



Aviation English Course: ICAO Language Proficiency, Radiotelephony Phraseology and Plain Language

5 – 9 October 2026

Paris - Right Bank business hotel



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Ref: 1460_24050 **Date:** 5 – 9 October 2026 **Location:** Paris - Right Bank business hotel **Fees:** 23500 SAR

Introduction:

Aviation English with ICAO language proficiency, radiotelephony phraseology and plain language is a 5-day course for pilots, air traffic controllers, flight dispatchers and aviation operations staff that ends with a Personal ICAO Rating Profile and Radiotelephony Improvement Plan. Misheard readbacks, unclear emergency calls and slow plain-language exchanges in non-routine events remain recurring factors in occurrence reports and put licence endorsements at risk at renewal. Nominees already transmit on the radio in English at work and practise through daily role-plays with recorded transmissions and rating feedback. CoreConcept Training Center delivers this aviation English course.

Course Objectives:

- Explain how the ICAO language proficiency requirements apply to radiotelephony and where communication breakdowns arise in pilot-controller exchanges
- Rate recorded radio speech against the six ICAO rating scale criteria and distinguish Operational Level 4 from Extended Level 5 and Expert Level 6
- Transmit standard radiotelephony phraseology with the correct spelling alphabet, number pronunciation, procedure words and complete readbacks
- Switch to clear plain language for non-routine, urgency and distress situations and describe events and incidents accurately
- Clarify and confirm messages heard through unfamiliar accents, frequency congestion and degraded signals
- Produce a Personal ICAO Rating Profile and Radiotelephony Improvement Plan with practice test results and a self-study schedule

Target Audience:

- Flight crew responsible for radio communication with air traffic services on international routes
 - Air traffic control staff responsible for issuing clearances and monitoring readbacks on tower, approach and area frequencies
 - Flight dispatch and operations control staff responsible for radio and telephone contact with crews in flight
 - Ramp and movement area staff responsible for radio exchanges with flight crews and aerodrome control
 - Aeronautical radio and flight information operators responsible for relaying traffic and weather information to aircraft
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Course Outline:

Day 1: Aviation English Foundations and ICAO Language Proficiency Requirements

- ICAO Language Proficiency Requirements for International Radiotelephony Communication
- Communication Breakdown Patterns in Occurrence and Accident Reports
- Phraseology Versus Plain Language Boundaries in Radio Exchanges
- Native and Non-Native Speaker Responsibilities on Shared Frequencies
- Recorded Radio Baseline Sample and Personal Error Log

Day 2: ICAO Rating Scale, Six Criteria and Levels 4 to 6

- ICAO Rating Scale Pronunciation and Structure Descriptors in Practice
- Vocabulary and Fluency Descriptors Rated on Sample Recordings
- Comprehension and Interactions Descriptors in Pilot-Controller Exchanges
- Operational Level 4 Compared With Extended and Expert Levels
- Lowest-Criterion Rule and Periodic Re-Test Planning for Endorsement

Day 3: Standard Radiotelephony Phraseology, Readback and Hearback

- ICAO Spelling Alphabet and Number Pronunciation Drills
- Procedure Words Roger, Wilco, Affirm, Negative and Correction
- Clearance Readback of Headings, Levels, Frequencies and Squawk Codes
- Controller Hearback Checks and Similar Call Sign Confusion
- Phase-of-Flight Vocabulary From Pushback and Taxi to Landing

Day 4: Plain Language for Non-Routine, Emergency and Degraded Conditions

- MAYDAY and PAN PAN Message Structure With Plain Language Detail
- Non-Routine Event Description for Technical, Medical and Weather Events
- Accent Familiarisation and Degraded Signal Listening Practice
- Say Again, Confirm and Paraphrase Techniques for Clarification
- Incident Narrative Reporting Using Past Tenses and Sequencing Markers

Day 5: Role-Play of Non-Routine Scenarios With ICAO Rating Feedback

- Non-Routine Scenario Brief for Pilot, Controller and Dispatcher Roles
 - Live Role-Play of Diversion, Low Fuel and Medical Emergency Calls
 - Recorded Transmission Review Against the Six ICAO Criteria
 - Timed Practice Speaking and Listening Test With Rater Notes
 - Personal ICAO Rating Profile and Radiotelephony Improvement Plan Completion
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Skills You Will Gain:

- Radiotelephony Phraseology Accuracy
- Readback and Hearback Verification
- Plain Language Improvisation
- Distress and Urgency Messaging
- Accent and Degraded Signal Comprehension
- Incident Narrative Speaking
- ICAO Criteria Self-Assessment
- Flight Phase Vocabulary Control

Why Attend This Course:

- Deliver a Personal ICAO Rating Profile and Radiotelephony Improvement Plan to the training manager or chief pilot ahead of the next proficiency assessment
- Judge when standard phraseology no longer covers a situation and switch to plain language without delaying the exchange
- Reduce readback errors, repeated transmissions and misunderstood clearances that add workload and risk on busy frequencies
- Pass on the readback checklist, phase-of-flight vocabulary lists and practice test routine to colleagues preparing for assessment

Conclusion:

Back at work, the participant gives the training manager, chief pilot or air traffic control unit lead a Personal ICAO Rating Profile and Radiotelephony Improvement Plan showing the weakest criterion, recorded practice results and a self-study schedule. The unit uses it to decide who needs further language training before the next proficiency assessment and which radio habits to target in recurrent briefings. After the first assessment or recurrent check, the unit should compare the new rating, readback error reports and repeated-transmission counts with the plan and adjust the study schedule.

Frequently Asked Questions FAQ:

What should participants prepare before an aviation English and ICAO language proficiency course?

Participants should already use English on the radio or telephone in aviation operations and hold or seek a licence endorsement. Bringing their latest rating result, if any, and examples of difficult exchanges helps focus the role-plays on their own weakest criteria.

How does an aviation English and ICAO language proficiency course differ from a general business English course?

It trains radio communication: standard phraseology, readback, plain language for non-routine events and the ICAO rating criteria. General business English courses train meetings, presentations and negotiation, which do not prepare speakers for congested frequencies or emergency calls.

Why is plain language part of aviation English and ICAO language proficiency?

Standard phraseology covers routine exchanges only. When a technical failure, medical event or unusual request arises, pilots and controllers must describe it accurately in clear, concise plain language, and the ICAO rating scale assesses that ability.

What do participants take back from the aviation English and ICAO language proficiency course?

Each participant takes back a Personal ICAO Rating Profile and Radiotelephony Improvement Plan with recorded practice results, the weakest criterion identified, phase-of-flight vocabulary lists, a readback checklist and a self-study schedule for the next assessment.