

Writing Feedback

TERM 1 2025 | 18th April | HOLIDAY WRITING

Section 1:

#1 (First paragraph) Strengths: You've clearly identified the purpose of your email and addressed it to the appropriate person. Your opening establishes urgency. Weakness: Lack of precision in recipient details. → The recipient email address is misspelled ("Principle" instead of "Principal") and lacks professionalism. Additionally, your introduction lacks specific details about which playground issues need attention, making it difficult for the Principal to understand the scope of the problem immediately. ***Exemplar: I am writing to express my urgent concerns regarding the deteriorating condition of our school playground at Caddies Creek Public School, which poses significant safety risks to students.***

#2 (Second paragraph) Strengths: You've used vivid descriptive language and emotive appeals to help the reader visualize the playground issues. Your imagery of "slimy, gooey rust" effectively conveys the poor condition. Weakness: Inconsistent tone and formality. → Your approach shifts from descriptive to accusatory with phrases like "How would you feel Principle, insecure, alarmed or vexed?" This confrontational tone is inappropriate for a formal letter to a school principal and undermines your persuasiveness. The paragraph also contains punctuation errors that detract from your message. ***Exemplar: The playground equipment is currently in a hazardous state, with rust covering the metal structures, damaged seating with dangerously sharp edges, and significant holes in the handball courts that create tripping hazards for unsuspecting students.***

#3 (Third paragraph) Strengths: You've attempted to engage the principal by asking reflective questions about the situation. Weakness: Inappropriate historical reference. → Your reference to "experienced the war" is confusing and inappropriate in this context. The paragraph contains accusatory language with phrases like "what mistakes you made" which creates an adversarial rather than collaborative tone. This approach may alienate the reader rather than persuade them to support your cause. ***Exemplar: As someone committed to ensuring student welfare, I respectfully ask you to consider the immediate and long-term impacts these playground conditions have on our student body, and what proactive measures we might take together to address these concerns.***

Your email demonstrates your passion for improving the playground facilities at your school. The descriptive language effectively highlights the dangerous conditions students face. However, your writing would benefit from maintaining a consistently formal and respectful tone throughout. The email structure needs refinement, with more precise organization of your points. For formal communication with the Principal, avoid accusatory language and focus instead on presenting your concerns constructively with specific recommendations for improvement.

Additionally, your numbered points contain a formatting error where both are labeled as "1." Your evidence would be more compelling with specific examples of incidents rather than general statements. The statistical claim about "89% of people" requires proper citation to be credible. Consider revising your conclusion to include specific actions you're requesting from the Principal rather than a general hope for consideration. Maintaining appropriate formality and providing concrete suggestions would strengthen your persuasive appeal significantly.

■ When writing formal emails, remember that your tone should remain respectful and collaborative throughout. Your piece shows good use of descriptive language, but needs more consistent organization. Try to focus on presenting solutions alongside problems. Also, ensure all claims and statistics are properly supported with credible sources. Your conclusion could be stronger by clearly stating what specific actions you're requesting from the Principal.

Score: 37/50

Section 2:

Subject: Immediate action ~~response~~ [Action] required: The ~~hazard~~ [Hazards] of the School's Playground

To: ~~PrincipleCaddiesCreek@gmail.safety~~ [PrincipalCaddiesCreek@gmail.safety]

#1 I am writing this with great concerns about the safety of the School's Playground. This email is to address the ~~principle~~ [principal] of Caddies Creek Public School and to explain about what can happen when students play on the playground.

#2 Imagine you are in a crowd of children huddling over the whole Playground with enthusiasm and eagerness. The children are ~~hugging~~ [hanging] on the poles and the swings. The Playground ~~was~~ [is] covered in a slimy, ~~gooey~~ [gooey] rust that has lived on the equipment for centuries, the seats on the concrete are sharp as a blade, the handball courts ~~giving~~ [have] a big hole in the middle of the court ~~as~~ [where] students are racing down to retrieve the ball not knowing what ~~has planned~~ [awaits] for them. How would you feel ~~Principle~~ [Principal], insecure, alarmed or vexed?

#3 I am very pleased about your experience with what has been happening with the school. As you experienced the war happening did you stop and think about what you can do to help this playground? Did you realise what mistakes you made? Or ~~Did~~ [did] you realise how many students are being injured by this mistake?

I would like to state 2 things that will affect students.

1. Physical Health. Physical Health can ~~happen~~ [be affected] in many different ~~destinations~~ [locations] whether you're at the park, ~~shops~~ [shops] or even at home! Students at Caddies Creek Public School have been ~~producing~~ [experiencing] a massive number of injuries during playtime, whether breaking a leg or hitting your head onto poles or rocks. This is one of the biggest ~~accidents~~ [issues] that have happened in your time at Caddies Creek Public School. A playground must not be a place where each day a new person comes into sickbay. I would like to conclude this point ~~to~~ [by emphasising that] future ~~accidents as~~ [accidents like] this should never happen again!
2. [2.] Mental Health. Mental Health is something teachers deal with all the time. ~~When injured or feeling a slight pinch that can influence someone's personality and can change into something totally different.~~ [When students are injured, even from minor incidents, it can significantly impact their emotional wellbeing.] Students nowadays have low self-esteem in themselves which can affect students who are in the support unit or Special Needs ~~child~~ [children with special needs]. Children who have low confidence in themselves have an emotional ~~status~~ [struggle emotionally] with past injuries due to the lack of cleaner and better equipment.

This ~~quality~~ [condition] of the Playground has a big impact on the minds and body of students playing in the playground. In Australia, 89% of people believe that with rusty, ~~old~~, [old] playground equipment will bring an unsettled mind and lots of physical injuries.

I would like to thank you for your time ~~with~~ [in] reading this email. I hope you will consider these things ~~into action~~ [implement these suggestions] as this will help the future children coming to Caddies Creek Public school.

Yours Gratefully,

Bevleen Year 6 student representative

Bev.Ghotra@gmail.com