

Task 2: Survey response sample pack

9 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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The Task 2 models illustrate one defensible choice. The other choice can also produce a strong response; the sample is not an answer key.

Shared roof space

Read the task before the answer

Your apartment building will improve the roof terrace. The residents' committee can fund one of two proposals and is collecting opinions.

Option A: Create a quiet garden with benches and planted areas.

Option B: Create a covered exercise area with simple fitness equipment.

- Choose one option.
- Support your choice with reasons or examples.
- Compare your choice with the other option.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Shared roof space

172 words / Polite and direct tone. Counts include greetings and sign-offs; whitespace-separated words.

I would choose the quiet garden because it would give more residents a comfortable reason to use the roof terrace. A shared outdoor space should be welcoming even to people who do not want to exercise.

Benches and planted areas would let neighbours read, talk quietly or take a short break outside.

Residents with limited mobility could enjoy the terrace without needing to use fitness equipment. Parents could also sit with their children after a busy day, provided the garden rules keep the space calm.

The covered exercise area has a real advantage: people could work out without travelling to a gym.

However, exercise equipment would use much of the available space and mainly benefit residents who want that particular activity. Some people already have other ways to exercise, while a peaceful shared garden would serve a wider range of everyday needs.

The garden would require regular care, so the committee should include maintenance in its plan. Even with that responsibility, I think it offers the more inclusive improvement for our building.

What to notice

“The covered exercise area has a real advantage: people could work out without travelling to a gym.”

The comparison recognises a genuine benefit before explaining why the chosen option better serves the audience. Maintenance is acknowledged without changing the two proposals.

Apply it to your draft

Add a consequence to each reason. “It is relaxing” is less developed than explaining how residents would use the space and why that matters.

Online collection: prepex.ai/celpip/writing-samples/housing-survey

Parcel collection arrangements

Read the task before the answer

Your building receives many parcels. Management is choosing between secure collection lockers and a staffed collection desk during limited evening hours.

Option A: Install secure parcel lockers residents can access throughout the day.

Option B: Open a staffed parcel collection desk during set evening hours.

- Choose one option.
- Support your choice with reasons or examples.
- Compare your choice with the other option.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Parcel collection arrangements

177 words / Polite and direct tone. Counts include greetings and sign-offs; whitespace-separated words.

I prefer the staffed collection desk because personal assistance would solve several problems that a locker alone cannot address. In our building, residents receive items of different sizes, and some need help confirming which parcel belongs to them.

A staff member could deal with an unclear label or explain what to do when a delivery is missing. This would be particularly useful for residents who are uncomfortable using an electronic access system. The desk could also keep larger packages together rather than leaving them outside when they do not fit in a compartment.

Lockers would be more convenient for people returning home late, and I recognise that limited collection hours are a disadvantage. Nevertheless, access at any time is less helpful if a resident cannot open the locker or locate the right delivery. A predictable evening collection period would work for many households and provide someone responsible for resolving mistakes.

Management should publish the hours clearly and review residents' feedback after the desk opens. For me, reliable help and clear responsibility outweigh the extra flexibility of lockers.

What to notice

"access at any time is less helpful if a resident cannot open the locker or locate the right delivery."

The response compares two competing priorities: flexibility and assistance. Its reasons concern the proposed service rather than unrelated complaints about delivery companies.

Apply it to your draft

Check that the opposing option remains plausible. Acknowledging its convenience makes the preference a reasoned judgment, not an invented certainty.

Online collection: prepex.ai/celpip/writing-samples/housing-survey

A residents' activity room

Read the task before the answer

Your building has an unused room. The committee wants either a bookable room for small gatherings or an open lounge available to residents without reservations.

Option A: A bookable room for small private gatherings.

Option B: An open shared lounge with seating and tables.

- Choose one option.
- Support your choice with reasons or examples.
- Compare your choice with the other option.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

A residents' activity room

175 words / Polite and direct tone. Counts include greetings and sign-offs; whitespace-separated words.

A bookable gathering room would be the better use of the unused space. Many apartments are too small to host a few friends comfortably, so residents need somewhere they can plan a modest gathering without disturbing neighbours.

A reservation system would let people know when the room is available and what they are responsible for afterwards. For example, a resident could arrange a family meal with confidence instead of arriving with guests and finding every table occupied. Clear limits on group size and cleaning would help the room remain useful to everyone.

An open lounge would encourage spontaneous conversations, which is a worthwhile benefit. However, our entrance area already offers a place for brief informal meetings. The new room could meet a different need rather than repeat that function. Booking does not have to mean expensive private parties; it could support small study groups or craft afternoons too.

I would favour a simple, fair booking process with equal access for all residents. That arrangement would make the space dependable while allowing several kinds of activity.

What to notice

“The new room could meet a different need rather than repeat that function.”

The response selects an option by considering what the building already provides. It broadens the use case while preserving the proposal's bookable-room condition.

Apply it to your draft

Keep supporting examples connected to the option. A private booking proposal should not suddenly become an unrestricted public lounge.

Online collection: prepex.ai/celpip/writing-samples/housing-survey

Bus frequency or later service

Read the task before the answer

Your local transit agency can make one improvement on a neighbourhood bus route and is asking regular passengers for feedback.

Option A: Run buses more frequently during the morning and evening rush hours.

Option B: Keep the current frequency but extend service later into the evening.

- Choose one option.
- Support your choice with reasons or examples.
- Compare your choice with the other option.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Bus frequency or later service

175 words / Polite and direct tone. Counts include greetings and sign-offs; whitespace-separated words.

I would support extending the bus service later into the evening. A route that stops too early leaves some residents without a usable journey home, even if the daytime service is reasonably convenient.

People working late shifts or attending evening classes cannot always leave in time for the final bus. They may need to pay for another form of transport or depend on someone to collect them. Later service would give these passengers more independence and make evening activities possible without planning the whole day around an early departure.

More frequent rush-hour buses would reduce waiting and crowding for many commuters. That is an important benefit, but those commuters already have a service they can use. For a passenger whose shift ends after the route closes, a shorter morning wait does not solve the main problem.

The agency should check which later departure times would be most useful rather than adding trips without a clear purpose. I prefer the extension because it addresses a gap in access, not just the comfort of journeys already available.

What to notice

“For a passenger whose shift ends after the route closes, a shorter morning wait does not solve the main problem.”

The comparison distinguishes an unavailable journey from an inconvenient one. It explains the priority instead of claiming that rush-hour passengers do not matter.

Apply it to your draft

Avoid inventing ridership percentages. A developed example can show a practical consequence without pretending to be a transport survey result.

Online collection: prepex.ai/celpip/writing-samples/transport-survey

Cycle parking or a passenger shelter

Read the task before the answer

A neighbourhood transit stop has space for one improvement. Residents can choose secure cycle parking or a covered waiting shelter.

Option A: Add secure cycle parking beside the stop.

Option B: Build a covered shelter with seating for waiting passengers.

- Choose one option.
- Support your choice with reasons or examples.
- Compare your choice with the other option.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Cycle parking or a passenger shelter

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

I favour the covered waiting shelter because it would improve the journey for almost everyone using this stop. Passengers may arrive at different times, but they all need somewhere reasonable to wait.

A roof would offer protection when it rains, while seating would help people who cannot stand comfortably for a long period. This is especially useful when a bus is delayed and the wait becomes longer than expected. The shelter would also make the stop easier to identify for visitors unfamiliar with the route.

Secure cycle parking would encourage people to combine cycling with a bus trip. I can see why cyclists would value it, particularly if they worry about leaving a bicycle unattended. However, that improvement serves a smaller group than a shelter, and it does not help passengers who walk to the stop or arrive with children and bags.

The shelter should leave enough clear pavement for pedestrians and boarding passengers. With a sensible design, it would provide a basic comfort that the stop currently lacks. I would give that shared need priority over cycle storage.

What to notice

“it does not help passengers who walk to the stop or arrive with children and bags.”

The comparison uses the reach of each improvement as a criterion. It acknowledges the cycling benefit rather than declaring cycle parking useless.

Apply it to your draft

Read your comparison for overreach. “Serves a smaller group” is a defensible reason; “nobody cycles” would need evidence.

Online collection: prepex.ai/celpip/writing-samples/transport-survey

A community shuttle schedule

Read the task before the answer

A community centre runs a shuttle to nearby neighbourhoods. It can offer either a fixed route at regular times or bookable trips for registered users.

Option A: A fixed route with published departure times.

Option B: Trips booked in advance by individual registered users.

- Choose one option.
- Support your choice with reasons or examples.
- Compare your choice with the other option.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

A community shuttle schedule

172 words / Polite and direct tone. Counts include greetings and sign-offs; whitespace-separated words.

I prefer a fixed shuttle route with published departure times. Residents would be able to plan their visits to the community centre without arranging each journey individually.

A regular timetable is easier to share on noticeboards and explain to new users. Someone attending a weekly class could learn the routine once and then travel independently. It would also allow people to make an unplanned visit, provided they arrive for a scheduled departure, instead of needing a booking beforehand.

Bookable trips could offer more personal flexibility and may suit users living far from the regular stops. However, that system would require residents to contact the service each time and wait for confirmation. A missed message or forgotten booking could prevent a trip that should have been straightforward. For people who prefer simple routines, this is an unnecessary barrier.

The fixed route should include stops near the neighbourhoods with the greatest need and allow enough time for boarding. I would choose predictable shared service because it makes ordinary visits easier to understand and repeat.

What to notice

“Someone attending a weekly class could learn the routine once and then travel independently.”

The concrete example develops the reason of predictability. The response does not assume booking is inherently bad; it weighs convenience for different users.

Apply it to your draft

Check that each paragraph supports the selected option. Suggestions about stop locations should reinforce the argument, not replace the requested choice.

Online collection: prepex.ai/celpip/writing-samples/transport-survey

Learning sessions or a personal allowance

Read the task before the answer

Your employer is improving staff development. It can arrange shared learning sessions during work hours or provide an allowance for employees to choose their own courses.

Option A: Shared learning sessions during work hours.

Option B: An individual allowance for approved courses chosen by employees.

- Choose one option.
- Support your choice with reasons or examples.
- Compare your choice with the other option.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Learning sessions or a personal allowance

172 words / Polite and direct tone. Counts include greetings and sign-offs; whitespace-separated words.

I would choose an individual course allowance because employees need different skills at different stages of their work. Giving everyone the same session may be convenient, but it will not always address the most useful learning need.

An employee moving into supervision might benefit from a course on giving feedback, while someone handling data could need training in a particular tool. Allowing both people to choose relevant courses would make development more closely connected to their responsibilities. It would also encourage them to identify a specific goal rather than attend only because a session is on the calendar.

Shared sessions have the advantage of bringing colleagues together, and a common topic can create useful discussion. However, collaboration does not require every training activity to be identical. Employees could briefly share what they learned with the team afterwards.

The allowance should have a clear approval process so that courses remain relevant and access is fair. With those conditions, I think individual choice would produce more practical learning than a single programme for everyone.

What to notice

“collaboration does not require every training activity to be identical.”

The response addresses the alternative’s social benefit while retaining the main argument for relevant learning. Approval conditions make the choice practical without inventing a third option.

Apply it to your draft

Avoid using personal preference as your only reason. Show why the proposal would help employees with different responsibilities.

Online collection: prepex.ai/celpip/writing-samples/workplace-survey

Quiet rooms or more open desks

Read the task before the answer

Your office is reorganising a spare area. Management can create small quiet rooms for focused work or add more open desks for the growing team.

Option A: Create small bookable quiet rooms.

Option B: Add more desks in an open working area.

- Choose one option.
- Support your choice with reasons or examples.
- Compare your choice with the other option.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

Quiet rooms or more open desks

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

I support creating small quiet rooms because some of our work requires sustained concentration. Extra desks would provide more seats, but they would not address the interruptions people experience in the open office.

Preparing a detailed report or checking a complex document is difficult when conversations continue nearby. A quiet room would let an employee work on such a task for a limited period and then return to the team area. It could also provide a suitable place for a confidential call without asking everyone else to stop talking.

More open desks would help as the team grows, and I understand the concern about available space. Nevertheless, adding seats to an already busy area may make focused work even harder. We should check whether the existing desks are fully used throughout the week before deciding that more identical seating is the priority.

A fair booking limit would prevent one person from occupying a quiet room all day. I favour this option because it adds a type of workspace we currently lack, rather than simply increasing the same kind of space.

What to notice

“it adds a type of workspace we currently lack, rather than simply increasing the same kind of space.”

The conclusion follows the argument about different work demands. The comparison acknowledges growth instead of ignoring management’s reason for more desks.

Apply it to your draft

Review whether a suggested booking rule supports the choice. Do not spend most of the response designing policies instead of explaining your preference.

Online collection: prepex.ai/celpip/writing-samples/workplace-survey

A fixed team day or flexible attendance

Read the task before the answer

Your team works partly from home. Management wants either one shared office day each week or flexible office attendance chosen by each employee.

Option A: Everyone attends the office on one shared team day.

Option B: Employees choose their own office days.

- Choose one option.
- Support your choice with reasons or examples.
- Compare your choice with the other option.

Write about 150-200 words.

Plan your response

Purpose / position: _____

Support and relevant details: _____

Audience / tone: _____

A fixed team day or flexible attendance

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

I would choose one shared team day each week. Flexible attendance is attractive, but it often means colleagues travel to the office and still spend their meetings speaking to people on a screen.

A common day would create a dependable opportunity for work that benefits from direct conversation. We could plan project discussions, help new colleagues and resolve questions that become complicated in long message threads. Employees would know which activities to save for that day instead of guessing who might be present.

Choosing individual office days would make it easier to fit commuting around personal routines. That flexibility has value, especially for colleagues with caring responsibilities. However, the proposal already allows home working on the other days. A single agreed day could preserve much of that flexibility while giving the team a reliable time together.

Management should choose the day after consulting staff and keep exceptions available when someone has a genuine conflict. I support a shared day because coordination needs some predictability, while the rest of the week can still accommodate different working patterns.

What to notice

“A single agreed day could preserve much of that flexibility while giving the team a reliable time together.”

The writer compares coordination with personal flexibility rather than framing one group as lazy or uncooperative. The support is connected to the hybrid arrangement in the prompt.

Apply it to your draft

Use qualified claims when people's circumstances vary. Explain why your choice is preferable without claiming it will suit every employee equally.

Online collection: prepex.ai/celpip/writing-samples/workplace-survey