

A Useful Start with Shared Tools

CELP Writing Set 8 Practice Test 2 · 53 minutes · Write 150–200 words per task.

Task 1 · Writing an Email

27 minutes · 150–200 words

Your situation

The Maple Lane Tool Cooperative is a volunteer-run group that lends household tools to neighbourhood residents. The cooperative’s newsletter announced a new beginner repair kit with a screwdriver set, measuring tape, small level and illustrated guide. You borrowed the kit on Tuesday, October 20, to fix a loose cupboard handle. The guide was clear, but the screwdriver handle was too large for your hand and the kit lacked a short screwdriver bit suitable for the limited space behind the cupboard handle. You returned the kit the next day. The cooperative is collecting feedback before deciding what to include in future kits.

Write an email of 150–200 words to the cooperative coordinator. In your email:

- Identify the kit you borrowed, when you used it and the repair you intended to make.
- Explain which parts of the kit helped and what made the repair difficult.
- Suggest a practical change to the kit or its guide for beginner users.
- Ask how residents can find out when the revised kit is available to borrow.

Task 2 · Responding to Survey Questions

26 minutes · 150–200 words

Your situation

The Maple Lane Tool Cooperative has a fixed budget for staffing its collection point for its beginner repair kit. It is asking residents to choose which schedule it should offer: evening collection hours on one weekday, or weekend collection hours on one day. Both proposals would use the same budget and each collection period would be staffed. The cooperative can select only one schedule for this trial; it cannot combine evening and weekend hours. It has not chosen a day or published opening times.

Choose Option A or Option B and explain your preference in 150–200 words. Give relevant reasons and examples, and consider the other option. The cooperative has a fixed budget and will choose one schedule only; do not propose combining the schedules.

Choose your position

- ☐ **Choice A · Evening staffed collection hours on one weekday**
Use the available staffing budget for a staffed collection period on one weekday evening.
- ☐ **Choice B · Weekend staffed collection hours on one day**
Use the same available staffing budget for a staffed collection period on one weekend day.

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