



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 .