

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name: Hanan Hussain Alhayiti.

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Section

Bachelor

Date

18 / 02 / 2021

Course Code

(ENG101)

English Language

Instructions:

- Read the assignment carefully.
- Review your answer 3 times before sending it back.
- Convert the file to PDF only then upload it.
- The assignment starts at 22:00 KSA 18/02/2021 - closes at 21:00 KSA 01/03/2021.
- *The assignment should be done on the attached temple ONLY
- *Instructor's Name: Samara Jasim*
- Write an e-mail (40-60 words) to a new colleague telling her or him about yourself. Use some of these topics to help you
- Name/ company/college
- live /nationality
- enjoy/do not enjoy
- married/single
- work /hobbies/job

Also use simple present tense and the vocabularies that have been covered in the three units.

Dear Ms. Abrar

Hi Ms. Abrar, How is your day going? I'll introduce myself to you my name is Hanan and I'm 22 and I'm Saudi. Me and you are in the same role in this department, I'm glad that you will shortly be joining our company and I'm positive that you will improve our department.

At the HR department, it is crucial to have skills such as being aware of setting up your computer and workstation. I will make sure your computer and everything else is working.

If you have any questions, please feel free to email me I love helping my colleagues.

Welcome to the HR department!

Warm regards,

Hanan Alhayiti