Draft Paper With Rough-Work Ruling and a Wide Annotation Margin

Original tasks 1, 2, 3 / complete keys

Task 1

Sketch a draft sheet layout for a task with four working steps and two revision notes. Describe the sketch in words: where the header sits, how the working area is ruled, and what goes in the left margin.

Answer: One valid layout: a header strip across the top holding date, subject, and page purpose; a working area with light horizontal ruling; a left margin wide enough for short entries. In the margin, write step numbers 1 to 4 beside the lines where each step begins, and two short flags such as 'check units' and '?' beside the uncertain line.

Reason: Four steps and two notes are short entries, so a single margin channel holds them without crowding the working area. Light ruling keeps lines straight without competing with pencil marks.

Check: Read the sketch cold: can you find the step order and both flags without extra explanation? If a margin entry needs more than a few words, move it to a separate notes page and reference it in the margin.

Task 2

A draft runs to three sheets. What header information helps a later reader, and how would you check it?

Answer: Date, subject, page purpose, and page numbers written as 1 of 3, 2 of 3, 3 of 3.

Reason: Page numbers preserve order; date and subject allow sorting; purpose explains why the draft exists.

Check: Shuffle the three sheets and confirm they can be reordered from the headers alone. If any sheet cannot be placed, add the missing header field.

Task 3

You expect several false starts in a short written explanation. Which layout fits, and why? Describe the two columns and how you keep them separate.

Answer: The divided rough and final column layout: draw the column division before writing, keep exploratory attempts in the rough column, and write the kept version in the final column. When the rough column fills, start a fresh sheet rather than borrowing final-column space.

Reason: The separation prevents false starts from mixing with the version you intend to keep. Fixing the split before writing stops exploratory work from spilling across the divide.

Check: Cover the rough column and read only the final column: it should be legible and complete on its own. If it is not, the kept version is incomplete or the split was too narrow.

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Original tasks 4 / complete keys

Task 4

Design a draft sheet layout for a mixed calculation and note-taking task, and justify the choices against the rubric.

Answer: One valid layout: a working area with light ruling, a left margin for step numbers and short flags, a header with date, subject, and purpose, and a separate notes page referenced from the margin for longer remarks.

Reason: The margin stays short, the working area stays clear, and longer notes do not crowd the sheet. Each choice maps to a rubric criterion: light ruling, short margin entries, header context, and tested layout.

Check: Score the layout against each rubric criterion and revise any criterion that fails. For example, if margin entries run long, move them to the notes page and leave a short reference.

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Source rubric / reflection

- [ ] Light ruling guides writing without competing with pencil marks.
- [ ] Left margin holds short annotations and step numbers without crowding the working area.
- [ ] Header records date, subject, and page purpose.
- [ ] Divided variant keeps rough and final work in separate columns.
- [ ] Margin positions are set from measured equipment clearances, not assumed standards.
- [ ] Layout is tested on a real task before batch use.
- [ ] Any sketch is scored against these criteria; more than one valid layout can pass.

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