



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Assignment 1 (Spring 2021)

Student Name: **Omar Twela Alharbi.**

Students I.D: **2021201693.**

**Section**

**Bachelor**

**Date**

**18 / 02 / 2021**

**Course Code**

**(ENG101)**

## English Language

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### ***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.

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**From:** omar@company.com

**To:** Majed@company.com

**Subject:** Warm welcome for Engineer Majed AlShuaibi

Greetings Eng. Majed,

I hope this email finds you well, Warm welcome to our Infra Projects Department, This is your colleague Omar Alharbi - HR Advisor, I am from Jeddah city and Saudi nationality, married with two children and I am so excited having you part of the team where the team will utilize your talent and technical experience to support our project as well as positively impacting the young engineer. Enjoy of the rest of day.

Wish you the best of luck.

Omar Alharbi

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