 20 CASES OF 7 MILLIMETER
AMMUNITION TO THIS HEADQUARTERS**

25.

**CARRY OUT PLAN WIZARD AT 1730.
CANCEL PLAN BRAVO**

26.

**REQUEST STATUS OF AIRBORNE
TROOPS FOR AIR SHOW 22 APRIL**

C-10

19

27.

**ADVISE SHIPPING DEPARTMENT
WHEN MATERIAL LISTED WILL BE
READY FOR SHIPMENT**

28.

**WHAT IS ESTIMATED TIME OF
ARRIVAL OF GENERAL ALDINE .
I SPELL . ALPHA LIMA DELTA
INDIA NOVEMBER ECHO . ALDINE?**

29.

**POSTPONE EXERCISE XRAY UNTIL
2045 HOURS. JOIN CONVOY AT
POINT VICTOR IMMEDIATELY.**

30.

**DELAY CONFERENCE SCHEDULED FOR
0930 UNTIL SECURITY EXERCISE
CONCLUDES**

C-D 21

31.

**TRANSFER SERGEANT MIKE GILROY
AND SERGEANT SAM FISHER TO
LANDING ZONE**

32.

**CARRY OUT OPERATION HONEY.
PERSONNEL EVACUATED AT 1415 TODAY**

END

FILMED

8-83

DTIC