

Section 1:

#1: Opening paragraph ("Dear Jacob, Henry and Zak, Welcome to Denham Court Public School... Here's some advice to make you feel at home.")

Strengths:

- Your warm, welcoming tone immediately makes the new students feel valued and included
- The reassurance "it's ok if it seems like you don't fit in, don't worry, we've got your back" shows empathy and understanding

Repetitive phrasing → You've used very similar expressions like "very ecstatic," "very delighted," and "all of you" multiple times in just a few sentences. This makes your opening feel less natural. Try varying your word choices to keep your reader engaged.

Exemplar: *We are thrilled about your arrival and excited to finally meet you. Joining DCPS is a wonderful opportunity, and if you ever feel uncertain, remember that we've got your back.*

#2: Second paragraph ("Firstly, Make sure to know your timetable... it can also build your knowledge at the same time.")

Strengths:

- Your practical suggestion about drawing a map shows creative problem-solving
- You've clearly explained how this helps prevent getting lost

Unclear connection → The phrase "it can also build your knowledge at the same time" doesn't clearly explain what knowledge you're referring to. Are you talking about knowledge of the school layout, general learning skills, or something else? Your reader might be confused about what you mean here.

Exemplar: *Drawing a map can prevent you from getting lost and help you become familiar with important locations like the library, canteen, and office.*

#3: Third paragraph ("Secondly, always remember to follow the school rules... it's a fun way to learn new things and meet new people.")

Strengths:

- You've connected following rules to creating a positive school environment
- Your encouragement to join clubs provides actionable advice

Abrupt topic shift → Your paragraph jumps from discussing school rules and respect to suddenly mentioning clubs without any smooth connection between these ideas. The transition "If you get the chance, try to join a club" feels disconnected from the previous sentences about rules and kindness.

Exemplar: *Always remember to follow the school rules, be respectful, and treat others with kindness to help keep our school a happy, safe place for everyone. Beyond the classroom, joining a club or activity is a wonderful way to discover new interests and build friendships.*

■ Your advice sheet demonstrates a genuinely caring attitude towards new students, which is the most important foundation for this type of writing. However, your piece would benefit from developing each idea more fully. For instance, when you mention knowing the timetable, you could briefly explain why this matters—perhaps it helps students feel more confident or organised. Additionally, your paragraphs sometimes contain multiple ideas that aren't clearly connected to each other. In your third paragraph, you discuss school rules, then suddenly jump to clubs without explaining how these ideas relate. Try using connecting phrases like "Another way to settle in is..." or "Once you're comfortable with the basics..." to guide your reader smoothly from one thought to the next. Your final paragraph is encouraging, but it could be strengthened by referencing one or two specific pieces of advice you've given earlier, which would tie your whole letter together. Think about giving concrete examples too—instead of just saying "ask a teacher for assistance," you might mention specific situations like "if you can't find your classroom" or "if you're unsure about homework." This makes your advice more practical and easier to follow.

Overall Score: 39/50

Section 2:

#1 Dear Jacob, Henry and Zak,

Welcome to Denham Court Public School. ~~We are all very ecstatic for your arrival and to finally meet you. We are all very delighted for all of you to join DCPS~~[We are thrilled about your arrival and excited to finally meet you], ~~it's ok~~[it's OK] if it seems like you don't fit in,[:] don't worry, we've got your back. Here's some advice to make you feel at home.

#2 Firstly, ~~Make~~[make] sure to know your timetables~~such as~~[, including] knowing when lunch or recess is~~to know~~[, so you'll always know] where you need to be. Since you are new, it will be good to draw a map of the school. Doing this can prevent you from getting lost very often, it can also build your knowledge at the same time[and help you become familiar with important locations like the library, canteen, and office].

#3 Secondly, always remember to follow the school rules, be respectful, and treat others with kindness. This helps keep our school a happy, safe place for everyone. ~~If you get the chance, try to join a club or activity it's~~[Beyond the classroom, joining a club or activity is] a fun way to learn new things and meet new people.

Lastly, if there are any problems or issues you might have, feel free to ask a teacher for assistance, speaking[. Speaking] up can make ~~huge differences~~[a huge difference] in our daily lives. Whether it's ~~school work~~[schoolwork] or making friends, please speak to our staff.

We're so glad you've joined us, and we can't wait to see all the amazing things you'll do. Be patient with yourself, take one step at a time, and enjoy the journey. You're going to do great!