Dear Letter Template: Salutation-Led Frame with Body and Sign-Off Blanks

Complete worked example / separate answer key

A learner writes a short thank-you note on the frame. The greeting is Dear Sam, the body says Thank you for the book. I read it twice. The closing is Yours, and the signature is Alex. Check the frame's completeness.

Answer: The frame is complete: salutation (Dear Sam), body (two sentences), closing (Yours), and signature (Alex) are all present. The body relates to the greeting and closing. Legibility is a separate judgment and should be scored with the rubric, not assumed from completeness.

Dear Letter Template: Salutation-Led Frame with Body and Sign-Off Blanks

Original tasks 1, 2, 3 / complete keys

Task 1

Write a three-sentence body for a note to a neighbor named Lee, using the frame's salutation and closing blanks.

Answer: Dear Lee, Thank you for watering my plants. They look healthy. I will return the favor next week. Yours, Morgan.

Reason: The salutation names Lee, the body has three short sentences, and the closing and signature complete the frame.

Check: Use the rubric: check salutation, body relevance, closing, signature, and legibility.

Task 2

A learner's page has Dear ___, a ruled body, and a closing blank but no signature. Name one rubric criterion that is unmet and one next step.

Answer: The completeness criterion is unmet because the signature blank is empty. Next step: add a signature on the signature blank.

Reason: The frame requires salutation, body, closing, and signature; a missing signature is a completeness gap, not a handwriting issue.

Check: Recheck the four frame parts against the rubric.

Task 3

You plan to print the frame on paper that measures 8.5 by 11 inches. Your printer's usable area is smaller. Describe a hypothetical margin check without claiming a standard.

Answer: Measure the printer's usable area, choose a hypothetical margin such as 0.75 inch, print one test page, and adjust if any text is clipped. The 0.75-inch value is only an example.

Reason: Margins depend on the actual printer and paper; a test print verifies the choice without asserting a universal standard.

Check: Confirm that no salutation, body, or sign-off text is clipped on the test page.

Dear Letter Template: Salutation-Led Frame with Body and Sign-Off Blanks

Original tasks 4 / complete keys

Task 4

Create a short letter frame plan for a learner who wants to practice both neat handwriting and a clear message. List two separate rubric checks.

Answer: Plan: salutation line, four ruled body lines, closing and signature blanks. Rubric check 1: letter heights are consistent enough for an unfamiliar reader. Rubric check 2: the body has an opening, content, and closing sentence that connect to the greeting.

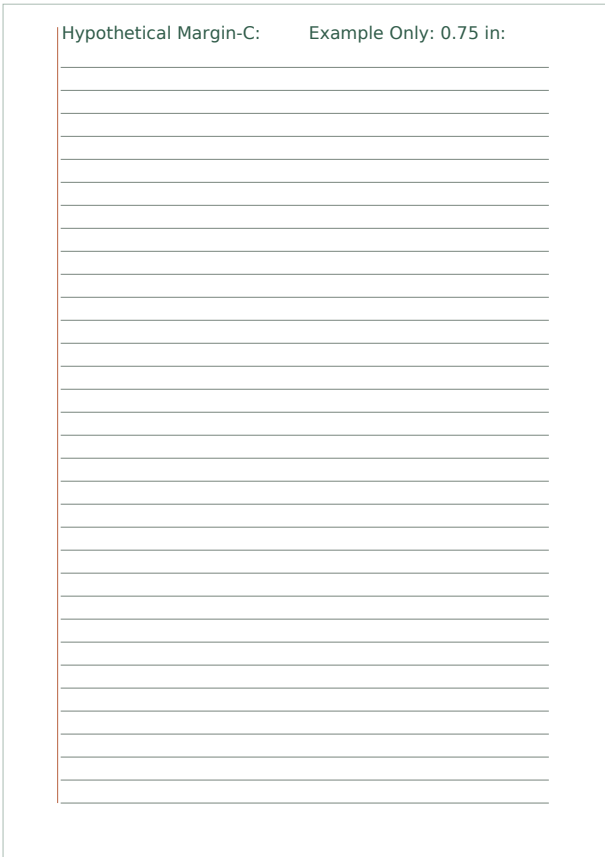
Reason: Handwriting quality and message structure are separate dimensions, so the plan uses two distinct checks rather than one combined score.

Check: Have an unfamiliar reader read the page and then summarize the message; compare both results to the rubric.

Dear Letter Template: Salutation-Led Frame with Body and Sign-Off Blanks

Task 3 / Margin-Check Diagram with Hypothetical Example Measurements

1 writing column; 8 mm rule spacing; 19 mm left margin; header fields: Hypothetical Margin-C, Example Only: 0.75 in. 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.

Dear Letter Template: Salutation-Led Frame with Body and Sign-Off Blanks

Worked example, Task 1, Task 2, Task 4 / Rubric Sheet: Legibility, Completeness, Coherence

Rubric sheet with no single correct handwriting answer. Criteria separate handwriting quality from message completeness.

Criterion	What to check	Score / notes
Salutation	Salutation line is present and filled with a name or title.	
Body relevance	Body area contains a message that relates to the salutation and closing.	
Closing and signature	Closing word and signature blank are both completed.	
Legibility	Body handwriting is legible to an unfamiliar reader, or a specific legibility goal is named.	
Optional date line	If a date line is used, it appears on its own line above the salutation.	

Dear Letter Template: Salutation-Led Frame with Body and Sign-Off Blanks

Task 3 / Teacher Note: Measure Margins and Punch Positions; Do Not Assume

Short teacher note. Margins and punch positions must be measured by the user, not assumed. The 0.75-inch value in the lesson is hypothetical only.

Margins, rule spacing, and blank sizes are design choices, not standards. Measure your own paper, printer's usable area, and any binder or punch you plan to use before printing.

The lesson's 0.75-inch margin is a hypothetical example only. Print one test page and adjust if any salutation, body, or sign-off text is clipped.

Check that the salutation blank fits the longest name you expect to write, and that closing and signature blanks are visually separate from the body.

Dear Letter Template: Salutation-Led Frame with Body and Sign-Off Blanks

Source rubric / reflection

- [ ] Salutation line is present and filled with a name or title.
- [ ] Body area contains a message that relates to the salutation and closing.
- [ ] Closing word and signature blank are both completed.
- [ ] Body handwriting is legible to an unfamiliar reader, or a specific legibility goal is named.
- [ ] If a date line is used, it appears on its own line above the salutation.

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