SINGULAR NOUNS / SINGULAR PRONOUNS

1. The following nouns and/or pronouns are singular. All pronouns and verbs used to refer to them are also always singular.

   Do not use the plural pronoun *they* to refer to these singular nouns and connecting words!

<table>
<thead>
<tr>
<th>Each</th>
<th>Everyone</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>anybody</td>
<td>anyone</td>
<td>no one</td>
</tr>
<tr>
<td>either</td>
<td>one</td>
<td>nobody</td>
</tr>
<tr>
<td>everybody</td>
<td>someone</td>
<td>somebody</td>
</tr>
<tr>
<td>neither</td>
<td>he</td>
<td>she</td>
</tr>
<tr>
<td>it</td>
<td>I</td>
<td>person</td>
</tr>
<tr>
<td>man</td>
<td>woman</td>
<td>girl</td>
</tr>
<tr>
<td>boy</td>
<td>kind</td>
<td>an</td>
</tr>
<tr>
<td>a</td>
<td>nor</td>
<td>or</td>
</tr>
</tbody>
</table>

   *Also:* Use singular pronouns when referring to all singular nouns, all collective nouns (the team, the staff, the committee, the jury, etc.), and titles of single works which are singular in meaning.

2. Nouns or pronouns joined by or or nor are usually singular.

   Singular example: *The dog or the cat* got into the garbage. *He/She* should be disciplined.
   Plural example:  *The cats or the dogs* got into the garbage. *They* should be disciplined.

3. Use singular nouns or pronouns when a compound noun refers to a singular unit.

   Example: The scholar and doctor, Leslie Doe, wrote the book. *She* spent three years researching the subject.

4. If a singular noun and a plural noun are connected by a word from the above list, the pronoun (and verb) referring to the noun(s) must agree with the noun closest to the verb in the sentence.

   Singular example: *The books or the paper* is at home. Jane left *it* there yesterday.
   Plural example:  *The paper or the books* are at home. Jane left *them* there yesterday.

   more . . .

5. Use a singular pronoun when referring to collective nouns and phrases which are a fixed
quantity and a single unit or group (i.e. a team, the group, a couple, the family, etc.).

Example: *The number* has decreased. *It* has always been small.  
*The audience* gave a standing ovation. *It* loved the show.

6. Collective nouns and phrases which refer to individuals or parts of a group, take a plural pronoun.

Example: *Most* of us went to the movies. *We* had a great time.  
*Three team members* went out for pizza after the game. *They* were happy to leave the field.

**PLURAL NOUNS / PLURAL PRONOUNS**

1. The following subjects and/or pronouns are **plural**. All pronouns and verbs used to refer to them are also **always plural**.

   You may, under most circumstances, use the pronoun *they* to refer to these subjects!

   several  few  both  
   many    those    some    
   they    we       you       
   these   men       women    
   girls   boys     all plural nouns

2. Subjects joined by **and** are **usually** plural.

   Plural example: *The dog and cat* are playing. *They* love the outdoors.  
   Singular example: *The scholar and doctor*, Leslie Doe, wrote the book. *She* spent three years researching the book.

3. The following words may be singular or plural depending on the number of things to which the writer/speaker is referring.

   some  none  any  all

4. Always use the relative pronouns **who** or **whom** when referring to a person or persons. Only use **that** or **which** when referring to an inanimate object or objects, or to an animal or animals.

   Examples: He was a man *who* loved teaching.  
   My poodle was the one *that* won the prize.