Use the SBAR technique for clear communication.

In one or two sentences state the current SITUATION.

- A factual statement that conveys the immediate need
- Grab the listener's attention

"Houston, we've had a problem up here"

Describe the essential BACKGROUND information

- Give only the relevant context
- Stick to known facts.

"We heard a pretty large bang, the instrument panels are down" "

Briefly give your overall ASSESSMENT

- What is the root cause?
- Why does the situation matter?

"The Oxygen tank has ruptured in the explosion, we can see gaseous oxygen escaping. The LM is still attached"

List your RECOMMENDATIONS based on your assessment of the situation.

"We need to transfer guidance system, angle numbers, and crew from the command module to the lunar module then use the landing engine to maneuver into a landing trajectory"