



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name: Faisal Turki Al Harbi

Students I.D: 2021200571

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 Saleh,

I hope this email finds you well and all beloved ones.

I would like to welcome you the team and take this opportunity to introduce myself.

My name is Faisal Al Harbi, I am a Saudi national located in the company's HQ in Dammam. My current role is the Programme manager for Naval Programs in the company where I am constantly dealing with a lot of complex projects on a daily basis and some of these projects are related to your department hence you will be hearing from me every now and then.

Finally, I would like to mention that I have been working in project management for more than 24 years and I consider myself an expert in this field. So, whenever you require any support or advice regarding Project Management please do not hesitate to contact me.

Regards, Faisal.

Faisal Al-Harbi
Programme Manager – Naval Programs