

Dear Student,

You have purchased a carefully planned morse tutoring course on a 12" double sided long playing record but this is not all because this record is designed to familiarize you with the Morse characters, correctly sent at speeds exceeding the 12 words per minute required by the G.P.O. Amateur Morse Test. The record is so designed that as your receiving ability progresses you will be able to play it at 45 R.P.M. and later when you are even more proficient, at 78 R.P.M.

Please follow the instructions as completely as possible and do not try to rush ahead too fast; this will only ultimately slow you down. You can then not only be sure of passing the test easily but be able to read good morse at speeds well in excess of 12 W.P.M. As you will learn to receive correctly spaced Morse characters you will find that when you come to sending you will only send correctly spaced code. It is harder to receive than to send and this is the reason I am concentrating mainly on receiving. Please pay particular attention to this instruction as the success of the course depends on it. **UNDER NO CIRCUMSTANCES TOUCH A KEY UNTIL YOU FEEL CONFIDENT THAT YOUR RECEIVING SPEED IS ADEQUATE TO ENABLE YOU TO PASS THE TEST.** There will be a great temptation to try a key as you progress but it will only hinder your receiving because you will be making your own spacing, speed, etc., which may or may not be correct, and will have to be unlearned later.

With regard to sending, you will find that when you have learnt to receive and write down a group (five letters or a word or two) behind correctly without hesitating, that although you have not touched a key, you will be able to send at least as well as you can receive (probably much better) within a day or so. The only thing you will have to overcome is a stiff wrist. Nothing but practice and exercise will cure this. More about sending later, you must learn to receive properly first.

The alphabet is split up into four groups of letters, A-G, H-M, N-S, and T-Z. The letters are sent in their correct order at about 8 W.P.M. but with long gaps between each letter to give you time to think. This also applies to the

five letter groups following in each case. Keep repeating each section until you know it perfectly at 33, 45 and finally 78 R.P.M. (except the plain language at the end). After each section a bell will ring to denote the end of the section. Do not proceed to the next section until you are satisfied with the preceding one. After the T-Z groups you get some code words using all the alphabet. When you have mastered all this, a verbal announcement will tell you to start on the numbers. This is followed by groups of numbers, all with long pauses between to enable you to copy easily. When you have got this far, you should have learnt automatically all the letters and numbers. As punctuation is not required in the Post Office Examination, this is not included as a part of the course but can be obtained from any good Radio Diary, or of course is included in the ADVANCED Course.

From now on the record will seek to give you practice at receiving plain language, five letter code groups and numbers, sometimes mixed with letters as used in call signs. This is not in the Post Office Test but is useful practice. Also typical "Ham lingo" is incorporated. Remember that although the Code is fairly slow when played at 33 R.P.M., the complete course requires you to play back at 45, or preferably 78 R.P.M. The increase in speed should be made when you know a section perfectly at the slower speed. When you can write down the letter and figure part of the course at 78 R.P.M. you should be able to pass the G.P.O. Test without difficulty.

PRACTICE Regular practice is essential. A quarter of an hour a day is excellent, preferably in the morning
***** but not when you are tired. In some cases you can extend practice time to as much as half an hour but this should not be exceeded. During practice periods, you must concentrate on Code. If you cannot do this for fifteen minutes, ten will have to do but it **MUST BE DONE REGULARLY**, preferably daily. A good tip in the early stages is to listen to the record and say aloud the letter just sent in the gap before **the next letter comes up**. At 78 R.P.M. this is excellent practice and quickly teaches you the rhythm.

INCIDENTALLY, when replacing the pick up in the groove in order to repeat a lesson- drop it in anywhere in that lesson thus giving you a different starting point each time. This helps learning immensely!

When you are walking or riding in a bus, make a habit of translating car numbers into code before the car passes you. This is excellent practice. When reading the Code, try to write it down a few seconds after you have received it, i.e., during the next code batch. This will take some practice but it is the only way to take fast morse. For the G.P.O. Test at 12 W.P.M. it is not essential but nevertheless very desirable.

SENDING You must learn to send on an ordinary hand key as
***** the Post Office will not always allow the use of a
 "Bug Key". Also it is simpler until you are very
familiar with code procedure.

Choose a good HEAVY KEY and fix it solidly. Mine is about eleven inches from the edge of the operating table. Hold the key lightly but firmly between the thumb and the second finger, the first finger resting on top of key knob, rather like holding a pencil. Try and use the LEFT HAND, if possible, so that you can write and send without changing hands from key to pencil. If this is too difficult, use the easier hand. As movement is obtained entirely from the wrist muscles, YOU MUST KEEP THE WRIST RELAXED to enable you to send easily. Try writing with your wrist tensed and you will see what I mean. A nice easy action from the wrist comes with practice.

Although you may not believe it, you will be able to send good morse, not only as fast as you can read it, but much faster in two or three days. Now CONCENTRATE on sending accurately, as you have learnt to receive and DO NOT SPEED. Accuracy of text and spacing, not speed, make a good operator and remember you will always have a reserve of sending speed, whether you want it or not, over your receiving speed.

The official timing for the Morse Code is as follows: The timing unit is a DOT. A "dash" equals THREE DOTS. The spaces between DOTS AND DASHES in a letter equal ONE DOT. Spaces between letters have a duration of THREE DOTS and between words of FIVE DOTS. These are the official times but

if you study this course correctly you will not have to worry about timing because Morse sent incorrectly will be as obvious to you as a piano badly out of tune.

This course has been very carefully designed specifically to get you through the G.P.O. Test as easily and quickly as possible. At the beginning of the course, the spaces have been lengthened to assist you, whereas at the end the Morse is similar to that sent by a good operator on the "Ham Bands", which is what you will be reading shortly.

Remember the "Amateur Licence" cannot be bought. It can only be earned by proficiency. Although now you may think learning the code is an unnecessary bind to please official circles, you will be surprised to find how useful it is when working D.X. Stations and how much extra fun it will bring to you in Ham Radio.

Please note, the written copy of the recorded material enclosed is for correcting only. Do not cheat and learn the groups first. It is, however, permissible to study the letters only of each group whilst learning.

If I can help you in any way please do not hesitate to write to me, but I would request a stamped, addressed envelope for a reply.

Here's wishing you luck in your exam. and 73 for the future.

Yours sincerely,

WARNING.
WARNING
WARNING
VERY IMPORTANT.

STAN BENNET.

G 3 H S C

In the past some students have ignored the verbal message on band 1 (side 1) continuing right through the course at 33 1/3 before proceeding to 45 r.p.m. THIS IS WRONG and will only impede your progress. Each lesson should be learnt at the three speeds before proceeding to the following one. An occasional return to an earlier lesson is advantageous.

A.B.C.D.E.F.G. (watch whilst first learning but cover up groups)

CLOSE BOOK

B.G.A.C.F./ D.B.E.F.A./ C.D.G.B.D./ C.A.F.E.G./
D.B.A.F.G./ D.E.A.G.B./ F.D.C.E.A./ D.B.E.C.F./
D.G.B.A.G.// Bell

H.I.J.K.L.M. (watch whilst first learning)

CLOSE BOOK

J.I.H.K.M./ L.H.M.I.L./ K.J.M.H.L./ I.K.M.J.H./
I.K.M.L.J./ M.L.K.I.H./ M.H.J.L.K./ M.H.J.M.J./
L.H.M.I.L./ K.H.J.I.M.// Bell

N.O.P.Q.R.S. (watch whilst first learning)

CLOSE BOOK

S.N.R.O.Q./ P.R.O.Q.N./ S.R.Q.P.N./ N.S.O.R.P./
Q.P.O.R.N./ S.N.O.Q.P./ P.O.Q.R.N./ P.N.R.S.Q./
P.O.N.S.R./ Q.P.S.O.N.// Bell

T.U.V.W.X.Y.Z. (watch whilst first learning)

CLOSE BOOK

T.Z.V.U.Y./ X.W.Y.V.T./ W.V.T.Z.X./ Z.T.W.X.V./
Y.X.V.W.Z./ W.T.V.X.Y./ Y.U.W.T.V./ X.T.V.Y.U./
X.Z.U.T.W./ V.X.W.Y.Z./ U.Y.W.T.X./ U.T.W.Y.V.//
Bell

USING THE 7" CHECK RECORD

As you learn, try the 7" Simulated G.P.O. Test Record from time to time. If you can write the **contents** of this record down without error at 45 R.P.M. you should pass the G.P.O. **Test** which is, of course, in plain language, the test record being only plain words but not connected in any way.

If you have not purchased the **ADVANCED COURSE**, you are missing a great opportunity. It **continues** where the Beginners Course leaves off and brings you up to professional standard so that you can read naturally at high speed without effort. If you are pleased with your progress so far, send 50/- now and ask for **ADVANCED Record (E)** which can take you up to 42 W.P.M.

VERBAL ANNOUNCEMENT

ODMEL / MWXZ / QPALH / MWOLQ / FLOTE / MELPX /
ETOLF / GDIOM / MQPAJ / LOPSA / ZQYOG / KXWQY /
TXPSE / QSYOM / MOSTK / QRMVB / PLQBT / NBQTH /
MWTYU / QRSOM / MTUDG / QRKBD / QSLOM / QRQNW //
Bell

VERBAL ANNOUNCEMENT - Start of Numbers 1-5 and groups:

21534 42531 53425 14352 35214
32153 25131 43512 53241 12345
35241 34524 14253 21351 34254

Numbers 6 to 0 i.e. 6789&0 followed by groups:

68790 97860 86976 97680 90879
08679 98908 96780 86790 96786
76809

VERBAL ANNOUNCEMENT - Number groups using all figures:

36477 26781 93645 21096 85290
95843 02935 68743 38901 26383
10568 37458 Bell

A USEFUL TIP

To check the speed of any morse, listen to a series of dots, the speed then = $\frac{\text{DOTS per minute}}{25}$, now, as an ordinary

watch normally ticks 5 times a second or 300 ticks a minute, $300/25 = 12$, so if your dot speed synchronises with the watch the morse speed = 12 W.P.M. providing that the correct spacing is used.

Verbal announcement followed by the commencing signal ----

THE FOLLOWING GROUPS ARE CORRECTLY SPACED — BEIKSJ

MXJWOQN XKS AKLWQM AZYKWQOD MWQPEMSK SXQPM LWQOY GWE

REFLKYCHSW YOQZSKP KSZ COWALP CUOLBUCS HCJOHPSW WHDOSZXQ

— 1257908537842316905 THAT WAS CHEATING HI

PZDSNB YOEQWGBMKL RQFGSOPNV CQ DE G3HSC BEST BENT WIRE -

WELL I WISH YOU THE VERY BEST FOR THE G.P.O. TEST AND

HOPE TO HEAR YOU ON THE BAND SOON. 73 de G3HSC.

AR SK (Signing signal)

THE G.P.O. AMATEUR MORSE TEST

comprises Plain Language and figures as follows:-

TYPE	LENGTH OF TEST	DURATION OF TEST	SENDING		RECEIVING
			MAX. NO. OF ERASURES	MAX. NO. OF UNCORRECTED ERRORS	MAX. NO. OF ERRORS
PLAIN LANGUAGE	36 WORDS	3 MINS.	4	0	4
FIGURES	10 GROUPS OF 5 FIGURES	1½ MINS.	2	0	2

When receiving, each letter incorrectly received counts as one error.