Steno Paper Practice: Narrow Columns for Quick Notes

Rubric key

Concise rubric key; full original rubric text is printed by the compiler.

Criterion	Check
Center rule	Vertical; divides remaining width into two equal columns.
Left margin rule	Present and measured.
Horizontal ruling	Evenly spaced; stops at margin rule.
X-height convention	Stated and checked on three lowercase letters.
Abbreviated entries	Stay within columns; follow stated convention.
Units and labels	Consistent units; chosen values labeled hypothetical.
Alternatives	Letter style and slant accepted if convention followed.

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Complete worked example / separate answer key

A sheet has a printable width of 180 mm. The left margin is 15 mm. Find the width of each narrow column after the center rule divides the remaining space equally.

Answer: Remaining width = 180 - 15 = 165 mm. Each column = 165 / 2 = 82.5 mm. The left column and right column are each 82.5 mm wide.

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Original tasks 1, 2, 3 / complete keys

Task 1

A printable page is 200 mm wide. The left margin is 20 mm. The center rule divides the remaining width equally. Find each column width.

Answer: Each column is 90 mm wide.

Reason: Subtract the margin: 200 - 20 = 180 mm. Divide by two: 180 / 2 = 90 mm per column.

Check: Add the margin and both columns: 20 + 90 + 90 = 200 mm, which matches the printable width.

Task 2

Horizontal lines are spaced 6 mm apart. You measure from the first line to the fourth line. What distance should you expect?

Answer: 18 mm.

Reason: There are three gaps between the first and fourth lines. Three gaps times 6 mm equals 18 mm.

Check: Count the gaps again: line 1 to 2, 2 to 3, and 3 to 4. Three gaps of 6 mm each sum to 18 mm.

Task 3

You set x-height to 4 mm. On three lowercase letters you measure 4 mm, 4 mm, and 5 mm from baseline to midline. Is the third letter within your convention?

Answer: No, the third letter is 1 mm above the convention.

Reason: The convention is 4 mm. The third measurement is 5 mm, which differs by 1 mm.

Check: Subtract the convention from each measurement: 0, 0, and 1 mm. Any nonzero difference means the letter is outside the convention.

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Original tasks 4 / complete keys

Task 4

In a narrow-column drill, you write five entries in the left column and five shortened forms in the right column. Each entry uses one line. If the page has 12 horizontal lines available, how many lines remain unused?

Answer: 7 lines remain unused.

Reason: The drill uses both columns on the same lines, so five entries occupy five lines. Twelve available lines minus five used lines equals seven unused lines.

Check: Count the used lines: five entries on five lines. Subtract from 12: 12 - 5 = 7. The answer is 7 unused lines, not 2.

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Worked example, Task 1, Task 2, Task 3, Task 4 / Separate answer sheet: worked solutions for the four exercises

Text-only answer sheet. All numeric inputs preserved exactly.

Worked example (distinct from the four practice tasks): A sheet has a printable width of 180 mm. The left margin is 15 mm. Find the width of each narrow column after the center rule divides the remaining space equally. Remaining width = 180 - 15 = 165 mm. Each column = 165 / 2 = 82.5 mm. The left column and right column are each 82.5 mm wide.

Exercise 1: A printable page is 200 mm wide. The left margin is 20 mm. The center rule divides the remaining width equally. Find each column width. Answer: Each column is 90 mm wide. Reasoning: Subtract the margin: 200 - 20 = 180 mm. Divide by two: 180 / 2 = 90 mm per column. Check: Add the margin and both columns: 20 + 90 + 90 = 200 mm, which matches the printable width.

Exercise 2: Horizontal lines are spaced 6 mm apart. You measure from the first line to the fourth line. What distance should you expect? Answer: 18 mm. Reasoning: There are three gaps between the first and fourth lines. Three gaps times 6 mm equals 18 mm. Check: Count the gaps again: line 1 to 2, 2 to 3, and 3 to 4. Three gaps of 6 mm each sum to 18 mm.

Exercise 3: You set x-height to 4 mm. On three lowercase letters you measure 4 mm, 4 mm, and 5 mm from baseline to midline. Is the third letter within your convention? Answer: No, the third letter is 1 mm above the convention. Reasoning: The convention is 4 mm. The third measurement is 5 mm, which differs by 1 mm. Check: Subtract the convention from each measurement: 0, 0, and 1 mm. Any nonzero difference means the letter is outside the convention.

Exercise 4: In a narrow-column drill, you write five entries in the left column and five shortened forms in the right column. Each entry uses one line. If the page has 12 horizontal lines available, how many lines remain unused? Answer: 7 lines remain unused. Reasoning: The drill uses both columns on the same lines, so five entries occupy five lines. Twelve available lines minus five used lines equals seven unused lines. Check: Count the used lines: five entries on five lines

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Source rubric / reflection

- [ ] Center rule is vertical and divides the remaining width into two equal columns.
- [ ] Left margin rule is present and measured.
- [ ] Horizontal ruling is evenly spaced and stops at the margin rule.
- [ ] X-height convention is stated and checked on three lowercase letters.
- [ ] Abbreviated entries stay within their columns and follow the stated convention.
- [ ] Measurements use consistent units and any chosen values are labeled as hypothetical examples.
- [ ] Valid alternatives in letter style and slant are accepted if the convention is followed.

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