

## Section 1:

### #1: Opening and statement of purpose

#### Strengths:

- You use a proper formal greeting and opening line, which sets a respectful tone appropriate for addressing your principal.
- Your clear denial of using AI is stated confidently and directly, leaving no room for misunderstanding.

**Repetitive phrasing** → Your opening contains unnecessary repetition that makes your writing less polished. You write "to complete" at the end of your first sentence when you've already established this context. Then, you use "I have" three times in quick succession: "I have not used," "I have submitted," and "I have written." This repetition makes your writing sound less sophisticated. In formal writing, you should vary your sentence structure and avoid repeating the same phrases too close together.

**Exemplar:** *I am writing to formally address the recent concern regarding the authenticity of my English assignment and the suspicion that I may have used ChatGPT or similar AI tools. I want to clearly state that no form of artificial intelligence was used to generate or assist with this work. The assignment I submitted is entirely my own, and I take full responsibility for every word written.*

### #2: Character defence paragraph (second paragraph)

#### Strengths:

- You explain that you understand why AI concerns exist in schools, which shows maturity and awareness.

**Grammar error and awkward sentence flow** → Your second paragraph has a significant grammar problem: "As a diligent student, I take pride in my education and values academic integrity" mixes singular and plural verb forms incorrectly. The subject "I" requires "value" not "values." Additionally, you write "this accusation has deeply discouraged me" as a separate clause after a comma, which creates a run-on sentence. These errors are particularly problematic in an email where you're trying to prove your writing ability. You should also expand this paragraph to include specific examples of your academic achievements or responsible behaviour.

**Exemplar:** *As a diligent student, I take pride in my education and value academic integrity highly. This accusation has deeply discouraged me, as I have consistently demonstrated honesty and dedication throughout my academic career. I understand the growing concerns around AI tools and their potential misuse in academic work. However, I assure you that I am fully aware of our school's policies and the appropriate use of technology.*

### **#3: Evidence and process description (third paragraph)**

#### **Strengths:**

- You provide specific details about your writing process, including brainstorming, research, drafting, and revision.
- You mention your willingness to meet in person and complete a supervised task, which demonstrates confidence in your abilities.

**Unclear and confusing phrases** → Several phrases in this section don't make sense or are poorly worded. You write "instructions in my class which I collected during a brainstorming exercise," but instructions aren't collected—perhaps you meant notes or ideas? The phrase "did intense research" is also quite vague. Most importantly, "the effort that I had rendered" is an unusual and overly formal expression that doesn't sound natural. "Render" typically means to provide a service or to transform something, not to describe personal effort. These unclear phrases actually work against you because they might make Ms Manfredi question whether you truly wrote this yourself.

**Exemplar:** *In preparing for my assignment, I carefully followed the guidelines provided in class and gathered extensive notes during our brainstorming exercises. I conducted thorough research using school-approved sources and educational databases. After creating detailed planning documents, I drafted multiple versions of my work, making sure to edit and revise carefully before submission. I have made a conscious effort to improve my writing skills through feedback from my teachers, additional reading, and consistent practice, and I believe this assignment reflects that growth.*

■ Your email demonstrates a much better understanding of formal writing conventions compared to many students, and you've included most of the necessary elements for a strong defence. Your structure is logical, moving from denial to character defence to evidence to conclusion. However, your writing contains several grammar errors and awkward phrases that weaken your argument, especially since you're trying to prove your writing capability. The verb agreement error in your second paragraph ("I...values") is particularly problematic and needs correction.

Your content could be strengthened by adding more specific details. For example, when you mention "approved sources," you could name one or two specific books or websites you used. When you talk about feedback from tutors, you could mention a specific skill you improved. These concrete details make your defence more believable. Additionally, whilst you mention being willing to do a supervised task, you could strengthen this by suggesting exactly what kind of task you'd be willing to complete.

Your email is approximately 330 words, which falls short of the 450-500 word requirement. You need to expand your paragraphs with more detail and substance. Consider adding a paragraph that specifically describes what makes your writing style unique or what particular techniques you used in this assignment. Also, you could include more information about your academic history—perhaps mention specific achievements, previous assignments, or teacher comments that support your character as an honest student.

Your conclusion is quite brief and could be expanded to reinforce your main points and leave a stronger final impression. Remember to proofread more carefully, as small errors can significantly impact how your principal perceives your writing ability.

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**Score: 42/50**

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## **Section 2:**

Dear Principal Ms. Manfredi,

I hope this message finds you well.

I am writing to formally address the recent concern regarding the authenticity of my English assignment and the suspicion that I may have used ChatGPT or similar AI tools ~~to complete~~ [to complete it]. I want to clearly state that I have not used any form of artificial intelligence to generate or to assist me in my assignment. The work that I have submitted is entirely ~~by~~ [of] my own content, and I take responsibility for every word that I have written.

**#1** As a diligent student, I take pride in my education and ~~values~~ [value] academic integrity, this [. This] accusation has deeply discouraged me. I understand ~~growing~~ [the growing] concerns around AI tools and the potential misuse in completing academic work. However, I assure you that I am fully

aware of ~~my~~ [our] school's [']s policies and ~~compliances~~ [compliance regarding] ~~and~~ the appropriate use of technology.

~~#2~~ **#3** In preparing for my assignment, I followed the instructions in my class~~which~~ [and] ~~I~~ collected ~~during a~~ [notes during our] brainstorming ~~exercise~~ [exercises] and did ~~intense~~ [thorough] research using approved sources. I drafted multiple versions of my homework and made sure to edit and revise it carefully before submission. I ~~always~~ [have always] made a conscious effort to improve my writing skills through feedback from my ~~tutors~~ [teachers], extra reading, online research, and consistent practice, and I believe this assignment reflects that growth ~~from all the effort that I had rendered~~ [and development].

If needed, I am more than willing to meet you in person to discuss the assignment and walk you through my writing process and outline ~~my~~ [or share my] final draft as evidence of my work. Furthermore, I am happy to complete a similar writing task under supervised conditions to prove my capability and ~~my~~ skills.

Being accused of dishonesty is not only distressing, but also disheartening for a student who genuinely worked hard to succeed.

Thank you for taking your time to read my email. I appreciate your commitment to fairness and academic honesty, and I trust that ~~the~~ [this] matter will be handled with due diligence.

Sincerely, Samaksh Nagendra