

## WRITING TASK 1: BUSINESS EMAIL

You met Mr. Yamamoto Akira, a salesperson, from EBA International (Paper Shredder company) at Office Supply Exhibition in Tokyo on January 10, 2022. You exchanged a business card with him.

Your company is interested in purchasing a large-scaled paper shredder for the factory. As a purchasing officer in your company, you would want some advice and recommendation for the purchase, ask him to come to your office to discuss the matter. (Set the date and time). Also, ask for any relevant brochure for large-scaled paper shredder from EBA that might suit the company's need.

Create or improvise when necessary.

New Message

To: Akira.Yamamoto@EBAinternational.com

Subject: [ ]

Minimise CC

[Large empty text area for the email body]

[Toolbar with font, size, bold, italic, underline, alignment, and other formatting options]

Send

[Attachment icons: image, video, file, link]

[More options icon: three dots]