Formal Letter Layout: Sender, Recipient, Date, Subject, and Body

Original tasks 1, 2, 3 / complete keys

Task 1

Reorder these items into a full formal letter layout: body, sender block, subject line, closing, recipient block, salutation, date.

Answer: Sender block, recipient block, date, subject line, salutation, body, closing.

Reason: The order moves from identification of writer and reader, to time, to matter, to greeting, to message, to sign-off.

Check: Check that the sender block is first and the closing is last, and that the subject line appears before the salutation.

Task 2

Write a one-line subject for a letter about a missing page in a delivered manual.

Answer: Missing page in delivered manual.

Reason: A subject line should be a short noun phrase that names the specific matter, not a full sentence.

Check: Confirm the subject is one line, names the missing page, and does not read as a complete sentence.

Task 3

A letter will be filed in a binder. State a hypothetical binding allowance using measured inputs, and label it as an example.

Answer: Hypothetical example: measured left margin 18 mm plus measured punch clearance 10 mm gives a 28 mm binding-edge allowance. This is an example input, not a universal requirement.

Reason: Binding allowances depend on the actual binder and punch, so the answer must present measured inputs and label the result as hypothetical.

Check: Check that the answer includes two measured inputs, an explicit sum, and a statement that the values are not universal.

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Original tasks 4 / complete keys

Task 4

Design a simplified business-letter variant for a letter that will be enclosed with other documents. Describe the spacing choices and use the rubric to judge the result.

Answer: A valid design compresses the sender block, places the date closer to the recipient block, keeps a short subject line, and preserves a clear salutation, body, and closing. Because layout has multiple valid outcomes, judge it with the rubric rather than an exact answer.

Reason: The simplified variant is a spacing decision, not a different letter type. Multiple layouts can satisfy the same readability goals.

Check: Apply the rubric: sender group compact, recipient separated, date distinct, subject specific, salutation matched, body spacing even, closing present, any allowance labeled as measured.

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Source rubric / reflection

- [ ] Sender block is a single compact group at the top.
- [ ] Recipient block is clearly separated from the sender block.
- [ ] Date is visually distinct from both address blocks.
- [ ] Subject line is a short noun phrase that names the specific matter.
- [ ] Salutation matches the recipient block.
- [ ] Body lines are evenly spaced and paragraph breaks are visible.
- [ ] Closing and signature space are present below the body.
- [ ] Any binding allowance is stated as a measured local choice, not a universal standard.

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