Appendix One: Sections of a Business Letter

Model Cover Letter

Look at the different elements of a cover letter.

Return Address
This is your personal letterhead. Put your contact information here.

Michele Peters
45 Agate Road
London NW6 0AH
Tel: 208 847 9746
Fax: 208 774 8094
E-mail: mpeters@londonmail.com

March 1, 20—

Maria Sanchez
Human Resource Specialist
NetLives Ltd.
632 Garrison Road
Cambridge CB4 1HD

Dear Ms. Sanchez:

I read about a job opening for an administrative assistant on the NetLives Web site.

I am a recent graduate of EMP Secretarial School, and I was in the top of my class. I am looking for a challenging work environment like that at NetLives.

I will call you next Monday to discuss my enclosed résumé.

I look forward to meeting with you soon.

Sincerely yours,

Michele Peters

Enclosure
Appendix Two: Samples of Edited Documents with Minor Changes

Dear Recruiter,

I am responding for the secretarial vacancy posted on August 16 in your Web site. I have been an executive secretary since five years. I also have trained other secretaries how to use word processing and accounting software. I type over 90 wpm, and I am very organized. I have attached my résumé to this e-mail. I will e-mail you next week to follow up on my apply. I look forward to hear from you soon.

Sincere yours,
Liu Shia

Dear Principal,

Re: WANG Gillian

I am writing to you regarding my daughter, Gillian, who is nearly six years old. As parents we notice that she has always been attracted to caring, sharing, helping and generally working together with other children. Once she has finished kindergarten this summer we plan to support my daughter in her desire to study at your school from the beginning of September 2009.

We know that your school has a good reputation for teaching children to develop both personally and academically. We therefore feel that the school place we are applying for would be a natural continuation to and further enrich my daughter’s education. She, herself, would like to explore or develop her knowledge and talents in many different areas. My daughter’s hobbies include reading, travelling, writing, dancing, singing and storytelling. She also enjoys a varied social life. Therefore, offering her an interview would be a golden opportunity.

I look forward to hearing from you in the near future and thank you for your kind consideration.

Yours faithfully,
WANG Gillian

The purpose of this study was to replicate and extend the research of Siegle and McCaugh (2003) by investigating the common characteristics of gifted achievers and gifted underachievers in China. The sample consisted of third-culture kids from Grades 6–12 at SMIC Private School, a private international English-speaking school in Shanghai. The School Attitude Assessment Survey—Revised (SAAS–R) instrument was given to 27 underachievers and a comparison group of 60 honour roll students. The SAAS–R contained five subscales: academic self-perceptions, attitudes toward teachers, attitudes toward school, goal valuation, and motivation/self-regulation. The study tested if Siegle and McCoach’s finding that the goal valuation and motivation/self-regulation subscales served as the best predictors of classification would hold true. Results revealed that the means of underachieving students and the comparison group differed on all five subscales. The subscales of academic self-perception and attitudes toward school showed the greatest difference between the two groups. Academic self-perception was the best predictor of group classification for gifted achievers and gifted underachievers.
Appendix Three: The Questionnaire

Student Name (Optional): ______________________  Nationality: __________
Course of Study: ______________________  Age: __________

Peer Feedback for Peer Collaboration and Sharing

Please read the items below and tick (V) the degree that best matches your view. Then add any input you have about the topic in the last question.

<table>
<thead>
<tr>
<th>NO</th>
<th>Items</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Not sure</th>
<th>Disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I think peer feedback is helpful for improving my writing skill.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>I trust the feedback I get from other classmates.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>While reviewing, I focus on surface spelling and grammar mistakes.</td>
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</tr>
<tr>
<td>4</td>
<td>The teacher should provide rubrics to follow before reviewing any writing.</td>
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<td></td>
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<tr>
<td>5</td>
<td>My feedback varies based on my interest and familiarity with the topic.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>Peer feedback enhances my independence, autonomy, and self-confidence.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

What other advantages / disadvantages of peer editing do you see?
1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________

Thanks for Your Contributions