Language is dynamic and value-laden; it grows, changes, and continuously impacts lives and experiences. As respectful individuals, intelligent people, and dutiful professionals, we all should strive to be sure that our language is both accurate and inclusive, and that it does not demean, exclude or wrongly characterize.

Below are just some examples of how more thoughtful and intentional choice in words can better demonstrate your understanding of our social realities, and can better describe our communities, relationships and collaborations.

Note: This list is not comprehensive. Not everyone will agree with the examples or explanations given. And it is not a prohibition on certain terms/phrases. Rather, we offer this resource as a starting place to challenge ourselves and others in deepening our understanding of one another, and applying our critical thinking and communication skills.

<table>
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<th>Rather than…</th>
<th>Use this instead:</th>
<th>Because:</th>
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| America; Americans | The United States or US; US residents | • While most of the US (and beyond) will assume USA, the USA is only one of >3 dozen nations in the Americas (North, Central and South).  
• Millions of people outside the USA are also Americans. |
| citizens; citizenship | community members; residents; DU affiliates | In today’s immigration debate climate, this term evokes legal status judgments whether or not you mean to. Avoid, unless you literally are focused on that formal Constitutional standing. |
| crazy, retarded, lame, gay, … | use more accurate, specific and objective words to describe the situation, object, etc. | • Using terms that have been (and are) applied negatively to groups of people perpetuates that association.  
• They’re usually technically inaccurate: How exactly does the book you don’t like experience same-gender attraction?  
• Can suggest you have lazy thinking or limited vocabulary. |
| mothers and fathers (etc) | parents, family | Families are diverse. There are mom+dad families, mom or dad families, mom+mom, dad+dad, grandparents, guardians, and even no parent situations… |
| ladies and gentlemen | everyone, welcome guests, participants, attendees | Avoids gender binary, or assertion of what social standing/qualities/behaviors you’re expecting. |
| men and women; boys, girls; brothers, sisters | people; children; youth; young adults; siblings, kin | Shorter, simpler, avoids unnecessary and potentially inaccurate gendering. |
| freshman, freshmen | first year students, frosh | Not all students are men. |
| kids | students, young adults | We don’t enroll children, or young goats. |
| work study students | student staff | • Not all student staff are funded by work study programs.  
• Labeling students by funding source can cut out their financial aid status, and thus be a FERPA violation.  
• Budget source labelling for any employee is unnecessary in most situations. (No “fee staff” or “tuition faculty”…). |
| assuming pronouns; s/he; she or he | Ask, and offer yours. “They.” | • Don’t assume/assign gender to others. Save effort from listing all options, or reinforcing binary.  
• They as singular pronoun was used by Shakespeare; it’s been in English language much longer than word “telephone.” |
Rather than... | Use this instead: | Because:
---|---|---
see website or person X... | visit, check... | Conveys same meaning without focusing on vision ability.
next steps | next moves | Conveys same meaning without focusing on walking ability.

Some additional readings/resources:
- [thestamp.umd.edu/multicultural_involvement_community_advocacy/programs/inclusive_language](http://thestamp.umd.edu/multicultural_involvement_community_advocacy/programs/inclusive_language)
- Universal Design (broader inclusion intentionality): [www.udlcenter.org/aboutudl](http://www.udlcenter.org/aboutudl)