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## PREFACE

After many years of experience in the millinery trade in New York and Paris and in teaching and supervising millinery classes in the trade schools of New York City, I have written this series of job sheets, "How to Make Hats," in an effort to simplify the teaching of millinery in day and evening schools, and to help teachers, students, and home milliners to follow trade standards.

The book has been divided into ten units, totaling seventy jobs. Each unit consists of a group of closely related jobs which constitute a definite division of millinery. The material for this text has been worked out in both day and night classes in trade schools. A *job*, as used in this text, is the sum total of a definite group of operations needed to complete a particular problem in millinery. Specific directions for performing each operation are given. A job in this sense does not mean a piece of work which may be completed in one lesson, since no two schools allow the same amount of time for a lesson, and the time necessary for the completion of any given job varies with the skill of the worker and the size of the hat. Job sheets are useful, not only during any given course, but for similar problems which the student may encounter after she has left school.

The order in which the job sheets are given here need not be the order of presenting them to the class. For instance, the unit 'Finishing Processes' is given as the second unit in the book, because those processes may be applied directly to hand-blocked felt or straw hats (Unit I), although they may also be used with other types of hats. The arrangement of the jobs permits the pupil to begin at any point, and the teacher to shift jobs and units at her discretion. Several suggestions for courses suitable for schools of different types are given in the Appendix.

These job sheets are published in bound form in order to facilitate the use of the detailed index and the references from one job to another and to show the interrelationship of the various operations.

The fundamental principles of millinery, with due consideration to line, color, and proportion, have been worked out so clearly and explicitly that, regardless of changes in fashion and regardless of whether millinery is being taught as part of a home economics program or from the trade point of view, the individual student using these job sheets may complete each problem with a minimum of instruction from the teacher. The job sheets are a teaching device to make teaching more effective. They may be used in all types of day and evening schools, from the prevocational school to the university. The use of job sheets gives the student a feeling of independence and makes possible the handling of large groups. They are suitable for individual and for group and class instruction. The individual student or different groups may be using different job sheets during the class period, or the instructor may give a demonstration lesson to the whole class on a single job. Their use in demonstration enables the student to follow the directions as given step by step, and the illustrations serve as a permanent demonstration lesson.

After completing all of the units in this series, the student should have a well-rounded knowledge of the most important principles used in making hats. Fashion elements have been omitted and for that reason there are no job sheets on trimmings.

I acknowledge my gratitude to Sylvia Y. Gordon, who has so painstakingly illustrated the various operations in each job, to Bernice Beyer for her valuable assistance and cooperation in revising some of the sheets, and to my other colleagues at the Central Needle Trades School, who have assisted, in any way, in compiling or illustrating this book.

ROSALIND WEISS.

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