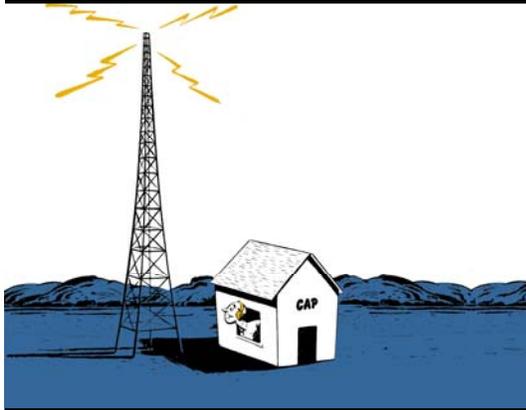


Chapter 10

Communications



Chapter Goal

Students should become familiar with all forms of communication used within the Civil Air Patrol. Additionally, proper terms, letter writing, and clock identification are a must. Students will need to master these skills to be able to communicate with all CAP members regardless of their future specialty.

INSTRUCTION

Types of Communication

Suggested Teaching Method: Lecture Method

Instruction: The instructor should quickly review different types of communication with the students. The intent is for students to understand that communications within the CAP are not just related to radio communications.

Radio Communications Know-How

Suggested Teaching Method: Lecture Method and Demonstration Method

Instruction: Instructors should review the material. Instructors should have their students memorize the phonetic alphabet, proper pronunciation of numbers, commonly used prowords, and the 24-hour clock.

Tip: Have a communications officer discuss radio communications with the students. Demonstrate radio communications and have the students participate. If scheduling permits, this may be a good time to conduct a basic communications class so that the new members can quickly obtain their communications card.

Putting It All Together

Suggested Teaching Method: Lecture Method

Instruction: Instructors should use this section to review radio communications know-how.

Printing Block Style Letters

Suggested Teaching Method: Lecture Method and Demonstration Method

Instruction: Instructors should review block-style letter writing and emphasize its importance.

Handout: Block-style letter writing practice sheet

PUBLICATIONS & RESOURCES

CAPP 214, *Specialty Track Study Guide – Communications Officer*
 CAPP 227, *Specialty Track Study Guide – Information Technology Officer*
 CAPR 100-1 Vol I, Communications
 CAPR 100-3, Radiotelephone Operations
 Summary Exercise Answer Key

SUMMARY EXERCISE – ANSWER KEY

1. Name two forms of communication and describe each.

Answer – Wire Communication, communication transmitted via wire; Visual Communication, communication transmitted using visual signals; Sound Communication, communication transmitted via sound waves; Electronic Communication, communication transmitted via computer equipment; Radio Communication, communication transmitted via radio waves.

Reference – 10-1 to 10-3, Types of Communication

2. The ____ alphabet is used to pronounce letters.

Answer – Phonetic

Reference – 10-3, Communications Know-How

3. How many types of nets are there and name them.

Answer – Two, direct net and free net

Reference – 10-6, Nets

4. Is the precedence “Flash” ever used in a CAP message?

Answer – b. No

Reference – 10-6, Precedence Designator

5. What is the international distress signal?

Answer – a. Mayday

Reference – 10-6, Urgency Signals

6. How do you properly format the time, 4:00 p.m. in the Civil Air Patrol?

Answer – 1600hrs

Reference – 10-7, The Twenty-Four Hour Clock

7. Practice writing in block letters by writing out “Civil Air Patrol”.

Review the students work

8. ____ identify the transmitter and receiving station.

Answer – b. Call Signs

Reference – 10-5, Call Signs

9. The proword “affirmative” means ____.

Answer – c. correct

Reference – 10-4, Prowords Chart

10. Give an example of visual communication.

Answer – Flags; light signals; ground-to-air signals; airport signs; signal mirrors; airplane maneuvers

Reference – 10-2, Visual Communication