



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

الاسم: محمد خالد ال اخواهر

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Students I.D: 2021203821

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 Mr. Ali Hussain

Hope this email find you well,

Well, my name is Mohammed Khaled graduated from the Technical and Vocational College in the Kingdom of Saudi Arabia in Qatif town. Therefore, my major is office management. And, I am your partner in the work team, in Secretary Department. I would like to welcoming you to joining us in (Bin Khaled Engineering Business company).

Also, I would like to welcoming you and my pleasure to have you in our company as an executive Secretary. Well, glad to work with you as I see your resume you have that much an experience and together we will be an integrated team and we are going to be an able to perform the tasks assigned. I am aware that you hold a certificate of experience in the same field or specialization and hold a certificate of skill in the computer. Also, have experience in the same field or specialization of no less than eight years, and I hold a Microsoft Office Certificate (MCP). Lastly, you are more than welcome and I wish you an enjoyable in our bin Khaled company.

Best regards

Mohammed Khalid

CEO- Bin Khaled Company

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