Ruled Note-Taking Paper: Margin Cues and Summary Zones

Layout-Planning Worksheet / 1 of 2

Record measured paper dimensions and compute zone sizes from hypothetical inputs.

Full sheet width (mm) (mm)	
Full sheet height (mm) (mm)	
Usable width (mm) (mm)	
Usable height (mm) (mm)	
Cue margin width (mm) (mm)	
Summary band height (mm) (mm)	
Notes area width (mm) (mm)	

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Layout-Planning Worksheet / 2 of 2

Record measured paper dimensions and compute zone sizes from hypothetical inputs.

Notes area height (mm) (mm)	

Topic:

Date:

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Original tasks 1, 2, 3 / blank responses

Task 1

Draw a note-taking page layout on a blank sheet. Include ruled lines in the notes area, a narrow cue margin, and a bottom summary box. Label each zone.

Task 2

Measure a sheet of paper you have, or measure a hand-drawn page, and record the full dimensions and the usable area. Then choose a cue margin width and summary height and compute the notes area dimensions.

Task 3

Take notes on a short passage using your layout, then add short cues in the margin and write a summary from recall. Check each summary sentence against a note line.

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Original tasks 4 / blank responses

Task 4

Create a two-column variant with notes and summary side by side, keeping the notes area the largest zone and including ruled lines in the notes area. State one trade-off of this variant.