

THE RIDER SOUND-n-SIGHT. CODE COURSE

by Lewis Robins and Reed Harris



A new tested method of learning code — the "REINFORCED LEARNING" system,
that enables anyone to learn radio code faster and easier than ever before possible.

INSTRUCTION BOOK

The Rider *Sound-n-Sight* Code Course is available in three different groups—Novice, Advanced, and Complete. The contents of each are as follows:

Novice Course (REC-08): covers 0-8 words per minute, record sides 1-6; instruction book; set of 47 flash cards.

Advanced Course (REC-920): covers 9-20 words per minute, record sides 7-12; instruction book (use only those portions that apply to code speeds of 9 words per minute or more).

Complete Course (REC-020): covers 0-20 words per minute, record sides 1-12; instruction book; set of 47 flash cards.

The Rider *Sound-n-Sight* Code Course is designed, basically, to provide instruction up to 20 words per minute. The recordings are to be played at 33 $\frac{1}{3}$ rpm. If, however, it is so desired, code speeds greater than 20 words per minute may be obtained by playing record Sides 10, 11, and 12 at 45 rpm. The following table indicates the approximate code speed obtained.

	33 $\frac{1}{3}$ rpm code speed	45 rpm code speed
Record Side 10	15 wpm	20.25 wpm
Record Side 10	16 wpm	21.6 wpm
Record Side 11	17 wpm	22.95 wpm
Record Side 11	18 wpm	24.3 wpm
Record Side 12	19 wpm	25.65 wpm
Record Side 12	20 wpm	27 wpm

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CONTENTS

PART 1: LEARNING TO RECEIVE	1
PART 2: LEARNING TO SEND	12
APPENDIX I: Progress Chart	23
APPENDIX II: Answers	28

*Dedicated to Professor Fred S. Keller, Lt. Thomas G. Clinton, USN, and all the officers and men
of the United States Navy who helped make this course possible.*

PREFACE

Here is a way to learn the International Morse Code which you can really enjoy. In test after test, we have discovered that a relaxed student can use this pleasant new system to make himself (or herself) a good radio operator in a matter of hours.

The secret is the use of new psychological principles, which make up what we call the "Reinforced Learning" system. Instead of laboring for long hours at a repetitious series of dull printed drills to learn just a few characters each day, Reinforced Learning lets your mind learn the way it really wants to—quickly and easily.

This course is based upon the results of psychological experiments conducted in the laboratories of Columbia University. Using the improved learning methods which developed as a result of these experiments, we have built this new and different Morse code course.

Extensive tests, many made in the Armed Forces, have produced such exceptional results that even we have been surprised. In Navy tests at Norfolk, Va., men who had never copied code before and who served in such jobs as cook, welder, carpenter, mechanic, and hospital orderly had no trouble mastering the Morse code in less than eight hours.

We acknowledge with warm thanks the debt we owe to Professor Fred S. Keller of the Department of Psychology, Columbia University, who over a period of years developed the underlying principles which provide the foundation on which this new training method is built.

The authors have studied psychology at Columbia University, and served as "human guinea pigs" in advanced psychological testing. Both have taken part in specialized training in the armed forces and in business. The material used here is therefore based on sound theory, practical testing, and known operating requirements.

We wish you success in taking the course.

April 1959

Lewis Robins
Reed Harris

1. learning to receive

Introduction to Reinforced Learning

In 1957, the authors were asked to find out why military students in communications schools were having difficulty learning to receive Morse code. Intensive study and experimentation revealed that those students who had difficulty mastering the code really had trouble "hearing" the correct sound patterns for each signal. Thus, when DIT DAH was sent the poor student heard this signal as DIT DIT. It was obvious that if the student "heard" the sound incorrectly it was impossible for him to receive the code with accuracy. The ability to hear the sounds correctly is called *audio perception*.

After the discovery of the audio-perception factor in Morse code learning, an experiment was tried to determine whether students who were having difficulty could easily learn to copy code once they heard the sound patterns for each signal correctly. The results of the experiment supported the authors' belief that they could.

It was concluded that mastery of the code would be faster for all students if they first learned to hear the sounds correctly. A new course of instruction was prepared for use in the military services based on this principle.

The new method was tested with several hundred students. Results showed that students learned more easily and in far less time using the new system than had been possible under older standard methods.

Your Rider *Sound-n-Sight Code Course* takes advantage of this new concept in Morse code learning. Sides 1 and 2 of your recordings have been designed to teach you to hear the sounds correctly.

After learning the sounds, the second phase of code learning is identification of each letter, number, and punctuation mark. Thus, you must learn that *dit dah* is "A" and *dit dit* is "I," etc. Most code courses

require the student to memorize these characters. Reinforced Learning has been called "learning without memorizing." Your Rider code course will not require you to study lists of signals for hours and hours. Instead, it makes use of certain psychological principles discovered by Professors Fred S. Keller at Columbia and B. F. Skinner at Harvard. A set of 47 flash cards are provided which, when used in tests with several hundred students, demonstrated that within three to five hours all students could identify correctly all the letters, numbers, and punctuation marks.

After learning to hear the sounds correctly, using Sides 1 and 2 of your recordings, and learning to identify all the letters, numbers, and punctuation marks, using your flash cards, the next step is to put the two skills together so that when a signal is sent, you can respond by writing or typing the correct character. On record Side 3, the *Rider Sound-n-Sight Code Course* combines the two skills. In the many tests of this new method, students have demonstrated that having mastered the sounds and the identification of the characters, they can easily put the two skills together and copy code at 3 words per minute (wpm) with 95% accuracy.

The average length of time in which to achieve a speed of 3 wpm using the *Rider Sound-n-Sight Code Course* is less than eight hours of instruction.

The Morse Code Plateau

At some time you may have heard your "ham" friends refer to a Morse code learning plateau, or the times when the student doesn't seem to be making any progress. Professor Keller has called this plateau a "phantom" which disappears if correct training practices are used to teach the student to copy at high speeds.

Your *Rider Sound-n-Sight Code Course* provides several minutes of practice material for each advance speed, beginning at 3 words per minute and with very specific instructions on how to make the best use of this practice material. Unbelievable as it may seem to those who have learned to copy code using other methods, demonstrations of your *Rider Sound-n-Sight Code Course*, for advanced-code learning, proved that students increase in speed on the average of 1 word per minute per day, while practicing for only one hour each day.

Using this course, you will be able to complete the requirements for Novice class license in about 13 hours of instruction, for General class license in about 20 hours, and for Amateur Extra class license in about 40 hours.

REQUIREMENTS FOR AMATEUR OPERATOR LICENSES

<i>Class</i>	<i>Requirements</i>
Novice	5 words per minute
General	13 words per minute
Amateur Extra	20 words per minute

The most important thing to bear in mind is that these results can be achieved only if the instructions are followed exactly. The slightest change, however insignificant it may seem, may just be enough to upset the psychological structure upon which this course is carefully based. Therefore, **DON'T RUSH**. As you discover how easy it is to learn, you may be tempted to advance faster than the recommended schedule. The Reinforced Learning method assumes that your mind continues to learn even when you are not actually practicing. By pushing too hard, you will only prevent what you have already learned from "sinking in."

You are now ready to begin your Morse code learning. Lesson 1 will begin below.

Good Luck!

Lesson 1**Learning the Sounds of the Letters**

Sides 1 and 2 of your recordings are for use in learning to hear correctly the sounds of the various signals. Detailed instructions will be found at the beginning of Side 1. However, before beginning, you may want to read these simple instructions.

Briefly, we have recorded three groups of 52 signals on Sides 1 and 2. Each group contains all 26 letters of the alphabet, used twice in random order. After each signal is sent, there will be a three-second pause during which you will be instructed to write down the sound pattern you heard. Thus, if you heard a *dit*, draw a dot (·) on your paper and if you heard a *dah*, draw a dash (—).

The three-second pause will be followed by an announcement of the correct sound pattern. If your written answer agrees with the instructor's announcement (the voice on your record), do nothing but wait for the next signal. However, if your answer disagrees with the instructor's announcement, draw a circle around your incorrect response. At the end of the run, you will be told to count your circled responses and to record your score on the Progress Chart.

The Progress Chart

At the end of this book you will find your personal Progress Chart. The Reinforced Learning system has shown that a student should never "just" practice without knowing whether he's making any improvement. Therefore, we have made provision after each training run for your score to be recorded on a Progress Chart, so that you can measure your improvement for every minute spent in training. Instructions for filling out the Chart are given, and before listening to Side 1 of your recording it would be advisable to become familiar with them.

Passing Scores

From the experience with several hundred students, we have established certain "passing scores" which *must* be attained before a student advances to the next lesson. The passing score for each run of 52 characters is three or less errors. It is most important that you not advance to Lesson 2 before achieving a passing score. Thus, if you make four or more errors on the first group, go on to the second group of 52 letters. If you make four or more errors on the second group, go on to the third group (on the first half of Side 2). If you make four or more errors on the third group, start over with the first group.

How many hours a day should I practice? Several extensive experiments conducted during World War II for the Armed Forces disclosed that two hours of daily practice in Morse code will achieve the same results as seven or eight hours. We therefore suggest that you practice not more than two hours per day. As a matter of fact, one hour of daily practice is sufficient to achieve quick results.

What if I fail to achieve a passing score my first day of training? Don't be discouraged if you fail to achieve a "passing score" on Lesson 1 during your first day of training. This is a common occurrence. If you fail to achieve a passing score at the end of two hours of practice, it is better to wait a day before continuing. As has been already pointed out, the Reinforced Learning system assumes that learning goes on when you are not actually practicing. In case after case, we find that a student who had difficulty achieving a passing score on the first day of training will pass on the first run he takes a day later.

Instructions for Lesson 1

You are now ready to begin Lesson 1. Here's all you do.

1. Place Side 1 of your recordings on the turntable.

2. Have pencil and paper handy.
3. Have your Progress Chart handy.

Turn on your phonograph, sit back and relax, and you will hear the instructions for learning the sounds.

Lesson 2

Learning the Sounds of Numbers and Punctuation Marks

On the last half of Side 2 of your recordings, a run of numbers and punctuation marks was recorded for your use in learning their correct sounds.

Follow the same procedure as in Lesson 1. The run contains 42 signals. Passing score is a run with three or less errors.

Be sure to record your score on the Progress Chart at the end of each run of Lesson 2 (last half of Side 2).

Lesson 3

Learning to Identify the Letters

Take out the set of flash cards¹ that has been included in your *Rider Sound-n-Sight Code Course*. Separate the letter cards from the numeral and punctuation cards. During Lesson 3 you will learn to identify the letters. Punctuation marks and numbers will be learned in Lesson 4.

NOW, TURN SOME OF THE CARDS OVER.

Notice that there is a printed signal at the bottom of each of the cards and on the reverse side a word that identifies the correct letter for the signal. Now return the cards to the deck.

Using the cards is going to be a kind of game. Experience has shown that, following the instructions exactly, within three to five hours you will have learned to identify all the signals correctly.

It is most important that you follow the instructions exactly.

Here's all you do. First, make certain that the deck of flash cards has the signals facing upwards. Then, shuffle the flash cards. Remember to include only the letters. Now, look at the printed signal at the bottom of the first card. Guess what letter it might be. *Make any guess*

¹ The words used on the reverse side of the card to indicate the correct letter are the internationally accepted phonetic equivalent of the letters and are used by communications personnel throughout the world. The use of phonetic equivalents leaves no doubt as to the identification of a particular letter.

and don't worry if you make an error.

After making your guess, *look at the back of the card* to see if you were correct. If you were right, place your card in one pile; if you were incorrect, place it in another. Then, go on to the next card and guess again. Follow this procedure until you have completed a run through all the cards.

Remember to put all those you guess correctly in one pile and those you guess wrong in another. When you have completed the run of 26 cards, count the cards you were unable to identify correctly and record your number of errors in the proper place on your Progress Chart.

On this first run you may make as many as twenty-six errors. *That is nothing to worry about.* Chances are, on the second run you may make only twenty-four errors, and you will improve each time. This game has been so designed that it takes three to five hours to learn all the signals.

Be sure to take a one-minute break after every second run.

Passing Score

Passing score is three consecutive runs with *zero* errors. It is important that you achieve a passing score before you advance.

Remember to shuffle the cards after each run. *Don't try to memorize* the signals. Just take a guess, flip the card to see if you were correct, and then go on to the next one.

Lesson 4

Learning to Identify Numbers and Punctuation Marks

Using the "Number and Punctuation Mark" flash cards, follow the same procedures as in Lesson 3. Passing score on Lesson 4 is three consecutive runs with *zero* errors.

Be sure to record your number of errors at the end of each run on your Progress Chart.

Lesson 5

Identifying the Sounds

Place Side 3 on your phonograph.

You may remember that in Lesson 1, after hearing each signal, you wrote down the sound, and three seconds after the signal was sent,

At the end of the run, be sure to record your number of errors on the Progress Chart.

Passing Scores

Passing score on Lesson 5 is a run with three or less errors. Do not advance to Lesson 6 until you have achieved a passing score.

Warning: If you make more than fifteen errors, it would be best to return to Lessons 1 and 2, if most of your errors are caused by mistaking the sounds. If most of your errors are caused by mistaking the identification, return to Lessons 3 and 4. If you have any difficulty with Lesson 5, a little extra practice in the early lessons will quickly cure your trouble.

Lesson 6

Copying Code at 3 Words Per Minute

The second half of the third side of your recordings contains a run of 100 signals at a speed of 3 words per minute. All the letters, numbers, and punctuation marks are included.

During Lesson 6, there will be no announcement of the correct character after each signal is sent. Instead, determine your number of errors at the end of the run by comparing your answers with the correct answers printed in the Answer Chart. Count your number of errors and record your score on the Progress Chart. Passing score is two consecutive runs with four or less errors. Don't worry if you make errors or miss a character. Just go on to the next one.

Lesson 7

Advanced Training for Speed and Accuracy

When you are able to copy code with 95% accuracy at a speed of three words per minute, you will have mastered the most difficult part of Morse code learning. Advanced training involves nothing more than learning to copy at higher speeds. The only difference between copying a 12-word-per-minute run and a run at only 3 words per minute is that at the faster speed you have less time in which to write down your response. For instance, at 3 words per minute a signal is sent once approximately every four seconds. Thus you must respond within four seconds or miss the character. At 12 words per minute the signals are sent once approximately every second. Thus when copying 12 words

per minute you will have only one second in which to write down your response.

We mentioned previously that what were once thought to be inevitable plateaus or long periods of no progress in advanced Morse code training were revealed to be "phantoms" and unnecessary. Your Rider *Sound-n-Sight Code Course* uses tested procedures for advanced training, designed to avoid those plateaus. Using these procedures at a military service code school, the authors found that students advanced at the rate of 1 word per minute per day without ever hitting a plateau.

You, too, will be able to copy at high speeds in a matter of days, if you will follow our "Four Rules of Daily Procedure" exactly as directed. We cannot stress too strongly the importance of *not* attempting to alter these procedures. You can be sure that the slightest change will result in your hitting the familiar and frustrating code plateau somewhere along the way. Slow and easy wins this race.

The Four Basic Rules for Daily Procedure

1. *Copy test runs . . . never "just" practice.* To make best use of your practice time, you must know how well you are copying. If you "just" practice and never correct your work, there is no way of knowing how many errors you are making or if you are having difficulty with any particular characters.

Therefore, each of your learning records contains a series of runs . . . the slow speeds and medium speeds (from 4 up to and including 12 wpm) are 100 characters long. The high speeds (13 to 20 wpm) are 200 characters long.

Instead of just practicing, follow these simple steps, which provide a way of easily measuring just how well you are doing at every moment of practice.

a. Copy a run.

b. Correct your work from the Answer Chart given in this book.

c. Record your score on the Progress Chart.

2. *Increase speed—Only 1 word per minute.* Several lengthy code experiments have proved that it is easier to grasp an increase of 1 word per minute than a 2-wpm increase. It is easier to grasp a 2-wpm increase than 3-wpm increase, etc. So . . . do not jump speeds. When you have passed a speed, go to the next recorded speed which is 1 wpm faster. For example, when you achieve passing score at a 4-wpm speed, advance to 5 wpm.

3. *Maximum daily increase in speed—1 word per minute per day.* When you discover how easy it is to copy 4 wpm after passing 3 wpm, your enthusiasm will suggest jumping immediately to 5 wpm. *Restrain the impulse.* Remember, slow and easy wins this race. If you increase at the rate of 1 wpm per day, at the end of a work week you will have increased your speed 5 wpm. Requirements at most code schools call for a weekly increase of only 2 wpm.

Don't push too hard. If on one day you move ahead more than 1 wpm, sooner or later you will hit the familiar code plateau and spend many days without making any progress. Therefore, follow this simple rule and do not increase your speed more than 1 wpm per day.

4. *Passing scores before advancing to the next speed.* Any time you achieve 95% accuracy (five or less errors per 100 characters) on two consecutive runs, increase your speed 1 wpm. But, follow the rule—never increase your speed more than once during any one day.

If you are less than 80% accurate on the second run at the new speed, go back to the next lower speed which you previously passed with 95% accuracy. Copy several additional runs at the lower speed. Never copy a speed in which you are less than 80% accurate.

Recommended Daily Schedule

You don't need more than an hour of practice each day to achieve good results. An hour of concentrated practice will accomplish the same result as seven or eight hours of ordinary practice. Just follow these simple rules.

1. Copy two or three runs at the speed you passed with 95% accuracy the previous day.
2. If you are 95% accurate on these first runs, increase your speed 1 word per minute and copy an additional eight runs at the new speed.
3. If you are less than 80% accurate at the new speed—stop. Return to the next lower speed. Copy several more runs at this lower speed. *Never copy a speed at which you are less than 80% accurate.*

Remember, slow and easy wins this race. Do not increase your speed until you are 95% accurate on a series of runs. Be sure to record each score on the Progress Chart.

Learning to Copy Code to the Typewriter

As you advance in speed beyond 15 words per minute, you may find it hard to write the characters fast enough to keep up with the code. It is easy to copy code on the typewriter² if you follow these simple instructions.

You can begin to copy code on the typewriter at any speed. However, start by copying several runs on the typewriter at a speed *2 words per minute slower than the highest speed you are able to write with 95% accuracy, using pencil.*

If, for example, using a pencil, you can copy 8 wpm with 95% accuracy, begin copying code on the typewriter at 6 words per minute. If you are able to copy at 16 wpm using a pencil, begin copying code on the typewriter at a speed of 14 wpm.

Follow the same basic rules for picking up speed using the typewriter as you previously followed for increasing speed using a pencil. In short, always copy test runs, increase speed at 1 wpm per day only. Passing score at each speed is 95% accuracy on two consecutive runs.

² At most code schools, the introduction of typing causes a plateau. By following the above directions, you will avoid this period of no progress.

2. learning to send

Introduction

It is most important that you learn to send code with crisp clarity. No one likes to copy a sloppy sender whose *dits* and *dahs* are slurred or clipped. The clearer the signal you are able to send, the easier it will be for others to copy your message.

Your Rider *Sound-n-Sight Code Course* has been designed to teach you to send with a professional "fist," using the specially prepared recordings. But first, become familiar with the operation of your hand key as explained below and then proceed to Lesson 1.

The Hand Key*

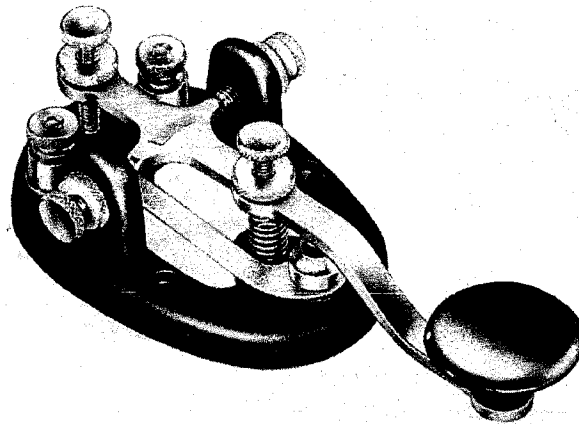
Figure 1 shows a typical hand key. Figure 2 shows the various parts of a typical hand key. The key must be properly adjusted and the contacts properly spaced before it can be used.

The *spring tension screw* (Figure 2) controls the amount of pressure exerted upward by the key against the operator's hand. The amount of tension is an individual preference. However, too much will tend to force the key button up before the *dahs* are completely formed (making them too short), spacing will be irregular and there will be a tendency to skip *dits*. If the spring tension is too weak, the characters will tend to run together and the spaces between characters will tend to be too short.

The *space adjusting screw* should be set to allow a postcard-wide gap between the contacts when the key button is released. The exact gap width varies in accordance with the spring tension selected, so the

*Julius Berens, *Getting Started In Amateur Radio* (New York: John F. Rider Publisher, 1958).

Fig. 1 Typical hand code key. E. F. Johnson Co.



two adjustments are usually made concurrently. Contacts that are too close together have an effect on transmission similar to that of weak spring tension; contacts that are spaced too far apart have the same effect as too much spring tension.

The two *trunnion screws* (Figure 2) control alignment of the contact points. If they are too tight, the key lever will bind; if they are too loose, the contacts will have a sidewise play. Both screws should be

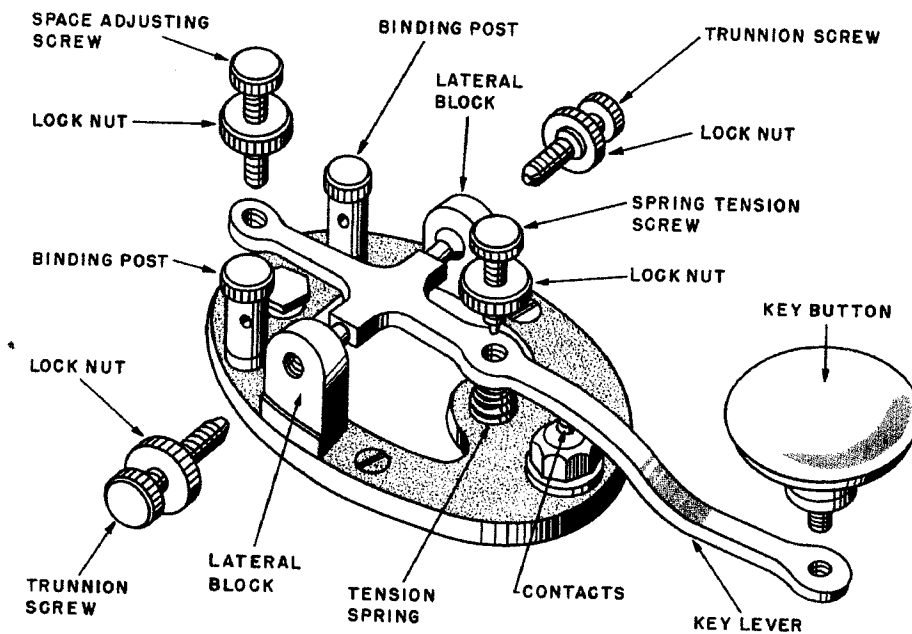


Fig. 2 Details of a typical code key.

set to the same depth. Once they are aligned correctly, no further adjustment is normally required.

At all times make sure the contacts are clean and free from dirt; dirty contact points result in a scratchy signal.

Position of Hand on Hand Key*

The hand position on the hand key is extremely important. Incorrect hand positions will result in a rapid tiring of arm and wrist muscles, and a code transmission that lacks rhythm and is rough and inaccurate. The following pointers should be followed for correct hand position on a hand key.

1. Lay your arm along the table in a natural position so that your fingers reach the key button without straining.

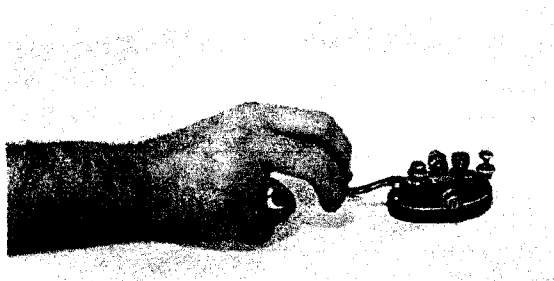


Fig. 3 A good code key hand position.

2. The tip of your index finger, or the tips of your first two fingers, should touch or just overlap the far edge of the key button. (It is important that a code key be wired so that there is no possibility of any electrical shock when accidentally touching the metallic parts of the key.)

3. The thumb and third or fourth fingers should touch the right and left sides of the knob lightly, to guide your hand movements and prevent slapping the key.

4. Allow the large muscles of your arm to do most of the work when sending. Putting strain on the smaller muscles of the wrist or hand may result in temporary fatigue.

Figures 3 and 4 show two views of good hand position. Use these illustrations as a guide.

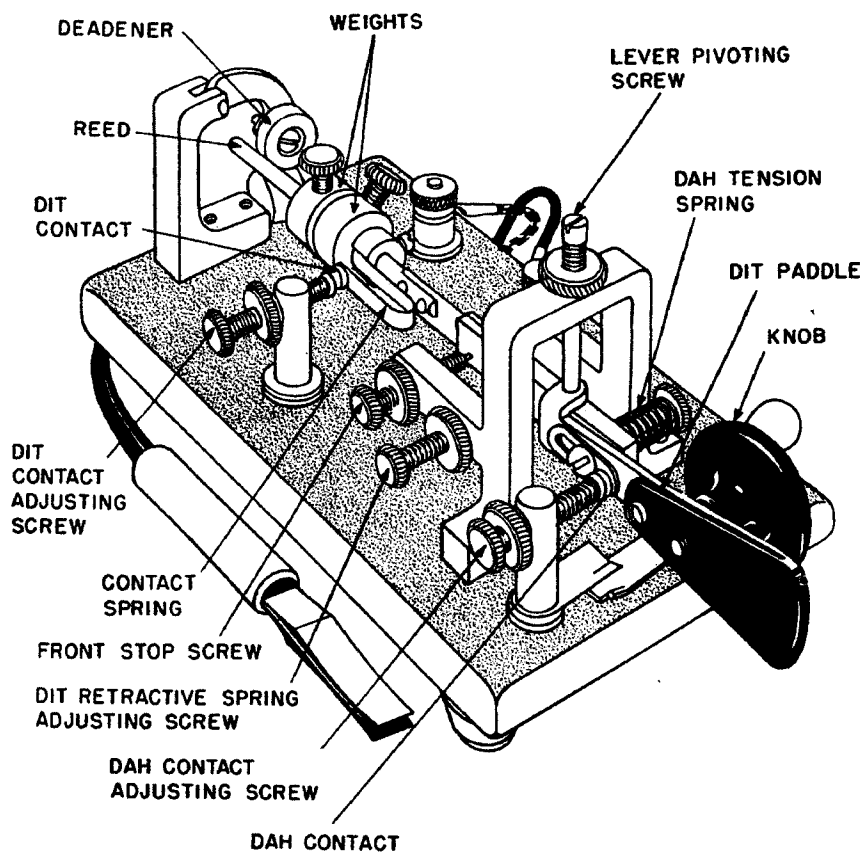


Fig. 5 Typical semi-automatic key (bug). Vibroplex Co.

operation, the code signals received have a cleaner, more distinctive tone. The electronic code practice set described below will produce a tone that is typical of the tones received over the air.

The electronic type code practice set is basically a grid-leak oscillator. Pressing the key applies plate voltage to the oscillator tube, starting oscillations through the audio transformer. Figure 6 shows the schematic diagram of this set and Fig. 7 shows the unit after assembly. Note that power is supplied by two batteries; the on-off switch connects the filament battery into the circuit. A 10,000-ohm potentiometer may be inserted in series with the B-plus lead of the 67.5-volt battery. It will vary the loudness of the signal. The table gives all the parts required.

The 1G4 tube, while highly applicable to this code unit, may not be readily available in all areas. If this tube cannot be located, the popular 1U4 makes a splendid substitute. The 1U4 is a pentode, how-

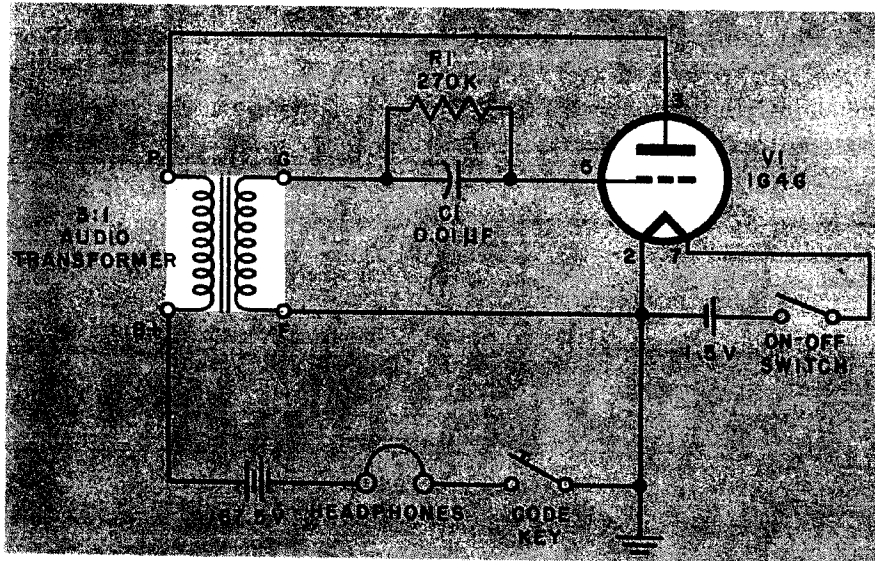


Fig. 6 Schematic diagram of an electronic code practice set.

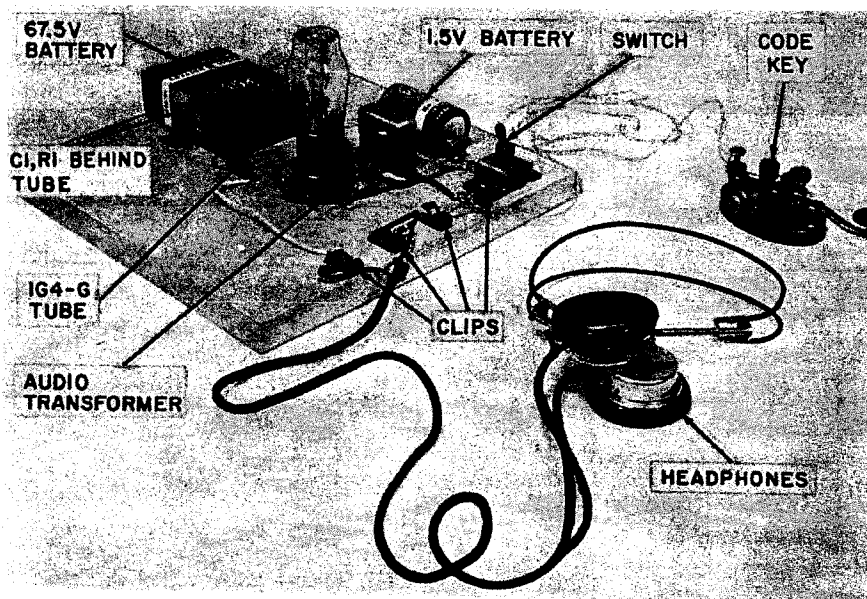


Fig. 7 An electronic code practice set.

ever, and the plate and screen, pins 2 and 3, are tied together so that the tube acts as a triode. The schematic arrangement is shown in Fig. 8.

If the circuit fails to oscillate, check all connections and battery polarities. If these check out, try reversing the primary connections on the feedback transformer.

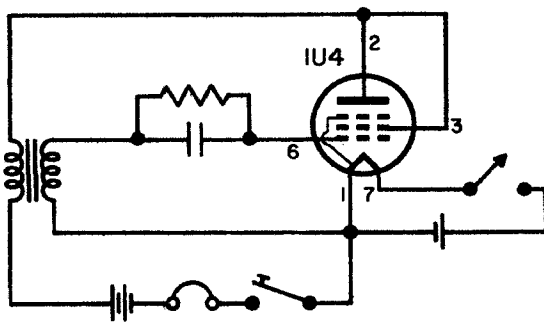


Fig. 8 Using a triode-connected 1U4 in the code oscillator.

Aside from the code oscillator shown, there are a large variety of code oscillators available on the commercial market. Some types are very much like the oscillator just discussed, being designed for listening with a set of headphones. In some instances, this is not adequate. For instance, where code is being taught to a group, it often practical to have a loudspeaker emit the code signals. In addition, there are several code practice units on the market that have provisions for both loudspeaker and headphone operation. Thus, the user should select the type that best fits his needs for learning the code.

Quantity	Part
1	Breadboard, approximately $\frac{1}{2} \times 12 \times 12$ inches
1	Audio transformer, 3 : 1 (inexpensive)
1	Tube, 1G4-G
1	Tube socket, octal, for wood mounting
1	Resistor, 270K, $\frac{1}{2}$ watt
1	Capacitor, paper, 0.1 μ f, 150 volts
1	Battery, 67.5 volts
1	Battery, 1.5 volts
1	Switch, spsts, with wood mounting bracket
1	Code key
1	Headphones, high impedance

COMMON OPERATING ABBREVIATIONS*

AA	All after	NW	Now
AB	All before	OP-OPR	Operator
ABT	About	OT	Old timer
BCL	Broadcast listener	PSE	Please
BK	Break	R	O.K. (all right); received
BN	Between, been	RCD	Received
C	Correct, yes	RI	Radio inspector
CFM	Confirm	SED	Said
CK	Check	SEZ	Says
CL	Closing station	SIG	Signature
CQ	Calling any station	SIGS	Signals
CUD	Could	SINE	Sign
CUL	See you later	SKED	Schedule
DE	From, send by	TMW	Tomorrow
DLD-DLVD	Delivered	TNX	Thanks
DX	Distant	TXT	Text
FB	Fine Business, very good	UR(S)	Your(s)
G	Repeat	VY	Very
GA	Go ahead	W-WD	Word
GB	Goodbye	WA	Word after
GBA	Give better address	WB	Word before
GE	Good evening	WKD	Worked
GG	Going	WKG	Working
GM	Good morning	WL	Will
GN	Good night, gone	WAT	What
HI	Laughter	WUD	Would
HR	Here, hear	WX	Weather
HV	Have	XMTR	Transmitter
HW	How	XYL	Wife (or married woman)
LID	Poor operator	YL	Young lady (or women in general)
MN	Minute		
N	No, not received	73	Best regards
NIL	Nothing	88	Love and kisses
NR	Number, near		

Instructions for Learning to Hand-Send

Place Side 6 of the recordings on your turntable. The second half of Side 6 contains the runs for learning to hand send.

Lesson 1

You are going to hear a series of ten dashes. After each dash is sent, there will be a two-second pause. During the pause, send a *dah* on your hand key. If your *dah* sounds almost exactly like the *dah* you heard, do nothing, just wait for the next signal. If your *dah* did not sound like the recorded sound, that is, if it sounded clipped or too long, call it an error. Keep track of your errors on the fingers of your non-sending hand.

At the end of the run of 10 *dahs* record your number of errors on the Progress Chart. Take a two-minute break and then repeat the run of *dahs* until you can imitate the recorded sounds with less than two errors. Do not begin practicing Lesson 2 until you have achieved a passing score.

Lesson 2

You are going to hear a series of ten *dits*. After each *dit* is sent, there will be a two-second pause. During the pause, send a *dit* on your hand key. If your *dit* does not sound like the recorded *dit*—if it is too short or too long—count it an error and keep track of your errors on the fingers of your non-sending hand.

At the end of the run of 10 *dits*, record your number of errors on the Progress Chart. Take a two-minute break and repeat the run of *dits* until you can imitate the recorded sounds with no errors. Do not begin Lesson 3 until you have achieved a passing score.

Lesson 3

This is a run of 20 signals. Follow the same procedure as in Lessons 1 and 2. At the end of the run, record your number of errors on the Progress Chart. Passing score is a run with two or less errors. Do not go to Lesson 4 until you have achieved a passing score.

Lesson 4

This is a run of 40 signals. Follow the same procedures as in Lesson 3. At the end of the run, record your number of errors on the Progress Chart. Passing score is a run with three or less errors. Do not go to Lesson 5 until you have achieved a passing score.

Lesson 5

This is a run of 26 signals, and includes each letter in the alphabet in random order. Follow the same procedures. Passing score is a run with two or less errors. At the end of the run, record your score on the Progress Chart. Do not go to Lesson 6 until you have achieved a passing score.

Lesson 6

This is a run of 21 characters, and includes all the numbers and punctuation marks in random order. Passing score is two or less errors. Be sure to record your score on the Progress Chart and do not advance to Lesson 7 until you have achieved a passing score.

Lesson 7

Now that you have learned to send each character accurately, you will want to be able to send at high speeds.

Once again, it is most important not to go too fast. Just follow our instructions and within a matter of days you will be able to send at high speeds.

Put record Side 4 on your turntable. The first section of Side 4 is at 4 words per minute.

* Follow the same procedures as in Lessons 1-6. That is, after each signal is sent, send the same signal on your own hand key. Always try to imitate the recorded signals as closely as possible. Keep track of the number of signals which do not sound similar to the recorded signals.

At the end of the run, record your number of errors on the Progress Chart. Passing score is a run with five or less errors.

After achieving a passing score at 4 wpm, increase your speed to 5 wpm by using the 5-wpm speed and repeat the procedure. Each time you achieve a passing score increase the speed 1 wpm. We recommend that you do not increase your speed more than 2 wpm in any one day.

Practicing with Another Student

We strongly recommend the following procedures for effective practice between two students after they have learned to send and receive messages at 8 words per minute:

Never "just" practice. Select some text material which includes letters, numbers, and punctuation marks. Divide the text into runs of 100 characters and then follow this procedure.

1. One student sends a run of 100 characters at a speed of 4 words per minute. The second student receives the run. At the end of the run, the "receiver" compares his work with the text and counts his number of errors.
2. The students reverse positions and take another run.
3. Repeat procedures 1 and 2 until both students are able to receive each other's signals with less than four errors on a run of 100 characters. After a passing score is achieved, increase speed 2 words per minute.

APPENDIX I Progress Chart

The Progress Chart

At the end of each run, record your "number of errors" in the appropriate box on your Progress Chart. Be sure to record each score. In this way, you will have an accurate record of your daily progress.

Never advance to the next lesson until you have achieved a passing score on the previous one.

Lesson 1—Learning the sounds of the letters

[illegible][illegible]

Passing Score: 3 errors

[illegible]

Passing Score: 3 consecutive runs with zero errors

[illegible][illegible][illegible]

Passing Score: 3 consecutive runs with zero errors

[illegible][illegible]

Passing Score: 3 errors

[illegible]

Passing Score: 4 errors (two consecutive runs)

[illegible]

Passing Score: 5 errors (two consecutive runs)

[illegible]

27

Passing Score: 2 errors

Passing Score: 5 errors

Passing Score: 5 errors

Passing Score: 5 errors

Passing Score: 5 errors

Passing Score: 5 errors

Passing Score: 5 errors

[illegible]

APPENDIX II Answers

Band 2 -- Lesson 6 (3 wpm)

SIDE ③

SDWSZ	ADNYE	OUQFR	VWOKA	LIYN	KFTUC
ZVXLI	VHGTR	TQMBN	PXKXE	HOREA	PBU93
04658	127J	Error, . ? - ; () " Wait End			

Band 1 -- run Alpha at 4 wpm

SIDE ④

BQMKE	RWDYF	KWOYA	XJEGP	CPZHY	IPENN
QBSZA	ZIOVR	XIAFF	JVJSL	OHRLN	SUTGX
07418	52963	CWTUL	BUCGD	MDMTK	VHQU
() ? ; Error - : " . , Wait End					

Band 2 -- run Alpha at 5 wpm

SIDE ④

GBMMK	QUWHK	FLSOJ	PXCLG	DFPSA	YZDEN
WQOCZ	FNIWY	RAEAY	OJKXS	UHVVN	IZTGB
CTTLB	IUXHD	EJMRV	RPLQO	96241	7538
? - " () ; Error : . , Wait End					

Band 3 -- run Bravo at 5 wpm

SIDE ④

FZMBW	QYSHJ	PLGMJ	() . : , ? Error ; Wait - " End		
CJCSG	DWDSD	AZEYN	QUOVR	FKOWI	LANIY
13984	70265	TKFZC	ULXVH	VIRTG	MQTPN
BXKXO	HEAER	UBP	End		

Band 1 -- run Alpha at 6 wpm

SIDE ⑤

WQZUE	WJDSK	KPIYM	GJJHP	GFZDD	IANNY
CBUAA	RBOOY	XLZFI	XVFV	CERXL	SVSGT
80369	14725	TWQRU	NPCKQ	MHOTE	MHBF
Wait - . : , Error ; ? () " End					

Band 2 -- run Bravo at 6 wpm

SIDE 5

61305	79842	YKAAG	XUTMC	XRJOZ	MFNNU
KLSQX	PDSCS	WAGQY	XGMFB	QUDDO	TBPOU
HEKKJ	JTFH	RZVPN	EJHWH	ECVWJ	ZRBQ

? - " () ; Error : . , Wait End

Band 3 -- run Alpha at 7 wpm

SIDE 5

JMRIU	XBCTZ	TGXSU	EAYNI	WWQOA	YZLGD
SOJUW	HGBMR	VPHDE	TLBVN	IQHVO	JKYRA
CZFDE	NFPSP	XCKFL	MKQP	80369	14725

" , ? ; () Error Wait . - : End

Band 4 -- run Bravo at 7 wpm

SIDE 5

" : . Wait ; , - Error () ? End	YKAAG	XUTMC	XRIOZ		
MFNNV	KLSQX	PDSCS	WAGQY	YGMFB	QUDDO
61305	79842	TBPOU	HELLK	JTFH	RZVPN
EJHWH	ECVWJ	ZRB	End		

Band 1 -- run Alpha at 8 wpm

SIDE 6

RTYXC	ATWUG	GCULI	YFMWO	NOBLZ	IXDPS
JYWHD	QMGGP	HBEMD	BUTIS	OVREK	VKAXF
FARNN	PSZJC	JHLKV	QEZL	61305	79842

.. ; ? : Wait , . Error " () End

Band 2 -- run Bravo at 8 wpm

SIDE 6

JTAIC	XBWMZ	GRXLZ	84973	50261	ENFNO
KWBQA	IDKPS	SYGUD	YGQFR	HUHMO	; : () - ?
Error " . , Wait End	TUPVS	HQRLO	VTYXI	CAVDN	
EFZWP	JCKKJ	MEB	End		

Band 1 -- run Alpha at 9 wpm

SIDE 7

QEZNN	PKVKB	UTMQG	DPSWO	NGGCR	TYLKV
DARVR	EEMDH	DQZIX	YFMTW	UCJHS	ZJAXF
ISOPH	BJYWO	BLULI	SCA	- ; ? : () Wait , .	
Error " End	07418	52963	End		

Band 2 -- run Bravo at 9 wpm

SIDE 7

URWNN	YXJER	BNWMZ	() ; , . Wait ? : - " Error End		
HCBVO	GSXTO	KEKWP	ZAREL	XQDHJ	YSDPA
09624	71538	ZFITT	QGEJF	HDYIL	LUVMQ
BIAMC	SUVOC	PGK	End		

Band 3 -- run Alpha at 10 wpm

SIDE 7

QWBNY	EKFTB	NPMZF	DGSWO	KGTRR	EAKPJ
FRVVX	LEHOH	SYZAD	YINTQ	MCJCS	DWALI
IVHPB	UJMGO	UQUCZ	XKKN	80369	14725
? - ; : () Wait , . Error " End					

Band 4 -- run Bravo at 10 wpm

SIDE 7

BEMEN	DTVOP	UTFQG	SPLKO	NRGZA	TJJKK
60189	27345	VACLR	QOMHY	DUDIA	NFFMW
BCJPW	ZFIXY	HSVUH	RGYSQ	BWZLX	XCIA
? Wait () , - : . ; " Error End					

Band 5 -- run Charlie at 10 wpm

SIDE 7

Error () , : " ? , ; - Wait End	QKMNE	DKJOB	LTMBG		
DGLWI	NGTZR	MJLFK	FZCVH	QEDHH	WUZYA
YAETC	BCXPS	PFARY	INVPV	RJOSO	QWUSX
SUI	18026	93547	End		

Band 1 -- run Alpha at 11 wpm

SIDE 8

ZOLGA	WQSLX	GABRZ	ENPTJ	KPBTF	MGSCV
SKVHR	XCAKY	JWVVZ	RLLEO	DDQYQ	DPXNF
MTUMC	EHWHJ	FIFHU	OUBQ	80369	14725

Error () ? Wait " : . ; , - End

Band 2 -- run Bravo at 11 wpm

SIDE 8

BHMCL	VMYIU	BVKCP	80369	14725	() " : ,
End Error , ; - ? Wait	WEUYN	NFVXN	URZQW		
GPHDO	BTGSE	TOPKK	RAAXR	EHMQS	DJAID
IFZQW	TGJJD	ZFDLX	YVS	End	

Band 3 -- run Charlie at 11 wpm

SIDE 8

TLBGB	MLGDW	INGTZ	RMJLF	KFZCV	HQEDH
Error () End , ? . " : - ; Wait	HWUZY	AYAET	CBCXP		
73192	04658	FPSYR	AVNIR	VPXSU	SOJWQ
OIUXM	KQDEN	KJO	End		

Band 4 -- run Alpha at 12 wpm

SIDE 8

TGSVS	LXREC	LVFVX	IFZLX	YOOBR	AAUBC
YNNAI	DDZFG	PHJG	MYIPK	KSDJW	EUZQW
52741	96308	ETOHM	QKCPN	URQWT	BHML

; () ? ; Error , : . - Wait End

Band 5 -- run Bravo at 12 wpm

SIDE 8

JWVCE	HWHJE	NPVZR	IIFTJ	JKKEH	UOPBT
ODDUQ	BFMGX	YQGAW	SCSDP	XQSLK	UNNFM
ZOTRX	CMTUX	GAACY	24807	50316	BRZV

? End - " () ; Error : . , End

Band 6 -- run Charlie at 12 wpm

SIDE 8

; - Error Wait () : ? , " . End 52741 90683 LFKCX
PSPFN EDFZC ARYKJ OVHQI NVBLT EDHPR
VMGBH WUJOS DGLZY AOQWW INYAE USXGT
ZTCBX UIRMJ QKM End

Band 1 -- run Alpha at 13 wpm

SIDE 9

. , " Error ? - () ; : Wait End FKWXJ EPZHE NNZAZ
RXIJV JHRLN SULUB 83517 42690 DMDVH
QBQMW DYROYA GPCYI PQBSI OVAFF S LOTG
XCWTU CGMTK KERZE VKLHJ CJZSP NNRAF
FXAKV KERVO SITUB DMEBH PGOQM DHWYJ
SPDXI ZLBON OWNFY ILUCG GUWAT CXYRT
24897 50316 QFKW " Error . , Wait () : ? ; End

Band 2 -- run Bravo at 13 wpm

SIDE 9

JWVCE HWHJE NPZVR HFTJ KLEH UOPBT
25897 50316 ODDUQ BFGMY YQGAW SCSDP
XQSLK VNNFM ZOIRX CMTUX GAAKY BRZX
" : ; . , Wait - Error () ? End EPZHE NNAZA RXIJV
JHRLN SULUB 83517 42690 DMDVH QBQMW
DYROYA FPCYI PQBSI OVAFF S LOTG XCWTU
CGMTK KERFW KWXJ ; : - " () ? Error Wait , . End

Band 3 -- run Alpha at 14 wpm SIDE 9

EUZAW	KSDJW	MYIPK	PHJJG	DDZFG	YNNAI
AAUBC	YOBR	IFZLX	LVFXP	LXREC	TGSVS
96308	52741	URQWT	QKCPN	ETOHM	BHMEU
: () ? ; Error , : . - Wait End			50316	24897	GAAKY
CMTUX	ZOTRX	UNNFM	XQSLK	SCSPD	YQGAW
BFMGX	ODDUG	UOPBT	JKKEH	IFTJI	NPVRZ
HWHJE	JWVCE	BRZ	? - " () ; Error : . , Wait End		

Band 4 -- run Bravo at 14 wpm SIDE 9

UIRMJ	ZTCBX	USXGT	INYAE	AOQWW	DGLZY
WUJOX	RMBGH	EDHPV	NVBLT	OVHQI	ARYKJ
EDFZC	PSPFN	LFKCX	QKZAW	96308	52741

" , ? ; () Wait Error . - : End " : . Wait ; , - Error () End

GAAKY	CMTUX	ZOIRX	MFNNV	XQSLK	SCSDP
YQGAW	BFMGY	ODDUQ	60315	24987	UOPBT
KLLEH	IIFTJ	NPVZR	HWHJE	JMVCE	BRZ

End

Band 1 -- run Alpha at 15 wpm SIDE 10

NNZEQ	BKVKP	GQMTU	OWSPD	RCGGN	VKLYT
RVRAD	HDMEE	XIZQD	EYMGY	SHJCU	FXAJZ
HQPSI	OWYJB	ILULB	ACXZE	- ; ? : () Wait ,	
Error " . End 81470		36925	NNWRU		RFJXY
ZMWNG	() ; , . Wait ? Error : - " End			APDSY	42690
83517	TTTTF	FJEGQ	LIYDH	QMVUL	CMAIB
COVUS	KGP	OV BCH	OTXSH	PWKEK	LERAZ
JHDQS					

Band 2 -- run Bravo at 15 wpm

SIDE 10

NNKER	BJVJE	BQMLU	OVGPC	KTGXI	FKWMT
RLZAZ	TDMHD	YPIDW	WTFAF	HXJEC	RXIPZ
HQNSU	SOYAV	SLOQB	UCG	48931	56207
. - ; Wait " , () Error ? : End	NPBRZ	TTJKE	FMGPB		
Wait , : " . () Error ? : - End	SCSNV	KCXRY	JWVAK		
LEVZR	QOPDL	89012	34567	TUNFM	JCEHM
IIFWH	QBHUO	LGAWU	ZOIQS	XGAQ	BKVKP
End					

Band 3 -- run Alpha at 16 wpm

SIDE 10

AGLOZ	XLSQW	ZRBAG	JTPNE	FTBPK	CSGMF
RHVKS	YKACX	ZVWVJ	OELLR	QYQDD	FNXPB
CMUTM	JHWHE	UHFIF	BQUOX	96308	52741
Error () ? Wait " : . ; - , End	96308	52741	() " : ,		
. ; - Error Wait ? End	NYUEW	NXVFN	WQZRU		
26108	54739	ODHPG	ESGTB	KKPOT	RXAAR
SQMHE	DALJD	WQZFI	DJJGT	XLDFZ	LSVY
AGL	End				

Band 4 -- run Bravo at 16 wpm

SIDE 10

BGBLT	WDGLM	ZTGNI	FLJMR	VCZFK	HDEQH
Error () , ? . " : - ; Wait End	YZUWH	TEAYA	PXCBC		
92137	85640	RYSPF	RINVA	UXSPV	QWJOX
MXUIO	NEDQK	OJK	69043	15872	XFSZJ
BISOA	ULIPH	BLJYW	ZXCAO	NNPQE	UTKVK
SMQGB	WONPD	TYGGC	RLKVR	VREFA	DQEMD
MZIXH	TWUYF	CJHOZ	() " ? : ; . , - Wait Error End		

Band 1 -- run Alpha at 17 wpm SIDE 11

; - Error Wait () : ? . , " End 14725 38069 XCKFL

NFPSP CZFDE JKYRA IQHCO TLBVN PHDEV

HBGMR SOJUW YZLGD WWQOA EAYNI TGXSU

XBCTZ JRMU MQKWJ ZRBWH ECVPN EJHI

RZVFT KHELL TBPOU 79842 61305 QUDDO

YGMFB WAGQU YPDSC KLSQX MFNNV XRIOZ

XUTMC YKSAG XCK ? () Error - , ; Wait . : " End

Band 2 -- run Bravo at 17 wpm SIDE 11

EBQMF RFWDY KAWOY XPJDG CYPZH ENPEN

QABSZ ARIOV XFIAF JLVJX ONHRL SXUTG

08147 53296 CUWTL BDUCG MKDMT VQHFL

() ? : Error - ; " . , Wait End 65103 79842 MKBGQ

MLHWU FSKJO CGXPD LZSPF YDANE OQWFZ

CAWIN REYYA KSJOU XIVHQ NZVGT TLCBB

TEXUI DJHRM PVR Error , ; : () " . ? Wait , End

Band 3 -- run Alpha at 18 wpm SIDE 11

KCTMG UXTWC GSTOL FOFV IPSBQ IGYCP

ADYOY WQMQB HDVDM 04962 78153 BSULU

NJLRH VRJIX ZNAZN EEHZP JFXWK RKEKC

: ; - () - ? Error " . , End RCTYX AGTWU GIULC

YOFMW NZOBL ISXDP JDYWD QPMQG HDBEM

BSUTI OKVRE VFKAX FNARN PCSZJ JVHLK

ZEQ 61530 72984 - : ? ; () Wait , . Error " End

Band 4 -- run Bravo at 18 wpm SIDE 11

JCTAI	XZBMW	GZRSL	83497	50261	EFNNO
KWBQA	ISDKP	SDYGU	YRGQF	HOUHM	: ; () - ?
Error " . , Wait End	TSUPV	HQRLO	VITYX	CNAVD	
EPFZW	JJCKK	MBE	65130	72984	YCTRA
XVUET	GUGIL	MOFYN	WXLBO	IDZSP	WDYJQ
HBGQM	HEPDM	TSUBO	IKERV	VZKFX	RNAFP
NHJZS	JLCVK	QEZTM	. ; Wait " , () Error ? : - End		

Band 5 -- run Charlie at 18 wpm SIDE 11

QNEZN	PBKVK	UGTMQ	DOPSW	NRGGC	TVYLK
DRARV	EHEMD	DXQZI	YEGMT	USCJH	ZFJAX
IHSOP	BOJYW	BILUL	XAC	- : ; ? () " . , Wait	
Error End	07418	52963	UNRWN	YRXJF	
BZNWM	() : , . Wait ? Error ; - " End	HOCCB	OTXSO		
KPEKW	ZLARE	XJQDH	YZASD	04962	78153
ZYFIT	QFGEJ	HLDYI	LQUVM	BCIAM	SCUVO
PKGUX					

Band 1 -- run Alpha at 19 wpm SIDE 12

UZQEW	XSKJD	YPIMJ	DZFDG	NNAYI	AUBAC
OOBYR	FZILX	VFVLX	XRELS	^{65V} GS TR	96308
27551	RQWUT	KCPQN	HTOEM	MHBTI	SWBRZ
- . : , Error ; ? () : Wait End	03156	48027	AAKGY		
MTUCK	JROZX	NNFUM	QSLXK	CSDSP	QGAYW
FMGBX	DDUOQ	OPBUT	KKEJH	IFTLJ	PVZNR
WHJHE	WVCJE	UZQ	? - " () ; : . , Error Wait End		

Band 2 -- run Bravo at 19 wpm

SIDE 12

" , ? ; () Wait Error - : . End 52741 95830 LFKCX
PSPFN EDFZC ARYKJ OCHQI NVBLT VEDHP
RMGBH WUJOS DGLZY AOQWW INYAE USXGT
ZTCBX UIRMJ KQMLF BRZJW VCEHW HJENP
VZRII LLEHK UOPBT 24897 50316 QODDU
BFMGY YQGAW SCSDP XQSLK VNNFM ZOIRX
CMTUX GASKY XSK ? () Error - : . , Wait : ; " End

Band 3 -- run Charlie at 19 wpm

SIDE 12

UZQEW SDJKW YIPMK HJJPG DZFDG NNAYI
AUBAC OOBYS ZFLIX VFVLX XRELC GSVTS
96308 27541 RQWUT KCPQN HTOEM MHTIS
- : . , Error ; ? () : Wait End 03156 48027 AAKGY
MTUCX JROZX NNFUM QSLXK CSDSP QGAYW
FMGBX ODUQO OPBUT KKEJH IFTLJ PVZNR
WHJHE WVCJE BRZ ? - " () ; Error : . , Wait End

Band 4 -- run Alpha at 20 wpm

SIDE 12

GMTCK CWTXU LOTSG VAFOF QBSPI PCYGI
YOYDA BQMOW HDVDM 02496 35187 ULUSB
HRLNJ XJRV NZANZ PZHEE KWXFJ EKFQE
: ; - () - ? , . Error Wait End , XYTCR UWTGA CLUIG
WMFOY LBOZN PDXSI DWYDJ GQMPQ MEBDH
ITUSB ERVKO XAKFV NRANF JZSCP KLHVJ
TCK 03156 48927 - : ? () ; Wait Error , . " End

Band 5 -- run Bravo at 20 wpm

SIDE 12

IATCJ	WMBZX	LXRZG	79438	16205	ONNFE
AQBWK	PKDSI	UGYDS	FQGRY	MHUOH	: ; () - ?
Error " . , Wait End	VPUST	OLRQH	XYTIV	DVANC	
WZFPE	KKCJJ	MBEZQ	03156	48927	ARTCY
TEUVX	LIGUG	NYFOM	OBLXW	PSZDI	QJYDW
MQGBH	MDPEN	OBUST	VREKI	XFKZV	PFANR
SZJHN	KVCLJ	TXU	. : Wait " , () Error ? - ; End		

Band 6 -- run Charlie at 20 wpm

SIDE 12

NZENQ	KVKBP	QMTGU	WSPOD	CGRNL	KLYVT
VRARD	DMEHE	IZQXD	TMFWY	HJCSU	XAJFZ
POSHI	WYJOB	LULIB	CAXGK	- : ? ; Wait Error	
: . ; , End		81470	36925	NWRNU	FJXRY
MNWZB	() : , . " Error Wait ; ? "		BCCOH	OSXTO	
WKEPK	ERALZ	HDQJC	DSAZY	26940	35187
ZTFIT	JEGFO	IYDLH	MVUQL	MAICB	OVUCS

OTSG