**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

1. 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

1. 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