



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name.....Abdullah Aldawood..... اسم الطالب.....

Students I.D الرقم الجامعي2021202291.....

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 Ahmed

I hope this Email finds you and your family in great health, my name is Abdullah and I am working in Human Rescuers Department and first I want to say congratulation on your promotion and welcome to the main office.

I want to tell you that you have some forms should be filled by you it is about yours health insurance and your family as well there is some information's should be given by you. Also I want to tell you that our company have a

small clop for the employee we gather there every week
ends you can paring your children to play.

Again welcome in our main office hope all best for you and
your family.

Regards

Abdullah Aldawood

HR Coordinator