

PRONUNCIATION OF NAMES AND NUMBERS

This section gives widely accepted rules for pronouncing names and numbers. In certain specific cases, individual judgment may warrant their modification as anticipated in Sec. 1, 3.

1. Names. In receiving or passing a name of which you are not certain or which is not understood, spell it if it appears desirable or give the significant letters. For example, "Is that F-A-N-W-O-O-D" when you are in doubt as to whether the customer is saying "Fanwood" or "Fernwood," or "Is that 'B' as in 'Bertha' or 'C' as in 'Charles'?" when in doubt as to whether the customer is saying "Boles" or "Coles." Similarly in passing orders when the distant operator does not understand, the indication of a key letter may clear up the matter more quickly than spelling the entire word.

Occasionally you find it necessary to verify a letter. It is then helpful to indicate the letter by a name that is readily understood, and for this purpose the following table is given to provide a uniformity that will facilitate communication.

A Alice	H Henry	O Oliver	V Victor
B Bertha	I Ida	P Peter	W William
C Charles	J James	Q Quaker	X X-ray
D David	K Kate	R Robert	Y Young
E Edward	L Louis	S Samuel	Z Zebra
F Frank	M Mary	T Thomas	
G George	N Nellie	U Utah	

2. Pronunciation of digits. Pronounce the different digits and party line letters as follows without, however, exaggerating the pronunciation given.

Numeral or Letter	Pronunciation	Formation of Sound
0	OH	long O
1	WUN	strong W and N
2	TOO	strong T and long OO
3	TH-R-EE	strong R and long EE
4	FO-ER	long O and strong R
5	FI-IV	first I long, the second short, and a strong V
6	SIKS	strong S and KS
7	SEV-EN	strong S and V and well sounded EN
8	ATE	long A and strong T
9	NI-EN	first N strong, long I, and mild emphasis on the EN
10	TEN	strong T and N
J	JAY	strong J and long AY
M	EM	short E and strong M
R	AHR	strong R
W	DOUBLE-U	full value given to each syllable
F	EF	short E and strong F

PRONUNCIATION OF NAMES AND NUMBERS—Continued

3. Numbers. If both office name and number are involved, give the office name first with a rising inflection. A similar rising inflection at the end of the number, as indicated by the question marks in the examples, is generally desirable as an aid in keeping the voice up so that the last syllables will not be lost. Pause slightly between name and number where office numerals are not involved. If an office numeral is involved treat it as a part of the office name, thus "Jerome three—one two—three four." In the following rules, certain digits are marked to be emphasized and no pauses are indicated, as the natural pause following the emphasizing of a digit will be sufficient.

Pronounce each digit of the number separately except on an even hundred or thousand number, in accordance with the following rules.

a. On a two digit number, say for example:

44 Four four?
80 Eight oh?

b. On a three or four digit number other than an even hundred or thousand, emphasize the hundreds digit.

136 One three six?
1478 One four seven eight?
2110 Two one one oh?
3266 Three two six six?
0004 Oh oh oh four?
0028 Oh oh two eight?
0375 Oh three seven five?

c. On a number having a party line station designation, emphasize the hundreds digit, if involved, and the last digit of the line number.

44-J Four four J?
236-W Two three six W?
4375-J Four three seven five J?
235-J-2 Two three five J two?
42-F-21 Four two F two one?

d. On a five digit number other than an even hundred or thousand, emphasize the first digit as well as the hundreds digit.

10008 One oh oh oh eight?
5-1432 Five one four three two?
6-7542-J Six seven five four two J?

e. On an even hundred or thousand, emphasize the digits as above when they are other than "O" but group all the zeros into their group name, two zeros being "hundred;" three, "thousand;" etc. This rule is illustrated as follows:

300 Three hundred?
0300 Oh three hundred?
3000 Three thousand?
3100 Three one hundred?
10100 One oh one hundred?
10000 Ten thousand?
32000 Three two thousand?