



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name: Najwa Mohammed Adullah Hebah: اسم الطالب

Students I.D 2021203183 الرقم الجامعي.

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.

From: najawa@home.com

To: nora@home.com

Subject: Warm welcome to Ms. Nora

Dear Nora,

I hope you are doing well, I'm writing this letter and I'm very glad to have this new job and working with you as a team. There is a lot to learn in a new job and it isn't all about working, it is about Teamwork spirit, patience, cooperation. I hope we're enjoying working together. I look forward to a positive employment relationship. I'm so excited my first day. I'm looking forward to see you on Sunday in my first training.

Best wishes,

Najwa