Lined Document Template: Adjustable Rule Spacing and Header

Complete worked example / separate answer key

Plan a one-page lined template on A4 paper (210 mm by 297 mm) with a 25 mm header zone, 20 mm left margin, 15 mm right margin, and 7 mm rule spacing. How many rules fit in the body if the bottom margin is 15 mm?

Answer: Available height for the body = 297 - 25 (header) - 15 (bottom margin) = 257 mm. Number of rule intervals = 257 / 7 = 36.71, so 36 full intervals fit. That gives 37 horizontal lines if you count both the top and bottom line of the ruled area, or 36 lines if you count only the lines after the first. Available width = 210 - 20 - 15 = 175 mm. These values are hypothetical examples; measure your own paper and printer.

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

Task 1

A writer's lowercase letters are 5 mm tall. Suggest a hypothetical rule spacing range and explain the reasoning.

Answer: A range of about 7.5 mm to 10 mm, since 5 mm times 1.5 is 7.5 mm and times 2 is 10 mm.

Reason: Spacing about 1.5 to 2 times letter height gives room for ascenders and descenders without wasting space.

Check: Multiply the measured letter height by 1.5 and by 2; confirm the range is labeled hypothetical.

Task 2

On A4 paper (297 mm tall), a header zone is 30 mm and the bottom margin is 20 mm. With 8 mm rule spacing, how many full intervals fit?

Answer: 247 mm available height divided by 8 mm equals 30.875, so 30 full intervals fit.

Reason: Subtract header and bottom margin from page height, then divide by spacing and round down.

Check: Recompute 297 - 30 - 20 = 247; 247 / 8 = 30.875; floor is 30.

Task 3

Design a second-page title zone for a formal document. State one requirement and one check.

Answer: Requirement: the title zone must not overlap the ruled body. Check: confirm the first rule starts below the title zone with a visible gap.

Reason: A separate title zone keeps the continuation identifiable without disrupting the writing area.

Check: Use the rubric criterion that the header or title zone is clearly separated from the ruled body.

Task 4

Create a simple lined layout sketch with a header and margin. Judge it with two rubric criteria.

Answer: A valid sketch shows a header zone, a margin, and evenly spaced rules. Judged by rubric: spacing is documented relative to letter height; header is separated from the body. Multiple valid sketches are acceptable.

Reason: Art and layout have multiple valid outcomes, so a rubric is used instead of an exact answer.

Check: Score the two chosen rubric criteria from 1 to 4 and note one revision.

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Worked example, Task 1, Task 2, Task 3 / Separate answer sheet: worked calculations with hypothetical inputs

Hypothetical example inputs only; measure actual equipment before committing.

Worked example (hypothetical A4, 210 x 297 mm): header 25 mm, left 20 mm, right 15 mm, bottom 15 mm, spacing 7 mm.

Available body height = 297 - 25 - 15 = 257 mm.

Rule intervals = 257 / 7 = 36.71, so 36 full intervals fit.

Line count = 37 lines counting both top and bottom of the ruled area, or 36 lines counting only lines after the first.

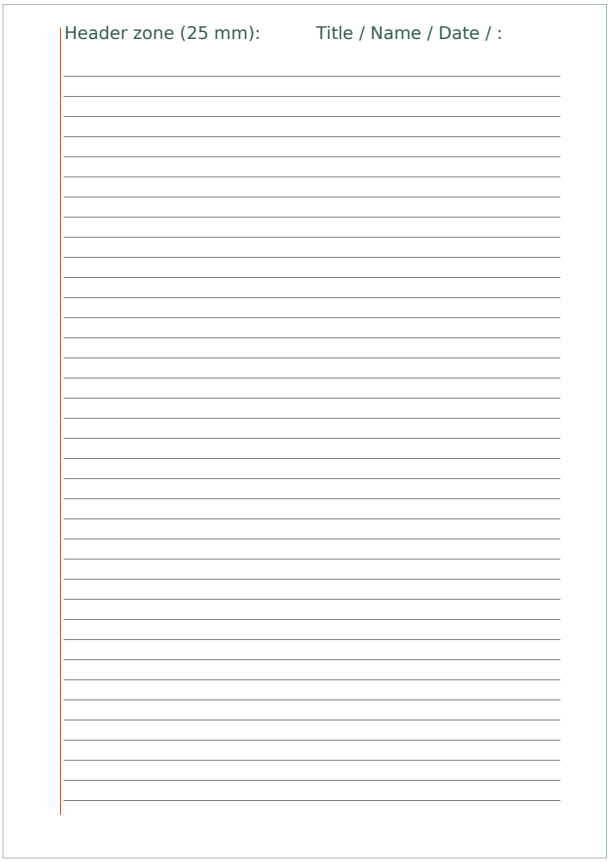
Available width = 210 - 20 - 15 = 175 mm.

Exercise 2 check (hypothetical): 297 - 30 - 20 = 247 mm; 247 / 8 = 30.875; floor = 30 full intervals. All values hypothetical; measure your own paper and printer.

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Task 4 / Annotated single-page layout (hypothetical A4 example)

1 writing column; 7 mm rule spacing; 20 mm left margin; header fields: Header zone (25 mm), Title / Name / Date / . Example design choices; measure and proof your own layout.

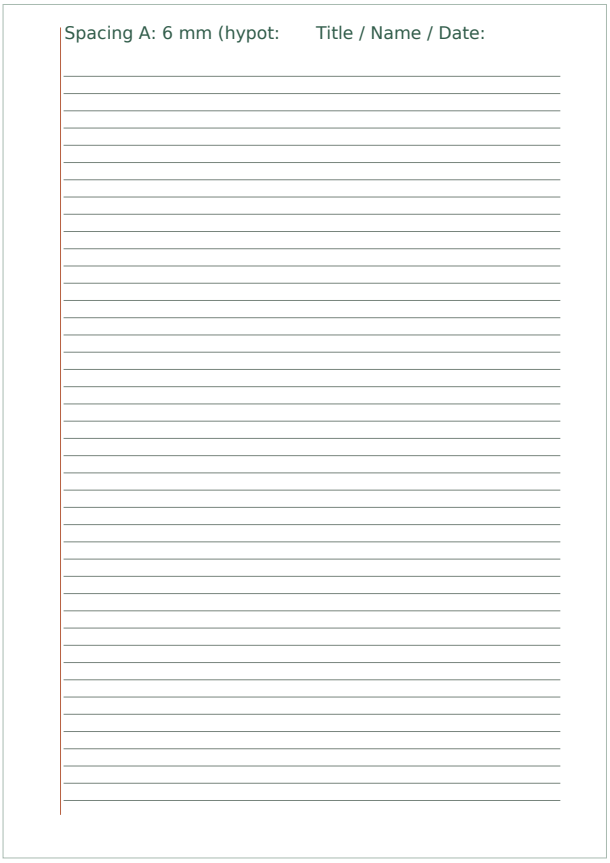


Reduced layout diagram: scale 19:50. All selected dimensions describe this example, not a paper, printer or binder standard.

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Task 4 / Spacing comparison A: 6 mm rule spacing (hypothetical)

1 writing column; 6 mm rule spacing; 20 mm left margin; header fields: Spacing A: 6 mm (hypot, Title / Name / Date. Example design choices; measure and proof your own layout.

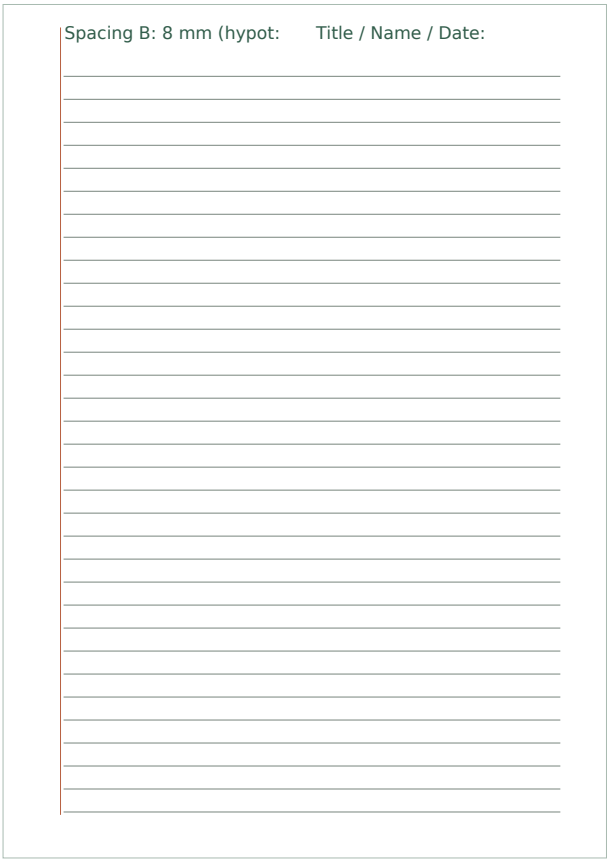


Reduced layout diagram: scale 19:50. All selected dimensions describe this example, not a paper, printer or binder standard.

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Task 4 / Spacing comparison B: 8 mm rule spacing (hypothetical)

1 writing column; 8 mm rule spacing; 20 mm left margin; header fields: Spacing B: 8 mm (hypot, Title / Name / Date. Example design choices; measure and proof your own layout.

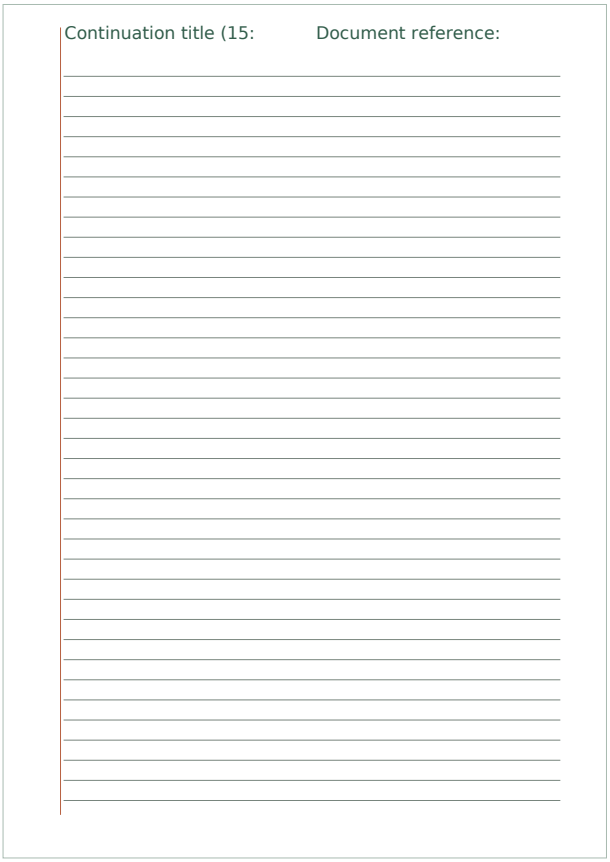


Reduced layout diagram: scale 19:50. All selected dimensions describe this example, not a paper, printer or binder standard.

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Task 4 / Second page with smaller title zone and matching spacing

1 writing column; 7 mm rule spacing; 20 mm left margin; header fields: Continuation title (15, Document reference. Example design choices; measure and proof your own layout.



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Source rubric / reflection

- [ ] Rule spacing is documented and justified relative to the writer's measured letter height.
- [ ] Header zone is clearly separated from the ruled body with no overlap.
- [ ] Margins account for measured printer non-printable area and any binding allowance.
- [ ] Second page uses the same spacing and margins as the first page.
- [ ] Line count is recalculated when spacing or header height changes.
- [ ] All example dimensions are labeled as hypothetical, not universal standards.

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