



PHRASEOLOGY COMMON MISTAKES

1. How to read this manual



This document is not a usual document that teaches only what to do, but this document will present the usual mistakes that every member can hear on the IVAO frequency.

We will follow the following rules:

False examples are in red

Right examples are in green

We define the icons to determine who is speaking:

- ATC= 
- Pilot= 

The underlined sign is used when each number is spelt out separately:

- 123 is pronounced as “one hundred and twenty three”
- 1 2 3 or 123 is pronounced as “one two three”

2. Generalities

Flying as a pilot or speaking as ATC, you shall keep communication clear and concise, simple in order to reduce the possibility of confusion or misinterpretation to the minimum.

The only valid clearance is the one which has a correct read back.

RULES:

Use standard phraseology all the time

Don't tell your life story

Keep it short and simple

Reduce transmission time

Avoid all unnecessary words: “you are”, “please”, “you can”, “mister”, “copied”, “copy”, “copy that”
“if you want you can”

Wrong thoughts that we can hear:

I heard it on my radio so it is correct phraseology

Answer:

Every controller has his/her own dialect after years of radio telecommunications and their phraseology can be taken from old forms of obsolete phraseology.

The phraseology undergoes permanent changes as updates are done continuously.

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That's why the phraseology listening on the frequency can be different from official phraseology. But when a conflict occurs, if the ATC uses the wrong phraseology, the conflict comes to the ATC's responsibility.

2.1. Read back

Bad read-back examples:

☑️ 🗣️ AAL244, turn right heading 360

☒ ➔ Ok good copy

☑️ 🗣️ AAL244 cleared ILS approach runway 03

☒ ➔ ILS approach runway 03

☑️ 🗣️ AAL244, cleared to land runway 03, winds 120 degrees 12 knots

☒ ➔ Roger, call back when vacating runway

RULES:

The pilot must repeat all clearance words received from ATC (read back).

The pilot shall not say "good copy" or "roger" as a read back.

The pilot does not give other information when he read backs.

The pilot shall repeat the term "approach", "runway", "cleared to" runway number.

The pilot shall repeat all the instructions and clearance given by ATC.

The wind information given on clearance is the only information that is not necessary to read back.

Good read-back examples:

☑️ 🗣️ AAL244, turn right heading 360

☑️ ➔ Turn right heading 360, AAL244

☑️ 🗣️ AAL244 cleared ILS approach runway 03

☑️ ➔ Cleared ILS approach runway 03, AAL244

☑️ 🗣️ AAL244, cleared to land runway 03, winds 120 degrees 12 knots

☑️ ➔ Cleared to land runway 03, AAL244

2.2. Clearance and ATC instructions

Bad clearance examples:

- ❌ 🗣️ BAF601, you can descend to level 120
- ❌ 🗣️ Please turn left to heading 090
- ❌ 🗣️ If you want you can proceed to FLORA

RULES:

As ATC, you shall give control instructions or clearances. These instructions are not optional; the pilot must comply with them or negotiate them. So, it is not required to use polite words or let the pilot not comply with them.

You shall use the imperative mood. Never use ordinary language to give clearances.

Small words which are not included in phraseology shall not be used: words like 'please', 'if you want', 'you', 'you must', 'you can'

Good clearance examples:

- ✅ 🗣️ BAF601, descend flight level 120
- ✅ 🗣️ BAF601, turn left heading 090
- ✅ 🗣️ BAF601, direct FLORA

Wrong clearances examples:

- ❌ 🗣️ Cleared to taxi runway 12.
- ❌ 🗣️ Cleared to climb level 320

Wrong instruction examples:

- ❌ 🗣️ Take-off runway 12
- ❌ 🗣️ You can taxi runway 14

RULES:

The clearance shall use the term 'cleared to'. Its use is very limited:

- Cleared to Destination airfield in initial clearance
- Cleared to land, cleared for take-off, cleared to touch and go, cleared for stop and go, cleared for low pass.
- Cleared to IFR approach

In all other cases, a normal instruction shall be used with the imperative mood.
The 'APPROVED' word shall NEVER replace the term 'CLEARED to'.

Good clearance example:

- ✅ 🗣️ BAF601, Taxi runway 12
- ✅ 🗣️ BAF601, Climb flight level 320

Good instruction example:

- ✅ 🗣️ BAF601, runway 12, cleared for take-off, wind 120 degrees 12 knots.

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2.3. Call sign transmission

RULES:

Full call signs shall be used on initial contact by pilots and controllers.
Abbreviated call signs shall be used only when satisfactory communication has been established, or only after being addressed in this manner by the ATC (air traffic controller).

Examples

- AFR2210: Air France two two one zero
- AF736LH : Full call sign: Air France 7 3 6 Lima Hotel ; Abbreviated call sign : Air France Lima Hotel

RULES:

Use the ICAO designator of the aircraft operator when available

Examples:

- SAB224 : Sabena two two four
- BER729 : Air Berlin seven two niner

RULES:

Abbreviated call signs for national regulation shall include:

- first character of the registration
- at least the last two characters

Examples:

- OOFWA: OWA
- OO123: O23
- N57826: N26
- FCMKL: FKL

RULES:

Abbreviated call signs can use the name of the aircraft manufacturer or model in place of the first character.

Examples:

- OOFWA: Robin W A
- N4522G: Cessna 2 2 G

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2.4. Frequency transmission

RULES:

All 6 digits shall be pronounced except when the 5th and 6th digits are zero.
When the 5th and 6th digits are zero, the two last zeros can be not transmitted.
The decimal point shall be transmitted always using the “decimal’ term.

Bad examples are red, good examples are green:

134.050 one three four decimal zero five

134.050 one three four decimal zero five zero

121.875 one two one decimal eight seven five

128.450 one two eight decimal four five zero

131.100 one three one decimal one zero zero

131.100 one three one decimal one zero

131.100 one three one decimal one

125.000 one two five

125.000 one two five decimal zero

2.5. Transponder codes

As IVAO is not capable to maintain transponder codes as default if no squawk code has been assigned or if you leave a controlled zone:

The international default non controlled transponder code for IFR flights is 2000.

For VFR flights, you can take the same value or follow the national default code rule.

RULES:

Special squawk codes:

7700: emergency

7600: radio failure (limitation of use on IVAO)

7500: illicit intervention (forbidden on IVAO)

7777: transponder code reserved for testing the equipment

0000: IvAp failure squawk code

2.1. Altitude and flight level

RULES:

Altitudes below TL are expressed in feet.

Altitudes above TA are expressed in flight levels.

Flight level does not spell 0 9 0 but 9 0.

Sometimes the altitude can be transmitted with the word 'altitude' first (especially below 3000ft with the possible confusion between TO and TWO (2)).

Bad examples of altitude transmission:

- Level 3000
- Level 20 feet
- Level 090
- 32000 feet

Good examples:

- Flight level 90
- Flight level 320
- 3000 feet (three thousand)
- Altitude 2000 feet

2.2. Heading transmission

RULES:

When an ATC gives a heading instruction, the direction is expressed in degrees and should be rounded to the nearest 10°. If ATC needs more precision, he should round the heading to the nearest 5°.

When the heading is between 005° to 095°, the first '0' shall be pronounced "zero": 010° - 090° (after rounding)

The heading 000° shall be replaced by 360°.

Bad examples of altitude transmission:

- Turn heading 000°
- Turn heading 203°
- Turn heading 40°
- Turn heading 8°
- Turn heading 02°

Good examples:

- Turn heading 360°
- Turn heading 200°
- Turn heading 040°
- Turn heading 010°
- Turn heading 360°

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2.3. Transponder

- Recycle 2414
- Set squawk to 5624
- AFR422, ident

RULES:

Use standard phraseology. Do not follow other controllers mistakes.

Use "squawk ident" to localize an aircraft (the pilot shall click the IDENT button on the IvAp window).

- AFR422, squawk 4 2 2 2
- AFR422, squawk ident

3. Phase of flight

3.1. Initial clearance

Wrong clearance request and transmission:

- ☒ ✈ BAW394, request clearance
- ☒ 🗣 BAW394, clearance available
- ☒ 🗣 you are cleared to Amsterdam via the ANG3N departure, runway in use 03, squawk code 1000, initially climb to FL140
- ☒ 🗣 you can start the engine

RULES:

Always give the following information:

- Call sign
- Position on ground
- ATIS information

Always read the ATIS of an ATC. It contains departure parameters, runways in use, weather information, and transition altitude.

The start-up is not the responsibility of the ATC. After receiving initial clearance, the pilot is automatically allowed to start the engine with the collaboration of ground personnel.

Good clearance request:

- ☑ 🗣 BAW394, ready to copy clearance
- ☑ ✈ BAW394, stand B 23, requesting start-up, destination London Heathrow, information Hotel.

RULES:

The clearance shall have 4 parameters (give them in this order):

- SID or multidirectional departure procedure
- Runway in use
- Climb flight level
- Transponder code

- ☑ 🗣 BAW394, Cleared ANG1N departure, runway 03, climb FL140, squawk 1701

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3.2. Taxi

Wrong taxi request examples:

- ❌ → Ready for taxi
- ❌ → To taxi runway 12
- ❌ 📣 Cleared to taxi runway 12
- ❌ 📣 Cleared to cross runway 25

RULES:

Always transmit your call sign first.

Never use the term 'cleared to'

Use the term 'VIA' to insert the main taxiway and the holding point name. Do not give them all !

A pilot will only copy 3 taxiway numbers.

Good taxi request examples:

- ✅ → BAW1 2 3, requesting taxi
- ✅ 📣 BAW1 2 3, taxi holding runway 3 2 right via R4
- ✅ 📣 ESY130, Cross runway 3 6 left, report runway vacated

RULES:

The holding point is the place on a taxiway where double yellow bars are just before the runway. NEVER cross these bars without clearance. The holding point is not just in front of the runway all the time.

You must not taxi in the grass to join the runway threshold.

Taxi speed limit is around 25kt. Do not race!

3.3. At the holding point and line-up

Bad holding examples:

- ❌ → Waiting at holding point runway 10
- ❌ → Holding position runway 32 right
- ❌ → holding position and ready for line-up
- ❌ 📣 Line-up 04

RULES:

Do not mix the use of the term 'WAIT' and 'MAINTAIN':

- the pilot waits on a runway
- the pilot maintains position or holding point

When speaking about the runway, you shall include every time the term 'runway' and the runway number. At the holding point, the pilot shall make a position report that he is currently maintaining the holding point

Good holding and line-up examples:

- ✅ → Maintaining holding point runway 32 right, ready for departure, AFR206
- ✅ 📣 AFR206, line up runway 32 right and wait
- ✅ → Lining up runway 32 right and waiting, AFR206

3.4. Take-off

Bad requesting take-off examples:

- ☒ → Request take-off
- ☒ → Ready for take-off

RULES:

Except for take-off clearance, pilot and ATC shall not use the 'TAKE-OFF' term. In those cases, ATC and pilot shall use the 'DEPARTURE' term. Pilot can report his position as a good practice.

Good example:

- ☑ → AFR206, B1, ready for departure
- ☑ ↻ ESY425, Are you ready for immediate departure?

RULES:

Use the term immediate departure when you want a pilot to take-off without delay in a short period of time.

Bad take-off clearance examples:

- ☒ ↻ AFR206, take-off
- ☒ ↻ AFR206, take-off approved 35
- ☒ ↻ The wind 253 at 8 knots, you are cleared for take-off
- ☒ ↻ Take-off runway 25 L
- ☒ → Taking-off, copy the winds
- ☒ → wind copied

RULES:

For take-off clearance, ATC shall use 'CLEARED FOR TAKE-OFF' and pilot shall read back with the same term.

Take-off is never approved by ATC.

The term 'runway' and the runway number are also mandatory in the clearance for ATC and the pilot.

ATC should send the surface wind as information. Wind direction shall be always rounded to the nearest 10 knots. The pilot is not obliged to read it back.

Saying 'COPY THE WIND' or 'WIND COPIED' is completely useless as ATC do not know what you have understood: you have only 2 choices: Do not read back or read back all the values.

Like other items, ATC and pilot shall not use extra words outside phraseology like 'you are',





Good take-off clearance examples:

- ☑ ↻ AFR206, runway 35, cleared for take-off, wind 120 degrees 8 knots
- ☑ → runway 35, cleared for take-off, AFR206

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3.5. Conditional line-up clearances

Bad examples:





- ☒  AFR268, report in sight ACA280
- ☒  Traffic in sight
- ☒  AFR268, line up and wait behind runway
- ☒  Line-up behind traffic, AFR286

RULES:

Traffic information shall state only aircraft type (Airbus320, Boeing 737, Cessna 172) and never the call sign.

Before giving conditional clearance, the pilot must confirm visual of the type of traffic to be sure that the pilot sees the right traffic

Conditional clearance shall start with the 'behind' word and finishes with the 'behind' word.

- ☒  AFR268, A_T_R on final, report in sight.
(After some time)
- ☒  A_T_R in sight, AFR268
- ☒  AFR268, behind A_T_R on final, line up runway 3_2 right and wait behind
- ☒  Behind A_T_R on final, will line up runway 3_2 right and wait behind, AFR268

Note:

That this clearance is only useful before the aircraft on final has landed. If the aircraft on final has landed or is nearly to land (distance from threshold <1NM), then this clearance is not necessary as it is very long.

RULES:



The conditional clearance shall not be used in a conditional runway crossing clearance. This situation is clearly stated as very dangerous by some countries and forbidden to use.

3.6. Initial climb

RULES:

On initial contact, the pilot should give the following data. (It is not mandatory, but it is useful for ATC in crowded areas).

- full call sign
- SID
- altitude
- climbing level

- ☒  AFR1722, HELEN 3 CHARLIE departure, passing 3000 feet, climbing flight level 6_0
- ☒  AFR1722, Climb via SID to flight level 140

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3.7. Level changes

RULES:

ATC is responsible of the change of level to climb or descend. In controlled areas the pilot is never allowed to climb or descend without any clearance to do so.

The pilot is allowed to ask ATC only a climb or descent in order to follow its expected vertical flight path or cruise level.

The pilot can negotiate cruise flight level with ATC.

The pilot is responsible for the descent management in order not to be too high or too low reaching the destination airfield.

Wrong examples:

☒ → Berlin Radar, Climbing to FL350

☒ → Request descent down to FL90

Good examples:

☑ → Requesting higher level, BZH137

☑ → Requesting descent, BZH137

☑ → Berlin Radar, is the Flight level 360 possible

3.8. Reporting position after a controller change

RULES:

The only mandatory rule is that the contact is at the pilot's initiative (ATC should not call pilots). Pilots shall give their full call sign.

In addition (optional), the pilot can give his current steady altitude or cleared climb or descent altitude, and his position in relation to the over flown fix or beacon or next beacon.

Good examples:

☑ → Paris Control good evening, AFR4562

☑ → Bordeaux Control, AFR927T, 1.5 miles inbound BEBIX, passing flight level 330, descending flight level 220

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3.9. Switching frequency and unicom

Bad examples:

- ❌ ➔ On gate A1, contacting UNICOM, BHZ137
- ❌ 🗣️ Contact UNICOM 122.8

RULES:

UNICOM is the frequency NECESSARILY used when you are in uncontrolled airspace.
When connecting to the network, you must switch to UNICOM frequency 122.800.
Manual command on IvAp is: .C1 122.8
Pilots never stay on the FS default frequency: FS9/2004 = 122.950 / FSX = 123.500
Do not use the term 'contact'. UNICOM is not a person. It is a monitoring frequency!

Good examples:

- ✅ 🗣️ ATC service terminated, Switch to (air to air frequency) 122.800
- ✅ 🗣️ ATC service terminated, squawk 2000, Switch to (air to air frequency) 122.800

Bad examples:

- ❌ 🗣️ Switch to Paris Center.

RULES:

ATC shall "invite" the pilot to contact the next ATC (pilot initiative).
ATC shall send every time the aircraft call sign to be transferred to the next ATC.
ATC shall use the "contact" term in the clearance, as the pilot has the initiative to contact ATC.
ATC shall give the frequency for each transfer done and must check if the read back is correct.

Good examples:

- ✅ ➔ EZY030, Contact Paris Control 128.1

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3.10. Final IFR Approach

Wrong clearance:

- ☒ ✎ BAW454, intercept ILS runway 34
- ☒ ✎ Following ILS runway 34

RULES:

ATC has to give an authorization for IFR approach to allow the pilot to make the final approach whether it is during the STAR or during the radar vectoring.
Do not mix 'INTERCEPT' and 'CLEARED TO'.
The term 'cleared to', 'approach' and 'runway' shall be read-back.

Good examples:

- ☑ ✎ BAW454, cleared ILS approach runway 34
- ☑ → Cleared ILS approach runway 34, BAW454

3.11. Landing

Bad requesting landing examples:

- ☒ → Request landing
- ☒ → Ready for landing

RULES:

Except for landing clearance, pilot and ATC shall not use the 'land(ing)' term.
Exceptions exist for VFR flights when ATC ask pilot's intentions (full stop landing, touch and go ...).
In those cases, ATC and pilot shall use the 'final' term in a position report.

Good example:

- ☑ → AFR206, short final runway 10

Bad landing clearance examples:

- ☒ ✎ AFR206, land
- ☒ ✎ AFR206, landing approved 35
- ☒ ✎ The wind 253 at 8 knots, you are cleared to land
- ☒ ✎ Land runway 25 L
- ☒ → Landing, copy the winds

RULES:

For landing clearance, ATC shall use 'cleared to land' and pilot shall read back with the same term.
Landing operation is never approved by ATC.
The term 'runway' and the runway number are also mandatory in the clearance for ATC and the Pilot.

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ATC should send the surface wind as information. Wind direction shall be always rounded to the nearest 10 knots. The pilot is not obliged to read it back.

Saying 'copy the winds' or 'winds copied' is completely useless as ATC do not know what you have understood: you have only 2 choices: Do not read back or read back all the values.

Like other items, ATC and pilot shall not use extra words outside phraseology like 'you are',

Good landing clearance examples:

- ☑️ 🗣️ AFR206, runway 35, cleared to land, wind 120 degrees 8 knots
- ☑️ 🗣️ runway 35, cleared to land AFR206

3.12. Handling taxi

When a pilot has no charts, here are some examples on how to handle those situations:

- ☑️ 🗣️ Requesting progressive taxi
- ☑️ 🗣️ First taxiway by the right, then second gate at your left

- ☑️ 🗣️ Requesting taxi to stand of choice
- ☑️ 🗣️ Taxi own discretion
- ☑️ 🗣️ Taxi to stand of choice

When the ATC gives a lot of freedom of movement (example for VFR) and ATC do not want to be disturbed by unexpected calls, they can use:

- ☑️ 🗣️ Taxi on frequency, leave at apron
- ☑️ 🗣️ Taxi to apron, report to leave frequency

3.13. After the flight on the ground

- ☒ 🗣️ ATC service terminated, Switch to (air to air frequency) 122.800

RULES:

Never use UNICOM on the ground after a flight, the pilot shall not use UNICOM ... it is an air to air frequency.

ATC can change the aircraft to the default non controlled IFR code when an aircraft goes to UNICOM.

Good examples:


- ☑️ 🗣️ On gate A1, leaving the frequency, BHZ137
- ☑️ 🗣️ You can leave the frequency, good evening.

- ☒ 🗣️ Request the shutdown of engines
- ☒ 🗣️ Shutdown approved
- ☒ 🗣️ You can shutdown engines

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RULES:

ATC is never responsible for the engine shutdown. It is the pilot's responsibility.
The Pilot will shut down the engines as soon as it is possible when the aircraft will stay at its present position. ATC do not care about pilot engines.

 **Flight plan closed at 10:30am UTC**

RULES:

Flight plan is automatically closed upon landing. It is unusual to close a flight plan. ATC shall not call pilot to close his flight plan.
If a pilot requires the closure time, of course, ATC shall give him the time when he landed.

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