

CELPiP Writing Module 1

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Write an E-mail (27 minutes/150-200 words)

You have been invited to a wedding, but you cannot go. Your e-mail must include the following points:

- Congratulations on the wedding
- Apologies that you cannot go to the wedding
- The reason that you cannot go to the wedding
- A suggestion about when you can see each other after the wedding

Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your city wants to improve the traffic situation in the city. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Widen the roads: The roads are very narrow now. There are traffic jams every day.

Option 2: Improve the public transit system: Now there are only buses. The city is thinking of building a train system. That would be very expensive.

CELPIP Writing Module 2

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Write an E-mail (27 minutes/150-200 words)

You have registered to attend a work-related conference in another city. You are going to write an e-mail to the organizers of the conference. Your e-mail must include the following points:

- Your enthusiasm for attending the conference, and the reason you are attending
- Some questions regarding hotel accommodations, and sightseeing opportunities in the city
- Some questions regarding the conference organizers' cancellation policy

Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your company wants to change the working hours. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Start work at 8:30 a.m. and finish at 4:30 p.m.: The workers would be able to sleep in. They would also be stuck in traffic jams every day.

Option 2: Start work at 6:30 a.m. and finish at 2:30 p.m.: The workers would have to wake up very early every day. They would have more time to run errands.

CELP Writing Module 3

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Write an E-mail (27 minutes/150-200 words)

You want to ask your friend to go on a trip with you. Your e-mail must include the following points:

- Where you want to go
- What you can do there
- When you want to go there
- When your friend needs to respond to your e-mail

Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your province wants to improve the education system. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Make more public schools: Most students in Canada attend public schools.

Option 2: Make more private schools: There are not as many private schools as public schools.

CELPiP Writing Module 4

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Write an E-mail (27 minutes/150-200 words)

Your co-worker is moving to another city. Your letter must include the following points:

- Congratulations on the move
- Your feelings about the move
- Why you think your co-worker will be happy in the new city
- A suggestion about visiting your co-worker in the new city in the future

Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your community hall wants to make a new sports centre. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Make a new arena for hockey and skating: Canadians can enjoy those sports outside in winter; an indoor arena would allow them to play such sports year round.

Option 2: Make a gym for basketball and indoor soccer: Most Canadians cannot enjoy those sports outdoors in winter; an indoor gym would give them that opportunity.

CELPIP Writing Module 5

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Write an E-mail (27 minutes/150-200 words)

You want to have a meeting with your child's teacher about your child's progress in school. Your letter must include the following points:

- A self-introduction
- Some praise for the teacher
- A request to meet with the teacher, and the reason for wanting to meet
- A possible date and time for the meeting

Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your community association wants to build a swimming pool. The association wants your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Build an indoor pool: An indoor pool is much more expensive. It can be enjoyed year round.

Option 2: Build an outdoor pool: An outdoor pool cannot be enjoyed in winter, or in other seasons when the weather is bad.

CELPIP Writing Module 6

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Write an E-mail (27 minutes/150-200 words)

Your co-worker wants you to go camping with him/her, but you have never been camping before, so you are worried about accepting the invitation. Your letter must include the following points:

- Appreciation for the invitation
- Your concern about going camping
- A request for more details about the camping trip
- What you will do when you receive the details

Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your multicultural club is having a special celebration. The club wants the members' opinions on what kind of food to serve. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Have a formal dinner: This would be much more expensive. People would sit down more, and would talk mainly to the people at their table.

Option 2: Light snacks only: This option is much cheaper. People would be standing much of the time, talking to many different people.

CELPiP Writing Module 7

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Write an E-mail (27 minutes/150-200 words)

You have been asked by your boss to attend a meeting, but you cannot go. Your e-mail must include the following points:

- Apologies that you cannot attend the meeting
- The reason that you cannot attend
- A suggestion about how you can compensate for being absent from the meeting

Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your city council wants to develop some land in your area. They want the residents' opinions on what to build. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Build a park: This would be a much cheaper option. The city already has many parks.

Option 2: Build a museum: This would be very expensive. The city already has one museum.

CELPiP Writing Module 8

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Write an E-mail (27 minutes/150-200 words)

Your friend has asked if he can borrow your car, but you cannot lend it to him. Your e-mail must include the following points:

- Apologies that you cannot lend the car to him
- The reason that you cannot lend the car
- A suggestion about where he can get a car

Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your company is going to move to a new location. They want the workers' opinions on the new location. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Move to a downtown location: It is a very convenient location for workers and clients. The rent is very high downtown. There are traffic and parking problems every day.

Option 2: Move 20 kilometres outside the city: It is quite a long drive for most workers and clients. There are no traffic or parking problems. The rent is very reasonable.

CELPIP Writing Module 9

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Write an E-mail (27 minutes/150-200 words)

You want to invite your friend to have dinner with you at a restaurant. Your e-mail must include the following points:

- An invitation to the restaurant
- The date/time/and place of the dinner
- A description of the restaurant
- A request for your friend to bring a guest if they want

Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your community association is going to have a New Year's Eve party. They want the residents' opinions on what time to have the party. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: 6:00 p.m. – 12:00 a.m.: This would allow parents to bring their young children to the event. Tickets would be more expensive because dinner would be served.

Option 2: 11:00 p.m. – 2:00 a.m.: This would be for adults only. Tickets would be cheaper, because there would only be snacks. Guests could continue enjoying the party after the midnight countdown.

CELPiP Writing Module 10

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Write an E-mail (27 minutes/150-200 words)

You are very satisfied with some of the services you are receiving from your city. Write an e-mail to your city hall. Your e-mail must include the following points:

- Praise for the services that you are satisfied with
- Specific reasons for why you are satisfied with the services
- Encouragement for the city to continuing doing a great job

Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your city is going to build a new facility for the residents of the city. They want the residents' opinions on which facility to build. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: a new recycling centre: There is already one recycling centre on the other side of the city. The amount of recycling is growing every year.

Option 2: a new nature park: There are already many parks in the city, but no nature parks yet.

CELPIP Writing Module 11

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Write an E-mail (27 minutes/150-200 words)

You registered and paid for a university course, but you need to cancel your registration. Your e-mail must include the following points:

- The reason you are writing the e-mail
- A description of the course that you registered and paid for
- The reason you need to cancel your registration
- A request for a refund

Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your city wants to build a new road in your community. They want the residents' opinions on what kind of road to build. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: A road with two vehicle lanes: There are traffic jams on the existing road every day, sometimes even on weekends.

Option 2: A road with one vehicle lane and one bicycle lane: The number of bicycle riders is increasing every year.

CELPIP Writing Module 12

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Write an E-mail (27 minutes/150-200 words)

Your friend, who lives in another city, wants to visit you. Your e-mail must include the following points:

- Your feelings about your friend visiting you
- A question from you about when your friend will be arriving, and how long he or she will be staying
- What kinds of activities you and friend can do during the visit

Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your employer would like to decide on a fixed set of days off for the employees. He wants the employees' opinions on this topic. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Friday and Saturday off: With this choice, many employees will not get exactly the same days off as their spouses and children. Employees would be able to go to the dentist, doctor, and do banking much more easily.

Option 2: Saturday and Sunday off: With this choice, most employees would enjoy weekends with their families. They would probably not be able to do many errands, because a lot of services are closed Saturdays and Sundays.

Sample Writing Responses

Module 1 Task 1: Write an E-mail (27 minutes/150-200 words)

You have been invited to a wedding, but you cannot go. Your e-mail must include the following points:

- Congratulations on the wedding
- Apologies that you cannot go to the wedding
- The reason that you cannot go to the wedding
- A suggestion about when you can see each other after the wedding

Basic Response (153 words):

Dear Sandra:

How are you? I hope everything is fine with you. Thank you so much for your wedding invitation. I am so happy for you and George. Congratulations! You are a really nice couple.

I really want to go to your wedding, but I cannot. I am so sorry. I feel so bad. I know it is an important day for you.

I cannot go to your wedding because of work. I have a big meeting on the same day as your wedding. If I don't go to the meeting, I could lose my job. It is a very important meeting for me. I hope you understand.

Maybe we can get together after the wedding. I will phone you a few weeks after your wedding. Maybe we can have dinner together. You can tell me about your wedding.

Thank you for understanding. I hope you have a wonderful wedding.

Your friend,

Teresa

Advanced Response (200 words):

Dear Sandra:

How have you been? I hope you've been keeping well. Thanks for your wedding invitation, which I just received. I am so excited for both you and George. Congratulations! You make a great couple.

I would love to be able to make it to your wedding, but I'm afraid I can't. My apologies. I feel terrible. I know what an important day it is for you. I really wish that I could make it.

I won't be able to go to your wedding because of work. There's a big meeting that I have to attend, which just happens to be on the same day as your wedding. If I don't go to the meeting, I could lose my job. That's how important it is for me to be there. I really hope you understand.

Maybe we can get together sometime after the wedding. I will phone you a couple of weeks after your wedding. Maybe we can have dinner at a nice place or something. It will give us a chance to catch up and talk about your fantastic wedding.

Thanks again for understanding, Sandra. I want to wish you and George a wonderful wedding.

Your friend,

Teresa

Module 1 Task 2: Answer a Survey Question (26 minutes/150-200 words)

Your city wants to improve the traffic situation in the city. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Widen the roads: The roads are very narrow now. There are traffic jams every day.

Option 2: Improve the public transit system: Now there are only buses. The city is thinking of building a train system. That would be very expensive.

Basic Response (153 words):

My name is Juan Garcia. I have lived in this city for about two years. I would like to give my opinion on improving the traffic situation.

I like option 1. I think it is a very good idea. We need to widen the roads. Now, the roads are too narrow. Every day, there are traffic jams. It is a big problem for drivers. If the city widens the roads, there will not be so many traffic jams. The roads will be much wider than now. Everyone will be happy if we can get some wider roads in this city.

Idea 2 is not so good. I think it is too expensive. It probably costs almost \$1 billion dollars to build a train system for this city. We do not have enough money for that.

It is much better to build wider roads in our city. Thank you for listening to my opinion.

Advanced Response (200 words):

My name is Juan Garcia. I have been a resident of this great city for the past two years or so. I wish to share with you my opinion on improving the traffic situation in our city.

I believe that option 1 is the better choice. It is, in my opinion, the logical option. We definitely need to do something about the roads in our city. They are just too narrow now. There are major traffic jams every single day of the week. It causes huge headaches for drivers. If the city decided to widen the roads, there would not be nearly so many traffic jams. The roads would be nice and wide. They would accommodate much more traffic. Everyone would be happy if we could get some wider roads in this city.

Idea 2, on the other hand, is not so good. It is way too expensive. A train system would probably cost close to \$1 billion dollars to build. The city, and I mean the taxpayers, cannot afford that.

Therefore, it makes much more sense to me to widen the roads in our city. Thank you for giving me a chance to voice my opinion on this issue.

Module 2 Task 1: Writing an E-mail (27 minutes/150-200 words)

You want to stay at a hotel. Your e-mail must include the following points:

- The purpose of your visit
- Why you want to stay at that specific hotel
- What kind of room you want
- When you are arriving/how long you are staying

Basic Response (157 words):

Dear Sir/Madam:

I am going to visit Montreal for a vacation. I would like to stay at your hotel.

I would like to stay at your hotel because it is so beautiful. I saw pictures of your hotel on the Internet. It looks very nice. Also, your hotel is in downtown Montreal. That means I can walk. I do not need to take the bus or a taxi.

I would like a double room. If possible, I would like a room with a nice view. And I would like a quiet room. Also, I would like a room on the first or the second floor. If you have a room like that, I would like to reserve it.

I am going to Montreal on October 5. I am going to stay for two nights. So I will check in on October 5, and I will check out on October 7.

Thank you for your assistance.

Mohinder Singh

Advanced Response (200 words):

Dear Sir/Madam:

I am sending you this e-mail for a possible booking request. I will be visiting Montreal for a brief vacation, and I would like to stay at your hotel during my visit.

I am interested in staying at your hotel, partly because it looks so beautiful. I saw some amazing pictures of your hotel on the Internet. It looks incredible. I would also like to stay at your hotel as it is located in downtown Montreal. That convenient location means that I should be able to get around on foot. I would not need to take public transit if I stayed at your hotel.

I would like to book a double room, and if possible, one with a nice view. I would also like to request a quiet room. Finally, a room on the first or the second floor would be great. If you have any such room like that, I would like to book it.

I am arriving in Montreal on October 5, and I will be staying for two nights; basically, I will check in on October 5, and check out on October 7.

Thank you in advance for arranging this for me.

Regards,

Mohinder Singh

Module 2 Task 2: Responding to Survey Questions (26 minutes/150-200 words)

Your company wants to change the working hours. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Start work at 8:30 a.m. and finish at 4:30 p.m.: The workers would be able to sleep in. They would also be stuck in traffic jams every day.

Option 2: Start work at 6:30 a.m. and finish at 2:30 p.m.: The workers would have to wake up very early every day. They would have more time to run errands.

Basic Response (150 words):

My name is Laurent St. Vincent. I have worked for this company for two years. I want to give my opinion on the working hours. I think option 1 is good.

If we start later, it will be very good for us. We can get enough sleep every day. We will have more energy. We will not be tired. We will work much harder. It will be very good for the company. I think the company and all the workers will be very happy with this schedule.

Option 2 is not a good idea. If we start at 6:30 every morning, we will not get enough sleep. We will be tired at work every day. We will not have so much energy. I really think that option 2 is not a good idea.

Thank you for this chance to give you my opinion. I hope you will choose option 1.

Advanced Response (181 words):

My name is Laurent St. Vincent. I have been working in the sales department of this company for the past two years. I wish to present my opinion regarding the company's working hour proposals.

In my opinion, it would be better to go with option 1. The most important reason has to do with sleep. By allowing the workers to sleep in a little every day, we will have so much more energy during the day. We will be able to apply that energy to our work. We will be able to contribute maximum productivity, and that will benefit the company as a result.

Conversely, if we go with option 2, we will have a deficiency of sleep on a continuous basis. That will result in a lowered energy level, and less productivity from all the workers. Going with option 2 would hurt not only the workers, but the company as well.

I appreciate having been given the opportunity to voice my opinion, as well as my concern. I trust that your final decision will be one that benefits us all.

CELPIP Writing Module 1

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Writing an E-mail (27 minutes/150-200 words)

You have bought a product from a company, but you are not satisfied with it. Your e-mail must include the following points:

- The kind of product that you bought
- Where you bought it/How much it cost
- The problem with the product
- What you would like the company to do about the problem

Task 2: Responding to Survey Questions (26 minutes/150-200 words)

Your post office wants to improve its postal services to its customers. They are considering two options. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Install “superboxes” in each neighbourhood: People would walk or drive to the superbox in their neighbourhood in order to pick up their mail every day. This would save a lot of money in costs every year, which would keep the price of postal service down year after year. Home delivery would stop, so it would be less convenient for people, especially during winter.

Option 2: Continue door-to-door mail delivery: People would continue to have mail delivered to their homes every day. However, postal rates would increase steadily year after year.

CELPIP Writing Module 2

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Writing an E-mail (27 minutes/150-200 words)

You want to stay at a hotel. Your e-mail must include the following points:

- The purpose of your visit
- Why you want to stay at that specific hotel
- What kind of room you want
- When you are arriving/how long you are staying

Task 2: Responding to Survey Questions (26 minutes/150-200 words)

Your company is considering giving the employees one additional benefit. They would like to know which benefit the employees would prefer. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Provide an education benefit: The company would pay for an employee's tuition fees if the employee takes a college or university course.

Option 2: Provide a fitness benefit: The company would pay for an employee's membership fees if the employee joins an gym or health club.

CELPiP Writing Module 3

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Writing an E-mail (27 minutes/150-200 words)

You ordered something online last month, and you have still not received it. Write an e-mail to the company. Your e-mail must include the following points:

- The kind of product that you ordered
- The date that you ordered it/How much you paid for it/How you paid for it
- Your disappointment in the company
- What you would like the company to do about this situation

Task 2: Responding to Survey Questions (26 minutes/150-200 words)

Your community association would like to build a new community hall. They are thinking about what kind of community hall to build. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Build a community hall with one big room: The capacity of the room will be 200 people.

Option 2: Build a community hall with three rooms: One room will be big, with a 100-person capacity; the other two rooms will be smaller, each with a 50-person capacity.

CELPiP Writing Module 4

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Writing an E-mail (27 minutes/150-200 words)

Your friend would like to go on a trip with you. Unfortunately, you cannot go. Write an e-mail to your friend. Your e-mail must include the following points:

- A thank you for the invitation
- An apology that you cannot go on the trip
- The reason that you cannot go on the trip
- A suggestion about what you can do together next time

Task 2: Responding to Survey Questions (26 minutes/150-200 words)

Your city would like to build a bridge over the river that flows through the city. The city is thinking about what kind of bridge to build. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Build a narrow, cheaper bridge: The bridge would have one vehicle lane each way, and sidewalks for pedestrians.

Option 2: Build a wider, more expensive bridge: The bridge would have two vehicle lanes each way, but no sidewalks for pedestrians.

CELPiP Writing Module 5

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Writing an E-mail (27 minutes/150-200 words)

Your boss would like you to organize this month's staff party. Write an e-mail to your boss. Your e-mail must include the following points:

- A thank you for the task
- Questions regarding the date, time, and duration of the party
- Suggestions from as to a possible party theme and location
- Information about giving your boss an update

Task 2: Responding to Survey Questions (26 minutes/150-200 words)

Your provincial government wants to provide more public services. They are considering adding more hospitals or more universities to the province. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Build more hospitals: A growing, aging population would benefit from an increased number of hospital beds.

Option 2: Build more universities: The annual number of university applicants is higher than the number of seats available.

CELPIP Writing Module 6

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Writing an E-mail (27 minutes/150-200 words)

Your friend borrowed your new music CD last week. Now you see that it is broken. Write an e-mail to your friend. Your e-mail must include the following points:

- A description of the music CD
- Information about when you discovered the damage, and what kind of damage there is
- Information about how you think the CD broke
- A suggestion as to what to do about the broken CD

Task 2: Responding to Survey Questions (26 minutes/150-200 words)

Your local library wants to provide more services to its members. They are considering two options. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Install TV sets: This would allow library users to follow news and other important events while they are in the library; however, it would add some noise to the library environment.

Option 2: Install a play area for children: This would allow parents with young children to focus on looking for books, and reading, instead of focusing on their children. It would also create some noise in the library.

CELPiP Writing Module 7

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Writing an E-mail (27 minutes/150-200 words)

Your travel agent made a mistake with your airplane ticket. Write an e-mail to your travel agent. Your e-mail must include the following points:

- Some general information about the ticket
- A description of the problem
- What you would like the travel agent to do
- A thank you to the travel agent for solving the problem

Task 2: Responding to Survey Questions (26 minutes/150-200 words)

Your company is considering keeping the current vacation policy, or changing it. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Current Vacation Policy: All employees get two weeks off in summer, and one week off in winter.

Option 2: Proposed Vacation Policy: All employees get one week off in summer, and three weeks off in winter.

CELPIP Writing Module 8

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Writing an E-mail (27 minutes/150-200 words)

Your friend wants to renovate her old kitchen. Write an e-mail to your friend. Your e-mail must include the following points:

- Some comments on her decision to renovate
- Some advice on what she should consider when renovating
- An offer to go with her to visit some home renovation stores
- A good luck wish on the renovation

Task 2: Responding to Survey Questions (26 minutes/150-200 words)

Your community association is organizing a spring celebration for their 25th anniversary, to be held in April of the coming year. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Plan a celebration inside the community association hall. This would accommodate a maximum of 50 people. The celebration would not be affected by bad weather.

Option 2: Plan a celebration outside the community association hall. This would accommodate a maximum of 200 people. The celebration would be affected if the weather were bad.

CELPiP Writing Module 9

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Writing an E-mail (27 minutes/150-200 words)

Your neighbour wants to build a fence between your two properties. Write an e-mail to your neighbour. Your e-mail must include the following points:

- Some positive comments on the idea of building a fence
- Some concerns that you have regarding the building of the fence
- Some suggestions you have regarding the planning and payment of the fence
- A wish that the final result will be acceptable to your neighbour and yourself

Task 2: Responding to Survey Questions (26 minutes/150-200 words)

Your city council wants to revitalize the downtown area. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Make some major changes over a short period of two years. This would mean that the “new” downtown would be ready sooner. It would also mean a lot of construction in many parts of the city at one time.

Option 2: Make changes gradually over the next five years. It would take longer for the downtown area to be revitalized. It would also mean fewer construction projects happening at any one time.

CELPiP Writing Module 10

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Writing an E-mail (27 minutes/150-200 words)

You have bought a dining set from a furniture store. Unfortunately, after one month, you have discovered a problem. Write an e-mail to the furniture store. Your e-mail must include the following points:

- Some positive comments on the dining set
- A description of the problem
- What you would like the furniture store to do about the problem

Task 2: Responding to Survey Questions (26 minutes/150-200 words)

The office where you work has an idea for a new dress code. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Introduce the idea of “casual Fridays”. This would allow all employees to start wearing jeans, T-shirts, and other informal clothes every Friday. Employees would still be expected to wear more formal clothes from Monday to Thursday.

Option 2: Do not introduce the idea of “casual Fridays”. Employees would continue having to wear formal office clothing every day of the week, from Monday to Friday.

CELPiP Writing Module 11

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Writing an E-mail (27 minutes/150-200 words)

Your friend is looking for a job. Write an e-mail to your friend. Your e-mail must include the following points:

- Some positive comments on your friend's decision to look for a job
- Some advice on how he can improve his chances of getting a job
- Some ideas about where he can apply for a job
- A positive wish to your friend about finding a job

Task 2: Responding to Survey Questions (26 minutes/150-200 words)

A restaurant in your neighbourhood is planning some renovations. They want to know the opinions of the neighbourhood residents. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Build an outdoor patio. That would allow people to enjoy their meals outside in the summer. It would not be used during winter, and could possibly be used in spring and fall.

Option 2: Build a larger bar. That would allow more people to sit down at the bar for an alcoholic drink. It would also mean more people drinking more alcohol.

CELPIP Writing Module 12

There are two tasks in the Writing Test. You have 53 minutes to complete both.

Task 1: Writing an E-mail (27 minutes/150-200 words)

You want to study at a language school. Write an e-mail to the school. Your e-mail must include the following points:

- Some information about yourself, and why you would like to study there
- Some questions about the courses they have, and the tuition fees
- Appreciation in advance for answering your e-mail with your requested information

Task 2: Responding to Survey Questions (26 minutes/150-200 words)

A supermarket in your neighbourhood is planning to change their business hours. They want to know the opinions of the neighbourhood residents. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Keep the current business hours: The supermarket opens at 9:00 a.m., and closes at 9:00 p.m. The hours are good for the workers, but inconvenient for some customers.

Option 2: Change the business hours: The supermarket would remain open 24 hours a day, every day of the year except Christmas Day and New Year's Day. The hours would be convenient for all the customers. There could also be traffic in the area at all hours.

Sample Writing Responses

Module 1 Task 1: Writing an E-mail (27 minutes/150-200 words)

You have bought a product from a company, but you are not satisfied with it. Your e-mail must include the following points:

- The kind of product that you bought
- Where you bought it/How much it cost
- The problem with the product
- What you would like the company to do about the problem

Basic Response (154 words):

Dear Sir or Madam:

I bought a product from you last month. It was a 100% cotton shirt, with short sleeves and two pockets. I was very happy when I got it in the mail.

I bought it online from your website (www.shirtworld.ca). It cost \$20.99, plus HST and shipping and handling. I paid for it with my credit card.

I like the shirt, but there is a problem. I washed it just once, and the colour is gone. When I got it in the mail, the shirt was a beautiful blue. But when I washed it, the blue was almost gone. Now the shirt is almost white.

I am not happy. I would like a new shirt from you if possible. Or I would like my money back. Please tell me what you can do about this problem.

Thank you for helping me. I look forward to your answer.

Yours truly,

Yuki Tanaka

Advanced Response (200 words):

Dear Sir or Madam:

I bought a product from you approximately one month ago. It was a 100% cotton shirt, with short sleeves and two breast pockets. I was very happy

when I received it in the mail.

I purchased it online from your website (www.shirtworld.ca). It cost \$20.99, plus HST and shipping and handling, for a total of \$36. I purchased it with my credit card.

I like the shirt, but there is one major problem with it. After washing it just once, I noticed that the colour had faded almost completely. When I received it in the mail, the shirt was a beautiful navy blue. However, after going through just one wash, the shirt had lost its beautiful colour, to the point of being almost completely white.

I am really unhappy about this. I would like a new shirt from your company, if you could arrange that. Alternatively, I would like a refund, for the shirt itself and for the shipping and handling. Please advise me as to what you plan on doing to rectify this problem.

Thank you in advance for your assistance in this matter. I look forward to your earliest reply.

Yours truly,

Yuki Tanaka

Module 1 Task 2: Responding to Survey Questions (26 minutes/150-200 words)

Your post office wants to improve its postal services to its customers. They are considering two options. They want to know your opinion. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Install “superboxes” in each neighbourhood: People would walk or drive to the superbox in their neighbourhood in order to pick up their mail every day. This would save a lot of money in costs every year, which would keep the price of postal service down year after year. Home delivery would stop, so it would be less convenient for people, especially during winter.

Option 2: Continue door-to-door mail delivery: People would continue to have mail delivered to their homes every day. However, postal rates would

increase steadily year after year.

Basic Response (158 words):

My name is Abdul Aziz. I have lived in this neighbourhood for two years. I want to give my opinion on the postal service.

I like idea 1. It is cheap. If we have superboxes, the post office can save money. They don't have to pay so much for their workers. The post office workers can just drive to the superboxes. They can put all the mail in the superbox. That will be very fast. Maybe it will only take a few minutes. They do not need to go to each house. That will save money. It means that the price of postal service will stay low.

I do not really like idea 2. It is too expensive. The post office has to pay for the post office workers to go to every house. That means the postal rates will keep going up every year. That is not a good idea.

Thank you for listening to my opinion.

Advanced Response (200 words):

My name is Abdul Aziz. I have lived in this neighbourhood for the past two years. I would like to give my opinion on the post office's idea of improving its postal service.

In my opinion, the post office should go with the first idea. The main reason is that it is a cheaper alternative. By installing superboxes, the post office can save on costs. In particular, they will not have to spend so much on the postal carriers' wages. The postal carriers will simply be able to drive to the superboxes. They can drop all the mail off in the superboxes, which is extremely time efficient. It will typically take only a few minutes to fill each superbox. The carriers will not have to visit each house, thereby saving on time and wages. As a result, postal rates will stay low.

On the other hand, it is too expensive to go with the second idea. The postal carriers will have to be paid more in order to deliver mail to every home. That would result in an increase in postal rates every year. It would be a bad idea.

Thank you for listening to my opinion on this matter.

Module 2 Task 1: Writing an E-mail (27 minutes/150-200 words)

You want to stay at a hotel. Your e-mail must include the following points:

- The purpose of your visit
- Why you want to stay at that specific hotel
- What kind of room you want
- When you are arriving/how long you are staying

Basic Response (157 words):

Dear Sir/Madam:

I am going to visit Montreal for a vacation. I would like to stay at your hotel.

I would like to stay at your hotel because it is so beautiful. I saw pictures of your hotel on the Internet. It looks very nice. Also, your hotel is in downtown Montreal. That means I can walk. I do not need to take the bus or a taxi.

I would like a double room. If possible, I would like a room with a nice view. And I would like a quiet room. Also, I would like a room on the first or the second floor. If you have a room like that, I would like to reserve it.

I am going to Montreal on October 5. I am going to stay for two nights. So I will check in on October 5, and I will check out on October 7.

Thank you for your assistance.

Mohinder Singh

Advanced Response (200 words):

Dear Sir/Madam:

I am sending you this e-mail for a possible booking request. I will be visiting Montreal for a brief vacation, and I would like to stay at your hotel during my visit.

I am interested in staying at your hotel, partly because it looks so beautiful. I saw some amazing pictures of your hotel on the Internet. It looks incredible. I

would also like to stay at your hotel as it is located in downtown Montreal. That convenient location means that I should be able to get around on foot. I would not need to take public transit if I stayed at your hotel.

I would like to book a double room, and if possible, one with a nice view. I would also like to request a quiet room. Finally, a room on the first or the second floor would be great. If you have any such room like that, I would like to book it.

I am arriving in Montreal on October 5, and I will be staying for two nights; basically, I will check in on October 5, and check out on October 7.

Thank you in advance for arranging this for me.

Regards,

Mohinder Singh

Module 2 Task 2: Responding to Survey Questions (26 minutes/150-200 words)

Your company is considering giving the employees one additional benefit. They would like to know which benefit the employees would prefer. Which choice do you prefer? Explain why you prefer that choice. Also explain the problems with the other choice.

Option 1: Provide an education benefit: The company would pay for an employee's tuition fees if the employee takes a college or university course.

Option 2: Provide a fitness benefit: The company would pay for an employee's membership fees if the employee joins an gym or health club.

Basic Response (156 words):

I am a worker in this company. Thank you for asking me for my opinion. I think we should choose option 1.

Option 1 is a very good choice. That is because many workers want to learn

something. If we learn something, we can be a better worker. For example, if I learn how to use some computer software, I can be a better secretary. We need to go to school for that. I really want to go to school to be a better secretary. So I think option 1 is a very good idea.

Option 2 is not a good idea. That is because I can exercise at home. I do not need to go to a gym. It is better if the company pays for the workers to go to school. We can exercise at home, but we cannot go to school at home.

I hope you will make a good decision. Thank you.

Advanced Response (200 words):

I have been employed with this company since 2014. Thank you for asking me for my opinion regarding an additional benefit. Option 1 would probably be a better alternative.

One reason has to do with upgrading. So many of us employees want to learn something that will help us to do our jobs better. For instance, learning some of the latest computer software programs would make me a better secretary. In order to learn properly, we would need to go to school for that. It is actually a dream of mine to be able to go back to school in order to become a better secretary. Therefore, I think option 1 would be a very good idea.

Conversely, option 2 would probably not be the best idea. We are able to work out at home, so going to the gym would not really be necessary. It would be better for the company to pay for the workers to go to school. In a nutshell, we can exercise at home, but we cannot go to school at home.

I hope you will make a decision that will be in the best interests of all employees. Thank you for considering my opinion.