

Lettering Assignments

1. Lettering shall be ink (felt tip pen) on 8 1/2" X 11" **copy paper** placed vertically (portrait format). **Only 8-1/2" x 11" sheets will be accepted.**
2. Draw 1/2" margins on all sides of the sheet, plus 3/4" tall space at the bottom for title, your name, and the date of submittal. SEE ILLUSTRATION PAGE 3 OF HANDOUT.
3. Draw guidelines with a hard lead (2H or 4H). The guidelines should be a very light line. The lead should be sharply pointed to draw thin, sharp lines.
 - Guidelines for text alignment should be no closer than 1/4" from each margin
 - ALWAYS use vertical guidelines to keep blocks of text or paragraphs aligned.
 - Guidelines for text height vary from 1/8" – 1/4" apart
4. Use a fine point felt-tip pen for lettering. Depending on how much pressure you apply, you may want to experiment with which one. Caution: Some inks may smear easily. You may want to experiment with different pens as you develop your technique.
5. Using the Ames lettering guide and a sharp 4H lead, create very light lettering guidelines. Be sure to always leave space between lines of text as you letter.
6. The lettering style shall be as shown on the first page of the lettering handout, or as shown on page 3 of this assignment, or as shown on page 29 of the Kilmer & Kilmer book. Remember to use a triangle for all vertical strokes. A pencil, felt-tip pen, triangle, and a T-square will be used in this exercise. The sheets you are lettering on must be taped to your drafting board to practice working conditions.
7. Complete one sheet as shown on page 3 of this handout.
 - Using 1/8" high text, letter the alphabet, numbers 0-9, and the fractions 1/4", 1/2", and 3/4" on a single line, left justified. Repeat this line to fill approximately 1/3 of the page as shown. Keep 1/8" space between each line of text.
 - Using 1/8" high text, letter the alphabet, and numbers 0-9, center justified. Measure one of the alphabet/number lines above and use that to calculate where to begin so that you have even margins on both sides.
 - Using 1/4" high text (and a slightly thicker pen), letter the alphabet center justified. Use tracing paper to practice the letters on top of the guidelines you've drawn so that you can approximate the starting point for center justification. Letter the numbers 0-9, center justified, below the alphabet, as shown.
 - Use 3/16" high text for the title block, as shown on page 3.
8. Lettering will be all uppercase letters.
9. Letter within every other space, leaving spaces between separate lines of text. Leave more than one space between each part of the assignment.
10. You must put your name and date on every sheet, as shown.
11. **Due:** WEEK TWO / second Monday/Tuesday of the quarter, beginning of class.
12. **Revisions:** Final revision due *WEEK SIX*. See *Topic Outline* for exact date. *You may revise this exercise as often as you like (through week six) to replace the original lettering exercise grade.*
13. In lettering assignment revisions, feel free to repeat letter forms that give you trouble. Practice numbers as well. Continue to use the same layout format on every lettering assignment (paper, paper size, margins, title block, guidelines, etc.).

Lettering Assignment 2

1. Complete one sheet with text that is 1/8" in height. SEE ILLUSTRATION PAGE 4 OF HANDOUT.
2. Remember to use a triangle for **all** vertical strokes.
3. Be sure to leave margins of at least 1/4" at either side of your text columns between the border and the beginning/ending of each line.
4. Allow two 1/8" spaces between each group of alphabets/numerals. This is *always* done to separate groups of information like notes, and in between paragraphs of text (like you see on this handout).
5. Use the lettering style shown on Page 29 of Kilmer & Kilmer, or the Basic Block form on "page 11" of lettering handout.
6. Fill one third of the sheet by repeating the alphabet, numbers and fractions. Feel free to break from the alphabet routine by repeating letter forms that give you particular difficulty. Practice these forms until you begin to feel comfortable and they start to look better.
7. Fill another third of the sheet with a paragraph from the Ching or Kilmer books, or any quote related to design or why/how we draw to represent architectural form. The margins used can be more than 1/4" so that the width of the text column is narrower than the page width. White space is a good thing. If you can't fit the entire paragraph on one third of a page, complete only what fits comfortably in that space.
8. Separate the remainder of the sheet into two vertical columns with 1/4" spacing between the left and right borders and in the middle between the two columns. Use a 4H lead and **light guidelines** to define the columns. This will be where you begin and end each line of text.
9. Fill the column on the left with any appropriate text, separating paragraphs with two 1/8" spaces.
10. Fill the column on the right with a numbered list, using any appropriate list.
11. Separate each note paragraph by two 1/8" spaces. Create a guideline 1/4" in from the left margin of the note column to create a "hanging indent" similar to the numbered list format on this handout. SEE ILLUSTRATION PAGE 4 OF THIS HANDOUT.
12. **Due:** *WEEK NINE*. See *Topic Outline* for exact date.
13. **Revisions:** No revisions will be allowed for this exercise. This is the final opportunity to demonstrate your lettering form and get feedback before the final project.