

Section 1:

#1: Opening and Introduction

Strengths:

- Your opening clearly states the purpose of the email right away, which helps Ms Manfredi understand why you're writing.
- You show confidence in defending yourself by directly stating the accusation is false.

Lack of Professional Tone → The phrase "straight-up false" is too casual for a formal email to your principal. In formal writing, you need to use more respectful and professional language. Additionally, the opening sentence "I hope this email proves my innocence" sounds defensive rather than respectful. A formal email should establish a polite and respectful tone from the very first sentence.

Exemplar: *I am writing to respectfully address the recent accusation that I used ChatGPT to complete my English assignment. I would like to present evidence that demonstrates this claim is inaccurate.*

#2: Body Paragraphs - Evidence and Reasoning

Strengths:

- You provide specific details about your alibi, including the date (October 1st) and the reason you weren't at school (hospital visit), which strengthens your defence.
- You raise a fair point about the other student looking at your work, which shows you're thinking critically about the situation.

Repetitive Structure and Unclear Logic → Your paragraphs repeat similar ideas without adding new information. For example, you mention multiple times that the claim has "no proof" and that you're a "responsible student," but you don't explain what makes you responsible. The connection between being absent on October 1st and not cheating needs clearer explanation. You wrote "I did not use a computer. I wrote the test" but this needs more detail about how you completed the assignment to be convincing.

Exemplar: *I would like to clarify that I was absent on October 1st due to a medical emergency. I was taken to hospital following an accident and spent the entire day receiving treatment, including x-rays. My*

parents can verify my whereabouts during this time. I completed the assignment the following day, October 2nd, by hand, without any electronic devices.

#3: Conclusion

Strengths:

- You offer a possible explanation for the mix-up (another student named Jaden), which shows problem-solving skills.

Demanding Rather Than Requesting → The sentence "I hope you won't send me to detention with all of my points proven" sounds like you're telling Ms Manfredi what to do, rather than respectfully requesting her consideration. The tone here is not appropriate for addressing your principal. Additionally, the phrase "someone least likely to use AI" assumes Ms Manfredi already knows your character, but you haven't actually provided concrete examples of your responsible behaviour throughout the email.

Exemplar: *I respectfully request that you investigate this matter further, as there may have been a case of mistaken identity with another student. I would appreciate the opportunity to discuss this situation with you in person and provide any additional evidence you may require. Thank you for taking the time to consider my explanation.*

■ Your piece addresses the main task of defending yourself against the accusation, which shows you understand the assignment's purpose. However, your email needs significant improvement in tone and structure to be truly effective. Throughout your writing, you use informal language that isn't suitable for communicating with your principal. Remember, formal emails require polite, respectful language even when you're upset or frustrated about an unfair situation.

Your defence relies heavily on stating you're responsible and that the claim has no proof, but you don't provide enough concrete examples of your responsible behaviour or detailed evidence about how you actually completed the assignment. For instance, you could mention specific steps you took whilst writing the assignment, such as using class notes, textbooks, or drafts you created. This would make your defence much stronger. Additionally, your paragraphs jump between different points without smooth transitions, making the email feel scattered.

Also, whilst your alibi about being at hospital is important, you need to connect it more clearly to the assignment itself. Were you accused of using AI during the test, or for homework? This needs clarification. Your point about the other student named Jaden is interesting, but it comes across as blame-shifting rather than helpful information. Present this more carefully by suggesting Ms Manfredi might want to verify which Jaden was involved, rather than insisting the other student must be guilty. Finally, your conclusion should leave Ms Manfredi with a positive impression of you as a mature student who wants to resolve this professionally, not someone demanding to avoid detention.

Score: 40/50

Section 2:

Dear Ms Manfredi, Cc: Jane.Manfredi7211@education.gov.au Subject: ~~English Examination false claim~~ [Response to English Assignment Accusation]

I hope this email ~~proves my innocence~~ [finds you well]. I ~~have recently been~~ [am writing to respectfully address the recent allegation that I have been] accused of cheating in an English assignment ~~using~~ [by using] ChatGPT, ~~but~~ [and I would like to explain why] this claim is ~~straight-up false~~ [inaccurate]. ~~Here are my reasons why.~~ [#1]

~~There is no supporting evidence of this claim.~~ [Firstly, I understand that this accusation was made without supporting evidence.] I have been informed that ~~the~~ [a] student ~~just randomly complained~~ [reported] to my teacher that I had been using AI [, however,] ~~A~~ [a] claim without reasoning and proof should not be taken seriously ~~or even considered~~. It pains me to hear that someone would like to get me in trouble. I have not done anything wrong nor cheated in any ~~tests~~ [assignments]. I am a responsible student and I uphold my school values with dignity and pride. I have not hurt anybody or said something to anyone that hurt them. ~~This claim does not make sense by itself because I, a responsible student who despises cheating, would try to cheat. It does nto make sense. Therefore, this claim is a blind claim without any proof or evidence that should not be taken seriously.~~ [As a student who values academic honesty, I would not compromise my integrity in this manner.]

#2 Secondly, I have an alibi and ~~real reasoning that makes sense (unlike the claim)~~ [evidence to support my position]. I asked you when the student said I had cheated, and you said they ~~said that it was~~ [reported] October 1st ~~that I had cheated~~ [as the date in question]. I was not ~~here~~ [at school] on

October 1st ~~and had gotten~~ [as I had been involved] in an accident. I was at a [the] hospital being treated and medically tested, and x-rayed. My parents were with me the whole time, and they ~~had not seen me do anything~~ [can verify my whereabouts]. ~~You said that the student had seen me doing it.~~ [If the accusation suggests I was seen using AI at school,] I was not there on ~~the test~~ [that] day and ~~wrote the test~~ [completed the assignment] on October 2nd. I did not use a computer. I wrote the ~~test~~ [assignment by hand]. This further ~~proves my point~~ [supports my explanation].

#3 Furthermore, if the student did see ~~me~~ [someone] cheating, then he/she would have been looking at ~~my~~ [another student's] work. ~~Isn't that not allowed?~~ [This behaviour would also be inappropriate.] Why should I get into trouble when they were the ones actually peering into someone else's ~~test~~ [work]: [?] This ~~is unfair and~~ [situation] should have been further ~~researched until finding~~ [investigated to determine the] correct information. It surprises me ~~a little~~ that teachers immediately ~~told me off and sent~~ [referred] me ~~into~~ [to] your office.

Finally, ~~The~~ [the] student who claimed to see me using ChatGPT is a [in] ~~year~~ [Year] 4 ~~student~~. I am in ~~year~~ [Year] 5, and there is another Jaden in ~~year~~ [Year] 4. He ~~must have been~~ [may be] the ~~one~~ [student who was] using AI. ~~Please make sure to research deeper and figure out what actually went wrong, instead of blindly accusing someone least likely to use AI.~~ [I respectfully suggest that there may have been a case of mistaken identity, and I would appreciate if this matter could be investigated further.]

~~I hope you won't send me to detention with all of my points proven~~ [would be grateful for the opportunity to discuss this matter with you in person. Thank you for taking the time to consider my explanation].

Sincerely, Jaden