

Section 1

#1: Opening Paragraph "Dear Mr Josh I am writing to inform you — firmly and with great affection — that you are required to wear a banana costume on Monday, 14 October 2004..."

Strengths:

- Your opening creates an amusing contrast by mixing formal language ("I am writing to inform you") with a silly request (banana costume), which makes it entertaining to read.
- The phrase "firmly and with great affection" adds personality and humour right from the start.

Weakness: Missing Punctuation After Greeting → You've forgotten to include a comma after "Dear Mr Josh". In formal and informal letters, you always need punctuation after the greeting. This small detail helps your writing follow proper letter format and makes it easier to read.

Exemplar: *Dear Mr Josh,*

#2: Details Section ".costume-full banana suit .Date & time: Monday, 14 October 2004 at 9:00 AM sharp. .Location: Office reception, Sydney..."

Strengths:

- You've organised the important information (costume, date, time, location) in a way that's easy to find quickly.

Weakness: Inconsistent Formatting of List → Your bullet points don't follow the same pattern, which makes the list look messy. You've used full stops before some points (".costume-full banana suit") but capital letters aren't consistent, and "costume-full banana suit" doesn't read smoothly. Lists work best when each point follows the same structure and punctuation style.

Exemplar: • *Costume: Full banana suit* • *Date & time: Monday, 14 October 2004 at 9:00 AM sharp* • *Location: Office reception, Sydney (dress rehearsal in the break room at 8:45 AM for photos)*

#3: Reason Paragraph "The reason being why I choose you Josh is because you show empathy towards everyone and make it more fun for all ages!"

Strengths:

- You've included a genuine compliment that explains why Josh is the right person for this role, which makes the request feel thoughtful rather than random.

Weakness: Wordy and Awkward Sentence Structure → The phrase "The reason being why I choose you Josh is because" uses too many words to express a simple idea. You have "reason", "why", and "because" all doing similar jobs in the sentence, which creates confusion. Also, "I choose" should be "I chose" since you've already made the decision. When you write more directly, your message becomes clearer and stronger.

Exemplar: *I chose you, Josh, because you show empathy towards everyone and make events more fun for all ages!*

■ Your letter has a playful and friendly tone that matches the silly nature of the banana costume request perfectly. However, your writing would benefit from closer attention to the small details that make letters look polished and professional. The greeting needs a comma, and your list of details needs consistent formatting with proper bullet points. Additionally, you've used spacing inconsistently throughout the piece—sometimes there are spaces after full stops and sometimes there aren't, which makes the writing look careless. Your explanatory paragraph contains some wordy phrases that could be simplified to make your point more clearly. Also, pay attention to small grammar issues like "Your sincerely" at the end, which should be "Yours sincerely". The content itself is engaging and you've included all the necessary information (what, when, where, why), which shows good planning. To strengthen your piece further, work on making each sentence as clear and direct as possible by removing extra words that don't add meaning. Also, proofread your work carefully to catch spacing issues and formatting problems before you consider it finished.

Overall Score: 37/50

Section 2

~~Dear Mr Josh~~ [Dear Mr Josh,]

I am writing to inform you — firmly and with great affection — that you are required to wear a banana costume on Monday, 14 October 2004 for the event taking place at 9:00 AM at the office (main reception area), Sydney.

#1 Details:

#2 ~~costume full banana suit~~ [• Costume: Full banana suit]

• Date & time: Monday, 14 October 2004 at 9:00 AM sharp~~.[•]

• Location: Office reception, Sydney (dress rehearsal in the break room at 8:45 AM for photos): [•]

#3 ~~The reason being why I choose you Josh is because~~ [I chose you, Josh, because] you show empathy towards everyone and make it more fun for all ages! Your participation is essential to the plan and will be greatly appreciated by the team..[.] Also~~by~~ [, by] wearing a banana costume,you'll[, you'll] be playing a key role in making the day memorable for everyone involved. Come prepared, as there will be many eagerly waiting to see you ~~be~~ in a banana costume.

Thank you in advance~~Mr~~ [, Mr] Josh~~for~~ [,for] your ~~cooperation~~ [co-operation] and making this ridiculous idea turn into reality. We look forward to seeing you on the day.

~~Your~~ [Yours] sincerely [,

Vivaan]