

Section 1:

#1: Opening paragraph

Strengths:

- You clearly state the accusation and immediately deny it, which shows you understand the purpose of the email.
- You mention that this is your natural writing style, which is a good defensive point.

Weak greeting and tone → Your opening lacks the formality expected in a letter to your principal. Starting with "You have heard the gossip" sounds too casual and almost accusatory towards Ms Manfredi. A formal email should begin with a proper greeting like "Dear Ms Manfredi" and use respectful language throughout. Additionally, phrases like "sounds too 'AI'" and the informal sentence structure make your writing seem rushed rather than carefully composed.

Exemplar: *Dear Ms Manfredi, I am writing to address the concern that has been raised regarding my recent English assignment. It has come to my attention that my work has been questioned due to its quality, and I would like to respectfully explain that this assignment represents my genuine effort and writing ability.*

#2: Middle paragraph (evidence section)

Strengths:

- You attempt to offer evidence by mentioning AI detectors, which shows you're thinking about proof.

Lack of specific evidence and organisation → Your paragraph about evidence is very vague and doesn't actually provide concrete proof. Saying "Maybe Check in an AI detector" is too informal and doesn't give Ms Manfredi clear actions or examples. You also don't explain what "new strategy" you used, which is crucial information. A strong defence needs specific details like: what was the strategy, where did you learn it, can you explain your writing process, do you have drafts or notes? Without these details, your principal has nothing concrete to evaluate.

Exemplar: *I can provide several pieces of evidence to support my claim. Firstly, I have retained all my planning notes and drafts from this assignment, which clearly show my*

writing process from brainstorming to final edit. Secondly, I recently learnt a new paragraph structure technique from our class lessons, which I applied for the first time in this assignment. I would be happy to explain this technique in person and demonstrate how I used it.

#3: Closing paragraph

Strengths:

- You offer to review the work together, which shows willingness to cooperate.

Abrupt ending without reinforcing your character → Your conclusion is only two sentences and doesn't remind Ms Manfredi of your track record as a student. In a formal defence, you should restate your responsibility and diligence, mention your academic history, and end with a respectful closing that reinforces your integrity. Your current ending feels incomplete and doesn't leave a strong final impression.

Exemplar: *I have always taken pride in producing my own work and maintaining academic integrity throughout my time at this school. My teachers can attest to my consistent effort and honest approach to learning. I respectfully request the opportunity to meet with you to discuss this matter further and provide any additional evidence you may require. Thank you for taking the time to consider my explanation.*

■ Your email addresses the accusation, but it needs significant development in both content and formality. The biggest issue is that your writing is too casual for a formal email to your principal – you need to use respectful, professional language throughout. Your evidence section is particularly weak because you don't provide any actual proof or specific details about your writing process. Instead of vague statements like "maybe check in an AI detector," you should offer concrete evidence such as drafts, notes, or a detailed explanation of your new strategy.

Additionally, your email is far too short for the 450-500 word requirement. You need to expand each paragraph with more detail and add information about your academic character. Also, consider adding a paragraph that specifically describes your writing process for this assignment – how you planned it, how long you spent on it, and what resources you used. This would make your defence much more convincing.

Your structure needs work as well. A formal email should have a clear introduction, body paragraphs with specific evidence, a paragraph about your character as a student, and a strong conclusion. Right

now, your paragraphs blend together without clear purpose. Finally, remember to proofread carefully – there are several grammar errors that weaken your credibility when you're trying to prove you're a capable writer.

Score: 35/50

Section 2:

#1 ~~Dear Principal~~ [Dear Ms Manfredi],

You have heard the gossip that I used ChatGPT in my recent English assignment because my writing sounds too "AI [." I assure you that I ~~don't~~ [did not] use AI. This is how I write~~and~~ [, and] it has always been how I write. If you look at my recent assignments~~all of it looks~~ [, all of them look] similar~~except~~ [; however,] I tried a new strategy to make my writing better. Is it ~~a~~ [the] strategy that AI ~~use~~ [uses] ~~common~~ [commonly,] or is it the way ~~how~~ [in which] I added the new strategy?

#2 I can give you clear evidence that I ~~didn't~~ [did not] use AI. ~~Maybe Check~~ [Perhaps you could check my work] in an AI detector. There ~~is~~ [are] no patterns or common mistakes ~~AI makes~~ [that AI typically makes].

#3 I am happy to review it and see what makes you think ~~are~~ [it sounds] "~~ai~~[AI]:" [." ~~But~~ [However,] I promise I ~~never~~ [have never] used AI before.

Sincerely, Aaradhya