

IT WORKFORCE GRAMMAR PRACTICE

Topic: Adverbs of Frequency & Agreement (Both, Neither, So / Neither do

Quick Grammar Reference: Position of Adverbs of Frequency

1. Before main verbs:

Subject + Adverb + Main Verb

Sarah **always checks** support tickets first.

2. After the verb "to be":

Subject + AM/IS/ARE + Adverb

The main server **is rarely** offline.

3. Between auxiliary/modal and main verb: Subject + Aux + Adverb + Verb – Technicians **can usually resolve** network glitches quickly.

SECTION A: Adverbs of Frequency in Computing

WORD ORDER

Reorder the scrambled word blocks to form grammatically correct IT operations sentences.

1. (updates / system patches / Sarah / usually / on Fridays)

2. (never / production servers / reboot / during business hours / technicians)

3. (firewall configurations / monitored / are / constantly / by security software)

4. (hardware failure / backing up / prevents / data loss / always)

5. (forgotten passwords / resets / support staff / often / for new clients)

IT Department Work Logs

IT Action / Task	Sarah Senior IT Support	Mark Network Technician
1. Check incoming support tickets	100%	100%
2. Update OS system patches	90%	80%
3. Attend software sprint reviews	40%	95%
4. Perform hardware maintenance	20%	70%
5. Monitor cloud server status	70%	40%
6. be late for emergency calls	0%	0%

SECTION C: Using "Both" and "Neither"

Refer to the Page 1 IT Work Log table. Complete the statements using **Both**, **Neither**, **Both of them**, or **Neither of them**.

1. _____ Sarah and Mark check support tickets every morning.
2. _____ technician arrives late for emergency support calls; they are 100% punctual.
3. _____ update system patches regularly as part of their routine maintenance.
4. Sarah performs hardware maintenance often; Mark handles most physical repairs. (_____ of them works as a full-time hardware developer.)
5. _____ technicians are trained in cybersecurity protocols.

SECTION D: Short Responses (So does he / Neither does h

Complete the responses using **So do I** / **So does he** / **So is it** or **Neither do I** / **Neither does he** / **Neither is it**.

1. **Sarah:** "I always back up my work log before logging off."
Mark: "_____. It prevents accidental data loss."
2. **Sarah:** "Mark doesn't like dealing with unverified software downloads."
Manager: "_____. It poses a huge security risk."
3. **Developer:** "The primary server is operating normally today."
SysAdmin: "_____ the backup server."
4. **Mark:** "Sarah didn't miss any critical system updates last quarter."
Supervisor: "_____ Mark. They both had 100% compliance."
5. **Technician A:** "I can quickly configure wireless router settings."
Technician B: "_____. I completed network certification last week."

SECTION E: Sentence Transformation

Combine the pairs of IT sentences into ONE sentence using **both**, **neither**, or **so / neither** structure.

1. Sarah monitors cloud status. Mark monitors cloud status too.
Combine with **Both**:
2. Sarah doesn't ignore security alerts. Mark doesn't ignore security alerts either.
Combine with **Neither**:
3. Sarah checks tickets every morning, and Mark does the exact same thing.
Complete: Sarah checks tickets every morning, and _____.