

## Section 1

### #1: Opening paragraph (Formal Version)

#### Strengths:

- Your greeting is polite and professional, setting a respectful tone for your request
- You clearly state your purpose early by mentioning the idea of extending school holidays

**Weakness: Vague reasoning** → Your claim that "students are unable to meet the syllabus standards" needs more specific support. What exactly do you mean by not meeting standards? Are students struggling with particular subjects? Is this about test scores or homework completion? Right now, the connection between a two-week holiday and syllabus standards isn't clear to your reader.

**Exemplar:** *"As the current two-week holiday leaves students feeling exhausted by week eight of term, many struggle to concentrate during lessons and complete homework to the best of their ability."*

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### #2: Second paragraph (Formal Version)

#### Strengths:

- You attempt to provide evidence with a statistic to support your argument
- Your phrase "the long break we deserve" shows emotional appeal alongside logical reasoning

**Weakness: Underdeveloped argument** → Your paragraph jumps to a statistic without first explaining *why* continuous study without breaks affects learning. What happens to students when they don't get enough rest? Do they forget information more quickly? Do they feel too tired to participate? Your writing would be stronger if you explained the cause-and-effect relationship before presenting the statistic. Additionally, the phrase "79% of students have not been performing at their best" is quite broad—what does "not performing at their best" actually look like in classrooms?

**Exemplar:** *"Without adequate rest, students become mentally fatigued, which makes it harder to remember new information and stay focused during lessons. Studies show that*

*79% of students report feeling too tired to participate actively in class after eight consecutive weeks of school."*

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### #3: Opening paragraph (Semi-formal Version)

#### Strengths:

- Your tone successfully balances familiarity with respect, which suits writing to a parent who is also your principal
- The rhetorical question "Have you ever thought about the advantages of having extended holidays?" engages your reader effectively

**Weakness: Rushed introduction** → Your writing moves too quickly from greeting to the main idea without establishing context. Because you're writing to your dad, you could mention something specific about your school or recent experiences that led you to this idea. This would make your request feel more genuine and thoughtful rather than sudden. The phrase "will change the way our school works" is also quite dramatic without explaining what specific changes you're envisioning.

**Exemplar:** *"I know you're busy, but after finishing this term feeling absolutely exhausted, I've been thinking about something that could help every student at our school perform better: extending the school holidays."*

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■ Your writing demonstrates good audience adaptation by creating two versions with different tones, which shows you understand how to adjust your language for different relationships. However, both versions would benefit from deeper development of your main arguments. Right now, your paragraphs state claims but don't fully explain the reasoning behind them. For example, when you say students can't meet syllabus standards, your reader might wonder: which subjects are affected most? What specific struggles do students face? Adding these details would make your request more convincing.

Additionally, your statistics (79% and 87%) appear without context about where these numbers come from or what they specifically measure. Instead of just stating percentages, try explaining what these figures represent in real classroom situations. Your conclusions in both versions feel somewhat abrupt—they repeat your request but don't leave the principal with a compelling final thought. Consider ending with a specific vision of what the improved school term would look like, or

mentioning when you'd like to discuss this idea further. Also, your second body paragraphs could be strengthened by addressing potential concerns the principal might have, such as how the extended holiday would affect the school calendar or exam schedules. This would show you've thought carefully about the practical aspects of your proposal.

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**Overall Score: 41/50**

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## Section 2:

**(IF THE PRINCIPAL WAS AN ACTUAL PRINCIPAL) - Formal Version**

**#1** Dear Principal,

I hope you are having a wonderful weekend. I am writing to you very sincerely on ~~the~~ behalf of every student in our school to discuss the idea of extending school holidays by a week. Expanding school holidays will give every student the opportunity to rejuvenate in order to study more productively. ~~As the school holidays mainly last two weeks, students are unable to meet the syllabus standards and fail to perform at their best at school.~~ [Currently, the two-week school holidays leave students feeling exhausted by the final weeks of term, which affects their ability to concentrate and complete work to the best of their ability.]

**#2** Primarily, we cannot meet up to the school's standards without a sufficient break from school. This is because we, as children, cannot study continuously for days without ever taking the long break we deserve ~~and require it~~ to study with full effort. Studies show that 79% of students have not been performing at their best in class due to the need ~~of~~ [for] a long break after working ~~strenuously~~ [strenuously] every day of the term. We want a school where everyone studies at their best ~~and~~ [, and] extending school holidays will go a long way in achieving that.

Please ensure you consider implementing this idea that will give students a sufficient break ~~and in return,~~ [, in return,] a productive school term for students and teachers. Thanks in advance.

Yours truly,

Srimaan.

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**(IF THE PRINCIPAL WAS MY DAD) - Semi-formal Version**

#3 Hi Dad,

I know you are a bit busy, but I recently ~~thought of~~ [have been thinking about] something that will change the way our school works [—] ~~Extending~~ [extending] the school holidays! Have you ever thought about the advantages of having extended holidays? There are innumerable benefits! These include spending more time with family and taking a long break to reset our minds.

First and foremost, most students in our school complain that they are not satisfied with the time allocated for school holidays. Extending the school holidays will enable us to spend more time with our family and refresh our brains for the next school term. Statistics show that 87% of students who had a longer holiday tend to produce more effective work at school. If our school wants to be the best primary school there is, you should consider expanding the school holidays.

Please ensure you take action on my idea. Thank you for your time.

Kindest regards,

Srimaan.