

## Tú or Usted

Both *tú* and *usted* mean “you”; *tú* is the informal while *usted* is the polite term.

As you become more familiar with Spanish you will also encounter Ud. and Uds. These are the contractions of *usted* (you) and *ustedes* (all of you). Whenever the words appear as contractions they are always capitalized.

Which should you choose when addressing people, formal or informal? Use the following rules when you are determining which form of address to use.

*Tú* should be used to address your friends or by permission of the person you are addressing. If you are uncertain it is always best to choose the more formal address.

The chart below will help guide you.

<b>Usted (Formal Address)</b>	<b>Tú ( Informal Address)</b>
Used with elders (including your parents)	Used with friends and people your age
Used with strangers	Used with acquaintances you are friendly with
Demonstrates respect	Demonstrates acceptance
Used with persons of rank, nobility or supervisors	Used with colleagues when informality has been established
Used to maintain social distance	Used to reduce social distance