

Section 1

#1: Introduction Paragraph

Strengths:

- You open with a relatable question that connects with your readers' experiences, making them feel understood right from the start.
- Your purpose is stated clearly—you're offering practical tips for group presentations, which helps readers know exactly what to expect.

Overuse of Simple Sentence Structures → Throughout your introduction, you rely heavily on basic sentence patterns that all follow similar structures. Notice how "I have a few tips to share with you" and "I will give you the steps you need" both start with "I" and use simple subject-verb constructions. This creates a repetitive rhythm that can make your writing feel choppy rather than flowing smoothly. Varying your sentence beginnings and combining some ideas would make your introduction more engaging.

Exemplar: *Instead of three separate statements about what you'll share, try: "If you've struggled with group presentations, this advice sheet offers clear steps, practical tips, and essential elements that will help you create a simple yet polished presentation."*

#2: "First and foremost, you need to follow clear steps..."

Strengths:

- You provide a logical three-step process (organise, fill information, make visually appealing) that readers can actually follow.
- Your explanation of why organisation matters ("so that nothing would be less explained than others") shows you're thinking about the reasoning behind your advice.

Unclear Pronoun References → Your writing becomes confusing when you use words like "it" and "they" without making clear what you're referring to. When you write "you can make in more visually appealing if you have time, while still keeping the organisation perfect," readers must pause to figure

out what "in" means and what you're asking them to make visually appealing. Similarly, "they wouldn't be in random order" uses "they" when it's not immediately obvious whether you mean the parts, the slides, or something else. This forces your readers to work harder than necessary to understand your meaning.

Exemplar: *"Then, you can make your slides more visually appealing if you have time, whilst still maintaining perfect organisation throughout your presentation."*

#3: "Last but not least, you need to know what elements to include..."

Strengths:

- You provide a complete structure (introduction, main content, conclusion) that gives readers a framework they can apply to any presentation.
- Your example about global warming helps readers understand how to apply your structure to a real topic.

Underdeveloped Explanations → Whilst you mention the three essential elements, you don't explain them thoroughly enough to truly help your readers. For instance, when discussing the main part of presentations, you simply say it "will vary depending on your topic" and give one brief example. This leaves readers wondering how to structure their main content for different types of presentations. Your explanation of conclusions is similarly brief—you tell readers it "summarises the points you've made" but don't explain how to write an effective summary or what makes a conclusion strong versus weak. Expanding these sections with more specific guidance would make your advice much more useful.

Exemplar: *"The conclusion should summarise your key points whilst also explaining why they matter to your audience. For example, in a presentation about global warming, you might remind viewers of the main causes you discussed and then emphasise why understanding these causes helps us take action."*

■ Your advice sheet tackles a genuinely useful topic and provides a basic framework that readers can follow, which shows you understand the fundamentals of instructional writing. However, your piece would benefit significantly from deeper development of your ideas. Right now, many of your points

feel surface-level—you tell readers what to do but don't always explain how to do it or why it matters in enough detail. For instance, when you mention "fill all the information in, preferably with subheadings," you could strengthen this by explaining what types of information to include, how to decide what deserves a subheading, or what makes subheadings effective.

Additionally, your writing would flow more naturally if you varied your sentence structures and combined related ideas. Notice how often you start sentences with "This" or use simple patterns like "You need to..." Whilst clarity is important, too much repetition in structure makes your writing feel mechanical. Try opening sentences in different ways and connecting ideas with transitional phrases that show relationships between your points.

The organisation of your advice sheet follows a logical pattern, but some sections overlap in confusing ways. Your "steps" and "tips" sections both give procedural advice, which makes readers wonder why they're separated. Consider whether these could be combined or whether one section should focus on the creation process whilst the other addresses presentation delivery. Your global warming example is helpful, but you could extend this type of concrete illustration throughout your piece—show readers what a well-organised slide looks like versus a poorly organised one, or provide a sample introduction they could model.

Lastly, work on precision in your language. Phrases like "make in more visually appealing" contain small errors that distract readers, and vague statements like "it wouldn't be so difficult for you" don't give readers specific enough information to act on your advice. Push yourself to be more exact: instead of "easy to access," explain which platforms work well and why (Google Slides allows quick sharing, PowerPoint offers advanced features, etc.).

Overall Score: 43/50

Section 2

How to Prepare for a Group Presentation

By Thomas Yang

~~#1 Have you ever struggled in preparing~~ [Have you ever struggled with preparing] a group presentation to its best? Well, if you ~~are~~ [have], I have a few tips to share with you. In this advice sheet, I will give you the steps you need to create a simple but flawless presentation, some tips in general for the presentation [and] ~~and~~ the things you would like to include in some of the slides.

~~#2 First and foremost, you need to follow clear steps when preparing a group presentation. This ensures the presentation is ready, even if something unexpected happens. The first step is to organise it so the parts that the presentation consists of have one or more slides of their own, so that nothing would be less explained than others and they wouldn't be in random order. Second, you need to fill all the information in, preferably with subheadings so that readers could understand it better. Then, you can make in more visually appealing if you have time, while still keeping the organisation perfect.~~ [Then, you can make your slides more visually appealing if you have time, whilst still maintaining perfect organisation throughout your presentation.] ~~So, following these three steps are one of your keys to success.~~ [Therefore, following these three steps is one of your keys to success.]

~~Next, you should also follow my tips, in addition to the steps.~~ [Next, you should also follow my tips in addition to the steps.] My first tip is to ~~prepare~~ [create] the presentation on a platform that is easy to access. This means that when setting up on stage, it wouldn't be so difficult for you to start your presentation. If it needs to be shared, others can sign in quickly, saving time. My second tip is to provide an overview of your presentation at the start. This could help people understand your presentation better, instead of not knowing what you are talking about. ~~Last~~ [Finally], you need to ~~practice~~ [practise] it. This will make the presenting process more natural since you already ~~practiced~~ [practised] it before. Therefore, these tips will get you to the top of the mountain in preparing a presentation.

~~#3 Last but not least, you need to know what elements to include in your presentation. It is always best to start with an introduction, as it allows the viewer to understand the purpose of the presentation. Then you can move into the main part of the presentation, which will vary depending on your topic. For example, you could be asked to provide a presentation on global warming. Then you will need to explain what it is, the aspects of it that are negative and positive [and] and how it happened. Without this, the presentation wouldn't be very helpful. Finally, you will need a conclusion. This summarises~~ [summarises] the points you've made, giving the viewer another overview—this time with the details. So, this structure will help you provide a perfect presentation.

In conclusion, I have given you three key aspects of a presentation that you need to ~~do in your~~ [address during your] preparation. Follow the steps, use the tips and the structure I've given to lock in your successful presentation. So, why not try ~~out~~ those now?

