

CELP

IP

Writing Practice

Mad English TV

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Dear Friends,

Welcome to my CELPIP writing book! Thank you so much for buying my book and supporting my work! :)

I made this book to help you improve your writing score. The best way to improve your score is to **PRACTICE!** In this book, you will get lots of practice and useful tips.

You will see four parts to each question:



QUESTION



TIPS



KEY TERMS



MY ANSWER

Have you taken the free practice exam on the CELPIP website? Please take it before using this book so that you have a better understanding of the test's format. You can sign up for a free account at: www.celpip.ca



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

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! :)



General Tips

1. How many words should you write?

Try to write between 150 and 200 words for each writing task. It's okay if you are a few words over or under, but after practicing with this book, you should be comfortable staying within the limit.

2. How are your typing skills?

Typing is challenging for some people. You can easily improve your typing skills by doing some free practice online. There are so many websites offering lessons, games, and tests! Here are a few I found.

<http://games.sense-lang.org/EN.php>

<https://www.typingclub.com/>

<https://www.speedtypingonline.com/typing-tutor>

<http://thetypingcat.com/typing-courses/funny>



Strategy

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

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

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

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

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

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.**

Tips

There are two kinds of emails — formal emails and informal emails. You need to be comfortable with both kinds because either one could appear on the exam. The structure will be the same for both kinds, but the language will be different. If you're talking to your grandparents, you should use casual language. If you're writing to a politician, you should use formal language. In casual writing, it's okay to use contractions (I'm, it's, you're, etc), but in formal writing it's better not to use contractions (I am, you are, etc).

Key Terms

Quick (brief)

Amenities (useful features)

Family gathering (when an extended family gets together)

Blast (fun time)

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

Tips

Take a moment to think. What would you say for each side of the argument? Making outlines is not very complicated. Here are two simple outlines you could use.

Build

Reason 1 - more jobs

Reason 2 - more accessibility

Not build

Reason 1 - poor people can't afford taxes

Reason 2 - noise from the airplanes will ruin the peaceful community

Choose whatever option is easier for you!



Key Terms

Reap (receive)

Outweigh (exceed)

Boom (growth)

Eagerly (gladly)

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.

Tips

Who should you address in your email?
Well, there is usually more than one way to write your greeting. In a question like this, think about who would have planned the festival. Would it be one person or a team of people?

You could say, “Dear festival organizer,” or “Dear organizing committee,”.

In my answer to this question, my second paragraph went longer than I expected, so I went straight to the closing sentence after I finished the third paragraph. On the test, you might need to be flexible like this. It’s okay to omit part of your outline. Try to plan, but stay flexible! :)

Key Terms

Thoroughly (completely)

Pace (walking speed)

Chat (talk)

Hinder (prevent)

Disabled (handicapped)

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

Tips

How should you write your paragraphs?
Well, there is more than one way you can do it, but I think the simplest way is to just put a space between the paragraphs like this:

Blah blah blah blah blah blah blah
blah blah blah blah blah blah blah.

Blah blah blah blah blah blah blah
blah blah blah blah blah blah blah.

Key Terms

Tempting (attractive)

Customize (personalize)

Homemade (made at home)

Consist (made up of)

Primarily (mostly)

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.

Tips

In a situation like this, we don't know who to address in our email. The two best options here would be:

Dear City Council,
or
To whom it may concern,

For questions like this, you need to express your frustration in a professional way. Don't say, "I'm really mad about this situation." Rather say, "This situation is very frustrating for me since I work early and can't sleep with all the noise."

If you need to make a suggestion or a request, a polite way to do it is to say, "May I suggest" or "May I propose".



Key Terms

Noisy (loud)

Figured (thought, assumed)

Implementing (starting)

Bylaw (local law)

Halt (stop)

Heavy machinery (large equipment)

Operating (working)

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

Tips

It's good to have an “even though” sentence to acknowledge the other side of the argument. Here are some examples.

Even though getting a bus might seem safer, I think the relationships between the seniors and the volunteers would deteriorate because a large group is not as good for building relationships as small groups are.

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.

Key Terms

Relieve (calm)

Cases (times)

Incident (occurrence)

Equipped (suited)

Disabled (handicapped)

In safe hands (protected)

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.

Tips

Articles (a, an, the) are very confusing for many people. This is probably the most common mistake people make in their writing. For example, they might say:

“School should build playground.”

“I would like to give you few reasons.”

Corrections:

“The school should build a playground.”

“I would like to give you a few reasons.”

“School” and “playground” are singular nouns so they need an article. Plural nouns don’t need articles. For example:

“Schools should have playgrounds.”

You might be wondering, “Why does ‘reasons’ have an article if it is plural?” Well, it actually doesn’t. “A few” and “few” have different meanings. “A few” means several. So you could say, “I would like to give you several reasons.”

Nouns like “university” are confusing because they can mean two different things.

“Why is university so expensive?” (university = education)

“Why is the university so expensive?” (university = place)

As you read my answers in this book, try to notice how I use articles.



Key Terms

Two cents (opinion)

Big deal (something important)

Quick (brief)

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

Tips

Commas (,) are probably the most confusing punctuation mark because there are different opinions about how to use them. Even though there are differing opinions, there are some common comma mistakes that are always mistakes. For example, there is an error called a “comma splice” which is extremely common among English learners. Look at this example:

“I think the swimming pool would be a better choice, it can accommodate more people.”

Each part can be a separate sentence. We cannot join two sentences with a comma. You should either use a semicolon (;) or the word “because”.

“I think the swimming pool would be a better choice because it can accommodate more people.”

Key Terms

Facility (building)

Slot (time period)

Go for a dip (swim for a short time)

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.

Tips

Every day I get emails and YouTube comments with words such as “ur, i, 2nite, etc.” If you use words like that on the exam, you will get terrible marks. It is completely unacceptable to use that kind of writing in professional contexts. You should practice correct spelling and grammar so that it will be easier for you on the test. It will also be helpful for you in real life communication!

Another common mistake is subject-verb agreement. Here are some examples.

“The company have two offices.” (has)

“There is two reason why I think this.” (are, reasons)

Sometimes subject-verb agreement can be very hard. It would be good to research this grammar point and do some practice. Just google “subject-verb agreement practice” and you will get lots of results. Here’s a link to get you started.

<http://www.chompchomp.com/hotpotatoes/sva04.htm>

Don’t worry about complex situations. Sometimes I make grammar mistakes too! Just try not to make small mistakes such as, “She have been there two times before.”

Remember to write out numbers that are lower than 10. It is unprofessional to say, “She has been there 2 times.”



Key Terms

Renovate (fix)

Item (product)

Figured (thought)

Wander (walk, get lost)

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



Tips

Here's a sample outline for both options.

Approve:

- Students need coverage because they're not working.
- The student plan would be cheaper than any other plan they could buy.

Reject

- Students are poor and need money for other things.
- If students need coverage, they can buy a plan from somewhere else.

*** Your reasons don't need to be true. For example, you could say, "I think the students could find a cheaper plan elsewhere and customize it to their needs."**



Key Terms

Break the bank (cost too much)

Coverage (what the insurance gives you)

Rate (price)

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

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.

Tips

Do you know how to write times and dates? This involves using several punctuation marks such as commas, colons, and periods. You should know how to use correct punctuation in these situations. Here's an example.

On Friday, May 10, 2018, at 5:45 p.m., I witnessed a fight between two men at Harvest Hills Restaurant.

How should you begin your email? Well, in situations like this, we probably wouldn't use the word "dear". Here are some other options that would be fine.

Two whom it may concern,
To the Calgary Police Service,

How should you end an email in this situation? Well, it probably doesn't matter too much, but I would recommend using the word "sincerely". Also, in this situation, you should use your first and last name when you sign off the email.



Key Terms

Backstory (something that happened before)

Punch (hit)

Throwing punches (hitting)

Knocked out (make unconscious)

Instigate (start)

Initiate (start)

Shed light (provide clarity)

Aggressor (person who is aggressive)

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

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

Tips

A common mistake people make is misplacing apostrophes ('). Nouns need apostrophes when they are possessive.

Mark's book

Cat's tail

Car's tires

When the noun is plural, it can be a bit confusing. Nouns can become plural in two ways.

1. By adding an "s" — Car Cars
2. By changing the word — Man Men

This affects the placement of the apostrophe. Look at these examples.

Employee's morale (one employee)

Employees' morale (several employees)

Woman's shoes (one woman)

Women's shoes (many women)

Womens' is never correct.



Key Terms

Burned out (exhausted)

Morale (happiness, confidence)

Rejuvenate (recover)

Bond (build a relationship)

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

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.**

Tips

Sometimes people make mistakes with the following words:

Affect/Effect

Accept/Except

“Affect” is used as a verb. “Effect” is used as a noun.

“The bad food quality has affected her health.”

“The bad food quality has had an effect on her health.”

Both sentences mean the same thing, but you need to know which word to use.

“Accept” means to receive something. “Except” means not including something.

“Everything the nurses have given her is unhealthy — except the beverages.”

“I hope you will accept my advice.”

If you want to learn more about punctuation, I have several lessons in my English Writing playlist on YouTube. You will learn how to use — ; ...

<https://www.youtube.com/watch?v=b5hULv9w-LM&list=PL2-SI2qqn8uQop8j2ypUO0miDcba3fzRB>



Key Terms

Supper (dinner)

Nutritional (healthy)

Dairy (milk products)

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

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

Tips

When you respond to a survey question, you don't know what the final decision will be. These are called "hypothetical" situations. This means that you should use your imagination to think about something being real even though it might never be real. In hypothetical situations, use the word "would" not "will".

"I think a new elevator would be better."

You will get a better score on the writing part and the speaking part of the test if you know how to talk about hypothetical situations.

Low-level English speakers would say,
"An elevator will be better for us."

Key Terms

Fed up with (sick of, angry with)

Overjoyed (very happy)

Practical (useful)

Frightening (scary)

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.

Tips

Do you know the difference between these words?

Less/fewer

Then/than

These are very common mistakes in English (even among native speakers).

“Less” is used for uncountable nouns such as water, knowledge, money, etc.

“Fewer” is used for countable nouns such as cars, issues, problems, etc.

“Than” is used as a comparison word.

“I’ve had more problems at work than I thought I would.” In this sentence, we are comparing the actual problems to the expected problems.

“Then” is used to indicate time. “I’ll pay back \$2000 now, and then I’ll pay you the rest in November.”



Key Terms

Bonus (extra money)

Fell through (canceled, collapsed)

Set me back (cost)

Grand (\$1000)

Tenant (renter)

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

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

Tips

There are many different opinions on comma usage. The good news is that I don't think the CELPIP people are grammar nazis (very strict).

You can do your own research on commas if you like, but I want to make it simple for you.

Add a comma after introductory words or phrases. For example,

In 1984, I visited Hamburg.

While I was gone, my house burned down.

When she called, I had already left.

After Christmas, I'm going to start exercising.

Although I hate winter, I love skiing.

Also, you should put a comma before a conjunction if each half of the sentence could be its own sentence.

For example,

Linda is my sister, and she is my best friend!

I searched all day, but I couldn't find my keys.

"I love doing laundry and cleaning my house."

Here, we don't need a comma before "and" because "cleaning my house" cannot be its own sentence.



Key Terms

Drowned (died in water)

Parties (people groups)

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.

Tips

Capitalization is a common mistake that many people make on the exam. Do you know which words to capitalize in English?

- Always capitalize the word “I”.
- Always capitalize names (Peter Smith).
- Always capitalize names of places (Fishcreek Park, University of Calgary, Bow River)
- Always capitalize the first word in a sentence.
- Never capitalize normal nouns (university, river, city, mayor, car, manager, teacher).
- Always capitalize months (December).
- Always capitalize days of the week (Friday).
- Always capitalize holidays (Christmas).
- Always capitalize languages (Spanish).

Key Terms

Concentrate (focus)

Rowdy (noisy)

Witness (see)

Persist (continue)

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

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

Tips

Verb tenses are extremely important in speaking and in writing. Some people never use perfect tenses. For example, people might say, “Security is a big problem for our company this year.” It would be better to say, “Security has been a big problem for our company this year.” Perfect tenses can be in the past, present, or future. They are made like this:

PRESENT PERFECT: HAVE + PAST PARTICIPLE

“There have been some security concerns lately.”

PAST PERFECT: HAD + PAST PARTICIPLE

“He had raised security concerns even before it was stolen.”

FUTURE PERFECT: WILL + HAVE + PAST PARTICIPLE

“By next month, we will have secured our whole building.”

I have a YouTube playlist where I teach you all 12 verb tenses. Here's the link.

https://www.youtube.com/watch?v=n8rJC80hviU&list=PL2-SI2qqn8uRwSh-TZIensKaA_UKSgwR8



Key Terms

Premises (property)

Prevent (stop)

Footage (video)

Perpetrator (person who committed the crime)

Petty (small)

Go unsolved (criminal does not get caught)

Long gone (far away)

Proactive (thoughtful)

Measures (steps)

Ensure (make sure)

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.

Tips

Do you know the difference between these words?

Two/To/Too

Amount/Number

“Too” means also. “I want ice cream too!”

“Two” means 2. “I want two ice cream cones!”

“To” is used in every other situation. “I want to eat ice cream.”

“Amount” is used with uncountable nouns (water, knowledge, stress, cake).

“Number” is used with countable nouns (problems, repairs, holidays, cookies).

“I have a number of ideas that I think will improve our company’s sales.”

“No amount of knowledge can replace the value of love.”



Key Terms

On my shoulders (on me)

Postpone (delay)

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

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

Tips

You need to respect your boss. You should not sound demanding.

“I want to clean up outside.” - Demanding

“I would like to clean up outside.” - Polite

“I would prefer to work outside.” - Polite

“My preference would be working outside.” - Polite

Do you know how to use the word “however”? If it connects two complete sentences, then it needs a semicolon and a comma.

“I would prefer to work outdoors; however, if you need more workers inside, I would be happy to do that as well.”

If “however” does not connect two sentences, then it only needs commas.

“If you need more people inside, I don’t mind working indoors. I would, however, prefer to work outside.”

This survey is not anonymous. Your boss obviously needs your name so that he can delegate the jobs.

Key Terms

Delegate (assign)

Slight (small)

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

