40 CELPIP Writing topics

Twenty email tasks and twenty survey tasks, with planning notes for specific, developed responses.

How to use this workbook

Aim for about 150-200 words for each task. Practice with 27 minutes for an email and 26 minutes for a survey response, including planning and checking.

Write on separate paper or in your own editor. Use the free practice counter at prepex.ai/celpip/writing-word-count if useful.

Cover every email bullet. For a survey, choose one option, develop relevant support and explain why it suits the stated situation better than the alternative.

The planning notes suggest one possible approach. Different well-supported choices can also work. Read a model after attempting your own response.

Original PrepEx practice material. These are not recalled or predicted exam questions. Examples and study tools do not establish an official CELPIP score.

prepex.ai/celpip/writing-topics

Official format sources

CELPIP format and scoring. Task guidance checked against the official 2026 Writing Pro and revised May 2026 Speaking Pro study packs. Full source links are on the companion web page.

Task 1 / Writing an Email

email-01 / The wrong workshop materials

You registered for a weekend photography workshop. The organizer sent you a materials pack for a different course, and the workshop starts in four days.

Write an email to the workshop organizer. Write about 150-200 words and address all three points below.

- Describe what you received and what you expected.
- Explain how the mistake affects your preparation.
- Request a practical way to receive the correct materials in time.

Planning notes: Identify the course and the mismatch before explaining the inconvenience. Consider a digital replacement or collection arrangement that the organizer could reasonably provide.

Related models and commentary

email-02 / A room that no longer fits the group

You organize a weekly language exchange at a community centre. Attendance has grown, and the room you normally book is now too small.

Write an email to the centre’s booking coordinator. Write about 150-200 words and address all three points below.

- Explain how the group’s needs have changed.
- Describe the features you need in another room.
- Suggest a booking arrangement and ask about availability.

Planning notes: Choose realistic group numbers and a schedule, and keep them consistent. Explain why your requested room features matter to the activity.

Related models and commentary

Task 1 / Writing an Email

email-03 / A missed volunteer shift

You promised to help a friend run a stall at a neighbourhood fundraiser. You missed the shift because you wrote the wrong date in your calendar.

Write an email to your friend. Write about 150-200 words and address all three points below.

- Apologize and explain what happened.
- Acknowledge the extra work your absence caused.
- Offer a specific way to make up for it.

Planning notes: Accept responsibility without making the explanation longer than the apology. Choose an offer that helps with remaining fundraiser work.

Related models and commentary

email-04 / Inviting a friend to a clothing swap

You and a few friends are organizing a clothing swap at your home. You want to invite a friend who has never attended one and explain how it will work.

Write an email to your friend. Write about 150-200 words and address all three points below.

- Explain why you are organizing the swap.
- Describe the arrangements and what your friend could bring.
- Ask about their availability and offer to answer any questions.

Planning notes: Explain the activity clearly for someone unfamiliar with it. Keep participation voluntary and make the practical arrangements easy to follow.

Related models and commentary

Task 1 / Writing an Email

email-05 / Help during a busy move

A neighbour helped you carry boxes and look after your dog while you moved into your apartment. You are now settled and want to thank them.

Write an email to your neighbour. Write about 150-200 words and address all three points below.

- Thank them for the help they gave.
- Explain the difference their help made.
- Invite them to a simple activity as a thank-you.

Planning notes: Use one concrete moment from the move to make your appreciation specific. Offer an invitation that does not create an obligation to repay you.

Related models and commentary

email-06 / Clearer notices in the building

Your apartment building posts maintenance notices beside the rear entrance, but many residents use the front entrance and miss them.

Write an email to the building manager. Write about 150-200 words and address all three points below.

- Describe the communication problem.
- Explain a recent inconvenience it caused.
- Recommend a practical way to make notices easier to find.

Planning notes: Keep the example consistent with missing a notice rather than blaming the maintenance work itself. Explain how the proposed change would reach more residents.

Related models and commentary

Task 1 / Writing an Email

email-07 / Questions before renting a bicycle

You will have a visitor for a week and want to rent two bicycles from a local shop. The shop’s website does not explain its weekly rentals clearly.

Write an email to the bicycle shop manager. Write about 150-200 words and address all three points below.

- Explain what you would like to rent and when.
- Ask about the equipment and rental conditions you need to understand.
- Explain how you would like to reserve the bicycles.

Planning notes: Choose two useful questions rather than a long list of unrelated details. Connect equipment needs to your visitor’s planned rides.

Related models and commentary

email-08 / An activity for a visiting relative

Your cousin is bringing a teenager to visit your city. They have asked you to recommend one activity that both of them could enjoy together.

Write an email to your cousin. Write about 150-200 words and address all three points below.

- Recommend an activity and describe it.
- Explain why it would suit both visitors.
- Give practical advice for arranging the visit.

Planning notes: Address both people’s interests instead of describing only your own favourite activity. Use plausible local details; no specialist knowledge of a real attraction is needed.

Related models and commentary

Task 1 / Writing an Email

email-09 / Cleaning at the wrong time

You booked a home-cleaning service for an afternoon when you would be at home. The company changed the appointment to the morning without asking, and you could not let the cleaner in.

Write an email to the cleaning company’s customer service team. Write about 150-200 words and address all three points below.

- Explain the original booking and the unexpected change.
- Describe the inconvenience and any charge you want reviewed.
- Request a suitable replacement appointment.

Planning notes: Separate confirmed events from assumptions about why the change happened. Give a clear next step and realistic availability.

Related models and commentary

email-10 / A temporary shift change

Your evening course has moved one class to a time that overlaps with your usual work shift. You want to ask your supervisor for a one-week schedule adjustment.

Write an email to your supervisor. Write about 150-200 words and address all three points below.

- Explain the scheduling conflict.
- Propose an adjustment that covers your work responsibilities.
- Ask for a response in time to finalize your plans.

Planning notes: Show how the work would still get done. Keep the request limited to the one affected week.

Related models and commentary

Task 1 / Writing an Email

email-11 / A borrowed drill that stopped working

You borrowed a drill from a friend to put up shelves. It stopped working while you were using it, and you have not yet found out why.

Write an email to your friend. Write about 150-200 words and address all three points below.

- Explain what happened without guessing the cause.
- Apologize for returning the drill in this condition.
- Suggest how you could arrange a repair or another fair solution.

Planning notes: Do not invent a technical diagnosis. Give your friend a say in the remedy rather than replacing their tool without asking.

Related models and commentary

email-12 / Feedback after a first fitness class

You attended a beginner fitness class at a recreation centre. You liked the instructor’s explanations, but the arrival instructions were unclear and you missed the warm-up.

Write an email to the recreation program coordinator. Write about 150-200 words and address all three points below.

- Describe what worked well in the class.
- Explain the arrival problem and its effect.
- Suggest an improvement for first-time participants.

Planning notes: Balance useful praise with one specific problem. Suggest information the centre could send before the class.

Related models and commentary

Task 1 / Writing an Email

email-13 / Printing a community newsletter

You help produce a free neighbourhood newsletter. Your usual printer has closed temporarily, and you want to ask a local print shop about producing the next issue.

Write an email to the print shop’s owner. Write about 150-200 words and address all three points below.

- Introduce the newsletter and its intended readers.
- Describe the printing work and deadline.
- Ask about the price and what files or information the shop needs.

Planning notes: Choose a realistic quantity, page count and deadline. Explain the request clearly without assuming the shop will donate its services.

Related models and commentary

email-14 / Inviting a local gardener

You coordinate a small community garden. Members would like a practical demonstration from a local gardener whose public workshop you recently attended.

Write an email to the gardener. Write about 150-200 words and address all three points below.

- Explain how you learned about their work.
- Describe your group and the proposed demonstration.
- Ask about their availability and arrangements for taking part.

Planning notes: Identify a gardening topic suitable for beginners. Leave space for the gardener to discuss timing and any fee.

Related models and commentary

Task 1 / Writing an Email

email-15 / Collecting a parcel left next door

A courier left your parcel with a neighbour you have only met once. Their note asks you to email before coming over, but your working hours make collection difficult.

Write an email to your neighbour. Write about 150-200 words and address all three points below.

- Thank them for receiving the parcel.
- Explain your availability and the collection difficulty.
- Suggest two convenient ways to collect it.

Planning notes: Offer alternatives that do not require your neighbour to wait at home for a long period. Ask rather than assume that leaving the parcel elsewhere would be acceptable.

Related models and commentary

email-16 / A group meal with different needs

You are arranging a dinner for a small club at a restaurant. Some members have dietary restrictions, and one needs step-free access.

Write an email to the restaurant manager. Write about 150-200 words and address all three points below.

- Describe the group and your proposed booking.
- Ask about food options and access.
- Explain what you need confirmed before reserving.

Planning notes: Keep food preferences and access questions distinct. Ask for the information you need without making assumptions about what the restaurant can provide.

Related models and commentary

Task 1 / Writing an Email

email-17 / Thanks for covering a presentation

A colleague delivered your part of a team presentation when you suddenly lost your voice. The presentation is now finished, and you want to acknowledge their help.

Write an email to your colleague. Write about 150-200 words and address all three points below.

- Thank them for taking over at short notice.
- Explain what they handled particularly well.
- Offer a practical way to support their next piece of work.

Planning notes: Mention a specific contribution rather than vague praise. Make the offer manageable and relevant to your shared work.

Related models and commentary

email-18 / A project change that affects your work

A colleague changed the layout of a shared display for a community event. You understand their reason, but the new arrangement leaves too little space for the materials you are responsible for.

Write an email to your colleague. Write about 150-200 words and address all three points below.

- Acknowledge the purpose of their change.
- Explain the problem it creates for your part of the display.
- Propose a compromise and a way to agree on the final layout.

Planning notes: Show that both parts of the display matter. Describe a workable adjustment rather than asking your colleague to undo everything.

Related models and commentary

Task 1 / Writing an Email

email-19 / An outing cancelled at short notice

You invited a friend to join you on a day trip and offered to drive. Your car now needs an unexpected repair, and you need to change the plan.

Write an email to your friend. Write about 150-200 words and address all three points below.

- Explain the change and apologize for the short notice.
- Suggest an alternative plan for spending time together.
- Ask which arrangement would suit your friend.

Planning notes: Keep the new activity consistent with no longer having the car available. Give enough detail for your friend to decide.

Related models and commentary

email-20 / Recognition for a helpful employee

An employee at a furniture shop spent time helping you find a desk that fit a small space and your budget. You want the manager to know about the helpful service.

Write an email to the shop manager. Write about 150-200 words and address all three points below.

- Identify the visit and the employee as clearly as you can.
- Describe the help you received and why it mattered.
- Suggest an appropriate way to recognize the employee’s work.

Planning notes: Explain the service through a concrete example. If you invent a name or date for practice, keep it consistent throughout.

Related models and commentary

Task 2 / Responding to Survey Questions

survey-01 / A library equipment budget

Your public library can add one new service this year and is asking residents which would be more useful. Both proposals fit the available budget.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Lend basic household tools that residents can borrow for small home projects.

Option B: Provide a recording room that residents can book for interviews, podcasts or spoken assignments.

Planning notes: Compare the needs of likely users, not just the novelty of each service. Explain a specific use and address one limitation of your preferred service.

Related models and commentary

survey-02 / The schedule for staff training

Your employer is introducing new scheduling software. All staff need six hours of training during paid working time, and management is asking how to arrange it.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Hold two three-hour sessions during the same week.

Option B: Hold six one-hour sessions over six weeks.

Planning notes: Consider both concentration and opportunities to practise between sessions. Explain how your choice would affect ordinary work during the training period.

Related models and commentary

Task 2 / Responding to Survey Questions

survey-03 / Where to hold the neighbourhood festival

A neighbourhood association is planning a one-day festival. It has enough money to rent either a park area with a covered shelter or a community hall.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Use the park, with room for outdoor games and a covered area for stalls.

Option B: Use the hall, with indoor performance space and tables for stalls.

Planning notes: Compare the experience of visitors and the organizers' practical needs. Account for weather or space without treating either location as unusable.

Related models and commentary

survey-04 / An upgrade for an apartment building

Your apartment building has money for one improvement this year. The manager is surveying residents before choosing.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Install secure bicycle storage in part of the ground-floor storage area.

Option B: Install parcel lockers beside the main entrance.

Planning notes: Explain who would benefit and how often they would use the improvement. Make a meaningful comparison between storage security and delivery convenience.

Related models and commentary

Task 2 / Responding to Survey Questions

survey-05 / The timetable for an adult course

A learning centre is planning a six-week introductory computer course for adults. Each week will contain four teaching hours. Prospective students are being surveyed.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Hold two two-hour classes on weekday evenings.

Option B: Hold one four-hour class on Saturday morning.

Planning notes: Consider travel, attention and time between lessons. Recognize that learners may have different work or family commitments.

Related models and commentary

survey-06 / Lunch choices at work

Your workplace cafeteria is revising its affordable lunch menu. Staff are asked to choose between two approaches, both of which include vegetarian choices.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Offer a small menu that stays the same each weekday so employees know what to expect.

Option B: Offer a different small menu each day to provide more variety through the week.

Planning notes: Choose a relevant priority such as predictability, variety or dietary planning. Use a realistic employee example without assuming everyone has the same tastes.

Related models and commentary

Task 2 / Responding to Survey Questions

survey-07 / Improving a local bus service

A transit office has enough funding for one change to a neighbourhood bus route. It is asking residents to choose a priority.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Run buses more frequently along the existing route during the morning and evening rush.

Option B: Extend the route to a new residential area while keeping the current frequency.

Planning notes: Compare waiting times with access for people outside the current route. Explain whose journeys your choice would improve and acknowledge the trade-off.

Related models and commentary

survey-08 / How a school shares its news

A school is reviewing its general newsletter for families. Urgent messages will continue to be sent separately under either proposal.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Send a short email newsletter every week.

Option B: Send a printed newsletter home with students once a month.

Planning notes: Focus on routine information because urgent messages are already covered. Compare frequency and ease of access for different households.

Related models and commentary

Task 2 / Responding to Survey Questions

survey-09 / Moving the weekend market

A town’s weekend market needs a new site. Organizers are surveying vendors and visitors about two spaces they can rent at the same cost.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Use a central square close to shops and bus stops, with limited parking.

Option B: Use a large sports-centre car park on the edge of town, with more space for stalls and vehicles.

Planning notes: Explain how visitors would reach the market and what that means for vendors. Compare space and location using one consistent priority.

Related models and commentary

survey-10 / Organizing a volunteer clean-up

A community group is planning monthly litter clean-ups. It wants to make participation convenient while ensuring that equipment and team leaders are available.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Ask volunteers to register for a particular shift at least two days in advance.

Option B: Allow volunteers to arrive without registering during the advertised clean-up hours.

Planning notes: Consider preparation, turnout and people with changing schedules. Explain how the benefit of your preferred approach outweighs its inconvenience.

Related models and commentary

Task 2 / Responding to Survey Questions

survey-11 / Using an extra hour at the pool

A recreation centre can keep its pool open for one additional hour on Sunday. It is asking users how to schedule that hour.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Offer an extra beginner swimming lesson with an instructor.

Option B: Offer an extra family swim session with normal lifeguard supervision.

Planning notes: Compare learning opportunities with access to shared recreation. Describe a group of users who would benefit without claiming the other session has no value.

Related models and commentary

survey-12 / A shared workspace improvement

Your employer has an unused room and is asking staff how to adapt it. Both proposals would be available to all employees through a booking system.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Create a quiet room for concentrated individual work.

Option B: Create two small sound-insulated booths for online meetings.

Planning notes: Consider the work that is currently hardest to do in the shared office. Explain why the alternative would solve a less pressing problem in your example.

Related models and commentary

Task 2 / Responding to Survey Questions

survey-13 / A community event series

A community centre can support one free monthly event with a small budget and volunteer team. Residents are being asked which series they would attend.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: A repair café where volunteers help people fix small household items.

Option B: A seed and plant exchange where residents share plants and gardening advice.

Planning notes: Compare useful outcomes and opportunities for neighbours to meet. Avoid assuming that every resident owns a garden or can repair every item.

Related models and commentary

survey-14 / Weekend activities at a local museum

A small museum wants to use its weekend education budget for one new program. It is surveying visitors about two proposals.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Run short guided tours at set times with an educator.

Option B: Provide a drop-in activity table where visitors can explore objects and ask an educator questions.

Planning notes: Compare depth of explanation with freedom to arrive and leave. Connect your choice to the needs of a particular kind of visitor.

Related models and commentary

Task 2 / Responding to Survey Questions

survey-15 / Technology that library members can borrow

A library can start one technology-loan program. Its existing public computers will remain available under either proposal.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Lend laptops that members can use away from the library.

Option B: Lend mobile internet devices that members can connect to their own equipment.

Planning notes: Distinguish lack of a computer from lack of an internet connection. Explain why the gap your choice addresses matters, while recognizing that the alternative meets a different need.

Related models and commentary

survey-16 / A park improvement

A neighbourhood park has a popular walking path. The local council can fund one improvement this year and is surveying residents.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Add benches and shaded rest areas along the path.

Option B: Add lighting along the main path for use after sunset.

Planning notes: Compare comfort during visits with the hours when the path can be used. Use a realistic example and avoid unsupported guarantees about safety.

Related models and commentary

Task 2 / Responding to Survey Questions

survey-17 / Changing a neighbourhood shop’s hours

A local grocery shop can extend its opening hours by one hour each weekday. The owner asks customers which option would help them most.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Open one hour earlier in the morning.

Option B: Close one hour later in the evening.

Planning notes: Develop a shopping situation that makes the extra hour useful. Compare the two times fairly rather than assuming everyone follows your schedule.

Related models and commentary

survey-18 / Orientation for new college students

A college can add one optional activity to its first-week orientation. It asks incoming students which would help them settle in.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: A guided campus walk with current students, including time for informal questions.

Option B: A small-group workshop on using college systems and finding support services.

Planning notes: Compare becoming familiar with the campus and learning practical processes. Explain why your chosen benefit matters early in the term.

Related models and commentary

Task 2 / Responding to Survey Questions

survey-19 / Membership at a recreation club

A recreation club is reviewing how members pay for its optional classes. Both proposals would preserve the same access to the club’s normal facilities.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Keep the basic fee lower and charge separately for each class attended.

Option B: Charge a higher membership fee that includes unlimited optional classes.

Planning notes: Compare the needs of frequent and occasional class users. Keep the discussion focused on class charges because normal facility access is unchanged.

Related models and commentary

survey-20 / Support for commuting employees

An employer has a fixed budget for one commuting benefit. It is asking employees to choose a priority for the coming year.

Choose one option and write about 150-200 words for the survey. Develop your reasons with examples or details, and explain why your choice suits this situation better than the other option.

Option A: Contribute toward monthly public transit passes.

Option B: Install secure bicycle parking and basic changing facilities at work.

Planning notes: Compare recurring travel costs with facilities that make cycling practical. Acknowledge that distance, weather and available routes affect which employees can benefit.

Related models and commentary