

What are the basic rules for pronoun reference?

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Dear Students, *Take my salam and best wishes. Hope, you are well by*

the grace of the Almighty in the midst of prevailing horrible circumstances of our planet and are careful & conscious about your day to lessons and impending examination. As a part of COVID-19 Lockdown-Period Home-Task, you are advised to learn the following by heart.

PRONOUN REFERENCE

What is pronoun reference?

Pronoun reference is the practice of making pronouns refer clearly to the words they replace. A pronoun takes the place of a noun; thus, the pronoun must agree with the noun it replaces in number and person. Also, it must be clear which noun the pronoun is substituting for. The noun that the pronoun is the substitute for is called the **antecedent**.

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What are the basic rules for pronoun reference?

1. A pronoun must agree in number with the noun it refers to. If the noun is singular, then the pronoun must be singular.

Incorrect: *Everyone is studying hard for **their** exams.*

: *Everyone is studying hard for **his or her** exams.*

Correct: ***All of the students** are studying hard for **their***

Correct: *exams.*

2. A pronoun must agree in person with the noun it refers to. Be consistent with first person, second person and third person.

Incorrect: *If **a student** studies hard, **you** should succeed.*

: *If **a student** studies hard, **he or she** should*

Correct: *succeed.*

3. There should be only one possible antecedent for a singular pronoun. Only the noun that the pronoun refers to should come before the pronoun.

Incorrect: ***Nguyen and Mohammed** walked to **his** English class.*

Correct: ***Nguyen and Mohammed** walked to **Nguyen's** English class.*

Correct: ***Nguyen** walked to **his** English class and Mohammed accompanied him.*

4. There must be an explicit antecedent.

Don't make the reader guess what the antecedent is.

Incorrect: In the study, **they** state that writing skills are important.

Correct: In the study, the researchers state that writing skills are important.

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5. A pronoun should not refer to a possessive noun.

When a noun is possessive, it functions as an adjective and so can't be replaced with a pronoun. Incorrect: In **the professor's comments**, **she** was very encouraging.

Correct: The professor's comments were very encouraging.

Correct: **The professor** was very encouraging in **her** comments.

6. "It" must be used consistently.

If you use "it" to refer to one noun in a sentence, don't use it again to refer to another noun in the same sentence or as an idiom.

Incorrect: When **it** is busy, I hope to get a lot of **sleep** as **it** will help me work hard.

Correct: When **it** is busy, I hope to get a lot of **sleep**, **which** will help me work hard.

7. "Which," "That" & "This"

These pronouns can refer to entire sentences and paragraphs, as well as single nouns, they must be used precisely.

Incorrect: ~~My professor accused me of plagiarism.~~ **This** was unethical.
Problem: Which was unethical: the accusation or the author's
Correct: ~~My professor's accusation of plagiarism~~ was unethical.

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8. “Who,” “Which” & “That”

The pronoun “**who**” is used to refer to people and animals that have names.

The pronoun “**which**” is used to refer to things and animals that don’t have names. The pronoun “**that**” is used to refer to things, animals that don’t have names, and, rarely, collective or anonymous people.

Avoid mixing up these pronouns.

| | |
|-----------|-----------------------------------------|
| Incorrect | A student that studies hard will |
| : | succeed. |
| Correct | A student who studies hard will |
| : | succeed. |

Rules and Examples

1. **Since a personal pronoun works in place of a noun, the number, gender, and person of the pronoun must be according to the noun only.**

Ex.- Ram has lost his books. (Not their) She loves his husband.
(Incorrect)

She loves her husband. (Correct)

2. **When two or more singular nouns are joined by ‘And’ the Pronoun for them always in the plural number.**

Ex.- Mohan and Sohan have lost his books. (Incorrect) Mohan and Sohan have lost their books. (Correct)

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- 3. When two or more singular nouns joined by 'And' are preceded by 'Each' and 'Every' the pronoun must be singular.**

Ex.- Every student and every teacher took his or her seat. Each of Ram and Shyam has done his work.

Each man and each boy in the party has got his share.

- 4. When a singular noun and a plural noun are combined by 'Or', 'Either-or', 'Neither-nor', the singular noun usually comes first in the sentence and the pronoun must be in the plural number.**

Ex.- Either the manager or his subordinates failed in their duty in sending the official message.

- 5. When two or more singular nouns are joined by 'Either-or', 'neither- nor' the pronoun is always in the singular form.**

Ex.- Ram or Mohan should invest his money in some business. Neither Ram nor Shyam confessed his guilt

Either Sita or Kamla forgot to take her prize.

- 6. 'Either and neither' are always used in relation to two things or two persons, for more than two 'Any', or 'None' must be used.**

Ex.- Either of the two girls can pay for it.

Neither of the two brothers has been selected. Any one of the employees can claim it.

None of the students of this class has passed.

- 7. When in a sentence 'one' is used as the subject, all the pronouns in the sentence must be changed into 'one' or one's and not his, her or him.**

Ex.-One should keep one's promise.

One should do one's duty.

One must finish one's task in time.

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8. When any pronoun functions as the complement of the verb 'to be', it is always in

the nominative case.

Ex.- It is me who have to go.

(Incorrect) It is I who have to go.

(Correct)

It is him who is to blame.

(Incorrect) It is he who is to blame.

(Correct)

It was he who could solve the problem Easily. (Correct)

9. Whenever any pronoun functions as an object of the main verb or a preposition, it is in the objective case.

Ex.- It is for he to consider.

(Incorrect) It is for him to consider.

(Correct)

Ask he to go.

(Incorrect) Ask him to

go. (Correct)

10. When two singular nouns joined by 'and' denote the same person or thing, the pronoun used for them must be singular in number. The article 'The' is placed before the first Noun.

Ex.- The accounts officer and treasures should be careful in his work of keeping accounts.

11. When a personal pronoun is connected by a conjunction with some other word in the objective case, it must be in the objective (accusative) case. Ex.-

These clothes are for you and me. (not I)

12. A pronoun should be used in the objective case in a sentence beginning with Let.

Ex.- Let him go to his office

Let her submit the records in time.

13. While confessing a fault (or expressing a negative idea) the sequence of the personal pronouns should be as follows.

I, you and he are in the wrong and will be punished.

[First person first, second person next and third person last]

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14. While expressing a positive idea or praise, the sequence of the personal pronouns should be as follows.

You, He and I will get an award for the good work we have done. [Second person (2), third person (3), and first person (1)] You, he and I have finished the work.

Ram, I and you have finished our studies.

(Incorrect) You, Ram and I have finished our studies. (Correct)

15. After 'But', 'Except', 'Between' and 'Let' the pronoun is used in the objective case.

Ex.-Everyone laughed but I.

(Incorrect) Everyone laughed but me.

(Correct)

None attended the meeting except he.

(Incorrect) None attended the meeting except

him. (Correct) Let us laugh away our sorrows.

(Incorrect)

Let us laugh away our sorrows.

(Correct) This is between you and I.

(Incorrect)

This is between you and me. (Correct)

16. 'Some' is used in affirmative sentences to express quantity or degree. 'Any' is used in Negative or interrogative sentences.

Ex.-I shall buy some apples. I shall not buy any apples.

Have you bought any apples?

I shall read any book.

(Incorrect) I shall read some book. (Correct)

17. When a pronoun stands for a collective noun, it must be in the singular number and in the neuter gender if the collective noun is viewed as a whole.

Ex.-The Jury gave its verdict.

The Jury were divided in their opinions.

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18. (a) Each other is used for two persons. Ex.-The two brothers disliked each other. Romeo and Juliet loved each other.
The two children quarreled with each other.

18. (b) One another is used for more than two persons. Ex.-Good boys do not quarrel with one another.
All the students of the class are friendly, they like one another.

19. The pronouns who, whom, whose are generally used for persons

Who- Nominative case

Whom- Objective
case

Whose-
Possessive case

Ex.-Shikha is the student who got an award.

They are the thieves whom the police caught. This is the student whose certificates are lost.

20. Use of 'Which'

(a) For infants, small animals, and objects.

Ex.-This is the baby which was lost in the theater.

This is the dog which my friend bought from the U.S.

(b) When selection is expressed.

Ex.-Which of these television sets do you want to purchase? (c) To refer to a sentence.

Ex.-He was said to be drunk, which was not true.

21. Uses of 'That'

(a) For persons, lifeless things and small animals in the singular or in the plural number.

Ex.-This is the girl that failed in the exam. This is the Radio that I bought Yesterday.

(b) As a substitute for a singular noun already mentioned.

Ex.-The weather of Hyderabad is far better than Chennai.

(Wrong) The weather of Hyderabad is far better than that of Chennai. (Right)

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Shortcut Rules:

1. We should use the personal pronouns in the order of 231 for good results (I mean, Second Person, Third Person, First Person).
The order 123 (First Person, Second Person and Third Person) is also possible when we admit guilt.
2. A Pronoun in the nominative form should be compared with the same form of the pronoun.
3. A Pronoun in the objective case is used after “Let / Between / Any Preposition”
4. When a pronoun stands for a collective noun, it should be used in the singular form.
5. When two singular nouns are joined by “and”, refer to the same person, the pronoun used in their place should be singular in form.
6. A singular pronoun should be used when two singular nouns are joined by either or / neither nor
7. A pronoun in the plural form should be used when two nouns of different members are joined by “or” or “nor”.
8. The distributive pronouns “Either / Neither / None / Any / No one” are used with singular verbs.
Either / NeitherUsed for two Person / Things None / No one / Any
..... Used for more than two person/ things.
AnyUsed for more than two persons / things. Have a look at some
9. The Reciprocal pronouns “Each other / One another”
Each other – For two persons
One another – For more than two persons. The two sister hate each other.
The five brother love one another.

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10. The indefinite pronoun “One” should be used as “One’s” for its possessive case.
11. The verbs such as “Hurt / Cheat / Prostrate / Introduce / Present / Absent / Satisfy / Prepare / Enjoy / Avail of” are followed by either “an” object or “a” reflexive pronoun. (Myself/ Ourselves / Yourself / Yourselves) (Himself / Herself / Itself / Themselves)
12. The use of Relative Pronouns. Who.....
for Persons Which
.....for Things.
That is used both for persons and things.

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STAY HOME & CONTINUE PRACTICE.

MAY

ALLAH

BLESS US

ALL.....