

FREE CELPIP WRITING SAMPLES PDF · 2026 FORMAT

CELPIP Writing Samples with Answers

Four full model answers for Writing Task 1 and Task 2, each with the reasoning, plus twelve real practice prompts.

4 model answers

12 practice prompts

Task 1 and Task 2

Rating criteria

A model answer is only useful if you can see why it works. Each sample here is followed by a short breakdown of what earned the marks, so you can apply the reasoning to a prompt you have never seen rather than memorising a template.

- Task 1: 27 minutes, 150 to 200 words, an everyday email
- Task 2: 26 minutes, 150 to 200 words, a survey response
- Formal and informal Task 1 samples, side by side
- Twelve unseen prompts to write your own answers to

Practise the same questions online, scored instantly.

<https://www.celpipmocks.com>

What the test actually asks for

The CELPIP-General Writing Test is two tasks. Task 1 gives you 27 minutes to write an email of 150 to 200 words about an everyday matter, and it usually asks you to do around three specific things. Task 2 gives you 26 minutes for a response of the same length to an opinion survey, where you choose between two options and explain the choice.

Two details are worth stating plainly because candidates lose marks on both. The screen shows you an automatic word count and a spellcheck, so drifting outside 150 to 200 words is a choice rather than an accident. And on Task 2 there is no need to use email format: a greeting and a sign-off simply spend words you needed for the argument.

Where these numbers come from

Task mechanics on this page come from Paragon's own CELPIP-General Overview Participant Package. celpipmocks.com is independent and not affiliated with Paragon Testing Enterprises.

The four rating criteria

Criterion	What it measures	The cheapest way to lift it
Content and Coherence	Whether you covered every bullet the prompt gave you, and whether the ideas connect in an order a reader can follow.	Cover all three bullets explicitly. Give each one its own paragraph. A missed bullet caps this criterion no matter how good the English is.
Vocabulary	Range and precision, and whether the register matches the person you are writing to.	Replace one vague word per paragraph with a precise one. 'The thing was broken' becomes 'the glass door was cracked'.
Readability	Grammar, punctuation, spelling and sentence control.	Vary sentence length deliberately. Three long sentences in a row read worse than a long, a short, then a medium.
Task Fulfilment	Whether the response does what it was asked to do, at the right length and in the right form.	Stay inside 150 to 200 words. The screen counts them for you, so there is no excuse for drifting outside the band.

TASK 1 · FORMAL EMAIL · COMPLAINT

Task 1 model answer: Formal

The prompt

You recently took a two-week evening course at a local college. The course was cancelled after the first session and you have not been refunded. Write an email to the college registrar in about 150 to 200 words. Your email should: give the course details and what you paid, explain what happened and what you have already done about it, and say what you want the college to do.

Model answer (193 words)

Subject: Refund Request for the Evening Photography Course (Ref. EC-4471)

Dear Ms. Okonkwo,

I am writing to request a refund for the evening photography course, reference EC-4471, which I paid \$340 for on 3 September.

The course was scheduled to run for two weeks, beginning on 10 September. Only the first session took place. On 12 September the department emailed to say the remaining sessions had been cancelled because the instructor was unwell, and that a replacement could not be found. I have since telephoned the registrar's office twice, on 15 and 19 September, and left messages on both occasions. Neither call has been returned.

Seven weeks have now passed and no refund has appeared on my statement. As only one of the six scheduled sessions was delivered, I am requesting a refund of \$283, which reflects the five sessions I did not receive.

I would be grateful if you could confirm in writing by 10 November that this refund has been processed. Please contact me on 613-555-0148 if you need any further details.

Yours sincerely,

Amara Nwosu

Why it scores

- Every bullet is answered in its own paragraph, in the order the prompt gave them, so Content and Coherence is easy to award.
- The specifics do the work: a reference number, two dated phone calls, an exact figure and the arithmetic behind it. Vague complaints read as lower band even when the grammar is clean.

- Register is consistently formal. Note 'I would be grateful if you could confirm' rather than 'please confirm', and 'Yours sincerely' because the recipient is named.
- It closes with a deadline and a contact number, which is what turns a complaint into a request the reader can act on.

TASK 1 · INFORMAL EMAIL · TO A FRIEND

Task 1 model answer: Informal

The prompt

A friend is moving to your city next month and has asked for your help. Write an email to your friend in about 150 to 200 words. Your email should: react to the news and say what you can help with, describe two neighbourhoods they might consider, and suggest a time to meet when they arrive.

Model answer (191 words)

Subject: Finally!

Hi Dan,

This is the best news I have had all month. I genuinely thought you were going to talk yourself out of it again. Tell me what you need and I will sort it. I have a van I can borrow for the weekend, and my spare room is yours for as long as it takes to find somewhere.

On neighbourhoods, I would look at two. Riverside is the obvious one: it is quiet, it is fifteen minutes from downtown on the bus, and the rents are still reasonable if you go two streets back from the water. The other is Hillcrest, which is scruffier but far more interesting: better food, a proper weekend market, and you would be walking distance from the office.

When do you actually land? If you get in on the Friday, come straight over and we will do nothing at all that evening. Then I will drive you around both areas on the Saturday so you can see them properly.

Send me your dates.

Alex

Why it scores

- The register flips completely and deliberately: contractions, short sentences, fragments, and a one-word subject line. Task 1 tells you who you are writing to, and matching that is worth real marks.
- It still covers all three bullets. Informal does not mean unstructured, and the paragraph breaks map onto the bullets exactly as the formal sample does.
- The two neighbourhoods are genuinely contrasted rather than just listed, which is what lifts Content beyond a checklist.
- Warmth is carried by specifics (the borrowed van, the spare room, doing nothing on the Friday), not by exclamation marks.

TASK 2 · SURVEY RESPONSE · CHOOSING BETWEEN TWO OPTIONS

Task 2 model answer: Survey response

The prompt

Your municipality has \$2 million to spend on one project and has surveyed residents. Option A: extend the public library, adding study rooms and a larger children's section. Option B: build a covered skating rink that can be used year-round. Choose the option you prefer. Explain the reasons for your choice. Write about 150 to 200 words.

Model answer (186 words)

I would choose Option A, the library extension, and I would choose it without much hesitation. My first reason is simply who gets to use it. A library is open to everyone, every day, at no cost. A rink is used by the people who skate, which in a town this size is a minority, and using it usually means paying for ice time or equipment. If public money is being spent once, I would rather it reached the widest possible group.

Second, the need is already visible. The current study rooms are booked out weeks ahead, and the children's section has not grown since the town's population did. That is evidence of demand we can point at today, rather than demand we hope will appear.

I do see the appeal of the rink. A covered facility would run through the winter and give teenagers somewhere to go, and I would support it if a second round of funding came along.

But with one project and \$2 million, the library serves more residents, more often, for longer. That is what decides it for me.

Why it scores

- The position appears in the first sentence and never wavers. Task 2 answers that spend three sentences warming up lose Coherence marks for nothing.
- Two clearly separated reasons, each developed rather than listed. Depth beats breadth: two real reasons outscore five thin ones.
- The concession paragraph is the single most reliable way to lift a Task 2 answer. Acknowledging the other option and then explaining why it still loses shows control of argument, not indecision.
- No email format, no greeting and no sign-off. Paragon's own guidance states there is no need for email format on Task 2, and adding one wastes words from your 150 to 200.

TASK 2 · SURVEY RESPONSE · WORKPLACE POLICY

Task 2 model answer: Survey response

The prompt

Your employer is surveying staff about a change to working hours. Option A: keep the current five-day week with flexible start times. Option B: move to a four-day week with longer days and the same total hours. Choose the option you prefer. Explain the reasons for your choice. Write about 150 to 200 words.

Model answer (179 words)

I would prefer Option B, the four-day week, even though the longer days are a real cost.

The main reason is recovery. Under the current arrangement I finish at a reasonable hour but I am never more than a day away from the next shift, and that steady, low-level tiredness is harder to shake than one long day is. A genuine third day off changes what a weekend can absorb: appointments, family, the things that currently eat into rest.

The second reason is focus. Two of my longest tasks take most of a day to do properly, and a nine-hour day would let me finish one in a single sitting instead of stopping and restarting. Fragmented days cost more time than people count.

I recognise that Option B does not suit everyone. Colleagues collecting children at four would struggle, and flexible start times solve that problem neatly.

So I would support the four-day week provided it is offered rather than imposed. For staff who can take it, the gain in rest and concentration is worth the longer day.

Why it scores

- It commits in the first line while naming the trade-off. Acknowledging the downside up front reads as confident, not weak.
- Both reasons are personal and concrete. Task 2 does not reward abstraction: 'recovery' works because the answer then shows what recovery actually means in a week.
- The concession names a specific group it would not suit, which is far stronger than a generic 'of course some people may disagree'.
- The final sentence adds a condition rather than simply repeating the choice, so the conclusion carries new information instead of padding.

YOUR TURN

Twelve prompts to write answers to

These are the real prompts from the six writing tests on celpipmocks.com. Set a timer, write 150 to 200 words, and then submit the same prompt online to get the response evaluated against the four criteria.

Writing Practice Test 1 · Formal Email · CLB 7–10

Task 1 · Formal email. Last month you hired Maple Ridge Movers to move your belongings to a new apartment. When you unpacked, you found that a glass cabinet had been cracked and a box of kitchen items was missing. The crew leader told you to contact the office, but nobody has returned your two phone calls.

Your email should: Give the exact date of your move, your booking number, and the amount you paid. Describe the damaged and missing items and how you discovered the problem. State what you want the company to do and by what date you expect a reply.

Task 2 · City Development Survey. You live in a town of 10,000 people. A large undeveloped green area sits in the centre of town, and the city has set aside \$4 million to build on it. The city has sent residents an opinion survey to decide what to build. Choose between Shopping Complex and Recreational Park, and explain why.

Writing Practice Test 2 · Informal Email · CLB 7–10

Task 1 · Informal email. You are planning a week-long trip to Halifax next month to visit your elderly parents. You have a friendly dog named Biscuit that you cannot bring with you on the trip. Your neighbour has met Biscuit several times and even looked after him for a weekend last summer.

Your email should: Explain why you are going away and give the exact dates you will need help with your dog. Describe your dog's daily routine and any special care instructions your neighbour should know about. Offer to do something in return for your neighbour's help.

Task 2 · Employee Wellness Survey. Your company has budgeted the same amount per employee for a new wellness benefit starting in January. Management has asked all staff to choose between two options before the end of the month. Choose between Fitness allowance and Extra paid days off, and explain why.

Writing Practice Test 3 · Formal Email · CLB 7–10

Task 1 · Formal email. You have rented a unit at 214 Birchwood Court for eight months. For the past three weeks the heating has failed every evening, and the temperature in the unit drops to about 14 degrees overnight. You have phoned the office twice and left a message with the caretaker, but nothing has been repaired. Your lease says heating repairs will be handled within 48 hours.

Your email should: Explain the heating problem, when it started, and the dates you already reported it. Describe how the cold unit is affecting you and your household. Request a specific repair by a specific date and say what you will do if it is not fixed.

Task 2 · Community Learning Survey. Your local community centre has received funding to run a new set of adult evening courses next year. It has asked residents to choose how the courses should be delivered. Choose between In-person classes and Online classes, and explain why.

Writing Practice Test 4 · Informal Email · CLB 7–10

Task 1 · Informal email. Your cousin Dana lives in Winnipeg and has invited you to stay for a week in the spring. You have now booked your flights, but you will land late at night and you also want to change one part of the plan Dana suggested, because you would rather see the city than spend three days at the family cottage.

Your email should: Give your flight details, including the arrival day and time, and ask about getting from the airport. Explain what you would like to do differently during the visit and why. Tell your cousin what you will bring or contribute during your stay.

Task 2 · School Trip Survey. A local elementary school has enough money in its activity budget for one type of trip this year. The school has asked parents to vote on which option they prefer. Choose between One overnight science camp and Four single-day trips, and explain why.

Writing Practice Test 5 · Formal Email · CLB 7–10

Task 1 · Formal email. You are enrolled full time in the Business Administration programme at Riverbend College, starting in September. Your employer has just offered you a permanent position that requires you to work weekday mornings. You would like to move to part-time study instead of withdrawing, and you have already paid the full-time tuition deposit.

Your email should: Identify your programme, your student number, and the exact start date of the term. Explain your situation and ask to switch to part-time evening study. Ask what happens to the deposit you have already paid, and acknowledge the trouble this causes the college.

Task 2 · Public Transit Survey. Your city has \$6 million a year to improve its bus system. The transit authority has asked riders to choose between two improvements, because there is only enough money for one. Choose between Longer service hours and Lower fares, and explain why.

Writing Practice Test 6 · Informal Email · CLB 7–10

Task 1 · Informal email. You and your co-worker Priya cover the same weekend shifts at a busy garden centre. Your sister's wedding falls on a Saturday you are scheduled to work, and Priya is the only trained staff member who could cover you. Priya covered a shift for you once before and you have not yet returned the favour.

Your email should: Ask her to cover your shift and give the exact date and hours you need covered. Explain what the shift involves and anything unusual she should be ready for. Acknowledge that you owe her a favour and suggest how you will pay it back.

Task 2 · Neighbourhood Grant Survey. Your neighbourhood association has won a \$75,000 grant to build one new feature on an empty lot near the elementary school. Residents have been asked which one they would prefer. Choose between Community garden and Covered outdoor rink, and explain why.

Get your own writing evaluated

Reading model answers shows you the target. It cannot tell you what your own response is doing wrong.

Write any of these twelve prompts online and get expert feedback against all four rating criteria.

Free CELPIP practice tests Six full mocks, all four sections, exam timed	https://www.celpipmocks.com/mock-test/
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Learning modules, one question type at a time Learn the pattern before you sit a full test	https://www.celpipmocks.com/practice/
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