

Section 1:

#1: Formal Email Introduction

Strengths:

- You've established a clear purpose for your email right from the start.
- Your introduction shows urgency through the word choice "hazardous" and "dangerous."

Weakness: Inconsistent formality → Your opening line "Dear Principle Jones, I hope everything has been great" lacks the appropriate level of formality required for communication with a school principal. The casual phrasing undermines your credibility. Additionally, "Principle" is incorrectly spelled - it should be "Principal."

Exemplar: *Dear Principal Jones, I am writing to bring to your urgent attention significant safety concerns regarding our school playground facilities that require immediate assessment and action.*

#2: Formal Email Body Paragraph

Strengths:

- You've included strong descriptive language ("disintegrated bits and pieces", "dilapidated equipment").
- You've provided clear reasoning for why the playground needs improvement.

Weakness: Vocabulary inconsistency → While you use sophisticated terms like "minacious" and "mitigate," these are mixed with informal phrasing like "something might break" and repetitive structures. Some terms like "minacious" may be too obscure for effective communication.

Exemplar: *The current playground infrastructure, characterised by deteriorating equipment and outdated safety features, presents not merely an aesthetic concern but a genuine safety hazard to our pupils who eagerly utilise these facilities daily.*

#3: Informal Email Persuasive Section

Strengths:

- Your use of rhetorical questions effectively engages fellow students.
- The numbered list clearly outlines the proposed improvements.

Weakness: Hyperbolic language → Phrases like "without dying" and "piece of metal in your mouth" are excessively dramatic and undermine your persuasive appeal. While emotive language is required, this crosses into unrealistic territory.

Exemplar: *Wouldn't you prefer playing on modern, safe equipment rather than dealing with unstable structures and scorching metal surfaces with no shade protection? The new facilities would include proper sun coverage, completely renovated play equipment, and soft, impact-absorbing flooring.*

Your emails demonstrate good understanding of the basic requirements for both formal and informal communication. However, there are several areas that need improvement to make your writing more effective. The formal email needs more consistent professional language throughout, with particular attention to maintaining an appropriate tone when addressing the principal. While you've included descriptive and emotive language in both emails, some expressions are either too casual in the formal email or too extreme in the informal one.

Additionally, your organisational structure could be strengthened by including clearer transitions between paragraphs. The email format requirements are partially met, but the subject lines need refinement - they currently use all capitals which appears too aggressive for professional communication. Also, both emails would benefit from a more specific call-to-action in their conclusions.

■ You show good effort in creating distinct tones for each audience, but consistency within each email needs work. Your formal email requires more professional phrasing throughout, especially in the opening and closing sections. Try reading your formal email aloud to identify phrases that sound too casual. For your informal email, focus on balancing friendly language with persuasive arguments - avoid exaggeration that might make your case seem less credible. Also, both emails would benefit from more specific details about the current playground problems backed by concrete examples. Consider adding a more specific timeline and expectations to make your request more actionable.

Your emails show potential but need refinement in tone and structure to fully achieve their purpose.

Overall Score: 43/50

Section 2:

Formal email:

CRUCIAL RECONSTRUCTION NEEDED ON PLAYGROUND

Dear ~~Principle~~ [Principal] Jones, I hope everything has been great, I would like to say something in regards to the school ~~play-ground~~ [playground].

I would like to inform ~~about~~ [you about] a major issue related to our school playground which is hazardous for our young children ~~which are~~ [who are] frequent when it comes to playing on our dangerous playgrounds. We must ensure that when it comes to playing on a playground it is amusing and not minacious to their safety. We must take immediate action to let the kids enjoy playing on the playground instead of having to worry that something might break and injure themselves.

#1 We should reconstruct instead of playing on a horrific playground filled with disintegrated bits and pieces of metal and dust all over our bodies, the ground and our clothes. Unfortunately, many children have been injured before and this is a major issue as the children are just trying to have a fun lunch. The current playground, marred by dilapidated equipment and outdated safety features, poses a significant threat to the children who use the equipment daily. Rather than entertaining the students at our school the playground has become a prime source for frequent injuries and parental concern. The equipment has been injuring kids more than fostering their imaginative play and their physical development.

#2 Investing in some new equipment would not only mitigate the risk of harm but ~~will~~ [would] also show a value of care for ~~their-their~~ [their] well-being and physical needs. Replacing the old, outdated, rusty equipment is ~~completely~~ [a completely] necessary step ~~to~~ [towards] cultivating a secure, enriching environment where children can thrive.

Adding new equipment will ensure that children can come out and play without having to be anxious or scared but happily play freely without having to care about anything else other than their playtime. The things we can hopefully implement are: A new playground, a shade cover and some new flooring.

So ~~principle~~ [principal] Jones, with this appeal I hope you take this email into consideration. These are only ~~are~~ [a] few reasons of why we must invest in a safe, fun and enjoyable playing space as it is essential for children to be able to have fun where the playgrounds are not detrimental towards their safety. It is crucial to meet the expectations of the safety features required to make sure that the kids at our school don't get injured and can come to school knowing that they will be safe throughout the entire day.

Yours sincerely,

Jay Sapkota

Year 6 Student Representative

Jay.sapkota@gmail.neglected.playground.com

Informal letter:

REQUIRED HELP NEEDED ON PLAYGROUND, IMMEDIATELY

Hello my fellow peers and friends, I hope everything has been going well at school other than the playground, I need everyone to help me out to get rid of this terrible playground.

It is essential that we have a playground that we can play on without dying or ~~get~~ [getting] baked on. I am proposing that we need a new playground and some new equipment effective immediately. It is vital that every single one of us ~~are~~ [is] safe when we are playing on the playgrounds. So I need help from every single person from the school.

#3 Surely you want a new playground I mean, who doesn't? Instead of PLAYING on the playground that we currently have, we break arms and legs. Instead of having fun on the playground, the playground is classified as detrimental towards our lives. Investing in a new playground ensures that we completely mitigate the risk of harm so that we can play

freely without being injured. Would you rather have a piece of metal in your mouth with a side of dust all in your face while getting baked in the sun because there is no shade provided for us while we play. If we do install new equipment there will be : 1. A shade cover 2. A new slide, seesaw and monkey bars 3. New flooring

These new installations will hopefully be implemented effective immediately. However, if we want these things in our playground I ~~will~~ [will need] ~~everybodies~~ [everybody's] help.

So, ~~whos~~ [who's] in with me? Instead of having to play in rocks, metal and dust, you can be playing on completely brand new playground equipment as long as I get all the help required. If you think we need these things in our school, come to room 11234 at lunch time to discuss how to persuade ~~principal~~ [Principal] Jones to hopefully implement these required things in our school effective immediately.

Thanks a lot Jay ~~sapkota~~ [Sapkota]

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