

KURUKSHETRA UNIVERSITY, KURUKSHETRA
Syllabus for B.Sc. Fashion Designing (1st Year)
1st and IInd Semester

SEMESTER – I

S.No.	Course No.	Paper	Title	Exam Duration	Maximum Marks		Sessional Work
					External	Internal	
1	101	I	Basic of Design & Illustration (Th.)	3 Hrs.	40	10	
			Practical	3 Hrs.	50		
2	102	II	Basics of Sewing (Th.)	3 Hrs.	40	10	
			Practical	3 Hrs.	80		20
3	103	III	Traditional Textile (Th.)	3 Hrs.	40	10	
			Practical	3 Hrs.	50		
4	104	IV	Basics of Computer (Th.)	3 Hrs.	40	10	
			Practical	3 Hrs.	50		
5	105 *	V	English- (According to the syllabus and instructions of other B.Sc's of K.U., Kurukshetra)	3 Hrs.	40	10	

SEMESTER – II

6	106	VI	Textile Chemistry-I (Th.)	3 Hrs.	40	10	
			Practical	3 Hrs.	50		
7	107	VII	Concept of Fashion (Th.)	3 Hrs.	40	10	
8	108	VIII	Fabric Construction (Th.)	3 Hrs.	40	10	
			Practical	3 Hrs.	50		
9	109	IX	Garment Construction (Th.)	3 Hrs.	40	10	
			Practical	3 Hrs.	80		20
10	110*	X	English (According to the syllabus and instructions of other B.Sc's of K.U., Kurukshetra)	3 Hrs.	40	10	

**B.Sc. Fashion Designing –I
Basic of Design & Illustration
(Theory)
Semester – I**

Paper-1
Course No. 101

Duration of exam: 3 hrs.
M.M.: 50
Theory Exam: 40
Int. Assessment: 10

Instructions for the examiners: The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

Instructions for the candidates: The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

Unit – I

- Introduction to art media and its applications – different art media like pencils, pencils colors, crayons, poster colors, erasers, acrylic rendering and shading skills.
- Design – definition and types.
- Elements of art and design – line, form, shape, space, size, texture and color.
- Principles of design – harmony, proportion, balance, rhythm and emphasis.

Unit-II

- Color, dimension of color, hue, value, intensity, color schemes- their importance and application.
- Introduction and brief history of fashion illustrations.
- Fashion model drawing – basic human proportion, body figures and shapes, sketching postures.
- Optical illusions created through elements of art and principles of design.

**B.Sc. Fashion Designing –I
Basic of Design & Illustration
(Practical)
Semester – I**

Paper-1
Course No. 101

Duration of exam: 3 hrs.
M.M.: 50
Practical Exam: 50

- Introduction to art media and its applications
- The basic drawing and rendering of equipments using pencils, crayons, poster colors, water colors, pencil colors.
- Free hand sketching of land objects of day to day life-- flowers, flowerpots, leaves, barks, scenery loud speaker. Natural objects—houses; computer (conventional), basic geometrical figures composed into interesting composition by combining different shapes (geometric).
- Color – Preparation of color wheel, grey scales, color schemes, tints and shades.
- Realistic & abstract patterns.
- Figure Stylization – Illustrations – Basic croquis, division of the body to make the 8, 10 and 12 head figure.
- Fleshing out body.
- Figure in motion-normal standing, walking, running and sitting.
- Sketching of pictures from magazines with straight and motion postures.
- Rendering of different fabric appearances using wet mediums like poster or acrylic.
- Sketching of different views of face, eye, nose, hands, legs and hairstyles.
- Figure drawing in S,X,T,Y poses.

References:

- Bride M Whelan, "Color Harmony", Rockford Publisher, 1992.
- Gold Stein, "Art in Every day life." IBH Publishing Co., Calcutta, 1992.
- Ireland, Patrick John, "Fashion Design Drawing and Presentation", B.T. Batsford, 1996.
- Allen and seaman, "Fashion Drawing – The Basic Principles", B.T. Batsford, London, 1994.
- Drake and Nicholas, "Fashion Illustration", Thames & Hudson.
- Alling Bina, "Fashion Sketch Book".

**B.Sc. Fashion Designing –I
Basics of Sewing
(Theory)
Semester – I**

**Paper-II
Course No. 102**

Duration of exam: 3 hrs.
M.M.: 50
Theory Exam: 40
Int. Assessment: 10

Instructions for the examiners: The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

Instructions for the candidates: The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

Unit-I

- Introduction to sewing – history of sewing machine.
- Sewing machines--different types of sewing machines and their maintenance, common problems and their remedies, tools and equipments.
- Introduction to manufacture of Sewing threads and their properties.
- Sewing techniques – Basic hand stitches – Basting, running, tacking, hand over- cast, hemming stitches- plain and blind, slip stitch, tailor's tack.
- Seams and seam finishes – definition, types of seams finishes and their applications.
- Fullness – darts, tucks, pleats, gathers – definition, terms, types and application
- Yokes--definition, purpose, with and without fullness, applications and construction.
- Sleeves – definition, terms and types
- Collars – definition, terms, types and styles.
- Different types of Pockets.
- Different types of Skirts.
- Fastners – definition, types, present trends.
- Finishes – neckline finishes – binding, facing.
- Plackets – definition, types of placket finishes.
- Different types of trimmings.

Unit-II

- Terminology – notches, grain, grain line, construction lines, center-front line, bias, true bias, bust line, waistline, seam line, seam, seam allowance, jog seams, dart points, direction of dart excess.
- Figure analysis-body ideals, body proportion, and height and weight distribution, individual figure analysis.
- Anthropometric Measurements – Study of all body measurements for all age groups – infants, children, women and men; standards of body measurement, importance, standardization and size charts.
- Methods of garment construction – drafting, draping and flat pattern, principles, advantages and disadvantages.

**B.Sc. Fashion Designing –I
Basics of Sewing
(Practical)
Semester – I**

**Paper-II
Course No. 102**

Duration of exam: 3 hrs.
M.M.: 100
Practical Exam: 80
Session work: 20

- Introduction to different parts of sewing machine and their care and maintenance.
- Basic hand stitches.
- Seams and seam finishes – plain, flat, run and fell, French, montuamaker's seam, counter hem' over lock, hand over cast, turned and stitched, binding.
- Fullness -darts, tucks, pleats, gathers.
- Yokes - yoke with and without fullness.
- Drafting of Child's Bodice block, Adult's Bodice block and Sleeve block
- Construction of sleeves – puff, raglan, kimono, leg-of-mutton, flared, cap, bishop.
- Construction of Collars – Stand and fall, peter-pan, shawl, sailor's, mandarin, cape and baby collar.
- Pockets – Patch, welt, in-seam, bound, flap pocket, kurta pocket.
- Fasteners.
- Neckline Finishes.
- Plackets – Continuous, two piece placket, extended bodice.
- Trimmings.
- Drafting & construction of Layette set – Bib, Diaper, Jhabla, Panty and Blommer

References:

- Thomas Anna Jacob, "The art of sewing", USB publishers New Delhi, 1994.
- Readers Digest sewing book.
- Verma G., cutting & tailoring theory", Asian publishers Delhi, 1999.
- Armstrong J.H. "Pattern making for fashion design" Pearson Education. 2001

**B.Sc. Fashion Designing –I
Traditional Textiles
(Theory)
Semester – I**

**Paper-III
Course No. 103**

Duration of exam: 3 hrs.
M.M.: 50
Theory Exam: 40
Int. Assessment: 10

Instructions for the examiners: The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

Instructions for the candidates: The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

Unit –I

- History of Embroidered, hand woven, dyed, printed and painted textiles of India.
- Floor coverings – Carpets and Durries.
- Coloured Textiles – Bandhani, Patola, Ikat, Pocchampalli.
- Woven Textile – Brocades, Jamavar, Jamdani, Chanderi, Maheshwari, Kanjivaram, Kota, Baluchari.
- Printed Textiles – Sanganeri.
- Painted Textiles – Kalamkari.
- Shawls of Kashmir

Unit - II

- Symbolic motifs of various cultures.
- Study of Traditional Embroidery – History and types.
- Traditional and Commercial embroideries of India – Kutch, Kathiawarh, Sindhi, Phulkari, Kantha, Kasuti, Kashida, Chamba Rumal, Chikankari, Zardozi with their traditional influence, symbolism, basic fabrics, decorative stitches, techniques and colour combination.

**B.Sc. Fashion Designing –I
Traditional Textiles
(Practical)
Semester – I**

**Paper-III
Course No. 103**

Duration of exam: 3 hrs.
M.M.: 50
Practical Exam: 50

- Basic embroidery stitches.
- Illustrating the traditional motifs on an article.
- Dyeing of Cotton and Silk, Tie and Dye, Batik, Fabric painting, Printing and various textured effects.
- Preparation of two articles using two different techniques of surface ornamentation
- Making samples of the following traditional embroideries:--
 - Kasuti of Karnatka
 - Chikankari of Uttar Pradesh
 - Kantha of Bengal
 - Kashida of Kashmir
 - Tribal Traditional embroidery.
 - Phulkari of Punjab.
 - Kutch of Gujarat.
 - Sindhi of Sind.

References:

- Sodhia Manmeet, "Dress Designing", Kalyani publishers, New Delhi.
- Lynton Linda, " The Sari", Thames & Hadson.
- Anand M.R., "Textiles & Embroideries of India " Marg Publication Bombay, 1965.
- Naik Shailaja D, " Traditional Embroderies of India" APH Publisher Corporation, New Delhi, 1996.
- Chattopadhyay K, " Indian Embroidery", Wiley Eastern Ltd., New Delhi, 1977.

**B.Sc. Fashion Designing –I
Basics of Computer
(Theory)
Semester – I**

**Paper-IV
Course No. 104**

Duration of exam: 3 hrs.
M.M.: 50
Theory Exam: 40
Int. Assessment: 10

Instructions for the examiners: The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

Instructions for the candidates: The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

Unit – I

- Introduction to Computer: Data, Processing, information, Classification and evaluations of computers. Configurations of computers. Resolution Factor, Raster and Vector Data and image processing.
- Computer hardware – central processing, main memory, secondary memory, I/O Devices.
- Operation System (OS) Basic Concepts of MS – DOS / Windows 9X/NT or system management.
- Word processing: Work sheet, basic database, Business charts (Pie, Line Bar etc.) operations and professional presentation formations.

Unit – II

- Computer Applications in various fields of Fashion Industry, Fashion Communication through Digital Techniques, Fashion Photography, Latest Scanners.
- Current Trends: Internal, Latest net explorers installation, configuration and applications, Search engines.
- Introduction to the Computer Operations – Hardware and Software, Understanding OS and Basic System Management, Trouble Shooting operations.
- Word processing software, preparation, saving and printing of text documents.

B.Sc. Fashion Designing –I
Basics of Computer
(Practical)
Semester – I

Paper-IV
Course No. 104

Duration of exam: 3 hrs.
M.M.: 50
Practical Exam: 50

- Word processing software, preparation, saving and printing of text documents.
- Operation systems (os) basic concepts of MS- DOS/ Windows 9X/ NT or system management.
- Word processing: work sheet, basic database , business charts (Pie, Line bar) operation and professional presentation formation.
- Current trends : internal , latest net explorer installation , configuration and application and search engines.
- Word processing software, preparation, saving and printing of text documents.

References:

- Winfred Aldrick , CAD in clothing and textiles , Blackwell Science,1994.
- Annual World, Computer in the World of Textiles Institute , UK.

**B.Sc. Fashion Designing –I
English
Semester – I**

**Paper-V
Course No. 105**

Duration of exam: 3 hrs.
M.M.: 50
Practical Exam: 40
Int. Assessment: 10

Scheme of the Question Paper

The paper will have seven questions as per details given below

- Q.1. The Candidate will be asked to answer comprehension questions based on an extract from the text book. There will be internal choice.
- Q.2. The candidate will be asked to explain with reference to the context an extract from the text book. There will be internal choice.
- Q.3. There will be five short answer type questions based on the text book. The candidate will be asked to give answers in about 30 words each. There will be internal choice
- Q.4. There will be one essay type question based on the text book with internal choice.
- Q.5. Translation of a passage of about 10 sentences from Hindi to English
- Q.6. Paragraph (The candidate will be required to write about 250 words on any one of the five given topics).
- Q.7. There will be question with parts on the following items: common phrasal verbs, prepositions, common errors in English

Paper –A: Text

The following text is prescribed for intensive study

1. Following Poems from The Chronicles of Time edited by Asha Kadyan (Oxford University Press)
 - a) William Shakespeare
Let Me Not to the Marriage of True Minds
 - b) John Donne
Death Be Not Proud
 - c) John Milton
On His Blindness
 - d) Henry Vaughan
The Retreat

- e) John Dryden
Shadwell
- f) Alexander Pope
Know Then Thyself
- g) William Blake
The Little Black Boy

- h) William Wordsworth
Three Years She Grew in Sun and Shower
- i) Percy Bysshe Shelley
England in 1819
- j) Alfred, Lord Tennyson
Crossing the Bar

Part-B: General English

1. Translation from Hindi to English
2. Paragraph Writing
3. Common phrasal verbs, prepositions and common Errors in English

B.Sc. Fashion Designing –I
Textile Chemistry – I
(Theory)
Semester – II

Paper-VI
Course No. 106

Duration of exam: 3 hrs.
 M.M.: 50
 Theory Exam: 40
 Int. Assessment: 10

Instructions for the examiners: The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

Instructions for the candidates: The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

Unit – I

- Introduction to textile fibers, classification of fibers based on sources and origin, basic textile terminology.
- Primary and secondary properties of various fibers.
- Sequence of operations & purposes of short / long staple yarn manufacturing process, introduction & objectives of opening & cleaning, carding, combing, drawing, roving and spinning.
- Different methods and types of spinning.
- Introduction, Manufacturing & Properties of different natural and man-made fibers: - Cotton, Wool, silk, rayon, acetate and triacetate, polyamide (Nylon-6, nylon- 6.6) acrylics, modacrylic, elastomeric fibre.

Unit – II

- Classification of Yarns: Carded and Combed yarns, woollen & worsted yarns, filament and spun yarns.
- Yarn Properties – linear density, size, twist in yarn, crimp twist direction, strength and uniformity.
- Textured yarns – types and application, Fancy Yarns – types and uses.
- Physical properties of Fabric – strength, abrasion resistance, crease recovery, stiffness, drapability, static charge, thermal conductivity, air permeability, water repellency, thickness, shrink resistance, pilling resistance.
- Methods of determining the physical properties and interpretation of test results.

B.Sc. Fashion Designing –I

**Textile Chemistry – I
(Practical)
Semester – II**

**Paper-VI
Course No. 106**

Duration of exam: 3 hrs.

M.M.: 50

Theory Exam: 50

Note: Use simple methods only.

- Fiber identification – visual, burning, microscopic and solubility test.
- Fibres blend analysis.
- Measurement and interpretation of yarn count, direct and indirect yarn.
- Identification of type of yarn.
- Evaluation of thread count and dimensional stability of fabric.
- Evaluation of color fastness to washing and ironing.
- Evaluation of crimp and twist in yarn.

References:

- Vilensky, "Textile Science", CBS publisher, New Delhi, 1999.
- Grosicki, Z: "Watson's Textile Design and Color" Blackwell Science, U.K., 1998.
- Mishra S.P., "A text book of fiber science and technology, New Age Intt., Delhi 2000.
- Goswami B.C."Textile Yarns", Technology, structure and applications", Mc graw Hill.
- Pizzoto's J.J., "Fabric Science", Fairchild Publication, New York.

B.Sc. Fashion Designing –I
Concept of Fashion
(Theory)
Semester – II

Paper-VII
Course No. 107

Duration of exam: 3 hrs.
 M.M.: 50
 Theory Exam: 40
 Int. Assessment: 10

Instructions for the examiners: The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

Instructions for the candidates: The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

Unit – I

- Origin of clothing – theory of protection, modesty, adornment
- Fashion-definition, importance, Principles, factors affecting fashion and differences between fashion and non-fashion.
- Fashion--origin, evolution, cycles, length of cycles, fashion of different eras till French revolution.
- Fashion Theories – trickle- down, trickle- across and bottom-up-theory.

Unit – II

- Fashion Psychology – first impression, role of social and psychological aspects of clothing.
- Fashion Terminology – fashion, style, change, fashion cycles, fad, classic, boutique, croquis, fashion trends, haute couture, designer, pret-a-porter, silhouette.
- Sociological choice of clothing as affected by nationality, tradition, class consciousness, occupation etc.
- National and International Designers of 20th & 21st Century.

References:

- Kathryn M. Fashion Source Book, Blackwell Science, UK
- Sharon LeeTate , Inside Fashion Design, Harper and Row Publication.
- Carter E. , The Changing World Of Fashion , G.P. Putnam's Sons, NY
- Rouse Elizabeth, Understanding Fashion, Blackwell Science

B.Sc. Fashion Designing – I
Fabric Construction
(Theory)
Semester – II

Paper-VIII
Course No. 108

Duration of exam: 3 hrs.
 M.M.: 50
 Theory Exam: 40
 Int. Assessment: 10

Instructions for the examiners: The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

Instructions for the candidates: The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

Unit – I

- Different methods of fabric formation – weaving, knitting, felting, bonding, lace-making, knotting.
- Classification of fabrics and use, material, weaves construction, thickness, surface characteristics etc. Fabric construction methods, basic motion of weaving, looms- types and parts, shuttle and shuttle-less looms and basic weaving concepts. Woven structure representation, plain weave, warp section, weft section and graphical representation. Translation of wave into fabric design, draft, denting and lifting and inter- relationships.

Unit – II

- Elementary Weaves – Plain, twill and satin, influence of these weaves on fabric construction.
- Plain Weave – Warp weft, rib and their influence on fabric characteristics. Examples of their applications in fabrics. Modification of twill weaves – pointed, herring bone and diamond twill. Regular and irregular satin weaves and their application in fabrics.
- Fancy decorative weaves – dobby, jacquard, pile, leno, surface, figure-lappet and double weave.

B.Sc. Fashion Designing – I
Fabric Construction
(Practical)
Semester – II

Paper-VIII
Course No. 108

Duration of exam: 3 hrs.
M.M.: 50
Practical Exam: 50

- Making of samples of different weaves.
- Preparation of two articles using any construction method.
- Visit to Textile industries in India.

References:

- Thomas Anna Jacob, "The art of sewing", USB publishers New Delhi, 1994.
- Readers Digest sewing book.
- Verma G., cutting & tailoring theory", Asian publishers Delhi, 1999.
- Cooklin G ,Garment Technology for Fashion Designers" Blackwell publishing ,1977

B.Sc. Fashion Designing – I
Garment Construction
(Theory)
Semester – II

Paper-IX
Course No. 109

Duration of exam: 3 hrs.
 M.M.: 50
 Theory Exam: 40
 Int. Assessment: 10

Instructions for the examiners: The examiner will set seven questions in all. All the questions will carry equal marks. Question No. 1 will be compulsory consisting of 5-10 short type questions and will be spread over the entire syllabus. The remaining six questions will be set from Unit I and II, three questions from each unit will be set.

Instructions for the candidates: The candidates are required to attempt five questions. Question No.-1 will be compulsory, remaining four questions will be attempted by selecting two questions from each unit.

Unit – I

- Introduction to sewing – history of sewing machines
- Different types of sewing machines, their maintenance, common problems and their remedies
- Principles of clothing – Socio-psychological aspects of clothing.
- Fabric Preparation.
- Handling special fabrics.
- Suitability of different fabrics for different garments.
- Principles of fitting, factors to be considered while fitting, common fitting problems, remedying fitting defects.

Unit – II

- A brief study of garment details- collars, sleeves, trimmings, fasteners, pockets and plackets.
- Lining, interlining, facing & interfacing.
- Clothing for different age groups.
- Clothing for different occasions.
- Different styles of garments – skirt, trouser, blouses, one piece dresses & coat.

**B.Sc. Fashion Designing – I
Garment Construction
(Practical)
Semester – II**

**Paper-IX
Course No. 109**

Duration of exam: 3 hrs.
M.M.: 100
Practical Exam: 80
Sessional work: 20

- Introduction to different parts of machine, their care and maintenance.
- Make samples of: Basic hand stitches- basting, back, hemming – visible/invisible.
Types of seams and seam finishes- plain, run and fell, lappet, counter, overlock, hand overcast, turned and stitch, binding.
Fullness –darts, tucks, pleats, ruffles, frills and gathers.
Plackets-continuous, two- piece,zips and fasteners
- Drafting and construction of:Layette set – Bib, Jhabla, Diaper, Panty, bloomer.
- A-line frock with gathers, puff sleeve & peterpan collar.
- Romper with patch pocket.

References:

- Thomas Anna Jacob, "The art of sewing", USB publishers New Delhi, 1994.
- Readers Digest sewing book.
- Verma G., cutting & tailoring theory", Asian publishers Delhi, 1999.
- Cooklin G ,Garment Technology for Fashion Designers" Blackwell publishing ,1977

B.Sc. Fashion Designing – I
English
Semester – II

Paper-X
Course No. 110

Duration of exam: 3 hrs.
 M.M.: 50
 Theory Exam : 40
 Int. Assessment:10

Scheme of the Question Paper

The paper will have seven questions as per details given below

- Q.1. The Candidate will be asked to answer comprehension questions based on an extract from the text book. There will be internal choice.
- Q.2. The candidate will be asked to explain with reference to the context an extract from the text book. There will be internal choice.
- Q.3. There will be five short answer type questions based on the text book. The candidate will be asked to give answers in about 30 words each. There will be internal choice
- Q.4. There will be one essay type question based on the text book with internal choice.
- Q.5. Translation of a passage of about 10 sentences from Hindi to English
- Q.6. Paragraph (The candidate will be required to write about 250 words on any one of the five given topics).
- Q.7. There will be question with parts on the following items: common phrasal verbs, prepositions, common errors in English

Paper –A: Text

The following text is prescribed for intensive study:

1. Following essays from Ideas Aglow edited by Dinesh Kumar and V.B. Abrol (Publication Bureau, Kurukshetra University, Kurukshetra)
 - a) C.E.M. Joad
Our Civilization
 - b) Jyant V. Narlikar
It's Question Time
 - c) N.Ram
An Interview with Christiaan Barnard
 - d) B.R. Ambedkar
Untouchability and the Caste System
 - e) Huck Gutman
Inhumanisation of War
 - f) Amartya Sen
Seven Types of gender Inequality

Part-B General English

1. Translation from English to Hindi
2. Precis
3. Official Correspondence: Letter Writing.