



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name

Abubaker Hussain Alattas

اسم الطالب

Students I.D

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الرقم الجامعي

Section

Date

Course Code

Bachelor

18 / 02 / 2021

(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 Jassim,

I hope the week has been good for you! I'm writing to introduce myself to you. I'm Abubaker, a Senior IT Support and Administrator engineer in the IT department. I have 7 years of IT experience, specifically in administrating systems and supporting infrastructure projects. My background will be extremely helpful for you as per the Business Continuity and Crisis Management plans for the current year.

Outside of work, I enjoy modifying and tuning cars and going to the track to race.

I'm excited about having you onboard and looking forward to our new working relationship. Please let me know if you need any additional information moving forward.

Best wishes,

Abubaker