

# BASIC PROCEDURES LETTERING

## OVERVIEW

Good technique is essential in lettering as well as the drawing itself. Good lettering makes the drawing, as you will find out. Lettering will get you hired or fired.

The first requirement of lettering is holding the pencil correctly. Hold the pencil comfortably with thumb, forefinger and index finger. Vertical, slanted and curved strokes are drawn with steady finger movements. Horizontal and vertical strokes are made with some pivoting of the hand and wrist. To keep pencil point round, you must form the habit of rotating the pencil after every few strokes.

For proficiency in lettering, it is necessary to learn the form of each letter. Only uppercase letters are to be used! Many drafters use inclined, or slanted lettering. The inclined letter should slope at a 67-1/2 degree angle. It is important to use the correct sequence and the direction of pencil strokes.

Professional appearance in lettering is due to four main items:

- 1) KEEPING A UNIFORM SLANT.
- 2) FULL AND WELL SHAPED LETTERS
- 3) EQUAL SPACING OF LETTERS AND WORDS.
- 4) PRACTICE PRACTICE PRACTICE PRACTICE PRACTICE PRACTICE  
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PRACTICE PRACTICE PRACTICE PRACTICE PRACTICE PRACTICE!

# **BASIC PROCEDURES LETTERING**

## **DUTY**

Basic Procedures

## **TASK**

Inclined single stroke lettering technique.

## **EXPECTED STUDENT PERFORMANCE**

Given lettering sheets, lettering exercises, 2H pencil and available references. You will use the inclined single stroke lettering method of lettering.

Your lettering must conform to the stated evaluation criteria, and current industrial standards necessary for entry level employment and filling out job application forms.

## **LEARNING ACTIVITIES**

- 1) Exercise B-5a, Practice forming each letter and word exercises.  
On lettering paper, complete 3 lines of each individual letter.

Exercise B-5b, Practice forming each letter and word exercises.  
On lettering paper, complete 3 lines of each individual letter.

Exercise B-6a, Practice forming each letter and word exercises.  
On lettering paper, complete 3 lines of each individual letter.

Exercise B-6b, Practice forming each letter and word exercises.  
On lettering paper, complete 3 lines of each individual letter.

Exercise B-7a, Practice forming each number exercise.  
On lettering paper, complete 3 lines of each individual number.

- 2) Each exercise must not be rushed. Sloppy and incomplete exercises will be repeated! Expect to spend one hour per exercise.
- 3) Turn in each exercise, as completed, for evaluation.
- 4) Exit test will administered upon completion.

## **EVALUATION**

Your lettering will be evaluated based upon the following criteria:

25% Consistency of shape of each letter.

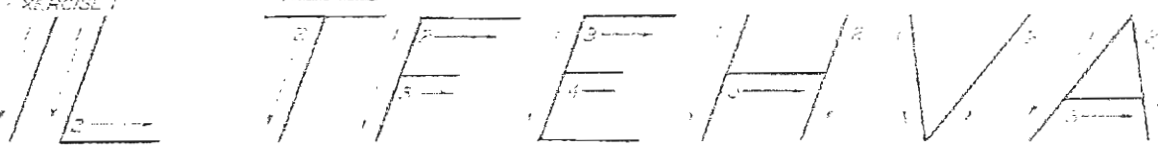
25% Shape and height.

25% Spacing between letters within a word and between words.

25% Sharpness of each letter.

EXERCISE 1

STRAIGHT-LINE LETTERS



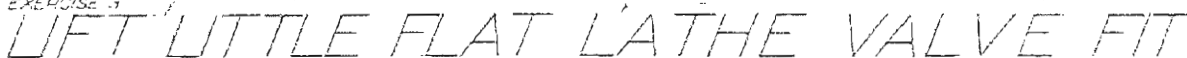
Draw arrows and numbers

EXERCISE 2 Make your letters



EXERCISE 3 Area between words - letter 'i' or 'j'

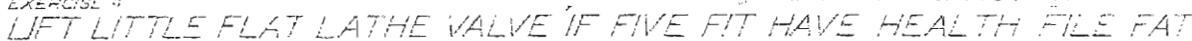
-Background areas between letters should equal



Draw extremely light inclined guide lines at random - Job size lettering - continuous in flow of motion

EXERCISE 4

This size lettering is suitable for notes, etc. drawing.



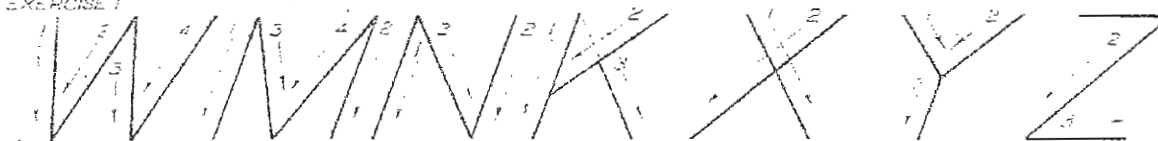
Draw extremely light horizontal guide lines (sharp, hard pencil) Always letter with a SHARP pencil!

GRADE	2	3	4	5	INCLINED CAPITALS Letter in Indicated Spaces	LETTERED BY	FILE NO.	DRAWING B-5a
	6	7	8	9				

Draw light guide lines and letter just once first. (See 2 & See 11)

EXERCISE 1

STRAIGHT-LINE LETTERS



'W' is only letter over 6 units wide. Letters in 'TOIA Q' 'VAXY' are 6 units wide - all others are 5, except 'Z' and 'K'.

EXERCISE 2

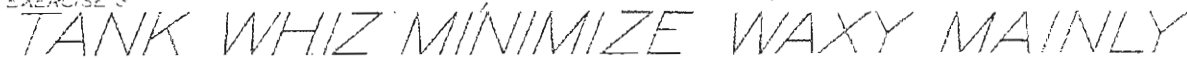
Make letters clear-cut, sharp, and dark.

Avoid gray, fuzzy strokes.



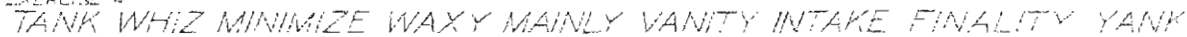
EXERCISE 3

-Leave ample space between parallel lines



Draw extremely light inclined lines at random

EXERCISE 4



Draw extremely light horizontal guide lines (Sharp, hard pencil) Always letter with a SHARP pencil!

GRADE	2	3	4	5	INCLINED CAPITALS Letter in Indicated Spaces	LETTERED BY	FILE NO.	DRAWING B-5b
	6	7	8	9				

EXERCISE 1

CURVED-LINE LETTERS



The letters O, C, Q, and D are based on a true circle.

The lower portion of the letter C is elliptical.

EXERCISE 2

Make dark, smooth strokes.

Only CONSCIENTIOUS practice makes perfect!



EXERCISE 3

JUG QUOTE GOOD COLD JUDGE DIG

Draw extremely light inclined guide lines at random.

Always join up at end of strokes.

EXERCISE 4

JUG QUOTE GOOD COLD JUDGE DIG EQUATION JOGUND QUICK JOG

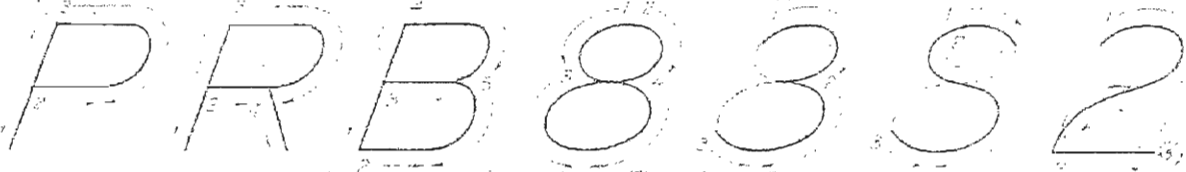
Draw extremely light horizontal guide lines.

Always letter with a sharp pencil!

GRADE	2	3	4	5	INCLINED CAPITALS	LETTERED BY	FILE NO.	DRAWING
	6	7	8	9	Letter in Indicated Spaces			5-60

EXERCISE 1

CURVED-LINE LETTERS & NUMERALS



The 8 is composed of two ellipses. The 3, S, and 2 are based on the 8.

EXERCISE 2

All numerals, except the 1, are 5 units wide.



EXERCISE 3

ROPES RUB PASSPORT 832 BARBER

Draw extremely light inclined guide lines at random.

EXERCISE 4

ROPES RUB PASSPORT, 832 BARBER PROSPER 12328 BUBBLER BOSS

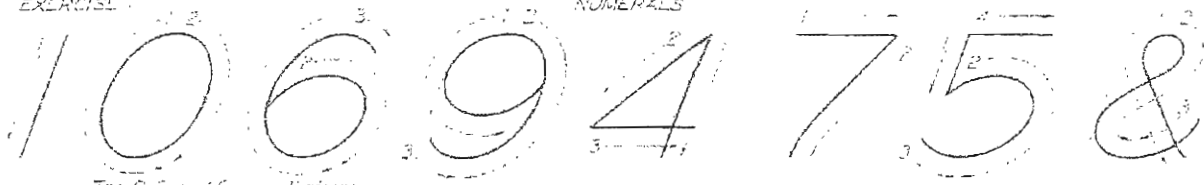
Draw extremely light horizontal guide lines.

Lettering tool: minimum size of rounded drawing.

GRADE	2	3	4	5	INCLINED CAPITALS & NUMERALS	LETTERED BY	FILE NO.	DRAWING
	6	7	8	9	Letter in Indicated Spaces			5-61

EXERCISE 1

NUMERALS



The 0, 6, and 9 are elliptical.

EXERCISE 2

All numerals, except the 1, are 5 units wide.



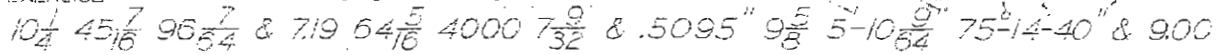
EXERCISE 3

Always leave ample clear space.



EXERCISE 4

Draw extremely light inclined guide lines at random. Feet - Inches - Degrees - Minutes - Seconds



Draw extremely light horizontal guide lines (Sharp, hard pencil)

GRADE	2	3	4	5	INCLINED NUMERALS Letter in Indicated Spaces	LETTERED BY	FILE NO.	DRAWING B-7a
	6	7	8	9				