Typing Paper with Line Spacing and a Text Area: A Practice Sheet Guide

Rubric sheet for judging consistency, clarity, and legibility

Rubric is a judgment tool, not an exact-answer key. Score each criterion; note any deviation and reason.

Criterion	What to look for	Score (1-4)	Notes / reason for deviation
Line spacing consistency	Spacing is consistent across at least five consecutive lines.		
Paragraph gap clarity	Paragraph gaps are equal in size on the second page.		
Left margin consistency	Left margin is consistent within each paragraph.		
Legibility	Copied text is legible without crowding.		
Deviation noted	Any deviation from a guide is noted with a reason.		

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Complete worked example / separate answer key

Copy a two-paragraph passage onto a sheet with numbered lines and a text area. Use one guide per line and leave one blank line between paragraphs. Then judge the result with a rubric.

Answer: Copy paragraph one across numbered lines, keeping the left margin consistent. Leave one blank line. Copy paragraph two. On the second page, repeat with a different passage and compare gaps. Use the rubric to score consistency, clarity, and legibility. There is no single correct spacing; the rubric records your choices.

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Original tasks 1, 2, 3 / complete keys

Task 1

Copy a three-line excerpt onto numbered lines using one guide per line. Then copy the same excerpt with a gap of two guides per line. Compare the two.

Answer: The first copy uses tighter spacing; the second uses looser spacing. Both are valid if legible and consistent. The comparison shows how guide choices affect layout.

Reason: Spacing guides are references, not rules. Comparing two choices makes the effect visible.

Check: Use the rubric: consistency, legibility, and noted reason for deviation.

Task 2

Copy two short paragraphs onto the second page, leaving one blank line between them. Then copy them again with two blank lines. Which gap is clearer for reading?

Answer: Either gap can be clear if used consistently. One blank line is tighter; two blank lines separate more strongly. The clearer choice depends on the passage length and your purpose.

Reason: Paragraph spacing is a layout decision with multiple valid outcomes.

Check: Check that gaps are equal within each copy and that the choice is stated.

Task 3

Measure the distance between two consecutive numbered lines on your printed sheet with a ruler. Record the value. Then measure the gap you left between paragraphs.

Answer: The measured values depend on your own paper and printer. Record them as your actual values, not as universal standards.

Reason: Physical dimensions must be measured, not assumed.

Check: Verify that measurements are recorded with units and that no universal claim is made.

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Original tasks 4 / complete keys

Task 4

Design a simple rubric for judging a copied page with numbered lines and a text area. Include three criteria.

Answer: A valid rubric might include consistency of line spacing, clarity of paragraph gaps, and legibility. Other criteria are acceptable if they are specific and observable.

Reason: Layout has multiple valid outcomes; a rubric makes standards explicit without claiming an exact answer.

Check: Check that each criterion is specific, observable, and not presented as a fixed rule.

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Task 3 / Measurement record sheet for actual line and paragraph gaps with units

Record your own measured values with units. Do not treat any example as a universal standard.

Measurement	Value	Unit	How measured / notes
Distance between two consecutive numbered lines		mm	
Gap left between paragraph 1 and paragraph 2		mm	
Gap left between paragraph 2 and paragraph 3		mm	
Paper width		mm	
Printer margin (if known)		mm	

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Task 1 / Exercise 1: three-line excerpt with one guide per line vs two guides per line

Hypothetical guide values only. Compare tighter vs looser spacing; both valid if legible and consistent.

The first copy uses tighter spacing; the second uses looser spacing. Both are valid if legible and consistent. The comparison shows how guide choices affect layout.

Reasoning: Spacing guides are references, not rules. Comparing two choices makes the effect visible.

Check: Use the rubric: consistency, legibility, and noted reason for deviation.

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Task 2 / Exercise 2: two short paragraphs with one blank line vs two blank lines

Hypothetical guide values only. Either gap can be clear if used consistently.

Either gap can be clear if used consistently. One blank line is tighter; two blank lines separate more strongly. The clearer choice depends on the passage length and your purpose.

Reasoning: Paragraph spacing is a layout decision with multiple valid outcomes.

Check: Check that gaps are equal within each copy and that the choice is stated.

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Task 4 / Exercise 4: design a simple three-criterion rubric

A valid rubric might include consistency of line spacing, clarity of paragraph gaps, and legibility. Other criteria acceptable if specific and observable.

A valid rubric might include consistency of line spacing, clarity of paragraph gaps, and legibility. Other criteria are acceptable if they are specific and observable.

Reasoning: Layout has multiple valid outcomes; a rubric makes standards explicit without claiming an exact answer.

Check: Check that each criterion is specific, observable, and not presented as a fixed rule.

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Worked example / Worked example: copy a two-paragraph passage with one guide per line and one blank line between paragraphs

Hypothetical guide values only. One guide per line; one blank line between paragraphs; judge with the rubric.

Copy paragraph one across numbered lines, keeping the left margin consistent. Leave one blank line. Copy paragraph two. On the second page, repeat with a different passage and compare gaps. Use the rubric to score consistency, clarity, and legibility. There is no single correct spacing; the rubric records your choices.

Check: line spacing consistent across at least five lines; paragraph gaps equal on the second page; left margin consistent; text legible; any deviation from a guide noted with a reason.

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Source rubric / reflection

- [ ] Line spacing is consistent across at least five consecutive lines.
- [ ] Paragraph gaps are equal in size on the second page.
- [ ] Left margin is consistent within each paragraph.
- [ ] Copied text is legible without crowding.
- [ ] Any deviation from a guide is noted with a reason.

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