



PARTICIPANT HANDBOOK



Apparel

Language:
English

TAILOR (BASIC SEWING MACHINE OPERATOR)

TAILOR

(BASIC SEWING OPERATOR)



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Welcome Note

Dear Participant,

Welcome to the "Tailor (Basic Sewing Operator)" training programme. On completion of this programme, it is expected that you will join the apparel industry as a tailor, pattern-maker and basic sewing operator. There it is important for you to develop your drawing skills and also your understanding on pattern making, cutting, drafting, draping-the entire construction process of different types of garments.

Read each module, log your key learnings and attempt the worksheet questions in the end.

General Instructions to Trainee

- 1.** Greet your instructor and the other participants when you enter the class.
- 2.** Always be punctual for every class.
- 3.** Be regular. Candidates who fall short of the required attendance will not be certified.
- 4.** Inform your instructor if, for any reason, you need to miss class.
- 5.** Pay attention to what your instructor is saying or showing.
- 6.** If you do not understand something, put up your hand and seek clarification.
- 7.** Make sure you do all the exercises at the end of each module in this book. It will help you understand the concepts better.
- 8.** Practice any new skills you have learnt as many times as possible. Seek the help of your Trainer or co-participant for practice.
- 9.** Take all necessary precautions, as instructed by your Trainer, while working with electricity and with tools.
- 10.** Make sure you are neatly attired and presentable at all times.
- 11.** Participate actively in all the activities, discussions and games during training.
- 12.** Always take bath, wear clean clothes and comb your hair before you come to class.

The three most important words you must always remember and use in your daily conversation are PLEASE, THANK YOU and SORRY.

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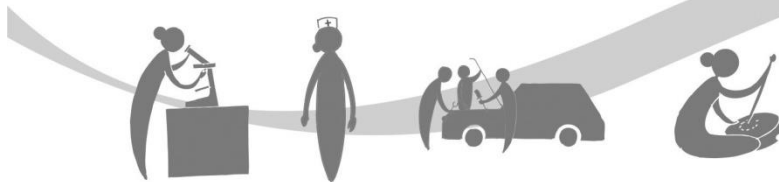
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CHAPTER - 1

JOB ROLE AND COMMUNICATION SKILLS

LEARNING OUTCOMES:

- Understanding the job role of a tailor.
- Identifying the different types of dresses.
- Understanding communication with colleagues.
- Interacting with Supervisor and communicating across all departments.
- Communicating effectively with customers.

PRE-SESSION ACTIVITY

- The Trainer will ask the Trainees whether the Trainees have any idea about the tailors and their job roles. There will be a discussion session on the same.
- The Trainer will show the Trainees 2-video clips on
 - ✓ Active listening.
 - ✓ Team work.

1.1 Who is a Tailor?

Tailors design and make one-off suits, jackets and coats for individual customers. They also alter and repair clothes.

1.2 Skills required

A tailor should have:

- Excellent hand-sewing and machining skills.
- Creativity and the ability to visualise designs.
- Basic IT skills.
- Pattern Making and Cutting Skills.
- Accuracy and Attention to Detail.
- Budgeting skills.



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1.3 Job Responsibilities

- Fit and study garments on customers to determine required alterations.
- Measure clients to ensure proper product fit.
- Sew garments, using needles and thread or sewing machines.
- Sew clothing or other articles.
- Operate sewing equipment.
- Measure parts such as sleeves or pant legs, and mark or pin-fold alteration lines.
- Measure materials to mark reference points, cutting lines, or other indicators.
- Let out or take in seams in suits and other garments to improve fit.
- Sew clothing or other articles.
- Take up or let down hems to shorten or lengthen garment parts such as sleeves.
- Sew clothing or other articles.
- Assemble garment parts and join parts with basting stitches, using needles and thread or sewing machines.
- Sew clothing or other articles.
- Operate sewing equipment.
- Record required alterations and instructions on tags, and attach them to garments.
- Mark products, workpieces, or equipment with identifying information.
- Remove stitches from garments to be altered, using rippers or razor blades.
- Repair textiles or apparel.
- Examine tags on garments to determine alterations that are needed.
- Read work orders or other instructions to determine product specifications or materials requirements.
- Fit, alter, repair, and make made-to-measure clothing, according to customers' and clothing manufacturers' specifications and fit, and applying principles of garment design, construction, and styling.
- Sew clothing or other articles.
- Repair textiles or apparel.
- Press garments, using hand irons or pressing machines.
- Smooth garments with irons, presses, or steamers.
- Maintain garment drape and proportions as alterations are performed.



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- Adjust fabrics or other materials during garment production.
- Trim excess material, using scissors.
- Trim excess material from workpieces.
- Develop, copy, or adapt designs for garments, and design patterns to fit measurements, applying knowledge of garment design, construction, styling, and fabric.
- Design templates or patterns.
- Measure customers, using tape measures, and record measurements.
- Measure clients to ensure proper product fit.
- Record operational or production data.
- Make garment style changes, such as tapering pant legs, narrowing lapels, and adding or removing padding.
- Sew clothing or other articles.
- Estimate how much a garment will cost to make, based on factors such as time and material requirements.
- Estimate costs of products, services, or materials.
- Repair or replace defective garment parts such as pockets, zippers, snaps, buttons, and linings.
- Repair textiles or apparel.
- Confer with customers to determine types of material and garment styles desired.
- Consult with customers or designers to determine order specifications.
- Position patterns of garment parts on fabric, and cut fabric along outlines, using scissors.
- Cut fabrics.
- Position patterns on equipment, materials, or workpieces.
- Sew buttonholes and attach buttons to finish garments.
- Sew clothing or other articles.
- Put in padding and shaping materials.
- Adjust fabrics or other materials during garment production.



DO YOU KNOW

The word "Tailor" "comes from the Anglo-Norman French word "**tailleur**, meaning 'cutter'.

1.4 Communication Skills

1.4.1 Effective Communication between Co-workers

Effective peer-to-peer communication can go a long way toward helping to establish mutually respectful relationships that cannot only improve employee satisfaction, but that can boost productivity as well.

Building Relationships

- Each person is responsible for the success of their own communications.
- By committing to building strong, respectful communications with co-workers in the workplace, you are one-step closer to making it happen.
- Initiating personal responsibility for effective communication means being open-minded and willing to change behaviour and communication preferences to accommodate those around you.

Seek First to Understand

- Many people jump to conclusions about the motivations of their co-workers, often attributing negative intent when none was intended.
- Effective peer-to-peer communications can benefit from taking time to understand the other person's point-of-view by asking open-ended questions and listening carefully to their answers.

Avoid Defensiveness

- It is common to react defensively when a co-worker criticizes or disagrees with others.
- However, effective communicators learn to monitor their reactions and avoid defensive attitude.
- Doing this can be difficult and requires a commitment to take responsibility for communication.
- A good practice is to ask questions before responding.
- This not only helps to ensure that people understand the other's point-of-view, but can also buy some time while attempting to manage a response.

Make it Social

- Companies often sponsor activities and events to help employees bond and connect. Take advantage of these opportunities to know co-workers intimately in another setting where you can get a better idea of who they are and develop relationships outside the work environment.

Welcome Diverse Viewpoints

- One of the benefits of interacting with others, especially those with different opinions or backgrounds, is the ability to broaden perspectives as they begin to understand other viewpoints.
- Effective peer-to-peer interactions can benefit when employees are open-minded and listen, consider and respond appropriately to opinions that are different from their own.

Be Honest and Direct

- Relationships are damaged when employees avoid direct communication and talk about others "behind their backs."
- Make a commitment to interact directly and honestly with peers even with those interactions may be difficult and stressful.

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1.4.2 Learning to interact with your Supervisor

The principal and customary work of a Tailor consists of making garments as per the schedule drawn by the supervisor.

Establishing a Relationship with your Supervisor

A good working relationship with your supervisor is essential since, at every stage, you need his or her professional input, constructive criticism and general understanding. It therefore helps if the relationship gets off on a good start.

a. Good Communication

Good communication with your supervisor based on mutual trust and respect is ideal. This develops over time, of course, but a good beginning is to talk about and clearly establish, what each expects from the other. A friendly conversation along these lines certainly clarifies practical matters. However, it also provides practice in communicating with one another and is the first step in getting to know each other.

b. The Tone of the Relationship

The tone of the relationship needs to be relaxed enough for you to be comfortable. Yet, it needs to be professional at the same time. An extremely friendly relationship may initially seem attractive and make you feel welcome. Yet, it may not withstand the later demands of robust, critical assessment of your work.

The other extreme, where the supervisor appears cold and distant and treats you as an automaton and where you are afraid to speak or initiate the contact, the outcome is of course unwelcome and counterproductive.

c. A Professional Approach

The desired professional approach is where you are treated with respect-and you therefore feel safe enough to take risks and show ignorance, but also where your judgment is valued and sought. It is professional for both of you to be prepared to be accountable and to plan a mutually agreeable working structure. Although you are expected to be taking responsibility for your own research and working independently, you also need to be prepared to consider and not dismiss out of hand, advice or ideas put forward by your supervisor.

1.4.3 Handling Feedback from Supervisor and across all Departments

To improve your work performance, you need to seek feedback and use it. It is up to you to organize meetings with your supervisor and to ensure that you get regular feedback on your work.

- Be prepared. Go to each meeting with things to report, even if you are reporting not much progress, and particular issues you want to discuss and question you want to ask.
- Know what you want. When you are handing in a draft of your job details, decide at what level you are seeking feedback. You may specify that you need feedback on:

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- ✓ General structure.
- ✓ The quality of the work.
- ✓ The general flow of work.
- ✓ Any specific kind of garment making procedure.

This will not guarantee that you will get what you want. However, it will give your supervisor something to focus on and is more likely to meet your needs.

- Ask questions. Frame well-articulated questions to get appropriate answers. For example, it is better to ask, "Do you think the patterns that I have drafted and draped are appropriate?", rather than "Would you suggest some new patterns for making garments for children?"

1.4.4 Learning Effective Communication

- **Effectively communicating with co-workers starts with Active Listening**

The truth is, not many of us are great listeners. We tend to not listen to what someone is saying, interrupt them or begin to prepare a response before they can finish what they are going to say. This is something we all need to avoid, especially when our goal is effectively communicating with co-workers. When you are speaking with another co-worker, be actively involved with what they are saying. This can be accomplished by simply reacting to what they say with a nod or by paraphrasing what the other person said. By doing this, you are confirming that you are listening while also strengthening your own understanding. You will make a better impression on your co-worker.

- **Build trust, but do not get too casual**

It is perfectly acceptable to get a little personal with the people you work with day-in and day-out. By interacting on a personal level, you can build trust among your co-workers. However, while building this bond, be aware of yourself and do not slide into being too casual. Make sure your meetings and phone calls are still professional, regardless of how well you know them. By being too casual with your co-workers, you may make them uncomfortable and this will obstruct your future communications with them.

- **Be aware of your tone**

It is difficult to determine the tone while speaking to a customer over phone. You could mean something as a joke, but the listener could interpret it as hostile or rude, which could lead to an unintended reaction. Try to communicate as clearly as possible.

- **Watch your body language**

Body language plays a key role in effectively communicating with co-workers. You may be speaking clearly and saying the right things, but if your body language is improper, your co-workers will notice it. The best way to remedy this is by being aware of your body language. To master effectively communicating with co-workers, pay attention to how your body language affects how you communicate and how others do in return. It may be difficult to modify your current communication style and it may take time, but the effort will be worthwhile.

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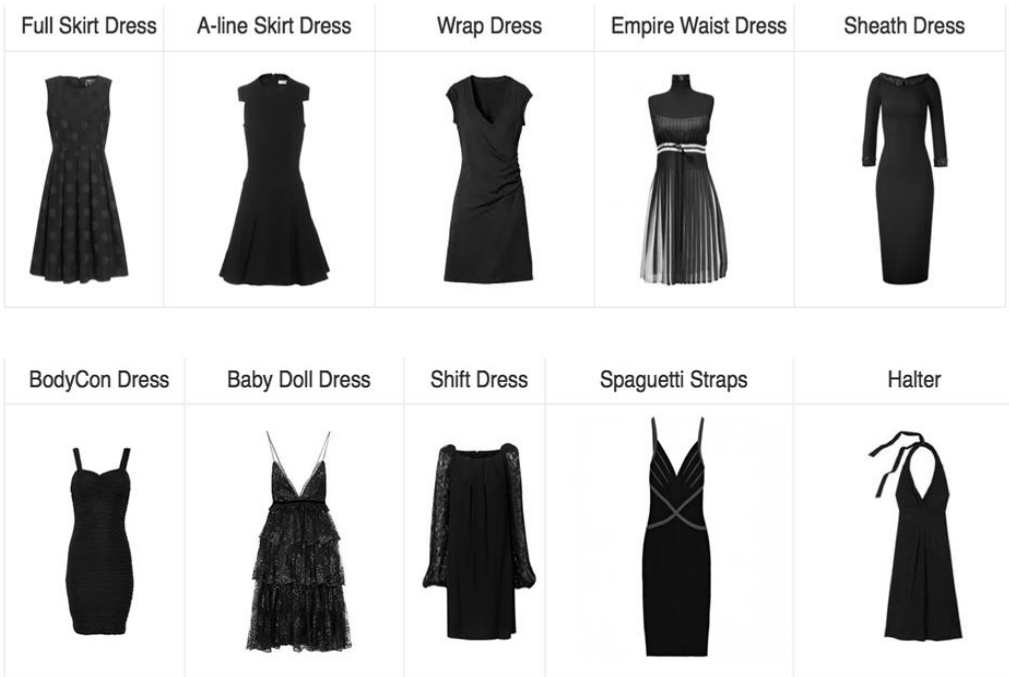
1.4.5 Coordinating with Colleagues:

- Assist supervisor, prepare administrative reports related to repairing & support activities and assist in the installation facilities.
- Learn the functions & limitations of the assigned duties.
- Communicate effectively both orally & in writing.
- Establish & maintain cooperative and professional working relationships with all colleagues.
- Being evaluated by mentors and superiors regarding work performance.
- Making sure the standards defined by the company are maintained.
- Perform duties delegated by the supervisor or senior tailors or designers for the benefit of the organization.

1.5 Different types of Dresses for Women



1.6 Different types of Skirts for Women



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1.7 Different types of Basics for Men



T-SHIRTS



HENLEYS OR POLOS



HOODIE



SHORT SLEEVE BUTTON UPS



LONG SLEEVE BUTTON UPS: CASUAL & DRESSY



CHINOS



JEANS

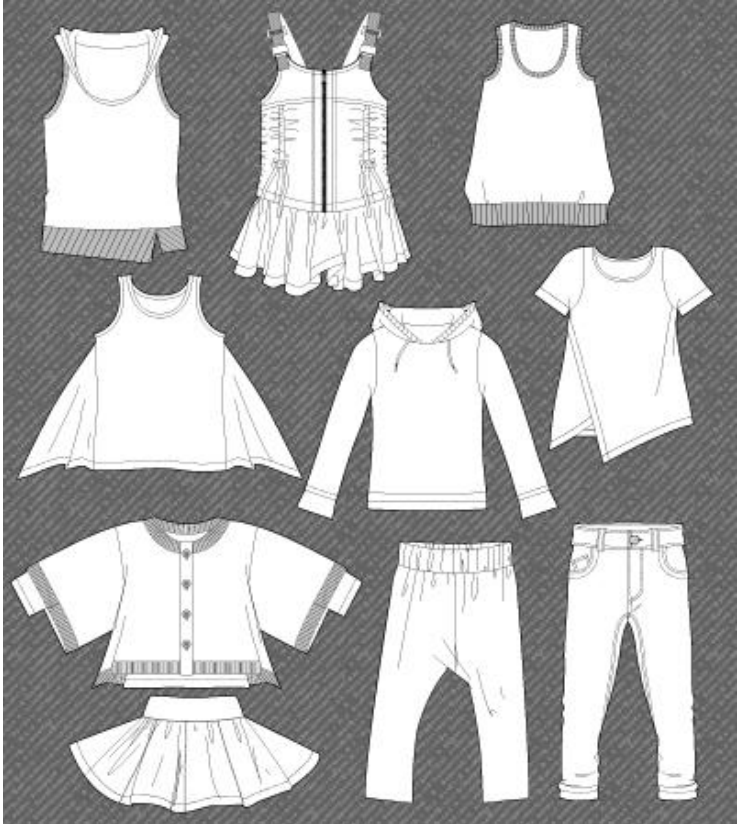


WRINKLE-FREE
CHINOS OR SLACKS



CLEAN CUT SHORTS

1.8 Different types of Dresses for Babies or Children



NOTES 

POST-SESSION ACTIVITY

- The Trainer will ask the Trainees to enact a Role Play on the ways to Communicate Effectively with Colleagues.
- The Trainer will ask the Trainees to form groups of 5-6 members and make a list of ways to deal with
 - a) An unfriendly co-worker.
 - b) A Supervisor who talks rudely.
 - c) A Co-worker who does not fulfil his job expectations.

DEBRIEFING OF THE CHAPTER

- A Tailor designs and makes suits, jackets and coats for individual customers. They also alter and repair clothes.
- Fit and study garments on customers to determine required alterations.
- Measure clients to ensure proper product fit.
- Communicating effectively involves two key processes: delivering the message clearly and having it understood by the listener.
- Effective peer-to-peer communication can go a long way toward helping to establish mutually respectful relationships.
- A good practice is to ask questions before responding.
- A good working relationship with your supervisor is essential since, at every stage, you need his or her professional input, constructive criticism, and general understanding.
- To improve your work performance, you need to seek feedback and use it. It is up to you to organize meetings with your supervisor and to ensure that you get regular feedback on your work.
- Effectively Communicating with Co-workers Starts with Active Listening.

CHAPTER - 2

AN INTRODUCTION TO THE INDUSTRIAL SEWING MACHINE

LEARNING OUTCOMES:



- Understanding the Sewing Machine and its parts.
- Introducing Sewing Machines.
- Discussing the parts of the Industrial Sewing Machine and Domestic Sewing Machine.
- Knowing about Treadle Sewing Machines.
- Understanding the Maintenance and Care of Sewing Machines.

LET'S RECALL:



The Trainer will make the Trainees revise the below topics like:

- The job role of a tailor.
- Identifying the different types of dresses.

This session will be conducted through discussion method.

PRE-SESSION ACTIVITY

- The Trainer will ask the Trainees whether they have any experience or knowledge about the Sewing machine and its operations. The interested Trainees will raise their hands to share their experiences.
- The Trainer will show some videos on sewing machine operations in the class.

2.1 Sewing Machine

To put in simple words, Sewing Machine is a machine, with a mechanically attached needle for sewing or stitching clothes. It can be operated manually or electrically. Although a huge variety of sewing machines is available in the market nowadays, they can be categorized mainly into two broad sections:

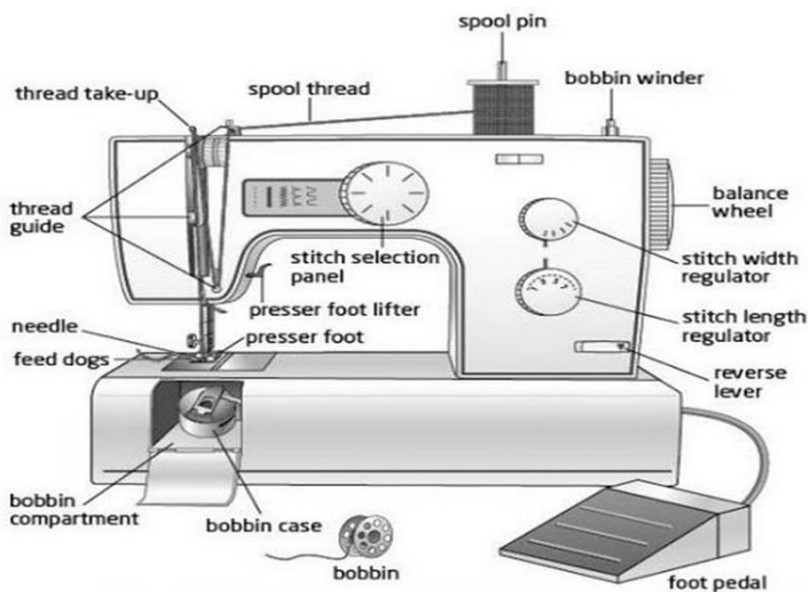
Domestic Sewing Machines.

Industrial Sewing Machines.

Simple hand or foot operated sewing machines, that we have seen our mothers and grandmothers use, were made mostly for domestic use. Fully automatic and computerized sewing machines are nowadays used in industries for bulk production in a limited period of time.

2.2 Domestic Sewing machine and its parts

In this section, we will learn about the various parts of a sewing machine and its functions.



2.2.1 Needle Plate

The Needle Plate, also known as Throat Plate, covers the area that holds the Bobbin. The needle plate consists of:

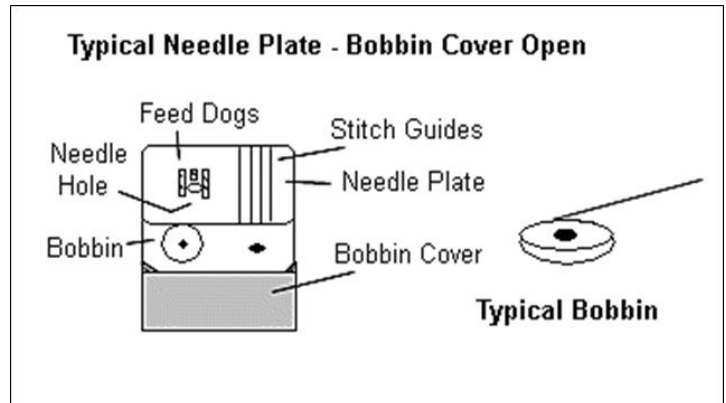
- An opening for the needle to pass through.
- Lines that serve as sewing guides.
- Openings for the feed dogs to fit through.



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2.2.2 Bobbin

- The photograph on the right shows a bobbin.
- The bobbin is housed by the needle plate.
- Bobbin thread stitches the fabric from the underside and locks the stitches in place.
- It is the thread that you see when you turn the sewn piece over and look at the backside.
- When you sew a line, the stitches on top come from the machine's spool of thread, while the stitches from underside come from the bobbin.
- The bobbin, housed under the needle plate, holds the bobbin thread, and is either set into the machine from the top or the front of the bobbin casing area.
- The bobbin is reached through a sliding door that opens in the front of the bobbin casing area. The bobbin is held safe with the bobbin latch as shown in the diagram.



•

2.2.3 Needle Hole



- The needle opening is a single hole, used for Straight Stitching, or an oblong hole, which allows the needle to make stitches that have width (such as zigzag stitches).
- Notice the needle plate on the right, below, has one small circular hole (near the middle of the plate) used for regular, straight stitching, such as quilting or stitching straight seams.
- The two long openings on the outer edges allow the feed dogs to come up (an explanation of feed dogs follows).

2.2.4 Feed Dogs

- On a sewing machine, the toothed mechanism that uses a forward, down, back, and up motion against the presser foot to advance the fabric through the machine evenly is called a feed dog.
- Feed dogs feed the fabric (keep the fabric moving) while the machine sews.

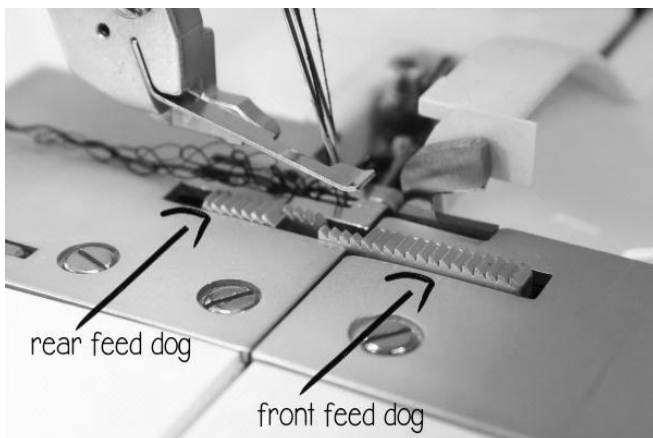




Things to Remember

- Never push or pull your fabric, the feed dog will feed through the fabric.
- Gently guide your fabric as it is being fed through while stitching.
- Place one hand on the fabric as it comes out the back and the other hand on the fabric that is being fed from the front.
- Use your hands to gently guide the fabric so that it goes straight.

A. Differential Feed and Walking Feet



Feed dogs feed from the bottom only. While sewing through two layers of fabric, it is possible that one layer will be fed at a slightly different rate than the other.

Although your two layers can be perfectly lined up at the start of stitching, by the end of the stitching line the layers can be "off" (one shorter than the other).

This can be very difficult for the sampling tailor to work with.






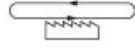
To solve this issue, there are two different solutions.

1. Differential feed: The differential feed controls the movement of both the front and the rear feed dogs.

<ul style="list-style-type: none"> • Here both layers of fabric are fed at the same rate. • You can use the differential feed if you are using a fabric that stretches or puckers. • With the front feed dog, taking the fabric in a little faster than exiting it helps to prevent your knits from stretching and becoming wavy. • Another reason you may want to turn up your differential feed dial is that you can intentionally gather your fabric removing the rippling when stitching stretch fabrics.

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Differential feed adjustment

Feed ratio	Main feed (rear)	Differential feed (front)	Effect	Application
0.7 - 1.0			Material is pulled tight.	Prevents thin materials from puckering
1.0			Without differential feed.	Normal sewing
1.0 - 2.0			Material is gathered or pushed together.	Prevents stretch materials from stretching or puckering

2. If your machine does not have differential feed, you can accomplish the same thing by using a Walking Foot.

It is an unusual looking extension used that is designed to provide an extra set of feed dogs for the top of the fabric being sewn.

To begin with, the Walking Foot does not look like other sewing machine feet. It is big and bulky and has an arm that attaches to the needle bar.

This extra bar now tells the sewing machine to pull the top fabric through the machine at the same rate it is pulling the bottom fabric.



- This makes managing unusual fabrics possible.
- It helps to match plaids or make a specific design simpler.
- It makes the knits flow through your machine without growing.
- It prevents slippery fabrics from sliding all over the place and bulky products like quilts sew together effortlessly.

2.2.4 Presser Feet

A presser foot holds the fabric in place as the feed dogs guide the fabric being sewn. They also serve various specialized functions, depending on the type used.







Illustrated below are the various types of Presser Feet for different purposes.

Example:

Rolled hem foot causes the fabric to roll under for stitching, and the applique foot, which has an opening at the back, allows the bulk of the satin stitch to pass through. Other special feet that are commonly used include the zipper foot and buttonhole foot. Knowing what types are available, and when to use them, can make all the difference in the quality of your work. These special feet also reduce the causes of frustration during sewing.

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Differential feed adjustment

Feed ratio	Main feed (rear)	Differential feed (front)	Effect	Application
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1.0			Without differential feed.	Normal sewing
1.0 - 2.0			Material is gathered or pushed together.	Prevents stretch materials from stretching or puckering

1. Straight



4. Zipper



7. Walking



10. Quilting



2. Button foot



5. Overlock



8. Applique



11. Ribbon



3. Zigzag



6. Blindhem



9. Gathering



12. Ruffler

