

Section 1:

#1: Opening section

Strengths:

- You immediately state the accusation and your denial, which shows you understand the main purpose of the email.

Missing formal greeting and inappropriate tone → Your email lacks a proper formal greeting. Writing "To: Principal Ms Manfredi" and "From: student Danny D" makes it look like a memo or note rather than a formal email. You should start with "Dear Ms Manfredi" to show respect. Additionally, your opening line "I have been accused of cheating, but I didn't cheat!" is too casual and emotional for formal writing. A formal email should calmly and respectfully explain the situation rather than using exclamation marks and short, defensive sentences.

Exemplar: *Dear Ms Manfredi, I am writing to respectfully address a serious concern that has been raised regarding my conduct during a recent test. I understand that my behaviour was observed on the security cameras, and I would like to explain what actually occurred during that time.*

#2: Explanation paragraph

Strengths:

- You attempt to explain what you were actually doing when you looked up during the test.

Confusing run-on sentences and unclear explanation → Your entire explanation is written as one very long sentence without proper punctuation, which makes it extremely difficult to understand. You write "On the test they you were going through the security cameras when I was looking up but i did because the test didn't start and everyone is writing their names..." This sentence runs on and on without full stops or clear breaks. The phrase "they you were" doesn't make sense, and your explanation about looking around becomes muddled. You need to break this into several clear sentences, each explaining one specific point: when the test started, what you were doing, why you looked up, and what you were actually looking at.

Exemplar: *I understand that the security footage shows me looking up during the test period. However, I would like to clarify what was happening at that moment. The test had not yet officially begun, and students were still writing their names on the answer sheets. I had finished writing my name early, so I looked around the room to see if other students had completed this step as well. I was not looking at anyone's work or attempting to cheat in any way.*

#3: Defence about the phone and closing

Strengths:

- You raise a logical point about your phone being in your bag, which could be relevant evidence.

Multiple grammar errors and accusations without proof → This section contains numerous spelling and grammar mistakes: "useing" instead of "using," "there" instead of "their," "doesn't" instead of "don't," and missing capital letters for "I." These errors significantly weaken your defence because you're trying to prove you're a responsible student. More seriously, you accuse other students of making false reports because they're "jealous," but you provide no evidence for this claim. Making accusations against other students without proof is inappropriate in a formal letter and could make your situation worse. Your final note "by the way: Please take this seriously" also sounds defensive rather than respectful.

Exemplar: *Furthermore, I would like to point out that my mobile phone was stored in my bag throughout the entire test, as per school policy. It would have been impossible for me to access ChatGPT or any other application without being noticed. I have always followed the school's rules regarding technology use during examinations. I understand this is a serious matter, and I respectfully request the opportunity to discuss this situation with you in person. I am committed to maintaining academic integrity and would like to resolve this misunderstanding. Thank you for taking the time to consider my explanation.*

■ Your email attempts to explain your side of the story, but it needs significant improvement in almost every area. The most pressing issue is your grammar and punctuation—your writing contains many run-on sentences, spelling errors, and missing capital letters that make it difficult to read and understand. When you're trying to prove you're a responsible and diligent student, these errors work against you. You need to carefully proofread your work and break your long sentences into shorter, clearer ones.

Your content also needs development. The email is far too short at only about 130 words when you need 450-500 words. You should add more detail about your academic record, your study habits, and specific examples of your responsible behaviour. Additionally, you need to explain the situation more clearly—right now, your explanation is confusing because it's all jumbled together in one long sentence.

Your tone is also problematic. Formal emails should be calm, respectful, and professional, but yours sounds defensive and emotional with multiple exclamation marks and accusations against other students. Remove the accusations about jealous students unless you have actual proof, as this makes you seem immature. Also, phrases like "by the way" and "like a scam" are too casual for a formal email to your principal.

Your structure needs complete reorganisation. Start with a proper greeting, then write a paragraph introducing the issue, followed by a detailed explanation of what happened, then a paragraph about your character as a student, and finally a respectful conclusion. Each paragraph should focus on one main idea and contain multiple sentences with proper punctuation.

Score: 36/50

Section 2:

~~#1 To: Principal Ms Manfredi [Dear Ms Manfredi,] From: student Danny D I have been accused of cheating, but I didn't cheat!~~ [I am writing to respectfully address the accusation of cheating that has been raised against me. I would like to assure you that I did not cheat during the test.]

~~#2 On the test they you were going through~~ [I understand that you reviewed] the security cameras ~~when I was looking up but i did because~~ [and observed me looking up. However, I was doing this because] the test ~~didn't~~ [had not yet] ~~start~~ [started,] and everyone ~~is~~ [was] writing their names on the ~~sheet and i~~ [answer sheet. I] ~~did~~ [had completed] it early ~~so~~ [, so] ~~i look like i was~~ [it may have appeared that I was] looking at ~~people but i didn't i was~~ [other students' papers. In reality, I was simply] looking at everyone to see if ~~there done~~ [they were finished] ~~yet~~ writing ~~there~~ [their] names.]

~~#3 and how am I using~~ [Additionally, I could not have been using] ChatGPT ~~if~~ [because] my phone ~~is~~ [was] in my bag ~~so how am i suppose~~ [, so it would have been impossible for me] to ~~get~~ [take] it out

~~with out~~ [without] you noticing i know kids that doesn't have a phone get jealous so they try to make
~~kids with phones not have their phone. So i~~ [I] haven't [have not] cheated.

~~by the way. Please~~ [I respectfully request that you please] take this ~~seriously I am tell~~ [matter seriously. I
am telling] my side of the story ~~so~~ [, and I] ~~please do not think this like a scam.~~ [hope you will consider
my explanation fairly.]

Thank you ~~By~~ [.

Sincerely,] Danny D