

Task 1: Email sample pack

18 original worked answers with prompts, exact word counts and annotations.

Start with your own answer. Use the model afterwards to study how a writer develops a purpose, supports a choice and helps the reader follow the ideas.

These are independent PrepEx educational examples. They are not official rated CELPIP responses and carry no certified level. Other relevant responses are possible. A word count or one polished phrase does not establish a level.

How to use this pack

1. Read the scenario and requested actions. Plan for the audience and purpose.
2. Draft about 150-200 words before looking at the worked answer. For an email, allow about 27 minutes; for a survey response, about 26 minutes when rehearsing the task.
3. Compare the whole response. Check development, organization, precise vocabulary, readability and task fulfillment.
4. Choose one useful revision and apply it to your own ideas and true details. Avoid memorizing the model.

Free 37-lesson course: prepex.ai/celpip/course

Online source library: prepex.ai/celpip/writing-samples

Reviewed October 2, 2026. This offline edition uses the same response text and teaching notes as the public library.

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Email tone depends on the recipient and relationship. Clear, appropriate communication is more useful than a stock formal opening.

A cancelled recreation class

Read the task before the answer

You joined a six-week pottery course at a community centre. Two sessions were cancelled without advance notice, and the centre has not announced replacement dates.

Write to: The community centre program coordinator

- Explain the course problem.
- Describe its effect on you.
- Request a practical solution.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

A cancelled recreation class

172 words / Semi-formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Dear Program Coordinator,

I am writing about the Wednesday pottery course that began this month. I was looking forward to learning how to make a small set of bowls, but two of our six sessions have already been cancelled without advance notice.

On both occasions, I arrived at the centre and found a handwritten sign on the classroom door. I had arranged childcare and left work early, so the cancellations cost me more than the missed instruction. Other participants were waiting outside as well, and none of us knew whether the next class would go ahead.

Could you please confirm the remaining schedule and offer replacement sessions for the two we missed? An evening option would suit me better than a weekday afternoon. If replacements are not possible, I would appreciate a refund for the cancelled classes. I would still like to continue the course rather than withdraw completely.

Please also send future cancellation notices by email before participants travel to the centre. Thank you for looking into this.

Sincerely, Maya Patel

What to notice

"I would still like to continue the course rather than withdraw completely."

The writer keeps the desired outcome clear. The two remedies are alternatives, and the final request addresses the communication failure as well as the missed classes.

Apply it to your draft

After drafting, check that each request follows from an earlier problem. A refund request should identify what was not provided, rather than demand unrelated compensation.

Online collection: prepex.ai/celpip/writing-samples/complaint-email

Noise in a shared study room

Read the task before the answer

Your apartment building has a study room advertised as a quiet space. Several residents have recently used it for group video calls while you were studying.

Write to: Your building manager

- Describe the recurring problem.
- Explain why the quiet room matters.
- Suggest a fair change.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Noise in a shared study room

180 words / Semi-formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Dear Ms. Lee,

Could you please review how residents are using the study room? I have been preparing for a professional exam there in the evenings, and several group video calls have made it difficult to concentrate recently.

I understand that people need somewhere to work, especially when their apartments are busy. However, the room is described as a quiet study space, and conversations carry across all the desks. Wearing headphones does not completely solve the problem. Last night, I had to leave before finishing a timed exercise because a meeting continued beside me.

Rather than banning work calls throughout the building, could we keep this room quiet and allow calls in the small meeting room downstairs? A clear notice near each entrance would help residents choose the appropriate space. It might also be useful to add the room rules to the booking confirmation.

I enjoy having this shared facility and would like everyone to be able to use it comfortably. Please let me know whether these changes could be discussed at the next residents' meeting.

Kind regards, Daniel Wong

What to notice

"Rather than banning work calls throughout the building, could we keep this room quiet and allow calls in the small meeting room downstairs?"

The suggestion acknowledges another group's legitimate need. This makes the complaint specific and cooperative instead of simply ordering other residents to stop working.

Apply it to your draft

Replace a vague accusation such as "people are inconsiderate" with an observable action and its effect on your task.

Online collection: prepex.ai/celpip/writing-samples/complaint-email

The wrong bicycle part

Read the task before the answer

You ordered a replacement bicycle basket from a local shop. The delivered basket has the wrong mounting system, despite the model information you supplied.

Write to: The shop customer service team

- Explain what you ordered and received.
- Describe the inconvenience.
- Ask how the shop can resolve it.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

The wrong bicycle part

176 words / Formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Dear Customer Service Team,

I received my replacement bicycle basket yesterday, but its mounting system does not fit my bicycle. When placing the order, I supplied the model name and asked for a basket that attaches to the rear rack. The one delivered is designed for handlebars.

I use my bicycle to carry groceries, so I need a secure basket rather than a temporary bag hanging from the handlebars. I have kept the packaging and have not attempted to install the incorrect item. I can send photographs of both the basket and my bicycle if that would help you identify a suitable replacement.

Please let me know whether you can exchange it for the rear-rack model and arrange collection of the original basket. I would prefer an exchange to a refund, provided the correct item is available. As the shop is across town, a delivery exchange would save me making two trips.

I would appreciate a reply confirming the next steps and any information you need from me. Thank you for your assistance.

Sincerely, Elena Ruiz

What to notice

“I would prefer an exchange to a refund, provided the correct item is available.”

The writer states a preference and a condition. The photographs are an offer to help resolve the problem, not a threat or an unsupported claim about the shop.

Apply it to your draft

Check that the product details stay consistent from the opening to the remedy. Do not change the requested item halfway through the email.

Online collection: prepex.ai/celpip/writing-samples/complaint-email

Changing a volunteer shift

Read the task before the answer

You volunteer at a food bank on Saturday mornings. A short training course now overlaps with that shift for three weeks, and you want to keep volunteering.

Write to: Your volunteer coordinator

- Explain the temporary conflict.
- Request a shift change.
- Describe how you can help maintain coverage.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Changing a volunteer shift

180 words / Semi-formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Dear Alex,

Would it be possible to move my Saturday morning food bank shift to an afternoon for the next three weeks? I have enrolled in a short workplace training course, and its sessions overlap with my usual volunteer hours.

I do not want to leave the packing team short of help. I can work on Saturday afternoons or join the Friday evening preparation group instead. Both options would allow me to complete the same number of volunteer hours, although I would need a brief introduction to the Friday team's routine.

If the morning shift is particularly busy, I can also contact the other volunteers to see whether someone is willing to swap with me. I will wait for your approval before making any changes to the roster so that everyone receives the same information.

The course finishes after three sessions, and I can return to my regular schedule immediately afterwards. Please let me know which arrangement would be most useful. I appreciate your help and would like to keep contributing while I complete the training.

Best regards, Samir Khan

What to notice

"I will wait for your approval before making any changes to the roster so that everyone receives the same information."

The email explains the limited duration and respects the coordinator's role. It offers coverage rather than treating the requested change as an automatic entitlement.

Apply it to your draft

Check whether your alternative genuinely solves the conflict. Offering the same unavailable time in different words will not make the request workable.

Online collection: prepex.ai/celpip/writing-samples/request-email

Borrowing equipment for a neighbourhood event

Read the task before the answer

Your neighbourhood group is organising an outdoor repair afternoon. You need tables and extension cables, and a community centre lends equipment to local groups.

Write to: The community centre manager

- Introduce the event.
- Request suitable equipment.
- Explain collection and return arrangements.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Borrowing equipment for a neighbourhood event

180 words / Formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Dear Ms. Robinson,

Our neighbourhood group is organising a repair afternoon in the courtyard next month. Residents will bring small household items, and volunteers will show them simple repairs. I am writing to ask whether we could borrow four folding tables and two outdoor extension cables from the community centre.

The tables would give each volunteer a stable work area and keep tools away from the children's activity corner. We need outdoor-rated cables because the courtyard sockets are some distance from the repair stations. If those cables are unavailable, we will limit the event to repairs that do not require electricity.

Two members of our group can collect the equipment in a van on the morning of the event and return it before the centre closes. We will wipe the tables, check the cables and report any damage immediately. Please tell me whether a deposit or booking form is required.

We hope the afternoon will help neighbours meet while reducing waste. I would be grateful if you could confirm availability and any conditions for borrowing the equipment.

Sincerely, Priya Shah

What to notice

"If those cables are unavailable, we will limit the event to repairs that do not require electricity."

The alternative is connected to the event's practical needs. Collection, care and return details help the recipient evaluate the request.

Apply it to your draft

Remove promises you cannot reasonably keep. A useful arrangement describes responsibilities, rather than guaranteeing that no accident could ever happen.

Online collection: prepex.ai/celpip/writing-samples/request-email

Joining a full evening class

Read the task before the answer

An evening conversational French class is full. You work during the day and would like the school office to place you on a waiting list or suggest another evening option.

Write to: The language school administrator

- Explain your interest and availability.
- Request a waiting-list place.
- Ask about an alternative.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Joining a full evening class

178 words / Semi-formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Dear School Administrator,

I would like to join the evening conversational French class, but I noticed that registration is already full. Could you please add my name to the waiting list and let me know how vacancies are offered?

I have studied basic French independently and now need practice speaking with other learners. The evening schedule is important because I work during the day and cannot attend the afternoon course. I can join at short notice if a place becomes available, and I would be happy to complete any registration forms in advance.

If the waiting list is long, could you recommend another evening class at a similar level? A course beginning later in the month would also work. Before enrolling, I would appreciate knowing whether the lessons focus mainly on conversation or include substantial written assignments.

Please let me know if a short placement interview is needed to confirm the right level. I want to choose a class that challenges me without slowing down the group. Thank you for your advice and assistance.

Kind regards, Nora Hassan

What to notice

“I want to choose a class that challenges me without slowing down the group.”

The writer connects the placement question to a sensible learning need. The request remains flexible without becoming a list of unrelated questions.

Apply it to your draft

Read the email from the administrator’s perspective: can they identify the course, the scheduling constraint and the next action?

Online collection: prepex.ai/celpip/writing-samples/request-email

Missing a project handover

Read the task before the answer

You missed an agreed handover call with a colleague and did not send the updated project notes beforehand. The colleague had to prepare for a client meeting without them.

Write to: Your colleague

- Apologise and explain briefly.
- Acknowledge the impact.
- Offer to repair the problem and avoid a repeat.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Missing a project handover

174 words / Semi-formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Hi Jordan,

I am sorry I missed our handover call and failed to send the updated project notes before your client meeting. I moved between two appointments and overlooked the calendar reminder, but I should have checked our agreed time more carefully.

You had to prepare without the latest decisions, which put unnecessary pressure on you. I realise that the missing notes may also have made it harder to answer the client's questions confidently. I have now attached a clean summary with the changes clearly marked, rather than sending several files for you to sort through.

If you have time this afternoon, I can walk you through the outstanding points and take responsibility for drafting the follow-up message. Please tell me which questions came up so that I can address them directly.

For future handovers, I will send the notes in advance and set a separate reminder for the call. I appreciate the work you did to keep the meeting moving, and I am sorry that my mistake made it more difficult.

Best, Ethan

What to notice

"I have now attached a clean summary with the changes clearly marked, rather than sending several files for you to sort through."

The repair responds to the precise inconvenience: the colleague needed usable information. The explanation is brief, and the writer accepts responsibility.

Apply it to your draft

Cut any explanation that implies the recipient should excuse the mistake. Keep the focus on impact and repair.

Online collection: prepex.ai/celpip/writing-samples/apology-email

Returning a borrowed camping item late

Read the task before the answer

You borrowed a friend's camping stove and promised to return it before the friend's next trip. You forgot, and your friend had to borrow another one.

Write to: Your friend

- Apologise for the late return.
- Recognise the inconvenience.
- Arrange the return and offer a helpful gesture.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Returning a borrowed camping item late

181 words / Informal tone. Counts include greetings and sign-offs; whitespace-separated words.

Hi Jess,

I am really sorry I did not return your camping stove before your weekend trip. I put it in the storage cupboard after cleaning it and then forgot our arrangement. That was careless, especially because you had told me you needed it again soon.

You should not have had to search for another stove at the last minute. I know packing for a trip already takes enough effort, and my delay added an avoidable job. Thank you for letting me borrow it in the first place; I should have been more reliable about returning it.

Can I bring it to your place tomorrow evening? It is clean, and I have checked that all the parts are together. If another time is better, I can leave it with you before work instead. I would also like to bring dinner so that you do not have to cook while unpacking, if that suits you.

Next time I borrow something, I will put the return date in my calendar immediately. I am sorry again for letting you down.

See you soon, Lena

What to notice

“You should not have had to search for another stove at the last minute.”

This sentence names the inconvenience rather than merely saying “sorry for everything.” The friendly offer suits the relationship without making the apology transactional.

Apply it to your draft

Check the tone against the relationship. A close friend does not need legalistic language or a long defence of your behaviour.

Online collection: prepex.ai/celpip/writing-samples/apology-email

Cancelling a promised workshop

Read the task before the answer

You agreed to run a basic photography workshop for a neighbourhood group but must cancel because of a conflicting work assignment. You can offer materials and a later session.

Write to: The neighbourhood group organiser

- Apologise for cancelling.
- Explain the change.
- Offer an alternative arrangement.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Cancelling a promised workshop

185 words / Semi-formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Dear Marina,

I am sorry that I need to cancel the photography workshop I agreed to lead next week. My employer has assigned me to a project away from the city, and I will not be back in time. I should have contacted you as soon as the assignment was confirmed.

I understand that you have already advertised the workshop and collected registrations. Changing the programme now creates extra work for you and may disappoint residents who arranged their evening around it. I do not want to leave you with only a cancellation notice.

I can send a short illustrated guide covering the camera settings we planned to discuss. If you have another volunteer available, I would be happy to speak with them beforehand and explain the activities. Alternatively, I can lead the full workshop the following month, subject to the group's preferred date.

Please let me know which option would be most helpful, or whether you would rather cancel entirely. I will support whichever decision is easiest for the group. Thank you for your understanding, and please accept my apology.

Kind regards, Oliver Chen

What to notice

"I will support whichever decision is easiest for the group."

The organiser retains control of the solution. The writer offers concrete support while recognising that the alternative may not suit the group.

Apply it to your draft

Make sure your proposed replacement respects the recipient's constraints. Do not announce a new date as though everyone has already agreed.

Online collection: prepex.ai/celpip/writing-samples/apology-email

A neighbourhood gardening afternoon

Read the task before the answer

You are helping organise a gardening afternoon in your building's shared courtyard. A neighbour has mentioned wanting to meet more residents.

Write to: Your neighbour

- Invite your neighbour.
- Describe the activity and arrangements.
- Explain why they might enjoy it.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

A neighbourhood gardening afternoon

180 words / Informal tone. Counts include greetings and sign-offs; whitespace-separated words.

Hi Ben,

Would you like to join our courtyard gardening afternoon next Saturday? You mentioned that you wanted to get to know more people in the building, and this could be a relaxed way to meet a few neighbours.

We are starting after lunch and will plant herbs in the empty containers beside the benches. Nobody needs gardening experience. One resident will explain how to prepare the soil, and the rest of us will work in small groups. There will also be a table for making plant labels, so you can help without doing heavy lifting.

The building has agreed to provide tools and soil. Bring gloves if you have them, but do not worry about buying anything. We will stop for tea halfway through, and you can leave whenever you need to. If the weather is poor, we will postpone rather than work in the rain.

I thought you might enjoy choosing herbs for the cooking group as well. Let me know if you can come, and I will introduce you to the organiser when we arrive.

Best, Aisha

What to notice

“Nobody needs gardening experience.”

The invitation anticipates a possible concern and removes it with practical details. The closing asks for a response without pressuring the neighbour.

Apply it to your draft

Replace a generic promise that the event will be “amazing” with a specific activity that matters to this recipient.

Online collection: prepex.ai/celpip/writing-samples/invitation-email

Sharing experience at a career evening

Read the task before the answer

Your community job-search group is holding a career evening. A former member now works in a field many participants are interested in.

Write to: The former group member

- Invite them to speak.
- Explain the audience and suggested contribution.
- Give arrangements and ask about availability.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Sharing experience at a career evening

179 words / Formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Dear Ms. Alvarez,

Our community job-search group would be delighted if you could join our next career evening as a guest speaker. Several current members are interested in entering the hospitality sector, and your experience moving from an entry-level role into supervision would be particularly useful.

We would like an informal talk about finding your first opportunity, learning on the job and handling difficult customer situations. A short discussion afterwards would let participants ask practical questions. You would not need to prepare slides or describe confidential matters from your workplace.

The event will take place at the community centre on a weekday evening next month. We can choose the date around your availability and arrange a brief call beforehand to agree on the topics. Our organiser will meet you at the entrance and introduce you to the group.

Please let me know whether you would be interested and which evenings generally suit you. If your schedule is full, we would still welcome a few written suggestions to share with participants. Thank you for considering the invitation.

Sincerely, Marcus Reed

What to notice

“You would not need to prepare slides or describe confidential matters from your workplace.”

The writer defines the contribution and its boundaries. The audience’s needs explain why this particular person is being invited.

Apply it to your draft

Check that your request is reasonable for a volunteer guest. State the contribution clearly instead of hiding a large commitment behind “a quick visit.”

Online collection: prepex.ai/celpip/writing-samples/invitation-email

A team lunch for a new colleague

Read the task before the answer

A new colleague has joined your small team. You are organising an informal lunch so people can get acquainted outside meetings.

Write to: Your new colleague

- Invite them to lunch.
- Describe the plan.
- Ask about preferences or practical needs.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

A team lunch for a new colleague

182 words / Semi-formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Hi Morgan,

I would like to invite you to our team lunch on Friday. Your first week has included plenty of introductions during meetings, so we thought it would be nice to spend some time together without an agenda.

We are planning to visit the small restaurant opposite the office shortly after the morning shift finishes. It has a quiet seating area where we can actually hear one another, and everyone will order their own meal. The lunch is entirely optional, so please do not feel that you need to rearrange an existing commitment.

Could you let me know whether the time works for you and if there are any dietary preferences we should consider when choosing the restaurant? If the menu does not suit you, we can easily suggest another place nearby. We will keep the lunch short enough for anyone with afternoon appointments.

I hope you can join us. It would be a good chance to hear about your interests and explain a few of the team's routines that never seem to make it into formal meetings.

Best wishes, Chris

What to notice

"The lunch is entirely optional, so please do not feel that you need to rearrange an existing commitment."

The invitation fits a new workplace relationship. It includes practical information and makes participation comfortable without exaggerated friendliness.

Apply it to your draft

Avoid treating a social invitation as an instruction. Offer a clear response point while leaving the colleague free to decline.

Online collection: prepex.ai/celpip/writing-samples/invitation-email

Choosing a study space

Read the task before the answer

A friend works from a busy apartment and wants somewhere to prepare for an exam. You have tried a nearby library study room.

Write to: Your friend

- Recommend a place.
- Explain why it suits the friend.
- Mention a limitation and a practical tip.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Choosing a study space

181 words / Informal tone. Counts include greetings and sign-offs; whitespace-separated words.

Hi Fatima,

You asked where you could study away from your apartment, and I would recommend the library branch near the station. I used its study room when preparing for my own exam, and it was much easier to concentrate there than at home.

The desks are separated enough that you do not feel crowded, and the room is kept quiet. There are power sockets beside most seats, which would help when you practise on your laptop. You could also borrow the reference books you mentioned without making a separate trip.

The main limitation is that seats fill quickly on weekends. I suggest arriving near opening time or checking whether a bookable desk is available. Also, the quiet room is unsuitable for speaking practice, so you would still need a different place for recording answers aloud.

Perhaps we could visit together before you commit to a regular routine. You can see whether the journey fits your schedule and whether the room feels comfortable. I think it would give you a useful place for focused reading and writing sessions.

Take care, Ravi

What to notice

“Also, the quiet room is unsuitable for speaking practice, so you would still need a different place for recording answers aloud.”

The limitation matters to the friend’s actual study plan. It makes the recommendation more credible and precise without undermining its main purpose.

Apply it to your draft

Replace broad claims such as “it is perfect for everything” with the particular tasks the place supports.

Online collection: prepex.ai/celpip/writing-samples/recommendation-email

A better meeting arrangement

Read the task before the answer

Your team's weekly update meeting often runs long. Your manager has asked for suggestions to make it more useful without losing important discussion.

Write to: Your manager

- Recommend a change.
- Explain the benefits.
- Describe how to try it and address a concern.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

A better meeting arrangement

177 words / Semi-formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Dear Hannah,

I recommend separating our weekly progress updates from discussions that need a decision. We could share brief written updates before the meeting and use the meeting itself for issues that require the team's input.

At present, each person reports their activities while everyone else listens, even when the information is unrelated to their work. Written updates would let colleagues read the relevant sections at their own pace. The meeting could then focus on blocked tasks, conflicting priorities and decisions that benefit from discussion.

To test the idea, we could use a simple update template for the next few meetings. It should ask for completed work, current priorities and any help needed, without becoming another lengthy report. The chair could select the discussion points from those updates in advance.

I realise some colleagues may worry that useful context will be lost. We could keep a short question period and review the arrangement together after the trial. This would let us save time while checking that people still receive the information they need.

Kind regards, Mei Lin

What to notice

"It should ask for completed work, current priorities and any help needed, without becoming another lengthy report."

The writer addresses the risk that a time-saving proposal could create extra work. The recommendation includes a trial rather than assuming the team must adopt it permanently.

Apply it to your draft

Check that each benefit has a mechanism. Explain how the change saves time rather than repeating "more efficient."

Online collection: prepex.ai/celpip/writing-samples/recommendation-email

Selecting a beginner workshop

Read the task before the answer

A community organiser wants an activity that can bring residents of different ages together. You attended a practical mending workshop that could suit the group.

Write to: The community organiser

- Recommend the activity.
- Describe your experience.
- Explain adaptations for this group.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Selecting a beginner workshop

179 words / Formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Dear Mr. Ahmed,

For the next residents' activity, I suggest a beginner clothing-mending workshop. I attended one at a community centre recently, and it brought together people with very different ages and levels of experience.

The instructor demonstrated a few useful skills, including sewing on a button and repairing a small tear. Participants then practised on spare fabric before trying their own items. Because everyone was doing something practical, conversations started naturally, and experienced participants helped those who were learning for the first time.

For our group, I would keep the activities simple and offer large needles and good lighting. We should also provide a table for people who prefer to sort materials or share ideas rather than sew. This would make the session welcoming without requiring every resident to complete the same task.

The workshop would need more preparation than a film evening, but the materials are reusable and participants would leave with skills they can use at home. If you are interested, I can help contact an instructor and prepare a list of supplies.

Sincerely, Grace Bell

What to notice

"This would make the session welcoming without requiring every resident to complete the same task."

The adaptation is tied to the organiser's mixed-age audience. The comparison acknowledges a practical disadvantage while explaining why the activity is still worthwhile.

Apply it to your draft

Keep recommendations within your knowledge. Use your actual experience as support instead of inventing endorsements or guaranteed outcomes.

Online collection: prepex.ai/celpip/writing-samples/recommendation-email

Help settling into a new neighbourhood

Read the task before the answer

A neighbour helped you find local services and introduced you to a community walking group after you moved.

Write to: Your neighbour

- Thank them for the help.
- Explain how it affected you.
- Offer a way to return the kindness.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Help settling into a new neighbourhood

180 words / Informal tone. Counts include greetings and sign-offs; whitespace-separated words.

Hi Olivia,

Thank you for making my first few weeks in the neighbourhood much easier. Your suggestions about the library, grocery shops and community centre saved me a great deal of wandering around, and I really appreciated the introduction to the walking group.

Moving here was exciting, but I did not realise how tiring it would be to work out every small routine at once. Having someone explain where to find things helped me feel settled sooner. The walking group has been especially valuable because I now recognise familiar faces when I go out, rather than feeling like a stranger everywhere.

I would love to invite you over for dinner once the last boxes are unpacked. It would be nice to spend time together without asking you another question about the neighbourhood. Please let me know which evening might suit you and whether there is anything you prefer not to eat.

If you ever need someone to water your plants while you are away, I would be happy to help. Thank you again for such a warm welcome.

Best, Amir

What to notice

"I now recognise familiar faces when I go out, rather than feeling like a stranger everywhere."

The writer develops the emotional effect with a concrete change in daily life. The return offer fits a neighbourly relationship.

Apply it to your draft

Choose one meaningful effect to develop. A list of exaggerated compliments can crowd out the reason for the thanks.

Online collection: prepex.ai/celpip/writing-samples/thank-you-email

Useful feedback on a presentation

Read the task before the answer

A colleague reviewed your presentation before an important internal meeting. Their feedback helped you explain the proposal more clearly.

Write to: Your colleague

- Thank them.
- Describe which advice helped.
- Explain the result and offer reciprocal help.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Useful feedback on a presentation

183 words / Semi-formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Hi Sophie,

Thank you for reviewing my presentation before yesterday's meeting. You took time out of your own work to listen to the draft, and your comments made the proposal much clearer.

The most useful suggestion was to explain the customer problem before describing the new process. I had assumed everyone knew the background, but the questions during our practice session showed that this was not true. I moved the example to the opening and removed several slides that repeated the same point.

During the meeting, colleagues were able to discuss the proposal's practical effects instead of asking what problem it was meant to solve. We still have details to work through, but the discussion was far more focused than I expected. Your advice helped me present the idea confidently without adding extra technical language.

Please let me know if you would like a second pair of eyes on your next report or presentation. I would be glad to return the favour. I have also kept your comments beside my planning notes so that I can use them next time.

Many thanks, Leo

What to notice

"We still have details to work through, but the discussion was far more focused than I expected."

The result is specific and qualified. The writer does not claim that helpful feedback automatically made the whole proposal succeed.

Apply it to your draft

Check that your thanks names the useful advice and its effect. "Your feedback was very helpful" needs supporting detail.

Online collection: prepex.ai/celpip/writing-samples/thank-you-email

Support during a community event

Read the task before the answer

A local shop lent equipment and helped volunteers prepare for your neighbourhood book exchange. The event has now finished.

Write to: The shop owner

- Thank the owner for the support.
- Describe how the support helped.
- Explain the equipment return and a follow-up gesture.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Support during a community event

183 words / Formal tone. Counts include greetings and sign-offs; whitespace-separated words.

Dear Ms. Carter,

On behalf of the neighbourhood book exchange team, thank you for lending us display stands and helping our volunteers set them up. Your support made it much easier to organise the books so that visitors could browse comfortably.

The stands kept the children's books within reach and left enough table space for larger books. This mattered because several families came together, and the room could have become crowded if every book had been laid flat. Your advice about leaving clear pathways also helped us arrange the entrance before the event began.

We have checked and cleaned the equipment, and two volunteers will return it tomorrow morning as agreed. Please let me know if you would prefer a different time. We would also like to include a short thank-you to your shop in the community newsletter, provided you are comfortable with that.

The exchange gave residents a chance to share books and meet neighbours. We appreciate the time and care you contributed, as well as the loan of the equipment. Thank you for being part of the event.

Sincerely, Holly James

What to notice

"provided you are comfortable with that."

The newsletter gesture asks permission rather than assuming the business wants publicity. The email combines appreciation with the practical return arrangement.

Apply it to your draft

Do not let logistics replace the thanks. Explain what the support made possible before moving to collection or return details.

Online collection: prepex.ai/celpip/writing-samples/thank-you-email