

ATC Communications Script

General format of an initial call-up:	<ol style="list-style-type: none"> 1. Who you're talking to 2. Who you are 3. Where you are 4. What you want to do 5. ATIS code
Calling ground for taxi	<p>#airport Ground, #type #tail, at [location on airport], ready to taxi, [departure direction/type¹], with information [ATIS code]</p>
Calling tower for departure	<p>#airport Tower, #type #tail, holding short runway [runway number], ready for a [departure direction/type¹] departure</p>
Calling tower to land	<p>#airport Tower, #type #tail, [position²], inbound to land with information [ATIS code]</p>
Calling approach for flight following	<p>#facility Approach, #type #tail, [position], [altitude³], request flight following to [destination]</p>
Readbacks	<p>[Important stuff the controller told you⁴], #type #tail</p>

¹ Example: "southwest departure" or "remaining in the pattern"

² Example: "10 miles north"

³ If you're changing altitude as you call, report this as [current altitude] ["climbing"/"descending"] [target altitude]

⁴ ALWAYS read back runway assignments and hold short instructions!