

CELPIP writing: a plan for Task 1 and Task 2

A plan, not a script: use the steps to organize your ideas, then say or write them in your own words.

Word counts per step add up to about 150–200 words.

Task 1 · Writing an Email · 27 minutes, 150–200 words

1. Opening: who you are, why you write (about 25 words)

“I have been a member at Northgate Fitness since March, and I would like to pause my membership for two months.”

2. Point 1: a specific detail (about 45 words)

“My company is sending me to work at another office from June 2 to July 31, so I will not be able to come in.”

3. Point 2: a specific detail (about 45 words)

“Your membership terms mention a freeze option, but they do not say whether there is a fee for it.”

4. Point 3: a specific detail (about 45 words)

“Could you pause my account from June 1 and restart it automatically on August 1?”

5. Closing: ask for what you need (about 20 words)

“Please let me know before the end of May whether this is possible, so I can plan my payments.”

Natural: “My work is taking me out of town for June and July, so I would like to put my membership on hold.”

Avoid: “I am writing this email to bring to your kind attention a very important matter regarding my membership.”

Phrases: Dear Ms. Park, I am contacting you about... · Hi Rhea, I have a quick favour to ask... · Would it be possible to...? · Please let me know by Friday whether... · Thanks again, and see you soon,

Task 2 · Responding to Survey Questions · 26 minutes, 150–200 words

1. Your choice in the first sentence (about 20 words)

“Of the two plans for the break room, I would choose the larger kitchen.”

2. Reason 1, backed by an example (about 60 words)

“At lunch, ten of us line up for two microwaves, and some people give up and eat a cold meal at their desks.”

3. Reason 2, backed by an example (about 55 words)

“A second fridge would also help, because by Monday afternoon there is no room left for anyone who arrives late.”

4. One line on the other option (about 25 words)

“A quiet room sounds relaxing, but most of us use our break to eat, not to rest.”

5. A closing line (about 15 words)

“Overall, a bigger kitchen would make every lunch break easier for the whole team.”

Natural: “I would choose the larger kitchen, mainly because it fixes a problem we have every single lunch hour.”

Avoid: "This is a very important topic, and both options have many advantages and disadvantages for everyone."

Phrases: Of the two options, I would choose... · What matters most to me is... · A good example is... · It is true that..., but... · Overall, ... would help more people.