Self-check / source rubric

- [ ] 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.

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

Original tasks 1, 2, 3 / blank responses

Task 1

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

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.

Task 3

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

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

Original tasks 4 / blank responses

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.