EXAMPLES OF
INCLUSIVE LANGUAGE

Inclusive language is not code for cumbersome, dull or vague language; it simply refers to wording that has been carefully considered to treat all people with respect and impartiality. Inclusive language is key for creating a learning environment that fosters a sense of belonging for students and allows the latter to bring their unique outlooks, abilities, and background to the classroom.

PEOPLE-FIRST LANGUAGE

Use language that emphasizes one's personhood, not their condition. For example:

- Wheelchair bound person ⟶ **Person who uses a wheelchair**
- Handicapped parking ⟶ **Accessible parking**
- Mental Retardation ⟶ **Individual with an intellectual disability**
- Stricken with/Victim of Depression ⟶ **Person living with Depression**
- Total hearing loss ⟶ **deaf/Deaf**
- Partial hearing loss ⟶ **hard of hearing**

Do not use the word "normal" to describe people without disabilities. Do not use terms that reference clinical conditions (e.i Bipolar, Schizo, OCD) as derogatory terms.

RACE AND ETHNICITY

Ask for a person's preference, such as Native American or American Indian.

Latino/a & LatinX	someone of Latin American origin
Hispanic	someone of Spanish-speaking origin
Spanish	someone from Spain
African American	someone of African origin
Black	people with generations of American ancestors prefer this term
Asian American	someone from Asian origin

Minorities are defined as historically underrepresented groups or people of color.

GENDER, SEX, AND SEXUALITY

Respect people's chosen personal pronouns.

Sex: *a person's biological and physiological characteristics*
Gender: *an individual's internal sense of feeling (woman, man, both, neither).*

• Homosexual and homosexual relationship ⟶ **Gay and Lesbian**

Use gender-inclusive language unless the gender is relevant.

FOR EXAMPLE: Each student must email me his paper.
  INSTEAD, USE: Students must email their paper.

• Businessman ⟶ **Business executive**
• Guys (if the group is not all men) ⟶ **people, you all, folks, y'all, teammates**
• Girls (always if they are over 18) ⟶ **Women**

REFERENCE

https://www.emerson.edu/creative-services/editorial-style-guide/guidelines-inclusive-language