

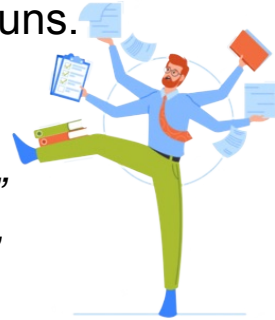
Personal pronouns

A personal pronoun is a short word we use as a simple substitute for the proper name of a person. Each of the English personal pronouns shows us the grammatical person, gender, number, and case of the noun it replaces. *I, you, he, she, it, we, and they* are all personal pronouns.

***I** attend team meetings to discuss project updates.*

***It** is difficult to work on multiple projects simultaneously.*

***She** communicates with clients to gather requirements.*



With personal pronouns, a paragraph becomes much easier, and much less annoying, to read.

Possessive pronouns

As their names imply, both possessive adjectives and possessive pronouns show ownership. The independent possessive pronouns are *mine, ours, yours, his, hers, its, and theirs*. The possessive adjectives, also called possessive determiners, are *my, our, your, his, her, its, and their*.

Independent possessive pronouns

Possessive pronouns are a type of possessive noun. They simplify constructions that show possession of a noun by replacing it—in other words, independent possessive pronouns must stand alone and be used without a noun. To understand how possessive pronouns can make things simpler and clearer, first take a look at this example of a sentence that does not use a possessive pronoun:

“The software's documentation should be clear; the software's documentation clarity affects usability.”

It sounds repetitive and feels a little unnecessary to state “software's documentation” twice in this sentence. Rewriting with a possessive pronoun simplifies things:

“The software's documentation should be clear; its clarity affects usability.”

