Address block:

Date:

Salutation:

Body (ruled lines):

Address block (name, 2:

Date:

Salutation:

Body (ruled lines):

Letter-Writing Layout: Address, Salutation, Body, Closing

Original tasks 1, 2, 3 / blank responses

Task 1

List the five functional zones of a full letter layout in the order they usually appear from top to bottom.

Task 2

A simplified letter template has two address lines: name and city. Where should the date go, and why?

Task 3

You are testing a layout on paper with punched holes on the left. What should you measure before fixing the left margin?

Letter-Writing Layout: Address, Salutation, Body, Closing

Original tasks 4 / blank responses

Task 4

Design a short practice letter layout for an informal note. Use the five zones but choose a simplified address block. Describe the layout in words and state one rubric criterion you would use to judge it.