ENGINEERING GRAPHICS

Topic:
Letter Writing

Letter Writing

SECTION A-A

2: ANODIZE TYPE III, CLASS 2 BLACK

NOTES: 1: THIS IS AN IN-HOUSE PRINT

Ø.201 THRU
TAP 1/4-20

Ø.257 MIN THRU

Ø.252±.001THRU

ENGRAVE LINE
.005 DEEP X .0200 WIDE

2X R.13

MASTER
V.I.P.

BACK STOP SLIDE

VISTA INDUSTRIAL
PRODUCTS INC

VIP-BS1

Letter Writing

- The written information on the drawings should be legible, neat in appearance and correct in style.

- So, all written information on the drawing is always in the form of lettering and not in handwriting.

- Letter writing is an art of writing text on a drawing by using alphabets, numerals and symbols.

Letter Writing

Types of letter writing —

(1) Single stroke.

(2) Double stroke.

Types of lettering

Single stroke

Double stroke

Preferred style of lettering

Vertical

Inclined
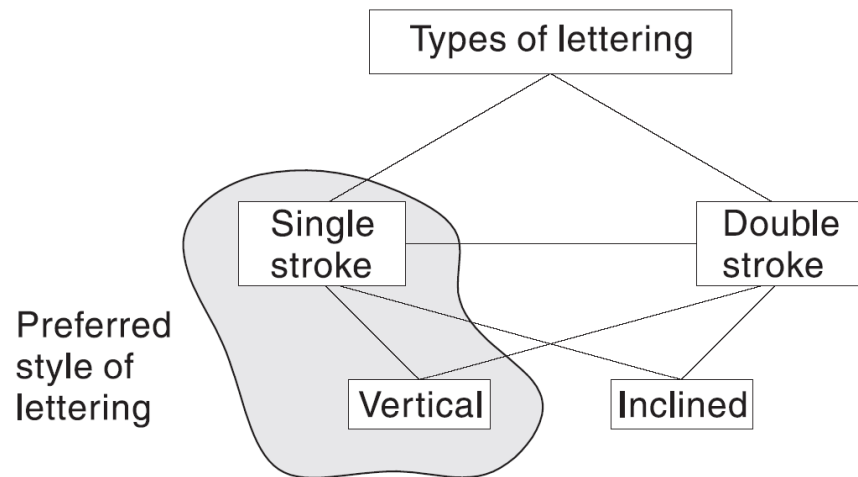
Gothic Letters

- Single stroke letters are legible, neat in appearance and correct in style, therefore they are universally used for engineering drawings.

- Letters having all strokes of uniform thickness are classified as Gothic.

- The style of the letter, when the thickness of the strokes is such that it can be made with a single stroke of pencil, is called Single Stroke Gothic.

Gothic Letters

Single stroke vertical letters:

Letters are designated by their height.

The ratio of height to width for single stroke vertical gothic letters is given below.

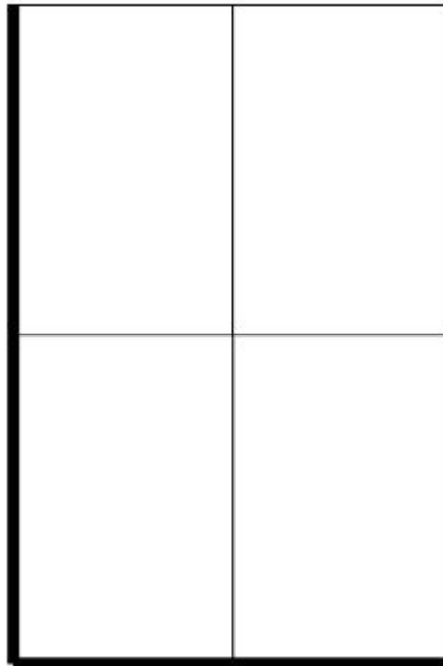| SR.	HEIGHT TO WIDTH RATIO	LETTER/NUMERAL
1.	7:5	All letters except I, J, L, M, W
2.	7:4	All numerals except 1
3.	7:1	I
4.	7:3	1
5.	7:4	L & J
6.	7:6	M
7.	7:8	W

Gothic Letters

Gothic Letters
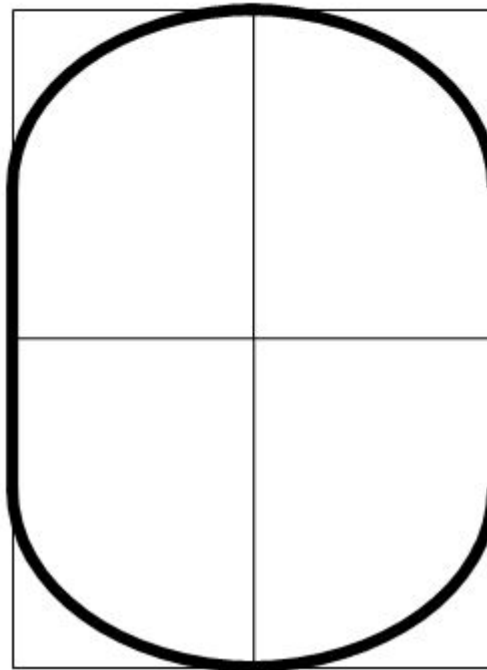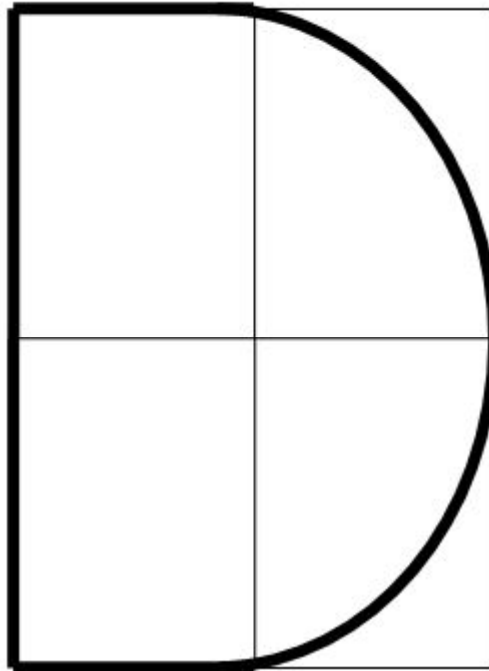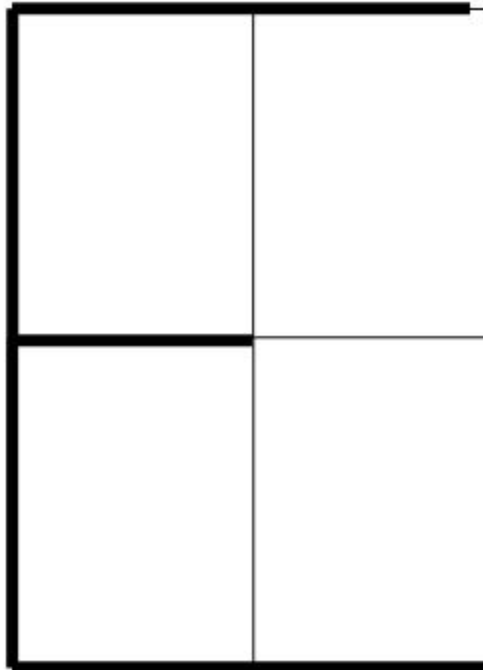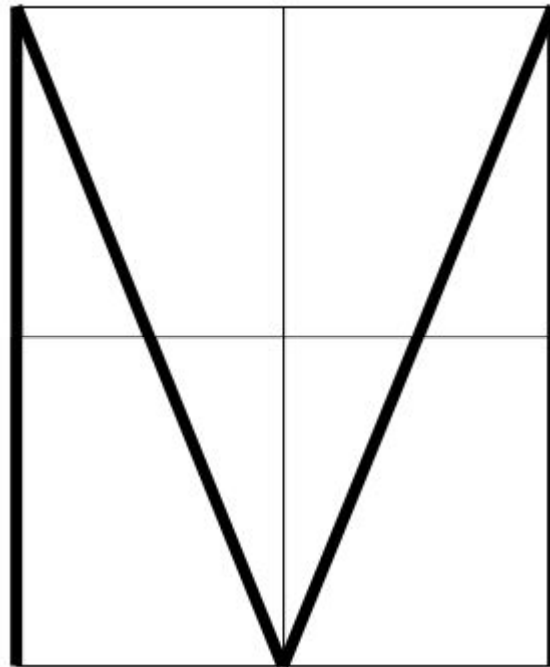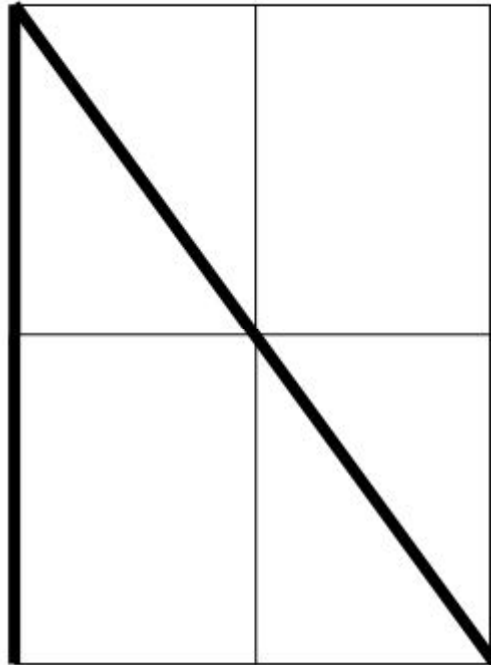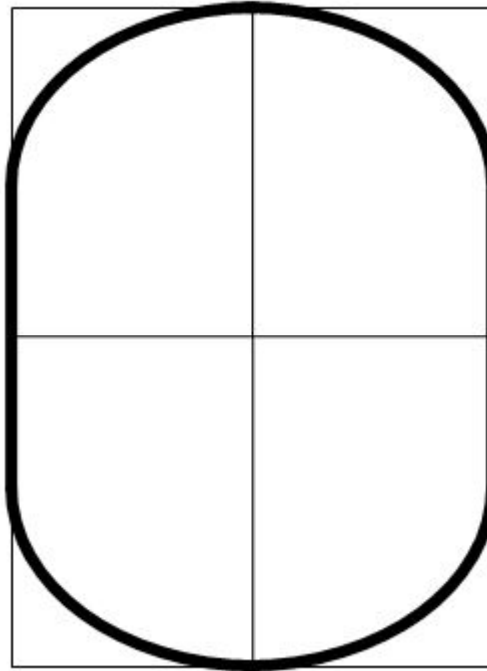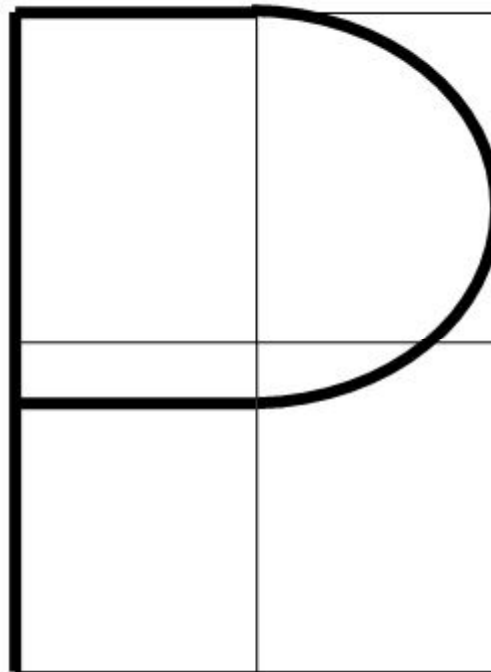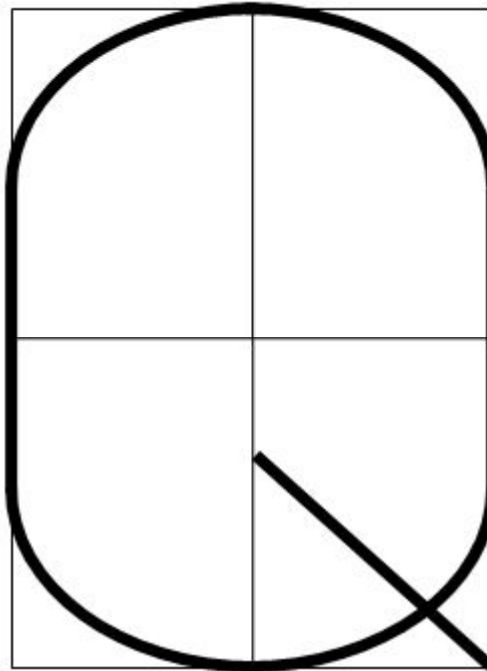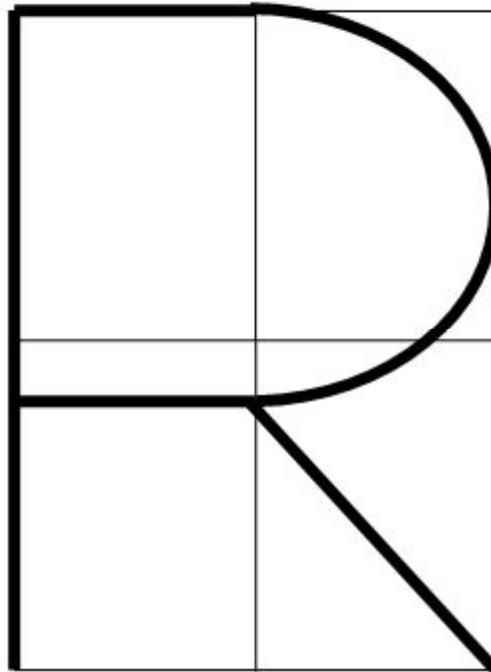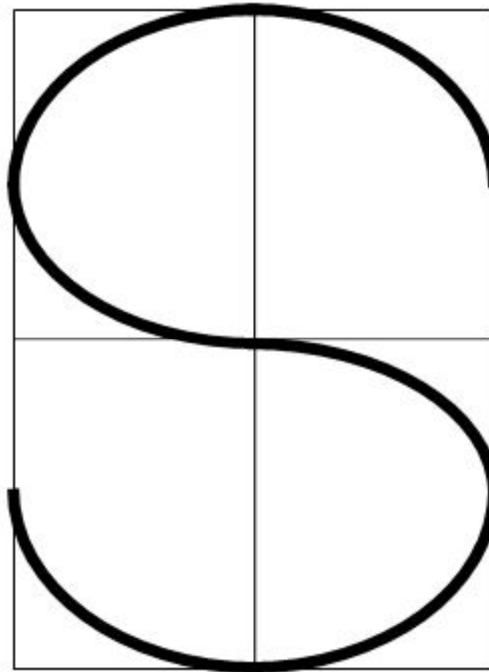
Gothic Letters

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Gothic Letters

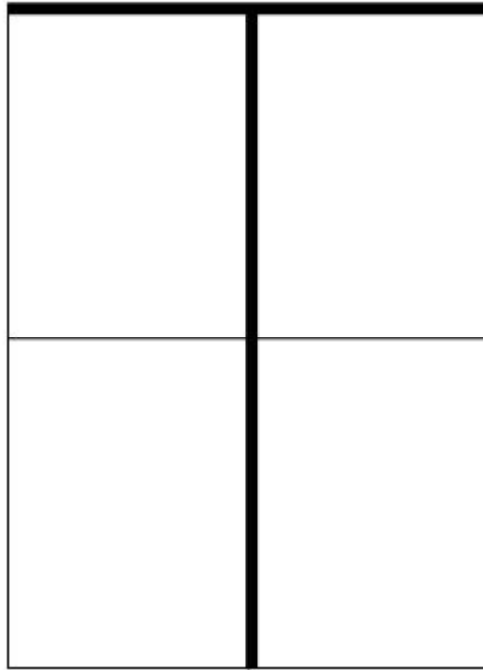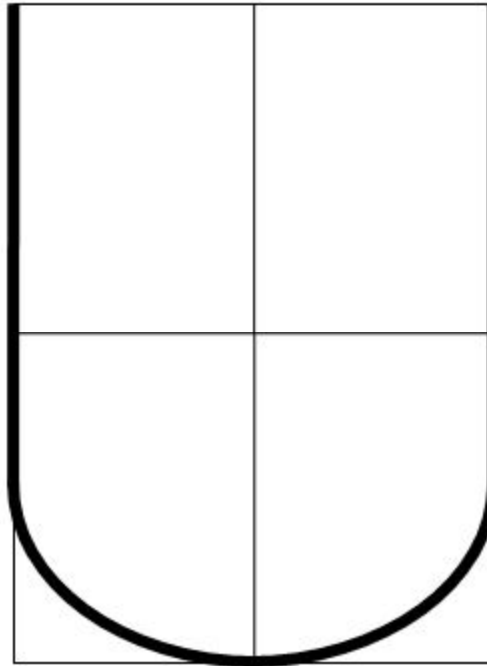# Gothic Letters
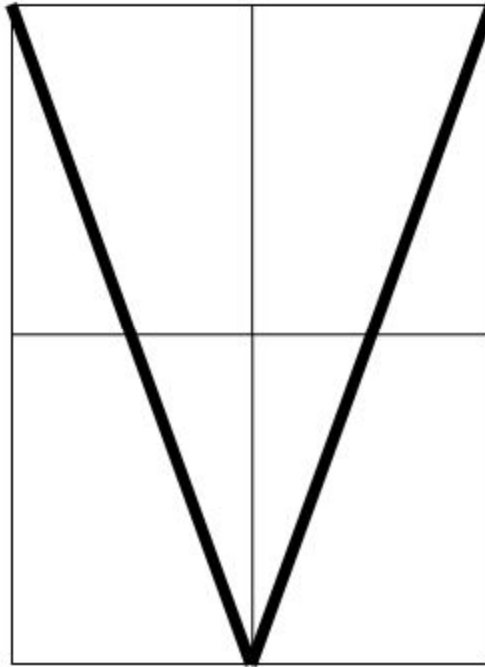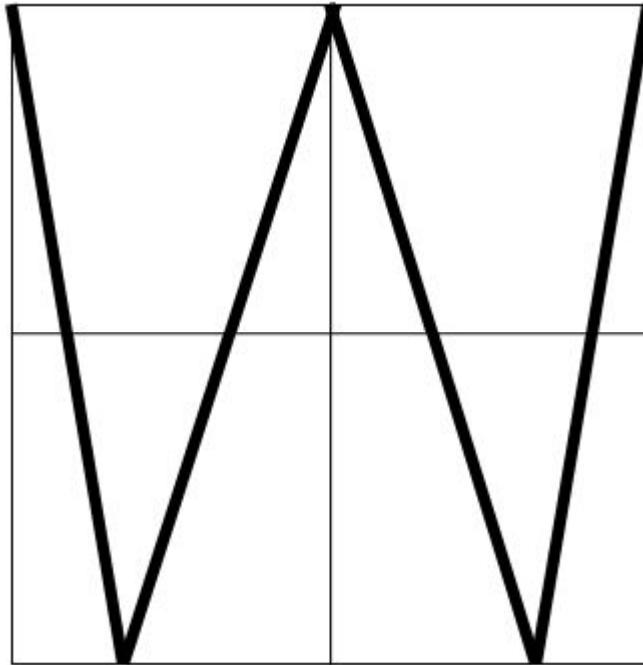
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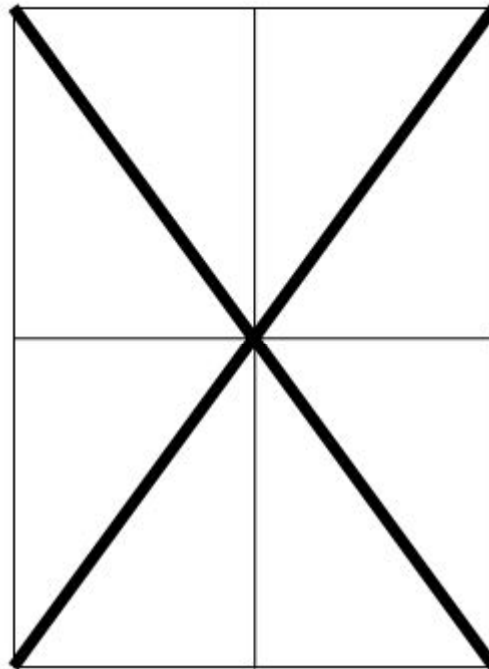# Gothic Letters

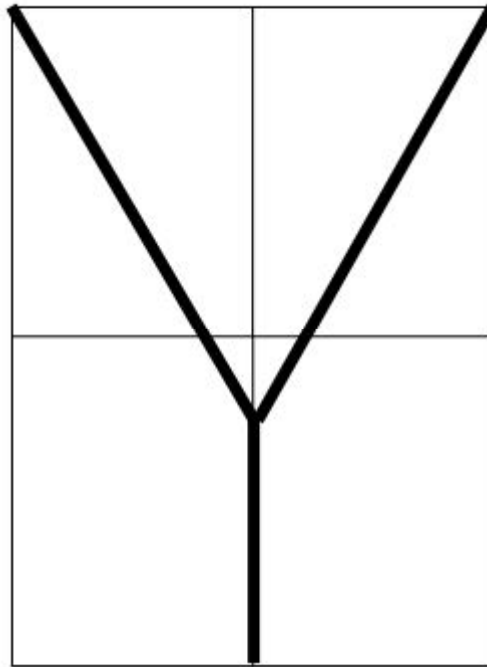# Gothic Letters

Gothic Letters

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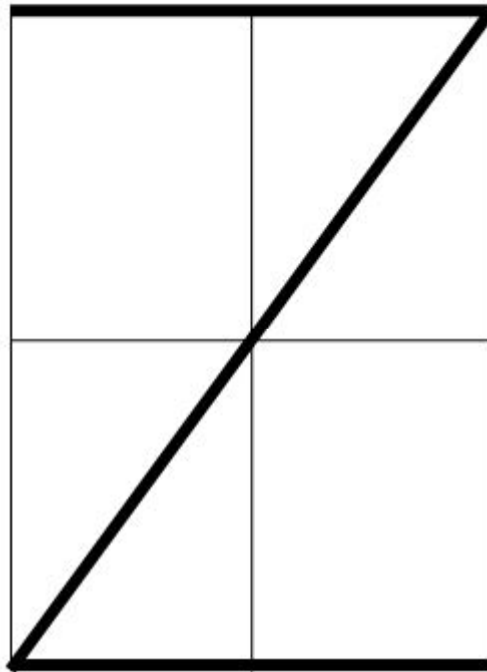
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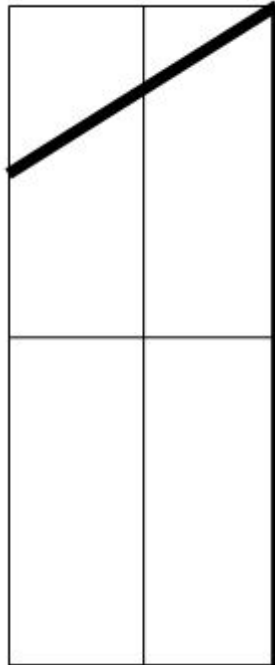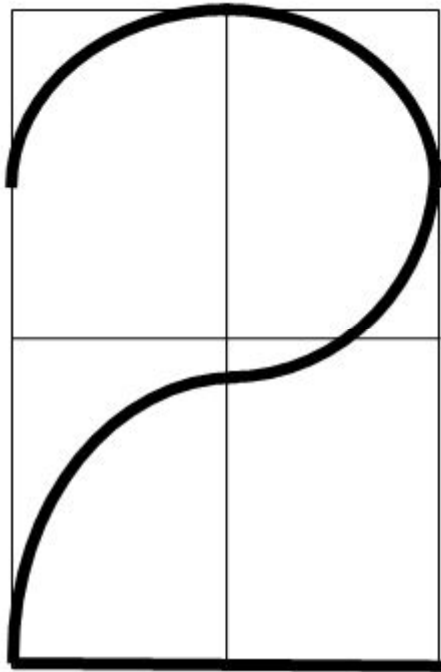
Gothic Letters

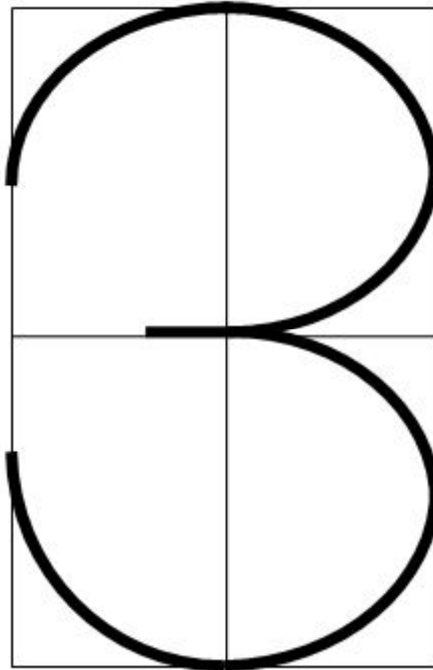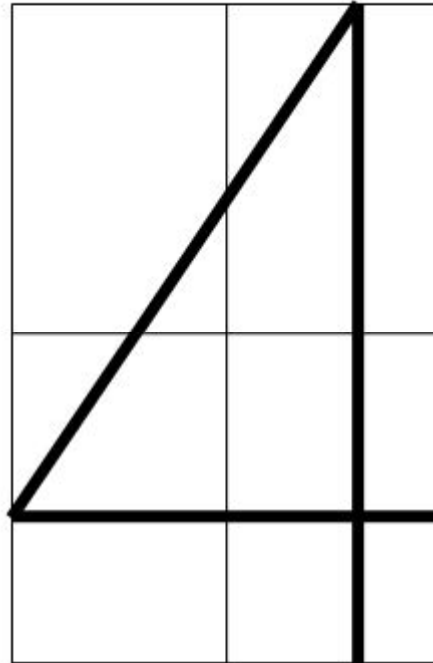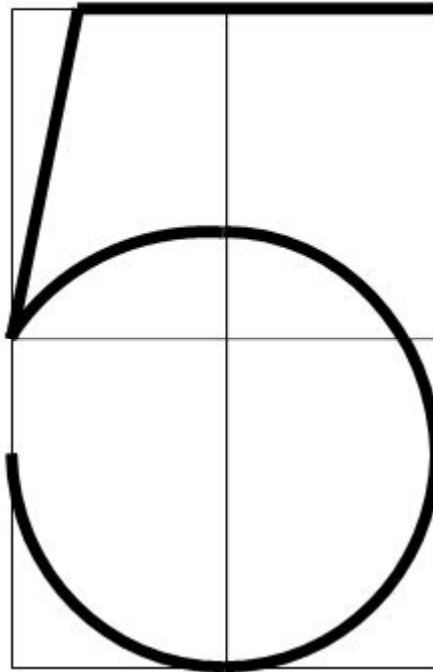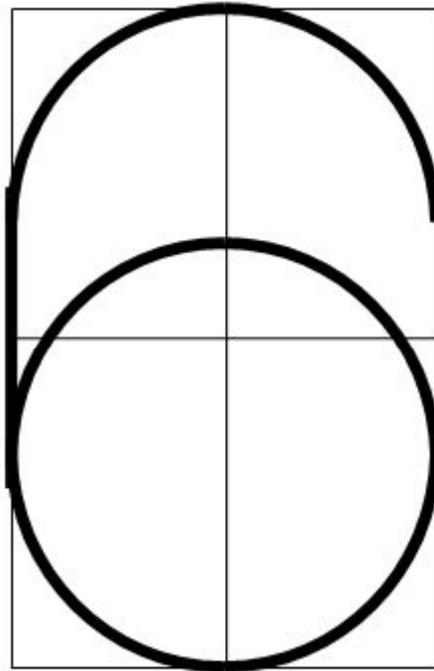# Gothic Letters

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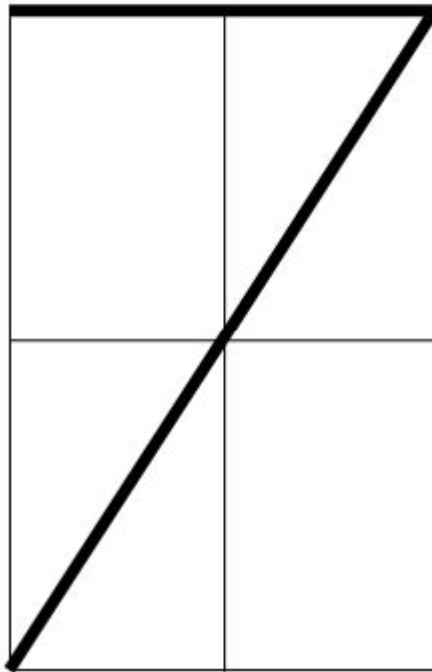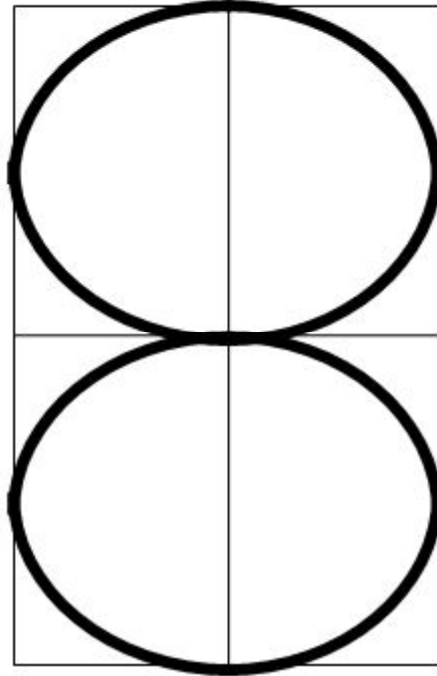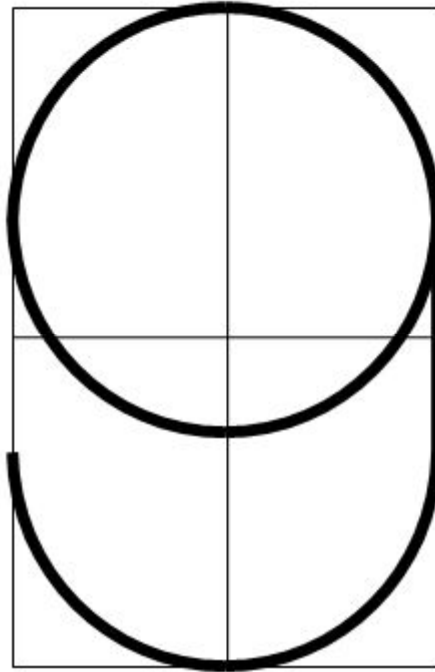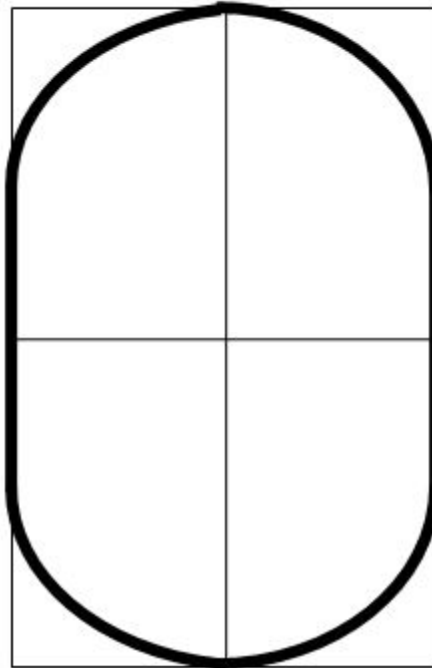
Gothic Letters

Gothic Letters

<u>Rules of Letter Writing</u>

1. <u>The height of all the letters in one line should be the same.</u>

2. The <u>gap between two letters in a word should be 2 mm.</u>

3. <u>Words should be spaced one letter width apart and distance between two lines is equal to height of one letter.</u>

4. They should appear upright from Bottom Edge, except when they are used for dimensioning.

5. Round-off the sharp corners wherever necessary, e.g., D, P, S, etc.

6. <u>Letters and numerals are designated by their heights.</u>

ABCDEFGHKNOPQRSTUVXYZ

LUMWI 234567890 1

THE QUICK BROWN FOX JUMPS OVER THE
LAZY DOG

Thanks