

ENGINEERING GRAPHICS

Topic:
Letter Writing

8 7 6 5 4 3 2 1

REV. DESCRIPTION DATE APPROVED
B CHANGE FROM 750 TO 718 12-26-02 JPS

MASTER
V.I.P. *Janick*
9-2-11

SECTION A-A

2X R.13

UNLESS OTHERWISE SPECIFIED
DIMENSIONS ARE IN INCHES
TOLERANCES ARE:

FRACTIONS	DECIMALS	ANGLES
$\pm .005$	$\pm .003$	$\pm 1/2^\circ$
$\pm .001$	$\pm .010$	
$\pm .0005$	$\pm .005$	

MATERIAL: 6061-T6

SEE NOTE 2

DO NOT SCALE DRAWING

CAD GENERATED DRAWING.
DO NOT MANUALLY UPDATE

APPROVALS	DATE
DRAWN: JPS/VJP	12-26-02
CHECKED: <i>RES/HP</i>	<i>7-23-11</i>
RESP'NG:	

ITEM NO. PART OR IDENTIFYING NO. NOMENCLATURE OR DESCRIPTION MATERIAL SPECIFICATION QTY REQD.

ITEM NO.	PART OR IDENTIFYING NO.	NOMENCLATURE OR DESCRIPTION	MATERIAL SPECIFICATION	QTY REQD.
4	-	-	-	-
3	-	-	-	-
2	-	-	-	-
1	-	-	-	-

BACK STOP SLIDE

REV. B DWG. NO. VIP-BS1

SCALE: [] CAD FILE: [] VJP BACK STOP 11

SHEET 1 OF 1

8 7 6 5 4 3 2 1

NOTES: 1: THIS IS AN IN-HOUSE PRINT

Letter Writing

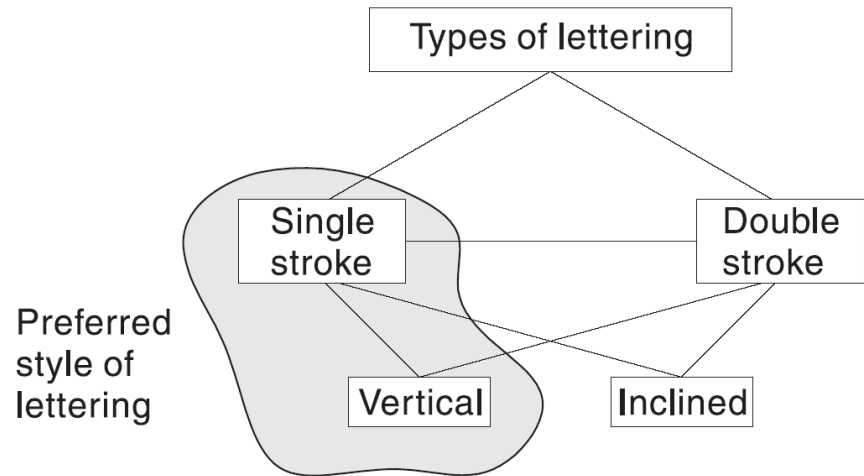
- **The written information on the drawings should be legible, neat in appearance and correct in style.**
- **So, all written information on the drawing is always in the form of lettering and not in handwriting.**
- **Letter writing is an art of writing text on a drawing by using alphabets, numerals and symbols.**

Letter Writing

Types of letter writing —

(1) Single stroke.

(2) Double stroke.



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

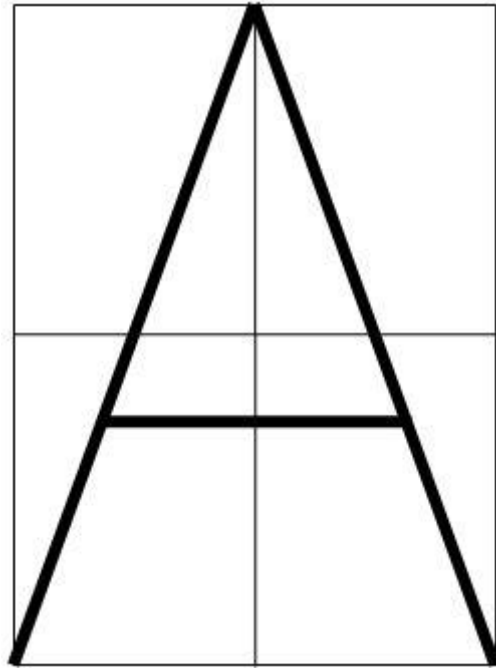
Single stroke vertical letters:

Letters are designated by their height.

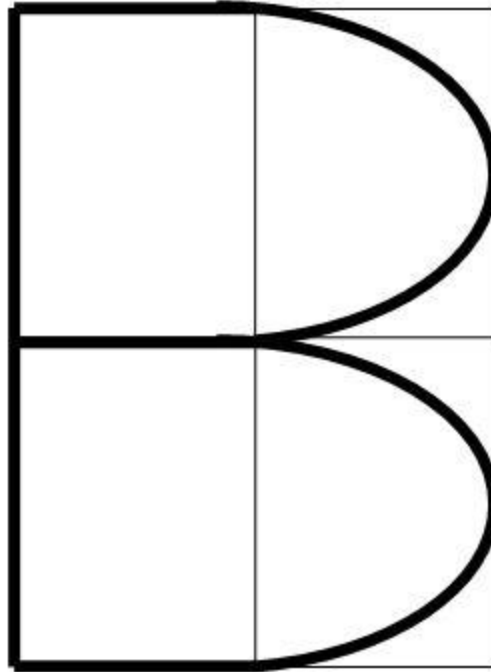
The ratio of height to width for single strike vertical gothic letters is given below.

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 or Vertical Line	I
4.	7:3	1
5.	7:4	L & J
6.	7:6	M
7.	7:8	W

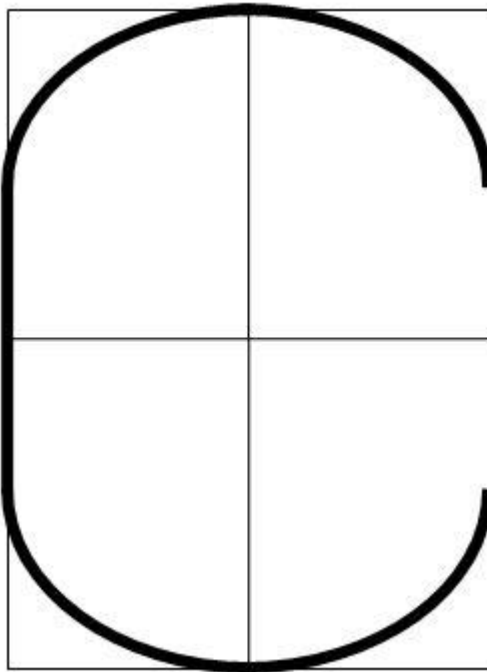
Gothic Letters



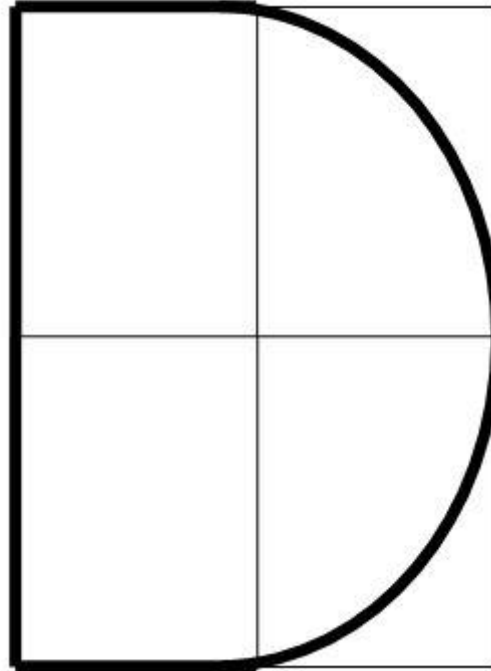
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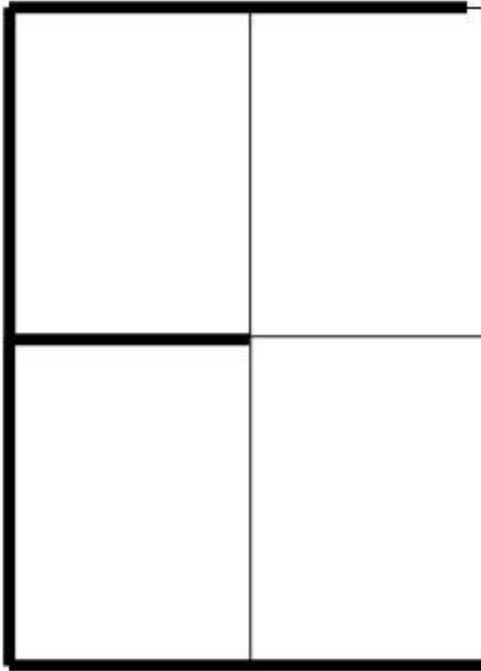
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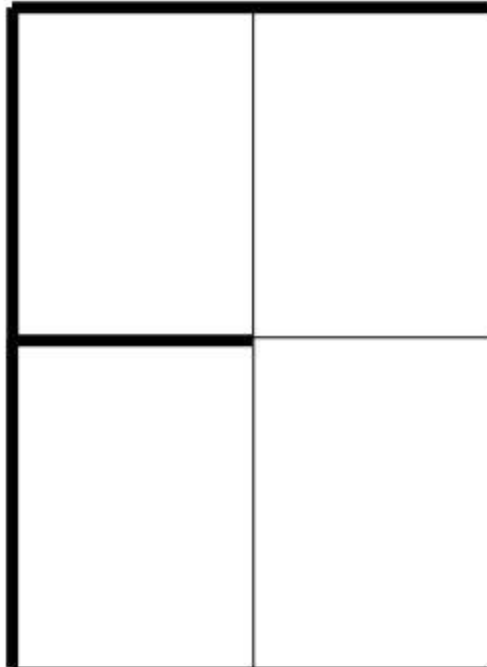
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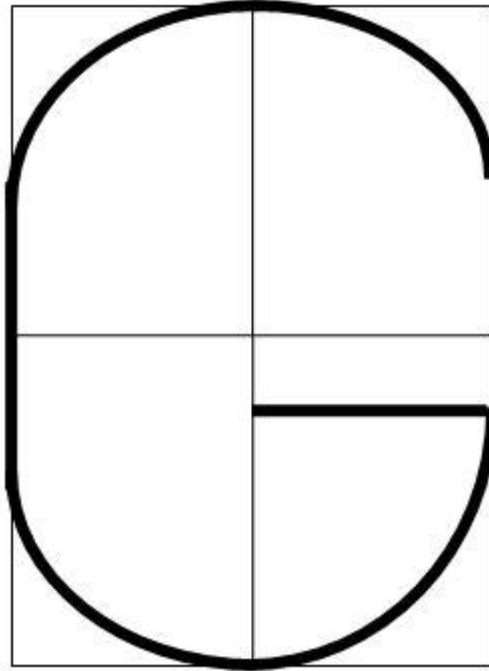
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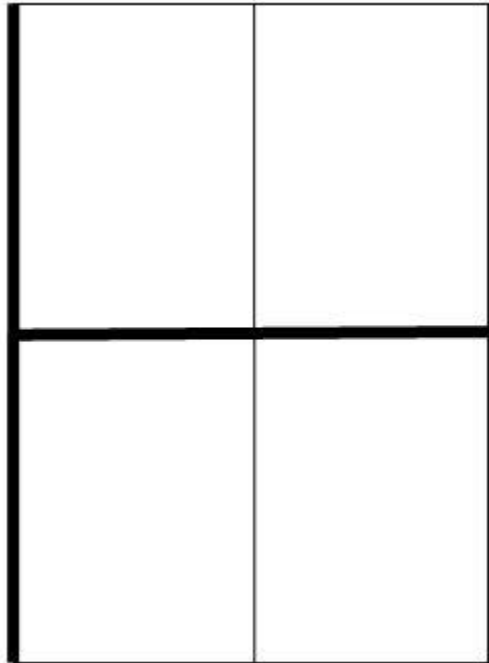
Gothic Letters



Gothic Letters



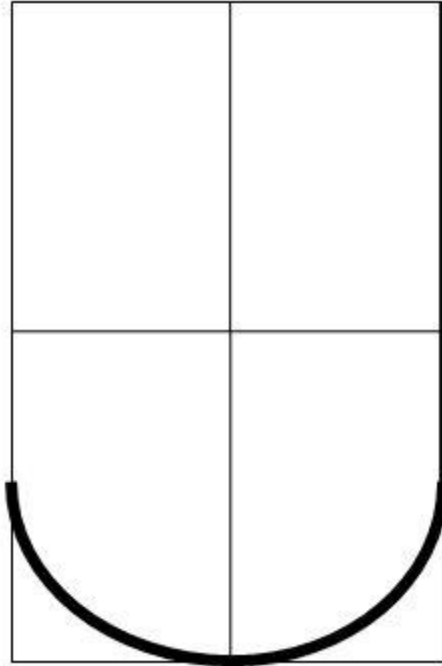
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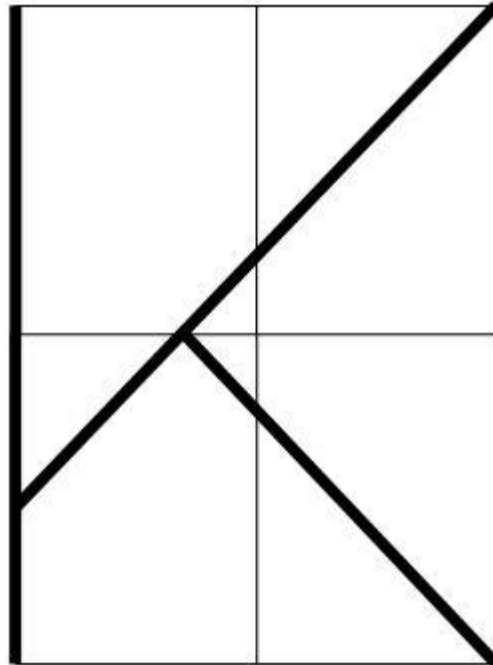
Gothic Letters

1

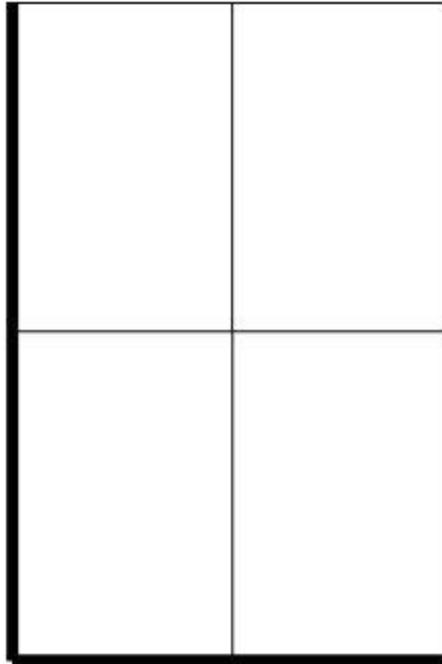
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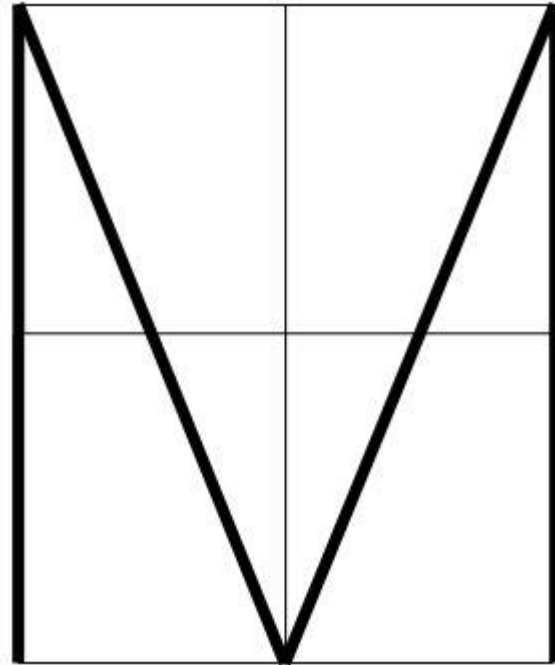
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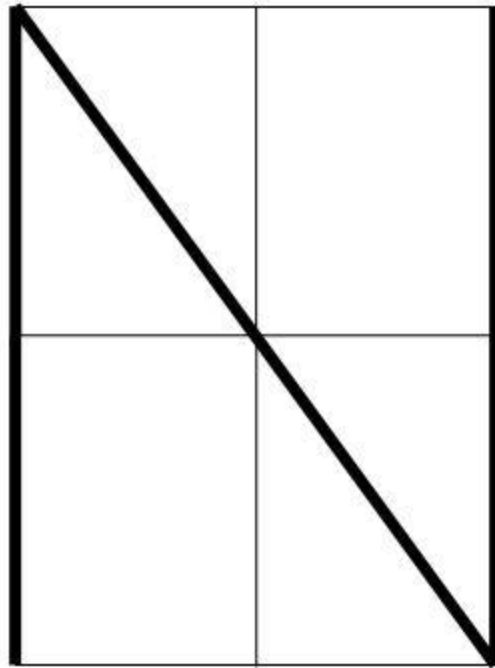
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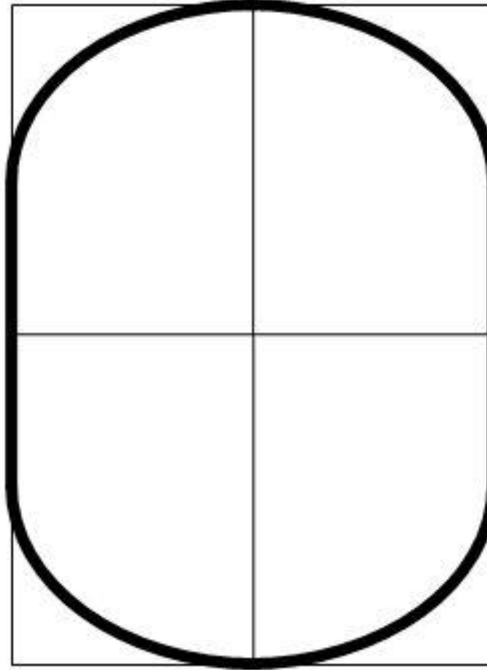
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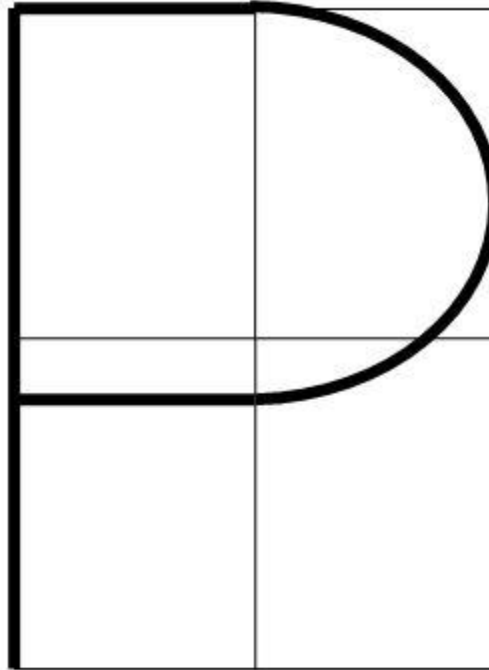
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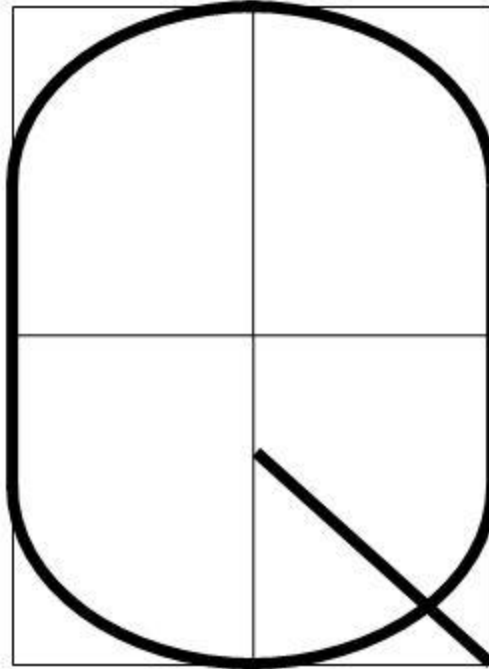
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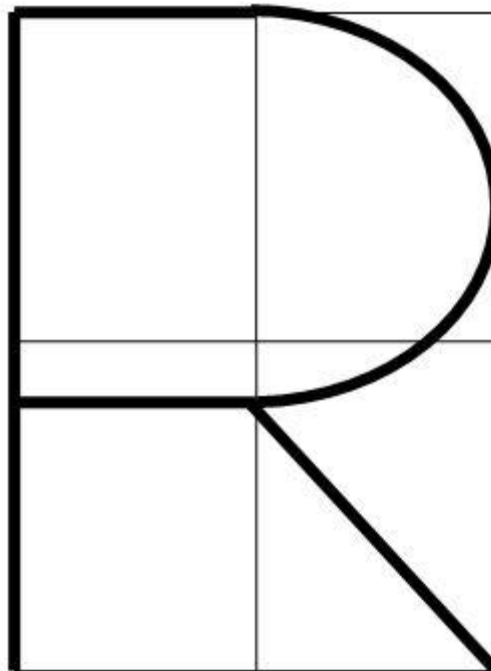
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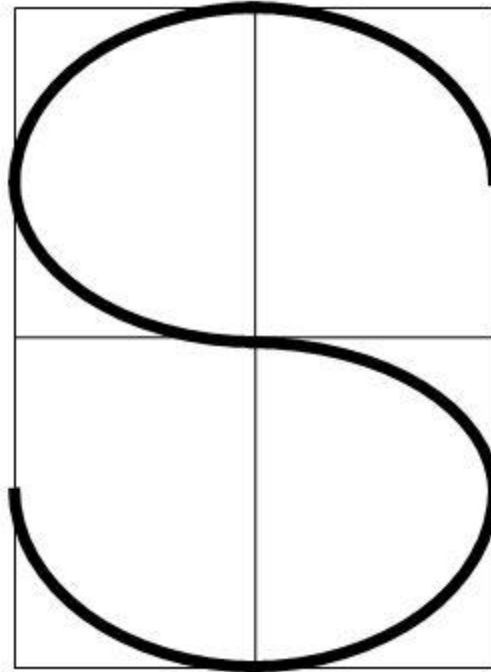
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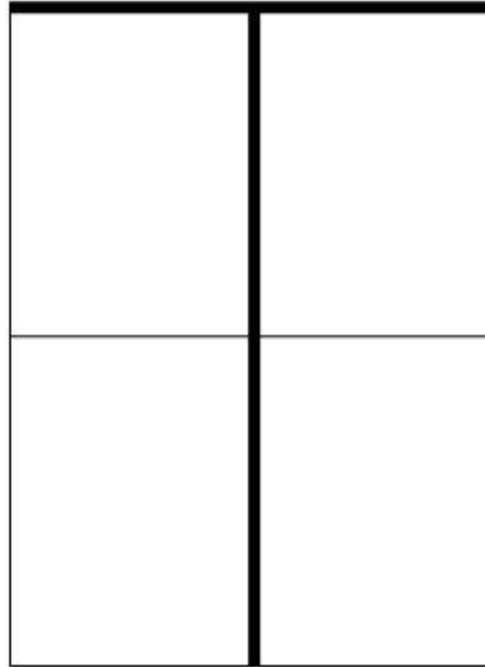
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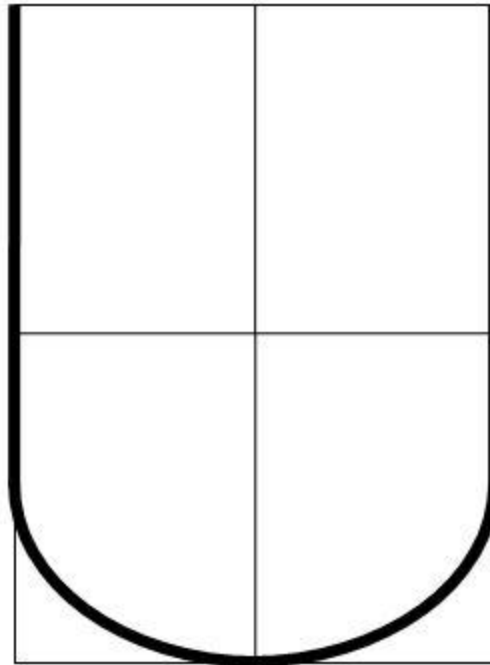
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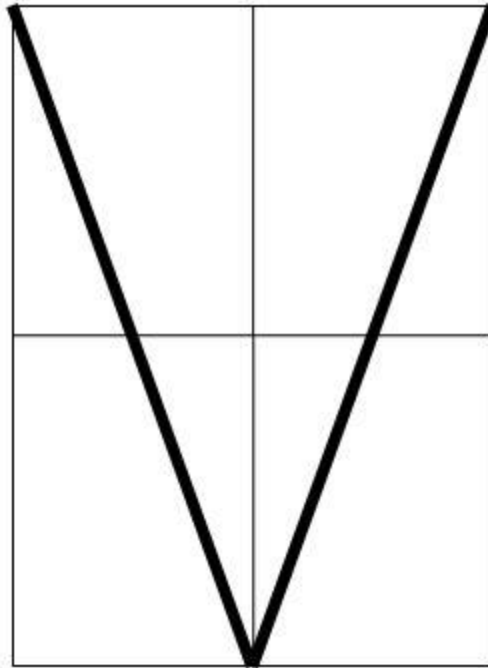
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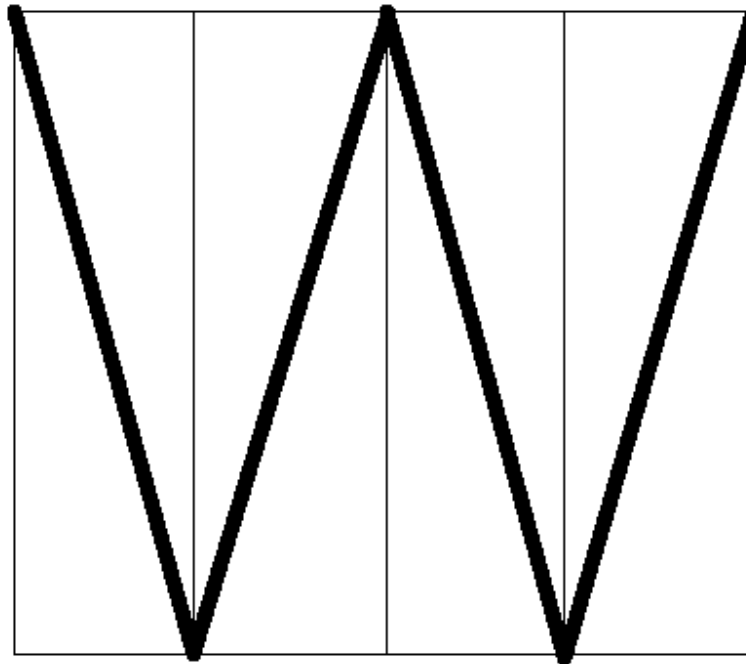
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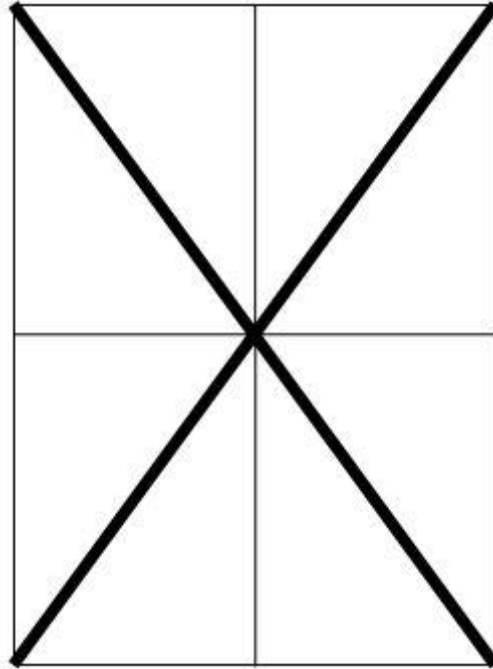
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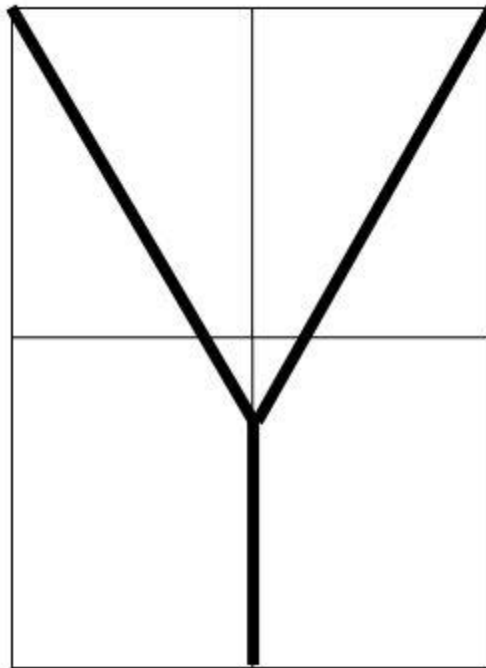
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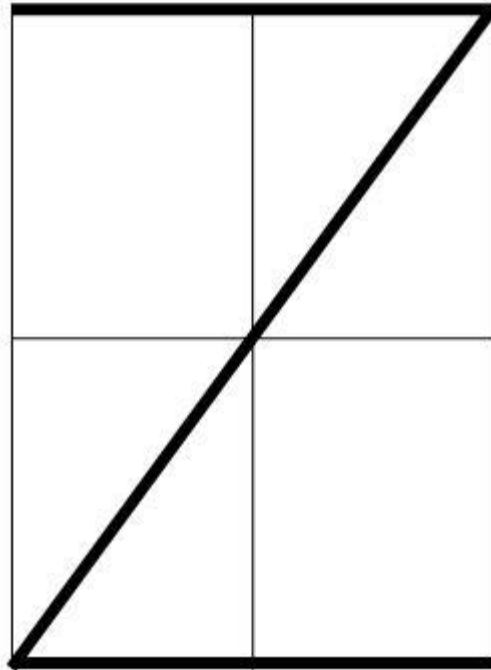
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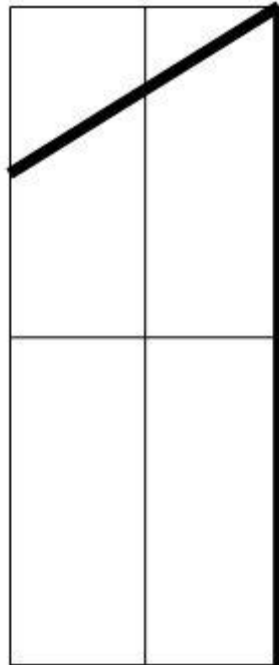
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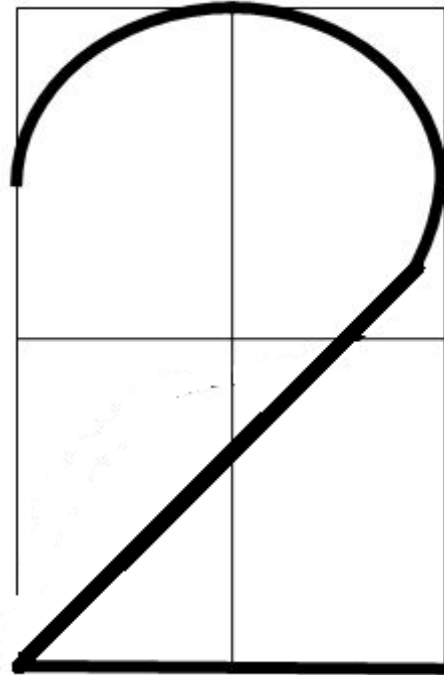
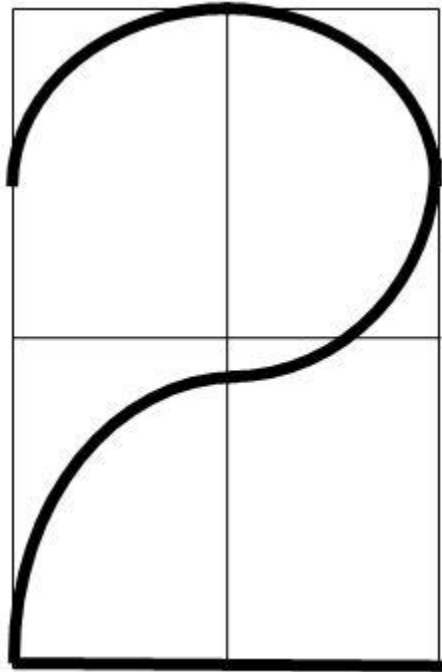
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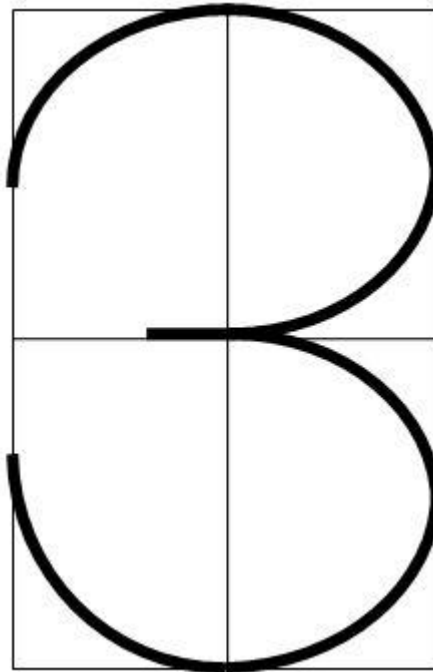
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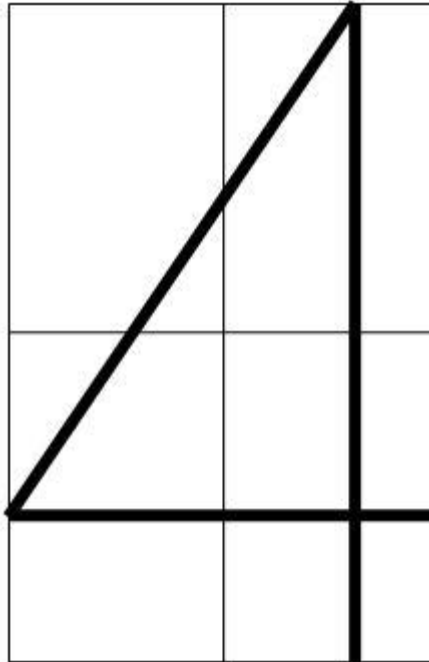
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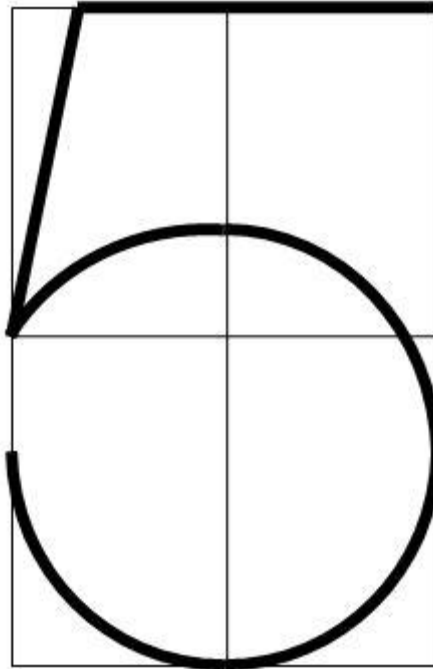
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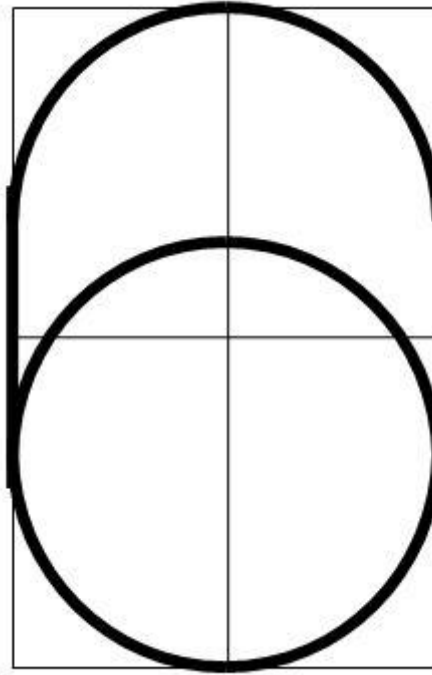
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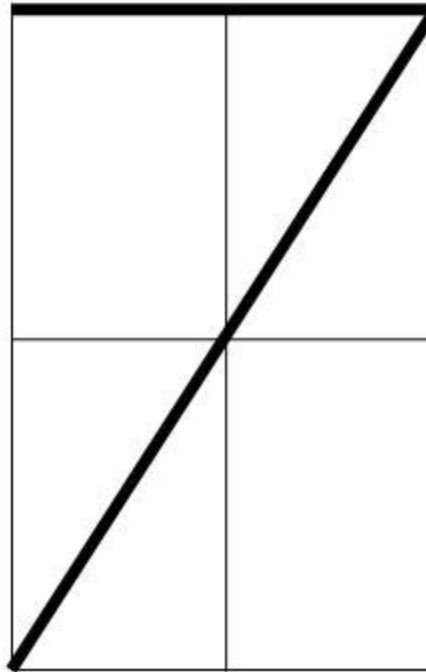
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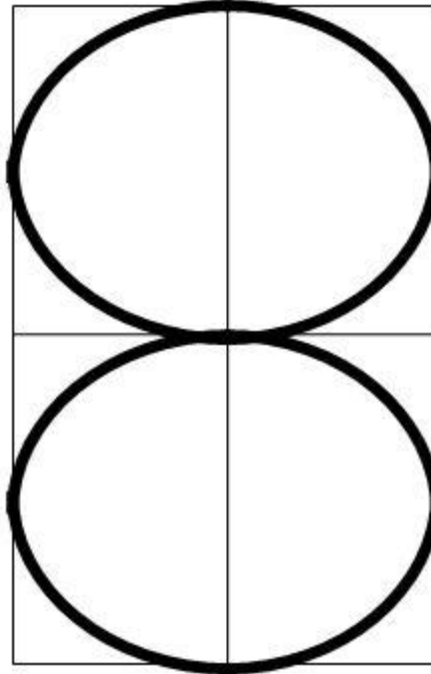
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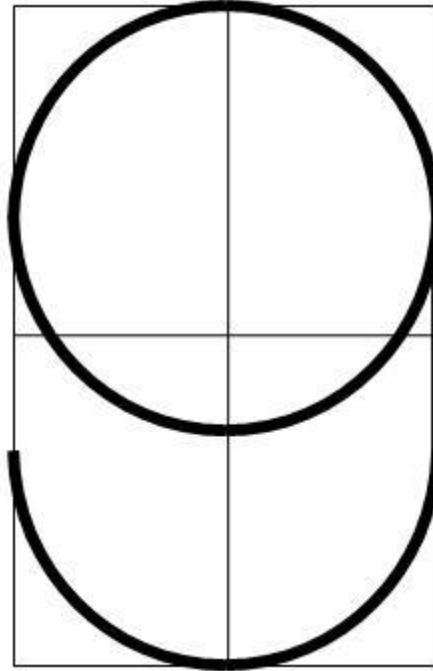
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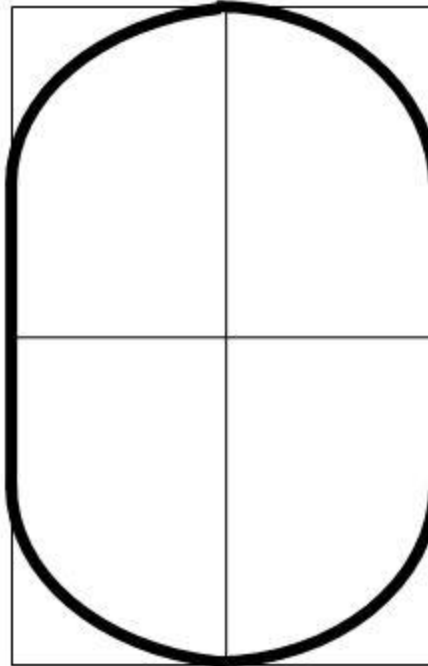
Gothic Letters



Gothic Letters



Gothic Letters



Rules of Letter Writing

1. **The height of all the letters in one line should be the same.**
2. **The gap between two letters in a word should be 2 mm.**
3. **Words should be spaced one letter width apart and distance between two lines is equal to height of one letter.**
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. **Letters and numerals are designated by their heights.**

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

Thanks