USE DISABILITY-INCLUSIVE LANGUAGE

Inappropriate language can make people feel excluded or offend them and can be a barrier to full and meaningful participation. By adopting a disability-inclusive language, we can create an environment that fosters empathy and inclusion for everyone, regardless of their abilities.

INSTEAD OF SAYING …	PLEASE USE…
Case, patient, problem, victim	Person, individual
Handicapped, special needs, differently abled, PWD	Person with a disability/impairment
Retarded, defective, brain-damaged, mongoloid	Person with an intellectual disability
Crippled, lamed, deformed, wheelchair-bound	Person with physical disability, wheelchair-user
Inutile, invalid	Person with visual impairment/Blind
Dumb, mute, deaf-mute. Speech impairment	Person who is Deaf Hard of hearing/ Deafblind
Normal employees, healthy, able-bodied	Typical employee/person, person without disability
Crazy, nuts, delusional, insane, lunatic	Person with psychosocial disability
midget, dwarf, stunted	Little person, person with dwarfism, person of short stature
disabled/handicapped parking handicapped bathroom	accessible parking, parking reserved for persons with disabilities, accessible bathroom

USE GENDER-NEUTRAL LANGUAGE

If you don't know someone's gender or when talking about a group, use gender-neutral language. Using gender-neutral language is an important habit because it demonstrates respect for people of all backgrounds, genders, and beliefs, and it includes everyone in the conversation.

INSTEAD OF SAYING …	PLEASE USE…
Man/woman	Person, adult
Boy/girl	Child
Sister/brother	Sibling
Mother/father	Parent
Boyfriend/girlfriend	Partner, significant other
Husband/Wife	Spouse
Grandma/grandpa	Grandparent
Ladies and gentlemen	Everyone, folks
Man up	Toughen up
Mankind	Humankind

Source: Devon Delfino, Grammarly

USE LGBTQ-INCLUSIVE LANGUAGE

The following terms are generally outdated, and some of them might be offensive because they could imply criminalization or pathologization, or they could simply be misnomers. LGBTQ-inclusive language refers to positive word choices that acknowledge and respect the differences and diversity of people, including their bodies, genders, and relationships.

INSTEAD OF SAYING ...	PLEASE USE...
Transsexual, transvestite, cross-dresser	trans or transgender man or woman
sex change sex reassignment	gender affirmation transition care (referring to medical transition) change of gender marker (referring to change of a marker on a document)
biological man	cisgender man, assigned male at birth
biological woman	cisgender woman, assigned female at birth
feminine/female pronouns masculine/male pronouns	she/her pronouns he/him pronouns they/them pronouns
preferred gender pronouns What are your preferred pronouns?	personal pronouns "What pronouns do you use?"
hermaphrodite	intersex
homosexual	gay/lesbian, queer, genderfluid, non-binary
silahis/paminta	bisexual
lifestyle preference	orientation identity