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

Worked example / complete source key

A learner writes a thank-you note on a planned college-ruled sheet. The date line is filled, the salutation reads 'Dear Aunt May,' and the body has four lines. The closing reads 'With thanks,' followed by a signature. Check the layout and one handwriting feature using the stated convention.

Answer: The layout matches the thank-you frame because it has a date, salutation, body, and closing with signature, and no sender, recipient, or subject lines. For handwriting, check that x-height letters reach the midline from the baseline consistently. If the learner uses a connected style, that is acceptable as long as letters are legible and sit on the baseline.