**8/30/18 Training – Rules for Radiogram Text**

Here’s notes on the 10 Rules for Radiogram Text…

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| **Radiogram TEXT rules & guidelines**1. Try to keep messages less than 25 words
	1. OK to use more than 25 if necessary
	2. Some emergency traffic may be very lengthy – refer to ICS-213
2. Don’t use big words!  Use more common words if at all possible
	1. The Oratorio was phenomenal (big words)
	2. The show was great (common words)
	3. Great show (common words & short)
3. Do not use contractions
	1. Don’t – You’re – We’re
4. Use ARL codes if an appropriate code exists
5. Minimize use of end-of-sentence “X-Ray’s”
6. Phone numbers in the text take 3 words (figures or number groups)– area code, prefix, & number
7. When sending text, leave a noticeable gap between words to avoid check errors
8. Depending on propagation, spell words phonetically as necessary
9. Learn and make proper use of prowords – initial(s), figure(s), letter groups, number groups, mixed groups
10. Try to avoid punctuations if possible, but – if necessary - Learn and make proper use of punctuation in the text… comma, query, slash, dash, exclamation, etc.
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