INCLUSIVE LANGUAGE

Inclusive language can help create a sense of belonging and foster connection and collaboration with others.

TIPS AND CONSIDERATIONS

Pronounce names correctly. Read the Guide to Inclusive Practices for land acknowledgement tips.

Use an individual's pronouns if they share them, and consider sharing yours. If you make a mistake with someone's pronouns, correct yourself and move on.

Use person-centered language. This puts people first, rather than the disease, symptoms, or conditions that they may have.

Never make assumptions about someone's identity—including race, gender, sexual orientation, disability, family history, and more—based on how they look or sound.

INSTEAD OF...	...TRY USING
Businessman, middleman, spokesman	Businessperson, spokesperson, representative
Guys ("Hi guys!")	Folks, team, participants, everyone ("Hi everyone!")
Handicapped, the disabled, mentally ill	A person with a disability / living with mental illness
Hold down the fort	Keep things running smoothly
Husband, wife	Partner, spouse
Low man/lower on the totem pole	Less seniority, less importance
Man hours, manning the office	Staff hours, staffing the office
Manmade	Synthetic, constructed
Men and women, ladies and gentlemen	People, everyone
Pow wow	Meeting, gathering, get together
Tribe	Group, team

LEARN MORE BY READING
THE GUIDE TO INCLUSIVE PRACTICES