ELECTRONIC COMMUNICATION ETIQUETTE

GENERAL GUIDELINES

Keep Messages Clear and Concise:
Use simple language.
Avoid unnecessary words.
Ensure your message is brief but contains all relevant information.

Be Polite and Professional:
Address others with respect.
Use "please" and "thank you" when appropriate.
Stay calm, even in stressful situations.

Avoid Overuse of the Channel:
Do not monopolize the channel.
Pause between transmissions to allow others to respond or communicate.

Check the Channel Before Speaking:
Ensure the channel is clear before you start talking.
Wait for others to finish their conversations.


Use the Proper Call Signs:
Identify yourself and the intended recipient at the start of the transmission.
Example: "This is Alpha-1 calling Bravo-2."

Speak Clearly and Slowly:
Articulate your words properly.
Speak at a moderate pace to ensure your message is understood.

Use Standard Phrases:
"Roger" = I understand.
"Over" = I am finished speaking, awaiting a response.
"Out" = I am finished speaking, no response expected.
"Say again" = Please repeat your message.
"Affirmative" = Yes.
"Negative" = No.

Stay on Topic:
Keep communications relevant to the task at hand.
Avoid unnecessary conversations that clutter the airwaves.
Break for Emergencies:

If there's an emergency, say "Break, break" to interrupt the current conversation.
Immediately give the priority message.