

# TIPS for... USING INCLUSIVE LANGUAGE

Using inclusive language involves words that are neutral and free of bias or stereotypes. The practice of using inclusive language conveys respect, sensitivity, empathy, understanding, sensitivity, and trauma integration. Inclusive language does not discriminate based on gender, race, sex, socioeconomic status, ability, or age.

## Here we offer 4 helpful TIPS for... Inclusive Language

### Using Plain Language and Avoiding Expressions

#### Instead of...

#### Try...

- In the loop
- Knocked it out of the park
- Best man for the job
- "Some of you are too young to remember this but..."
- Aware
- Did a good job
- Best person for the job
- "In 2006, there was an event..."

\*Idioms or expressions exclude many people for whom English is not their first language\*

### Avoiding Gendered Terms

#### Instead of...

#### Try...

- You guys/ Hi guys/ Hello ladies
- Salesman
- Breastfeeding
- Husband/wife/ boy/girlfriend
- Waitress
- Fireman/ Policeman
- Hi everyone/folks/all
- Salesperson
- Nursing
- Partner/significant other
- Server
- Firefighter/ Police Officer

### Being Considerate of Medical Conditions and Ability

#### Instead of...

#### Try...

- Crazy/nuts
- Handicapped
- Handicapped parking
- Deaf
- Blind spot
- Autistic
- Wild/unbelievable
- Person with a disability/differing needs
- Accessible parking
- Hard of hearing
- Unseen area
- Person living with autism

### Being Aware of Historical Context

#### Instead of...

#### Try...

- Peanut gallery  
A term once used to refer to the cheapest seats that were meant for people of colour in segregated theatres.
- Grandfathered  
A term once used to limit voting eligibility to those who had ancestors who could vote, which indirectly excluded people of colour.
- Lowest on the totem pole  
Often used to mean something of less importance. Totem poles are sacred, and in some Indigenous communities, being at the bottom of the totem pole is an honour.
- Cheap seats, interrupters, botherers
- Legacy
- Lowest rung on the ladder

