



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name

غيداء جابر عبدالكريم الشاعر

اسم الطالب :

Students I.D :

2021203300

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.

Dear Mashael

Good evening .

how are you !?

Hope you are happy. I want to talk to you a little about the nature of my work.

I was hired at Noon Shopping Company, director of the public relations department.

And I live in the Riyadh region, I am single.

I enjoy a lot in my new job in all respects, the most of which is communicating with and benefiting others.

The nature of my work is to contact the various visual, audio, and read media and provide them with activities and events.

Follow up on all that is published on the media and social networking about the company, respond to others' opinions, inquiries and suggestions.

And organizing seminars, parties, exhibitions, etc.

My hobbies are organizing, photography and auditing.

In my last conversation with you, I wish you good luck. You have been employed in the Noon Shopping Company. I have read your CV and we think you are suitable for this job and we are very excited to see you and your achievements with us.

See you soon. I wish you happy days my dear

Your colleague: Ghidaa Alshaer