Friendly Letter Template: Heading, Body, and Closing Blanks

Complete worked example / separate answer key

Plan a friendly letter layout with a date heading, greeting, four body lines with one blank line between two body paragraphs, closing, and signature. Count parts only, excluding blank separator lines between heading, greeting, body, and closing.

Answer: Parts-only count: date 1 + greeting 1 + body 4 + one blank line between body paragraphs 1 + closing 1 + signature 1 = 9 lines. For example, the date may sit at the top left; a right-aligned date would also be valid. The three separators between heading and greeting, greeting and body, and body and closing are not counted under this rule.

Reason: The prompt fixes the body arrangement and the counting rule. Because separator lines are excluded, only the internal body blank line is counted, giving 9.

Check: Recount each listed part against the prompt, confirm the counting rule excludes the three separators, and verify the sum is 9.

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Original tasks 1, 2, 3 / complete keys

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.

Answer: Date 1 + greeting 1 + body 3 + closing 1 + signature 1 = 6 lines.

Reason: The rule excludes every blank separator, so only the five named parts are counted.

Check: List the five parts, confirm no blank lines are included, and verify the sum is 6.

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.

Answer: Date 1 + separator 1 + greeting 1 + separator 1 + body 4 + internal body blank 1 + separator 1 + closing 1 + signature 1 = 12 lines.

Reason: The rule counts all lines, so the three separators and the internal body blank line are included.

Check: Mark each counted line in order, confirm three separators plus one internal blank are included, and verify the sum is 12.

Task 3

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

Answer: One layout places the date at the top left; the other places it at the top right. Both pass because all five parts are present, spacing is consistent, and the signature area has usable space.

Reason: Alignment is a style choice; the rubric judges clarity and completeness, not a single position.

Check: Compare each layout against the rubric criteria and confirm neither loses points solely for alignment.

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Original tasks 4 / complete keys

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.

Answer: The labeled example page would show a completed letter with each part named: date heading, greeting, body, closing, signature. The blank practice page would show empty labeled lines for the same five parts, with space for body paragraphs and a signature. This is a planning description, not a claim that files exist.

Reason: A labeled example teaches part recognition; a blank page lets a writer practice placement. Both use the same five-part structure.

Check: Use the rubric to confirm both described pages include all five parts, consistent spacing, and usable signature space.

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Worked example, Task 1, Task 2 / Answer Sheet: Parts-Only and All-Lines Totals

Each total paired with its stated counting rule.

Task	Counting Rule	Total	Check
Worked example	Parts only; excludes three separators; includes internal body blank	9 lines	Recount parts; confirm separators excluded; sum 9
Exercise 1	Parts only; excludes all blank separators	6 lines	List five parts; no blanks; sum 6
Exercise 2	Every line; includes three separators and internal body blank	12 lines	Mark each line; confirm 3 separators + 1 internal blank; sum 12

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Task 3, Task 4 / Rubric Scoring Notes: Alternate Valid Alignments

Rubric key; alignment is one valid option, not the only correct one.

Criterion	Passing Evidence	Notes
All five parts present	Date, greeting, body, closing, signature labeled	Required for every layout
Counting rule stated and matches total	Rule precedes total; sum verified	Applies to counting tasks
Consistent spacing	Separators uniform between parts	Style choice, not fixed rule
Usable signature space	Signature line has room	Check on practice page
Alignment treated as one valid option	Left or right date both accepted	No single correct position
Margin/equipment values labeled hypothetical	Measured before use	No universal standard claimed

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Source rubric / reflection

- [ ] All five parts are present: date heading, greeting, body, closing, signature.
- [ ] The counting rule is stated and matches the reported total.
- [ ] Spacing between parts is consistent and easy to follow.
- [ ] The signature area has usable space.
- [ ] Any alignment choice is treated as one valid option, not the only correct one.
- [ ] Any margin or equipment values are labeled hypothetical and measured before use.

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