

INCLUSIVE LANGUAGE GUIDE



The following guide is a list of potentially harmful words or phrases with suggestions for inclusive replacements. The replacements are *not* synonyms, but are words that convey the attempted sentiment without potentially causing harm to others. This is not an all-encompassing list, and there are certainly other words and phrases to avoid.

INSTEAD OF SAYING:

Gals/ Guys/ Ladies/ Gentlemen
Handicapped/ Afflicted/ Crippled
ADHD/ OCD/ On the spectrum
Spokesman/ Spokeswoman
Spirit animal
Blind spot
Retarded
Crazy/ Insane/ Psycho/ Nuts
Lame/ Invalid
Sherpa
Guru
Ninja
Nazi
Master
White list/ White shoe
Blackball/ Black mark

→ Folks, Folx, People, Y'all, Everyone, Team, Distinguished Guests
→ People with disabilities
→ Neuro-diverse
→ Spokesperson
→ Kindred spirit, Patronus, Animal guide
→ Knowledge gap
→ Broken, Pointless, Irritating, Annoying, Unpleasant
→ Unbelievable, Unconscionable, Unpredictable, Outrageous, Foolish, Ridiculous, Senseless, Intense
→ Not good, Terrible, Bad, Awful, Gross
→ Guide, Coach
→ Authority, Thought leader, Expert
→ Expert, Ace
→ Authority
→ Primary, Leader, Head
→ Premier, Bespoke, Approved
→ Banned, Mistake

TRY SAYING:

RESOURCES FOR LEARNING ABOUT LANGUAGE BY GROUP

[Indigenous People](#) [Women](#)
[African Americans](#) [People with Disabilities](#)
[Hispanic and Latino](#) [LGBTQ+ People](#)

OTHER RESOURCES

[USCA: Guide to Inclusive Language](#)
[Handshake: 70 Inclusive Language Principles](#)

Knowing the words and phrases that may be harmful requires ongoing learning, listening and reflection. You've taken a positive step by reading this far. Thank you and keep going!