



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Assignment 1 (Spring 2021)

Student Name..... Reem Thamer Mousa ..... اسم الطالب ريم ثامر موسى .....

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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 a simple present tense and the vocabularies that have been covered in the three units.

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**To: ahmedsami@gmail.com**

**Sub: Ahmed, welcome to the company!**

Dear Ahmed,

Welcome to our company!

We are very happy to have you join our organization. I hope you are ready to fall in love with your new job and meet your new colleagues in the marketing department.

I'm Reem from the designing department, I'm from Iraq and live in Baghdad, I graduated from engineering college and join our company after a long journey in the business world. One of my favourite hobbies is playing tennis, maybe you can join me and some of our colleagues in your free time and play tennis with us!

We in the designing team are so excited to work with you on our new campaign, please feel free to ask about anything. We are all like one big family here.

Again, congratulations. We are thrilled to you have you join the Marketing team and look forward to meeting you!

Regards,

**[Reem Thamer]**