



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name Mena Ali Mohmmad ALMotawa

ميننا بنت علي بن محمد المطوع اسم الطالب

Students I.D 2021203668الرقم الجامعي2021203668

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.

Dear Sarah

We are very excited to have you join us in the new task force planning mission. I am Mina Al-Mutawa from the Human Resources Department at the Ministry of Education. I'm single. I am a Saudi woman from Al-Zulfi governorate in the Riyadh region, but I was born in the city of Buraidah and currently reside there. I enjoy following the latest developments in fashion design, so I spend most of my spare time working on computer design programs, and I enroll in training courses to learn new ones. I am thinking that my future project will be in the field of fashion design. At the same time I love my work in human resources and I always strive to develop my capabilities to serve this field

We are like one family in our management and we look forward to meeting you

We look forward to working with you

With best wishes

Meena