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

Complete worked example / separate answer key

Plan a one-page letter layout on A4 paper with a sender address of three lines, a date, a salutation, five body lines, and a closing with signature. Use hypothetical margins of 20 mm left and right and 15 mm top and bottom for testing only.

Answer: Place the three-line sender address at the top left, starting 15 mm from the top edge in this hypothetical test. Put the date on the next line below the address. Leave one blank line, then write the salutation. Leave another blank line, then begin five ruled body lines. After the last body line, leave one blank line, write the closing phrase, and leave about three line heights for a signature. Check that the right edge of each line stays within 20 mm from the right edge of the paper. These measurements are test inputs, not universal requirements; measure your own paper and printer before printing.

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Original tasks 1, 2, 3 / complete keys

Task 1

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

Answer: Address block, date, salutation, body, closing with signature.

Reason: Readers scan from top to bottom, so the identifying and dating information comes first, then the greeting, message, and sign-off.

Check: Compare the list to the five zones named in the page and confirm the order matches the top-to-bottom sequence.

Task 2

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

Answer: The date goes below the two address lines, before the salutation.

Reason: The date belongs with the top identifying information and should be clearly separated from the salutation and body.

Check: Check that the date is not above the address block and not inside the body; it should sit between the address block and the salutation.

Task 3

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

Answer: Measure the distance from the paper edge to the nearest hole and the printer's non-printing margin, then choose a left margin that keeps text clear of both.

Reason: Hole positions and printer margins vary, so a fixed value cannot be assumed; measuring the actual equipment prevents text from being cut off or obscured.

Check: Use a ruler to measure the hole distance and check the printer documentation or a test print for the non-printing area; confirm the chosen margin is larger than both.

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Original tasks 4 / complete keys

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.

Answer: A valid plan places a two-line address block at the top, a date below it, a salutation, three to five body lines, and a closing with signature. One rubric criterion: the five zones are clearly separated and the simplified address block uses only the lines needed.

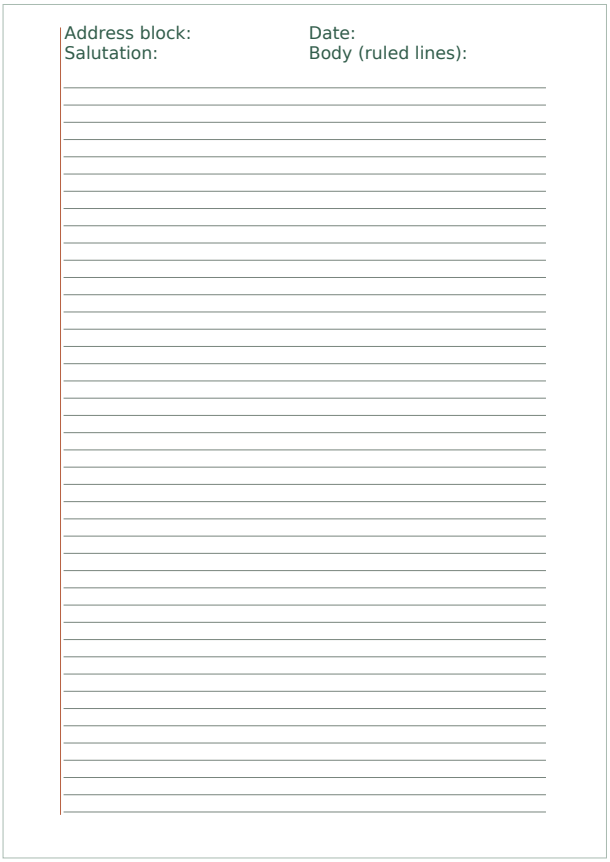
Reason: Art and layout have multiple valid outcomes, so the plan is judged by clear separation and appropriate simplification rather than an exact visual match.

Check: Use the rubric to confirm each zone is present and separated; there is no single correct spacing or line count.

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Worked example, Task 4 / One valid example layout

1 writing column; 6 mm rule spacing; 20 mm left margin; header fields: Address block, Date, Salutation, Body (ruled lines). 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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Worked example, Task 1, Task 2, Task 3, Task 4 / Completed rubric checklist

Qualitative key; multiple valid layouts accepted.

Rubric checklist for the example layout:

1. The layout clearly separates address block, date, salutation, body, and closing.

2. The address block includes only the lines needed for the chosen version.

3. Ruled body lines are spaced widely enough for the writer's handwriting, including descenders.

4. The closing and signature area have enough vertical space and do not crowd the body.

5. Margins and any punched-hole positions are based on measured paper and printer values, not assumed standards. The 20 mm and 15 mm values are hypothetical test inputs only. The example layout uses a three-line address block, a date below it, one blank line before the salutation, one blank line before five ruled body lines, one blank line before the closing, and about three line heights for a signature. Other valid layouts exist.

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Source rubric / reflection

- [ ] The layout clearly separates address block, date, salutation, body, and closing.
- [ ] The address block includes only the lines needed for the chosen version.
- [ ] Ruled body lines are spaced widely enough for the writer's handwriting, including descenders.
- [ ] The closing and signature area have enough vertical space and do not crowd the body.
- [ ] Margins and any punched-hole positions are based on measured paper and printer values, not assumed standards.
- [ ] The simplified version reduces address lines without losing the five functional zones.

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