

01 WORD ORDER IN PRESENT SIMPLE

1. AFFIRMATIVE STRUCTURES

Subject + (Adverb) + Verb +
Object + Time/Place

The Purchasing department **usually**
buys hardware through vendor portals.

2. NEGATIVE STRUCTURES

Subject + DON'T/DOESN'T +
Adverb + Base Verb

The HR department **does not usually**
manage user permissions without IT
approval.

3. INTERROGATIVE (QUESTIONS)

(Q) + DO/DOES + Subj +
Adverb + Base Verb...?

How often **does** an IT technician **inspect**
network cables in the main office?

1. WORD ORDER IN IT SENTENCES

Reorder the words to build grammatically correct sentences about IT department definitions and technician tasks.

1. [handles / usually / hardware issues / on a daily basis / the IT Helpdesk / for all employees]

2. [user workstations / before onboarding / an IT technician / in the main office / configures / regularly]

3. [IT hardware / the Purchasing department / without prior authorization / buy / does not / usually]

4. [broken peripherals / how often / replace / a support technician / does / in the office / ?]

5. [for managing / responsible / the Cybersecurity team / is / user passwords / not / always]

6. [why / during peak business hours / monitor / does / the Infrastructure department / network bandwidth / routinely / ?]

7. [to revoke system access / with IT technicians / during employee offboarding / collaborates / the HR department / frequently]

8. [motherboard components / do not / repair / onsite technicians / in the server room / normally]

9. [network switches / do / in remote branch offices / inspect / field technicians / usually / every month / ?]

10. [new software tools / deals with / the R&D department / consistently / for emerging tech projects]

02 QUESTIONS IN PRESENT SIMPLE (OBJECT VS. SUBJECT QUESTIONS)

1. STANDARD QUESTIONS (OBJECT QUESTIONS)

Question Word + DO/DOES + Subject + Main Verb (base)...?

Use an auxiliary verb (do / does) when asking about the object or complement.

- Where **do** you store the backup files?
- How long **does** it take to configure a router?

2. SUBJECT QUESTIONS (NO AUXILIARY VERB)

WHO / WHAT + Main Verb (-s / -es form) + Object...?

When Who or What refers to the **subject performing the action**, do NOT use do / does.

- Who **manages** network permissions? (The Lead Engineer does)
- What **causes** system downtime? (Power outages cause it)

2. MAKING QUESTIONS – IT INTERVIEW WITH ALEX

Read the answers provided by Alex, a senior IT technician. Write the correct Present Simple question for each answer.

1.

Alex: Every morning, I inspect server logs and respond to critical support tickets.

2.

Alex: I usually work in the main server room on the third floor, but I work remotely on Fridays.

3.

Alex: The automated system maintenance window starts at 02:00 AM to minimize disruption.

4.

Alex: I run security audits and vulnerability scans twice a month.

5.

Alex: It usually takes about forty-five minutes to resolve a standard database error.

6.

Alex: I report directly to the Chief Information Security Officer (CISO).

7.

Alex: In my spare time, I build custom mechanical keyboards because it helps me mentally disconnect from screen work.

8.

Alex: The senior system admin updates the firewall rules every Friday.

9.

Alex: Phishing attempts pose the biggest security risk to our corporate network.

03 CHECKING YOUR WORK – TECHNICAL PROOFREADING

CHECKING YOUR WORK → Always proofread technical emails & client documentation using this Present Simple checklist:

1. 3rd Person Singular (-s / -es)

Use -s/-es with he/she/it: *The server runs Linux.* (NOT ~~The server run Linux~~)

2. Third Person "has"

Use *has* with he/she/it: *The company has 500 developers.* (NOT ~~The company have...~~)

3. Question Word Order

Use *do/does* (except BE): *Does the app support cloud?* (NOT ~~Supports the app?~~)

4. Correct Negatives

Use *don't / doesn't*: *Clients don't use legacy software.* (NOT ~~Clients no use...~~)

5. Position of Adverbs of Frequency & Phrases

• BEFORE main verbs: *We**always test**code before deployment.*• AFTER verb to be: *Cloud servers**are usually**reliable. | AT END: I run scans**every month*

3. CORPORATE PROFILE PROOFREADING (MICROSOFT & CISCO)

Read the information about Microsoft and Cisco Systems. If the verb in bold is correct, put a tick (✓) in the table. If it is wrong, write the correct form.

Microsoft (1) **have** its main headquarters in Redmond, Washington. It (2) **is** one of the largest technology companies in the world. The company (3) **develop** operating systems, cloud services, and AI software. Microsoft (4) **does not focus** only on software; it also (5) **releases sometimes** new hardware like Surface laptops. Software engineers at Microsoft (6) **writes** code for millions of users, and they (7) **always collaborate** across different global teams. A senior Cloud Architect (8) **designs usually** complex systems for enterprise clients, but he (9) **don't** work alone. Cybersecurity teams (10) **protects** client data from online threats, so system updates (11) **are** usually available every month.

Another global leader in the IT infrastructure industry (12) **are** Cisco Systems. Networking devices from Cisco (13) **are** installed in data centers worldwide. Cisco (14) **have** thousands of specialists around the world, and its head office (15) **is not** in Europe, but in San Jose, California.

Network engineers at Cisco (16) **builds** cutting-edge routers and firewalls. They (17) **usually are** available to support enterprise networks, while technical trainers (18) **teaches not** basic computer skills, but advanced networking certifications. Every project manager (19) **organizes** international deployment schedules. Overall, Cisco (20) **always delivers** reliable equipment to its clients.

#	Verb Form in Text	✓	Corrected Form
1	have		
2	is		
3	develop		
4	does not focus		
5	releases sometimes		
6	writes		
7	always collaborate		
8	designs usually		
9	don't		
10	protects		
11	are		
12	are		
13	are		
14	have		
15	is not		
16	builds		
17	usually are		
18	teaches not		
19	organizes		
20	always delivers		