

# REFERENCE WORDS

Reading strategies  
Text coherence and  
cohesion

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Materials used for educational purposes

# Introduction

Reference words are used to:

- refer back to people, objects and ideas that have been mentioned earlier, or
- refer forward to people, objects and ideas that will be mentioned later.

These words allow the writer to avoid repeating words, paragraphs, and sometimes whole sentences.

## REFERENCE WORDS INCLUDE:

- Personal pronouns. The personal pronouns are **I, YOU, SHE, HE, IT, WE, THEY.**
- Relative pronouns: **WHO, WHICH, THAT, WHERE**
- Possessive adjectives and pronouns. The possessive pronouns show a relationship of ownership or 'belonging to'. **ITS HIS HER THEIR OUR MY// MINE YOURS HIS HER ITS OURS THEIRS**
- Demonstratives. **THIS, THAT, THESE, THOSE**
- Comparatives. **THE SAME**
- The definite article '**the**' ...
- General reference. **BOTH, NONE, ALL, SOME, THE FORMER, THE LATTER, RESPECTIVELY,**

It / They /  
Them

- 'It', 'they' and 'them' are used to replace subjects or ideas that have been mentioned previously.

This / That /  
These /  
Those

- 'This' and 'these' are used to refer to objects or ideas that are near in place or time.
- 'That' and 'those' are used to refer to objects or ideas that are more remote in place or time.

The Former /  
The Latter

- 'The Former' which refers to the first mentioned of two items
- 'The Latter' which refers to the second mentioned of two items
- 'Respectively' which refers to each of the items in the order in which they were written, the former, then the latter

## The former/the latter

You can use:

- 'the former' which refers to the first mentioned of two items
- 'the latter' which refers to the second mentioned of two items
- 'respectively' which refers to each of the items in the order in which they were written, the former, then the latter

## The former/the latter

Last week , we experienced production problems at our plants in Leeds and London. At **the former**, there was a two-day strike by the workers. At **the latter**, there was a machine breakdown. Output, as a percentage of normal capacity at these factories was **60%** and **75%** respectively.

## Who/which/that

At the conference, Mr Naumann will talk about the **developments that** are taking place in the company.



**WHO**-people

**WHICH**- objects, animals, ideas


**WHERE**-places

**THAT**- people, objects, ideas, animals

*What do the reference words in **bold** refer to?*

The answer to the question, 'What does a mechanical engineering technologist do?' is that **they** have the responsibility of repairing, installing and maintaining mechanical systems. **They** collaborate with mechanical engineers on action plans for the design and operation of mechanical equipment. Mechanical engineering technologists execute **their** work by reading and interpreting design plans for proposed equipment manufacturing to prepare the layout for the assembly of components.





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Now it's your turn  
to work.

Please do **task 1B**

