Answer Sheet: Date:

Name: Class:

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Portrait Ledger Wide-Ruled Lined Paper: Layout, Margins, and Practice

Sample acceptable responses allowing valid alternative letter styles

Qualitative key; model words o, c, e, a, l, h, g, y are drawn in the diagram and worksheet guides.

Accept any legible letter style whose lowercase body stays between baseline and midline. Tall letters may rise above the midline; descending letters may drop below the baseline. Do not require one universal shape. Reject only shapes that cross the midline with the lowercase body or are illegible.

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Complete worked example / separate answer key

A printed portrait sheet has a measured rule spacing of 0.5 inch and a left margin of 1.5 inches. A writing band is 10 inches wide. Using the hypothetical letter-plus-gap width of 1 inch, estimate how many letters fit in one band, and state the x-height zone.

Answer: About 10 letters fit because 10 inches divided by 1 inch per letter-plus-gap equals 10. The x-height zone is from the baseline rule to the midline rule, a vertical distance equal to the measured rule spacing of 0.5 inch. These numerical values are hypothetical examples; substitute your measured values.

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Original tasks 1, 2, 3 / complete keys

Task 1

A portrait sheet measures 11 inches wide and 17 inches tall. Is it portrait? Explain using the measured values.

Answer: Yes. The height, 17 inches, is greater than the width, 11 inches, so the orientation is portrait.

Reason: Portrait means taller than wide. Compare the two measured dimensions directly.

Check: Re-measure width and height and confirm height is greater than width.

Task 2

A printed page has rules spaced 0.5 inch apart. A lowercase o is written from the baseline to the midline. What vertical distance does the o occupy, and which rule marks its top?

Answer: The o occupies 0.5 inch vertically, and its top is at the midline rule above the baseline.

Reason: The x-height zone is baseline to midline, and the rule spacing equals that vertical distance.

Check: Measure the o height with a ruler and compare it with the measured rule spacing.

Task 3

A writing band is 8 inches wide. Using a hypothetical letter-plus-gap width of 1 inch, estimate the number of letters that fit. Then state one reason the estimate may differ on real paper.

Answer: About 8 letters fit because 8 divided by 1 equals 8. The estimate may differ because actual letter widths and gaps vary, and the 1-inch value is hypothetical.

Reason: Divide band width by letter-plus-gap width. Real handwriting is not uniform, so the count is an estimate.

Check: Count the letters actually written in the band and compare with the estimate.

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Original tasks 4 / complete keys

Task 4

A header line is drawn but it slopes toward the first horizontal rule on the right side. Describe one check to detect this and one fix.

Answer: Place a straightedge along the header line and compare it with a horizontal rule; if the gap changes from left to right, the lines are not parallel. Fix by adjusting the page setup and reprinting, then recheck with the straightedge.

Reason: A parallel header line keeps a constant gap to the rule. A changing gap shows misalignment.

Check: Measure the gap between header line and first rule at the left and right edges; the two values should match.

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Worked example, Task 2, Task 3 / Letter-count estimate method and worked example

Hypothetical 10 in band, 1 in letter-plus-gap gives about 10 letters; 8 in band gives about 8. Real widths vary.

Method: divide the writing-band width by the letter-plus-gap width. Worked example: 10 in / 1 in = about 10 letters. The x-height zone is baseline to midline, a vertical distance equal to the measured rule spacing of 0.5 in. Exercise 3: 8 in / 1 in = about 8 letters; the estimate may differ because actual letter widths and gaps vary and the 1-inch value is hypothetical. All numerical values are hypothetical examples; substitute measured values.

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Worked example, Task 1, Task 2, Task 4 / Measured-value recording table and baseline-midline check

Sample acceptable responses allow valid alternative letter styles; hypothetical values labeled.

Item	Sample acceptable response	Check
Measured rule spacing	0.5 in (hypothetical example)	Measure adjacent rules; record in inches
Measured left margin	1.5 in (hypothetical example)	Measure at top and bottom; values match
Baseline-midline check	Lowercase bodies touch or nearly touch baseline and stay below midline	Select five lowercase letters; check each
Letter gap	Consistent enough to read	Measure gap between two adjacent letters in one word
Header parallel check	Constant gap from left to right	Straightedge along header vs first rule
Pass or adjust	Pass if all checks hold; otherwise adjust page setup and reprint	Record measured values used

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Source rubric / reflection

- [ ] The sheet is portrait: measured height is greater than measured width.
- [ ] Horizontal rules are evenly spaced according to the measured rule spacing.
- [ ] A wide left margin is marked and its width is recorded.
- [ ] One header line is present and parallel to the horizontal rules.
- [ ] Lowercase bodies sit between baseline and midline; valid alternative letter styles are accepted if legible.
- [ ] No college ruling, graph overlay, or punch-hole layout is added.
- [ ] All measurements use consistent units and any example values are labeled hypothetical.

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