**Always remember to**

**LISTEN**
How does the individual refer to themselves?

**ASK**
If you are unsure of which pronouns to use, ask.

**UNDERSTAND**
A person’s pronouns can change, do not assume the preferred pronouns from yesterday will still apply today.

**CLARIFY**
If you are unsure of the conjugation of a particular set of pronouns, ask.

**RESPECT**
If a person has shared their pronouns with you, use them and refer to them by their stated pronouns, even if they are not present.
Some people don’t feel like traditional gender pronouns (she/her, he/him) fit their gender identities. Transgender, genderqueer, and other gender-variant people may choose different pronouns for themselves. The following guide is a starting point for using pronouns respectfully.

### How do I know which pronouns to use?

If the person you’re referring to is a stranger or brief acquaintance (like a server, cashier, fellow bus patron, etc), you may not need to know. If the person is a classmate, student, or coworker, for example, it is best to ask. Try:

- “What pronouns do you use?”
- “How would you like me to refer to you?”
- “How would you like to be addressed?”

```
My name is Tou and my pronouns are he and him. What about you?
```

### Gender Neutral Pronouns

<table>
<thead>
<tr>
<th>Pronoun</th>
<th>Normative (subject)</th>
<th>Objective (object)</th>
<th>Possessive determiner</th>
<th>Possessive Pronoun</th>
<th>Reflexive</th>
</tr>
</thead>
<tbody>
<tr>
<td>He</td>
<td>He laughed</td>
<td>I called him</td>
<td>His eyes gleam</td>
<td>That is his</td>
<td>He likes himself</td>
</tr>
<tr>
<td>She</td>
<td>She laughed</td>
<td>I called her</td>
<td>Her eyes gleam</td>
<td>That is hers</td>
<td>She likes herself</td>
</tr>
<tr>
<td>They</td>
<td>They laughed</td>
<td>I called them</td>
<td>Their eyes gleam</td>
<td>That is theirs</td>
<td>They likes themselves</td>
</tr>
<tr>
<td>Ne</td>
<td>Ne laughed</td>
<td>I called nem</td>
<td>Nir eyes gleam</td>
<td>That is nirs</td>
<td>Ne likes nemself</td>
</tr>
<tr>
<td>Ve</td>
<td>Ve laughed</td>
<td>I called ver</td>
<td>Vis eyes gleam</td>
<td>That is vis</td>
<td>Ve likes verself</td>
</tr>
<tr>
<td>Ey</td>
<td>Ey laughed</td>
<td>I called em</td>
<td>Eir eyes gleam</td>
<td>That is eirs</td>
<td>Ey likes emself</td>
</tr>
<tr>
<td>Ze/Hir</td>
<td>Ze laughed</td>
<td>I called hir</td>
<td>Hir eyes gleam</td>
<td>That is hirs</td>
<td>Ze likes hirself</td>
</tr>
<tr>
<td>Ze/Zir</td>
<td>Zie laughed</td>
<td>I called zir</td>
<td>Zir eyes gleam</td>
<td>That is zirs</td>
<td>Zie likes zirself</td>
</tr>
<tr>
<td>Xe</td>
<td>Xe laughed</td>
<td>I called xem</td>
<td>Xyr eyes gleam</td>
<td>That is xyrs</td>
<td>Xe likes xemself</td>
</tr>
</tbody>
</table>

### What if I make a mistake?

Most people appreciate a quick apology and correction at the time of the mistake. Try:

- “Her books are— I’m sorry, hir books are over there.”

By correcting yourself, you’re modeling respectful pronoun use for others in the conversation. If you only realize the mistake later, a brief apology can help. Try:

- “I’m sorry I used the wrong pronoun earlier. I’ll be more careful next time.”

### When should I correct others?

Some people may not want a lot of public attention to their pronouns, while others will appreciate you standing up for them. If someone uses the wrong pronoun for a person who isn’t present, try a brief correction:

- “I think Sam uses she and her pronouns. And yes, I’m going to her house later too!”

It can be tough to remember pronouns at first. The best solution is to practice! Correct pronoun use is an easy step toward showing respect for people of every gender.