

**[Redacted] - Creative Writing Template**

Topic: Formal letter to the headteacher - Date: 26.12.20  
ban all watches from exams

[Redacted] -10013 Name: [Redacted]

[Redacted]

Bexley,  
Kent

[Redacted]

To,  
Old Bexley Primary,  
Huxmore Road,  
Bexley

Start with the name of the Headteacher followed by the post (head teacher).

26.12.20

Write the date in the format 26th December 2020

[Redacted]

Dear Headteacher,

Sub:- Ban all watches from my  
exams to prevent cheating

I am writing this letter to request you to

My name is Anyaman Khanna and I am a student of year 6. I am writing (regarding to the fact) that the school should ban all watches from the exams. This is a

... examination halls.

## Clever Minds Academy – Creative Writing Template

\*\* Alliteration.

clever and crafty way of cheating in the twenty-first century.

Education system.

Technology has been both a boon and a bane for the educational system. In exams, cheats take advantage of this. They misuse the technology of watches by playing around in tests whilst they are free. This can distract other people. In addition, a wave of trickery and deception has hit schools as watches might look normal from the outside but they are not from the inside. Watches include calculator and cellular which allows people to cheat nowadays.

What?

cheaters.

Replace with 'browse' the Internet for answers.

Replace with Internet.

Start with 'You and I both know that this is unfair to students who have studied hard for the exam.'

I know watches are a useful thing but in exams, it might be stressful for students to strain their neck to look at the time. Cheats might find other ways to cheat in the exam top and invigilators should always be vigilant. Also, clocks might stand where on an angle where student might not see it.

Express yourself clearly. You seem to be confused with your thoughts.

Thanks for reading this and giving away your precious time.

'Thank you' is a more formal way of writing.

**Creative Writing Template**

Topic: \_\_\_\_\_ Date: \_\_\_\_\_

I hope you will consider my request, and ...

#: CMA2020Y-

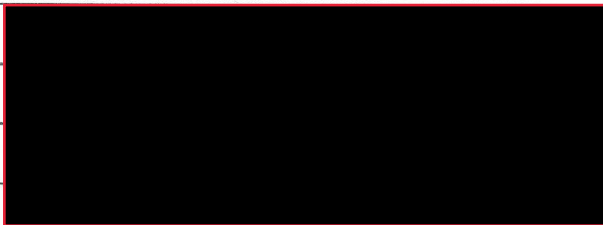
Name: \_\_\_\_\_

Rephrase: '... to reduce instances of cheating in our school.'

I hope you can by idea into decision to prevent the sensation of cheating in our school. I look forward to having a positive reply.

Yours faithfully

P: Comma.



Marks: 31 / 50

### Positives:

- The letter has followed the format of a formal letter; you have used the right salutation and sign off.
- You have mentioned some valid points related to the subject under consideration.
- The initial portion of the letter was good.
- Good to see some persuasive techniques.
- The letter has been divided into paragraphs.

### Scope for Improvement:

- The initial portion of the letter was good, but you seemed to be confused towards the end. It was more or less like a balanced argument. For example, when you mention about the disadvantage of clocks, you need to also give a suggestion to improve the situation such as placing more than one clock in the hall.
- Don't forget to mention the effect of such cheating on students who have worked hard for the exam.
- include some more of persuasive techniques, to strengthen your letter and convince your head teacher. For example, *Unfortunately, large number of children are involved in cheating. Due to this, deserving children are suffering. **Do you think this should be allowed?*** Or something like '**Do you not think cheating is unfair, unacceptable, and unethical towards the hardworking students?**' Please refer the guidelines for examples and explanation of MADFOREST techniques.
- Also, since this is a letter based on a passage, include references from the passage.
- Use more advanced vocabulary. Refer guidelines for examples.
- Pay more attention to advanced punctuation marks.

Overall, a good attempt at the letter. The points presented were valid and clearly explained. Please read the guidelines thoroughly, and take ideas from them.