

## Test Format

| <u>Question</u> | <u>Topic</u>     | <u>Time</u> |
|-----------------|------------------|-------------|
| #1              | Writing an Email | 27 min      |
| #2              | Survey Question  | 26 min      |

# How To Use This Book

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**Practice writing your own answer to each question before reading my answers.**

Anything you learn about English writing will help you do better on the test. Some people think, “What grammar do I need to pass the CELPIP exam?” Well, there is no such thing as “CELPIP grammar”. If you improve your English grammar, you will improve your CELPIP score. In this book, I will teach you some grammar, but this is not a grammar book. **The purpose of this book is to give you sample questions and answers.**

So, if you struggle with spelling, there are many free resources online to improve your spelling. Even though there is a spell checker on the test, it might not always know which word you are trying to spell. If you struggle with grammar or punctuation, just take a break from CELPIP for a while and use free online resources to improve in those areas. Then, after a while, you can start preparing specifically for CELPIP. Remember, the purpose of CELPIP is to evaluate your ENGLISH! :)



# Strategy

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## **Think and Decide (5 minutes)**

Think about the topic. What are your experiences or opinions on the topic? What reasons and examples could you talk about in your answer? Choose the answer that will be the easiest for you to talk about.

## **Make an Outline (5 minutes)**

Having a simple outline will make your answer much easier to write and clearer to read.

## **Write your Answer (12 minutes)**

Don't worry, your answer will only be about 10-15 sentences which is easy to write in 12 minutes! :)

## **Review your Answer (5 minutes)**

Try to fix the small mistakes you made. This can really improve your score!



# 12 Sentence Model

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Sentences are the most important part of English writing. In this book, I'm going to try to teach you how to write good sentences. It's important to have sentence variety in your answer.

**Short sentences: under 10 words**

**Medium sentences: 10-20 words**

**Long sentences: more than 20 words**

Let's assume your average sentence will be 15 words. That means you only need 12 sentences to reach 180 words. This is a good target because even if your sentences are a bit shorter or longer, you will stay within the word limit (150-200).

Each sentence should have a purpose. On the following page, I will give you a 12 sentence model that will help you structure your answer.



## 12 Sentence Model

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There are many ways to get a perfect score on the writing tasks. You do not need to follow this model, but I think it could help you get a better score.

This model uses four paragraphs and a closing sentence.

**Greetings**

**Paragraph 1: Introduction**

**Paragraph 2: Reason and examples**

**Paragraph 3: Reason and examples**

**Paragraph 4: Conclusion**

**Closing**

**Name**

**\* Task 2 — “Responding to a Survey” — does not need a greeting, closing, or name because surveys are usually anonymous (your identity is hidden).**



# 12 Sentence Model

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## Task 1

Greetings,

Sentence 1: Purpose of email

Sentence 2: Introduce situation

Sentence 3: Point 1

Sentence 4: Example

Sentence 5: More thoughts

Sentence 6: Point 2

Sentence 7: Example

Sentence 8: More thoughts

Sentence 9: Summarize situation

Sentence 10: Positive sentence

Sentence 11: Make request (optional)

Sentence 12: Closing sentence

Sign off,

Name



# 12 Sentence Model

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## Task 2

**Sentence 1: State opinion**

**Sentence 2: Acknowledge advantages of other side**

**Sentence 3: Point 1**

**Sentence 4: More thoughts**

**Sentence 5: Example**

**Sentence 6: Point 2**

**Sentence 7: More thoughts**

**Sentence 8: Example**

**Sentence 9: Summarize situation**

**Sentence 10: Positive sentence**

**Sentence 11: Offer support**

**Sentence 12: Closing sentence**

**\* These models are just general guidelines. You'll see in my answers throughout this book that I sometimes add one or two sentences to the answer or take some sentences away. One model cannot fit every situation!**



# Question 1

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**Your grandparents are planning a family gathering. They want to have a fun weekend somewhere. You know a perfect place to have the event. Write them an email and include the following things:**

- **Tell them about the place you have in mind.**
- **Talk about your experiences at the place.**
- **Describe what the family can do there.**



# My Answer

Dear Grandma and Grandpa,

I just wanted to send you a quick email to talk about our family gathering this summer. I think it's a great idea to have a fun weekend together, and I know the perfect place!

There's a campground near Drumheller that has the perfect amenities to host a big group like our family. I went there last summer with my friends and we had a blast! We spent most of our time fishing, but there are lots of other things to do there.

Our family could do a lot of different activities at this place. It has mini golf, beach volleyball, canoe rentals, and an outdoor swimming pool! Our family could spend the days doing fun activities and then have good conversations around the campfire in the evenings.

Anyway, I just wanted to let you guys know about this place. I know the whole family would have a great time there! Should I book it for a weekend in July?

I look forward to seeing you!

Love,

Alex

Word count: 172



## Question 2

Your city is considering building a new airport near your house. A survey is being conducted in your community to find out if the local residents support or oppose the project. If the project is approved, taxes would increase by 20% to pay for the project. The city's mayor estimates that the project will create 5000 new jobs in the area.

Which option do you prefer? Explain your choice.

**Option A: Build the airport**

**Option B: Do not build the airport**



# My Answer

I personally think the airport should be built because it would benefit the community in several ways. Even though the taxes would increase temporarily, the residents would reap many rewards that would easily outweigh the costs.

The first benefit would be the economic boom our community would experience. Unemployment has risen significantly in recent years, and many young people in the community would love to have jobs. When Calgary expanded its airport, thousands of new jobs were created in the surrounding communities. I think the same will happen here.

The second benefit would be increased accessibility to the local communities. Having the airport nearby would increase the number of buses, subways, and taxis in the area — not to mention flights! When the train station was built in the south part of the city, it resulted in many more transportation options for the local residents.

Considering these reasons, our community would benefit greatly from having the airport nearby. Local residents are eagerly awaiting new opportunities and development. Again, these are my personal beliefs, but I will support whatever the city decides to do.

I appreciate the opportunity to provide input on this issue.

Word count: 192



# Question 1

You recently attended the annual jazz festival in your city which is held in a large park. As you walked from the parking lot to the festival, you saw a man in a wheelchair who was going to the same concert as you. He mentioned that there was no handicapped parking anywhere near the main stage.

Write an email to the festival organizer and include the following things:

Express your enjoyment of the festival.  
Explain the need for handicapped parking.  
Suggest a way to fix the problem.

# My Answer

Dear organizing committee,

I want to thank you for putting on a great jazz festival this year. I thoroughly enjoyed myself! There was, however, one thing I would like to bring to your attention.

I realized that there is no handicapped parking anywhere close to the festival. On my walk from the parking lot to the middle of the park, I met a man in a wheelchair who was also attending the festival. I slowed my pace so that I could chat with him on the way to the concert. It took us 20 minutes to reach the middle of the park. I think this is very unfortunate because it hinders disabled people from attending the festival.

I would like to suggest holding the event in Montgomery Park next year. That park is even bigger than Pineridge Park, and it has many handicapped parking spots close to the centre of the park. I'm sure many more disabled would be able to attend the event if it was more accessible to them.

Thank you for taking this into consideration, and I look forward to another great festival next year!

Regards,

Judy

Word count: 190



## Question 2

Your son's elementary school provides free lunches to the children. Recently, one child experienced an allergic reaction to the food. The principle of the school has decided to reevaluate the lunch program and is asking for parents' input.

Which option do you prefer? Explain your choice.

**Option A: Require children to be tested for allergies**

**Option B: Require children to bring their own lunch**

# My Answer

I personally think children should bring their own lunches to school. Even though free lunch is a tempting option for parents, I think the children would be better off if they brought their own homemade lunches.

Parents know their children much better than the school staff does. If a child has allergies, the parents can customize the child's diet to suit his/her needs. This way, parents won't be worrying all the time about their child having a reaction at school.

Another reason why I think children should bring their own lunches is because the quality of food will be better if it is homemade. Some families prefer to eat organic food, and the school food is never organic. In my experience, the school food tends to consist primarily of carbs and sugar which is not healthy for the children.

Considering these reasons, I believe it would be better for children to bring their own lunches to school. Parents will be able to relax knowing that their children will be healthy and safe from allergic reactions. Again, these are my personal beliefs, but I will support whatever the school decides to do.

I appreciate the opportunity to provide input on this issue.

Word count: 202 (It's okay to go a few words over the limit.)



# Question 1

A construction project has recently begun near your home. There are loud noises coming from the construction site all day. In the last few days, the workers have been working until midnight. You are having trouble sleeping with the loud noise, and you have to wake up at 6:00 a.m. for work.

Write an email to your local government and do the following things:

- Tell them where you live.
- Explain what the problem is.
- Ask them to limit the time in which the workers can operate heavy machinery.



# My Answer

Dear City Council,

I am writing to express a concern I have about a construction project near my home. I live in the community of Redford where the new Pacific Mall is being built.

The problem is that there are loud noises coming from the construction site very late at night. I figured the workers would finish their work everyday in the early evenings, but they keep working till midnight every day. This has been very difficult for me since I work very early in the mornings. My performance at work has declined because I have been unable to sleep due to the loud noises.

May I suggest implementing a bylaw whereby construction projects need to halt their activities by 8:00 p.m every day. I understand if workers need to clean up small things later in the evening, but it would be helpful if the heavy machinery would stop operating. This would allow the local residents to enjoy a peaceful sleep every night.

This issue is only regarding the noise level, not the construction of the mall itself. In fact, all the residents in this area are excited about the mall being built.

Thank you for this consideration,

Jeremy

Word count: 201



## Question 2

You volunteer at a local retirement home on the weekends. Every Sunday afternoon, the volunteers take the senior citizens on a picnic to the mountains. The seniors ride along in the vehicles of the volunteers. Recently, some concerns have been raised about the safety of traveling in private vehicles. The manager of the retirement home has decided to conduct a survey among the staff and residents whether or not to buy a bus for transporting everyone.

Which option do you prefer? Explain your choice.

Option A: Buy a bus

Option B: Continue using private vehicles



# My Answer

I personally think getting a bus would be a great idea. Even though there have been no safety incidents so far, I think getting a bus would be a great idea because it would be better equipped to transport people who are disabled.

There have been several cases where the volunteers cannot accommodate large wheelchairs in their vehicles. This has resulted in some disabled people being unable to attend the picnics. Having a bus with wheelchair access would allow more senior citizens to attend the picnics.

Another reason why I think a bus would be a great idea is because it would save money on fuel expenses. With the savings, we could hire a professional bus driver to transport everyone. This would relieve any safety concerns that are present among those involved.

Considering these reasons, I believe the retirement home should buy a bus for this project. Everyone will be able to relax knowing that the seniors are in safe hands. Again, these are my personal beliefs, but I will support whatever the staff decide to do.

I appreciate the opportunity to provide input on this issue.

Word count: 187



# Question 1

Your cousin has been accepted to study at the top university in your province; however, he is considering getting a job instead because he doesn't want to get in debt with student loans. Recently, the university has offered him a \$10,000 scholarship. If he decides to enrol, he will still need to take out student loans, but if he waits till next year, this scholarship might not be available at that time. Write him an email and include the following things:

Congratulate him on receiving the scholarship.

Explain the benefits of having a college degree.

Explain why student loans are not bad in the long term.



# My Answer

Hi Jack,

I just wanted to send you a quick email to congratulate you on being awarded the scholarship! I heard you're trying to decide between school and work, and I just wanted to give you my two cents.

I would definitely encourage you to go to university! After I graduated with my engineering degree, I received job offers from all around the country. I know you would receive the same offers that I got.

Don't worry about student loans. I paid off my loans within three years after graduating. I know going into debt might seem like a big deal now, but after you have a good job, it won't matter at all.

Anyway, I just wanted to encourage you to take the scholarship. I know you'll love your experience in university! If I can help you with anything, just let me know.

Looking forward to seeing you next month,

Cam

Word count: 152



## Question 2

You are a member at a local gym. The owners of the gym have recently bought more property in order to expand the facility. They are asking their members whether they should build a tennis court or a swimming pool.

Which option do you prefer? Explain your choice?

**Option A: Tennis court**

**Option B: Swimming pool**

# My Answer

I personally think a swimming pool would be a great addition to the facility. Even though I enjoy playing tennis, I think a swimming pool would provide more benefits to the members.

The biggest advantage of a swimming pool is that it could accommodate more people. A tennis court can only be used by two or four people at a time. I think having a swimming pool would attract more families to the gym.

Having a tennis court would require a booking system which could be frustrating for the members. I don't think people would want to book a slot two weeks in advance. My work schedule is unpredictable most of the time, so I might never even get to use the tennis court.

Considering these reasons, I believe a swimming pool would be a better investment for the gym. I know many people would love to go for a dip after a hard workout. Again, this is my personal opinion, but I will support whatever the management team decides.

I appreciate the opportunity to give input on this matter.

Word count: 179



# Question 1

The local supermarket you shop at has recently done some renovations to improve the appearance of the store; however, the layout of the store is completely different now, and it is hard to find the products you are looking for. Write an email to the store manager and do the following things:

- Congratulate him/her on the store's new appearance.
- Complain about the new layout of the store.
- Offer a suggestion on how the store could be improved.

\* “Layout” means how the store is organized and where the products are located in the store.



# My Answer

Dear store manager,

I am writing you to discuss the recent changes to your store. Your team did a great job renovating the building, and it looks much better now! There is, however, one problem I have with the new layout.

It is extremely difficult to find what I am looking for now. Yesterday I was shopping at your store, and I could not find the eggs. Usually the eggs are somewhere near the milk, but now they are on the opposite side of the store. I finally found them after looking for 15 minutes.

I would like to suggest an improvement to the layout. In my opinion, all the food items should be on one side of the store, and all the non-food items on the other side. So, the bakery, the deli, and the dairy section should all be on the same side.

I just figured I would bring this to your attention because I saw other people wandering around in the store trying to find things as well. Again, I think the store looks great with the new design, but could you try to make the layout a little bit more efficient?

Sincerely,  
Jillian

Word count: 197



## Question 2

You are a student at your local college. The school is considering offering health insurance to all its students. This would include 50% coverage of dental, vision, and prescription drugs. If the school decides to implement this plan, \$100 would be added to each student's fees every semester.

Which option do you prefer? Explain your choice?

**Option A: Approve the plan**

**Option B: Reject the plan**



# My Answer

Personally, I think the college should implement the healthcare plan. Even though it would cost the students a little bit extra each semester, it would definitely benefit them throughout their studies.

Most of the students need healthcare coverage because they are not working. Without insurance, many of them cannot afford the high cost of dental, vision, and prescription drugs. For example, a root canal can easily cost \$500. With the insurance, it would only cost them \$250.

Another reason why the plan should be approved is because it offers the cheapest possible option for the students. Private insurance companies do not offer rates that cheap for individuals. For example, Sunlife Insurance charges \$50 per month for its basic plan. That would be twice as much as the college plan.

Given these reasons, I believe the plan should be approved. I am looking forward to visiting a dentist soon without breaking the bank. Again, this is my personal opinion, but I will support whatever the college decides to do.

I appreciate the opportunity to provide input on this issue.

Word count: 178



# Question 1

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While you were eating at a local restaurant, a fight broke out between two men. The police arrived at the scene, and they asked you to write a report about what happened. Email your report to the police and include the following things:

- Note the date, time, and location of the fight.
- Describe what you saw.
- Explain who you feel is at fault in this situation.

# My Answer

To the Calgary Police Service,

This is a copy of the report which the police asked me to write in response to a fight I witnessed on Friday, May 10, 2018, at 5:45 p.m., at Harvest Hills Restaurant.

As I was waiting for my order to arrive, I noticed two men enter the restaurant and sit at a table near me. One man was approximately 50 years old, and the other man was approximately 25 years old. After ordering their food, they began to argue with each other. The older man grabbed the younger man's shirt and began punching him. The younger man also started throwing punches and knocked the older man out. Soon after, the police arrived and arrested both men.

I believe the older man was at fault for instigating the conflict. He was the first to start shouting and throwing punches. I am sure there is a backstory in their relationship that would shed more light on the situation, but from what I saw, the older man was the initial aggressor.

I would be happy to provide you with any other information you might need.

Sincerely,  
Bradley Parker

Word count: 193



## Question 2

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The company you work for has been extremely successful this year. Your boss wants to do something special to thank all the employees. She is considering either taking everyone on a 5-day cruise to the Bahamas or giving everyone a \$1500 bonus at the end of the year. She has decided to conduct an anonymous survey.

Which option do you prefer?

Option A: Cruise

Option B: Bonus



# My Answer

Personally, I think the cruise would be a better choice. Even though it would be nice to receive some cash before the Christmas holidays, I think the cruise would be more beneficial to the employees for several reasons.

Firstly, the company's success has not come without a cost. The employees' morale is very low, and many of them are burned out. Going on a sunny vacation would give them the perfect chance to rejuvenate.

Another reason why the cruise is a better option is because it gives all the employees a chance to bond with each other. It is unfortunate that many people in our company don't know each other. A 5-day cruise would offer a great environment for everyone to get to know each other better.

Given these reasons, I believe the cruise would be more beneficial than the bonus. I am looking forward to the possibility of a great vacation with all the staff. Again, this is my personal opinion, but I will support whatever decision is made.

I appreciate the opportunity to provide input on this issue.

Word count: 181



# Question 1

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**Your sister has been in the hospital for a week. During this time, you have noticed the meals they are providing for her are very poor quality. Write an email to the hospital manager and include the following things:**

- **Tell him/her what you have seen in the past week.**
- **Complain about the food quality.**
- **Offer a suggestion on how things could improve.**



# My Answer

Dear hospital manager,

I am writing you to express a concern I have about the food quality at your hospital. My sister has been in the hospital for a week, and the meals the nurses are feeding her are very unhealthy.

So far, the meals have mainly consisted of carbs and sugar. This has had a negative effect on my sister's health. For lunch today, they gave her mashed potatoes and strawberry jello. I am concerned about this because there is almost no nutritional value in these foods. How are the patients supposed to get better when they are not being given a healthy diet?

I would like to suggest a change in the meal plans. Perhaps the patients could be given fish or chicken for supper every day in order to get some protein. For lunches, they could be given a healthy salad along with a dairy product such as yogurt or cheese. I believe a balanced diet like this would help the patients improve much faster.

I hope you accept my advice for the sake of all the patients' health.

Regards,  
Peter

Word count: 182



## Question 2

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Your apartment building is getting old, and the owners of the building are planning to do some renovations this summer. They have decided to conduct a survey to see what the tenants would like to have improved this year.

Which option would you prefer?

Option A: New paint and carpets

Option B: New elevator

# My Answer

Personally, I think a new elevator would be a better choice. Even though the building does need a new paint job, the elevator would offer more practical benefits to the tenants.

The first problem with the current elevator is that it is extremely slow. Sometimes it takes more than five minutes to arrive after pushing the button. A lot of people in the building have started using the stairs because they're so fed up with the elevator.

The second problem is safety. Sometimes the elevator does strange things. For example, yesterday it suddenly stopped moving, then it dropped a few feet. It was a very frightening experience.

Considering these reasons, I believe an elevator would be a better choice. Everyone in the building would be overjoyed. Again, this is my personal opinion, but I will support whatever decision is made.

Thank you for giving me a chance to provide input on this issue.

Word count: 153



# Question 1

In April your uncle lent you \$10,000 for a downpayment on a house. You promised to pay him back the full amount in September; however, some unexpected expenses have come up and you will only be able to make a partial payment in September. Write your uncle an email and do the following things:

- Explain to him why you cannot pay him the full amount in September.
- Tell him the amount you can pay in September.
- Tell him when you will pay the remaining part of the loan.

# My Answer

Dear Uncle John,

I just wanted to send you an email to discuss my loan. I'm so sorry to say that a situation has come up, and I won't be able to pay you back the full amount in September.

This summer I've been having more problems than I thought I would. My boss promised me a big bonus in July, but that fell through. Also, I had some unexpected medical expenses which set me back a few grand. I'm working as many overtime shifts as I can so that I can pay you back as soon as possible.

In September I'll be able to pay you back \$4000. Then, I think I'll be able to pay you \$3000 in October and \$3000 in November. I might be able to pay you back even earlier if I can find a tenant to rent my basement.

I really appreciate your kindness and patience!

Jim

Word count: 153



## Question 2

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There is a lake near your house with a running path around it. Recently, hundreds of ducks have appeared on the lake, and they are making a mess on the pathway. Joggers have begun complaining to the City Manager. You have been asked to complete a survey on the issue.

Which option would you prefer?

Option A: Shoot the ducks

Option B: Build a tall fence around the lake

# My Answer

Personally, I think it would be better to build a fence around the lake to prevent the ducks from going on the path. Even though this would cost the city more money, I believe it would be the best option for all the residents.

The first benefit of the fence is that it would keep the path clear for joggers without killing the ducks. The joggers do not have a problem with the ducks themselves. They have a problem with the mess the ducks leave on the path. As a jogger myself, I would be happy with this solution.

The second benefit of the fence is that it would protect children from falling into the water. Sometimes children try to feed the ducks and get into a dangerous situation. Having a fence would keep the children safe and still allow them to feed the ducks.

Given these reasons, I think a fence would be a better option for all the parties involved. The joggers, the children, and the ducks will all be happy. Again, this is my personal opinion, but I will support whatever the city decides.

Thank you for giving me a chance to provide input on this issue.

Word count: 200



# Question 1

You go to the public library every day because it is the only quiet place to study. Recently, however, there have been some noisy teenagers in the corner of the library where you like to study. Write an email to the librarian and include the following things:

- Explain how long the problem has been going on for.
- Explain where in the building the disturbance is happening.
- Suggest a solution to the problem.



# My Answer

Dear librarian,

I am writing to discuss a problem I am having in the library. I come to the library every day because it is the only quiet place I can study, but lately the noise levels have been too high for me to concentrate.

There has been a rowdy group of teenagers coming to the library every day around lunch time. They sit in northeast corner where I like to study. They usually stay for about an hour and then leave. I thought they would stop coming after a day or two, but this issue has persisted for over a week.

May I request that you put up more signs around the library stating the rules of the library. Also, if you could personally come to the northeast corner of the library at lunch time one of these days, you could witness the problem for yourself. If you talk to them, I think they would listen.

I really enjoy studying at the library which is why I would like this problem to be solved as soon as possible. Thank you for your help in this matter.

Regards,

Tammy

Word count: 154



## Question 2

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A bike was recently stolen from your workplace. Your boss wants to prevent this from happening again. She is conducting a survey among the employees and would appreciate your input.

Which option would you prefer?

Option A: Hire a security guard

Option B: Install cameras

# My Answer

Personally, I think it would be better to hire a security guard. Even though this would cost the company more money than the cameras, I believe it would be more effective in keeping everything safe.

The problem with security cameras is that they do not actually prevent a crime. If a thief steals a bike, the camera footage might help the police track down the perpetrator, but most petty crimes go unsolved. By the time the police would view the footage, the criminal would be long gone.

A security guard, on the other hand, would physically be able to stop someone from stealing a bike (or anything else). They would take proactive measures to ensure maximum safety of the premises. For example, they would make sure all the doors are locked and the bikes are properly secured.

Given these reasons, I think a security guard would be a better option for our company. All the employees will feel safe and secure. Again, this is my personal opinion, but I will support whatever the company decides.

Thank you for giving me a chance to provide input on this issue.

Word count: 187



# Question 1

Your teacher has asked you to give a short presentation in the next class about your country's culture. Some family issues have come up, and you cannot attend the next class. Email your teacher and include the following things:

- Apologize for missing the class.
- Explain why you cannot attend the class.
- Offer to give the presentation in a later class.

# My Answer

Dear Mr. Berkman,

I am writing to discuss the presentation you asked me to do next class. I would really love to do it, but unfortunately, I will not be able to attend next class.

A number of issues have come up with my family this week. My mother is sick in the hospital, and my relatives are visiting from Pakistan. These two factors have put a lot more responsibility on my shoulders which is why I am unable to attend the next class.

I am still interested in giving the presentation about my country. Would it be possible to postpone it till next Friday's class? By that time my relatives will have left, and hopefully my mother will be better.

I hope this does not cause too much inconvenience for you. I am really looking forward to teaching the class about my culture. Thank you for your understanding in this matter.

I look forward to your response.

Warm regards,

Rubina

Word count: 161



## Question 2

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Your company holds an annual spring cleaning day where all the employees help clean the office. Your boss has asked everyone to complete a survey to indicate their preference of job.

Which option would you prefer?

Option A: Clean up outside the building

Option B: Clean up inside the building

# My Answer

Personally, I would prefer to work outside; however, if you need more people to work inside, I would be fine with that too.

I really enjoy working outdoors, especially in the spring and summer. When I rake leaves at home, it doesn't even feel like work to me. I could enjoy the fresh air and sunshine for hours without getting tired or bored.

I have a slight allergy to dust which usually affects me when I do cleaning indoors. It's not too bad though. I could use a dust mask to protect myself. Last year, when I cleaned inside, I didn't get sick from it, so I'm sure it would be fine this year too.

I know it's springtime, and most people probably want to work outdoors, so if you need more people inside, I don't mind doing that either. I would, however, prefer to work outside because of the reasons I mentioned above.

Thank you for giving me a chance to voice my preference.

John Saxon

Word count: 165



# Closing Comments

I hope this book has helped you learn how to answer the writing tasks on the test. You probably noticed that I didn't follow my 12-sentence model perfectly for each question. It's good to be flexible. On the exam, do whatever you think is best. Use common sense. The reason I gave you the 12-sentence model is because many people benefit from having a template to follow. I think you will get a great score if you use a model like that.

If you want to improve your grammar and vocabulary, I think a great way to do that is to watch my YouTube videos. Like I said at the start of this book, there is no such thing as CELPIP English. If you improve your English, you will improve your CELPIP score, so just focus on the things that help you the most.

Thanks again for reading this book and supporting my work! I wish you all the best as you study for CELPIP!

You will definitely succeed if you do these things:

1. Relax
2. Keep learning
3. Keep trying





# CELPiP Writing Pro: Target 9 Study Pack

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| Sample Responses with Analysis: Task 2                         | 17          |

## Preparing for the CELPIP Writing Test

This package includes versions of many of the informational tables and sample responses discussed during the Writing Pro: Target 9 webinar.

Considering the **Performance Standards** when practicing your writing and assessing your sample responses will give you a sense of how CELPIP raters might assess your response, and should help you to become aware of your strengths and weaknesses.

The **Level Descriptor and Performance Profile** describe the abilities of a typical Level 9 test taker with respect to each Dimension of the Performance Standards. These are the skills you must demonstrate on the test in order to earn a score of Level 9 or higher.

The **Task 1 and Task 2 Key Skills and Strategies** offer concrete ways of demonstrating your skills in each task.

The **Sample Response with Improvements by Dimension** allows you to take a closer look at the Level 8 response discussed during the “mini-workshop.” Through this study you will gain insight into the differences between typical Level 8 and Level 9 responses, and you will get a sense of the ways that a test taker’s strengths and weaknesses in each Dimension contribute to his/her overall score.

Finally, the Study Pack includes the **Task 1 and Task 2 sample responses** discussed during the webinar, and analysis of their main strengths and weaknesses.

By incorporating the above information, strategies, and insights into your writing practice, you will have the best possible chance of achieving a Level 9 or higher on the Writing Test. Of course, doing well on the test also requires very high fluency in English. It is important to recognize that studying the material in this package and learning English are two different things, and building your English writing skills should be the main focus of your preparation for the test.

Good luck!

## CELPIP Writing Test Performance Standards

| Dimension                     | Important Factors                                                                                                                                                                               | Guiding Questions                                                          |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Content/<br/>Coherence</b> | <ul style="list-style-type: none"> <li>• Number of ideas</li> <li>• Quality of ideas</li> <li>• Organization of ideas</li> <li>• Examples and supporting details</li> </ul>                     | How well are your ideas organized and developed?                           |
| <b>Vocabulary</b>             | <ul style="list-style-type: none"> <li>• Word choice</li> <li>• Suitable use of words and phrases</li> <li>• Range of words and phrases</li> <li>• Precision and accuracy</li> </ul>            | What is the range of your vocabulary and can you use it naturally?         |
| <b>Readability</b>            | <ul style="list-style-type: none"> <li>• Format and paragraphing</li> <li>• Connectors and transitions</li> <li>• Grammar and sentence structure</li> <li>• Spelling and punctuation</li> </ul> | How easy is it to read and understand your response?                       |
| <b>Task<br/>Fulfillment</b>   | <ul style="list-style-type: none"> <li>• Relevance</li> <li>• Completeness</li> <li>• Tone</li> <li>• Word count</li> </ul>                                                                     | How well did you follow the instructions? Did you use an appropriate tone? |

## Level 9 Descriptor, Can-Do Statements, and Performance Profile

Level Descriptors are a new feature of CELPIP score reports. They include:

- **Can-Do Statements.** For each Dimension (Content/Coherence, Vocabulary, Readability, and Task Fulfillment), there are 1-3 statements beginning with “I can,” indicating what a typical test taker at a particular CELPIP Level is able to do in that Dimension.
- **a Performance Profile.** This is a broad summary of the abilities of a typical test taker at a particular CELPIP Level, based on the Can-Do Statements.
- **Things to work on.** This is a list of skills that a test taker at a particular CELPIP Level may benefit from focusing on when working to improve his/her writing.

### Level 9 Can-Do Statements

| At this level, I can...                                                                                                                                                                          |                                                                                                                                       |                                                                                                                                                                         |                                                                                                                                                                                                             | When:                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Content/<br>Coherence                                                                                                                                                                            | Vocabulary                                                                                                                            | Readability                                                                                                                                                             | Task Fulfillment                                                                                                                                                                                            |                                                                        |
| <ul style="list-style-type: none"><li>• write short formal and informal texts of some complexity</li><li>• support key ideas with relevant facts, descriptions, details, or quotations</li></ul> | <ul style="list-style-type: none"><li>• choose words and phrases to provide accurate details, descriptions, and comparisons</li></ul> | <ul style="list-style-type: none"><li>• write well-organized paragraphs</li><li>• write with control of a range of complex and diverse grammatical structures</li></ul> | <ul style="list-style-type: none"><li>• present information using a tone and style that follows some formal and most informal writing conventions</li><li>• convey my intended meaning in writing</li></ul> | I write for a defined audience and the situation is formal or informal |

### Level 9 Performance Profile

I can write short, organized texts in most social and more formal contexts. I have control of complex grammar, and am developing a repertoire of precise, formal, and specialist vocabulary. I can write longer, more demanding texts. I make occasional errors that do not impede my meaning.

### Level 9 Things to work on

- Fully develop my ideas in writing
- Increase my ability to use context-specific vocabulary
- Reduce the number of grammar and vocabulary errors

## Task 1 Key Skills & Strategies

| Writing Skill                                  | Strategies                                                                                                                                                                                                                                                               |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Logical organization</b>                    | <ul style="list-style-type: none"> <li>• Make an outline first</li> <li>• Start with a purpose statement and end with a concluding statement</li> <li>• Complete the tasks in order</li> </ul>                                                                           |
| <b>Solid support</b>                           | <ul style="list-style-type: none"> <li>• Brainstorm ideas before you start writing</li> <li>• Support each main idea with at least one specific detail</li> <li>• Mention real places, people, and situations to make details more concrete and vivid</li> </ul>         |
| <b>Precise vocabulary</b>                      | <ul style="list-style-type: none"> <li>• Use descriptive, precise, and natural language</li> <li>• Avoid overusing words and phrases from the question</li> </ul>                                                                                                        |
| <b>Accurate grammar &amp; clear formatting</b> | <ul style="list-style-type: none"> <li>• Use a variety of sentence types and grammatical structures</li> <li>• Start a new paragraph for each main idea</li> <li>• Connect ideas with transitions</li> <li>• Use capitalization and punctuation appropriately</li> </ul> |
| <b>Thorough response</b>                       | <ul style="list-style-type: none"> <li>• Read the whole question carefully</li> <li>• Don't change/ignore the information given in the question</li> <li>• Write at least one sentence for each task (most will need more!)</li> </ul>                                   |
| <b>Suitable tone</b>                           | <ul style="list-style-type: none"> <li>• Consider the purpose and audience of the email</li> <li>• Use a greeting and sign-off that fit the situation</li> <li>• Avoid rudeness, sarcasm, and casual slang</li> </ul>                                                    |
| <b>Careful proofreading</b>                    | <ul style="list-style-type: none"> <li>• Check your work for 3-4 minutes after you write</li> <li>• Be aware of what kind of mistakes you make most often</li> </ul>                                                                                                     |

## Task 2 Key Skills & Strategies

| Writing Skill                                  | Strategies                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Logical organization</b>                    | <ul style="list-style-type: none"> <li>• Make an outline before you start writing</li> <li>• Start with an opinion statement</li> <li>• End with a concluding statement</li> <li>• Create flow using meaningful transitions</li> </ul>                                                                                      |
| <b>Convincing support</b>                      | <ul style="list-style-type: none"> <li>• Brainstorm ideas before you start writing</li> <li>• Support each main idea with at least one concrete detail/example</li> <li>• Mention real places, people, and situations to make details more concrete and vivid</li> <li>• Compare your choice to the other choice</li> </ul> |
| <b>Precise vocabulary</b>                      | <ul style="list-style-type: none"> <li>• Use descriptive vocabulary; avoid being too general or abstract</li> <li>• Avoid overusing words and phrases from the question</li> </ul>                                                                                                                                          |
| <b>Accurate grammar &amp; clear formatting</b> | <ul style="list-style-type: none"> <li>• Use a variety of sentence types and grammatical structures</li> <li>• Avoid list/point form</li> <li>• Use appropriate paragraphing</li> <li>• Use capitalization and punctuation appropriately</li> </ul>                                                                         |
| <b>Thorough response</b>                       | <ul style="list-style-type: none"> <li>• Read the whole question carefully</li> <li>• State your choice at the beginning of the response</li> <li>• Focus on reasons (not suggestions or descriptions)</li> </ul>                                                                                                           |
| <b>Suitable tone</b>                           | <ul style="list-style-type: none"> <li>• Consider the audience: who will read the survey response?</li> <li>• Don't write an academic essay</li> <li>• Avoid rudeness, sarcasm, and casual slang</li> </ul>                                                                                                                 |
| <b>Careful proofreading</b>                    | <ul style="list-style-type: none"> <li>• Check your work for 3-4 minutes after you write</li> <li>• Be aware of what kind of mistakes you make most often</li> </ul>                                                                                                                                                        |

## Using Your Time

You have **27 minutes** to complete Task 1 and **26 minutes** to complete Task 2. This allows you enough time to plan and check each response.

It is strongly recommended that you **spend around 4-5 minutes planning each response before you start to write**, following these steps:

1. Brainstorm for 2-3 minutes. Write notes. Use point form and don't worry about spelling/grammar.
2. Choose your main ideas.
3. Put the ideas in order.
4. Think of supporting details.
5. Write a strong, clear purpose statement.

It is also recommended that you **spend around 3 minutes checking your response after you write**. Reread your response several times to make sure you can't see any mistakes, the ideas are organized, and you answered the whole question.

## Sample Response with Improvements by Dimension

### Question

#### Writing Task 2: Responding to Survey Questions

Time remaining: 26 minutes 0 seconds

NEXT

#### **i** Read the following information.

##### Vacation Time or Job Training?

You work in a small office. The boss wants to reduce vacation time by two days, but send everyone in the office to a nice beachside hotel for 4 days of job training. Some of the staff are very happy with this idea. Others are upset. The boss asked you to respond to an opinion survey.

#### **i** Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- ☐ Option A: I think we should keep our vacation time instead of going to the training.
- ☐ Option B: I think we should do the training and cut back our vacation time.

### Test taker's response (Level 8)

Vacation time is meant for relaxing. The last thing that I want to think about when I am on vacation is work stuffs or what I should do to improve myself in my job. It is true that it would be nice to stay at a beachside hotel for 4 days, but my concern is, how much of this hotel or time will we get to enjoy? The training could take us the entire day and by the time we get back to our hotel we will be too tired to do anything else to enjoy ourselves. This will mean that we basically won't be having any real "Vacation Time". I would trade this 4 days at the beachside hotel with my 2 days vacation time to fully enjoy and relax myself and also spend some quality time with my family and friends. I agree that job training is important, but not at the cost of my personal "healing" time. What I mean by that is, during my vacation time, I take some time off to do some meditation and relief myself of all the stress of work and life. I believe that this helps me to restore my physical and mental health.



## 1. Content/Coherence: Strengths, Weaknesses, and Solutions

| Strengths                                             | Weaknesses                           | Solutions                                                                          |
|-------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------|
| ✓ Many different ideas                                | • No clear purpose statement         | • State your purpose clearly at the beginning of the response                      |
| ✓ Quality of ideas is quite good                      | • Meaning of some details is unclear | • State ideas precisely<br>• Use transitions to show connections between ideas     |
| ✓ Most main ideas are supported with details/examples | • Some disorganized content          | • Structure the response logically to create smooth flow<br>• Use paragraphing     |
| ✓ Not much repetition of ideas                        | • No concluding statement            | • End the response with a statement that ties it together and signals completeness |

### Response revised for Content/Coherence

**Although the Cancun Oceanside Inn is a gorgeous location, I don't feel that holding our conflict resolution training course there would make up for the loss of two vacation days. My rationale is that vacation** time is meant for relaxing. The last thing that I want to think about when I am on vacation is work stuffs or what I should do to improve myself in my job. It is true that it would be nice to stay at a beachside hotel for 4 days, but my concern is **that we would not get to enjoy the experience.** The training could take us the entire day and by the time we get back to our hotel we will be too tired to **make the most of the luxurious accommodations or the scenic setting.**

I agree that job training is important, but not at the cost of my personal "healing" time. **For me, time off means time out** to do some meditation and relief myself of all the stress of work and life. I believe that this helps me to restore my physical and mental health. **By retaining my vacation days, I will be able** to fully enjoy and relax myself and also spend some quality time with my family and friends.

## 2. Vocabulary: Strengths, Weaknesses, and Solutions

| Strengths                                         | Weaknesses                                                                                      | Solutions                                                                                                                                         |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ Most language is suitable for the situation     | <ul style="list-style-type: none"><li>• Too much repetition of some words and phrases</li></ul> | <ul style="list-style-type: none"><li>• Avoid overusing words and phrases from the question</li><li>• Think of ways to paraphrase ideas</li></ul> |
| ✓ Good range of words and phrases                 | <ul style="list-style-type: none"><li>• Word choice occasionally lacks precision</li></ul>      | <ul style="list-style-type: none"><li>• After writing, reread the whole response, focusing on word choice</li></ul>                               |
| ✓ Most words and phrases are natural and accurate | <ul style="list-style-type: none"><li>• Some word choice could be more concise</li></ul>        | <ul style="list-style-type: none"><li>• Use transitions effectively</li><li>• Watch the word counter and use words wisely</li></ul>               |

### Response revised for Vocabulary

**Vacation time** is meant for relaxing. The last thing that I want to think about when I am on vacation is **my job duties** or what I should do to improve myself **professionally**. **Certainly**, it would be **pleasant** to stay at a beachside hotel for 4 days, but my concern is, how much will we get to **appreciate** the **location or the trip**? The training could take us the entire day and by the time we get back to our hotel we will be too tired to do anything else to enjoy ourselves. This will mean that we basically won't be **making the most of the experience**. **I would be much less excited about a four-day "working holiday" than two days of personal time** to fully **sit back** and **relax**, and also spend some quality time with my family and friends. I agree that job training is important, but not at the cost of my personal "healing" time. During my **time off**, I take some time **out** to do some meditation and relief myself of all the stress of work and life. I believe that this helps me to restore my physical and mental health.

### 3. Readability: Strengths, Weaknesses, and Solutions

| Strengths                                                     | Weaknesses                                                                                                 | Solutions                                                                                                                                                                                                       |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ Very few errors in spelling, punctuation, or capitalization | <ul style="list-style-type: none"><li>• No paragraphing to signal new main ideas</li></ul>                 | <ul style="list-style-type: none"><li>• Create an outline before beginning to write</li><li>• Start a new paragraph for each main idea</li><li>• Introduce each paragraph with a clear topic sentence</li></ul> |
| ✓ Very few grammar errors                                     | <ul style="list-style-type: none"><li>• Not enough transitions to show connections between ideas</li></ul> | <ul style="list-style-type: none"><li>• Signal each new main idea with a transition word</li><li>• Use transitions thoughtfully to connect ideas</li></ul>                                                      |
| ✓ Fairly wide range of sentence structures                    |                                                                                                            |                                                                                                                                                                                                                 |

#### Response revised for Readability

**The main reason for my choice is that** vacation time is meant for relaxing. The last thing that I want to think about when I am on vacation is work **stuff** or what I should do to improve myself in my job. It is true that it would be nice to stay at a beachside hotel for 4 days, but my concern is, how much of this hotel or time will we get to enjoy? The training could take us the entire day and by the time we get back to our hotel we will be too tired to do anything else to enjoy ourselves. **As a result**, we basically won't be having any real "Vacation Time".

**Furthermore, keeping those two days of vacation time would allow me** to fully enjoy and relax myself and also spend some quality time with my family and friends. I agree that job training is important, but not at the cost of my personal "healing" time. During my vacation time, I take some time off to do some meditation and **relieve** myself of all the stress of work and life. I believe that this helps me to restore my physical and mental health.

#### 4. Task Fulfillment: Strengths, Weaknesses, and Solutions

| Strengths                                       | Weaknesses                                                                            | Solutions                                                                                                               |
|-------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| ✓ Tone is usually appropriate for the situation | <ul style="list-style-type: none"><li>• The writer doesn't choose an option</li></ul> | <ul style="list-style-type: none"><li>• State a clear choice at the beginning of the response</li></ul>                 |
| ✓ Second main idea is relevant and on topic     | <ul style="list-style-type: none"><li>• Tone is too harsh in a few places</li></ul>   | <ul style="list-style-type: none"><li>• Reread the completed response, considering the situation and audience</li></ul> |
|                                                 | <ul style="list-style-type: none"><li>• First main idea is a bit off topic</li></ul>  | <ul style="list-style-type: none"><li>• Read the question carefully before starting to write</li></ul>                  |

#### Response revised for Task Fulfillment

**Although the Cancun Oceanside Inn is a gorgeous location, I don't feel that holding our conflict resolution training course there would make up for the loss of two vacation days.** My main argument is that **professional development is not a holiday, regardless of where it takes place.** While it would be nice to stay at a beachside hotel for 4 days, my concern is **that we might not get to enjoy the experience.** The training could take us the entire day and by the time we get back to our hotel we will be too tired to do anything else to enjoy ourselves. **Besides, if we did go out to explore Cancun or unwind together at the hotel's poolside pub, we might not be well-rested for the next day's training session!**

**Furthermore,** I agree that job training is important, but not at the cost of my personal "healing" time. During my vacation time, I take some time off to do some meditation and relief myself of all the stress of work and life. I believe that this helps me to restore my physical and mental health, **which in turn makes me a more engaged employee. Meanwhile, hosting the training course in our own comfortable conference room would ensure attentive participation.**

## Response Analysis

### Task 1

#### Question

#### Writing Task 1: Writing an Email

Time remaining: 27 minutes 0 seconds

NEXT

**i Read the following information.**

You are an elementary school teacher. There is a famous writer who lives near your school.

**i In about 150-200 words, write to this writer and invite her to speak to the children in your class. Your message must include the following points.**

- An introduction to the school and your class.
- Why the children like this writer's books.
- An invitation to visit the classroom.
- What the writer can do with the children.

### Response 1: Level 7

Dear Mr. Smith,

My name is Lucas, and I am a literature teacher at the elementary school in the West End. During our last literature class we were going through one of your recent works. All children loved your new novel. They found the novel simple to understand and thoughtful at the same time. We have a long discussion during and after classes.

Because of that, I would like to invite you as a guest speaker to one of our classes to tell us more about your novel and process of writing. Maybe you can tell us about who or what inspired to write this novel and tell us more about every character.

I think this meeting will be useful for those who is interesting for everyone. We have literature classes every Monday and Friday between 9 - 11 am.

Please let me know if you are able to accept our invitation.

Faithfully yours,

Lucas McTeacher

(156 words)

### Analysis

| Strengths                                                                                                                                                                                                                                                                                                                                                                                                                           | Weaknesses                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• The purpose is clear, though it is not mentioned until the second paragraph.</li><li>• Main ideas are supported with details</li><li>• Some precise/clear word choice (e.g., "literature teacher," "simple to understand," "process of writing," "inspired").</li><li>• Paragraphing and formatting make the response easier to read.</li><li>• The writer addresses all 4 tasks.</li></ul> | <ul style="list-style-type: none"><li>• Some details are not precise (e.g., what grade the students are in, what book they've been reading, why exactly they enjoyed the book).</li><li>• More detail is needed for all 3 tasks, especially the first (introducing the school and class) and second (why the children like this writer's books).</li><li>• Some grammar errors interfere with meaning (e.g., "those who is interesting for everyone").</li></ul> |

## Response 2: Level 12

Dear Ms. Smith,

I recently learned that you are a local neighbour of our school, St. Mary's Elementary School on Main Street, where I am the third grade teacher. Perhaps you have noticed our bright pink mural in the neighbourhood? It gets quite the attention from people passing by.

My third-graders are huge fans of your work. Your books are so clever and funny. In fact, we just completed reading "Edward in the Garden" as a class. The children were delirious with laughter when Edward fought the rabbit off his carrots. Many of them were chuckling on the floor!

In the coming weeks the children will learn to write their own short stories, and as inspiration to them my principal and I would like to invite you as a guest speaker to our class. Would you be interested in such an opportunity? It would require a 20 minute talk with our class of twenty-five children, followed by some questions at the end.

Your presence would motivate and guide them greatly. The children would be so thrilled to hear from an author they know and love, and it would be an honour to host you.

Sincerely,

Mrs. Applebee

*(197 words)*

### Analysis:

| Strengths                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Weaknesses                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Organized response, clear purpose.</li><li>Extremely specific and realistic details (e.g., "bright pink mural," "third-graders," "when Edward fought the rabbit off his carrots")</li><li>Lots of vivid, precise language: e.g., "delirious with laughter," "chuckling on the floor."</li><li>Formatting, punctuation, and grammar make the response easy to read and understand.</li><li>Tone is ideal: friendly and polite.</li></ul> | <ul style="list-style-type: none"><li>"Followed by some questions" and "fought the rabbit off his carrots": a bit awkward, though the meaning is clear.</li><li>"Motive" is the wrong word form: should be "motivate."</li><li>The explanation of what the writer can do is a bit vague: a 20-minute talk about what? The invitation is also not precise: "in the coming weeks" is a long stretch of time.</li></ul> |

### Response 3: Level 9

Dear Christine Miller,

My name is Jennifer Clark and I'm an English teacher from Killarney Elementary. We are a small elementary school situated near the recreational centre close to Rupert Street and 45th Avenue. My students are a huge fan of your books and they would absolutely love it if you could spare the time to visit.

Everyday, I read a chapter from your book to my students and they hang on to every word. The creativity used to create the fantasy world of Unicorn Land and the adventures that Misty undertakes creates a sense of wonder and amazement in my students. They particularly love the shy and lonely dragon, Harold. At the end of every chapter, they always ask, "What's going to happen next?".

In the next two weeks, I plan to hold story writing sessions. It would simply be amazing if you can come and inspire them on how to create a fantasy word of their own. Please tell them how you came to create Unicorn Land, what contributed to your creation and how you put together the many adventures.

Let me know your thoughts.

Thank you for your time,

Kind Regards,  
Jennifer Clark

*(196 words)*

#### Analysis:

| Strengths                                                                                                                                                                                                                                                                                                                                                                                                                             | Weaknesses                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Organized response, clear purpose. All main ideas are supported with realistic details.</li><li>Fairly good range of language related to the situation (e.g., "situated," "huge fan," "a sense of wonder and amazement")</li><li>Very few grammar and punctuation errors; none interfere with understanding.</li><li>Every task is addressed.</li><li>The tone is ideal for the task.</li></ul> | <ul style="list-style-type: none"><li>Some word choice is a bit awkward ("inspire them on," "put together the many adventures") or repetitive ("create" x6).</li><li>Final sentence of the third paragraph is very repetitive.</li><li>Not many transition words.</li><li>The writer doesn't quite introduce her class. The information given for the fourth task is a bit vague, and the invitation is a bit imprecise.</li></ul> |



## Task 2

### Question

#### Writing Task 2: Responding to Survey Questions

Time remaining: 26 minutes 0 seconds

NEXT

**i** Read the following information.

#### Vacation Time or Job Training?

You work in a small office. The boss wants to reduce vacation time by two days, but send everyone in the office to a nice beachside hotel for 4 days of job training. Some of the staff are very happy with this idea. Others are upset. The boss asked you to respond to an opinion survey.

**i** Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- ☐ Option A: I think we should keep our vacation time instead of going to the training.
- ☐ Option B: I think we should do the training and cut back our vacation time.

## Response 1: Level 10

Hi John,

I second your suggestion to reduce the number vacations days and send us for a training instead.

After talking to my friends outside work, I have realized that our company currently gives more vacation days than any other company in our city. Being a team lead, I have noticed that this has resulted in long periods of time when employees have been absent from work leading to an overall decrease in productivity of my group. Surprisingly, I have also observed that about half the employees do not take all their vacation days anyway and instead choose to come to work.

I believe that sending everyone together for paid training at a beachside hotel is a great idea. I have overheard employees lamenting about how we do not have enough company events and this could very well be the perfect solution. The training will not only be beneficial for improving our skills but it will also provide an excellent opportunity for employees to get to know each other better.

*(170 words)*

### Analysis:

| Strengths                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Weaknesses                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• The writer chooses an option in his own words.</li><li>• Lots of precise vocabulary (e.g., "friends outside work," "team lead," "overall decrease," "overheard").</li><li>• Very few grammar errors; none interfere with understanding.</li><li>• Formatting and paragraphing make the response easy to read.</li><li>• The writer completes all of the tasks.</li><li>• The tone is formal but friendly.</li></ul> | <ul style="list-style-type: none"><li>• The first main idea goes a bit off topic. It is more focused on the general idea of how much vacation employees get than the specific question of giving up two vacation days for the training.</li><li>• More specific detail about the training and the location would strengthen the second main idea. "Improving our skills" is not specific.</li></ul> |

## Response 2: Level 8

Because I have already made a plan for a vacation like many others. For me, I was working so hard since last month that i didn't take any day off. Even I worked during weekend and holidays as well. I thought I have vacation days coming ahead so I told to Julie my wife that we are going to Florida during my coming vacation. So now if I cant get those days off she will be so upset. And moreover, this vacation is much needed one for me as well. I need family time and mental rest for better working output.

At the same time I know this kind of training is also important to improve our skill and techniques. And I can share my view and opinion with other co-workers which will eventually help me to work better. But what i really need right now is to enjoy some time out of working environment. And extra vacation days would be great choice for me right now.

*(167 words)*

### Analysis:

| Strengths                                                                                                                                                                                                                                                                                                                                                           | Weaknesses                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• The writer gives two main ideas to support his choice.</li><li>• The organization of the ideas is fairly clear and the ideas are adequately developed.</li><li>• Some vocabulary is clear and precise; e.g., "much needed," "mental rest," "working environment."</li><li>• The tone is appropriate for the task.</li></ul> | <ul style="list-style-type: none"><li>• The writer doesn't choose an option.</li><li>• There is no conclusion.</li><li>• There are many grammar errors; some make it harder to understand the ideas (e.g. the verb tense errors in the first part of the response).</li><li>• Too many sentences start with "and," "but," and "so"; ideas don't flow smoothly.</li><li>• Some repeated ideas (e.g., the meaning of the last two sentences is basically the same).</li></ul> |

### Response 3: Level 9

Dear Mr. Smith,

While I really appreciate your offer on the job training, I would like to keep the vacation policy for the following three reasons:

Firstly, I believe this training will not only benefit me but also the company as I will be better-equipped for my job. Thus it is an extension of work and should not be counted as a vacation, which is personal time.

Secondly, as a senior employee with a family, the vacation time is when I spend the days building relationships with my wife and children. Converting them into training would be hard on my family as they will not like to see me less.

And finally, while being at a beachside hotel is very inviting, I prefer learning in a more conducive environment, away from distractions like crowds and heat. I believe a training course at a local university will be a better fit for me.

I have all the confidence that you will make the right decision. Please let me know if you need my help talking to the other employees about this issue.

Kind regards,  
Larry

*(184 words)*

#### Analysis:

| Strengths                                                                                                                                                                                                                                                                                                                                                                                                                                       | Weaknesses                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• The writer's purpose is very clear and the supporting ideas are well organized.</li><li>• Lots of precise/clear vocabulary: e.g., "an extension of work," "better-equipped," "counted as," "more conducive environment."</li><li>• Transitions and paragraphing make the ideas easy to follow.</li><li>• The writer addresses all of the tasks.</li><li>• The tone is formal and very polite.</li></ul> | <ul style="list-style-type: none"><li>• Some vague ideas (e.g. "your offer on the job training," "which is personal time," "the vacation time is when I spend the days building relationships").</li><li>• Occasional vague/awkward/repeated vocabulary: "vacation" repeated many times, "see me less," "senior."</li><li>• Unclear wording in the first idea makes it seem as though the writer is in favour of doing the training.</li></ul> |