

TOP 5 TIPS

- 1 Frequency changes should be kept separate from other instructions
- 2 Avoid issuing more than two instructions in one transmission
- 3 If it is urgent – *sound urgent*
- 4 Avoid distractions – especially the telephone
- 5 If you are unsure, **always check**

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TOP 5 TIPS

- 1 Do not read back a clearance as a question
- 2 Check R/T if there is a prolonged break in activity on the frequency
- 3 When reading back a conditional clearance, state the condition first
- 4 Set the clearance given, not the clearance expected
- 5 If you are unsure, **always check**

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