

FREE CELPIP PRACTICE

CELPIP Writing Templates

A template for both CELPIP Writing tasks: the structure, a word budget for each paragraph, sentence starters, phrases that score, and a CLB 9+ example.

How to use these templates

- Learn the order of the parts first, then the starters. Say the order out loud until you don't need the page.
- Fill every blank with a detail from the prompt in front of you. Raters score how well you answer that task, so never memorise whole paragraphs.
- Practise on a real task with the clock running, and keep to each paragraph's word budget.

Inside

- Writing Task 1, Writing an Email: The 1-3-1 Email
- Writing Task 2, Responding to Survey Questions: OREO+ Survey Response

Try a template on a real question, free

Answer a real CELPIP writing question on the clock and get an instant AI score:
celpip.examhero.ca/question-bank

The 1-3-1 Email

One paragraph for why you are writing, one for each bullet point, and one to close, so the rater can tick off every point.

Purpose · Point 1 · Point 2 · Point 3 · Close

1. Purpose

25–30 words

Greet the reader, then say in one sentence why you are writing.

- Dear _____, I am writing to _____ regarding _____.
- Hi _____, I hope you are well. I wanted to let you know about _____.
- Dear Sir or Madam, I am writing to express my concern about _____.

Phrases: I am writing with regard to · I wanted to bring to your attention · I hope this message finds you well · following our conversation on

2. Point 1

40–50 words

Answer the first bullet in full, with one concrete detail: a date, a name or a number.

- To begin with, _____. For example, _____.
- First of all, _____, which meant that _____.
- As you may know, _____. Specifically, _____.

Phrases: on (date), I · as a result · which meant that · to be specific

3. Point 2

40–50 words

Answer the second bullet. Link it to point 1 so it reads as one story.

- In addition, _____. This has caused _____.
- To make matters worse, _____.
- Another issue is that _____, so _____.

Phrases: to make matters worse · not only ... but also · this has caused considerable · on top of that

4. Point 3

40–50 words

Answer the third bullet. It is usually the request: say exactly what you want and by when.

- I would therefore appreciate it if you could _____ by _____.
- Could you please _____? It would help me to _____.
- To resolve this, I would like you to _____.

Phrases: I would appreciate it if you could · at your earliest convenience · within the next (number) days · I would be grateful if

5. Close

15–20 words

One polite closing sentence, then a sign-off that matches the tone of your greeting.

- Thank you for your attention to this matter. I look forward to your reply. Sincerely, _____
- Thanks again for your help. Let me know if you need anything else. Best, _____

Phrases: I look forward to hearing from you · thank you in advance for · please do not hesitate to contact me · Kind regards

Worked example

Your neighbour's dog has been barking late at night for two weeks. Write an email to your building manager. In your email: describe the problem; explain how it is affecting you; say what you would like the manager to do.

Purpose: Dear Ms. Chen,

I am writing to bring a noise problem in our building to your attention. It concerns the dog in unit 4B, directly above my apartment.

Point 1: For the past two weeks, the dog has been barking almost every night between 11 p.m. and 1 a.m. I have knocked on my neighbour's door twice to discuss it politely, but nobody answered, and unfortunately the barking has only continued since then.

Point 2: As a result, I have been getting only about five hours of sleep a night. I start work at 7 a.m. as a nurse, so I am exhausted during my shifts, and I am worried that this could affect my patients.

Point 3: I would therefore appreciate it if you could contact the owner of unit 4B and remind them of the building's quiet hours, which start at 10 p.m. If the noise continues, could you please let me know what further steps the building can take?

Close: Thank you for your attention to this matter. I look forward to your reply.

Sincerely,
Daniel Moreau

Mistakes that cost marks

- Missing a bullet. The rater checks each one, so a missed bullet costs Task Fulfillment however good the English is.
- A tone that doesn't fit the reader: "Hey" to a manager, or "Dear Sir or Madam" to a close friend.
- Vague requests like "please fix this". Say what you want done and by when.
- Going far past 200 words. A longer email earns no extra marks and leaves no time to proofread.

Drill this template and practise the timing: celpip.examhero.ca/templates/writing-task-1-email

OREO+ Survey Response

Opinion, two reasons with examples, the other option's weak point, then your opinion again. Pick one side and defend it.

Opinion · Reason 1 + Example · Reason 2 + Example · Other option's weak point · Opinion again

1. Opinion

20–30 words

Name the choice you are being asked about and pick one option clearly.

- Regarding _____, I firmly believe that _____ is the better option.
- Of the two proposals, I would strongly prefer _____.

Phrases: I firmly believe · I am strongly in favour of · the better choice by far · in my view

2. Reason 1 + Example

45–55 words

Your strongest reason, explained, with a specific example.

- First, _____. For example, _____.
- The main reason is that _____. For instance, _____.

Phrases: the main advantage is · for instance · this would allow · in the long run

3. Reason 2 + Example

45–55 words

A second, different reason, with its own example.

- Furthermore, _____. To illustrate, _____.
- Another benefit is that _____, which means _____.

Phrases: furthermore · to illustrate · which means that · a key benefit

4. Other option's weak point

25–35 words

Admit what the other option offers, then show why it falls short.

- Admittedly, _____ would _____. However, _____.
- While _____ has some appeal, it _____.

Phrases: admittedly · while it is true that · falls short because · on the other hand

5. Opinion again

15–25 words

Restate your choice in new words, in one or two sentences.

- For these reasons, I strongly recommend _____.
- Overall, _____ is clearly the better investment for _____.

Phrases: for these reasons · overall · I strongly recommend · clearly the better

Worked example

Your city has money for one new project: Option A, a public swimming pool, or Option B, a bigger public library. Which option do you prefer? Explain the reasons for your choice.

Opinion: Regarding how the city should spend this money, I firmly believe that a public swimming pool is the better option for our community.

Reason 1 + Example: First, a pool would improve residents' health. Swimming is one of the few sports that people of every age can enjoy safely. For example, seniors with joint pain could join water aerobics classes, and parents could finally teach their children to swim close to home instead of driving across the city.

Reason 2 + Example: Furthermore, the pool would bring the neighbourhood together. It could host swim teams, birthday parties and summer camps, which means families would meet each other regularly. Our area currently has no indoor place where people can gather all year round. A pool would make the area feel much more like a community.

Other option's weak point: Admittedly, a bigger library would offer more books and study space. However, most residents now read and study online, so the extra space would often sit empty.

Opinion again: For these reasons, I strongly recommend that the city build the swimming pool rather than expand the library.

Mistakes that cost marks

- Sitting on the fence. "Both options are good" loses Task Fulfillment. Pick one.
- Reasons without examples. "The pool is healthy" is a claim, and the example is what proves it.
- Attacking the other option without admitting anything good about it. One fair sentence first makes your argument stronger.
- Two reasons that say the same thing in different words.

Drill this template and practise the timing: celpip.examhero.ca/templates/writing-task-2-survey