



**ÇAG UNIVERSITY**  
**HIGHER VOCATIONAL SCHOOL**  
**2024 – 2025**  
**SPRING SEMESTER**

**WRITING TASK 1**

<b>GRADE</b>	<b>/10</b>
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<b>FULL NAME</b>	
<b>STUDENT NUMBER</b>	
<b>MAJOR</b>	
<b>DATE</b>	

Content (0-2)	Organization (0-2)	Grammar & Vocabulary (0-2)	Mechanics (0-2)	Creativity & Originality (0-2)	TOTAL

**Email to a Customer About a Product**

**Task:** Imagine you work in a company that exports coffee. Write a short email to a customer who wants information about your coffee products. Use simple and polite language.

*(If you like you can choose another product)*

**Model Email:**

**Subject:** Information About Our Coffee Products

Dear Mr. Smith,

Thank you for your interest in our coffee. We offer high-quality Arabica and Robusta coffee beans. Our prices start from \$10 per kilogram. We can ship to your country within 7 days. Please let me know if you need more details.

Best regards,  
John Brown  
Sales Manager