

Grade 7 Writing Task

Email: Introducing Myself as a School Councillor Candidate

1. The Task

Your school is holding elections for the Student Council, and you have decided to run for the position of School Councillor. Write an email to your classmates that does the following:

1. Introduces yourself (name, class, and something memorable about you).
2. Explains why you want to be a school councillor (your motivation).
3. Describes what you would do if elected (at least 2 concrete ideas or goals).
4. Explains why classmates should vote for you (your strengths/qualities).
5. Ends with a polite, encouraging closing statement.

Format Requirements:

- Must be written as a proper email: Subject line, Greeting, Body, Closing, Sign-off.
- Tone should be friendly but respectful — you're speaking to classmates, not strangers.
- Use paragraphs to organize your ideas.
- Word count: 60 - 100 words.
- Check spelling, grammar, and punctuation before submitting.

2. Reading for Writing

Before you write, read the model email below carefully. Good writers read like writers — noticing not just what the text says, but HOW it is built.

While You Read, Look For:

- How does the writer open the email? What makes it friendly?
- Where does the writer explain WHY they want the job?
- How many ideas/goals does the writer give? Are they specific or vague?
- What words or phrases make the writer sound trustworthy and confident?
- How does the email end? What is the last thing the reader feels?

Model Email

Subject: Vote for Me — Your Voice on the Student Council!

Hi everyone,

My name is Raka, and I'm in Grade 7B. Some of you know me as the guy who always has a new idea for our class trips, or the one who's constantly reminding people about deadlines (sorry, not sorry!). I'm writing to ask for your support as I run for School Councillor.

I decided to run because I really care about making our school a place where every student's voice is heard. Too often, decisions get made without asking students what they actually want — and I think that needs to change.

If elected, here's what I'll focus on:

1. A monthly suggestion box (digital and physical) so students can share ideas anonymously, and I'll make sure the council actually responds to them.
2. Better recycling stations around the school, since I know a lot of us care about the environment but don't have an easy way to act on it.

I'm organized, I listen more than I talk, and I always follow through on what I promise — ask anyone who's worked with me on a group project! I won't just make promises during election week and disappear; I'll check in with you throughout the year.

I'd be honored to represent you. Please vote for me on election day!

Thanks for reading,

Raka, Grade 7B

Clues: Writing the Email in Small Chunks

Don't try to write the whole email at once. Build it chunk by chunk, using these sentence starters as a launchpad.

Chunk 1 — Subject Line & Greeting (1 line)

- Make the subject line catchy: 'Vote for ___ — ___' or 'Why You Should Choose Me as Councillor'
- Greeting: 'Hi everyone,' or 'Dear classmates,'

Chunk 2 — Introduce Yourself (2-3 sentences)

- Starter: 'My name is ___, and I'm in Grade ___.'
- Starter: 'Some of you know me as the person who ___.'
- Add one memorable, true detail about yourself (a hobby, a habit, a strength).

Chunk 3 — Why You Want to Run (2-3 sentences)

- Starter: 'I decided to run because ___.'
- Starter: 'I care about ___ and I think ___.'
- Focus on ONE clear reason, not five.

Chunk 4 — Your Ideas / Goals (2 ideas, 1-2 sentences each)

- Starter: 'If elected, here's what I'll focus on.'
- Give SPECIFIC ideas, not vague promises. Compare: 'I'll make school better' (weak) vs. 'I'll set up a monthly suggestion box' (strong).
- Use a numbered list to make ideas easy to read.

Chunk 5 — Why You? (2-3 sentences)

- Starter: 'I'm ___, ___, and ___' (three qualities).
- Starter: 'You can trust me to ___ because ___.'
- Give a small piece of evidence (an example) to back up your claim.

Chunk 6 — Closing (1-2 sentences + sign-off)

- Starter: 'I'd be honored to ___.'
- Starter: 'Thank you for reading — please vote for me on ___!'
- Sign-off: 'Thanks,' / 'Best,' then your name and class.

3. Writing Rubric (20 points total)

Criteria	Excellent (4)	Good (3)	Developing (2)	Needs Improvement (1)
Email Format	All parts present & correctly formatted	One minor element missing/misplaced	Two elements missing or inconsistent	Little to no email structure
Self-Introduction	Clear, engaging, memorable detail	Clear but generic	Present but vague	Missing or confusing
Persuasive Content & Ideas	2+ specific, thoughtful ideas, well explained	2 ideas, underdeveloped	Only 1 idea, or vague/unrealistic	No clear goals presented
Organization & Flow	Logical flow, clear paragraphs, strong open/close	Mostly organized, minor lapses	Some ideas out of order/weak paragraphing	Disorganized, hard to follow
Tone & Audience	Consistently friendly, confident, appropriate	Mostly appropriate, minor lapses	Inconsistent tone	Inappropriate/unclear tone
Grammar & Mechanics	Virtually error-free, strong variety	1-3 minor errors	4-6 errors	7+ errors, affects meaning

Scoring Guide:

- 18–20 points: Excellent — Ready to publish/present
- 14–17 points: Good — Solid work with minor revisions needed
- 10–13 points: Developing — Meets basic requirements, needs revision
- Below 10 points: Needs Improvement — Requires significant rework

4. Blank Answer Sheet

Name: _____ Class: 7____ Date: _____

Step 1 — Plan Your Chunks (use the clues to jot down quick notes)

Chunk 2: Introduce Yourself

Chunk 3: Why You Want to Run

Chunk 4: Your Two Ideas/Goals

Chunk 5: Why Classmates Should Vote for You

Chunk 6: Closing Line

Step 2 — Write Your Full Email

Subject:

Greeting:

Body:

Closing & Sign-off:

Word count: _____ *(Target: 60 – 100 words)*