

PART A: READING

CHOOSE YOUR SUPPLIER!

You are choosing supplier to supply the headlights for your company. Decide based on the texts given.

1. Which company's production process takes less time? _____
2. Which company is cheaper? _____
3. Which company is nearest? _____
4. Which company's customer service is always available? : _____
5. Choose the company that you will order from: _____

Company A	Company B	Company C
• Office hour: 10.00 a.m. – 6.00 p.m. • Customer service: available 24 hours • Distance from the office: 150km • Production process: 7 working days • Delivered by their own company • 10% OFF if order exceed RM10K.	• Office hour: 8.00 a.m. – 5.00 p.m. • Customer service: available during working hours • Distance from the office: 80km • Production process: 3-5 working days • Delivered by their own company • 20% OFF if order exceed RM10K.	• Office hour: 7.00 a.m. – 2.00 p.m. • Customer service: available until noon • Distance from the office: 110km • Production process: 5 working days • Delivered by their own company • 15% OFF if order exceed RM10K.

(/10 Marks)

PART B: WRITING

Based on the supplier that you have chosen, write an email to purchase headlights for your company's production. You can use the template given below to write your email.

Subject: [Clear and Concise Subject Line]

[Recipient's Name],

I hope this email finds you well.

I am writing to [briefly state the purpose of the email]. [Provide any necessary details, background information, or context here.]

[Main Body Paragraph(s):]

- [Expand on the purpose of your email, providing additional information or specifics as needed.]
- [If there are multiple points, consider using bullet points or numbered lists for clarity.]

[Action Items or Requests (if applicable):]

- [Clearly outline any actions you need the recipient to take, including deadlines if relevant.]
- [Provide any links, attachments, or additional resources if necessary.]

Thank you for your time and attention to this matter. Please let me know if you need any further information or have any questions.

Best regards,

[Your Full Name]

[Your Position]

[Your Company]

[Your Contact Information]

(/20 Marks)