



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University Assignment 1 (Spring 2021)

Student Name...NESREEN IBRAHIM Mohammed اسم الطالب
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Students I.D2021201338..... الرقم الجامعي
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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. Burhan

My name is NESREEN from Bank Al Bilad. I live in Saudi Arabia, The Capital of Riyadh, As Suwaidi district. I Would like to kindly ask to send me a copy of last month's invoice so that I can check the balance and get the funds transferred to the bank as soon as possible. Thank you very much for help and understanding.

Sincerely.