Topic: Tips for Inclusive Language

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✓ ***What Inclusive Language does….***

- "Inclusive language" avoids biases, slang or words that reflect discriminatory views against groups of people based on their race, gender or socioeconomic status. That simply means that it's considerate and respectful communication.

✓ ***Topic Talking Points –*** Three-part series on ways you can make your language more inclusive.

- Use gender neutrality (think "mail carrier" instead of "mailman")
- Respect race and ethnicity (capitalize the "B" in Black)
- Emphasize humanity (say "people experiencing homelessness" instead of "the homeless")

Source Cited: https://www.gmfinancial.com/en-us/company/newsroom/deborah-digrispino.html

Part 1: Gender-neutral language treats people equally and inclusively. The key to gender-neutrality is using terms that can apply ***universally across genders***. This is important because it removes gender bias from roles and occupations. ***Here's two fun facts:*** NASA now uses "crewed" and "uncrewed" instead of "manned" and "unmanned" to describe their space missions. And now uses "Ombuds" instead of "Ombudsman" to describe the program.

For example, try these terms:

Swap This	For This
businessman or businesswoman	business owner
policeman	police officer
salesman	salesperson
stewardess	flight attendant
fireman	firefighter
waiter or waitress	server

One increasingly common option to safely navigate gender in language is by using "they." This can be a respectful alternative. If known, mention a person's name rather than using a pronoun. Or, better yet, ask how a person would like to be referred to.

Part 2: Respect race and ethnicity - When referencing people's diverse backgrounds, it's important to consider the type of language that is appropriate and respectful. Carefully decide if it's necessary to identify someone by their race or ethnicity. Including these details should be clearly relevant. For example, most uses of a person's race or ethnicity document groundbreaking or historical events. **Here are two examples: 1)** Barack Obama was the first Black U.S. president. **2)** Sonia Sotomayor is the first Hispanic justice of the U.S. Supreme Court.

Due to advances in history, culture and tolerance, and terminology may continue to evolve. One of the key factors to consider when using racial or ethnic terms is that any racial or ethnic group is in the position to determine how they want to be referenced. And it may change!

Black people, Hispanic people, or White people.
People of Color (sometimes abbreviated as POC). (**Note**: Interchangeable member of shared groups.)
Black, Indigenous and People of Color (**BIPOC**), **pronounced** "buy pock".
African American, Asian American, Latin American, European American, Pacific Islander, etc. (**Note:** Not all terms are interchangeable, so ask the individual's preference if possible.)
American Indian and Native American when referring to Indigenous People. ***(If possible, include the name of the tribe:*** Navajo, Cherokee, Sioux, etc.)
Biracial or multiracial to describe people of more than one racial heritage.

Remember, the inclusive language you use should be respectful and pertinent. Always ask yourself if race or ethnicity is even relevant in your communications.

Part 3: Emphasizing humanity conveys respect for all people -The key to respectful communication is to emphasize the **human side** of the story, no matter the person's situation. Here are some examples of how to move away from labels and disabilities, instead focus on humanity.

Rather than leaning on labels, which can place people into a box, focus instead on describing a person's experience or condition by putting him or her at the forefront.

For example, experts recommend to:	
Refrain from	**Instead use**
the homeless	people without housing
the poor	people dealing with economic hardship

When referring to groups of people with disabilities, taking a human-first approach would mean using language that is specific to the type of disability or symptoms.

For example, experts recommend to:	
Refrain from	**Instead use**
hearing impaired	"deaf" and "hard of hearing"
blind	visually impaired
autistic	"Autistic person" or "person with autism"

✓Checklist/Questions. Ensure you're using gender-neutral language, your messaging is appropriate, and putting humanity first in your communication.

Part 1 Gender-neutral language

- Have I used gender pronouns or words containing them to refer generically to roles or occupations?
- Have I used male or female pronouns without clarity or permission?
- Do I provide the same detail of information when writing about people of different gender or background?

Part 2: Race and ethnicity – Show courtesy and respect to all

- Have I mentioned someone's race or ethnicity? If so, was it necessary?
- Have I used only the terms that are relevant to my message?
- Do I provide equal details when communicating about people of color or diverse backgrounds as I do when communicating about my own race and ethnicity?

Part 3: Emphasizing humanity conveys respect for all people

- Have I used words that dehumanize people by putting them in a box?
- Have I mentioned someone's disability? If so, was it necessary?
- Am I relying on outdated stereotypes when there's an alternative?

Key Take-Away Action: Move beyond pondering a question and make a change.

List of Resources and POC's

- Deborah Digrispino GM Financial/Diversity, Equity & Inclusion
  - https://www.gmfinancial.com/en-us/company/newsroom/deborah-digrispino.html
- https://apnews.com/article/71386b46dbff8190e71493a763e8f45a and https://www.nbcnews.com/feature/nbc-out/ap-stylebook-embraces-they-singular-gender-neutral-pronoun-n739076 - Associated Press Stylebook
- https://www.cbsnews.com/news/bipoc-meaning-where-does-it-come-from-2020-04-02/
- https://www.washington.edu/doit/how-are-terms-deaf-deafened-hard-hearing-and-hearing-impaired-typically - used#:~:text=Many%20individuals%20who%20are%20deaf,a%20person%20less%20than%20whole
- Guidelines for Inclusive Language | Linguistic Society of America
- Inclusive Language Guide | Counseling@Northwestern

NASA Resources and POC's

- Office of Diversity & Equal Opportunity (ODEO)
  - Visit Building 1100, Room 11147, call 688-1037, or email ssc-odeo@mail.nasa.gov
- ODEO website: https://www.nssc.nasa.gov/eo
- NASA ODEO website https://odeo.hq.nasa.gov/