



Speaking and Listening

This booklet is intended for use by recruits prior to them beginning their Phase 1 Initial Training with the British Army.

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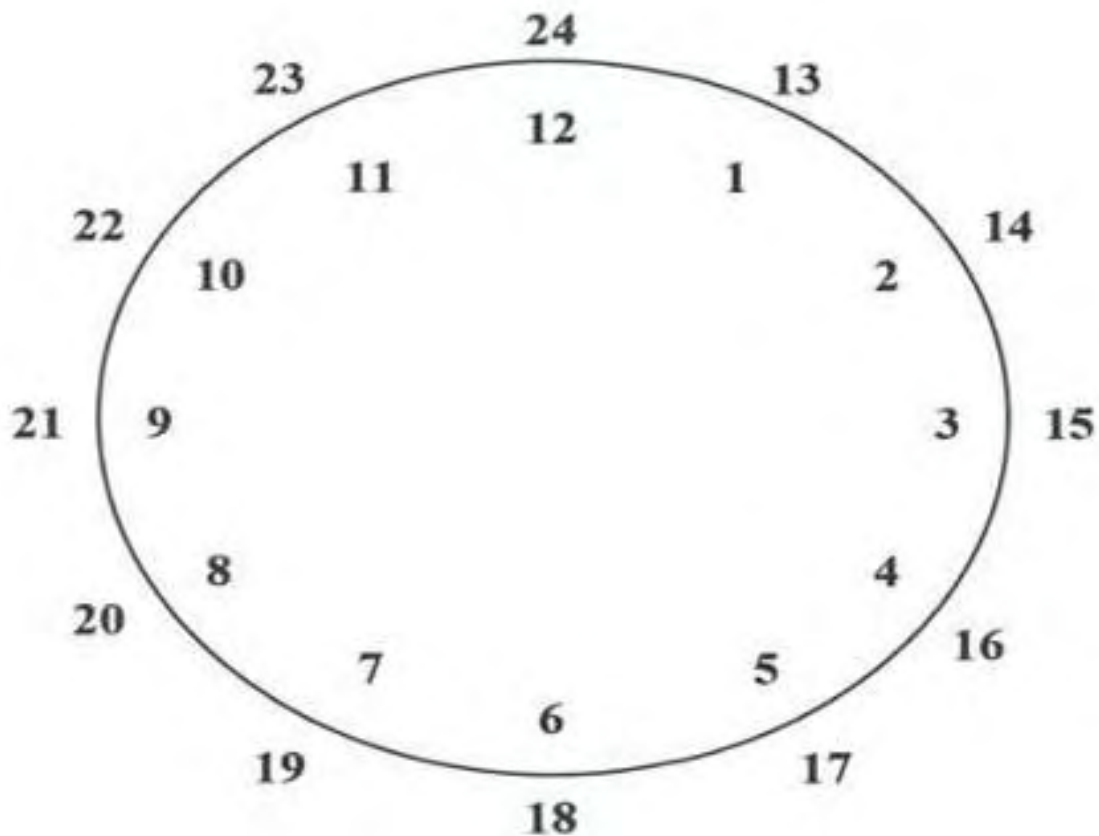
The 24 Hour Clock

Introduction

1. To avoid the possibility of confusing the time of an event and whether it takes place in the morning or afternoon (such as 2:00 am or 2:00 pm), the military operates a system using a 24-Hour Clock.

The 24-Hour Clock

2. The diagram below shows a representation of the 24-hour clock. It commences immediately after midnight (0001 hrs) and finishes immediately before midnight the same day (2359 hrs). Therefore, 01:00 am would be 0100 hrs (pronounced zero one hundred hours) and 11:59 pm would be 2359 hrs (pronounced twenty three fifty nine hours).



3. Here is the whole list:

am/pm	24 Hour	Pronunciation
1:00 am	0100 hrs	Zero One Hundred Hours
2:00 am	0200 hrs	Zero Two Hundred Hours
3:00 am	0300 hrs	Zero Three Hundred Hours
4:00 am	0400 hrs	Zero Four Hundred Hours
5:00 am	0500 hrs	Zero Five Hundred Hours
6:00 am	0600 hrs	Zero Six Hundred Hours
7:00 am	0700 hrs	Zero Seven Hundred Hours
8:00 am	0800 hrs	Zero Eight Hundred Hours
9:00 am	0900 hrs	Zero Nine Hundred Hours
10:00 am	1000 hrs	Ten Hundred Hours
11:00 am	1100 hrs	Eleven Hundred Hours
12:00 pm	1200 hrs	Twelve Hundred Hours
1:00 pm	1300 hrs	Thirteen Hundred Hours
2:00 pm	1400 hrs	Fourteen Hundred Hours
3:00 pm	1500 hrs	Fifteen Hundred Hours
4:00 pm	1600 hrs	Sixteen Hundred Hours
5:00 pm	1700 hrs	Seventeen Hundred Hours
6:00 pm	1800 hrs	Eighteen Hundred Hours
7:00 pm	1900 hrs	Nineteen Hundred Hours
8:00 pm	2000 hrs	Twenty Hundred Hours
9:00 pm	2100 hrs	Twenty One Hundred Hours
10:00 pm	2200 hrs	Twenty Two Hundred Hours
11:00 pm	2300 hrs	Twenty Three Hundred Hours

4. Timings given in orders are also given using the 24 hour clock e.g. "report for duty at 0700" would mean you have to be at work at 7:00 am local time. "Your Platoon Commander wants to see you at 1500 hrs" means that you need to be in the Platoon Commander's office at 3:00 pm local time.

5. When it comes to operational matters (such as communications, training exercises, deployments, etc), the British Army must coordinate with bases and personnel located in other time zones. To avoid confusion, the Army uses Greenwich Mean Time (GMT). However, the Army refers to this time zone as *Zulu Time*, and they attach the "Zulu" (Z) suffix, to ensure the time-zone referred to is clear.

6. For example, a British Army message or communication might state, "The convoy will cross into the Area of Operations at 1300Z." That means the convoy would arrive in the Area of Operations when it is 1:00 pm in Greenwich, England.

7. Why does the Army call this time "Zulu Time?" Basically, the world is divided into 24 time zones. For easy reference in communications, a letter of the alphabet has been assigned to each time zone. The time zone for Greenwich, England has been assigned the letter "Z".

8. Here are some questions for you to test yourself, just fill in the gaps:

Question	Standard Time	24 hour clock
1	6:30 am	
2		1950 hrs
3	9:15 pm	
4		0430 hrs
5	11:40 pm	

Question	Depart	Arrive	Journey Time
6	0800 hrs	1020 hrs	
7	1530 hrs		4 hrs 55 mins
8		2345 hrs	2 hrs 40 mins
9	1945 hrs		3 hrs 10 mins
10	2230 hrs	0350 hrs	

The Phonetic Alphabet

Introduction

1. Within the military, the Phonetic Alphabet is predominantly used in voice radio communications to avoid confusion and errors during voice transmission; they also assist in accurate communication where language may be a problem. Saying "M" may be misheard during voice communication as it sounds like "N", but saying "Mike" is more likely to be understood.

The Phonetic Alphabet & Pronunciation

2. The words of the phonetic alphabet are pronounced as shown in the table below. The **Bold** portion indicates the syllable or syllables to be emphasized when the word is spoken.

Letter	Phonetic Letter	Pronunciation
A	Alpha	AL FAH
B	Bravo	BRAH VOH
C	Charlie	CHAR LEE
D	Delta	DELL TAH
E	Echo	ECK OH
F	Foxtrot	FOKS TROT
G	Golf	GOLF
H	Hotel	HO TELL
I	India	IN DEE AH
J	Juliet	JEW LEE ETT
K	Kilo	KEY LOH
L	Lima	LEE MAH
M	Mike	MIKE
N	November	NO VEM BER
O	Oscar	OSS CAH
P	Papa	PAH PAH
Q	Quebec	KEH BECK
R	Romeo	ROW ME OH
S	Sierra	SEE AIR AH
T	Tango	TANG GO
U	Uniform	YOU NEE FORM
V	Victor	VIK TAH
W	Whiskey	WISS KEY
X	X-ray	ECKS RAY
Y	Yankee	YANG KEY
Z	Zulu	ZOO LOO

3. The phonetic alphabet is also used for the transmission of encrypted messages. For example, the cipher group CM VX is spoken "CHARLIE MIKE, VICTOR X-RAY".

Phonetic Numbers

4. As with the phonetic alphabetic, it is important that numbers are pronounced clearly and consistently. The following pronunciations should be used when communicating numbers verbally:

Number	Phonetic Number	Pronunciation
0	Zero	ZE RO
1	One	WUN
2	Two	TOO
3	Three	THR-REE
4	Four	FOW ER
5	Five	FIFE
6	Six	SIX
7	Seven	SEV EN
8	Eight	AIT
9	Nine	NY NER

5. In some cases, you may be encouraged to say "FIGURES" before communicating a string of numbers.

TASK Now test yourself on the phonetic alphabet.