

# CALLIGRAPHY COURSES

# The CLAS List

# Calligraphy Courses

## *The (CLAS) List*

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**H**ow can students who want to learn calligraphy find out what courses are on offer? Having found a course how can they be assured that the tutor is any good at calligraphy, or at teaching it? What calligraphy qualifications can students work towards? And how can tutors maintain numbers in their classes especially if they're teaching privately?

The Calligraphy and Lettering Arts Society, as in so many other ways, has been innovative in this area. On the CLAS website is a list of calligraphy courses – *The CLAS List*

The first part of the CLAS List gives details of courses taught by CLAS Accredited Tutors and/or CLAS Honoured Fellows. Both have had their teaching and calligraphy approved, assessed and/or publicly recognised.

The second part of the list shows courses taught by holders of other qualifications as listed below. Tutors who don't hold these qualifications can still have their courses listed once they have been assessed (see below).

### HOW CAN I GET MY COURSES ON TO THE CLAS LIST?

If you are a CLAS Accredited Tutor, an HFCLAS, a FCLAS, hold the CLAS National Diploma of Calligraphy at Advanced level and/or Intermediate level, have a BA or Diploma in Calligraphy from Roehampton, HND or HSDAD in Lettering from Reigate, you are invited to apply by contacting the CLAS List Officer.

You need to supply details of:

1. *The area(s) where your course(s) is/are held.*
2. *Your contact telephone number and/or an e-mail address which will go on the website.*
3. *Whether you prepare students for the CLAS Certificate of Calligraphy as well as the CLAS National Diploma of Calligraphy, and for the latter, which levels.*

Use the form on page 5 if it is easier.

### WHAT DO I DO IF I DON'T QUALIFY ABOVE?

Those who do not hold any of the CLAS qualifications in the above categories can opt to have their work assessed. This costs £15, and you are asked to send in the following for assessment:

1. Three hand-outs which are used with classes showing your own exemplar letters. One of these hand-outs should show the Foundational Hand or the Italic Hand and the other two can show any other calligraphic writing styles.
2. Three examples of your own original calligraphy, one of which should show the Foundational Hand or the Italic Hand. Pieces should be no larger than A3 in all (including mounts if used). This work should not be framed, and nothing which is fragile or involves glass should be sent in, but the work can be shown with mounts. Also one piece of work should show a body of lettering, with at least 40 words.
3. An outline of the course plan for the first year of teaching, to cover the equivalent of 3 terms of 10 sessions each term. An outline of what is planned in each of those sessions should also be included, and an indication of how students will progress from session to session and from term to term.

**Please send in the hand-outs, course outline and original calligraphy in a stout card-backed or padded envelope with a board stiffener, which can be re-used to return your artwork.**

The work and exemplar sheets will then be assessed and if the assessment indicates that the standard is of or above the required mark (55%+) the CLAS List Assessor will let the CLAS List Officer know so that your application can be processed.

#### HOW WILL THE WORK BE ASSESSED?

As with every other CLAS assessment the calligraphy pieces and the exemplar sheets will be assessed against specific criteria which are shown on pages 3, 4, and 6.

The CLAS List Assessor will look at five aspects of the hand-outs and original calligraphy. Because most tutors focus on teaching their students the Foundational Hand or the Italic Hand to start with, these are the writing styles which are specified as the required hands. Hand-outs can be sent in for both these writing styles and then one other, or perhaps a sheet of majuscules to go with the Foundational or Italic hand to make up the three sheets. If other writing styles are taught then hand-outs for the ones which are felt to be the strongest should be enclosed.

Students expect tutors to be able to help them produce calligraphy for pieces they can hang on the wall or give to their friends, with attention paid to layout and design; more advanced students will require help with producing broadsheets. Tutors usually also prepare students for CLAS qualifications such

as the National Diploma of Calligraphy, all three levels of which take aspects of layout and design into account in the assessment. Do bear these facts in mind when sending in original calligraphy. The CLAS List Assessor will be looking for good letter-forms and well-placed calligraphy on the page, using the space to good effect.

So in assessing the hand-outs and original calligraphy for the CLAS List these are the categories for assessment:

1. Construction of letter-forms
 

The letter-forms should be well and confidently constructed in both the original calligraphy and in the hand-outs used with students. This means that the pen angle used should be appropriate for the writing style (generally 30° for Foundational Hand and 45° for Italic, for example). The separate strokes of the letter-forms should meet without overlap or ugly joins. The serifs should be well-made and appropriate to the hand. Majuscules should match the writing styles, be the correct height and pen angle, and have appropriate serifs.
2. Proportion and weight of letters
 

Letters should be written at the correct height for the writing style. This generally means 4 nib widths for the x-height in Foundational Hand and 5 nib widths for Italic, with Uncials and Half-Uncials written at fewer nib widths for the x-height. Ascenders and descenders, too, should extend above and below lines for x-height to the usually accepted distances for each style of writing.
3. Consistency of family characteristics
 

Letter-forms in the various writing styles should relate to one another. Letters in the Foundational Hand relate to a round and upright letter o, which should be repeated in the o family of letters – c, e, d and q. The arch shapes and bowls of letters, as well as the ascenders and descenders of letters such as r, n, m, h, p, b, and k should reflect this too. Similarly, the letter o gives the width of letters in the diagonal family – v, w, x, y and z. Italic letter-forms are based on narrow, oval and slightly forward-slanting letters, and the letter-forms in this writing style should reflect that. Other writing styles should also have the relationships of family characteristics evident in the letter-forms.
- 4 Spacing and evenness of texture
 

Unless written specially for effect, calligraphic letter-forms should show an evenness of texture on the page. They should not be clumped or bunched together with larger gaps between some letters and not others. Spaces between words should relate to the width of the letter o in that alphabet. Again, unless for effect, spacing between lines should allow sufficient space for non-clashing ascenders and descenders.
5. Margins and use of space

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Send this form to: Cathy Stables, The CLAS List Officer, 99 Stockbridge Road, CHICHESTER, West Sussex, PO19 8QW tel: 01243 782240, e-mail: CLASlist@clae.co.uk

## 5. Margins and use of space

This is probably more applicable for the original pieces of calligraphy, but is relevant for hand-outs too. Calligraphy needs room to breathe! There should be space around the work which allows this, unless the letter-forms are being used to create a pattern. Position the calligraphy on the page so that it does not appear to be squashed or cramped. It is usually best not to start close to the top left margin and finish close to the bottom right.

Although not actually assessed, the CLAS List Assessor, who also assesses CLAS Accredited Tutor submissions, will consider the course outline, and may make constructive comments.

## HINTS FOR HAND-OUTS AND ORIGINAL CALLIGRAPHY

Ensure that clean and clear copies of hand-outs are sent in, and that they show good, clear exemplar letters. Choose the ones that show the strongest writing styles in addition to the Foundational Hand or Italic Hand.

Original calligraphy should be written with a sharp metal calligraphy nib and not calligraphy felt-tip pens as the latter do not give sufficiently sharp letter-forms. Choose a dense black ink or use gouache, so that the lettering is clear and crisp.

Layout paper is very useful for roughs and practice but it is not appropriate for sending in original calligraphy for this assessment. Select a good quality, robust paper, not 'pretend parchment' (parchmarque or marlmarque), on which it is very difficult to achieve crisp, sharp letter-forms. Paper should be at least 160 gsm in weight, or heavier, and normally would have a smooth or hot pressed (HP) surface.

**All calligraphy artwork will be returned in the original packing.**

## WHAT HAPPENS IF THE ASSESSMENT MARK IS NOT 55% OR MORE?

If the marks awarded for assessment for the CLAS List do not amount to 55% then you will have the CLAS List Assessment Form for reference. It is hoped that the comments on this form will be helpful to you and that, with a little more time and practice you will consider applying again.

## THE CALLIGRAPHY AND LETTERING ARTS SOCIETY

\*Name ..... Address .....

..... Postcode .....

\*e-mail ..... \*Telephone .....

\*The towns/areas where I teach are: .....

\*My courses can prepare students for  Certificate of Calligraphy  National Diploma in Calligraphy  
 at Foundation level  
 at Intermediate level  
 at Advanced level

\*Calligraphy qualifications .....

I am a current member of CLAS \*This information will go on the CLAS website

~ Either:

- I am a CLAS Honoured Fellow  I am a CLAS Fellow  I am a CLAS Accredited Tutor  
 I hold the National Diploma at Advanced level Year and mark: .....  
 I hold the National Diploma at Intermediate level Year and mark: .....  
 I have an exemption as on p.1 of this booklet. It is: .....

PLEASE NOW SIGN AND DATE BELOW. Also please enclose a stamped addressed envelope for our reply.

~Or: I am enclosing the following to be assessed:

- Three hand-outs which I use with my classes, one of which shows the Foundational Hand or the Italic Hand (the other two can be different writing styles).  
 Three examples of my original calligraphy, no larger than A3 in size, and one to be in the Foundational Hand or the Italic Hand. One also to show 40+ words.  
 An outline of my teaching plan for the first year.  
 And ...  
 I enclose a cheque for £15 made out to CLAS for the Assessment Fee.  
 I enclose stamps to cover the return postage for my calligraphy pieces.  
 I enclose a self-adhesive self-addressed label.

The signature below verifies that the lettering on the hand-outs and the original calligraphy are my own.

Signature ..... Date .....


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## Assessment Form

Name .....

		1	2	3	4	5	6	7	8	9	10
<b>A</b>	Construction of letter-forms										
<b>B</b>	Proportion and weight of letters										
<b>C</b>	Consistency of family characteristics										
<b>D</b>	Spacing and evenness of texture										
<b>E</b>	Margins and use of space										

Total (Marks out of 50)      Percentage (Marks out of 100) 

Accepted for the the CLAS List

Pass mark 55%       Not Accepted for the CLAS List

CLAS hopes that these comments will help you to continue your enjoyment of calligraphy and help in your teaching:

### CLAS ACCREDITED TUTORS

For more details of how to become a CLAS Accredited Tutor, and thus have your courses in the first section of the CLAS List on the website, please contact **Mary Noble**: tel: 02392 376072, e-mail: [accredtutors@clas.co.uk](mailto:accredtutors@clas.co.uk)

### THE CLAS SYLLABUS

CLAS has a booklet covering a suggested outline plan of how an adult education or private course might be arranged to allow students to enter first the Certificate of Calligraphy and later the National Diploma in Calligraphy. It is a suggested plan to assist particularly those teaching more than one level in parallel.

To obtain a copy please send cheque for £1 made out to CLAS and a stamped addressed A5 envelope to:  
CLAS Sales, 10 Atheling Road, Hythe, Southampton, Hants SO45 6BR

For all matters relating to the **CLAS List** contact **Cathy Stables**, 99 Stockbridge Road, Chichester, West Sussex PO19 8QW  
tel: 07810 693988

e-mail: [CLASlist@clas.co.uk](mailto:CLASlist@clas.co.uk)

CLAS List Assessor

Date

