

## STANDARD FORMAT: 5 W'S

Who you're calling → Who you are → Where you are → What you want → What info you have

**i** **Callsign:** Your callsign is your aircraft type plus tail number, like "Cessna 647DS." The N-number is your identifier, and the N marks a U.S. aircraft. Use the full callsign on your first call, then switch to the short version ATC gives you (like "47DS"). [Callsign] below means your callsign.

### DEPARTURE | TOWERED AIRPORT

#### TAXI (GROUND)

**Pilot:** "[Airport] Ground, [Callsign], at [Ramp/Location], VFR to [Direction/Practice Area], with Information [ATIS], student pilot."

**ATC:** "Taxi to [Runway] via [Taxiways], hold short [Runway]."

**Pilot (Readback):** "Taxi to [Runway] via [Taxiways], hold short [Runway], [Callsign]."

**!** A taxi clearance doesn't let you cross a runway. Wait for an explicit "Cross runway \_\_," and read back every hold-short and crossing instruction.

#### READY FOR TAKEOFF (TOWER)

**Pilot:** "[Airport] Tower, [Callsign], holding short runway [Runway], ready for departure, student pilot."

**ATC:** "Cleared for takeoff runway [Runway]."

**Pilot:** "Cleared for takeoff runway [Runway], [Callsign]."

### DEPARTURE – NON-TOWERED (CTAF)

**Taxi:** "[Airport] traffic, [Callsign], taxiing to runway [Runway], [Airport]."

**Takeoff:** "[Airport] traffic, [Callsign], departing runway [Runway], [Direction], [Airport]."

### EN ROUTE

#### FLIGHT FOLLOWING

**Pilot:** "[Facility] Approach, [Callsign], request flight following, student pilot."

**Pilot (when instructed):** "[Callsign], [Position], [Altitude], VFR to [Destination]."

**Pilot (Readback):** "Squawk [Code], [Callsign]."

#### CANCEL FLIGHT FOLLOWING

**Pilot:** "[Facility], [Callsign], cancel flight following."

### ARRIVAL – NON-TOWERED (CTAF)

**10 miles out:** "[Airport] traffic, [Callsign], [Distance] miles [Direction], [Altitude], [pattern entry] runway [Runway], [full stop/touch-and-go], [Airport]."

**!** Say how you'll enter the pattern, not just "inbound." Tell other traffic how you plan to reach the runway.

#### Pattern calls:

Downwind

Base

Final

**!** Always say the airport name at the beginning and end.

### ARRIVAL – TOWERED

**Pilot:** "[Airport] Tower, [Callsign], [Distance/Direction], [Altitude], inbound for landing with Information [ATIS], student pilot."

### SPECIAL SITUATIONS

#### GO-AROUND

**Towered:** "[Airport] Tower, [Callsign], going around."

**Non-towered (CTAF):** "[Airport] traffic, [Callsign], going around, [Airport]."

#### EMERGENCY

**MAYDAY (Immediate danger):** "MAYDAY MAYDAY MAYDAY, [Facility], [Callsign], [Problem], [Position], [Altitude], [Intentions]."

**PAN-PAN (Urgent):** "PAN-PAN PAN-PAN PAN-PAN, [Facility], [Callsign], [Issue], request assistance."

**!** No reply on the frequency in use? Transmit on 121.5 (Guard).



### STUDENT PILOT TIP

Tell each new controller you're a **student pilot** on your first call to them (Ground, then Tower, then Approach), not just once for the whole flight.