



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name: Nawaf Saleh Aljohani اسم الطالب.....

Students I.D: 2021203383 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.

Greetings,

I hope this E-mail finds you well, I would like to introduce myself to you, my name is Nawaf Aljohani and I'm a Production Planner at Production Planning Department. My job is to ensure smooth operations throughout the production and distribution life of a given products also monitoring production rates and tankage inventories. However, I'm married with two kids Hassan and Jood. I love the outdoors and enjoy going for hikes during the weekends. Sometimes I swim on the weekdays because swimming keeps me fit and healthy. I seldom go to Cinema and I never listen to rock music.

I just want to say hello and welcome aboard. You are a great addition to our company, and I'm looking forward to getting to know you more in the coming days.

I see a bright future for you. Good luck, and all the best.

Best Regards,

Nawaf