



## ATC COMMUNICATION GUIDE

### Remember the four “W’s”!

1. Who are you calling?
2. Who are you?
3. Where are you?
4. What are your intentions?

\*ATIS Information

### Scenario #1: Communicating with Ground Control

The student is ready to taxi. He/she should communicate in the following way...

Who are you calling? “Isla Grande Ground”

Who are you? “November 6 2 3 8 Romeo (N6238R)”

Where are you? “at Mid-Field North ramp”

What are your intentions? “ready to taxi to the active runway for a  
(westbound/eastbound/northbound/southbound) departure”

“\_\_\_\_\_ Ground, Cessna November 6 2 3 8 Romeo (N6238R), at \_\_\_\_\_  
ramp, ready to taxi to the active runway for a \_\_\_\_\_ departure with  
information X”

\*If the student is flying at TJIG, he/she would contact “Isla Grande Ground”

\*If the student is flying with “The Pilot Studio” at TJIG, the location is “north midfield  
ramp”

Developed by: Naomi Rodriguez, CFI  
Revised By: Brandon Martinez, CFI

## Scenario #2: Communicating with Tower (before take off)

The student is ready for take off. He/she should communicate in the following way...

Who are you calling? "Isla Grande Tower"

Who are you? "November 6 2 3 8 Romeo"

Where are you? "Holding short at (mention the taxiway)"

What are your intentions? "ready for departure"

**"\_\_\_\_\_ Tower, Cessna November 6 2 3 8 Romeo, holding short at \_\_\_\_\_, ready for departure"**

## Scenario #3: Communicating with Tower (returning to the airport)

When a student is flying VFR and it's approaching a controlled airport, he/she should report at ten, five and three nautical miles from the airport. That initial call at ten miles should be like...

Who are you calling? "Isla Grande Tower"

Who are you? "November 6 2 3 8 Romeo"

Where are you? "one zero miles (north, south, east, west) from the airport"

What are your intentions? "for a (full stop landing, touch and go, stop and go, the option)"

**"\_\_\_\_\_ Tower, Cessna November 6 2 3 8 Romeo, **one zero miles** \_\_\_\_\_ of the airport, for a \_\_\_\_\_, with information X"**

\*If the student is flying at TJIG, he/she would contact "Isla Grande Tower"

\* When pilots fly to TJIG from the west, reference points are used to report those distances from the airport. As we know, the Dorado river is approximately 10 nautical miles from the airport. Instead of reporting "one zero miles west from the airport" the pilot can report "over Dorado river". After reporting over "Dorado river" it's **very** common to hear tower saying "report over Levittown water tank" (the Levittown water tank is approximately 5 nautical miles from the airport). Also, after reporting over "Levittown water tank" it's **very** common to hear tower saying "report over the west shore" (the west shore is approximately 3 nautical miles from the airport).

Developed by: Naomi Rodriguez, CFI  
Revised By: Brandon Martinez, CFI