College-Ruled Thank-You Letter Sheet: Layout, Practice, and Rubric

Original tasks 1, 2, 3 / complete keys

Task 1

A planned sheet has a hypothetical 20 mm top margin and 6 mm rule spacing. The date line uses one rule, the salutation uses one rule, and the body uses five rules. What vertical distance do these seven rules occupy?

Answer: Seven rules at 6 mm each occupy 42 mm.

Reason: Multiply the number of rules by the spacing: 7 times 6 mm equals 42 mm. The 20 mm top margin is separate and is not included in this rule total.

Check: Recount the rules: date 1, salutation 1, body 5, total 7. Multiply 7 by 6 mm and confirm 42 mm.

Task 2

A learner's note includes 'Dear Sam,' a two-line body, 'Best wishes,' and a signature, but no date. Does it meet the thank-you frame? Explain.

Answer: No. The date line is missing, so the frame is incomplete.

Reason: The defined frame requires a date line, salutation, body lines, and closing with signature area. The note has salutation, body, and closing, but lacks the date.

Check: List the four required parts and mark each present or missing. Date is missing; the other three are present.

Task 3

A handwriting sample uses a rounded print style. The x-height letters consistently reach the midline from the baseline, and all letters sit on the baseline. Is the style acceptable under the convention?

Answer: Yes. The style is acceptable because it meets the baseline-to-midline x-height convention and is consistently placed.

Reason: The convention defines x-height measurement but does not require one letter style. A rounded print style is valid if legible and consistent.

Check: Check three x-height letters against baseline and midline, then confirm that no letters float above the baseline.

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Original tasks 4 / complete keys

Task 4

A draft frame includes a subject line between the salutation and body. According to the boundary, what should be removed, and what should remain?

Answer: Remove the subject line. Keep the date line, salutation, body lines, and closing with signature area.

Reason: The boundary excludes formal letter layouts with sender, recipient, and subject lines. The thank-you frame includes only date, salutation, body, and closing.

Check: Compare the draft to the four allowed parts. Any subject, sender, or recipient line is outside the boundary and should be removed.

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Source rubric / reflection

- [ ] Frame includes date, salutation, body lines, and closing with signature area.
- [ ] Frame excludes sender, recipient, and subject lines.
- [ ] Model note is short, clear, and fits the body lines.
- [ ] Handwriting check uses baseline-to-midline x-height convention.
- [ ] Rubric allows valid alternative letter styles when legible and consistent.
- [ ] Numerical examples are labeled hypothetical and actual equipment is measured.
- [ ] Worksheet and separate answer sheet are described as planned, not existing.

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