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

Original tasks 1, 2 / independent work

## 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?

## 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.

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Original tasks 3, 4 / independent work

## 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?

## 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?