PRESENT SIMPLE
BE

	affirmative	negative	question
I	I am.	I am not.	Am I?
he/she/it	He is.	He is not.	Is he?
you/we/they	You are.	You are not.	Are you?

HAVE

	affirmative	negative	question
I/you/we/they	I have got.	I have not got.	Have I got?
he/she/it	He has got.	He has not got.	Has he got?

OTHER VERBS

	affirmative	negative	question
I/you/we/they	I play.	I do not play.	Do I play?
he/she/it	He plays.	He does not play.	Does he play?

Exception	Example
Verbs ending in *o* or *ch, sh, s, x* add *es* instead of *s*.	do - he does, wash - she washes
A final *y* after a consonant becomes *ie* before *s*. (but: don't modify *y* after a *vowel*)	worry - he worries (but: play - he plays)

SHORT FORMS

affirmative	negative
I am English. = I**'m** English.	I am not English. = I**'m** not English.
We are English.= We**'re** English.	We are not English. = We**'re** not / We are**n't** English.
He is English. = He**'s** English.	He is not English. = He**'s** not / He is**n't** English.
I have got a dog. = I**'ve** got a dog.	I have not got a dog. = I have**n't** got a dog.
He has got a dog. = He**'s** got a dog.	He has not got a dog. = He has**n't** got a dog.
	I do not play tennis. = I do**n't** play tennis
	He does not play tennis = He does**n't** play tennis.

IT Department Restructuring

Quality Assurance
Testing **hardware**
Providing **technical support**

Data Processing
Writing **code**
Organizing **data**

Information Security
Encoding online data transfers
Updating security **software**

Student A: You are a supervisor. Speak with Student B to find out:
- current section
- desired section
- reason

Student B: You are an employee. Answer Student A's questions.
Make up a name for your supervisor.

Vocabulary

③ Match the words (1-10) with the definitions (A-J).

1 __ software
2 __ code
3 __ hardware
4 __ data processing
5 __ information security
6 __ online
7 __ technical support
8 __ data
9 __ quality assurance
10 __ encoding

A putting secret information into code
B the physical parts of a computer
C connected to the Internet
D numbers entered/held in a computer
E checking products for problems
F the act of using information
G programs/instructions added to computers
H helping people use/understand technology
I program language
J the act of protecting information

Employee:	Excuse me, Mr. Hopkins? I have a question about the 1 _____ .
Hopkins:	Please, come in. What's your question?
Employee:	Well, I'm now in the 2 _____ _____ section.
Hopkins:	Yes. You have a great understanding of hardware.
Employee:	Thanks, but I have more experience with 3 _____ _____ .
Hopkins:	I see. You want a 4 _____ , then?
Employee:	Exactly. I feel that I'm more valuable there.
Hopkins:	Let me 5 _____ _____ it.