College-Ruled Paper with Graph Grid on the Reverse: Duplex Sheet Design Guide

Original tasks 1, 2, 3 / complete keys

Task 1

A duplex sheet has alignment marks at the top and bottom. After flipping along the long edge, the top mark on the back is 2 mm to the left of the front mark. Describe one adjustment to improve registration.

Answer: Shift the back-side layout horizontally by 2 mm in the opposite direction, or adjust the margin offset for the back side, then reprint and check the marks.

Reason: The mismatch is a horizontal offset; correcting the back-side layout offset brings the marks into alignment without changing paper size.

Check: Reprint a test sheet, flip it, and measure the distance between the top marks; it should be 0 mm.

Task 2

On a grid where one square equals one unit, plot a rectangle with corners at (0,0), (5,0), (5,2), and (0,2). Find width, height, and area.

Answer: Width is 5 units, height is 2 units, area is 10 square units.

Reason: Count squares from x=0 to x=5 for width and y=0 to y=2 for height; multiply 5 by 2.

Check: Recount squares along each side and recompute 5 times 2 equals 10.

Task 3

Write the word minimum on the front side. Identify which letters should sit between baseline and midline under the convention, and state one valid alternative style.

Answer: The letters i, n, u, and m sit at x-height; the dots on i are above. A valid alternative is a slightly rounded m, as long as its top touches the midline and bottom sits on the baseline.

Reason: The convention defines x-height letters as those between baseline and midline; style variation is allowed if size and alignment are consistent.

Check: Compare the tops of n, u, and m to the midline and the bottoms to the baseline.

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Original tasks 4 / complete keys

Task 4

A student writes lowercase o with tops 1 mm above the midline and lowercase x with tops on the midline. State the error and a fix using the convention.

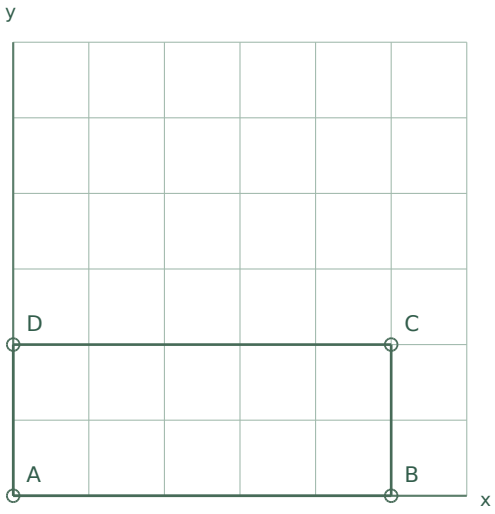
Answer: The o is too tall for x-height; reduce its size until its top touches the midline, matching the x.

Reason: Under the convention, x-height letters should reach the midline without crossing it; the o exceeds this reference.

Check: Rewrite o and x side by side and check that both tops touch the midline and both bottoms sit on the baseline.

Task 2 / rectangle

Chosen 10 mm cells / 1 square = 1 abstract unit



Width 5; height 2; area 10 square units.

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Source rubric / reflection

- [ ] Front side shows college ruling with a margin and a header area.
- [ ] Back side shows a square graph grid covering the same printable area.
- [ ] Alignment marks appear at matching positions on both sides and register when flipped.
- [ ] Handwriting convention defines baseline, midline, and x-height without prescribing one letter style.
- [ ] Grid work uses consistent units and checkable square counting.
- [ ] All numerical spacing values are labelled as hypothetical examples until measured.

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