

IT OPERATIONS & SUPPORT GRAMMAR

B1–B2 Level | Frequency Adverbs & Agreement (Both, Neither, So / Neither do I)

Name: _____ Date: _____

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 production server **is rarely** offline.

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

SECTION A: Frequency Adverbs – Sentence Unscramble

WORD ORDER

Reorder the scrambled blocks to form 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. (forgotten passwords / resets / support staff / often / for remote clients)

SECTION B: Inserting Adverbs of Frequency

POSITIONING

Rewrite each computing sentence by placing the frequency adverb in brackets [] in the correct position.

1. Database administrators back up cloud servers at midnight. [always]

2. Unverified software downloads are safe for corporate laptops. [rarely]

3. Network support engineers can fix router configuration bugs remotely. [usually]

4. Junior developers make mistakes when pushing code updates. [sometimes]

Quick Grammar Reference: Expressing Agreement & Quantity

Both (of them / ...and...)

Used with affirmative verbs (+):

Both technicians check tickets daily.

Neither (of them / ...nor...)

Used with singular/positive verb form (-):

Neither router was affected by malware.

So do I / So does he

Agreement with affirmative statement (+):

"Sarah logs tickets." – "**So does** Mark."

Neither do I / Neither does he

Agreement with negative statement (-):

"Sarah isn't late." – "**Neither is** Mark."

SECTION C: Constructing Sentences with "Both" and "Neither"

AGREEMENT

Write complete sentences using **Both** (of them / ...and...) or **Neither** (of them / ...nor...).

1. Sarah checks support tickets daily (100%). Mark checks support tickets daily (100%).

2. Sarah is never late for emergency alerts (0%). Mark is never late for emergency alerts (0%).

3. Sarah updates system patches regularly. Mark updates system patches regularly too.

4. Sarah doesn't ignore firewall security alerts. Mark doesn't ignore firewall security alerts either.

5. Sarah isn't a third-party contractor. Mark isn't a third-party contractor either.

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



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 server config files before updating."

Mark: "_____ It prevents accidental data loss."

2. Sarah: "Mark doesn't download unverified software tools."

Manager: "_____ It poses a huge cybersecurity 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 configure router firewall settings quickly."

Technician B: "_____ I completed network certification last week."

SECTION E: Sentence Combination

Combine the pairs of IT sentences into **ONE** sentence using **both**, **neither**, or short agreement 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**: