

CELPIP

CELPIP Writing Format Guide With Sample Question & Answer For 2026

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Are you taking the CELPIP test in 2026 and wondering where to start? Don't worry – you're not alone. In the CELPIP exam, you are evaluated on four key skills: Reading, Writing, Listening, and Speaking. Among these, the Writing task often proves to be the most challenging. To help you prepare effectively, [Gurully](#) has created this comprehensive guide, where you'll learn the complete CELPIP writing format along with sample questions and answers tailored for the 2026 attempt. Get ready to boost your confidence and score high in the CELPIP Test 2026!

CELPIP Writing Format

CELPIP is a Canadian English proficiency test with two types: [General](#) and [General LS](#). The General Test includes four sections—listening, reading, writing, and speaking. The computer-based writing section has two tasks: email writing and survey response.

Tasks	Duration
Task 1 – Email Writing	27 Minutes
Task 2 – Responding to Survey Questions	26 Minutes



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CELPIP Writing Format Of Task 1- Email Writing

In the first task of the writing section, you have to compose an email based on the given prompt. You have to respond appropriately within a time frame of 27 minutes, using between 150 and 200 words.

Tips To Score High in Email Writing

Logical organization

- First, plan your ideas. Create a quick outline before you start
- Start with a clear purpose or opinion and give a strong closing in the end. Always follow the order of the prompt.

Start with structure:

- Before starting writing, make sure to brainstorm ideas. Try to include at least one specific example or detail for the main idea.
- When adding examples, try to use real people, situations, and places to make your write-up more real.

Precise vocabulary:

- Use natural-sounding, clear, and descriptive words to score high in vocabulary.
- Try not to depend on phrases or words in the question; instead, use your own vocabulary.

Accurate grammar & clear formatting:

- Try to use different types of sentences and grammar structures. Use main ideas to begin the paragraph and write in an organized way.
- Use transitions while linking your ideas. Keep a check of punctuation and capitalization.

Detailed Response

- To score high, it is always advised to read the question carefully before writing. Never skip or change any information and try to write one full sentence for each part of the task.

Suitable tone

Think about who you're writing to and why—adjust your tone accordingly. Use a proper greeting and closing that match the situation. Try to avoid sounding rude, sarcastic, or too casual.

In-depth proofreading

- Take 3–4 minutes after writing to check your work. Focus on the types of mistakes you often make—this will help you catch and fix them.

CELPIP Writing Template For Task One – Writing an Email

Subject: [Clear and relevant subject line]

Dear [Recipient’s Name or Title],

Opening Statement

- Politely state the reason for writing the email.

Paragraph 1 – Background/Context

- Provide a brief background or context to your situation.
- Explain what happened or what the issue is.

Paragraph 2 – Details & Request/Solution

- Provide supporting details.
- Make polite requests, offer solutions, or ask for help, depending on the scenario.

Paragraph 3 – Closing

- Express appreciation or mention your expectations (e.g., hoping for a quick resolution).

Sincerely / Regards / Best regards,

- [Your Full Name]
- [Your contact info, if applicable]

CELPIP Writing Task 1 Samples With Answers

Following are the most repeated CELPIP writing examples for task 1.

Question 1:

Task 1: Writing an Email	
<p>Read the following information.</p> <p>You are a tenant in an apartment building. Recently, there has been a problem with the heating system, and the apartment has been very cold.</p>	<p>In about 150–200 words, write an email to the building manager about the problem. Your message must include the following points:</p> <ul style="list-style-type: none"> • A description of the issue • How long the problem has been occurring • The effect it is having on your daily life • A request for urgent repair or action

Answer:

Subject: Urgent Repair Needed for Heating Issue in Apartment

Dear Building Manager,

I hope this message finds you well. I am writing to inform you about an ongoing issue with the heating system in my apartment (Unit 304) at Maplewood Heights.

For the past five days, the heaters have not been working properly. Despite setting the thermostat to a normal level, the apartment remains very cold, especially during the early mornings and evenings. I have tried resetting the system, but it did not resolve the issue.

This has made it quite difficult to carry out daily tasks comfortably. I am currently working from home, and the cold temperature is affecting my concentration and health. I have also had to use extra blankets and wear multiple layers indoors, which is very inconvenient.

I kindly request that you send a maintenance technician as soon as possible to inspect and fix the heating system. A prompt resolution would be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

Daniel Morris

Question 2:

Task 1: Writing an Email

Read the following information.

You recently visited a local restaurant and had a disappointing experience. The service was slow, and the food was not up to the expected standard.

In about 150–200 words, write an email to the restaurant manager. Your message must include the following points:

- When you visited the restaurant
- What problems you experienced
- How you felt about the service and food
- What you would like the manager to do

Answer:

Subject: Feedback Regarding Recent Dining Experience

Dear Manager,

I am writing to express my disappointment regarding a recent visit to your restaurant, "The Garden Bistro," on Saturday, May 18th, around 7:30 PM.

My family and I had been looking forward to dining at your place due to the great reviews. However, we were quite dissatisfied with the experience. It took almost 25 minutes for someone to take our order, and we waited over an hour for the food to arrive. When it finally came, the pasta was cold and lacked flavor, and the grilled chicken was overcooked and dry.

We brought these issues to the server's attention, but unfortunately, they did not seem very concerned or apologetic. As regular customers in the neighborhood,

this was very disappointing.

I hope you will look into this matter and ensure better service and food quality in the future. A follow-up or a gesture of goodwill, such as a refund or discount voucher, would be appreciated.

Thank you for your time and attention.

Sincerely,

Karen Blake



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CELPIP Writing Format of Task 2-Responding to Survey Questions:

In CELPIP Writing Task 2, you'll be presented with a prompt that includes two choices. Your job is to pick one of the options and clearly explain the reasons behind your decision. Be sure to stick to just one choice in your response. You'll have 26 minutes to complete this task, and your response should be between 150 and 200 words.

Strategies For Acing Task Responding to Survey Questions

Organize Logically:

- Plan your ideas before writing by making an outline. Clearly state your position or answer in the first sentence. End with a concluding statement by summarizing your opinion at the end.
- Create flow using meaningful transitions by using linking words like however, for example, as a result, to connect your ideas smoothly.

Convincing Support:

- Try to back your argument with strong, specific evidence. Include examples and reasons that will support your argument.
- Give concrete details like real places/people/situations. This will make your writing more vivid and believable.

- Try to compare your choice to strengthen your argument, and explain why the other option is less effective.

Precise Vocabulary

- Use vocabulary that is exact and descriptive. Try not to use words like “good” or “nice”.
- Do not copy the question or phrase used in the prompt as it is. Instead, rephrase it creatively.

Accurate Grammar & Clear Formatting

- Grammar and structure must be correct and readable. Use various sentence types: Mix simple, compound, and complex sentences.
- Write full paragraphs and avoid list or bullet points.
- While writing, organize your ideas into separate paragraphs. Take care of capitalization and punctuation.

Thorough Response

- Make sure your answer fully addresses the task. Answer what is asked and write your choice clearly in the beginning. Explain why you made your choice, not just what the choice is.

Suitable Tone

- Tone refers to how appropriate your language is for the audience. Write like real people reading your response.
- Be clear and direct, not overly formal or technical and avoid rudeness, sarcasm, or slang. Make the tone very professional.

Careful Proofreading

- Always check your writing before submitting. Use 3–4 minutes to review as this helps you catch and correct mistakes. Focus on areas where you tend to make mistakes, like verb tense, articles, or punctuation.

CELP Writing Template For Task 2- Responding to Survey Questions:

Opening Sentence: Clearly state your preferred option (A or B) and that you support it.

First Reason:

- Introduce your strongest reason for supporting the option.
- Explain why this reason matters.
- Include a brief example or practical impact if possible.

Second Reason:

- Provide a second reason to support your choice.
- Add supporting explanation or example.

Optional Counterargument:

- Briefly acknowledge the opposite viewpoint.
- Explain why your chosen option is still better.

Closing Sentence:

- Restate your opinion confidently.
- End with a positive note, encouraging the decision-makers to consider your view.

CELPIP Writing Task 2 Samples With Answers

Following are the most repeated CELPIP writing examples for task 2.

Sample Question 1:

Task 2: Responding to Survey Questions	
<p>Read the following information.</p> <p>Company Uniforms.</p> <p>Your company is considering introducing uniforms for all employees. Management believes it will improve professionalism and team spirit. Some employees support the idea, while others think it limits personal freedom. Your manager has asked for your opinion.</p>	<p>Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150–200 words.</p> <ul style="list-style-type: none">• Option A: I think employees should wear uniforms.• Option B: I think employees should not be required to wear uniforms.

Answer (Option A)

I believe that introducing uniforms in our company is a great idea and should be implemented. There are several reasons why I support this.

First, uniforms promote a sense of professionalism. When clients or visitors come to our office, they will immediately recognize who the employees are. A unified dress code also shows that we take our roles seriously and represent the company with pride.

Second, it fosters equality and team spirit. When everyone dresses the same, it reduces unnecessary comparisons based on fashion or expense. This can help create a more inclusive and focused work environment, where people are judged by their performance, not their clothing.

Lastly, wearing a uniform can save time and reduce daily stress. Employees won't have to worry about choosing what to wear every morning, which can lead to better productivity.

Although some may feel that uniforms limit personal expression, I believe the benefits outweigh this concern. Uniforms bring structure, identity, and unity to the workplace.

For these reasons, I strongly support the idea of introducing uniforms for all employees.

Sample Question 2:

Task 2: Responding to Survey Questions

Read the following information.

Remote Work Policy

Your company is planning to update its remote work policy. Some managers believe that employees should work from the office full-time to improve collaboration, while others think flexible remote work options increase job satisfaction and productivity. Your manager has asked for your opinion.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150–200 words.

- **Option A:** I think employees should work from the office full-time.
- **Option B:** I think employees should be allowed to work remotely or have flexible options.

Answer (Option B):

I believe that allowing employees to work remotely or have flexible work options is beneficial and should be encouraged. There are several reasons why I support this choice.

Firstly, remote work increases productivity. Employees can create a personalized and comfortable work environment, which helps them focus better and complete tasks efficiently without the distractions often found in the office.

Secondly, flexible work options improve work-life balance. Commuting to the office every day can be time-consuming and stressful. By working remotely, employees save time and reduce stress, leading to better mental health and overall job satisfaction.

Lastly, offering remote work options can help attract and retain talent. Many skilled professionals prioritize flexibility when choosing employers. Companies that support remote work have a competitive advantage in hiring and keeping valuable employees.

While some managers may worry about collaboration, technology today offers many ways to communicate and collaborate effectively online. For these reasons, I strongly prefer flexible remote work options.

Scoring Criteria Of CELPIP Writing Format:

Dimension	Factors
Content/Coherence	<ul style="list-style-type: none">- Number and quality of ideas- How well ideas are organized- Use of examples and details

Vocabulary	<ul style="list-style-type: none"> - Variety and natural use of vocabulary - Precision and accuracy in word choice
Readability	<ul style="list-style-type: none"> - Paragraph structure and formatting - Use of connectors and transitions - Grammar, spelling, and punctuation
Task Fulfilment	<ul style="list-style-type: none"> - Relevance to the question - Completeness of your response - Appropriate tone and word count

You must practice on a mock test to achieve dream scores in the CELPIP test. Gurully provides full-length mock tests with instant AI scoring to help you understand your preparation level. Exam experts curate these mock tests, and the scoring in tests is similar to the real [CELPIP exam](#). Take benefit of one free CELPIP mock test and start your preparation today.

Conclusion:

Understanding the CELPIP writing format is key to scoring high. By following these tips and clear guidelines for email writing and survey responses, you can confidently approach each task. Using well-structured templates, practicing effective writing strategies, and paying attention to tone, vocabulary, and grammar can make a significant difference. Take advantage of [CELPIP mock tests](#) provided by Gurully, which simulate the real exam environment and offer instant feedback.

Along with CELPIP practice, Gurully also provides a [PTE Mock Test](#) to help you prepare effectively for the PTE Academic exam with real-time AI scoring.

FAQ:

What is the format for writing in the CELPIP test? ▼

How many sections are in CELPIP writing? ▼

What is 33 out of 38 in CELPIP writing? ▼

Can I retake CELPIP writing only? ▼

What if I write 200 words in writing task 2? ▼

Also Read:

- [CELPIP Vs IELTS – Which English Proficiency Test is right for you?](#)
- [Decoding the CELPIP Score Chart – Set Yourself Up for 2025 Success](#)