Checklist Paper with a Checkbox Margin Column: Design and Use

Checklist paper planning worksheet

Student planning sheet. Sketch a one-page layout, label header field and checkbox margin, and note the split rule for a two-column variant.

Sketch of one-page layout (header, ruled lines, checkbox margin, vertical rule)	
Label: header field placement	
Label: checkbox margin placement	
Split rule for two-column variant	
How you will verify legibility after printing	

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Original tasks 1, 2, 3 / blank responses

Task 1

Sketch a one-page checklist layout with a header field and a left checkbox margin for eight task rows. Describe the placement of each element.

Task 2

Describe how to adapt the layout for a two-column checklist variant with priority boxes.

Task 3

A draft layout has a checkbox column so narrow that hand marks touch the vertical rule. Suggest a correction and a way to verify it.

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Original tasks 4 / blank responses

Task 4

Explain why a priority box should not use the same shape as a done box.