Formal Letter Layout: Address Blocks, Salutation, Body, and Closing

Complete worked example / separate key

Plan a blank formal letter layout on A4 paper using a hypothetical 2.5 cm left margin. Include sender address block, date line, recipient address block, salutation, two body paragraphs, and closing with signature area. Use block format and label the margin as hypothetical.

Answer: Start every line flush left at the hypothetical 2.5 cm margin. Place the sender address block first, then the date line (for example, 12 March 2025), then the recipient address block, then the salutation, then two body paragraphs, then the closing with space for a signature and typed name. Keep one blank line between blocks. The 2.5 cm value is a hypothetical example input, not a universal requirement; measure your own paper and printer before finalizing.

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Original tasks 1, 2, 3 / complete keys

Task 1

List the six main blocks of the formal letter layout in the order used on this page.

Answer: Sender address block, date line, recipient address block, salutation, body paragraphs, closing and signature area.

Reason: The page defines one consistent vertical order and names these six blocks.

Check: Compare your list to the page's stated order and confirm all six blocks appear once.

Task 2

A writer uses Dear Sir or Madam with a colon and Yours faithfully with a comma. Explain whether this is consistent and what you would change.

Answer: This mixes conventions. Dear Sir or Madam conventionally pairs with Yours faithfully, and punctuation should be consistent with the chosen convention. Choose either colon or comma and apply it consistently, or state the convention you are following.

Reason: Punctuation after salutation and closing is a stylistic convention, not a universal correctness rule, so the issue is consistency rather than a single right answer.

Check: Check that your explanation names the convention chosen and does not claim one punctuation mark is universally required.

Task 3

Describe how you would test a blank layout for an envelope with a window, and state a fallback if alignment is uncertain.

Answer: Measure the envelope window and your printer's output position, then check that the recipient address block falls within the measured window area. If alignment is uncertain, use a plain envelope and write the address by hand.

Reason: Envelope-window positions vary, so measurement is required; the handwritten fallback avoids relying on unverified alignment.

Check: Confirm your answer includes measurement of actual equipment and the handwritten-address fallback.

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Original tasks 4 / complete keys

Task 4

Design a blank formal letter layout on plain paper and evaluate it with the rubric. Do not produce a reusable template file; focus on layout measurement and testing.

Answer: A valid response is any layout that meets the rubric: consistent vertical order, readable block separation, one stated punctuation convention, signature space, hypothetical labels for example measurements, and measured margins or the handwritten fallback. Multiple valid layouts are acceptable.

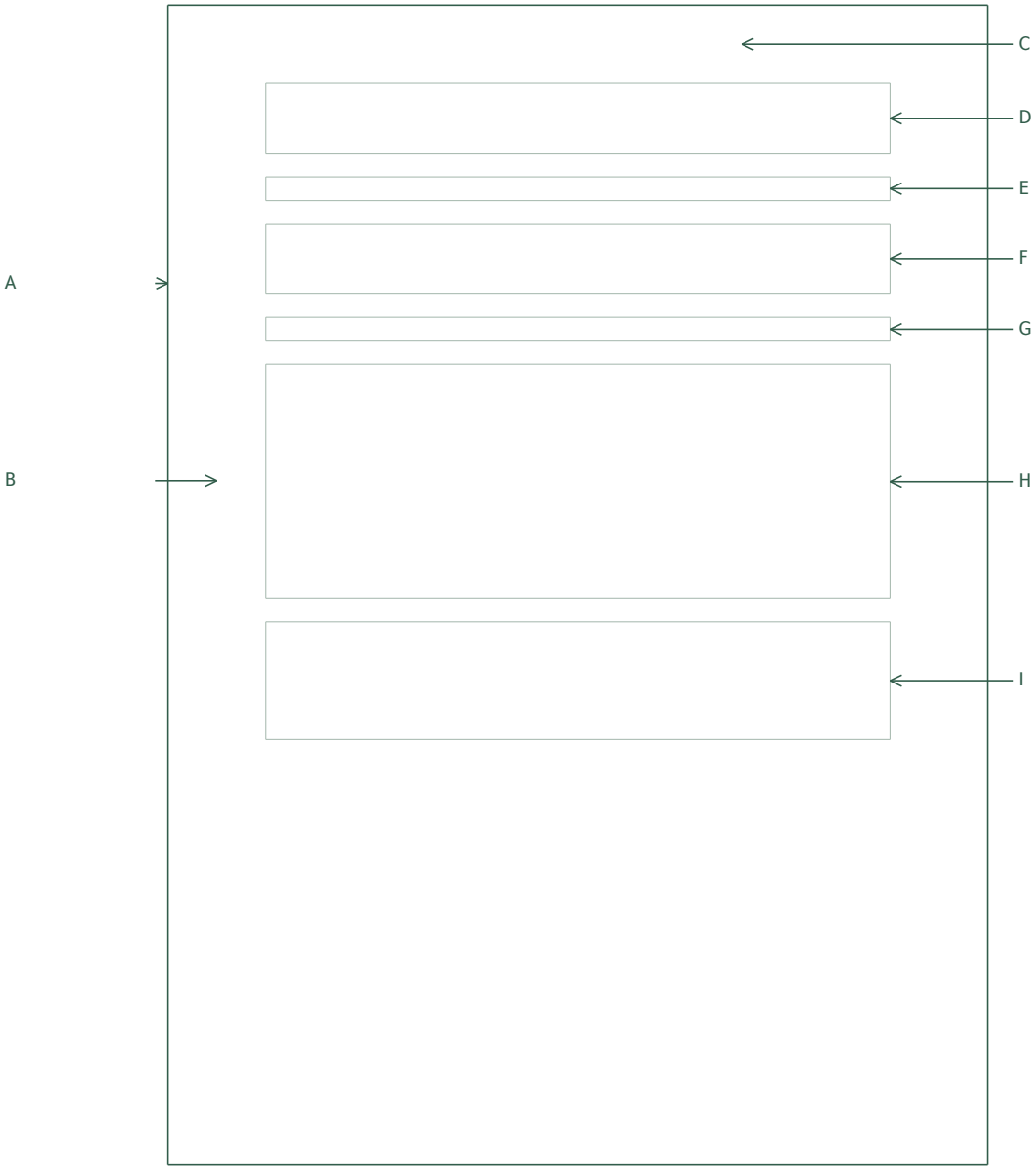
Reason: Art and layout have multiple valid outcomes, so evaluation uses a rubric rather than a single exact answer.

Check: Score the layout against each rubric criterion and note which criteria are met or need revision.

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Worked example, Task 4 / Labeled region map / One valid completed layout (multiple valid layouts acceptable)

Short fictional example; 2.5 cm margin hypothetical.



Layout 1; printed/source scale 0.54045:1

A = Page edge; B = Left margin; C = Top margin; D = Sender address; E = Date; F = Recipient address; G = Salutation; H = Body; I = Closing / signature area

One valid layout; others may also meet the rubric.

A. Writer, 1 High St

12 March 2025

B. Reader, 2 Low Rd

Dear Ms Reader,

Thank you for your letter.
Please confirm the meeting time.

Yours sincerely,

A. Writer

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Worked example, Task 4 / Rubric checklist for the layout

Criterion	Met?	Notes
Consistent vertical order		
Readable block separation		
Consistent punctuation convention		
Signature space and typed name		
Hypothetical labels and measured margins		
No collisions or handwritten fallback		

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Task 1 / Answer key: six blocks in order

Sender address block, date line, recipient address block, salutation, body paragraphs, closing and signature area.

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Source rubric / reflection

- [ ] The layout uses one consistent vertical order: sender address, date, recipient address, salutation, body, closing.
- [ ] Blocks are visually separated so the structure is readable.
- [ ] The salutation and closing follow one stated punctuation convention consistently.
- [ ] The closing area includes space for a signature and a typed name.
- [ ] Any example measurements are labeled as hypothetical, and margins are based on measured equipment.
- [ ] The layout avoids collisions with measured envelope or printer features, or uses the handwritten-address fallback.

Reflection: What did you check, what did you change, and what will you try next?