

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:

TRY SAYING:

Gals/ Guys/ Ladies/ Gentlemen	→	Folks, Folx, People, Y'all, Everyone, Team, Distinguished Guests
Handicapped/ Afflicted/ Crippled	→	People with disabilities
ADHD/ OCD/ On the spectrum	→	Neuro-diverse
Spokesman/ Spokeswoman	→	Spokesperson
Spirit animal	→	Kindred spirit, Patronus, Animal guide
Blind spot	→	Knowledge gap
Retarded	→	Broken, Pointless, Irritating, Annoying, Unpleasant
Crazy/ Insane/ Psycho/ Nuts	→	Unbelievable, Unconscionable, Unpredictable, Outrageous, Foolish, Ridiculous, Senseless, Intense
Lame/ Invalid	→	Not good, Terrible, Bad, Awful, Gross
Sherpa	→	Guide, Coach
Guru	→	Authority, Thought leader, Expert
Ninja	→	Expert, Ace
Nazi	→	Authority
Master	→	Primary, Leader, Head
White list/ White shoe	→	Premier, Bespoke, Approved
Blackball/ Black mark	→	Banned, Mistake

RESOURCES FOR LEARNING ABOUT LANGUAGE BY GROUP

OTHER RESOURCES

[Indigenous People](#)

[Women](#)

[African Americans](#)

[People with Disabilities](#)

[Hispanic and Latino](#)

[LGBTQ+ People](#)

[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!