

Inclusive Language Cheat Sheet for Trainers

Gender-Neutral Language

Instead of	Use
Hey guys	Hey everyone / Hey team
He/She	They
Husband/Wife	Partner / Spouse
Manpower	Workforce / Team
Chairman	Chairperson / Chair
<i>Source: WIPO Guidelines on Inclusive Language (World Intellectual Property Organization, 2022).</i>	

Ability-Based Language

Instead of	Use
That's crazy / insane	That's surprising / unexpected
Blind to the issue	Unaware of the issue
Paralyzed by fear	Overcome with fear
Lame excuse	Weak excuse / Poor excuse
Deaf to complaints	Ignoring complaints
<i>Source: Disability Etiquette Guide (United Spinal Association, 2023).</i>	

Avoid Assumptive Language

Instead of	Use
Ask your wife/husband	Ask your partner / spouse
Everyone celebrates Christmas	Enjoy your holidays
You guys should understand this	You all should understand this
<i>Source: Inclusive Communication Guidelines (United Nations, 2022).</i>	

Inclusive Terminology

Instead of	Use
The elderly	Older adults / Seniors
Mankind	Humanity / People
Normal	Typical / Standard
Minority groups	Underrepresented groups
Confined to a wheelchair	Wheelchair user / Person who uses a wheelchair
<i>Source: Disability-Inclusive Communications Guidelines (United Nations, 2022).</i>	

References

- Reilly, C., & Reeves, T. C. (2022). Refining active learning design principles through design-based research. *Active Learning in Higher Education*, 25(1), 81–100.
<https://doi.org/10.1177/14697874221096140>
- United Nations. (2022). Disability-inclusive communications guidelines. <https://www.un.org/disabilitystrategy>
- United Spinal Association. (2023). Disability etiquette: Tips on interacting respectfully with people with disabilities.
<https://www.unitedspinal.org>
- World Intellectual Property Organization (WIPO). (2022). WIPO guidelines on inclusive language. <https://www.wipo.int>