SEWING MACHINE PARTS AND FUNCTIONS/MACHINE CONTROL
Use overhead transparencies or enlarged diagrams on poster board of the sewing machines in your classroom. (Fairly clear diagrams can be found in the instruction manuals.) Number each part you would like the students to be able to identify. Using the enlarged diagrams or transparencies, review the parts of the sewing machine and their functions. Cover a few parts at a time then stop and give the students a stitching guide to practice controlling the machine. Repeat the procedure until all the parts have been covered. If desired, winding the bobbin and threading the machine can also be taught as an integral part of this activity. (Diagrams of these procedures will also be in the instruction manuals for enlargement.) A diagram of parts from a Bernina 1010 is included as an example of how to prepare for this activity.

SEWING MACHINE PARTS - GROUP I
Have the following parts identified on the overhead transparency or poster. Review the correct name of each part, how it functions, and what the function is. Other pertinent information related to the parts that may be discussed are in parentheses.
- carrying handle (for safe removal and return)
- power/light switch
- hand wheel (always turn toward you)
- thread take-up lever (turn to top at end of seam)
- presser foot (how to change)
- presser foot lifter/lever (engage before sewing)
- stitch/needle plate (5/8-inch mark and 1/4-inch mark)
- feed dogs or control (how to raise and lower)
- foot control (just like gas pedal on a car)

SEWING STRAIGHT LINES
Give each student a copy of STRAIGHT LINES stitching guide and have the students practice stitching straight lines with pivot turns. Instruct the students on making proper pivot turns.

SEWING MACHINE PARTS - GROUP II
Introduce/review the following sewing machine parts:
- needle clamp (how to insert needle; insert with flat side to the ____)
- needle position knob (choices; when used)
- buttonhole knob (direction to turn; changes for use and non-use)
- stitch length control (how to adjust; set)
- reverse knob/control (do you have to hold it in position while stitching?)

SEWING CURVED LINES AND ENGAGING REVERSE
Give each student a copy of the CURVED LINES stitching guide and have the students practice stitching curved lines, using reverse at the beginning and end to backstitch. If possible, have the students use four different stitch lengths and three different needle positions during the activity.
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SEWING MACHINE PARTS - GROUP III
Introduce/review the following sewing machine parts:
- decorative stitch selections
- decorative stitch selector
- stitch width or zigzag control
- stitch length control

HEART AND/OR FOOTBALL
Give each student a copy of the HEART and/or FOOTBALL stitching guide and have the students practice stitching curved lines, pivot turns, straight lines, using reverse at the beginning and end to backstitch, and using different stitch lengths and widths (zigzags).

THREADING THE MACHINE*
Introduce/review the following sewing machine parts and threading pattern:
- spool pins
- thread guides
- take-up lever
- thread tension slot
- thread tension adjustment knob
- thread cutter

Demonstrate how to thread the machine(s), and then have the students thread their own machines.

* If the machines in your classroom need to have the bobbins wound before threading, reverse the sequence of these two steps.

BOBBIN WINDING AND USE
Introduce/review the following sewing machine parts and threading pattern:
- hinged front cover
- bobbin winder tension pin
- bobbin spindle
- bobbin winder stop
- release of the handwheel (clutch)
- bobbin case

Demonstrate how to wind a bobbin, insert a bobbin into the bobbin case, and insert into machine. Bring up lower thread.

FINAL SEWING
Check to see that the machines have been threaded correctly and let the students sew on a piece of fabric. Have them practice making 5/8-inch seams, backstitching at the beginning and the end of each seam. Then they can complete the SEWING MACHINE STITCHING SAMPLE and/or the SEWING EQUIPMENT BAG.