Friendly Letter: Practice Page:

Friendly Letter Template: Heading, Body, and Closing Blanks

Line-Counting Worksheet (Rule Stated Before Each Task)

Practice values and reasons left empty; counting rule stated per task.

Task 1 rule: Count parts only, excluding all blank separator lines. (lines)	

Task 2 rule: Count every line, including the three separators and the internal body blank. (lines)	

Friendly Letter Template: Heading, Body, and Closing Blanks

Original tasks 1, 2, 3 / blank responses

Task 1

Plan a friendly letter with a date heading, greeting, three body lines, closing, and signature. Count parts only, excluding all blank separator lines.

Task 2

Plan a friendly letter with a date heading, greeting, four body lines split into two paragraphs with one blank line between them, closing, and signature. Count every line, including the three separators between heading and greeting, greeting and body, and body and closing.

Task 3

Describe two valid friendly letter layouts that differ only in date alignment, and explain why both pass a clarity rubric.

Friendly Letter Template: Heading, Body, and Closing Blanks

Original tasks 4 / blank responses

Task 4

Describe a labeled example page and a blank practice page for a friendly letter template. Explain what labels and blanks each page would include.