



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name **laila mohamed aloteiby**

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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: Ahmed.sead@pwc.com

TO: Salman.mutari@pwc.com

SUBJECT: Welcome aboard

Dear MR Mutari

We are happy to have you as a new colleague.

I would like to introduce myself my name is Ahmed from marketing I'm section coordinator I live in Sahfa area Riyadh I'm Saudi. I'm married with two children boy and girl. I enjoy sharing my break with other colleagues from sales in the second floor cafeteria, feel free anytime to join us.

Regards

Ahmed saed

Ahmed saed

Marketing Coordinator

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