

PHONETIC ALPHABET

A	-Alfa	N	-November
B	-Bravo	O	-Oscar
C	-Charlie	P	-Papa
D	-Delta	Q	-Quebec
E	-Echo	R	-Romeo
F	-Foxtrot	S	-Sierra
G	-Golf	T	-Tango
H	-Hotel	U	-Uniform
I	-India	V	-Victor
J	-Juliet	W	-Whiskey
K	-Kilo	X	-X-ray
L	-Lima	Y	-Yankee
M	-Mike	Z	-Zulu

NUMBERS

Number are pronounced as follows:

0	ZEE-RO	5	FIFE
1	WUN	6	SIX
2	TOO	7	SEV-en
3	TREE	8	AIT
4	FOW-er	9	NIN-er

Decimal	DAY-SEE-MAL
Thousand	TOU-SAND

TIME

The 24 hour clock is used to express time.

Examples:	12:00 AM	0000hrs
	12:30 AM	0030hrs
	09:00 AM	0900hrs
	02:30 PM	1400hrs
	05:45 PM	1745hrs

MONEY

The word "dollars" always is stated first before speaking of money.

For example \$45.32 would be spoken as: "Dollars FOW-er Fife Decimal Tree Too."

STANDARD PHASES

Acknowledge-“Let me know you have received and understood this message.”

Affirmative-“Yes.”

Break- “I hereby indicate the separation between portions of the message.”

Confirm- “My version is...is that correct.”

Correction-“I have made an error. The Correction is...”

Do you read?- “I have called you more than once. If you are receiving me, Reply.”

Go ahead-“Proceed with your message.”

How do you read me?- “Self explanatory.”

I say again-“I will Repeat.”

Negative-“No.”

Out- “My transmission is ended. I do not expect a reply from you.”

Over- “My transmission is ended. I expect a reply from you.”

Read back- “Repeat this message back to me after I have given ‘Over’.”

Roger- “Okay, I have received your message.”

Say Again- “Repeat.” NEVER USE REPEAT OVER THE RADIO.

Speak slower- Self explanatory.

Stand By- “I must pause for a few seconds.”

That is correct- Self explanatory.

Verify- “Check with the originator.”

Wilco- “Your instructions received, understood and will be complied with.”

Radio Procedure

1) Call-up

Example: Sydney Radio this is Glider Bravo Juliet Hotel

2) Reply

Example: Bravo Juliet Hotel this is Sydney Radio

3) Message

Example: Sydney Radio this is Bravo Juliet Hotel on left downwind for runway 19, over

4) Acknowledge

Example: Juliet Hotel this is Sydney Radio, Roger, the winds are 200 at 15Kts, over

5) End transmission

Example: Sydney Radio this is Juliet Hotel, Roger, out

Good Radio Technique:

- a) Pronounce words clearly
- b) Speak at moderate rate
- c) Use constant pitch
- d) Hold microphone 1" from mouth
- e) Avoid "Ums" and "Ahs"
- f) Acknowledge all transmissions
- g) Profanity is prohibited
- h) Do not use for personal use