

THE WRITING PACK

Write in *connected* sentences.

Three fill-in templates for CELPIP Writing and a bank of advanced connectors. Join short ideas into complex sentences, and keep every long sentence clear.

02 Task 1 · Formal email

03 Task 1 · Informal email

04 Task 2 · Survey response

05 Connector bank

Task 1 · Formal email

To a manager, company, landlord, school or council. · About 170 words when filled in · 150–200 words required

Dear [Mr./Ms. Last name],

I am writing **with regard to** [the topic], **which** [one detail about the situation].

To begin with, [bullet point 1]. **Granted**, [something fair to the reader]; **nevertheless**, [the problem it caused me], **given that** [reason].

What is more, [bullet point 2]. **As a consequence**, [what happened], **which, in turn, means that** [why it matters to me].

With this in mind, **I would be grateful if** you could [bullet point 3: the action you want] **at your earliest convenience**. **In the event that** this is not possible, I would be happy to [a reasonable alternative].

Thank you for your time and consideration. I look forward to your reply.

Sincerely,
[Full name]

Key **connector** keep these · [gap] replace with your own words

Tips Cover all three bullet points, one paragraph each.

Keep the tone polite and specific: dates, places, what you want done.

27 minutes in the real test. Plan for 3, write for 20, check for 4.

Task 1 · Informal email

To a friend, neighbour, relative or co-worker you know well · About 170 words when filled in · 150–200 words required

Hi [First name],

I hope this email finds you well. I am writing **because** [the reason], **and seeing as** [why it matters now], I thought I would let you know right away.

First off, [bullet point 1], **which** [a detail that makes it personal].

On top of that, [bullet point 2]. **Admittedly**, [a small difficulty]; **even so**, I think [your positive view], **since** [reason].

Last but not least, [bullet point 3]. **Provided that** you are free on [day], **how about** [suggestion]? **That way**, [the benefit].

Let me know what you think, and give my best to [someone].

Take care,
[Your name]

Key **connector** keep these · [gap] replace with your own words

Tips Warm but still complete sentences. No text-message spelling.
Cover all three bullet points; a personal detail in each helps.
27 minutes in the real test. Plan for 3, write for 20, check for 4.

Task 2 · Survey response

Choose Option A or B and defend it. · About 180 words when filled in · 150–200 words required

Having considered both options, I firmly believe that [Option A/B] is the better choice for [the community / our city / the company], **not only because** [reason 1] **but also because** [reason 2].

First and foremost, [reason 1]. **To illustrate**, [a specific example from daily life], **which** clearly shows that [link back to your opinion].

Beyond that, [reason 2]. **While it is true that** [the strongest point for the other option], [your answer to it], **given that** [support].

Above all, [a short third reason]; **consequently**, [its effect].

All things considered, [Option A/B] would [the main benefit], and I sincerely hope that [the organisation running the survey] will choose it.

Key **connector** keep these · [gap] replace with your own words

Tips Pick one option and never switch sides halfway.

Answer the other side once, then return to your reasons.

26 minutes in the real test. Plan for 3, write for 19, check for 4.

Connector bank

Swap the basic word for an upgrade. One or two per paragraph is plenty.

JOB	INSTEAD OF	SAY / WRITE	EXAMPLE
Add a point	and, also	What is more · Beyond that · Not to mention · Equally important · Coupled with	The route is faster; not to mention , it avoids the construction on Main Street.
Give a reason	because	Given that · Seeing as · In light of · On the grounds that · Owing to the fact that	Given that most residents work downtown, an earlier bus would be widely used.
Show a result	so	Consequently · As a consequence · Hence · thereby · which, in turn,	The schedule changed without notice; consequently , several parents missed the pickup.
Contrast	but, however	By contrast · Conversely · Nevertheless · Nonetheless · Even so	Option A is cheaper to build. By contrast , Option B would cost less to maintain.
Concede, then argue	although	Granted · Admittedly · That being said · While it is true that · Notwithstanding	Granted , the gym is small; that being said , it has everything I need.
Give an example	for example	To illustrate · A case in point is · Take ... for instance · Namely,	Online services save time. A case in point is renewing a licence, which now takes minutes.
Set a condition	if	Provided that · In the event that · Assuming that · On condition that · Otherwise,	In the event that the room is unavailable, we could meet in the library instead.
Emphasise	very important	Above all · Most importantly · Indeed · In particular · Not only ... but also	Above all , a community garden would bring neighbours together.
Clarify	I mean	In other words · That is to say · To put it simply · More specifically,	The plan is unaffordable; in other words , taxes would have to rise.
Request politely	please	I would be grateful if · Would it be possible to · I was wondering whether · at your earliest convenience	I would be grateful if you could send the revised invoice at your earliest convenience .
Conclude	in conclusion	All things considered · Taking everything into account · On balance · Ultimately · With this in mind,	On balance , keeping the library open is the wiser use of public money.