Departing

Ground (without Clearance Delivery)

- ① ⟨facility name⟩ ground,
- $\textcircled{2} \langle your\ call\ sign \rangle,$
- ③ ⟨position on airport (use airport chart)⟩,
- 4 information $\langle ATIS \ code \rangle$,
- (5) VFR/IFR \(\langle direction \rangle \) to \(\langle destination \rangle \), **or** VFR \(\langle direction \rangle \),
- (6) ready to taxi.

Example: "① Executive ground, ② Skyhawk 413ES, ③ at Henriksen, ④ information C, ⑤ VFR northeast to Taylor, ⑥ ready to taxi."

Tower

- ① ⟨facility name⟩ tower,
- $\textcircled{2} \langle your\ call\ sign \rangle,$
- $\textcircled{3} \langle position \rangle,$
- 4 ready for departure.

Example: "① Executive tower, ② Skyhawk 413ES, ③ taxiway A short of runway 13, ④ ready for departure."

Read back to ATC: all (1) clearances, (2) vectors, (3) restrictions, (4) runway assignments, (5) transponder squawks, and (6) frequencies. Basically anything with a number or routing. End the read back with your call sign.

Arriving

Initial Calls

Tower

- (1) \(\facility \ name \) tower,
- \bigcirc (your call sign),
- \bigcirc (position),
- (4) $\langle altitude \rangle$,
- \bigcirc information $\langle ATIS \ code \rangle$,
- 6 landing *(airport name)*.

Example: "① Executive tower, ② Skyhawk 413ES, ③ 9 miles east, ④ 2,500, ⑤ information E, ⑥ landing Executive."

Ground

- ① \(\square\) ground,
- ② $\langle your\ call\ sign \rangle$,
- ③ clearing/clear of \(\text{runway} \) on \(\text{taxiway} \),
- **4**) request taxi to $\langle destination \rangle$.

Example: "① Executive ground, ② Skyhawk 413ES, ③ clear of runway 13 on B, ④ request taxi to Henriksen."

Read back to ATC: all (1) clearances, (2) vectors, (3) restrictions, (4) runway assignments, (5) transponder squawks, and (6) frequencies. Basically anything with a number or routing. End the read back with your call sign.