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Email planner for CELPIP Writing Task 1

27 minutes · about 150–200 words · cover every point in the task

The email in 5 steps

1. **Greeting**
2. **Why you are writing** — 1–2 sentences
3. **One paragraph for each point** — usually three, in the task's order
4. **Closing line**
5. **Sign-off** + your name

Choose your tone by the reader

Formal

WHO READS IT
A company, a manager you don't know, a city office

GREETING
Dear Sir or Madam, / Dear Ms. Lee,

WHY YOU ARE WRITING
I am writing to complain about... / I am writing to ask about... / I am writing regarding...

CLOSING LINE
Thank you for your attention to this matter. I look forward to your reply.

SIGN-OFF
Sincerely, / Kind regards, + your full name

Semi-formal

WHO READS IT
Your manager, a landlord, a neighbour you don't know well

GREETING
Dear Mr. Brown, / Hi Sarah,

WHY YOU ARE WRITING
I'm writing to let you know that... / I wanted to ask you about...

CLOSING LINE
Thanks a lot for your help. Please let me know if you need anything else from me.

SIGN-OFF
Best regards, / Thanks, + your first name

Friendly

WHO READS IT
A friend or a family member

GREETING
Hi Tom, / Hey Anna,

WHY YOU ARE WRITING
How are you? I hope everything is good with you. I'm writing because...

CLOSING LINE
Can't wait to hear from you! / Let me know what you think.

SIGN-OFF
Take care, / See you soon, + your first name

Starters for each point

Point 1
"First of all, ..."
"The problem is that..."
"As you may know, ..."

Point 2
"Because of this, ..."
"This has caused..."
"It has also been difficult because..."

Point 3 (often a request)
"I would appreciate it if you could..."
"Could you please...?"
"Would it be possible to...?"

Add one concrete detail to every point: a date, a place, an amount, what exactly happened. "The heater stopped working on Monday, and the temperature in my apartment dropped to 15 degrees" is much stronger than "The heater is broken."

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Plan your email before you write

Read the task, fill in this page, then write one paragraph for each point

My plan

Who is the reader? _____

Tone: ☐ Formal ☐ Semi-formal ☐ Friendly

Why am I writing? (1–2 sentences) _____

_____

Point 1 from the task

What I will say: _____

My concrete detail (date, place, amount, what happened): _____

Point 2 from the task

What I will say: _____

My concrete detail (date, place, amount, what happened): _____

Point 3 from the task

What I will say: _____

My concrete detail (date, place, amount, what happened): _____

Closing line and sign-off: _____

Linking words

ADDING	REASON	RESULT	CONTRAST	EXAMPLE
also, in addition, another reason is, on top of that	because, since, the main reason is	so, because of this, as a result	but, however, although, even though	for example, for instance, such as

These are flexible frames, not an email to memorize. A memorized email usually doesn't answer the question, and that costs you points.

Check before you submit

- ☐ I answered every point in the task.
- ☐ It is about 150–200 words.
- ☐ I checked verb tenses, articles (a / the), plurals and spelling.
- ☐ The tone is right for the reader from start to finish.
- ☐ Every point has one concrete detail.
- ☐ The greeting, closing line and sign-off match the tone.

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