



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Assignment 1 (Spring 2021)

**Student Name: Mohammed Mabrook Salem Bakhubira**

**Students I.D 2021200700**

**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 Ali,

Welcome to Done Company. My name is Mohammed Bakhubira, from Human Resource Department as HR officer. I am from Yemen but I was born here in Jeddah also I am married. So I am very happy to have you as a part of our team. The staff here is looking forward to assisting you fill the management void we have had for some time. Please let me know if I can be of any assistance, and can offer suggestions on nearly everything from districts and schools to restaurants, coffees and gyms.

We are a very family company and look forward to meeting you when you get established in.

Looking forward to working with you,

All the best,

Mohammed Bakhubira