

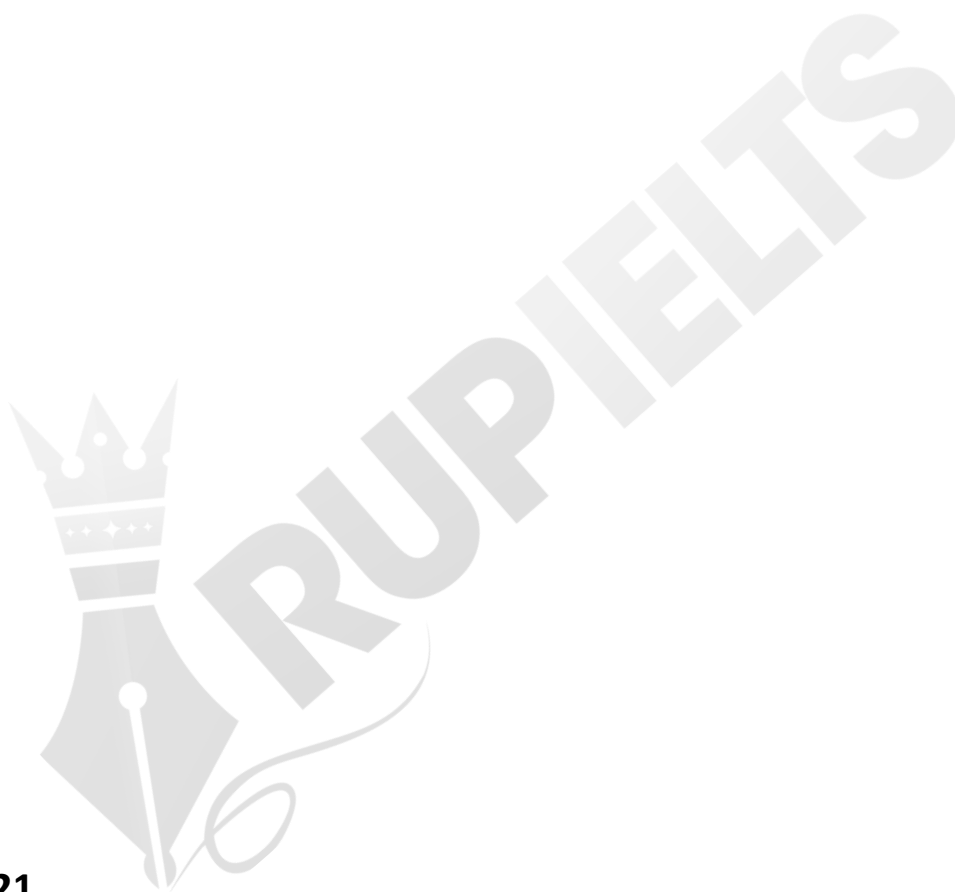
CELP SOLVED WRITINGS



a collection of emails and surveys.



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CELPIP Solved Writings
*(A collection of solved emails
and surveys)*

By

*Rup IELTS Institute,
Surrey, Canada*



Preface

CELPIP has become a well-known name not only in Canada but also across the world. This English language proficiency exam used for immigration and professional purposes has made its mark in very few years. However, the understanding of its pattern and methods of preparation still seems to be limited to very few which gave birth to the inception of this book.

Keeping this need in mind, this book intends to provide an insight into the Writing module of CELPIP test. It can provide a starting point of understanding the writing module of CELPIP as it includes ideas about the types of writing tasks, the methods of approaching them and solved samples along with the evaluation criteria of this module. Besides, this book also includes a glimpse of the overall structure of the test.

The primary focus of this book remains on providing the students with sample responses which will help them in figuring out how a good writing task is written. Since these writings are labelled with their CELPIP levels such as CELPIP level 10, 9, 8 etc., students can analyse that which particular level of writing is appropriate for them to follow as different students require to achieve different CELPIP levels depending upon whether they are doing CELPIP as a prerequisite for their immigration, professional or any academic needs.

I whole-heartedly thank the staff and students of Rup IELTS institute for giving their inputs in the completion of this book. The experience gained by our teachers, the lessons learned and the successful stories written by our students ensure that this book is a perfect fit for a candidate who is preparing for CELPIP.

-Rupinder Kaur

Director

Rup IELTS institute

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CELP

CELP (Canadian English Language Proficiency Index Program) is a test that measures a candidate's English abilities for a variety of routine purposes. CELP test has two versions:

CELP- General:

Duration: About 3 hours, Components: Listening, Reading, Writing, Speaking
(Valid for various immigration and licensing purposes)

CELP-General LS:

Duration: About 1 hour, Components: Listening, Speaking
(Valid for Canadian Citizenship applications)

CELP highlights:

- CELP is a fully computer delivered test.
- The complete test is taken in a single sitting.
- CELP assesses an individual's listening, reading, writing and speaking abilities in English.
- CELP is accepted by a number of immigration, professional and academic organizations.
- CELP results are available online in 4 to 5 days after the test.
- The fee for the CELP- General test is approximately CAD \$280 (fee varies by location) and for the CELP- General LS is approximately CAD \$ 195 (fee varies by location), as in 2021.

CELPiP Test Structure**I Listening:**

Duration: 47-55 minutes

Total number of Questions: 38

Listening Task	No. of Questions
Practice Task	1
Task 1: Listening to Problem Solving	8
Task 2: Listening to a Daily Life Conversation	5
Task 3: Listening for Information	6
Task 4: Listening to a News Item	5
Task 5: Listening to a Discussion	8
Task 6: Listening to Viewpoints	6

Listening test score conversion chart

Number of correct answers out of 38	CELPiP Levels
35-38	10-12
33-35	9
30-33	8
27-31	7
22-28	6
17-23	5
11-18	4
7-12	3
0-7	M

*This chart shows only an approximate idea of the score.

II Reading

Duration: 55-60 minutes

Total number of Questions: 38

Reading Task	No. of Questions
Practice Task	1
Task 1: Reading Correspondence	11
Task 2: Reading to Apply a Diagram	8
Task 3: Reading for Information	9
Task 4: Reading to Viewpoints	10

Reading test score conversion chart

Number of correct answers out of 38	CELPPI Levels
33-38	10-12
31-33	9
28-31	8
24-28	7
19-25	6
15-20	5
10-16	4
8-11	3
0-7	M

*This chart shows only an approximate idea of the score.

III Writing

Duration: 53-60 minutes

Total number of Questions: 2

Writing Task	No. of Questions
Task 1: Writing an Email	1
Task 2: Responding to a Survey Question	1

Performance Standards for CELPIP Writing

The Writing module of CELPIP is evaluated according to the following four parameters.

1.Coherence/Meaning

The parameter measures organization and flow of ideas. It shows the ability of a candidate to understand and express proper meaning of the writing task by including variety and maintaining quality in ideas.

2.Vocabulary

This parameter measures the ability of a candidate to use wide range of vocabulary to express precise meaning.

3.Readability

This checks grammatical understanding of the language which includes the knowledge of rules, spellings, punctuation etc. It also evaluates the capability of a candidate to use complexity and variety in sentences.

4.Task fulfillment

This parameter checks the understanding of the question statement by the candidate. It means whether the candidate wrote the task according to the given question statement or they got deviated from it. Also, the answer should be complete and its tone should be appropriate.

IV Speaking

Duration: 15-20 minutes

Total number of Questions: 8

Speaking Task	No. of Questions
Practice Task	1
Task 1: Giving Advice	1
Task 2: Talking about a Personal Experience	1
Task 3: Describing a Scene	1
Task 4: Making Predictions	1
Task 5: Comparing and Persuading	1
Task 6: Dealing with a Difficult Situation	1
Task 7: Expressing Opinions	1
Task 8: Describing an Unusual Situation	1

Performance Standards for CELPIP Speaking

The Speaking module of CELPIP is evaluated according to the following four parameters.

1.Coherence/Meaning

This parameter measures organization and flow of ideas in speech. It shows the ability of a candidate to understand and express proper meaning in their speaking.

2.Vocabulary

This parameter measures the ability of a candidate to use variety in the use of words and combination of words. Also, it checks how much is the hesitation in speech and whether a candidate takes pauses or not.

3.Listenability

Pronunciation is checked in this category as to whether a candidate can speak out the words correctly and clearly. Apart from this, a good intonation ensures better understandability.

4.Task Fulfillment

This parameter checks the understanding of the question statement by the candidate. It means whether the candidate speaks according to the given question statement or they got deviated from it.

CELPIP Writing

The Writing module of CELPIP test is of 53-60 minutes.

It consists of 2 tasks:

Task 1- Writing an Email

Task 2- Responding to a Survey Question

CELPIP Writing Duration: 53-60 minutes		
	Email	Survey Response
Duration	27 Minutes	26 Minutes
Word Length	150-200 words	150-200 words
Weightage	50% of the total score	50% of the total score

WRITING AN EMAIL:

The e-mail question in the CELPIP Writing test is usually associated with either official work or community work.

Email for Official work

An email written for an official purpose is written in a formal tone. These emails have an element of distance and respect towards the recipient as there is no personal relationship between the sender and the recipient of the email. For example: email written to boss, editor of newspaper, teacher etc.

Example Question

Last week, you travelled in a domestic airline for some business reasons, but your experience of that flight was not very good. Due to this, you want to write an email to the airline.

Write an email to the airline in about 150-200 words. Your email should include the following:

- The details of your flight.
- The problems that you faced during your flight.
- What you want them to do.

This type of email should have a formal tone throughout.

- ⇒ The email should be started with an opening salutation (Dear Sir/Madam).
- ⇒ The contents of the email can be divided into 3 paragraphs.
- ⇒ The email should be completed with a closing salutation (Yours sincerely).

Dear Sir/Madam,

Introduce yourself + I am writing this email to(purpose of the email) ...

.....Elaborate first point of the question.....

.....Elaborate second point of the question.....

.....Elaborate third point of the question.....

Yours sincerely,

Margarita Oliver

Email for Community work

This email is not written for an official purpose but, still requires a certain level of formality. For example: email written to neighbor or community coordinator.

Example Question 1

You live in a rented house and are unable to pay next month's rent due to financial problems. You want to write an email to your landlord.

Write an email to the landlord in about 150-200 words. Your email should include the following:

- Write the reason why you are writing.
- Write the reason due to which you cannot pay the rent.
- Write what you want the landlord to do.

Example Question 2

You have a large extended family and every year you all get together on a family vacation. This year, your cousin is in-charge of planning this vacation for you all and you want to suggest a place for this.

Write an email to your cousin in about 150-200 words. Your email should include the following:

- Which place do you want to suggest
- Describe your previous experience at this place
- Write about the features of this place

This type of email should be written in a semi-formal or an informal tone depending upon the question statement.

- ⇒ The email should be started with an opening salutation (Dear Mr. Brown/Dear Harry).
- ⇒ The contents of the email can be divided into 3 paragraphs.
- ⇒ The email should be completed with a closing salutation (Yours sincerely).

Dear Mr. Brown/Dear Harry, (use salutation according to the relationship that you share with the recipient)

Introduce yourself (if required) + I am writing to ...(Purpose of the email)

.....Elaborate first point of the question.....

.....Elaborate second point of the question.....

.....Elaborate third point of the question.....

Yours sincerely,

Margarita

Survey response

A survey question statement presents a situation in which a decision is required to be made by an authority (a company, city council, college authorities etc...). However, before making this decision, the authority asks for your opinion about the decision.

The question includes a situation with two choices- Option A and Option B.

The writer is expected to give their opinion by choosing one of the given options and explain the reasons for choosing it.

Example Question: City Development Survey

You live in a small town of 10,000 people. A large green area in the center of town is undeveloped. The city has sent out an opinion survey to see what residents would like to have built in that area.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

Option A: Shopping Complex: This shopping mall would include restaurants, a large supermarket, and a movie theatre.

Option B: Recreational Park: This Park would include a sports complex, a large green area, and a small petting zoo.

Strategy of writing a survey response

Choose one of the given options and give 4 reasons (for high bands) of your choice.

Use the following 4 paragraph structure.

Survey Response Structure

Introduction (Introduce the topic and give your opinion)
Body Paragraph 1 (Give reasons of your choice)
Body Paragraph 2 (Give more reasons of your choice)
Conclusion (Repeat your opinion and give a summary of the points given in both the body paragraphs)

*Generate your ideas before starting your answer.

For explaining a reason, use the following method:

- Give result - As per the example question, if the reason of choosing a shopping complex is that it will increase the convenience of the residents, then its explanation would be:
 - * As a result, the residents will have no need to visit the nearby city to fulfill their shopping and recreational needs.

For CELPIP Levels of up to 6	For CELPIP Levels of 7 or more
2 ideas are sufficient Simple vocabulary	◇ Show variety in ideas ◇ Paraphrase wherever possible ◇ Use connectors (Firstly, therefore, ..) ◇ Use complex sentences by using conjunctions

The following section of the book includes several examples of solved CELPIP Writings. These writings can help a CELPIP aspirant to understand various aspects of a good writing including writing structure, vocabulary, sentence structure and so on.

Furthermore, the writings are labelled with the CELPIP levels making it easier for different students to choose what they need to follow to get their desired score.

LEVEL - 11**1. Email :**

You work for a clothing company. Your company has a new style of coat.

Write an email to a magazine in about 150–200 words. Tell the magazine about the new style of coat.

Your email should do the following things:

- **Provide information about your company.**
- **Provide information about the new style of coat.**
- **Suggest who might buy this coat and why.**
- **Invite the staff at the magazine to write about the coat.**

Dear Sir/Madam,

I am Shelley Pristine, Assistant Manager at Duke International, writing this email to introduce to you a new item of clothing that we have recently launched for this fall.

Duke International is a Spanish fashion house with its branches all over the UK, Canada and America. We primarily specialize in selling well crafted clothes, footwear and accessories.

We are delighted to announce that for this fall, we have introduced a unique Trench coat. It is ten buttoned coat, in light woolly material with sequins on the neck, making it as a staple for this season. Since it will be coming in feminine hues and in a breezy material, it will suit ladies dressed both for casual and formal occasions.

As our company is going to be the first one to feature this specially engineered and crafted coat, we would like you to visit our headquarters and publish an article which would aware our clientele about this product and help us to substantiate our sales.

Looking forward to hearing from you.

Yours sincerely,

Shelley Pristine

LEVEL - 10**2. Email**

Your manager asked you to work at the reception desk while the receptionist is getting lunch. This involves answering telephones and helping clients who come in. However, you are unable to help out because you have other work.

Write an email to your manager in about 150-200 words. Your email should do the following things:

- Apologize.
- Explain why you don't have time to help out.
- Suggest a way to solve the problem.

Dear Mrs. Brown,

I am writing this email to apologize for not being able to handle the front desk responsibilities while the receptionist is having her lunch. Her lunch break duration is for one hour from 1:00pm to 2:00pm and I am afraid that I cannot be away from my desk for that one hour.

Although I would like to replace the receptionist, but I have other responsibilities that makes me unavailable during that time. As you know, we have a conference call with our Ontario office regarding our upcoming construction project scheduled during that time. I have completed majority of work on that project, and I have to attend the calls to provide details of the project.

I would like to suggest that somebody from filing department can be given this responsibility. There are employees in the filing department who are capable and familiar with front desk responsibility. Also, if the receptionist can change her lunch break timings to 12:00 pm, as there are not many visitors during that time, it would be easier for another person to perform the duties.

I hope you will understand my helplessness and consider my request.

*Yours sincerely,
Margaret Smith*

LEVEL - 10**3. Email**

You have registered for a six-month computer training program at Sambro Community College.

You want to rent a room from Sambro Housing Agency.

Write an email to the agency in about 150-200 words. Your email should do the following things:

- **Explain when you need to rent the room.**
- **Describe your requirements for the room.**
- **Ask about costs and the application process.**

Dear Sir/ Madam,

I am Colin Gibb, a new student at Sambro Community College writing this email to inquire about renting a room.

I have enrolled for a six month Web Designing program which is due to start from 1 November. As being a fresher, I would like to complete all the formalities and get acclimatized with the students and college faculty a week before my course begins. Therefore, I would like to rent the room by 25 October.

I would like to rent one bachelor room with an attached washroom. Although I have heard the rooms are furnished, I would still like to bring my own study desk and chair. Along with this, since my stay will be during the winter months, a cozy room would be my preference with an in- built heating control.

As I know there is a high volume of applicants, so I want to save a room for me as soon as possible. For that reason, can you please let me know about the pricing and the registration process, whether I have to check online or submit a paper application to the agency.

Yours sincerely,

Colin Gibb

LEVEL - 10**4.Email**

You enjoy going to your local coffee shop to work, read, and meet friends. However, every time you go, the seats and tables are dirty and you have to clean them up.

Write an email to the coffee shop manager in about 150-200 words. Your email should do the following things:

- **Why do you like to visit this place.**
- **Describe the problems you are experiencing.**
- **Suggest some solutions to the problems**

Dear Sir/Madam,

I am Matthew Leo, a regular customer of you cafe, writing this email to bring your attention towards the untidiness in you coffee shop lately.

It is a daily affair for me to once visit your shop to have some coffee or the freshly baked croissants. I would like to mention that you sell the most perfectly brewed coffee, which is the reason I always choose to hang out in your cafe.

However, from past ten days I have been noticing that the cafe is not as clean as it used to be. There are leftovers littered on the tables and chairs, and sometimes coffee spilled on the floor. It really makes the visit uncomfortable as first I have to clean everything and then be seated.

One possibility of this mess could be the increased volume of customers, but I think you should hire more baristas and cleaning staff to ensure that the furniture is neat and tidy. Moreover, you can put some sort of signage which instructs the customers to throw the cups and waste in the garbage bins.

I hope you will work on this problem at the earliest.

Yours faithfully,

Matthew Leo

LEVEL - 10**5. Email**

Your son has been experiencing some difficulties at his elementary school. He has been unhappy for several weeks. You want to talk to his teacher.

Write an email to the teacher in about 150-200 words. Your email should do the following things:

- Describe the problems your son is having.
- Suggest some solutions to the problems.
- Make an appointment with the teacher to discuss the problems and your solutions.

Dear Ms. Claire,

I am Chris Buffet, father of Logan, writing this email to inform you about some issues that he has been facing lately at school.

Recently, I observed a lot of behavioural changes in Logan. Neither does he like to share his school routine nor play outside with the street kids in the evening. He has become a sort of introvert and tends to keep things to himself. Moreover, I noted a bluish scar on his left arm indicating that he must have gotten into a brawl with his classmates.

Although quite a few times I have heard him mentioning about Jess, a fellow student and how he takes his stationary from him, I never paid heed to it. However, now I think maybe that kid is bullying Logan. I feel that you should talk to Jess separately and call his parents to look into this matter.

I am also willing to meet you in person so that we all can sit together and work this out to prevent any chances of further bullying. I would like to reserve a spot for Friday, 11:00 am to discuss this matter.

Kind regards,

Chris Buffet

LEVEL - 10**6.Email**

You and your co-worker often have lunch in a nearby park. However, there have been too many birds in the park lately, especially the pigeons who want your food. The situation is spoiling your lunch break.

Write an email to the local newspaper in about 150-200 words. Your email should do the following things:

- **Describe the importance of the park to you and your colleagues.**
- **Explain how the birds have affected you.**
- **Suggest what the newspaper's readers, or city officials and park managers, can do to improve the situation.**

Dear Sir/Madam,

I am an employee at Sage International, writing this email to draw the attention of park rangers towards the excessive number of birds in Holland Park on Whalley Boulevard.

The office building where I work is situated just opposite to Holland Park, so me and my co-workers go to the park to enjoy our lunch break. Since, our job duties require us to spend whole day in front of screen, having lunch in the park rejuvenates our mind. We think it is a pleasure to eat food amidst the nature, in an open environment.

However, lately a huge number of birds come in the park, especially on the afternoons, and start creating a mess by scattering the garbage. Even more, the pigeons come for our food and start nibbling on any dish that is left unattended. Due to this, our whole lunch break gets wasted.

It is my humble request to the park authorities and city officials to look into this matter and send someone who can transfer all these birds into a forest and provide them their feed.

I hope you will publish this email so that the officials do the needful.

Yours sincerely,

Ayla White

LEVEL - 9**7.Email**

Last weekend you attended the Canada Day community picnic. The event was a potluck, so everyone brought a dish of food to share. Some people, including you, have allergies or can't eat some types of food, such as nuts and seafood, so you included a list of ingredients with your dish. No one else did this.

Write an email to the community picnic organizer in about 150-200 words. Your email should do the following things:

- Express your overall enjoyment of last week's event.
- Explain why each potluck dish needs a list of ingredients.
- Describe how the potluck could be differently organized next year.

Dear Sir/Madam,

I am writing this email to express my feelings about the Canada Day event.

I must say, it was a first-class event and everyone had an excellent time at the picnic. This event was a wonderful opportunity to socialize with different cultures and learn about their rituals and cuisines. Undoubtedly, the music and games were the highlights of this picnic.

However, I want to address some problems as well. I observed that no body had brought the ingredient's list with them and in my knowledge, a lot of people suffer from allergies to soy, nuts and seafood. As I am allergic to nuts, I made sure to carry the list to prevent any chances of hypersensitivity reactions or shock.

I believe it will be a great idea if we make it a rule for next events that everybody should provide a list of ingredients for the dishes they bring to the potluck so that participants can make appropriate choices for the food based on their allergies.

Yours sincerely,

Michael Stevenson

LEVEL - 9**8.Email**

You have borrowed money from your bank. You agreed to repay a fixed amount every month. However, it will be difficult to pay any money back this month.

Write an email to the bank in about 150-200 words. Your email should do the following things:

- **State the amount of money you borrowed and the repayment schedule.**
- **Explain why you borrowed the money.**
- **Explain the reason you cannot pay any money this month and why you will be able to pay next month.**

Dear Sir/Madam,

I am writing this email to request an adjustment on my monthly installments and grant me one time exception.

I borrowed \$20000 last October to aid me buy a property space for my new start-up. As per the repayment schedule, I am supposed to pay \$500 on the 5th of every month. Knowing this, I had planned out in everything in advance and put a sum of money aside to help me pay the installments.

However, last week I saw a training program for aspiring entrepreneurs and got enrolled for the course. The total cost of the program is \$2000. Since I am trying extremely hard to run a successful venture, I thought it to be a wise idea investing in a professional course. Therefore, it will not be plausible for me to spare out some money for the repayment.

Nonetheless, I am supposed to get a payment from one of my clients on 3rd of next month which I shall use for the installment and repay my pending dues.

I hope you will consider my request and allow to defer the payment to next month.

Yours sincerely,

David Vusich

LEVEL - 9**9.Email**

Your manager asked you to work at the reception desk while the receptionist is getting lunch. This involves answering telephones and helping clients who come in. However, you are unable to help out because you have other work.

Write an email to your manager in about 150-200 words. Your email should do the following things:

- Apologize.
- Explain why you don't have time to help out.
- Suggest a way to solve the problem.

Dear Mr. Thomas,

I am writing this email in response to your previous email to cover up the receptionist's break.

I want to extend my sincere apologies for not taking up this task as I do not have the appropriate skill set and time for covering up the receptionist's lunch break. I understand we do not want to lose the clients who come by during the lunch hours, but unfortunately it will be an overwhelming responsibility for me.

As you know, I have been assigned a new project in the Human Resource Department, it would be really hard for me to fetch spare time. Moreover, my presence would be needed in the department to supervise and maintain the timeline of the project, as the deadline is approaching soon.

However, I can ask our scheduling coordinator to fill in for receptionist's lunch break, as she might have the suitable qualities and time to handle the clients.

Looking forward to hearing from you.

*Yours sincerely,
Neil Thompson*

LEVEL - 9**10.Email**

You live in a house near a park. Recently, a lot of teenagers have been meeting in the park at night. They are very noisy.

Write an email to the local government in about 150-200 words. Your email should do the following things:

- **Provide information about where you live.**
- **Explain the problem and how it affects your life.**
- **Suggest a way to solve the problem.**

To whom it may concern,

I am writing this email to complain about the noises caused by some teenagers in my neighbourhood.

I recent shifted to Barnett street, just south to Saint Mary School and adjacent to Greenville Park. However, lately I have been experiencing loud noises in the neighbourhood, especially during the nights.

A group of teens gather at the park, and start playing loud music. Initially we thought they would come to celebrate some parties or any occasion, whereas, as of now it has become a daily affair for them. This is certainly not taken as an indication of well behaved teenagers. Because of the noises, I am not able to get a sound sleep and consequently this has a negative impact on my daily performance at work.

Despite asking them several times to lower the volume, they would still continue to play it. Since all our efforts have gone futile, I would ask you to send some enforcement officer who could patrol near the park and ensure such type of noises are prohibited at the nights.

I hope you will look into this matter and resolve it as soon as possible.

Yours sincerely,

Jessica Maureen

LEVEL - 9**11.Email**

You have recently moved to another province and need your internet service set up. You chose the company you would like to go with and made an appointment. However, nobody arrived at the scheduled time.

Write an email to the company in about 150-200 words. Your email should do the following things:

- **Explain the problem.**
- **Tell them why you need internet service.**
- **Suggest what the company should do now.**

Dear Sir/Madam,

I am Georgia Miller, a new customer of Rogers writing this email to complain about no installation of mobility and home internet services.

Last Monday, I called to make an appointment for setting up internet services. I was told that the serviceman would arrive on Tuesday at 11:30 am. However, despite waiting for three hours, no one showed up. Also, I was inaccessible to reach out to the technician as I assume I was given the wrong number.

My company has allowed me to work from home for the time I get settled in this province, but having no internet connection is putting my job at jeopardy. Due to no service, I am unable to access my emails and messages from my clients. Therefore, my work has come to a total halt and I am having a tough time dealing with it.

It is my earnest request to you to send a technician immediately for the set-up. Moreover, since I had to go through a long wait and poor customer service, as a compensation I would appreciate if you could offer me first month services at no charge.

Looking forward for a prompt service.

Yours sincerely,

Georgia Miller

LEVEL - 9**12.Email**

You recently bought a piece of equipment for your kitchen, but it didn't work. You phoned the shop, but no action was taken. Write an email to the shop manager in about 150-200 words. Your email should do the following things:

- Describe the problem with the equipment.
- Explain what happened when you phoned the shop
- Say what would you like manager to do

Dear Sir/ Madam,

My name is Mary and I am one of your regular customers. With this email, I would like to bring your attention towards the problem I am facing with one of kitchen equipment I bought from your store.

Last week, I bought a Micro-wave from your store. It is PG company make and is of medium sized. From the very first day, it is not heating up the food properly. Most of the buttons on the control panel are not working except start and stop button. Moreover, after continuously using it for 10 minutes, the machine gets so hot and micro-wave stops working.

I had called in to your store couple of days ago, and I was told somebody from the electrical team will assist me with issue. But nobody has called me yet. However, when I called in the store to know the status of my complain, the electrical team told me that I will have to pay in advance to arrange for in house inspection of micro-wave.

I would like you to investigate the matter and arrange for an inspection as early as possible.

Furthermore, all these additional inspection services should be included in the price as the equipment is still under warranty. Please call me on 604-000-4000 to discuss this further.

*Yours truly,
Mary*

LEVEL - 9**13.Email**

At your workplace, recyclable materials, such as juice boxes, are not separated from the regular garbage. You would like the company to start a recycling program, at least in the cafeteria.

Write an email to the company in about 150-200 words. Your email should do the following things:

- Explain the problem.
- Suggest ways to solve the problem.
- Offer to volunteer and help

Dear Ms. Carlos,

I am writing this email to pitch- in an idea for the company to initiate a recycling program. It has been of great concern to me that our company is not fully abiding by the waste management laws. Currently, our company premises has a single type of trash container in which the employees throw all sorts of garbage. For instance, members do not segregate the cardboard and the recyclable coffee cups from the non-recyclable materials.

As a part of corporate social responsibility, it is our duty to save the environment. If we want to deter employees from throwing everything in a common bin, we should rent different receptacles from commercial trash companies and place it in common areas, such as break room. Moreover, we can post flyers near the trash cans so that employees are reminded to recycle.

I think we can form a green committee who can install the bins and label them. I would be happy to run this committee and educate our staff members about positives of recycling.

Looking forward to getting your approval on this project.

Yours sincerely,

Christian Hills

LEVEL - 9**14.Email**

You were searching on the internet for a used car, and found one that looks like it is in good condition. The seller has posted a photo of the car, but has not provided any other details.

Write an email of about 150–200 words to the seller. Your email should do the following things:

- Tell the seller how you found out about the car.
- Ask about some specific details about the car.
- Explain how much you are willing to pay for the car.
- Request that the seller meet you so that you can test drive the car.

Dear Mr. Beth,

I am writing this email to get some information about the car you posted for sale on Let Go.

I have been searching for a second hand car for a month now, and I am so glad that finally something has appealed to me. Actually, I was not aware about the website, Let Go until my friend introduced me.

The car seems to be in great shape in the photo, particularly the interior and leather seats have caught my full attention. However, since you have not mentioned anything about the odometer, vehicle identification number, I am not able to make a decision. It will be highly appreciated if you can provide these details.

Also, my budget is \$12000, but I am open to pay more depending upon the condition of car. Finally, I would like to meet you in person this Saturday and test drive the car so that we can go ahead and make a deal.

Hope to hear from you soon.

Yours sincerely,

Dennis Gonzalez

LEVEL - 9**15.Email**

You have borrowed money from your bank. Now your income has changed.

Write an email of about 150–200 words to the bank and explain the change in your finances. Make a request to change the amount of money you pay back each month. Your email should include the following things:

- **The amount of money you borrowed and the current repayment schedule**
- **why you borrowed the money**
- **how your income has changed and why it has changed**
- **how you would like to change the amount of money you pay each month**

Dear Sir, Madam,

I am writing this email to request you to change my monthly instalments and increase them by \$1000.

I applied for a loan of \$50000 in 2018 October to aid me buy a property space for my new start-up, a bubble tea shop. As per the repayment schedule, I was supposed to pay \$1000 on the 5th of every month.

At present time, my business is fully established and there is rising curve in the annual profits, also my net income has doubled. Initially, I did not expect the profits to grow at such a rapid speed, but only in 3 year time span, the business has picked up quite a pace. I think it is all because of the favourable market forces and limited competition.

Now that I am financially sound, I will be able to pay \$2000 every month, and would try to pay off the loan as soon as possible.

I hope that you will approve my request and make the adjustments in the monthly repayment schedule.

Yours sincerely,

Christopher Nardini

LEVEL - 9**16.Email**

In the mail, you received an advertisement about the opening of a new department store. The advertisement said that they have many items at special low prices. However, when you went to the store, you could not find the items.

Write an email to the department store manager in about 150–200 words. Your email should do the following things:

- Explain why you went to the opening.
- Complain about the store not having the items they advertised.
- Describe how you would like the store to fix the problem.

Dear Sir/Madam,

I am writing this email to express my disappointment about the false advertisement of sale products at your store.

I received a flyer in my mail box stating that a new clothing store has opened at Kingston street, and as a part of its inauguration ceremony, they are offering the garments at a discounted price. I was totally lured by the advertisement as it displayed brands such as Sunday Best and Wilfred on low prices, which are generally not on sale.

However, upon my arrival, all the advertised items were missing. I could not find any of the clothing under those brands. After spending half an hour in the store, an associate to whom I inquired about the missing items told me that the store did not receive any shipment of those brands.

As a result, I am totally disappointed. I believe it is the store's responsibility to ensure it has all the stock before publicizing it. Therefore, I request you to notify me once you have those brands in store and honour me with a concession.

Yours sincerely,

Kristine Ferguson

LEVEL - 9**17.Email**

You are a high school teacher. A student of yours has just graduated with excellent marks from high school. This person wants to find work.

Write an email to this student in about 150-200 words. Your email should do the following things:

- **Explain how you feel about her high school grades.**
- **Explain why a college education is good.**
- **Explain why going to work instead of college is unwise.**

Dear Louise,

I am writing this email you to ask you to re-consider your decision of starting a job instead of pursuing higher education.

Firstly, I would like to extend my heartiest congratulations to you for graduating high school with exceptional grades. I knew from the very beginning that you are a brilliant student. It is all because of your determination and zeal that you were able to secure a distinction in English Literature. As your instructor, I feel extremely proud of you.

I have learned from you parents that you want to become a journalist, and for you to accomplish that dream, getting enrolled in a college is the stepping stone. College education will substantiate your knowledge in all life spheres.

However, if you join work instead of going to college, it is likely that you will not return to studies. Moreover, the IVY League schools in which you plan to go have very little acceptance of a gap year, so you will be taking a high risk about your future. Therefore, I think you should not take a chance and start applying to colleges.

I hope you will pay heed to my advice.

Best Wishes,

Elizabeth Marget

LEVEL - 8**18.Email**

Your family plans a vacation every year. This year, the responsibility of choosing a vacation spot is given to your cousin. You want to give some suggestions regarding choosing a place for this year's vacation.

Write an email to your cousin in about 150-200 words. Your email should do the following things:

- **Suggest a place for family vacations**
- **Give reasons for your suggestions**
- **What activities can be done there.**

Dear John,

How are you doing?

I am writing this email to give some suggestions for this year's family event as I got to know that you will be the in charge of this event.

I think it will be great if we do our family event at Harrison Hot Springs resorts. It's very beautiful place with lots of scenic beauty and it is only 100 km far from our town, which means less travel time and more family fun.

It is the same place I have visited last year with my friends, and we spent around two days in that resort. We had so much fun in boating in lake nearby. Food and services are great and are very reasonable.

I hope you will consider my suggestion and other family members will agree on this too. Moreover, this place has natural hot water spring to relax with lots of cabins on lake shore and each cabin has capacity for 10 members. It means we will all stay together under one roof to enjoy our family event and that will be also cost effective. I am eagerly waiting to see you all.

Yours lovingly,

Jai

LEVEL - 8**19.Email**

Your son has been experiencing some difficulties at his elementary school. He has been unhappy for several weeks. You want to talk to his teacher.

Write an email to the teacher in about 150-200 words. Your email should do the following things:

- Describe the problems your son is having.
- Suggest some solutions to the problems.
- Make an appointment with the teacher to discuss the problems and your solutions.

Dear Madam,

I am writing this email to discuss about the performance of my son at his school.

I think my son Lucifer got some troubles at his school. I have been noticing him from few weeks and he is not looking happy as before. I asked him about the issues but may be, he was not in mood to tell me about this. Sometimes, I felt a fear on his face during playing soccer. Moreover, I noticed the purple mark on his left arm. I worried about that mark, but he did not give me a suitable reason about this mark. So, I did not put any pressure on him. I thought he had injured himself in playground. After some days, he told me about a boy Mike who is a classmate of my son. I am worried to know that he bullied my son in playground while playing soccer.

This matter needs to be taken seriously because it might be more dangerous if we do not act about it. They are kids right now but with passing time, it would be their nature. So, if you can arrange a parent meeting at school, we can discuss about it. In this way, the problem will be handled politely.

I hope you understand my concern as a parent and take required action to resolve this problem.

*Thanks,
Steve*

LEVEL - 8**20.Email**

You recently purchased a 2-year membership to an expensive gym. After using it for 2 months you realized many of the services advertised are not being delivered. You spoke to the gym manager, but nothing changed.

In about 150 words, write an email to the gym's owner. Your email should:

- Describe what services were advertised and are not being delivered.
- Complain about the manager's response.
- Describe how you want the company to resolve the problem.

Dear Sir/Madam,

I have recently purchased a two-year membership at your Fitvit Gym, located at City Center Mall. I am very unhappy to state that services marketed are not being provided in the gym.

In the promotional brochure, it was presented that the gym will be open from 5:00 am to 12:00 pm, and there will be a personal trainer available all the time for gym members. It has been two months, and I have noticed that gym is neither open at 5:00 am nor there is any personal trainer available. The staff is always late and indifferent towards members' needs.

Although I have brought these concerns into gym manager's attention, but all in vain. The manager has not taken any action to resolve this problem. Moreover, he tried to persuade me that these services were never advertised in the promotional brochure. I am very disappointed with manager's attitude towards this.

In the end, I would like to request you to investigate this matter. I would really appreciate if the gym opened at 5:00 am every day and personal trainer is available all the time. If these issues are not addressed, I would like to quit membership and would like to request refund of membership money. Please contact me at 604-000-6006 for further information in this regard.

*Yours truly,
Mary*

LEVEL - 8**21.Email**

You are a new student in the college and there is a scheduled Orientation Session. But due to some reasons you are not able to attend it. Write an email to your professor, your email should include:

- Give details about the event
- Explain why you cannot attend it
- Seeking the solution

Dear Sir/ Madam,

I am a new student enrolled in Information Technology batch starting in Fall April 2019. I am writing this email to seek your permission to reschedule the orientation session for me as I cannot attend it as per the schedule.

Last week, I received an email that there is an orientation session to be held on Friday March 22, 2019. In this event, we all will get an opportunity to get familiar with college surroundings, our schedules, and most importantly, we will get to know our professors as well.

Although, I was very excited to attend this event, but it seems very unlikely that I will be present at this event. My mother is very sick from last few days, and last night, we had to take her to hospital due to her deteriorating health. Moreover, few of our relatives are coming from other provinces to see my mother. All the household responsibilities are on my shoulders due to which it will be hard for me to attend the orientation session.

I would like to request you if I can attend the same event on following Tuesday to know about college surroundings. I can get my schedule online and if you can provide me with names of my professors, I can contact them for personal sessions.

I hope you will consider this request on compassionate grounds and will allow me an excuse this time.

*Yours sincerely,
Margaret Smith*

LEVEL - 8**22.Email**

You recently rented a car to get from the airport to an important meeting. After 2 kilometers the car broke down. The rental company didn't answer the phone, so you had to leave the car and take a taxi.

In about 150 words, write an email to the rental company. Your email should:

- **Describe the service you expected that wasn't delivered.**
- **Complain about the rental company's response.**
- **Describe how you want the company to resolve the problem.**

Dear Sir/ Madam,

I rented a car from one of your facility last week, and I am writing this email to express my displeasure regarding the services I received from your company.

On the online promotional brochure, your company had listed plethora of services for car renters. It was mentioned that the cars will be of new brands, clean, smoke-free, and well-maintained. Although I made my booking weeks ago, but the car I requested for was not available. I was provided with an old and smelly car with an empty gas tank. Moreover, the car broke after driving it for two kilometers which left me nowhere in an unknown city.

Furthermore, no one was available to speak when I contacted the company to resolve the issue. No roadside assistance was provided to me. After waiting for two hours on the side of the road, I took a taxi to reach to my destination.

I am very disheartened with services of your company. I would appreciate if I got a refund of car rental price as compensation. I expect a prompt action from your side to resolve the matter. Please contact me on 604-000-5674 for any further information.

Yours truly,

Margaret Smith

LEVEL - 8**23.Email**

In April your uncle lent you \$10,000 for a down payment on a house. You promised to pay him back the full amount in September; however, some unexpected expenses have come up and you will only be able to make a partial payment in September.

Write your uncle an email and do the following things:

- Explain to him why you cannot pay him the full amount in September.
- Tell him the amount you can pay in September.
- Tell him when you will pay the remaining part of the loan.

Dear Uncle John,

I hope life is treating you well!

I am writing to apologize to you for not being able to live up to my words of returning the \$10,000 that you've lent me in my hour of need. I am writing to request you to give me some more time to return the money.

Although, I had planned everything but due to some unexpected expenses, I will not be able to pay the full amount on time. I was expecting to have significant pay raise in the month of July but, it didn't happen. Moreover, I paid for my dental treatment this August and this expenditure has made me short of money.

However, I will pay back some amount of money in September. Besides my full-time job, I have started working in a restaurant to earn more money. I am expecting to return \$5,000.00 by the end of September.

For the balance loan amount, I shall be able to refund \$3,000.00 in the month of October and \$2,000.00 in the month of November.

My apologies for any inconvenience this may cause but, I hope you will understand the reasons of this unintentional delay and will excuse me.

Yours lovingly,

Martha

LEVEL - 8**24.Email**

You and your co-worker often have lunch in a nearby park. However, there have been too many birds in the park lately, especially the pigeons who want your food. The situation is spoiling your lunch break.

Write an email to the local newspaper in about 150-200 words. Your email should do the following things:

- **Describe the importance of the park to you and your colleagues.**
- **Explain how the birds have affected you.**
- **Suggest what the newspaper's readers, or city officials and park managers, can do to improve the situation.**

Dear Sir/ Madam,

I am Margaret and I work near Pioneer Park. With this email, I would like to bring your attention towards the problem me and my co-workers are facing in the Pioneer Park.

I am employed in the City Building near the Pioneer Park. I and my colleagues, like to go to the park to enjoy our lunch break. As we all work indoor the whole day so, this lunch break is refreshing time for us. While enjoying our lunch, we also try to revive our energy to be more productive at work. Thus, going to park in lunch break is an essential part of our routine.

However, from past few days, this routine has been disturbed by some wild birds. Recently, there have been so many birds in the park, and they always surround us while we are eating. Although, we do not serve them any kind of food, but they poke into our food. This problem has forced us to stay in the office for lunch break, and it is affecting our health.

I would like to suggest to city officials and park managers to keep the park clean and instruct the bird catchers to catch these wild birds. I hope constructive measures will be taken to improve the situation.

Yours truly,

Margaret Smith

LEVEL - 7**25.Email**

You live in a house near a park. Recently, a lot of teenagers have been meeting in the park at night. They are very noisy.

Write an email to the local government in about 150-200 words. Your email should do the following things:

- **Provide information about where you live.**
- **Explain the problem and how it affects your life.**
- **Suggest a way to solve the problem.**

To whom it may concern,

I am writing this email to complain about the teenagers who have been meeting in the park late night and making loud noises. As my house is very close to the park, so I cannot do my studies or sleep peacefully.

I live at 3222 on 56 Street, Surrey B.C. I am a student sharing the room with my roommate and we already signed the lease for one year with the Landlord. Furthermore, I cannot break the lease agreement, otherwise I must pay the penalty. So, I have no other option to move from this place.

First of all, I do not mind if teenagers sit and talk but they were very loud seeming like they were drinking or under the influence of drugs. After that, they start arguing with each other in loud voices. Whenever I try to study, I cannot concentrate, and I cannot sleep on time because of disturbance. On the other hand, I cannot get up on time because of the tiredness.

Finally, I think there should be some rules in place that should be followed by teenagers. Otherwise, someone should take a round in that area more often. If they find any unusual activity going on, then it should be taken under control.

Hope you will act soon.

Yours sincerely,

LEVEL - 7**26.Email**

You and your co-worker often have lunch in a nearby park. However, there have been too many birds in the park lately, especially the pigeons who want your food. The situation is spoiling your lunch break.

- Describe the importance of the park to you and your colleagues.
- Explain how the birds have affected you.
- Suggest what the newspaper's readers, or city officials and park managers, can do to improve the situation.

To whom it may concern,

I am writing this email to bring your attention towards the problems created by birds in the neighborhood park.

Me and my co-workers often visit the park to have lunch over there because in the park, there is a lot of space and pleasant environment. In winter, park provides the best place to take warmth from the sun. The surrounding of the park gives us some freshness to our mind.

Apart from this, in that pleasant moment, the main obstacle is the presence of huge number of birds, especially the pigeons. Sometimes, they make huge mess in that place, nobody can even sit there. Whenever we open our lunch, they suddenly appear and try to steal our food. This situation ruins our lunch period.

It will be of great relief to us if the authorities can resolve this problem. Firstly, authorities can hire a person to keep the birds away from the park or they can arrange a separate place for birds. On that place, a person can feed the birds so that birds will not disturb us while having lunch. Secondly, park management can provide a covered shelter with few numbers of benches for sitting and having lunch without any disturbance. I hope the best solution will be considered as soon as possible.

*Thanks,
Steve*

LEVEL - 7**27.Email**

You live in a house near a park. Recently, a lot of teenagers have been meeting in the park at night. They are very noisy.

Write an email to the local government in about 150-200 words. Your email should do the following things:

- **Provide information about where you live.**
- **Explain the problem and how it affects your life.**
- **Suggest a way to solve the problem.**

To whom may it concern,

I am writing this email regarding the problems in Holly Park which is next to my house. A lot of teenagers have been meeting in the park at night and they are very noisy.

I live at Denmark crescent area next to the Holly Park. I have been staying in this area from last twenty-one years. This area is so beautiful and in the middle of the city.

From the last few days, a lot of teenagers have been meeting in the park at night. They are very noisy and sometimes, they fight with each other and some of them even take drugs. Some days ago, they threw empty glass bottles of wine on the sidewalk and one of my neighbors even got injured because of this. We are facing a lot of issues because of them.

I request you to take some serious action in this regard. For example, you can hire security guard and make some timings like nobody should be allowed in park after 8.30 pm.

I hope you will do the needful.

Yours sincerely,

Rav Smith

LEVEL - 6**28.Email**

Last weekend you attended the Canada Day community picnic. The event was a potluck, so everyone brought a dish of food to share. Some people, including you, have allergies or can't eat some types of food, such as nuts and seafood, so you included a list of ingredients with your dish. No one else did this.

Write an email to the community picnic organizer in about 150-200 words. Your email should do the following things:

- Express your overall enjoyment of last week's event.
- Explain why each potluck dish needs a list of ingredients.
- Describe how the potluck could be differently organized next year.

Dear Sir,

I am writing this email to share the experience of Canada Day community picnic which I attended last week.

There was a huge rush of people. They brought a lot of food dishes with them. There was an event of potluck. People brought their families with them. Everyone was happy with this event because after a long time, there was a reason to be together in one place. I also enjoyed a lot, and I made a lot of new friends.

My main concern is that at the potluck, everybody brought a dish of food to share with others. I also brought some food dishes with me. I have one thing in my mind that some people might have allergies regarding food, so I listed the food ingredients with my dish but on the event, there were many others who did not include the list of ingredients. Due to this, a guy who had allergies from nuts ate the food with nuts and got trouble. Thanks to God that the ambulance arrived on time.

I hope that on the next year, potluck should be differently organized, everybody should make a list of ingredients of food which will they bring on event.

Yours sincerely,

Jeet

LEVEL - 6**29.Email**

You were searching on the internet for a used car, and found one that looks like it is in good condition. The seller has posted a photo of the car, but has not provided any other details.

Write an email of about 150–200 words to the seller. Your email should do the following things:

- Tell the seller how you found out about the car.
- Ask about some specific details about the car.
- Explain how much you are willing to pay for the car.
- Request that the seller meet you so that you can test drive the car.

Dear Sir/Madam,

I am writing this email about the car which you posted on the internet. It looks like in good condition, so, I like it and I want to know some things about the car.

I would like to have some more information on the car. You just uploaded the photo of car, but I cannot see the other features of car so, please may I know about the model of car and how many kilometers on the odometer and how many calendars is it? Also, if it is possible send me the history of car from service Ontario so that I can check if it was involved in an accident. Did you buy the car new one or you are the second owner?

I am looking a car like in 2000\$ to 3000\$ dollars. If the price is which you want to sell your car so, I would like to meet you. Please let me know. Thanks.

*Yours sincerely,
Mandy*

LEVEL - 6**30.Email**

You gave an interview for a job two weeks ago but you did not receive the result of that interview.

Write a email to the manager of that company in about 150-200 words to enquire about the result. In your email, you should include :

- **description of the job**
- **the reason why you want your result**
- **the reason why you think that the interview went well.**

Dear Sir/Madam,

I am Manoj Kumar and I am writing to enquire about the result of my job application.

On June 25, 2020, I gave an interview for the post of Supervisor in your company. According to the advertisement, it was a full-time position. The company wanted a graduate in any stream. The job duty is to manage a team of ten to twenty workers in painting department.

I am interested in knowing about the result because I am in need of a job immediately. I am new in this city and I do not have a job. If you can tell me about the result, then I can plan accordingly.

I am very positive about the result. I am confident that I will be hired by the company because I have all the qualities that the company wants. I am well qualified and I have an experience of 5 years in this field.

I hope to receive the result soon.

Yours sincerely,

Manoj Kumar

LEVEL - 6**31.Email**

You want to move to another city and you are looking for a place to live in that city.

Write an email of about 150-200 words to an agent who can help you to find an accommodation to live there.

In your email, you should include:

- **Why and when do you want to move**
- **What type of accommodation do you want**
- **In which type of locality do you want to move**

Dear Sir/Madam,

My name is Halen and I am writing to you to get some help for finding a place to live in Mumbai.

I am an actor and I want to come to Mumbai. I have some work related to a television show, so I will stay there for around 5 months. I am planning to move there next month.

I am single and I will come to Mumbai with my mother. We need a two-room flat with furniture in it. My mother likes to cook at home, so we need all kitchen equipment in it. It will be great if we can get a balcony as well.

The area in which I want to stay should be very close to a bus stop. Because I am coming for work, so I need an to use transport. Also, it should be close to a market for shopping. The rent of the apartment should not be too much.

I hope you will find a suitable place soon.

Yours sincerely,

Halen

LEVEL - 6**32.Email**

You haven't been in contact with your school friends after you completed your schooling. Now, you want to organize a party for your school friends.

Write an email of about 150-200 words to your school friend to invite him/her to this party.

In your email, write:

- the reason for writing
- who will be coming to the party?
- what special arrangements you have done for your friends

Dear Raman,

I hope you are doing well.

We did not get a chance to meet after finishing school. So, I am writing to invite you to my house for a get together. We had a good time in school and I really miss all of our classmates. So, I decided to organize a party where all of us can get together.

The party is on coming Saturday at 8:00 pm at my house. We will play some games and enjoy with food. As you are my best friend, so I am writing to you first. Also, I am going to invite Reena, Sonu and Shubham.

I know you all love to dance on our traditional songs. So, I already made arrangements by collecting our favorite songs. I hope you will like my collection. Also, as your house is far from my house, you can stay with me at night.

I will wait for you.

Yours lovingly,

Ram

SURVEY RESPONSES



LEVEL - 10**1. Survey : Online vs. Print News Survey**

Your local newspaper is experiencing low sales of its newspapers since many readers are now choosing the online version. Its current number of online subscribers is now three times the number of print subscribers. The newspaper has sent a survey to all of its print and online subscribers to see whether there is enough demand to keep the print version.

Choose the option that you prefer. Explain the reasons for your choice. Why do you prefer your choice? Write about 150-200 words.

- Option A: Stop producing the print version of the newspaper.
- Option B: Keep producing both the print and online versions.

Although the number of print subscribers are reducing, in my opinion, the newspaper should still keep generating both online and print version.

Understandably, there is a dramatic switch of masses to e-news, as it is convenient and offers the latest affairs happening around the world. However, there is a huge section in community that finds it troublesome to read news on technological devices, given their age and less awareness about operating such gadgets. Hence, if the newspaper agency stops creating the hard copies of the news, the senior age group would feel left out.

Another reason to keep electronic and print newspapers is that many people relish reading paper and think of it as a recreational activity, keeping them away from the screens and giving them a chance to not strain their eyes. Since people are learning a lot about tech hazards, there might be a chance that in near future they would prefer reading hard copies instead of the online version.

Conclusively, the newspaper company should provide both electronic as well as print news so that people are offered with choices and can take advantage of the medium that better suits them.

LEVEL - 10**2. Survey: Park Use Survey**

Your community centre is surveying your opinion on a new event happening every Saturday in the park near your home. There are two events being considered. One suggestion is a vegetable and fruit market. The other suggestion is a second-hand furniture and appliance market.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- **Option A:** I would like to have a vegetable and fruit market every Saturday in the park.
- **Option B:** I would like to have a second-hand furniture and appliance market every Saturday in the park.

I think it is a really thoughtful idea to have a regular Saturday event in our community. In my opinion, organizing a vegetable and fruit market carries more advantages than setting up a hand-restored furniture market.

First of all, having a fresh produce market will foster a healthy lifestyle in our society. Since obesity is growing at an alarming rate, having fruits and vegetable stalls in the vicinity can help people adopt healthy eating habits. Nonetheless, furniture and appliance market will only contribute to junk.

Secondly, our local people have to go to other towns to purchase fruits and veggies, so once such an event happens on regular basis they will not have to bother about taking out special time. Although having a furniture market will allow residents to buy household equipment at a discounted price, fresh farm market will support our local farmers and give life to their dying business.

Therefore, it is more wise to put up a fruit and vegetable market as it will not only help the residents but also the farmers.

LEVEL - 10

3. Survey : Field Trip Transportation

Your children's grade 5 class teacher likes to take the children on field trips to museums or parks. Sometimes, the teacher takes the children on public buses. Some parents are unhappy. They say the school should always use school buses even though it is more expensive. You have been asked to respond to an opinion survey.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- **Option A: Public Transit:** I think it's okay for children to travel on public transit.
- **Option B: School Buses:** I would prefer children only travel on school buses.

I would definitely recommend the school to use school buses for any fields trips, and it is certainly not a good idea to allow children to travel on public transportation.

Firstly, safety of the children is of paramount importance. Permitting kids to travel on public transit leaves them vulnerable to strangers. Although, parents in favour of public buses believe that their kids would learn life lessons by interacting with different people on board, however this is a very tender age for them to get involved in such situations.

Secondly, it is likely that teachers would find it difficult to keep a correct headcount of the school students mixed with other general masses in public transport. On contrary, the children are duly monitored in the school buses. While I do understand, hiring schools buses maybe a bit pricier, I think no one would mind going an extra mile to keep their children safe and sound.

On the whole, taking kids to field trips on school buses is a sensible choice as it every parent wants their child to be in a safe and secure environment.

LEVEL - 10**4. Survey: Park Sale**

A builder wants to buy a popular park in your city. He wants to build two apartment buildings for seniors on the land. You use the park a lot, and your children like the playground and basketball court. The city is asking residents to respond to an opinion survey.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: I think the builder should buy the park.
- Option B: I think the park should stay as it is.

In my perspective, I vote for keeping the park as it is for social and mental well being of the locals.

The park is one of the few open places where the community members socialize and spend their recreational time. Kids, for example, use it to play many outdoor games. Moreover, many people view this park as place where they can intake fresh air and peacefully relax amidst the greenery. However, destroying it to build an apartment building would channel children to engage in indoor activities and deprive people from any outdoor leisure activity.

Although constructing apartment building for senior citizens would mean more profit to the city, nonetheless it will also contribute to pollution. That is to say, not only will there be dearth of green area but also there will be escalated traffic inflow, making the city polluted. Also, there are plenty of high rise building in and around the city that can easily accommodate the seniors. So, there is no need of destroying the park.

Altogether, the city should preserve the park to maintain a healthy living society.

LEVEL - 10**5. Survey: Office Upgrade Survey**

Your company has extra money to spend on office upgrades. Your boss wants to build 5 additional parking spaces for the employees. One of your co-workers, though, suggests building 30 bike stands to promote a healthy lifestyle instead. The company asked you to respond to an opinion survey.

- Option A: I would prefer to have more parking spaces.
- Option B: I would prefer to have more bike stands.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words

I appreciate the idea of spending money on office upgrades and in my opinion, I am in favour of having additional parking spaces.

Since majority of the workers do not possess a bike, constructing bike stands tend to be an irrational idea. However, building parking spaces instead will benefit the employees as most of them commute to office by their vehicle and spend enormous time to find parking spaces. Some even have to pay money for parking their vehicles. Therefore, extra parking spaces would save employees from this hassle.

Moreover, using bike to reach office imply that the workers would have to leave their place ahead of time. As a consequence, when they will reach the company premises, they will be exhausted and this would directly reflect on their productivity. Although many will welcome using bikes as an idea to combat obesity, the company can use other measures to fight with this diseases which will not have an impact on the work performance.

Overall, I consider having additional parking to be more advantageous rather than bike stands as it will not compromise their work agility.

LEVEL - 10**6. Survey: Barbecues on Balconies Survey**

Your apartment manager is surveying your opinion about people using barbecues on their apartment balconies. The apartment balconies are small. Some residents think that because barbecues can cause smoke and catch fire, they should not be allowed. However, others think that using barbecues should be allowed because people like to enjoy summer food at their home. Your manager asked you to complete an opinion survey.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: Residents should not be allowed to use barbecues on their balconies.
- Option B: Residents should be allowed to use barbecues on their balconies.

I appreciate the concern of the apartment manager regarding the matter of having barbecues on balconies, and as far as my opinion is concerned, I believe that residents should be disallowed to use barbecues on their balconies to prevent any unfortunate incident.

Barbecues should definitely be prohibited on balconies. This is because, they carry a huge risk of fire and smoke. Since the balconies of our apartment building are not so spacious, there is a big chance that the smoke produced from the barbecues will spread to all the close units and if it comes in contact with a flammable substance, there can be an explosion.

However, for those who wish to enjoy barbecued food can ask the building management to set up an open area where they can get together and eat grilled summer food. As a consequence, this will ensure safety of the residents as smoke generated in an open area can be dissipated easily, posing no danger to the masses.

Therefore, keeping in mind the safety of residents and the building, people should be forbidden to use barbecues on their balconies.

LEVEL - 10**7. Survey: Final Project Survey**

Your English instructor has assigned a final project. It will involve doing online research and presenting a 15-minute speech to the class. This project can be done either individually or in groups of three. Your instructor has asked you to complete an opinion survey.

- Option A: I want to work by myself on the final project.
- Option B: I want to do the project in a group of three.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

I am in favour of working on the project by my own self rather than in a team. To me, individual presentation means a fair evaluation to students despite the extra workload.

Working on the project independently has several benefits. Firstly, it will be an appropriate parameter to judge individual's calibre and allow them to showcase their own potential instead of dividing the grade among the team. Nonetheless, many a times it is observed that group presentations often end up with criticism and blames to take individual credits.

Moreover, this will also enable students to carry out a careful perusal of the project without being reliant on the other team members. That is to say, even though the student will have to carry out the research unaccompanied, the burden of delegating work among teammates would be off the shoulders. Also, students will not have to worry about synchronization with each other and the time constraints.

Overall, I totally incline towards completing the assignment independently as students will get an opportunity to demonstrate their own capabilities and be assessed on the same.

LEVEL - 9**8. Survey: Final Exam Survey**

You are taking an English writing class at a local college, and your instructor is surveying your opinion about the final exam. Currently, half of the course grade is based on a three-hour final exam written in class. However, your instructor is considering allowing students to submit a five-page report instead, which they would write at home.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: I would prefer to write a three-hour final exam in class.
- Option B: I would prefer to write a five-page report at home.

I am in favour of writing a five page report at home due to an array of reasons.

Writing is a craft, which if done under time constraints would lead to compromised quality as the students will be focused on meeting the deadline rather than producing eloquent thoughts. Therefore, if the class is given an opportunity to write a five page report instead, it will give them time to assimilate the ideas and submit an assignment which would display lucid and coherent content.

Moreover, it is likely that a lot of students will not be able to cope up with the astronomical pressure built during the three hour exam, and consequently fail. While there are chances of cheating at home, plagiarism check could easily verify that. So, even if a student tries to copy, it would be visible on the report.

On the whole, I would really appreciate if you could allow us to write a five page report at home so that we all can pass the course with good grades.

LEVEL - 9**9. Survey: Workplace Commuter Survey**

Your manager is surveying employees' opinions about commuting preferences. It is the company's 10th year anniversary and your manager would like to offer a gift to all employees. She would like to know if the staff would prefer to receive a free underground parking pass for one year or a free public transit pass for one year.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: I would prefer a free underground parking pass for one year.
- Option B: I would prefer a free public transit pass for one year.

I would like to thank you for giving me a chance to voice my opinion on the gift selection for employees, and in my view, everybody would appreciate if they receive the one year public transit pass.

Firstly, free annual underground parking pass would seem an unfair choice. This is mainly because, majority of our employees do not use their own cars to come to the office and some even do not own a vehicle. Therefore, only a few workers will be able to reap the benefits of a parking pass.

A free public transit pass can be fruitful to all the employees regardless of having a vehicle or not. That is to say, the workers can take advantage of the free bus or train pass to travel anywhere in the city as it would not be restricted to the office space. Moreover, unlike the parking pass, a transit pass would have no limitations on who can use it, so the family members of the worker can also avail its benefits.

Overall, I think offering the staff with a free transit pass for a year is a better idea than parking pass as they can use it anywhere and anytime.

LEVEL - 9**10. Survey: School Lunch Survey**

Your children's school provides free school lunches. Usually the lunch is a hamburger, hotdog, or pizza. The children really enjoy the lunches. Some parents want to change the lunches so that the children eat salad or vegetables every day. The school asked you to respond to an opinion survey.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: I would prefer the lunches stayed the same.
- Option B: I would prefer they changed the lunches.

I appreciate that the school is inviting the parents' opinion on school lunches and I most definitely prefer lunches to change.

It is a proven fact that processed junk food such as pizza, burgers and hotdogs is rich in unhealthy carbohydrates and trans fat, thereby making a person susceptible to gain weight and other bodily ailments such as heart attack, diabetes and stomach disorders. Therefore, sooner or later children will contract such diseases and then blame their parents for not stopping them from consumption of junk food at an earlier age.

Students being sent to an educational institute should learn the importance of healthy eating and value of proteins and mineral in their diet. Although the children's taste buds find the junk food delectable, giving green food and vegetables in their lunch box will inculcate healthy eating habits, which will not only make them physically fit but also mentally agile.

Due to the aforementioned reasons, I see no point for providing children with junk food. Hence, the school should switch to nutritious, green meals.

LEVEL - 9**11. Survey: Apartment Security Survey**

You live in an apartment building. The apartment management wants to improve the security of the building. One option is to install a new lock in each apartment, the other option is to install more security cameras in the building. The management is surveying your opinion on these security improvement plans.

- Option A: I choose to have a new lock for my apartment.
- Option B: I choose to have more cameras in the building.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

I appreciate the apartment management's concern regarding the security of the building and occupants. As far as my opinion is concerned, I believe the management should install more cameras instead of new locks.

There are numerous benefits of having more cameras. Currently, our building has only two cameras which is not sufficient to ensure safety. Installing cameras on the property will act as a deterrent to criminal activities as the burglars or thieves would know that their presence is being recorded. Nonetheless, replacing the locks will do no good as they can be easily decoded.

Moreover, the footage of any criminal activity can be used against the criminal. That is to say, if the culprit flees away, the management will still have a proof which can aid in investigation. However, any break-in with new locks would leave people with no evidence. Moreover, getting extra cameras would cost lesser than changing locks of every apartment.

Therefore, video surveillance would not only guarantee safety by preventing any vandalism or burglary but also happen to be a cost effective option.

LEVEL - 9

12. Survey: Family Picnics Survey

The City Manager is surveying the opinion of the community about family picnics held in public parks. On the one hand, public parks are created for people to enjoy nature. On the other hand, large family gatherings can be noisy and occupy a lot of park space. The City Manager has asked you to complete an opinion survey.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: Family picnics should not be allowed in public parks.
- Option B: Family picnics should be allowed in public parks.

I certainly believe that family picnics should be allowed in public parks as they are source of entertainment and good health.

Family picnics in public park is a great way of promoting outdoor recreational activities. Since, families will be eating outside, so the children will not only absorb vitamin D but also be physically fit by engaging in some picnic games. As we know, children, especially these days tend to spend most of the time indoors and if family picnics were to be disallowed at parks, the kids would never get a chance to enjoy some open air activities with their family.

Apart from this, having picnics at parks will help people to socialize, thereby improving their mental health. Although some people are concerned about limited parking spaces and accumulation of trash, this could be easily tackled by putting more garbage bins and posters to instruct people about disposing the waste properly. Moreover, masses can be encouraged to walk in order to save parking spaces for those who come from distant places.

Finally, I would like to say that picnics in public parks will foster a healthy living society.

LEVEL - 9**13. Survey: Printer Survey**

Your boss thinks paper is unnecessary because everyone has a computer and access to the internet. Your boss wants to take away all the printers so that people use much less paper. Other people think that this will be very inconvenient. Your boss asked you to respond to an opinion survey about whether to keep the printers. Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: I think we should keep the printers in the office.
- Option B: I think we should have a paperless office with no printers.

In my opinion, I incline towards having a paper-free office with no printers due to numerous reasons.

Although a printer free office seems a very unconventional idea, it has a gamut of benefits to the company. Firstly, the amount of garbage produced will reduce. Everyday, tons of paper is wasted in making drafts and printing them, which ultimately has to be sent through an email. Therefore, this will be a great method to encourage staff members to use computer applications for making rough notes and not be reliant on the printer.

Secondly, the company can save a lot of money that is spent on buying cartridges, bundles of sheets and other printer tools. Consequently, this will give a financial advantage to the company. While, some employees may initially find it cumbersome to get adjusted to a paperless office, in the long run they will acknowledge the ease and convenience to access any records on a desktop file rather than a paper file.

On the whole, having a paperless office with no printers will not only help to cut down the trash but also save financial resources.

LEVEL - 9**14. Survey: Scent Free workplace**

Your manager is surveying your opinion about a scent-free workplace where perfumes and strong smells are not allowed. Many other workplaces in the city already have this policy.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150–200 words.

- **Option A:** The workplace should have a scent-free policy.
- **Option B:** The workplace should allow people to wear scents.

I recently became aware that our company is planning to adopt a scent free policy, and I am totally in support of this initiative due to the following reasons.

The scent free workplace will foster a healthy work atmosphere. Everyone is well aware that there are various groups who are extremely sensitive to scents and as result develop allergies and other health issues. It has also been noted that strong colognes can stimulate migraines and cause irritation to the eyes. Therefore, asking employees not to wear perfumes will help to prevent such situations from arising.

Nonetheless, for those who oppose this policy and think of it against their rights can be shown the data of other workplaces that are already implementing it and are consequently increasing their productivity. Moreover, this change will be appreciated by many who are irritated by the strong smells and cannot concentrate in that environment. Hence, this initiative will have a positive impact on work performance.

Overall, I believe not allowing scents on office site is a sensible and respectful idea.

LEVEL - 9**15. Survey: Work-from-Home Survey**

Your company wants to allow some employees to work from home. Not everyone can have this choice because some jobs must be done at the office. The company wants to know if this is fair by surveying your opinion about working from home.

- Option A: A work-from-home choice is fair.
- Option B: A work-from -home choice is not fair.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

I acknowledge the company's stance on considering distance working for employees, and in my perspective, work from home is definitely an impartial choice.

Undoubtedly, telecommuting would reduce the expenses of our company. Given the fact that our company is going through an economic turmoil, asking workers to work from their home will position our business at a financial advantage. As we know that many of the jobs only entail data entry and documentation, it could be easily performed at one's home on a computer. Therefore, we can save a lot on utility bills.

While some employees would think of this idea to be unjustifiable, the company can assure them that certain tasks require meeting with clients and managing the inventory which can not be carried out without working in the office. Hence, their presence in office is needed to keep the operations running.

Overall, remote working is not only an unbiased but also a reasonable choice since the company will reap monetary benefits, putting the organization and employees at a win-win situation.

LEVEL - 9**16. Survey: Bookstore Survey**

The mayor's office asked you to respond to an opinion survey about bookstores. Your neighborhood has 3 old bookstores, but there is a plan to build a new and very large bookstore, which will put the little stores out of business. The mayor is conducting a survey before the construction starts.

- Option A: I think we should keep the old bookstores
- Option B: I think we should have a new large bookstore

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

I would like to thank the mayor's office to give me a chance to voice my opinion on construction of a new bookstore. I believe the city should have one new and huge bookstore instead of the three old ones that are already present.

Most importantly, building a big bookshop will house plenty of books. So, people will not have to wander at three different locations to find their choice. Moreover, this store could be designed with a latest outlook including computers and cafe which is missing in the old bookstores. Therefore, people will not only be able to purchase books, but also avail other services.

Although some people are concerned that construction of new store will pose a threat to old book shop owners, however they can be encouraged to open new businesses through some provincial funding or given some share of the profits earned by new bookstore. Therefore, this would reduce the competition which presently persists among these owners, and they will have a chance to thrive in the market.

Finally, I consider constructing a new bookstore is a great idea as it will not only benefit the readers but also the old bookshop owners.

LEVEL - 8**17. Survey: Family Picnics**

The City Manager is surveying the opinion of the community about family picnics held in public parks. On the one hand, public parks are created for people to enjoy nature. On the other hand, large family gatherings can be noisy and occupy a lot of park space. The City Manager has asked you to complete an opinion survey.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: Family picnics should not be allowed in public parks.
- Option B: Family picnics should be allowed in public parks.

I appreciate the authorities' concern regarding family gatherings in public park and according to me, family picnics should not be allowed in public parks.

There will be numerous drawbacks of having large family gathering in public parks. Firstly, the parks are structured for enjoying the peace and the beauty of the nature. Some of these parks already have sign boards to prohibit people from littering there. This is because people make parks very messy whenever they bring food with them in parks.

Moreover, some residents are living nearby parks. They already have issues regarding parking space because the visitors park their vehicles in the front of the park, so there is very less space left to park vehicles for residents. In this way, if families would be allowed to have gathering in parks, it will not be a good idea. People can go to other places for enjoying meals with family but parks re difficult to clean if they are ruined once.

Therefore, to maintain the safety and beauty of the parks, family gatherings should not be permitted in public parks.

LEVEL - 8**18. Survey: Online vs. Print News Survey**

Your local newspaper is experiencing low sales of its newspapers since many readers are now choosing the online version. Its current number of online subscribers is now three times the number of print subscribers. The newspaper has sent a survey to all of its print and online subscribers to see whether there is enough demand to keep the print version.

Choose the option that you prefer. Explain the reasons for your choice. Why do you prefer your choice? Write about 150-200 words.

- Option A: Stop producing the print version of the newspaper.
- Option B: Keep producing both the print and online versions.

I appreciate the authorities' concern regarding the newspaper versions and as far as my opinion is concerned, I think that both the print and online version will be beneficial instead of having only the online version.

There will be numerous benefits of having both versions. In this modern era, every news related to this world can be attained from the internet, but we cannot neglect the old generation. People from the old generation usually have less knowledge to use the internet. Using mobile phones and laptops is hard for them. Most of the grandparents are believe that they are comfortable to read the newspapers instead of using the internet.

Moreover, there are some places in this world which have no internet connection, but they have newspaper service over there. Due to this, it is not a good idea to stop the print version of newspaper. It is important to be concerned about the new generation's needs and development, but the basic needs of the old generation cannot be ignored. They may not have enough interest to know about to use the internet but may still be interested in being up to date.

Therefore, to provide the source of knowledge and entertainment for the old generation, I think the newspaper should keep producing both the print and online version.

LEVEL - 8

19. Survey: Final Exam Survey

You are taking an English writing class at a local college, and your instructor is surveying your opinion about the final exam. Currently, half of the course grade is based on a three-hour final exam written in class. However, your instructor is considering allowing students to submit a five-page report instead, which they would write at home.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: I would prefer to write a three-hour final exam in class.
- Option B: I would prefer to write a five-page report at home.

As per my perspective, writing a five-page report at home is a better alternative than a three hour exam. I have numerous reasons to support this viewpoint.

Firstly, final exams are conducted to evaluate the actual understanding of the students. Sometimes, the students feel pressurized, and they fail to give their best in the three-hour exam. If the students are given the opportunity to write the report at home, they can sit in the comfortable environment and can write the report without the stress of sitting in an examination hall. Consequently, the evaluators will be able to mark the students according to their actual potential.

Moreover, writing reports at home will bring economic benefits for the college. Every semester, college spends a lot of money on different resources to organize three-hour exam for a big number of students. If the students can provide a report instead of the final exam, the college can cut down that cost. Hence, this exercise will help improving the financial health of the college.

For concrete assessment of students' knowledge and economic benefits for the college, I would recommend writing five -page report instead of three-hour final exam.

LEVEL - 8**20. Survey: Training on Weekend/weekday**

Your office is organizing a training session. It can be for 4 weeks on every Tuesday after work or it can be done on weekends. Your office has asked its employees to give their opinion about the same.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- **Option A: Every Tuesday after work**
- **Option B: On weekends for one week**

As per my perspective, training session should be held on weekends rather than having it on Tuesday after work. I have many reasons to support this viewpoint.

First, having the training session on weekends is more beneficial for the company as the employees can come with fresh minds to attend the training session. They will be able to concentrate more, and they will learn more with fresh minds. On the other hand, employees are usually tired at the end of day, and they will not be very productive if they must attend a training session at the end of a working day. The company will save money by having training session for one weekend as it will be more cost friendly for company as compared to organizing the event on every Tuesday for four weeks. Consequently, the profits generated by the company can be used towards employees' health benefits.

Moreover, the company can provide more facilities to employees during the training session such as refreshments and lunch.

Moreover, weekend training session has an added advantage for employees. They all will get an opportunity to socialize with the co-workers during this session. When the employees are away from work stress, they tend to talk to their colleagues with an open mind. Eventually, this behavior will bring harmony and coordination at work.

For more productivity and harmony of the employees as well as for economic benefits of the company, training session should be held on weekends.

LEVEL - 8**21. Survey: Apartment Security Survey**

You live in an apartment building. The apartment management wants to improve the security of the building. One option is to install a new lock in each apartment, the other option is to install more security cameras in the building. The management is surveying your opinion on these security improvement plans.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: I choose to have a new lock for my apartment.
- Option B: I choose to have more cameras in the building.

As per my perspective, having more security cameras in the building is a better option than having more locks. I have many reasons to support this viewpoint.

First, more cameras will provide more coverage in the building. Currently, we have one camera at the entrance of the building and one in the parking area. It would be better to install more cameras in elevators, escalators and on every apartment level. Every area of the building will be under surveillance constantly and management will be able to control mis happenings in the building. This will alleviate the sense of insecurity and fear from the mind of every resident.

Moreover, installing more cameras instead of bringing new locks will bring economic benefits for the management. It is a long-term investment with good monetary returns. People these days prefer to stay in safe locality and having cameras in the building is an added feature. Moreover, management will have to change lock of every apartment twice or thrice a year, which is an additional expense. On the other hand, these days, companies are providing video surveillance with life long validity with one time payment.

For residents' security and economic benefits of the management, more security cameras should be installed.

LEVEL - 7**22. Survey: Bike Lane / Renovate Gym**

You live in a small city. Your city administration is planning to allocate funds for two possible projects. The city is asking residents to respond to an opinion survey.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: Bike Lanes: Planning to build new separate lanes for bikers
- Option B: Renovate Gym: Planning to add a swimming pool and a spa center in the existing gym

I think it is a good idea for the city authorities for allocating more funds for improving public health. As far as my opinion is concerned, the city council should spend more money on new lanes for cyclists because of many reasons.

First of all, separate lanes for bikers will help so many people who are health conscious and want to use bikes for travelling. But, because of safety concerns on roads, they are currently not able to use them. Secondly, by seeing them, other residents will also be encouraged to use bikes and not cars. This will improve public health and reduce traffic and pollution on roads.

In addition to this, the other option of having a swimming pool and spa does not seem much impressive. Although they will also facilitate public, but they are more inclined towards luxury than health concerns. At the moment, our city needs to focus on improving health of people as the issues such as obesity and asthma are on the rise. Hence, building new lanes is a one-time solution which will have long term impacts.

Therefore, keeping in mind its benefits, I think it is best for the city people to have separate lanes for bikers.

LEVEL - 7

23. Survey: Duck Problems in the lake

There is a lake near your house with a running path around it. Recently, hundreds of ducks have appeared on the lake, and they are making a mess on the pathway. Joggers have begun complaining to the City Manager. You have been asked to complete a survey on the issue.

Which option would you prefer?

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: Shoot the ducks
- Option B: Build a tall fence around the lake

As per my perspective, building a tall fence around the lake is a better alternative than shooting the ducks. There are numerous reasons to support this viewpoint.

First, making fence would make the path safer and cleaner for the joggers. Every day, many people come to park to do their exercises and they find it hard to complete the walks on dirty paths. The ducks always spread their waste on the path, and this has caused few mis happenings as few people have slipped and tripped on the waste. Also, children playing in the park always tend to go near the lake to catch ducks and it raises the safety concerns among parents.

Moreover, installing a tall fence around the lake would also add to the beauty of this place. This lake is one of the picturesque places of our city but, it loses its beauty because of the dirty and smelly surroundings. If the fence is built, the lake will regain its beauty and tourist will be interested to visit this place.

For the safety of public and for beauty of the park, I recommend building the fence around the lake.

LEVEL - 7

24. Survey: Parking fee for employees

Your company has sent an opinion survey to see if employees will support or object to parking fees in the employee parking lot.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- **Option A: I support the charging of fee for employee parking lot**
- **Option B: I oppose the charging of fee for employee parking lot**

As per my perspective, imposing parking fee in the employees' parking lot is a better alternative. I have plethora of reasons to support this viewpoint.

First, imposing parking fee will bring many environmental and health benefits. Majority of our company employees lives in the nearby locality. If parking fee is imposed, they will be motivated to do car-pool to save parking fee. It is possible that the employees start using bikes and public transport. As a result, this will aide in improving the air and noise pollution of the city and will also improve physical and mental health of employees. Thus, adding parking fee will be a better choice.

Another thing is that parking fee has economic benefits for the company. Parking fee imposed on company premises will be an additional source of income. The company will be able to generate profit, and the money can be used to maintain company premises and can be invested to increasing the security of the company. Hence, parking fee paid by employees will help company in providing better facilities to employees.

For the health benefits of employees, economic benefits for the company and additional environmental benefits, I would recommend having parking fee for the employees.

LEVEL - 7**25. Survey: Factory Construction**

A local company has announced its wish to construct a factory near your locality. The company wants to take the opinion of the residents before taking a final decision. So, they have sent a survey questionnaire to the residents.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- **Option A:** It is a good idea to build this factory in this area as it will increase employment opportunities for the people of the area.
- **Option B:** It is not a good decision to build this factory as it will have a bad impact on the environment of this area.

I appreciate the company's authorities to giving me an opportunity to write my opinion on their new factory construction in my area. I think building a new factory in my area will bring so many positive changes for the locals.

There will be countless benefits for having new business in the area. Since last recession, so many companies closed their doors for neighbourhood and most of us go to another town for our jobs. Everyday commute to another city impacts our daily lifestyle so much and sometimes, we get stuck traffic for hours. Making factory in town will help to reduce the unemployment problem too. Moreover, since your company is dealing with all organic food products, so there is no chance for pollution and any water contamination.

Apart from employment opportunities, your new business will surely attract other companies in market to open their ventures in local market too, which will boost the growth of local economy. Moreover, your new factory will certainly help our locals.

Consequently, this will give long term benefits to our area, that is why I would like to welcome the decision of building a new factory in our town.

LEVEL - 7**26. Survey: Field Trip Transportation**

Your children's grade 5 class teacher likes to take the children on field trips to museums or parks. Sometimes the teacher takes the children on public buses. Some parents are unhappy. They say the school should always use school buses even though it is more expensive. You have been asked to respond to an opinion survey.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- **Option A: Public Transit:** I think it's okay for children to travel on public transit.
- **Option B: School Buses:** I would prefer children only travel on school buses.

Both the options have some advantages, as I can see. Overall, however, I would like to prefer that children only travel on school bus because of so many reasons.

Firstly, school bus will be much safer and reliable than the public transit. It is mostly the school's responsibility. On the other hand, kids feel relaxed as they often go on the school bus, and they are in the same kind of group as they were in school.

Secondly, public transit has to pick travelers at many stops on the way that will take much longer than the school bus. Most of the time, there will not be enough space for the whole group to go in the same bus.

Finally, it will be more joyful if all the kids went together on school bus as they could plan to play some games on the way. They have more time to interact with each other, share some personal information and make new friends. Also, kids can share their food as well.

I think these are the reasons to choose school bus rather than public transport.

LEVEL - 7**27. Survey: Field Trip Transportation**

Your children's grade 5 class teacher likes to take the children on field trips to museums or parks. Sometimes, the teacher takes the children on public buses. Some parents are unhappy. They say the school should always use school buses even though it is more expensive. You have been asked to respond to an opinion survey.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- **Option A: Public Transit:** I think it's okay for children to travel on public transit.
- **Option B: School Buses:** I would prefer children only travel on school buses.

I appreciate the authorities' concern regarding children travel and as far as my opinion is concerned, I think that children should travel on school buses.

There will be numerous benefits of children to travel on school buses. Firstly, travelling through school buses is much safer than public transit. There is a responsibility of teachers in school bus or there is a guide or conductor present in the school bus to take care of the children. The school should always use school buses for the field trips because the children will remain in discipline. On the other hand, if children travel through public transit, there is less chance for teachers to take seats for their students in same rows.

However, public transit provides travel for students but there is no responsibility of the vehicle's maintenance whereas, school takes the responsibility for their transportation and maintenance.

Therefore, to ensure safety of the children, I would prefer children to travel on school buses even though this option is more expensive.

LEVEL - 6**28. Survey: Healthcare benefits for employees:**

The company for which you work has decided to give healthcare incentives to its employees. The company wants to take the opinion of its employees to decide that how it should be done.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: the employees would receive the healthcare incentives every month along with the salary.
- Option B: The employees would receive healthcare benefits for every year at the end of year.

As per my perspective, the employees should get the healthcare benefits at the year-end. I have many reasons to support my viewpoint.

First of all, employees would be encouraged to stay healthy as they will have to pay for all their health care expenses themselves throughout the year. They will stay focused, and fitness oriented to stay away from any kind of disease or health issues. Unless there is an emergency, employees will reduce their doctor visit for unnecessary things.

Secondly, receiving health benefits at the end of year will make employees more enthusiastic as well because they will receive a sum of money at the end of the year. They can plan their vacations or any home renovation with this money. I know some of us are waiting for the money to make an investment for our future.

To conclude, I would like to state that for the better health of the employees' and to provide them financial support it would be better if health benefits are provided at the end of the year rather than every month.

LEVEL - 6**29. Survey: Weekly working hours for students:**

Your university is conducting a survey to know how many work hours should be permitted to students in a week time. The university has sent out an opinion survey to see what students think about it.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: Less than 15 hours a week for a single job
- Option B: More than 20 hours per week with all multiple job hours added

Both the options have their own benefits. As far as my opinion is concerned, the university students should be allowed to work for more than 20 hours per week in total. There are many reasons for my opinion.

First of all, in this university, most of the students are international students. So, they have to pay huge amounts of fee as it is three times the normal fee. Also, it is very difficult for those students to manage their other expenses like house rent and grocery if they work for less hours. So, university should allow students to work for 20 hours or more.

In addition to this, it should be a student's choice to decide how they want to manage their work and education. Many students are capable of working more. So, they should be allowed to work more if they know that their education will not be affected.

Therefore, keeping in mind the students' requirements, university should let students work for more than 20 hours if want.

LEVEL - 6**30. Survey: Job satisfaction survey.**

You are working for an IT company. Your company is conducting a survey to know ways to improve the working environment. There are two options.

Choose the option that you prefer. Why do you prefer your choice? Explain the reasons for your choice. Write about 150-200 words.

- Option A: Give a salary hike to all the employees on the basis of experience.
- Option B: Give a salary hike to all the employees on the basis of educational qualification.

I think that option A is better than option B. There are so many reasons for my choice and some of them are as follows.

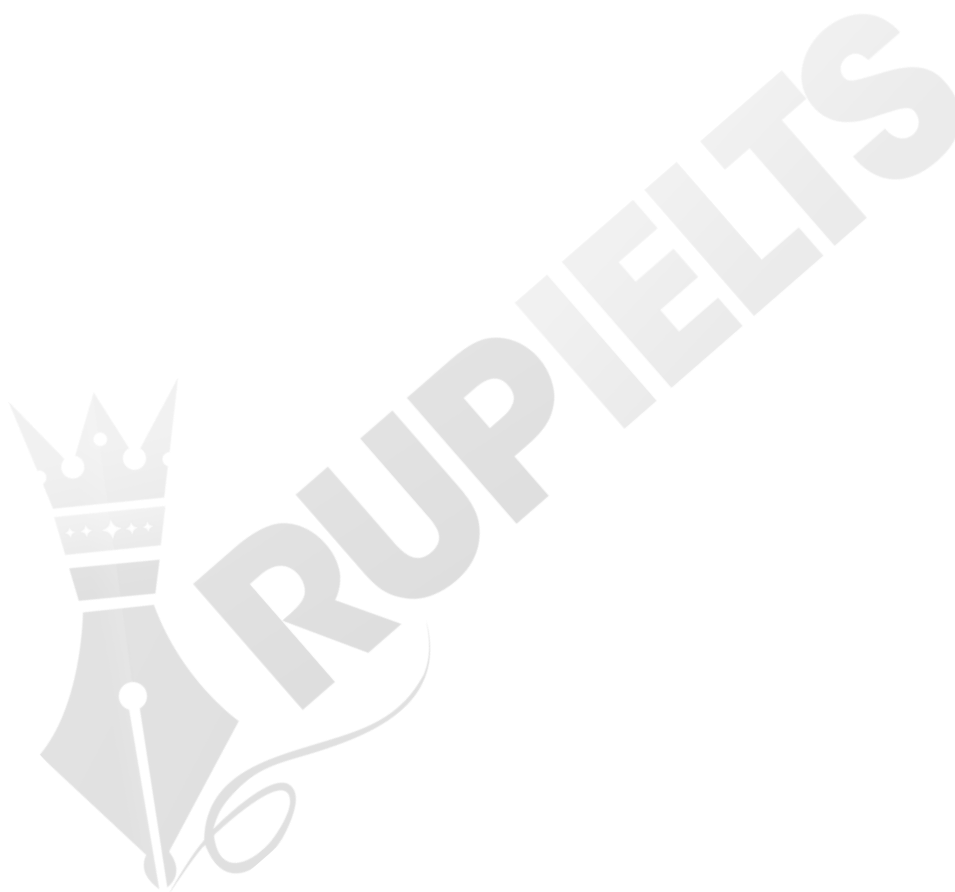
First of all, the employees who have more experience have spent more years in their field. This means they know a lot about their work. The people who can work better should get more benefits. So, salary hike should be given on the basis of experience.

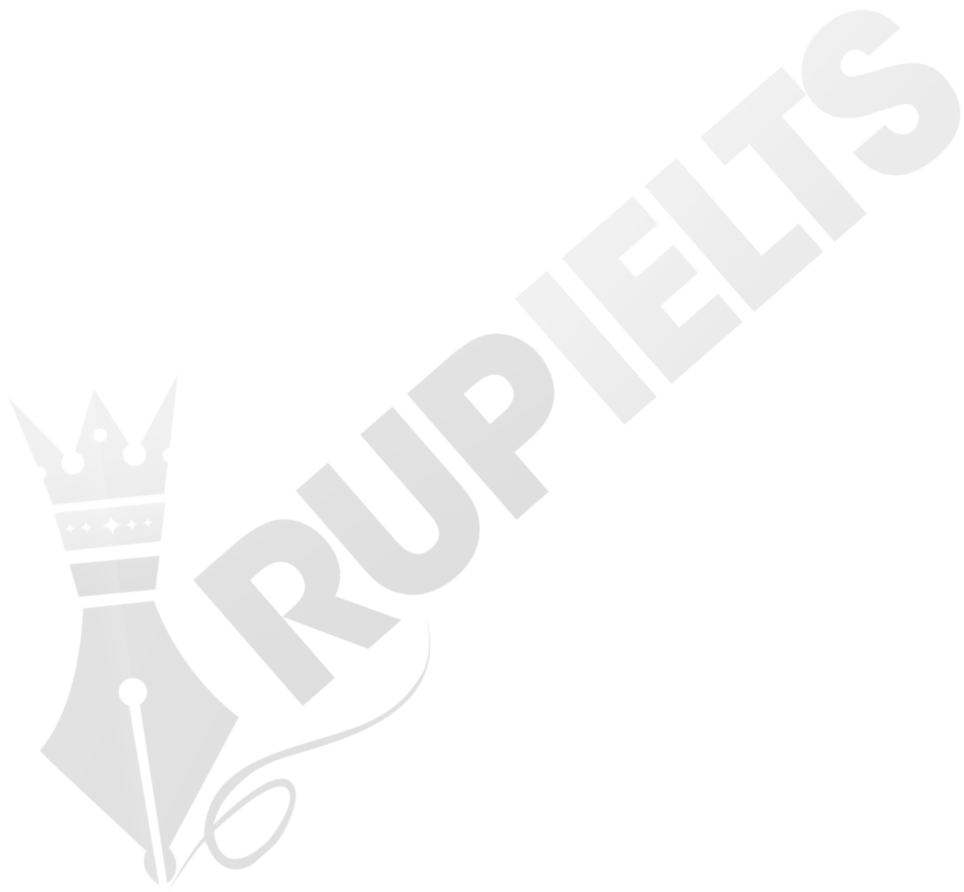
Secondly, the workers who spend more time in the company show their loyalty towards the company. So, they should be given a salary hike. This will motivate people to stay in the company for long time. Moreover, people are hired based on their qualification. That time, they get salary according to their educational qualification. So, employees are already getting the benefit of their degrees.

Therefore, option A is better than option B

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