SAYING 'MY, YOUR, HIS/HER...' 

'Mi' and 'su' are words that show possession: 'Éste es mi coche' This is my car, '¿Cómo se escribe su apellido?' How do you spell your surname? 

- mi .............................. my  
- su .............................. your, his, her, its, their  

'Su' is the formal way of saying your. A receptionist in a hotel would use this to address a guest. 'Su' can also mean his, her, its or even their: 'Su agenda', his or her diary. 

'Tu' is the informal way of saying your: 'Aquí está tu llave'. Here's your key  

- tu .............................. your (informal)  

If you're talking about more than one thing you need to use the plural forms: 'Voy a casa de mis padres' I'm going to my parent's house, 'Aquí están tus pilas' Here are your batteries, 'Aquí están sus llaves' Here are your keys, formal. 

- mis, tus, sus .............................. my, your (plural)  

You'll also hear 'nuestro', our - and 'vuestra', your when talking to more than one person informally, children for instance  

- nuestro, nuestra .............................. our  
- nuestros, nuestras  
- vuestra, vuestras .............................. your  
- vuestros, vuestras  

These can end in '-o' or '-a' depending on whether they refer to masculine or feminine words: 'nuestro coche', 'nuestras llaves', 'vuestra casa', 'vuestros padres'