

Cambridge Proficiency (CPE) Writing- Guided Answer Sheet

Name: _____

Instructions

Use one of these guided answer sheets for each CPE Writing task you do, i.e. you need two of these to do the whole writing test.

Please sit down with only **a pen and watch or stopwatch**, and with the required time to **do the task(s) without stopping** (= 45 or 90 minutes non-stop). An erasable pen is okay, but **don't waste too much time erasing**. Follow the instructions below in the order given. **Don't look at the exam question(s) until these instructions tell you to** (so not on the train on the way home!) Stop **exactly at the exam time limit** (45 minutes for each task), then follow the instructions at the bottom of this sheet to **do more work on it before you hand it in to your teacher**. During this stage, use a different coloured, non-erasable pen.

Stage 1: Planning

Write the time below (e.g. 00:00), then look at the question for the first time and plan your answer in the spaces given.

Time on your clock/ stopwatch just **before you first look** at the question: ____:____.

Write any **brainstorming** that you do here (optional)

Write your **plan** for the body of your writing here (there is no need to describe the opening and closing):

Topic of **main** paragraph 1:

_____.

Topic of **main** paragraph 2:

_____.

Topic of **main** paragraph 3 (optional):

_____.

Time when planning finished and ready to start writing: ____:____ (e.g. "02:45" or "6:33 p.m.")

Approximate number of words when time ran out (45 minutes per task): _____.
*(As in the exam, please **don't waste time counting every word!**)*

Stage 3: Extra work after the timed exam practice

*After you have finished your timed task(s), you should **spend extra time on your writing before you hand it into your teacher** to make sure you learn something from doing the task, but:*

- Use a **different coloured pen** (e.g. a red pen)
- **No eraser** use at this stage

Extra time spent after finishing the timed task(s): ____:____

Actions that you took after finishing the timed task(s) *(please tick or write the things you do)*:

- ◇ Edited again
- ◇ Added text at the end of the writing to reach the word limit
- ◇ Added text in the middle of the writing to reach the word limit
- ◇ Added more complex or more suitable language from the coursebook
- ◇ Added other more complex or more suitable language from this course
- ◇ Added more complex or suitable language from other sources (Please describe other sources here: _____)
- ◇ Looked at CPE writing model answers
- ◇ Looked back at the feedback from the teacher on your previous writing
- ◇ Asked someone for advice/ feedback/ proofreading
- ◇ Used a dictionary