

27 Reflexive pronouns

Reflexive pronouns show that the subject of a verb is the same as its object. They can also be used in other situations to add emphasis.

 **New language** Reflexive pronouns

Aa Vocabulary Workplace language

 **New skill** Talking about work issues

27.1 KEY LANGUAGE REFLEXIVE PRONOUNS

Reflexive pronouns in English are formed by adding the suffix “-self” or “-selves” to simple pronouns.



I left **myself** a reminder about the meeting.



Sarah sees **herself** as a natural team leader.



We pride **ourselves** on our customer service.



Not a single person let **themselves** down today.



27.2 HOW TO FORM

I	→	myself
you	→	yourself
he	→	himself
she	→	herself
it	→	itself
we	→	ourselves
you	→	yourselves
they	→	themselves



27.3 CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE

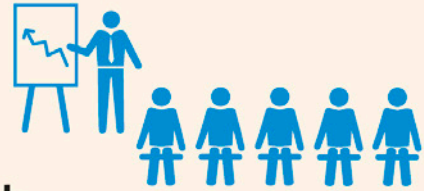
You made ~~itself~~ / **yourself** sound good in your application.

- 1 We had to run the meeting **ourselves** / ~~yourselves~~.
- 2 Do you ever send meeting reminders to **myself** / ~~yourself~~?
- 3 I taught **herself** / ~~myself~~ how to play the guitar.
- 4 Do you and Priya see **yourself** / ~~yourselves~~ as team players?
- 5 He put **himself** / ~~herself~~ forward for a big promotion.
- 6 The company promotes ~~itself~~ / **ourselves** online.



27.4 KEY LANGUAGE USING REFLEXIVE PRONOUNS FOR EMPHASIS

Sometimes reflexive pronouns are not essential to the grammar of the sentence, but can be used to add emphasis in different ways.



The company director gave the talk.

This sentence makes sense without a reflexive pronoun.

Adding the reflexive pronoun at the end of the clause emphasizes that the action was not delegated.

The company director gave the talk **himself.**

[The company director gave the talk, rather than getting someone else to do it.]

Adding the reflexive pronoun directly after the subject emphasizes its importance.

The company director **himself gave the talk.**

[The company director, who is an important person, gave the talk.]



27.5 FILL IN THE GAPS WITH THE MOST APPROPRIATE REFLEXIVE PRONOUNS

The CEO himself came in to discuss his views about the merger.

- 1 I'm very impressed that they planned this conference _____ !
- 2 I spent all evening doing research for this presentation _____ .
- 3 The area is traditional, but the city _____ is full of modern offices.
- 4 Nobody helped us. We won this contract _____ .
- 5 I couldn't believe it! The Queen _____ presented the award.
- 6 Marta writes summaries for her boss. He can't write them _____ .
- 7 It's very important that you fix these problems _____ , Jacob.
- 8 The company founders _____ will be making the final decision.



27.6 KEY LANGUAGE REFLEXIVE COLLOCATIONS

Many collocations contain reflexive pronouns. They often follow the pattern verb plus reflexive pronoun plus preposition.

Try to **tear yourself away from** the computer as often as possible.



27.7 FURTHER EXAMPLES REFLEXIVE COLLOCATIONS

The managers don't **concern themselves with** minor issues.

Remember to **behave yourselves** when you are in public.

She still has to **familiarize herself with** company policy.

Are you leaving early today? **Enjoy yourself!**

"You" is the implied subject in this imperative phrase.

TIP

Sometimes the subject is not included, but is implied by the reflexive pronoun.



27.8 FILL IN THE GAPS USING THE REFLEXIVE PHRASES FROM THE PANEL

73 BUSINESS TODAY

STRANGE CIRCUMSTANCES

CEO leaves coworkers mystified following surprise resignation

Steven Strange, CEO of AngloEuroCorp, left the company in unusual circumstances last week. Acting CEO Don Black was called into the CEO's office by Strange, who said, "You should familiarize yourself with this office and _____ at home." Another employee commented on Strange's odd behavior: "He usually _____ from our meetings because he didn't _____ with day-to-day matters. Last Friday was different. Mr. Strange _____ away from his office and attended the weekly meeting. He even thanked us for our hard work!" As he left, Strange supposedly announced: "Go home early and _____!"

~~familiarize yourself~~

concern himself

make yourself

tore himself

absented himself

enjoy yourselves



27.9 LISTEN TO THE AUDIO, THEN MATCH THE DEFINITIONS TO THE PHRASAL VERBS

	have too much work to do		stay behind
1	do things you haven't had time to do		knock off
2	decide or agree to do something		be snowed under
3	deal with a problem or situation		take on
4	finish work		catch up
5	remain somewhere after others have left		sort out



27.10 REWRITE THE SENTENCES, CORRECTING THE ERRORS

I think I've taken up too many clients. I'm always rushing to meetings!

I think I've taken on too many clients. I'm always rushing to meetings!



1 If you have caught up with your work, you can knock off early today.



2 We should be proud of our sales results and congratulate ourselves.



3 These two women have worked herself into positions for promotions.



4 I can't leave early today. I'm snowed below with work at the moment.



27 CHECKLIST



Reflexive pronouns ☐

Aa Workplace language ☐



Talking about work issues ☐