CHECKING YOUR MESSAGE

Remember these basic rules when checking (counting the words) text.

1) Punctuation (X-rays, Queries) count separately as a word.
2) Mixed letter number groups (1700Z, for instance) count as one word.
3) Initial or number groups count as one word if sent together, two if sent separately.
4) The signature does not count as part of the text, but any closing lines such as "Love", or "73" do.

Here are some examples:

* Charles J. McClain----3 words
* St Louis ----2 words
* ARRL FORTY SIX----3 words
* W B Steward----3 words
* 3 PM ----2 words
* Seventy Three ----2 words
* SASE ----1 word
* 2N1601----1 word
* 73 ----1 word

Telephone numbers count as 3 words (area code, prefix, number), and ZIP codes count as 1 word.

Book Messages

When sending book traffic always send the "common" parts first such as (heading, text, signature). Then send "uncommon" parts such as (message number, addressee's name, address, town, zip, phone number). Before sending book traffic, announce beforehand that it is Book Traffic. Each message is counted separately, even though it was sent in book form.

ARRL NUMBERED MESSAGES

ONE Everyone safe here. Please don't worry.
TWO Coming home as soon as possible.
THREE Am in ___ hospital. Receiving excellent care and recovering fine.
FOUR Only slight property damage here. Do not be concerned about disaster reports.
FIVE Am moving to a new location. Send no further mail or communication. Will inform you of new address when relocated.
SIX Will contact you as soon as possible.
SEVEN Please reply by amateur radio through the amateur delivering this message. This is a free public service.
EIGHT Need additional _____ mobile or portable equipment for immediate emergency use.
NINE Additional ____ radio operators needed to assist with emergency at this location.
TEN Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.
ELEVEN Establish Amateur radio emergency communications with _____ on _____ MHZ.
TWELVE Anxious to hear from you. No word in some time. Please contact me as soon as possible.
THIRTEEN Medical emergency situation exists here.
FOURTEEN Situation here becoming critical. Losses and damage from _____ increasing.
FIFTEEN Please advise your condition and what help is needed.
SIXTEEN Property damage very severe in this area.
SEVENTEEN REACT communications services also available. Establish REACT communication with _____ on channel_____.
EIGHTEEN Please contact me as soon as possible at _____.
NINETEEN Request health and welfare report on _____. (State Name, address & telephone number.
TWENTY Temporarily stranded. Will need some assistance. Please contact me at _____.
TWENTY ONE Search and rescue assistance is needed by local authorities here. Advise availability.
TWENTY TWO Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.
TWENTY THREE Report at once the accessibility and best way to reach your location.
TWENTY FOUR Evacuation of residents from this area urgently needed. Advise plans for help.
TWENTY FIVE Furnish as quickly as possible the weather conditions at your location.
TWENTY SIX Help and care for the evacuation of sick and injured from this location needed at once.
FORTY SIX Greetings on your birthday and best wishes for many more to come.
FORTY SEVEN Reference your message number ____ to _____ delivered on _____ at _____ UTC.
FIFTY Greetings by amateur radio.
FIFTY ONE Greetings by amateur radio. This message is sent as a free public service by ham radio operators at _____. Am having a wonderful time.
FIFTY TWO Really enjoyed being with you. Looking forward to getting together again.
FIFTY THREE Received your _____. It's appreciated; many thanks.
FIFTY FOUR Many thanks and good wishes.
FIFTY FIVE Good news is always welcome. Very delighted to hear about yours.
FIFTY SIX Congratulations on your _____ , a most worthy and deserved achievement.
FIFTY SEVEN Wish we could be together.
FIFTY EIGHT Have a wonderful time. Let us know when you return.
FIFTY NINE Congratulations on the new arrival. Hope mother and child are well.
SIXTY Wishing you the best of everything on _____.
SIXTY ONE Wishing you a very Merry Christmas and a Happy New Year.
SIXTY TWO Greetings and best wishes to you for a pleasant holiday season.
SIXTY THREE Victory or defeat, our best wishes are with you. Hope you win.
SIXTY FOUR Arrived safely at _____.
SIXTY FIVE Arriving _____ on ____ . Please arrange to meet me there.
SIXTY SIX DX QSLs are on hand for you at the _____ QSL bureau. Send ___ self addressed envelopes.
SIXTY SEVEN Your message number _____ undeliverable because of _____ . Please advise.
SIXTY EIGHT Sorry to hear you are ill. Best wishes for a speedy recovery..
SIXTY NINE Welcome to the _____ . We are glad to have you join us and hope you will enjoy the fun and fellowship of the organization.