

# *Drafting First Year*

## *Module 2 Textus Addictus All About Lettering*

Do you know that the word “text” is one of the letter styles in drafting? When the Johannes Gutenberg printing press opened in 1450, his famous 42-line bible was printed in textura black letter. That is the reason why some old books are called black letter or in the Old English, TEXT.

Lettering has always been considered equal in importance to drawing done in drafting. Before you can illustrate higher forms of drawing, you must first learn how to do simple but legible lettering.

You are now working on module 2 on Drafting, which shows you passed in Module 1 and are ready to experience the world of letters.

This module assures you of challenging and enjoyable readings and activities that will make you ask for more.



### *What you are expected to learn*

After you are through with this module, you are expected to be able to:

1. explain the elements of guidelines and their importance in lettering;
2. draw guidelines in lettering correctly;
3. discuss the evolution of lettering styles; and
4. perform lettering exercises observing proper spacing.



### *How to learn from this module*

1. Read and understand the module very well.
2. Follow directions accurately.
3. Perform every activity in each lesson.
4. Answer the self-check exercises as honestly as you can.
5. Use appropriate vocabulary to understand the lessons in this module.



## PRETEST

Fill in the blanks with the correct word/s to complete the sentences.

1. The technical term for capital letters in lettering is \_\_\_\_\_.
2. Small letters are of three kinds, namely: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
3. Another name given to small letters is \_\_\_\_\_.
4. Each line of letters that we do in lettering is called \_\_\_\_\_.
5. Gothic is the simplest letter style because it is done in \_\_\_\_\_ strokes.
6. The widest letter in the alphabet is \_\_\_\_\_, while the narrowest is \_\_\_\_\_.
7. The thin lines that serve as guide in lettering is called \_\_\_\_\_.
8. Inclined lettering regardless of style is called \_\_\_\_\_.
9. Tools that produce single thickness of lines are called \_\_\_\_\_.
10. The best lettering tools used for Roman and Text are \_\_\_\_\_.

Score interpretation:

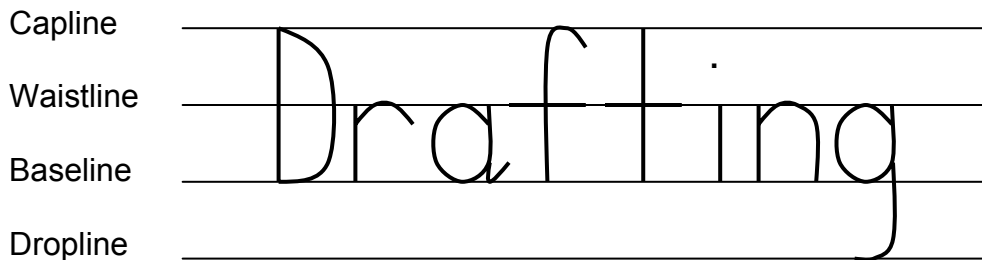
|      |           |
|------|-----------|
| 10-8 | Excellent |
| 7-5  | Very good |
| 4-2  | Good      |
| 1-0  | Poor      |

To check the answers in the PRETEST, please go to the last page.

## Lesson 1

### Elements of Guidelines

Guidelines are thin lines which serve as guide to ensure uniform height and width of letters. Guidelines are important in lettering. For better appreciation of the discussion, see the parts of guidelines below:



|  |
|--|
| <p>Capline – the uppermost thin line where uppercase and ascender letters must reach. Examples are letters D, F and T. (See the example above)</p> |
|--|

Waistline – the lines between the capline and the baseline. This is the height of lowercase letters belonging to the normal and ascender group like r, a, i, and n.

Baseline – the line where all letters rest except descenders like letter g.

Dropline – the line below the base where all lowercase descender letters must stop.

To understand the technical terms that refer to letters, read the dialogue below:

Hi! I'm Roman.  
There are 2 kinds of letters in the alphabet:  
1. Uppercase or capital letters  
2. Lowercase or small letters



Lowercase letters are grouped into 3:  
1. Ascenders – like b, d, f, h, k, l, and t.  
2. Normals – like a, c, e, m, n, o... etc.  
3. Descenders – like f, j, p, q and y.



Ascenders are lowercase letters whose parts reach the capline.  
Normals are lowercase letters whose parts are confined between the waistline and the baseline.  
Descenders are lowercase letters whose stem touches the dropline.



Don't forget! Always make your guidelines first before attempting to make any lettering, okay?



## Activity 1

On your drawing paper, prepare five sets of guidelines. Write any quotation about nationalism. Use the uppercase and lowercase letters. See the example below.

I am

a Filipino

I am

proud of my  
color and race.



Self-check:


Name the four parts of the guidelines and explain their uses.






1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Lesson 2

### Evolution of Letters

Below is the table that depicts the development of letters from its earliest form to the present-day alphabet. Study the table very well.

| Symbol  | Type of Letter | Characteristics                 | Origin          |
|---|----------------|---------------------------------|-----------------|
|  | Hieroglyphic   | Picture-writing or pictographic | Egypt (2000 BC) |

|  |                    |  |   |
|--|--------------------|--|---|
|   | Cuneiform          | Wedge-shaped letters   | Phoenicia (4 <sup>th</sup> – 1 <sup>st</sup> century BC)                              |
|   | Boustrophedon      | 13 letters with vowel sounds                                     | Greece  |
|   | Old Roman          | 22 capital letters excluding J, U, and W                         | Rome (220 BC)   |
|   | Modern Roman       | 26 capital letters of the modern day alphabet                    | Rome  |
|  | Carolinean letters | Small letters in the alphabet patterned after the Roman alphabet | Europe (during the reign of Charlemagne) 8 <sup>th</sup> – 9 <sup>th</sup> century AD |

## Activity 2

This activity leads you to the reading of books in Philippine History or Almanac books related to our history as a nation. Do you know that long before the Spaniards conquered our country, we already have an alphabet known as Alibata?

Try to get a copy of that ancient manuscript and paste it in this module.

You may translate your name, using the symbols written in alibata. Isn't that interesting?

Paste here:

Translate your name here:

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(Design)



Self-check:

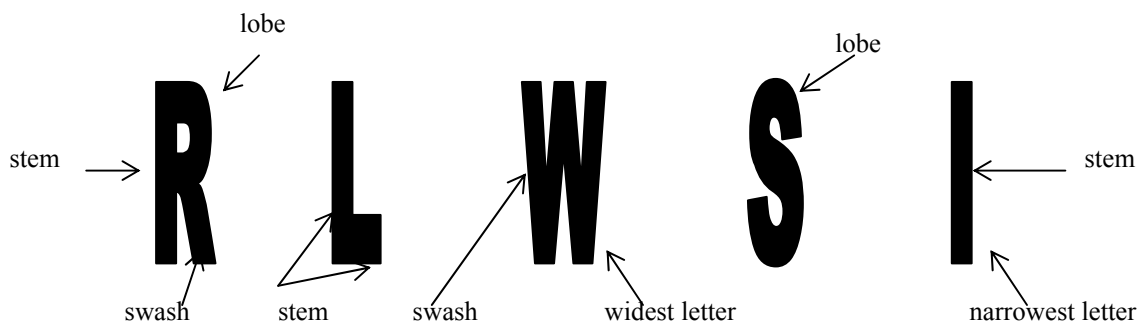
1. The first form of picture-writing discovered in Egypt was called \_\_\_\_\_.
2. The wedge-shaped letters discovered by Phoenicians is the \_\_\_\_\_.
3. The 13 letters with vowel sounds developed by the Greeks is \_\_\_\_\_.
4. The 22 capital letters which became the basis of the present-day alphabet was developed by the \_\_\_\_\_.
5. During the reign of \_\_\_\_\_, small letters were called Carolinian.

### Lesson 3

#### The Order of Strokes

Before you can learn good lettering you should first know the basic strokes forming each letter clearly.

Study the drawing, particularly the parts of each letter.

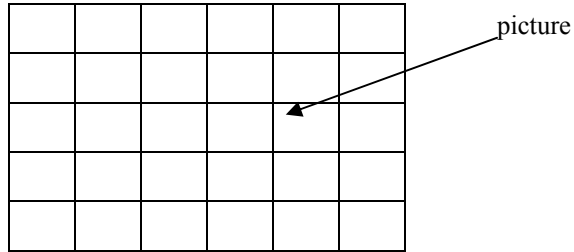


The stem is the straight part of a letter.

The lobe is the curved part of a letter.

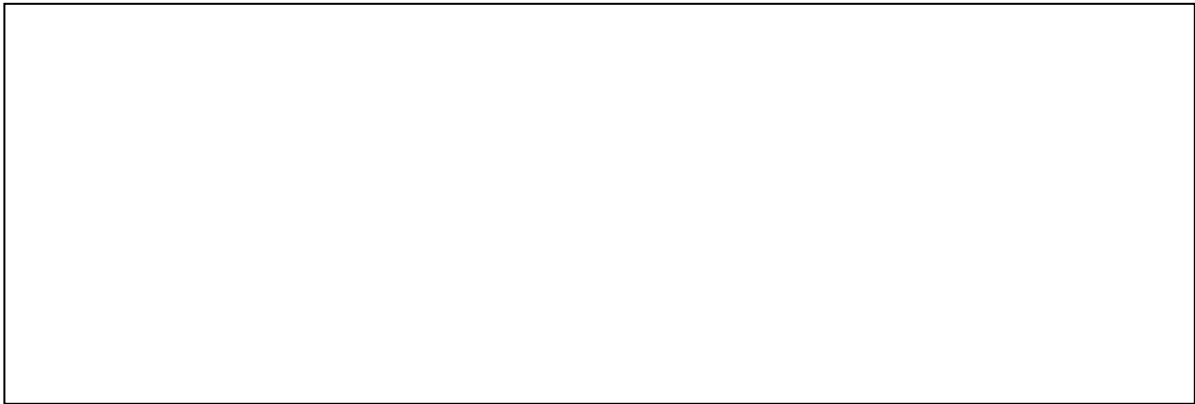
The swash is the inclined or diagonal part of a letter.

To a beginner like you, parts of each letter can be formed by preparing a grid that measures 6 x 6 squares. Remember that some letters have to occupy 5 x 6 grids while others occupy the 6 x 6 grids. To remember letters with six by six (6 x 6) grids, memorize the name of TOM Q VAXY. Each letter of his name corresponds to the letter with 6 x 6 grids. So come and meet him!



TOM Q. VAXY

Study the letters below. They correspond to the order of strokes for uppercase vertical Gothic letters and numerals. A stroke is a line made every time lettering is done.



Below is the order of strokes for lowercase Gothic letters. The body of the lowercase letters is 2/3 of the height of the uppercase letter.



### Activity 3

Copy on graphic paper as accurately as you can the order of strokes for the uppercase, lowercase Gothic letters and numerals. Copy the exact number of grids that each letter occupies.

Use the HB pencil for the letters, and the red ballpen for the number sequencing of strokes. Lettering is a freehand activity, hence, rulers are not used.

Paste your work here!



Self-check:

1. Are your stems straight?
2. Are your lobes circular in shape?
3. Did you observe the exact number of grids for each letter?
4. Is your work neat and accurate?

If your answer is YES to all 4 questions, congratulations! That was a very good work!



## Lesson 4

### The Basic Letter Styles

There are four basic letter styles. These are the Gothic, Roman, Text and Italic.

**GOTHIC**

A simple letter style done in single strokes.

Lettering tools:  
Monoline tools such as the following:

1. pentel pen
2. sign pen
3. B-speedball pen

**Roman**

Characterized by thick and thin strokes, it is considered the parent of all letter styles.

Lettering tool:  
Flat-edge tools:

1. calligraphy pen
2. c-speedball pens

**Text**

The most artistic and decorated letter styles is also called Black letter or Old English.

Lettering tools:  
Flat-edge tools such as:

1. c-speedball pens
2. calligraphy pens

***Italic***

*Any lettering style done in an inclined position.*

Lettering tool:  
*monocline and flat-edge tools*

Trivia:

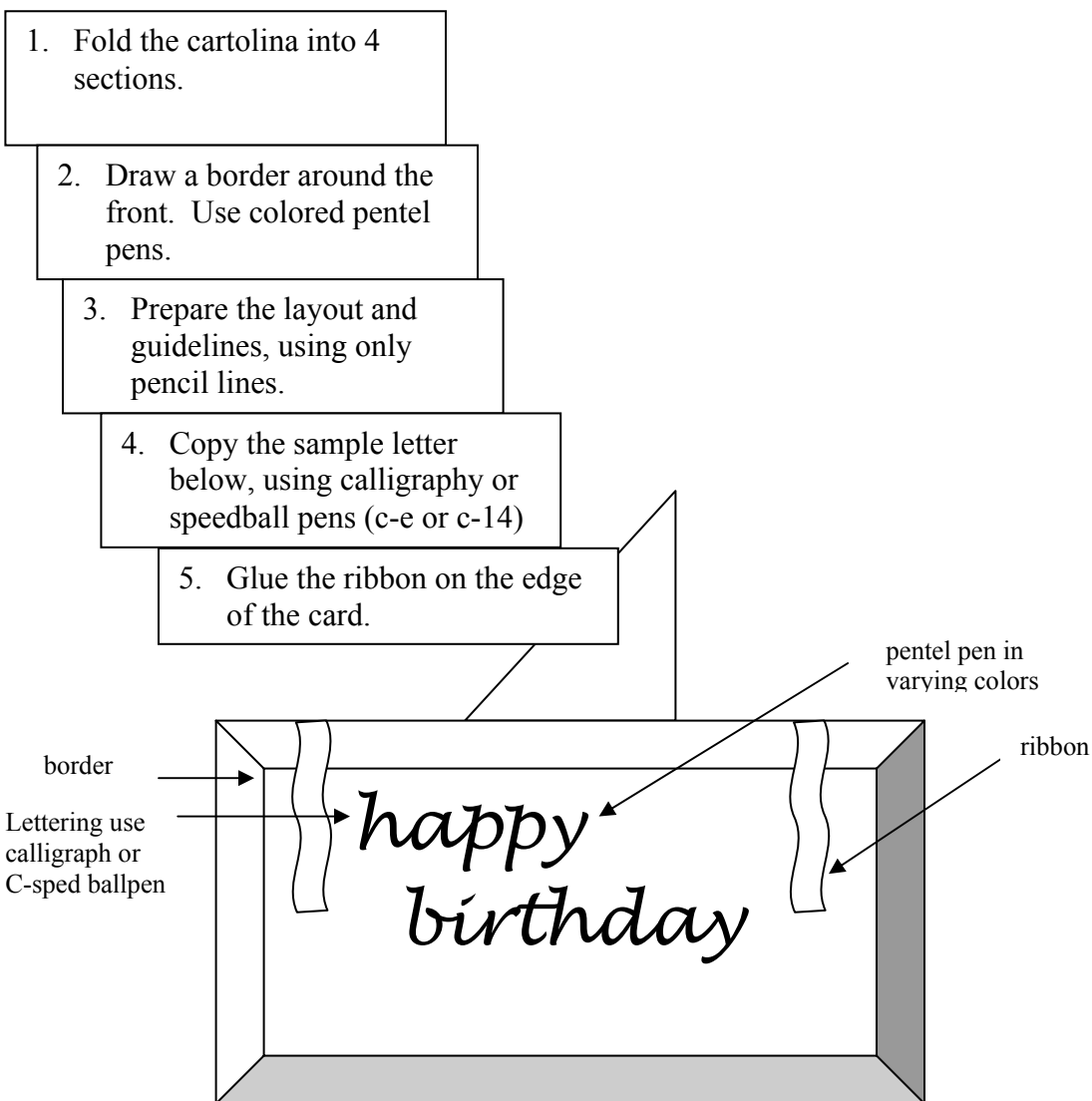
Monoline tools – tools that produce singular thickness of line when used for lettering.

## Activity 4

It's project-making time! Would you like to make a card for your favorites like your Nanay, Tatay, Ate, Kuya or Bestfriend? If you want to try, prepare the following materials:

- ¼ cartolina (white)
- colored pentel pens
- calligraphy pens or speedball pen
- thin ribbons 1 foot long
- pencil
- elmer's glue
- scissors

Follow these steps:





Self-check:

Fill in the blanks with correct word/s to complete each statement.

1. \_\_\_\_\_ is a simple letter style done in single strokes.
2. A lettering style done in an inclined position is called \_\_\_\_\_.
3. A letter style characterized by thick and thin strokes is called \_\_\_\_\_.
4. The most artistic and decorated letter style is \_\_\_\_\_.
5. The tool used in gothic letter is called \_\_\_\_\_.



LET'S SUMMARIZE

- Guidelines are thin lines which serve as guide to ensure uniform height and width of letters when lettering.
- The four parts of guidelines are the capline, waistline, baseline and dropline.
- The four basic letter styles are Gothic, Roman Text and Italics.
- Lettering is useful in drafting. It helps develop the aesthetic value of the individual.



POSTTEST

Matching Type. Match Column A with Column B. Write on the blanks only the letters of the correct answers in Column B.

Column A

- \_\_\_\_\_ 1. Lobe
- \_\_\_\_\_ 2. Roman
- \_\_\_\_\_ 3. Capline
- \_\_\_\_\_ 4. Swash
- \_\_\_\_\_ 5. Gothic
- \_\_\_\_\_ 6. Stem
- \_\_\_\_\_ 7. Text
- \_\_\_\_\_ 8. Guidelines
- \_\_\_\_\_ 9. Ascenders
- \_\_\_\_\_ 10. Uppercase

Column B

- a. simplest letter style
- b. lines for uppercase
- c. capital letters
- d. straight part of a letter
- e. black letter
- f. parent of all letter style
- g. small letters
- h. inclined part of a letter
- i. lowercase letter
- j. letter that reaches the capline
- k. thin lines for lettering
- l. curved part of a letter



## ANSWER KEY

### Pretest

1. Uppercase
2. Ascenders, normal, ascenders
3. Lowercase
4. Stroke
5. Single
6. W, I
7. Guidelines
8. Italic
9. Monoline
10. Flat-edge

### Posttest

1. l
2. f
3. b
4. h
5. a
6. d
7. e
8. k
9. j
10. c

### Lesson 1: Self-check

1. capline
2. waistline
3. baseline
4. dropline

### Lesson 2: Self-check

1. hieroglyphic
2. cuneiform
3. boustrophedon
4. Romans
5. Charlemagne

### Lesson 4: Self-check

1. Gothic
2. Italic
3. Roman
4. Text
5. Monoline