

Don't leave anyone out!!! Use inclusive language

Every language seems to develop methods of saying things that reflect some type of bias. Writers need to be aware of the words they choose and the message those words may convey. Try these tips to avoid statements that may negatively or unnecessarily specify or label a person:

- When it is not vital to the message of the sentence, do not specify gender, age, ethnicity, religion, or disability. It is often irrelevant to the document.
Male nurse, young contestant, blind man, lawyers and their wives (use spouses)
- Use gender-specific or biased pronouns or words (he, she, him, her, Muslim, Learning Disabled, gay) only when that information about a specific person has already been established or is necessary for the purpose of the text.
The doctor examined the patient (not his patient) carefully.
Sarah was having trouble in some classes because she was dyslexic.
Not: *Sarah enjoyed singing in the choir. She was dyslexic, but she had a lovely voice.*
- In many cases, making a subject plural can prevent gender-biased wording.
Instead of: *A carpenter must use his power tools carefully so he does not injure himself.*
Try: *Carpenters must use power tools carefully so they do not injure themselves.*
- In many cases, reworking the sentence can prevent the need to write "he/she."
Instead of: *A student was sitting in the back of class; he or she laughed quietly.*
Try: *A student who was sitting in the back of class laughed quietly.*
- Avoid all stereotypes or trivializations. Focus on positive aspects. Do not call people by their condition.
Instead of *confined to a wheelchair*, try *uses a wheelchair*
Instead of *the mentally ill*, try *persons with mental illness*
- Respect preferred titles or labels. Use accurate terms.
Ms. (no definition of marriage), Person of Color
Instead of *Oriental*, try *Asian* or *Chinese*
Instead of *college girls*, try *college women*
- Be careful of word choice.

<u>Instead of:</u>	<u>Use:</u>
<i>Fireman, policeman</i>	<i>Fire fighter, police officer</i>
<i>Congressman</i>	<i>Member of Congress</i>
<i>Founding Fathers</i>	<i>Founders, ancestors</i>
<i>Man-made</i>	<i>Synthetic, machine-made</i>
<i>Mankind</i>	<i>Humanity, civilization</i>
<i>Elderly</i>	<i>Person over 65</i>

The main idea is to never define a person by any conceived limitation or unnecessary information. Keep all other statements broad so to include every individual.