

STAYING ON TRACK WITH INCLUSIVE LANGUAGE

DO'S

"People first" language

"Person with a disability"

"Differently-abled"

Use language that emphasizes abilities rather than limitations

Capitalize proper names of nationalities, peoples, & race

'First Nation(s)' or 'Indigenous People(s)' (e.g. "Aboriginal People in Canada")

Gender neutral phrasing

Spouse or partner

Use LGBTQ when referring to broad community

Understand gender as a continuum

Ask for preferred pronouns and use them

DON'TS

Highlight the disability (e.g. "Mark is confined to a wheelchair")

Indian, Native Peoples, Native American

Vocabulary that carries hierarchical valuation (e.g. Canada's Aboriginal people)

Terms that show gender bias in profession (ie. cleaning lady, policeman, chairman)

"Boyfriend" or "wife"

Umbrella terms such as homosexual or gay

Assume about how someone identifies

HELPFUL

RESOURCES

Inclusive Language Guidelines

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[HTTP://HRCOUNCIL.CA/HR-
TOOLKIT/DIVERSITY-LANGUAGE-
GUIDELINES.CFM](http://hrcouncil.ca/hr-toolkit/diversity-language-guidelines.cfm)

Common Words & Phrases that are Racist

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[HTTPS://WWW.ATTN.COM/STORIES/6951/
COMMON-WORDS-AND-PHRASES-THAT-
ARE-RACIST](https://www.attn.com/stories/6951/common-words-and-phrases-that-are-racist)

28 Common Racist Attitudes & Behaviors

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[HTTP://WWW.YWCAMADISON.ORG/AT
F/CF/%7B2487BDOF-90C7-49BC-
858D-
CC50637ECE23%7D/28TOOLSCHANG
E.PDF](http://www.ywcamadison.org/ATF/CF/%7B2487BDOF-90C7-49BC-858D-CC50637ECE23%7D/28TOOLSCHANG.E.PDF)

Trans Student Educational Resources

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[HTTP://WWW.TRANSSTUDENT.ORG/](http://www.transstudent.org/)

