Cheat Sheet 1: The Test at a Glance and Your Scores

Component (in this order)	What you do	Time
1. Listening	6 parts, 38 scored questions	46 to 55 minutes
2. Reading	4 parts, 38 scored questions	43 to 56 minutes
3. Writing	2 tasks, typed	53 minutes
4. Speaking	8 tasks, recorded by the computer	about 15 minutes

One sitting, on a computer, a little under three hours. No interview with a person.

Listening and Reading: one correct answer; four options in Listening and most of Reading (Reading Part 3 has five: A to E); no penalty for a wrong answer, so never leave a blank. Each recording plays once and the questions come after it. Some extra unscored questions may appear anywhere and look the same as the others: give every question full effort.

Writing and Speaking: scored by more than one trained rater, in four areas:

1. Content and coherence
2. Vocabulary
3. Readability (Writing) or Listenability (Speaking)
4. Task fulfillment: every part answered, right tone, right length

CELPIP level	CLB level
12 to 3	the same number (CELPIP 9 = CLB 9)
2	CLB 1 and 2
0 and 1	not enough information to assess

You get one level for each component. **Scores are valid for two years** from the date your score report is issued. Check the level your program needs for each skill before you book.

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Cheat Sheet 2: Listening

Part	Questions	About	What you hear
1. Problem Solving	8	8 min	Two people solve a problem, in 3 sections; 2 or 3 questions after each
2. Daily Life Conversation	5	5 min	One everyday conversation
3. Listening for Information	6	6 min	A conversation: one person explains a process or service to another
4. News Item	5	5 min	One speaker reads a local news report
5. Discussion	8	9 min	A video of three people planning together
6. Viewpoints	6	8 min	A talk with several people's opinions

Every recording plays once. Questions come after it. Notes are your memory.

The routine: Before: read the title and guess who, where, what. During: notes. After: question, all four options, then choose.

Write down: numbers, days, times, prices, names (in news items, later only the last name is used), changes of mind (*actually, but, wait, on second thought*), feelings.

Symbol	Meaning
→	leads to, then
✓ / ✗	yes or agrees / no or disagrees
$	money, price
?	question, problem
!	important, strong feeling
b/c	because

The four traps:

1. **Word trap:** a word you heard, in the wrong situation.
2. **First idea trap:** the plan changed; the question asks for the final one.
3. **Wrong person trap:** true, but for the other speaker.
4. **Too much trap:** *always, every, all* when the speaker said *usually* or *some*.

Not sure? Cross out what is wrong, choose from what is left. Never leave a blank.

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Cheat Sheet 3: Reading

Part	Questions	About	What you read
1. Correspondence	11	11 min	An email or letter, then a reply with blanks
2. Apply a Diagram	8	9 min	A flyer, schedule, price list or map, and an email with blanks
3. Reading for Information	9	10 min	Four paragraphs A to D; match statements, or E: Not given
4. Viewpoints	10	13 min	An article with several opinions, then a comment with blanks

Each part has its own timer. You cannot save time in one part for another. Inside a part you can change answers until its time ends.

About one minute per question. Stuck for two minutes? Choose your best answer and move on. Never leave a blank.

Three ways to read:

- **Skim** the first and last sentence of each paragraph in the first 60 seconds.
- **Scan** for one detail: a number, a name, a day.
- **Read closely** once you have found the right place.

The synonym rule: the right option says the same idea with different words. An option that copies a phrase exactly is often a trap: check it twice.

Blanks: read the whole short text first. For each blank, read its sentence and the next one. Check your choice against the main text and the grammar.

Part 3: label each paragraph with three or four words. Choose E only when the information is in no paragraph: check all four before you choose it.

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Cheat Sheet 4: Writing

Task	Time	Length	What you write
1. Writing an Email	27 min	150 to 200 words	An email that does three things
2. Responding to Survey Questions	26 min	150 to 200 words	Choose one of two options and support it

The time plan: read and plan 3 to 4 minutes, type 18 to 19 minutes, check 3 to 4 minutes. There is a word counter and a spell check, but the spell check will not catch *there* for *their* or a missing word.

Task 1 email, four paragraphs: 1. greeting and purpose. 2. first point with details. 3. second point with details. 4. third point and closing.

Reader	Open	Close
Manager, company, someone you do not know	Dear Ms. Lee,	Sincerely,
Friend, neighbour, co-worker you know	Hi Sam,	Thanks, / Talk soon,

Task 2 survey, five parts: 1. your choice in the first sentence. 2. reason 1 with an example. 3. reason 2 with an example. 4. why the other option is less suitable. 5. restate your choice. Choose the option that is easier to support. Not an email.

Seven quick wins: answer every bullet; plan for 3 minutes; stay between 150 and 200 words; use paragraphs; match the tone; link ideas naturally (*first, also, however, as a result*); keep 3 minutes to check verbs, plurals, articles and spelling.

No text language: never *u*, *pls*, *thx*.

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Cheat Sheet 5: Speaking

Task	Preparation	Speaking
1. Giving Advice	30 s	90 s
2. Talking about a Personal Experience	30 s	60 s
3. Describing a Scene	30 s	60 s
4. Making Predictions	30 s	60 s
5. Comparing and Persuading	60 s to choose, then 60 s	60 s
6. Dealing with a Difficult Situation	60 s	60 s
7. Expressing Opinions	30 s	90 s
8. Describing an Unusual Situation	30 s	60 s

How it works: the preparation timer counts down, you hear "Start speaking now", and the recording starts by itself. When the time ends, the test moves on.

Task	Simple structure
1	Greet, show you understand, 3 or 4 pieces of advice with reasons, encouraging close
2	When and where, what happened in order, how you felt, what you learned
3	The whole scene in one sentence, then move around the picture, then an overall impression
4	3 to 5 predictions, each linked to something you can see
5	Choose in Part 1; in Part 2 praise the new option, then compare and show yours is better
6	Choose one of two people; polite opening, explain, apologize or understand, offer a solution, check
7	Clear opinion, reason 1 with example, reason 2 with example, restate
8	Why you are calling, shape and size, colour and material, details, a question for the listener

Five rules: use all the preparation time (key words, not sentences); start right away; opening, points, closing; talk to the person in the task; do not stop for a mistake ("I mean...").

Fill at least three quarters of the time. Being cut off mid-sentence is fine.

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Cheat Sheet 6: Grammar and Accuracy

Point	Rule	Example
a, an	First mention of one countable thing	a washing machine, an appointment
the	The listener knows which one	the manager, the unit I rented
no article	General plural or uncountable	Dogs need exercise. Rent is expensive.
Past simple	A finished time: yesterday, ago, last year, in 2022	I bought it two weeks ago.
Present perfect	No finished time, or a link to now: since, for, already, yet, ever	I have lived here since 2023.
Uncountable	No plural, no a: information, advice, furniture, equipment, homework, traffic, money, luggage, feedback, news	some advice, a piece of furniture
at, on, in	at 3 p.m. / on Tuesday, on April 14 / in May, in the winter	The meeting is on Monday at nine.
by, until	by = not later than; until = up to that time	Reply by Friday. Open until nine.
for, since	for + length; since + starting point	for two weeks, since Monday
Agreement	Each, everyone, the list of... take a singular verb	Each of the units has a balcony.
Sentences	Never join two full sentences with only a comma	The heater broke, so we called the landlord.

Word forms: complaint (noun), complain (verb); decision, decide; recommendation, recommend; convenience, convenient; responsibility, responsible.

Canadian spelling: colour, neighbour, favourite, centre, metre, cheque, travelled, cancelled, practice (noun) and practise (verb), licence (noun) and license (verb), program, analyze, organize.

Your last 3 minutes in Writing: read once for verbs (tense and agreement), once for nouns (plurals and articles), once for spelling and missing words.

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Cheat Sheet 7: Test Day

The day before: read Chapter 2 again. Check your start time and the test centre address. Put your original ID with your bag. Early night.

The morning: eat a proper meal. The test takes close to three hours in one sitting.

Arrive 45 minutes before your start time. Check-in closes 15 minutes before the start. If you are late, you will not be allowed to test, and you will lose your fee.

ID: the original, valid ID you used to register. The name and number must match your registration.

Personal items: phones, watches, notes and food do not go into the test room. Follow the staff's instructions for storing them.

Notes: the test centre gives you something to write on. Use it from the first minute of Listening.

Component	Remember
Listening	Each recording once. Notes from the first second. Questions come after.
Reading	Each part has its own timer. About one minute per question. No blanks.
Writing	Plan 3 minutes, write, check 3 minutes. 150 to 200 words. Answer every bullet.
Speaking	Use the preparation time. Start right away. Talk to the person in the task.

The screen moves on by itself when the time for a part ends. You do not need to press Next.

Other people will be speaking at the same time in the Speaking test. Speak at a normal, clear volume and keep your eyes on your own screen.

Always check the test owner's official test day information before you go: rules can change.

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