

## Section 1:

### #1: Opening paragraph of formal email

#### Strengths:

- You've established a clear purpose by addressing the playground condition issue.
- You've used formal language appropriate for communication with a principal.

**Weakness:** Underdeveloped introduction → The opening lacks specific details about who you are and your position in the school community. It also contains respectfulness errors. The phrase "I am writing this because" is too casual for formal communication, and "respectively" is used incorrectly when you meant "respectfully."

**Exemplar:** *I am writing to express my grave concern regarding the deteriorating condition of our school playground. As a Year 6 student who has witnessed the playground's decline firsthand, I respectfully request immediate renovations to address the serious safety hazards that currently exist.*

### #2: Middle section of informal email (paragraph 2)

#### Strengths:

- Good use of rhetorical questions to engage fellow students.
- Effective use of descriptive language when depicting playground dangers.

**Weakness:** Disorganised structure → The paragraph jumps between descriptions and questions without clear transitions. The descriptions, while vivid, are presented as run-on sentences with no punctuation breaks, making it difficult to follow your important points about the playground hazards.

**Exemplar:** *Every time I go there, it's horrific! Have you seen the rusted bolts and pieces of metal scattered everywhere? The equipment is so rusty it could cut clean through a foot! Not to mention the uneven ground that could trip even the tallest Year 6 student and those massive puddles that are dangerous even if you're being careful. Is*

*this really what we want? A place where we can't take a single step without risking injury?*

### **#3: Closing section of formal email (paragraph 5)**

#### **Strengths:**

- You've attempted to summarise the key benefits of renovation.
- You've shown concern for student safety as a priority.

**Weakness:** Lack of formal conclusion → The paragraph doesn't provide a strong closing with specific action items or follow-up expectations. It also contains repetitive phrasing and grammatical errors that diminish the persuasive impact needed in a formal request.

**Exemplar:** *The benefits of renovating our playground are significant and far-reaching. With new, safe equipment installed to proper standards, student injuries would decrease dramatically. Moreover, a well-designed play area would encourage physical activity, promote social interaction, and enhance our school's reputation as an institution that prioritises student wellbeing. I would appreciate the opportunity to discuss these proposals further and look forward to your timely response on this urgent matter.*

Your emails show promising ideas about the playground renovation campaign, but they need significant refinement in structure and language. The formal email requires more professional phrasing and better organisation of your arguments. Also, both emails would benefit from clearer transitions between paragraphs to guide the reader through your points logically.

Additionally, your informal email has a friendly tone, but some parts are too aggressive toward the principal, which might alienate fellow students who respect school authority. Try focusing more on building community support rather than criticising administration. Also, both emails would benefit from more specific examples of what improvements you want to see in the playground rather than just describing the problems.

You've made good attempts at using descriptive language, but your emails would be more effective with better punctuation and paragraph organisation. Try breaking longer sentences into shorter ones for clarity, especially in the informal email where you want your message to be easily understood by peers.

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**Overall score: 38/50**

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## Section 2:

### Formal Email:

Subject: Urgent Request for Playground Renovation

Dear ~~Mr Principal~~ [Mr. Principal],

I am writing this because of the worsening condition of the ~~School~~ [school] playground. I ~~respectively~~ [respectfully] request immediate renovations to fix the safety ~~issue~~ [issues] of the playground.

#1 As we all know, the ~~School~~ [school] playground was the best place that we all knew but for the past few years it has been neglected, ~~falsely~~ [improperly] used and was not maintained very well. A place where people played transformed into a hazardous landscape with jagged pieces of rusty metal scattered everywhere and puddles that are deep enough that a kid could trip ~~on where~~ [on. Here,] people get hurt every day ~~this place~~ [. This area] has not been cleaned and never been used since, the rusty metal cuts hands like knives and infects the hand.

Last week more than five people fell and got hurt in the playground ~~the conditions~~ [. The conditions] are very poor. We need to renovate the school playground so it doesn't have any more issues with kids. The school ~~playgrounds do~~ [playground does] not even have any seats for kids. We must make sure that the kids get enough seats and must get enough play equipment for them to have fun. It is proven that schools that have play equipment are more likely to have more fit ~~kid~~ [kids] and ~~less-likely~~ [a lower] chance of obesity than others. I want to ~~Call~~ [call for] action to make the school playground more safe, accessible and functional. ~~This is~~ [This] issue is one of the main reasons why kids do not want to be involved with school activities. A new playground would help the students get more involved in school. Or do you want a playground that is dangerous ~~Or do you want a playground that is dangerous~~ [?]

The benefits of renovating the existing playground into a new one ~~is~~ [are] way better than keeping the ~~Old~~ [old] one ~~the benefits~~ [. The benefits] of a new one ~~is~~ [are] that not many

people will get hurt or injured. The ~~New~~ [new] equipment will be way better than just rickety, unstable, rusty and useless junk that we think ~~is the playground is~~ [the playground is]. This problem has to stop and the children have to ~~be know~~ [know] that they are in a safe space.

#3 The whole school really needs a new playground for the children to play with ~~and but~~ ~~their~~ [but there] is ~~an another~~ [another] problem ~~the seating~~ [: the seating] areas for the kids ~~there~~ [. There] are not enough seating areas and the children have to sit down on the ground and it is a problem because of the dirt that is not hygienic ~~the school's~~ [. The school's] seats are dirty and are not cleaned properly and usually ~~the the~~ [the] children have to sit on the ~~bench's~~ [benches] that are ~~Allso~~ [also] not comfortable ~~or~~ [or] clean.

~~Sincerely from~~ [Yours sincerely,]

Anvith ~~in~~ [from] year 6

### **Informal Email:**

Subject: Let's Fight for a Better Playground – Join Me!

Hello i [I] am Anvithi [. I] call for support from you so that we can have a new playground ~~That's~~ [that's] better than the one that we have. Every day someone gets hurt in the ~~new~~ [current] playground and this is a problem that we all know. Anyone who goes to play there gets hurt or falls down from the ~~Rusty~~ [rusty] equipment. ~~when~~ [When] we were a [in] year ~~One~~ [one] the playground was clean ~~fun~~ [, fun] to play with, after a few years it was nothing like that. It was neglected ~~wasn't~~ [. It wasn't] clean properly or even maintained.

#2 So I call for help so that we can get what we want, and get rid of the ~~Old~~ [old] playground. Every time I went there, it was horrific ~~There~~ [. There] were rusted bolts and pieces of metal everywhere, ~~the and~~ [and] the rusty equipment that could cut clean through a foot, uneven ground that could trip a year six student and puddles that can trip even if you are careful. Is this what you want? A place where you can't even take a step without getting hurt ~~A place where you can't even take a step without getting hurt~~ [?]

~~Jone~~ [Jane] from year four went there to play hide and seek yesterday ~~almost~~ [. Almost] all the kids ~~that were~~ [were] hurt and one of them got a sharp rusty metal in his hand ~~he~~ [. He] had to go to the hospital, ~~Jone~~ [Jane] got hurt really badly in the leg because she fell down and got a sharp piece of metal in ~~the her~~ [her] leg even Doty said that even the

outside of the playground area was damaged by the water and wind. After Doty saw ~~Jone~~ [Jane] fall down she tried to get a teacher but she fell down from the uneven ground.

The seats. We don't have enough seats ~~some~~ [. Some] are rotten and broken in half and the remaining seats are still dirty, unhygienic and covered in bird litter and haven't been cleaned for years it seems. We have to ~~seat~~ [sit] on the ground and that is unhygienic ~~that~~ [. This] makes people sick and ~~some times~~ [sometimes] it is even worse and we have to ~~on~~ [sit on] dirt ~~some time~~ [sometimes]. So ~~i~~ [I] have ~~plan~~ [a plan] that we can protest for the renovation ~~of the~~ [of] our playground and better facilities and seating area and extra staff so the kids can play without worrying that they might get hurt ~~so the kids can play without worrying that they might get hurt~~ [.]

This school principal has been neglecting the students and what they deserve. The ~~principle~~ [principal] is not ~~gonna listening~~ [going to listen] to us if we ~~we~~ just ask ~~this~~ School [. This school] isn't up to ~~Standard~~ [standard] and not even ~~Up~~ [up] to where normal schools are ~~we~~ [. We] have to make a choice to stay like this or stand up for ourselves so we get a better school playground and seats that we deserve.

By Anvith

from year 6 ~~Meat~~ [Meet] me at the playground on Monday Next week.