



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 8
FREEHAND DESIGN 8
Third Quarter, Week 2

Name of Learner: _____ Date: _____

Grade Level /Section: _____

Prepare and Set-up Tools and Materials for Drawing

BACKGROUND INFORMATION FOR LEARNERS

Preparing and maintaining hand tools in drawing must be practiced ensuring its usability. In maintaining hand tools and equipment, safety procedures must be followed.

Examples are the following:

- Work area must be regularly cleaned to avoid clutter.
- Tools and materials must be kept in dry and tidy area to avoid damage and rust.
- Use PPE before using tools and materials.
- Use only prescribed cleaning agents by the equipment or tool manufacturer and follow the procedures to ensure that damages will be avoided.
- Inspect tools with moving parts to avoid loosening of its parts. Tool with incomplete parts may not be used properly.
- Consider applying lubricants to avoid friction in moving tool parts.
- Tighten its handle to reduce strain when using.

It is everyone's responsibility to maintain the good operating condition of all the hand tools, equipment and paraphernalia in the workplace. Since these tools help in the completion of the different job requirements, keeping them well preserved will make work easier and more efficient.

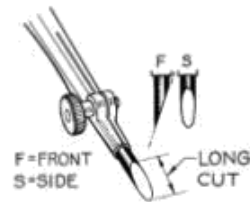
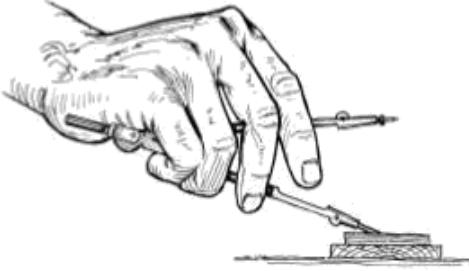
Malfunctions and other errors may not be absolutely eradicated, but applying proper care and following correct procedures in maintenance may surely reduce it.

Below is the list of some of the malfunction and unintended happening when using different tools while working:

- A tool like t-square, compass and divider, screws and point (also known as spike) may slip. This happens when the screw and spike is not properly aligned. This can be minimized by making sure that the screws are properly tightened and the spike is straight.

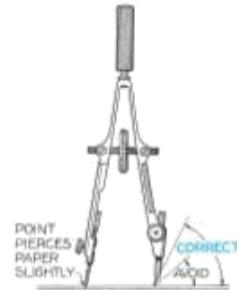
Sharpening the compass lead

A properly sharpened compass point is formed by rubbing the lead on the sandpaper pad.



A properly sharpened compass point consists of a single elliptical face.

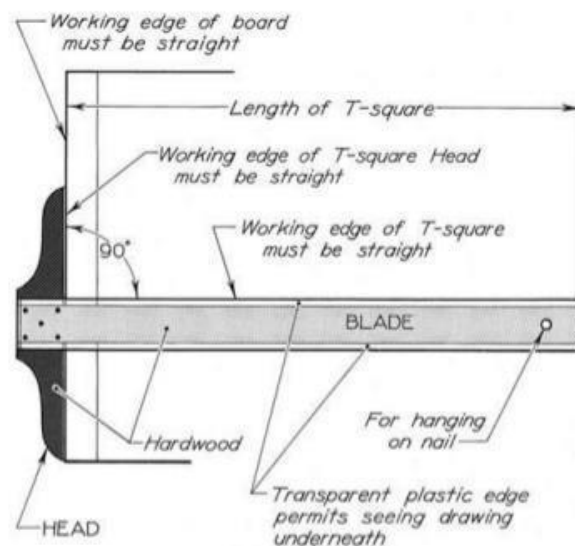
A properly adjusted compass
The needlepoint extends about halfway into the paper when the lead touches the paper.



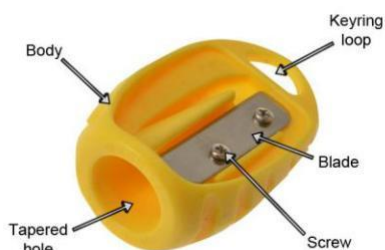
- Don't use the T-square as a hammer - or an axe. Don't let the T-square fall on the floor and make sure clean it and keep it in its case after use to avoid dents. Damaged and dents at the edge of the T-square will make it unusable.

T-Square

- It provides a parallel straight edge for the beginning drawing drafter.
- It is composed of two parts: the head and the blade. The two parts are fastened together at an exact right angle.
- The blade must be straight and free of any necks and imperfections.



- Accidents in using sharpening tool is also hazardous. Tools to be sharpened may slip and will cause lacerations or wounds. In this scenario, cutting and sharpening tools must be inspected properly and keep it away after use.



- Ink may spill on the drawing area and even in your clothes, to avoid this keep pen properly tightened. Avoid ink clot on the nib by regularly cleaning it with clean soft cloth or tissue.

REMEMBER:

- There is no absolute way to avoid Mishaps and unexpected faults . But we can surely minimize or reduce it by knowing the proper use and maintenance of each tool.
- Regular assessment and proper maintenance must be practiced to ensure safety of the worker and workplace as well to guarantee completion of the job required
- First aid kits must be placed in the work area for quick response in unexpected case of injuries.

LEARNING COMPETENCY

Maintain hand tools, drawing instruments, equipment, and paraphernalia (TLE_ICTTD7/8MT0b-1)

- a. Perform safety procedures in maintaining hand tools, drawing instruments, equipment, and paraphernalia
- b. Follow procedures in cleaning, tightening and simple repair of hand tools, drawing instruments, equipment, and paraphernalia
- c. Identify common malfunction (unplanned or unusual events) when using tools, drawing instruments, equipment, and paraphernalia

ACTIVITIES: Write your answers for Activity 1, 2, & 3 in a one whole sheet of paper.**ACTIVITY 1**

Analyze the sentence. Write T for True statements and F if it is False

1. Avoid sliding of uncleansed T square or triangles across the drawing.
2. Drawing tools and materials must be kept in tidy and dry place.
3. Hazard and defective tools must be reported immediately to the shop manager.
4. All tools and equipment must be cleaned thoroughly with a wet cloth.
5. Check and clean tools before and after using them.
6. Practice proper inspection and assessment of tools.
7. First aid kit is Not necessary.
8. Clean ruler edges every after use.
9. T-square blades are prone to dents.
10. Technical pens may spill ink on the drawing if not tightened properly.

ACTIVITY 2

List down five caring tips of drafting tools.

11. _____
12. _____
13. _____
14. _____
15. _____

ACTIVITY 3

Directions: List down 5 parts of a drawing tool that might easily be broken and how you must take care of them.

1.
2.
3.
4.
5.

REFLECTION:
Write your answer in a one whole sheet of paper.

As you read the lesson, how well did you understand? It is better to have few worthy tools than more but with less quality. These tools will help you in achieving better performance in drawing your plans. Drafting measuring tools should be well maintained to continue working properly. They must be stored and organized properly to keep them in excellent shape and good working condition.

REFERENCES FOR LEARNERS

<http://ndcmejica.blogspot.com/2017/01/procedures-in-cleaning-tightening-and.html>

https://www.wonkeedonkeetools.co.uk/media/wysiwyg/11PSCM-Pencils-Sharpener-crayons-markers/11PSCM09/11PSCM-9-1_TB_Sharpener_.jpg

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