

Pronouns Usage Quick Guide

Pronouns are words that can replace nouns. Nouns refer to people, places, or things.

Personal pronouns are pronouns that refer to a person.

Commonly Used Pronouns

She/Her/Hers/Herself

He/Him/His/Himself

They/Them/Their/Theirs/Themselves

Don't use "preferred pronouns". This term is misleading because it implies that a trans, nonbinary, or gender diverse person's pronouns are just a preference and that it might be acceptable to use other pronouns for them.

Using the correct pronouns for people is like using the correct name: **it's a basic signal of respect.**

Using Singular They/Them

► "Alex left their jacket on the table."

People who use they/them pronouns are still referred to in the **singular**:

► "Alex **isn't** cold, so they left their jacket on the table."

It would be **incorrect** to say,

✗ "Alex **aren't** cold, so they left their jacket on the table."

However, **verbs** following they/them pronouns take the plural form:

► "Alex just went outside. **They aren't** cold, so they left their jacket on the table."

Practical Tips

- 1 Introduce yourself with your **pronouns in addition to your name.**
- 2 **Don't assume** a person's pronouns based on their appearance.
- 3 If you don't know someone's pronouns **ask** them before you refer to them.
- 4 **Don't ask only** those whose gender expression is **unexpected to you** for their pronouns.
- 5 If you accidentally use the wrong pronoun for someone, simply **correct yourself and commit to getting it right** next time.
- 6 If you notice someone has used the wrong pronoun for another person, **correct them.**
- 7 Keep in mind that some people use **different pronouns in different settings.**
- 8 **Practice!**

