Graph Paper for Note Taking: Margin and Spacing Layouts

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

Task 1

Design a margin and header plan for a page with 4 mm cells, labels needing 16 mm, and a header needing 12 mm.

Answer: Margin is 4 cells; header is 3 rows.

Reason: Divide each measured need by the cell size: 16/4 and 12/4.

Check: Recheck that margin cells times cell size equals the label width.

Task 2

Write three spacing rules for a page that includes two diagrams.

Answer: One blank row between headings, one blank row before and after each diagram, fixed indent for sub-points.

Reason: Uniform gaps keep sections separated and diagrams distinct.

Check: Confirm each rule can be counted in grid rows.

Task 3

Sketch a Cornell-style zone plan in cell widths for a page 40 cells wide.

Answer: Example: cue 8 cells, notes 32 cells, summary band 6 rows deep.

Reason: Cue column stays narrower than notes; summary holds a few sentences.

Check: Check that cue plus notes equals total width and summary depth fits your writing.

Task 4

Create a one-page note layout for a topic with three headings and one diagram, using a rubric.

Answer: Any layout meeting the rubric criteria is valid.

Reason: Art and layout have multiple valid outcomes, so judge against criteria rather than one exact answer.

Check: Apply the rubric: margin justified, header consistent, spacing uniform, diagram separated, values labelled hypothetical.

Answer example: 16 mm label margin and 12 mm header.



16/4 = 4 margin cells and 12/4 = 3 header rows. Other grid counts are chosen only for this illustration.

One valid Cornell plan: 8 cue + 32 note cells; 6 summary rows.



The question fixes 40 cells across. This example chooses 4 mm cells and 32 total rows.

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Source rubric / reflection

- [ ] Margin column width is justified by measured label width and grid cell size.
- [ ] Header block depth is stated in rows and kept consistent.
- [ ] Spacing rules are explicit and applied uniformly.
- [ ] Cornell variant keeps cue column narrower than notes column.
- [ ] Example values are labelled hypothetical, not universal.

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