



## The Inclusive Language Handbook Everyday Quick Sheet

Successful business relies on one thing—communication. We communicate with our employees, customers, suppliers and more. Using inclusive language means consciously working to find ways to name, honor, and value experiences and identities. By learning to speak to diverse audiences, you can broaden your reach and transfer your message to more people. It's important to be conscious of who your audience is and understand how to make people feel included.

Everyone can use inclusive language.

<b>DON'T SAY</b> 	 <b>SAY THIS!</b>
Ladies and Gentlemen, You Guys	Everyone, You all
He or She	Ask for pronouns (not preferred pronouns) They, them, theirs
Handicapped, Crippled	Person with a disability
Indian	Indigenous Native American Refer to a person's specific tribe
Hispanic Latinx	Latina, Latino, Latine Reference the person's country of origin
Jew / The Jews	Member of the Jewish faith / person who is Jewish
Illegal immigrant Alien	Born in [country] Immigrant Undocumented immigrant Refugee (for asylum seekers)
OCD	Finicky, particular
Woman Doctor, Lady Mechanic	Doctor, Mechanic
Fat, Overweight, Skinny, Anorexic	It's never appropriate to use physical descriptors of size or shape. Instead, say, "They are sitting to the right of the CEO," or "The woman in the blue suit."
Homosexual	Gay, Lesbian, Bisexual, Queer, etc. (Ask individuals which term they use for themselves.)

Get access to all the word choice lists by purchasing [The Inclusive Language Handbook: A Guide to Better Communication and Transformational Leadership](#).

If you need help incorporating inclusive language into your corporate culture, [contact us today](#).

