



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name: NOURA ALI ALYAMANI اسم الطالب.....

Students I.D :2021203258 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.

Dear Sara,

My name is Noura I am Saudi working in a human resource department. I am glad to welcome you to our reputed company. We wish you for having a great time with us.

Our work focuses on issuing, renewing and updating the company's requirements for employees and projects. This is our key responsibility and I hope you will be comfortable joining us. and on this department, the main responsible of the company that for your information.

Best regards,

Noura Alyamani