



National Camera, Inc.  
Technical Training  
1315 South Clarkson  
Denver, Colorado 80210

## THE PHOTO EQUIPMENT TECHNICIAN

## Study Procedure and Practical Assignments

1. Read the text completely once. Read it quickly. Time: 35-45 minutes.
  2. Re-read for better understanding, but do not stop to re-read any particular section. Time: 45 minutes.
  3. Hunt out sections that are not clear, and check each section until the hazy parts of the text are well understood. Time: unlimited.
  4. Re-read the entire text, just as slowly as is needed to pull all of the facts together. This will give you a good picture of the text as a whole. Time: unlimited, repeat if necessary.
  5. Analyze the text subject matter. What should you know? What should your line of thinking be at this point?
    1. Your method for studying.
    2. How to follow through on practical projects.
    3. How to increase your experience.
    4. What your grading system is, and how to let it guide your studies.
    5. Methods of packing and shipping parts and cameras.
    6. What you may expect from your course.
  6. Complete the text quiz.
  7. Describe in a letter the symptoms of any available (or imaginary) camera or piece of photographic equipment which is not operating properly. Attempt to make the symptoms clear to your instructor. Whether you are writing to your school or to a manufacturer, or talking to a customer, it is worthwhile to develop a clear, concise way of describing camera troubles. Do not worry about the way in which you do this now, after only the introduction to your course. Rather, let this be something which you can look back on, after you gain more experience, to compare and measure your advancement in the ability to gain customer confidence. Since the letter is to be enclosed with the equipment, it should include all the information needed for description and identification. Be sure to include the date and both addresses (the address of the person or company to whom you are writing and your return address) in your letter. Use page two of this Procedure Sheet for your letter. Please type or print.
  8. Assume that a malfunctioning camera (or other photographic mechanism) requires that it be shipped to a repair shop in order to be tested, repaired, or a special part fitted. Make up a "dummy" box, with whatever packing would be required, *but do not enclose the mechanism*.
  9. Place your completed "Quiz" (with form #6611 attached and pages 1 and 2 of your "Procedure Sheet" in the envelope provided and enclose it in your dummy box. Your package should be addressed to:  
**National Camera, Inc.**  
Technical Training  
1550 South Pearl St.  
Denver, Colorado 80210  
(303) 722-4603
- NOTICE: Avoid delays in receiving your next study material by being certain all items are sent for grading. Incomplete assignments cannot be graded. Never include correspondence to other departments in your shipment.
- It's not so much how far you go as what you see!  
It's not so much how much you see as what you learn from what you see.  
It's not so much how much you learn as what you do with what you learn from what you see.

(over)

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LETTER

Student# 13391

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