



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Assignment 1 (Spring 2021)

Student Name Majed Alhudyan..... اسم الطالب.....  
الطالب.....

Students I.D 2021201755..... الرقم الجامعي.....  
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 Ahmed ,

Welcome onboard to join and I **hop** to add more stars with us to company board in the **shot** future ,

Dear let me **to** introduce myself to you , I'm Majed Alhudyan member of PO as admin of Ms. Asma Office , I'm Saudi and sure has enjoy **with** same company **and sure with office** but there some issue with work time you have to stay one hour more to close your task in PO system and upload it to CEO view profile. **Bout** no problem day by day you will have experience and know how to be fast to load it.

I'm married since 5 years ag and I have one boy his name Fahad .

Dear Ahmed , Again welcome on board and we ready to assist you to by as star in our company sky .

  
Majed .