

## Grammar, Usage, and Mechanics Worksheet #3

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### FOCUS Pronouns

A **pronoun** is a word used in place of a proper noun or common noun.

**Examples:** *Ted* is ready. *He* is never late.

The *game* has already started. Ted will watch *it* at home.

### CONNECT TO WRITING

Pronouns are used to avoid repeating the same noun over and over again. Pronouns are used in the *first person*, *second person*, or *third person* points of view. Avoid *first* and *second person* pronouns in essays designed to inform or convince your reader.

The *first person* pronoun stands for the one speaking.

**Examples:** Singular I, me, my, mine, myself  
Plural we, us, our, ours, ourselves

The *second person* pronoun stands for the person to whom one is speaking.

**Examples:** Singular you, your, yours, yourself  
Plural you, your, yours, yourselves

The *third person* pronoun stands for the one spoken about.

**Examples:** Singular he, she, it, him, her, its, his, hers, himself, herself, itself  
Plural they, them, their, theirs, themselves

### PRACTICE

List the pronouns in this phone conversation at the end of each line.

“Hello,” said my friend, Susan. \_\_\_\_\_

“Are you the owner of the car for sale?” the caller asks. \_\_\_\_\_

“It is I,” replies Susan. “Who is calling?” \_\_\_\_\_

“Call me Sam. Is the car you advertised still for sale?” \_\_\_\_\_

“Yes,” she says. “It isn’t mine, but the owner lives here.” \_\_\_\_\_

“Okay, give him the message and take care of yourself.” \_\_\_\_\_

### WRITE

Finish the rest of this phone conversation, using at least two different pronouns.

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