

SERIES 1, ISSUE 3 – HOW TO USE A TAPE MEASURE

How to Read a Tape Measure

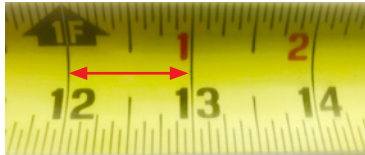
A tape measure is a type of flexible ruler that can be made from a variety of materials including steel, plastic, and cloth. Tape measures come in both imperial units (inches and feet) and metric (centimeters and meters), and have unit breakdowns for further accuracy. The following guides showing how to read a tape measure assume imperial units.

On a standard tape measure, the biggest marking is the inch mark. As the increments get smaller, so does the length of the mark. For example, $\frac{1}{2}$ in. has a bigger mark than $\frac{1}{4}$ in., which has a bigger mark than $\frac{1}{8}$ in., and so on.



One inch Half inch Quarter inch

The space from the largest mark to the next one is one inch.



Reading one-half inch is the same as reading one inch, only the space between the second-biggest mark and the biggest mark is read. Think of a half-inch mark as halfway between a full inch.



The remaining markings follow a similar pattern: $\frac{1}{4}$ in. is half of $\frac{1}{2}$ in.; $\frac{1}{8}$ in. is half of $\frac{1}{4}$ in. Most tape measure markings go as small as $\frac{1}{16}$ in.

How to Measure Using a Tape Measure

Measure a length by putting the end of the measure at one end of the length you want to measure and keep the tape measure tight, with no sagging. Then take a reading on the tape measure.

To determine the accurate length, read the length in feet and/or inches and add any remaining fractions of an inch. For example, to determine the length shown in the image below, you would add 1 in. + $\frac{1}{4}$ in. to get $1\frac{1}{4}$ in., or “one and a quarter inches.”



As another example, the image below shows a length that goes from the inch mark to one of the smallest markings, which are sixteenths—there are 16 of these increments per inch. To measure this length, count all the sixteenth markings or larger to get $1\frac{13}{16}$ in.



PCI Plant Quality Talk Quality Enhancement Committee



Note to instructor: Try measuring the following lines with your crew to get a sense of their grasp of the subject.

Note: Please complete this form and return to the Quality Control Manager. All crew members should be observant and report to their foreman anything out of the ordinary on a project. *See something, say something.*

NOTES	ATTENDEE SIGNATURES
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