**Unit 4 : Talking in a Meeting or in a negotiation**

« Wise men speak because they have something to say, fools because they have to say something »

Platon, Classical Greek Philosopher, 427-347 BC

The two pictures below show people holding a meeting, what is the difference between them? 

When talking to people, do you think them always concentrate or good listeners?



**Grammar** : *Pronouns*

A pronoun usually refers to a something already mentioned in the text in order to avoid repetition. Here are all kinds of pronouns :

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Subject | I | You | He | She | It | We | They |
| Object | Me | You | Him | Her | It | Us | Them |
| Possesive adjective (determiner) | My | Your | His | Her | Its | Our | Their |
| Possesive pronouns | mine | Yours | His | Hers | Its | Ours | Theirs |
| Reflexive and intensive pronouns | myself | Yourself  Yourselves | Himself | Herself | Itself | Ourself  Ourselves | Themselves |

Notes :

* **You** is used both for singular person or more than two (male or female).
* **It** and **they** are also used for male or female.
* **We** can be used either as I in formal speaking and writing

There's often confusion over which pronoun you should use when you're one half of a dual subject or object.

* Should you say : « me and him had a fight  » or «  he and I had a fight » ?

If we write the sentence with one pronoun we will say : «  I had a fight », not «me had a fight ». Same things goes to the object. We said «the police arrested me and him», not «  the police arrested I and he »

Reflexive and intensive pronouns : Reflexive pronouns refer back to the subject because the subject of the action is also the direct or indirect object. Only certain types of verbs can be reflexive. You cannot remove reflexive pronoun from a sentence because the remaining sentence will be grammatically incorrect. I told **myself** to calm down.

Intensive pronouns emphasize the subject of a clause. They are not the object of the action. They can be removed without changing the meaning of the sentence. Intensive pronouns can be placed immediately after the subject or at the end of the sentence. I made these cookies **myself**.

Exercise : here are parts of conversation, check the right pronoun

* So did you give the book to………..(his/he/him) ?
* Of course I did, I gave………back on Tuesday (it/them/its).
* Well, he says that he doesn't trust………..(them/you/yours)
* He doesn't trust……….(I/me/mine) ?!!!
* That's exactly what he said about………..(it/you/yours)
* I can't believe that, do you trust…………..(me/my/mine) ?
* Well, you and your wife have borrowed things sometimes and not given…… …….. back (them/their/they) ?
* I think you are very unfair to ……………(us/we/ours) ?
* In that case, look at the table and tell…………… what you see ? (I/me/my)
* Oh sorry, ………….(you, your, his) book is still here, I thought I have given back to………….. (them, him, you).