

# Pronouns Matter

## How to Use Them Respectfully

### Definition

A pronoun is a word used in place of someone's name

Example: **Marco** is enrolled in classes this semester. **He** is excited to start school again.

We all use the pronouns that best align with our gender identities. Deciding which pronoun works best for ourselves is a personal decision. To know what pronoun someone uses to describe themselves, you would have to ask.

### Asking = Respect

You cannot know what pronoun a person uses by looking at them. Sharing your pronouns, and asking others what pronouns they use, is respectful.

*"I use she/her pronouns. Could I ask what pronouns you use?"*

*"Hi, I'm Sumit, they/them. What pronouns do you use?"*

### What if I Make a Mistake?

We all make mistakes. Simply acknowledge the mistake, apologize and move on.

*"I just heard myself say 'she' when I really meant 'he.' I'm sorry about that."*

*"I'm sorry I meant to say 'they.'"*

If you hear someone else make a pronoun mistake, gently remind them of the correct pronoun.

*"Jamie uses they/them pronouns"*

### Common Pronouns

A few examples for how to use common pronouns.

- |      |   |
|------|---|
| SHE  | Dannie left <b>her</b> backpack in my office. I'll set it aside for <b>her</b> . I bet <b>she is</b> looking everywhere.      |
| HE   | Dannie left <b>his</b> backpack in my office. I'll set it aside for <b>him</b> . I bet <b>he is</b> looking everywhere.       |
| THEY | Dannie left <b>their</b> backpack in my office. I'll set it aside for <b>them</b> . I bet <b>they are</b> looking everywhere. |

