

# INCLUSIVE LANGUAGE GUIDE





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Create a **POSITIVE**  
and **INCLUSIVE**  
*Learning*  
**ENVIRONMENT**





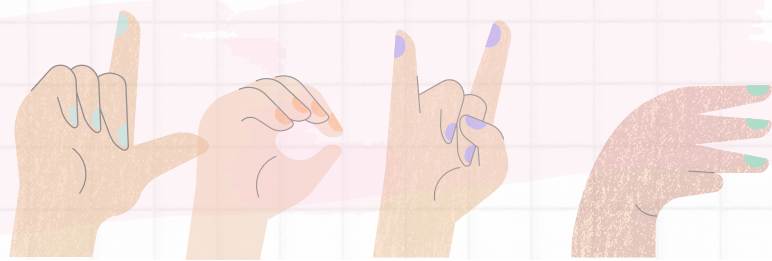
# INTRODUCTION



In a world as changing and diverse as ours, the way we communicate is more important than ever. Language is not just a tool for conveying information; it is a powerful mean of shaping perceptions, reinforcing stereotypes, and including or excluding people and communities. This guide on inclusive language is designed to help you understand the importance of using language that respects and welcomes diversity and to give you practical guidance on how to make your communication more inclusive. The information provided has been compiled from various sources, notably the Gender-neutral language guide developed by the European Parliament.

Inclusive language is not just a matter of political correctness; it is about recognizing the intrinsic value and dignity of every person, regardless of their background, identity, or characteristics. By using inclusive language, we create more equitable, welcoming, and respectful environments. Whether you are a teacher, researcher, practitioner, or simply someone who values open and inclusive communication, this guide is a resource to help you navigate the changing landscape of language in our multicultural and interconnected society.

This guide covers a range of topics, from gender-inclusive language and race, ethnicity, and cultural sensitivity to disability and mental health-inclusive communication. It provides practical examples and tips that you can incorporate into your daily communication, whether in the classroom, workplace, or research setting. By following these principles, you will contribute to a more harmonious and equitable world, one word at a time.





# GENDER & SEXUALITY



NOT INCLUSIVE	INCLUSIVE
SEXUAL PREFERENCE	SEXUAL ORIENTATION/SEXUALITY/SEXUAL IDENTITY
LGBT, LGBTQIX, HOMOSEXUALITY, GAY AND LESBIAN.	LGBTQIA+

**WHY LANGUAGE WAS USED FOR THE FOLLOWING REASONS.**

Nouns that are specific help to clarify discussions and lessen the likelihood of stereotypical bias. Disregard the tendency to prioritize socially dominant groups.

NOT INCLUSIVE	INCLUSIVE
HI GIRLS, GUYS, LADIES, GENTLEMEN	HI, FOLKS, TEAM, FRIENDS, EVERYONE, COLLEAGUES.
BOYFRIEND/GIRLFRIEND/HUSBAND/WIFE	PARTNERS/SPOUSES
MAN/ WOMAN	PERSON OR INDIVIDUAL

**#LOVEWINS!**

The verb “to prefer” implies that an individual has a choice in terms of their sexual identity





NOT INCLUSIVE	INCLUSIVE
MIXED RACE	BIRACIAL, MULTIRACIAL
BLACK	BLACK PERSON
POOR PEOPLE, THE POOR, POOREST PEOPLE	PEOPLE EXPERIENCING POVERTY, PEOPLE LIVING WITH/IN POVERTY
CAPACITY BUILDING	CAPACITY SHARING, BUILDING RELATIONSHIPS

Words have great power, and as race, ethnicity, and culture play significant roles in defining an individual's identity, improper use of language pertaining to them can be damaging .

**NO RACISM!!**

# RACE, ETHNICITY & CULTURE



The power imbalances that currently exist between countries and communities have their roots in the colonial past, which highlights the significance of using inclusive language to overcome inequality gaps.

NOT INCLUSIVE	INCLUSIVE
INDIANS	FIRST NATIONS
CAUCASIAN	WHITE PERSON
DEVELOPED COUNTRY, DEVELOPING COUNTRY, UNDERDEVELOPED COUNTRIES, THIRD WORLD	HIGH/MIDDLE/LOW-INCOME COUNTRY
AID SECTOR	SOCIAL JUSTICE MOVEMENTS, INTERNATIONAL SOCIAL MOVEMENTS





# DISABILITY AND MENTAL HEALTH

NOT INCLUSIVE	INCLUSIVE
DEAF/DEAF	PEOPLE WITH HEARING IMPAIRMENT HARD
MENTAL, PSYCHOTIC, MANIC DEPRESSIVE	PEOPLE LIVING WITH MENTAL HEALTH ISSUES
WHEELCHAIR-BOUND, CRIPPLED	MOBILITY IMPAIRED
UNSUCCESSFUL SUICIDE	ATTEMPTED SUICIDE



While inclusion refers to the process of transforming society to include everyone, regardless of their status as an impaired person, integration is the act of helping someone adapt to or integrate into society. "Inclusion" has good connotations when discussing people with impairments, but "integration" has negative connotations.

NOT INCLUSIVE	INCLUSIVE
DISABLED/HANDICAPPED PARKING	ACCESSIBLE PARKING
HANDICAPPED BATHROOM	ACCESSIBLE BATHROOM
INTEGRATION	INCLUSION

PEOPLE WITH DISABILITIES ARE MARGINALIZED AND DEHUMANIZED BY DEROGATORY TERMINOLOGY. METAPHORS AND JOKES.







NOT INCLUSIVE	INCLUSIVE
CLASS	SOCIOECONOMIC STATUS
MENTALLY ILL	HAS A MENTAL ILLNESS
VICTIMS	SURVIVORS
SUBSTANCE ABUSE DISORDER	SUBSTANCE USE DISORDER

THERE ARE TIMES WHEN LANGUAGE RELATED TO SOCIOECONOMIC POSITION CAN BE EXCLUSIVE AND DEMEANING. ENFOCARSE EN SER TAN PRECISO COMO POSSIBLE PARA PREVENIR PREJUICIOS, ESTEREOTIPOS Y GENERALIZACIONES.

# SOCIAL INCLUSION

A person's or group's position in society is determined by a variety of social and economic factors, including their income, type of education, type, and prestige of employment, place of residence, and, in some societies or segments of society, their ethnic or religious background.

NOT INCLUSIVE	INCLUSIVE
HOMELESS	UNDOMICILED/ WITHOUT FIXED ADDRESS PEOPLE EXPERIENCING HOMELESSNESS
ILLEGAL MIGRANTS	REFUGEE





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