# Diary Page Layout: Dated Header, Ruled Entry, and Margin

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

Task 1

Sketch a single diary page with a dated header, ruled entry area, and margin. Label each part.

Answer: Acceptable if it includes a readable date field, evenly spaced ruled lines, and a clearly separated margin; multiple layouts satisfy the rubric.

Reason: The task tests layout planning, not a single correct drawing.

Check: Use the rubric: header readable, ruling even, margin deliberate.

Task 2

A hypothetical sheet is 15 cm wide with a 1 cm frame on each side and a 2 cm margin. What is the writing width?

Answer: 15 − 2 = 13 cm inner width; 13 − 2 = 11 cm writing width.

Reason: Subtract the frame twice, then subtract the margin once.

Check: Recompute: 15 − 2 − 2 = 11 cm.

Task 3

Plan a weekly spread on a hypothetical 21 cm by 30 cm sheet with a 1 cm frame. Give each of seven sections equal height and state the section height.

Answer: Inner height: 30 − 2 = 28 cm. 28 ÷ 7 = 4 cm per section. Acceptable if each section has a dated header and short ruled area.

Reason: Equal division keeps the spread simple; the result is an example, not a standard.

Check: Multiply 4 cm by 7 to confirm 28 cm.

Task 4

Optional extension: a ruled area has 12 line positions from the first to the last line centre, spaced 7 mm apart. What is the span between first and last line centres, excluding line thickness?

Answer: 11 intervals × 7 mm = 77 mm.

Reason: Twelve positions create eleven gaps; line thickness is excluded.

Check: Count gaps: 12 − 1 = 11; 11 × 7 = 77 mm.

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Source rubric / reflection

- [ ] A dated header is present and readable.
- [ ] Ruled lines are evenly spaced and contained within the page area.
- [ ] Margin placement is deliberate and clear of the held edge, or justified if on the held side.
- [ ] Header, ruling, and margin do not overlap confusingly.
- [ ] The layout is legible as a diary page without relying on decoration.

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