



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name: Firas M Alnasir

Students I.D : 2021200211

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.

- company/college
- live
- nationality
- enjoy/do not enjoy
- married/single
- work
- hobbies/job
- name

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

Hi Teacher, I will assume his name is Ahmed and as he is a colleague I will consider the email as an informal email, here we go:

Hi Ahmed, I hope this email finds you well.

I'm your colleague Firas working as a Project Manager in the PMO section. I would like to introduce myself to you.

I'm 37 years old and married, I have 2 sons and I'm Saudi.

Living in Riyadh city, usually I spent my free time riding Harley Davidson motorcycle or playing video games.

I started work here as a Project Administrator in 2009 and got promotions till becoming a Project Manager, currently I'm handling MoH projects.

Wishing to you a great journey in the company, and ready to support you anytime.

Regards,

Firas Alnasir