



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Assignment 1(Spring 2021)

**Student Name:** Ahlam Zohair Ahmad ALjohani      اسم الطالب:

**Students I.D:** 2021203483      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 Dina**

**I would like to welcome you to joining our company in the HR department specifically. I am Ahlam. I am married and a mother of a twin. I am from the north of Saudi Arabia, Tabuk But I currently moved to Riyadh because of my job. I enjoy traveling and exploring new places but I don't have that much opportunities as I am being busy most of the times .**

**Dina, your skills and talents will be a great addition to the company. Me and you will be helpful colleagues in the HR department and we will work hard to gain fast promotions. I look forward to our new working relationship. Please, let me now if you have any questions or if you get any confusion in your work.**

**Best wishes**

**Ahlam**