

**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
<ul style="list-style-type: none"><li>• Office hour: 10.00 a.m. – 6.00 p.m.</li><li>• Customer service: available 24 hours</li><li>• Distance from the office: 150km</li><li>• Production process: 7 working days</li><li>• Delivered by their own company</li><li>• 10% OFF if order exceed RM10K.</li></ul>	<ul style="list-style-type: none"><li>• Office hour: 8.00 a.m. – 5.00 p.m.</li><li>• Customer service: available during working hours</li><li>• Distance from the office: 80km</li><li>• Production process: 3-5 working days</li><li>• Delivered by their own company</li><li>• 20% OFF if order exceed RM10K.</li></ul>	<ul style="list-style-type: none"><li>• Office hour: 7.00 a.m. – 2.00 p.m.</li><li>• Customer service: available until noon</li><li>• Distance from the office: 110km</li><li>• Production process: 5 working days</li><li>• Delivered by their own company</li><li>• 15% OFF if order exceed RM10K.</li></ul>

( /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]**

