Margined Paper: Ruled Sheet with Left Margin and Header

Complete worked example / separate answer key

Plan a portrait sheet with a 20 mm header band, a 25 mm left annotation column, and evenly spaced body rules. State the reasoning without claiming any file exists.

Answer: Reserve the top 20 mm as the header. Below it, draw a vertical line 25 mm from the left edge to create the annotation column. Mark body rule positions from the header boundary downward at a chosen spacing, for example 8 mm, and draw them across the main field. Check that the header does not overlap the vertical line and that all gaps are equal. These values are hypothetical; measure your own paper and adjust.

Check: Use the rubric: header separation, even spacing, parallel margin line, usable annotation width, and legibility after a writing sample.

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Original tasks 1, 2, 3, 4 / complete keys

Task 1

Sketch a single-margin sheet layout with a header band and five body rules.

Answer: A valid sketch shows a top header rectangle, a vertical line below it, and five evenly spaced horizontal rules.

Reason: The three zones must not overlap; spacing should be visibly even.

Check: Use the rubric to check separation, spacing, and continuity.

Task 2

Describe when a double margin line improves a page and when it does not.

Answer: It improves pages needing a consistent annotation column; it does not help when annotations are rare or the main field needs width.

Reason: The column trades writing width for annotation space.

Check: Check that the answer names both a benefit and a cost.

Task 3

Choose a hypothetical rule spacing and explain how you would test it.

Answer: Pick a spacing, write a sample passage, and adjust if lines feel cramped or too loose.

Reason: Spacing depends on writing size, not a fixed standard.

Check: Confirm the answer treats the value as hypothetical and includes a test.

Task 4

Design a rubric for judging a margined sheet.

Answer: A valid rubric includes header separation, even spacing, parallel margin lines, usable column width, and legibility.

Reason: Layout has multiple valid outcomes, so criteria beat a single answer.

Check: Check that criteria are specific and observable.

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Worked example, Task 1, Task 2, Task 3, Task 4 / Answer key: zone relationships and rubric scoring

Text-only key for qualitative layout tasks. No practice values are filled here; this block is separate from worksheets.

Worked example answer: Reserve the top 20 mm as the header. Below it, draw a vertical line 25 mm from the left edge to create the annotation column. Mark body rule positions from the header boundary downward at a chosen spacing, for example 8 mm, and draw them across the main field. Check that the header does not overlap the vertical line and that all gaps are equal. These values are hypothetical; measure your own paper and adjust.

Worked example check method: Use the rubric: header separation, even spacing, parallel margin line, usable annotation width, and legibility after a writing sample.

Exercise 1 answer: A valid sketch shows a top header rectangle, a vertical line below it, and five evenly spaced horizontal rules. Reasoning: the three zones must not overlap; spacing should be visibly even. Check method: use the rubric to check separation, spacing, and continuity.

Exercise 2 answer: A double margin line improves pages needing a consistent annotation column; it does not help when annotations are rare or the main field needs width. Reasoning: the column trades writing width for annotation space. Check method: confirm the answer names both a benefit and a cost.

Exercise 3 answer: Pick a spacing, write a sample passage, and adjust if lines feel cramped or too loose. Reasoning: spacing depends on writing size, not a fixed standard. Check method: confirm the answer treats the value as hypothetical and includes a test.

Exercise 4 answer: A valid rubric includes header separation, even spacing, parallel margin lines, usable column width, and legibility. Reasoning: layout has multiple valid outcomes, so criteria beat a single answer. Check method: check that criteria are specific and observable.

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Source rubric / reflection

- [ ] Header zone is clearly separated from the ruled zone.
- [ ] Horizontal rule spacing is even across the page.
- [ ] Margin line or lines are parallel and continuous below the header.
- [ ] Annotation column is wide enough for its intended use.
- [ ] Page remains legible when filled with sample writing and notes.

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