

IT1040 & EN1073

Communication Skills

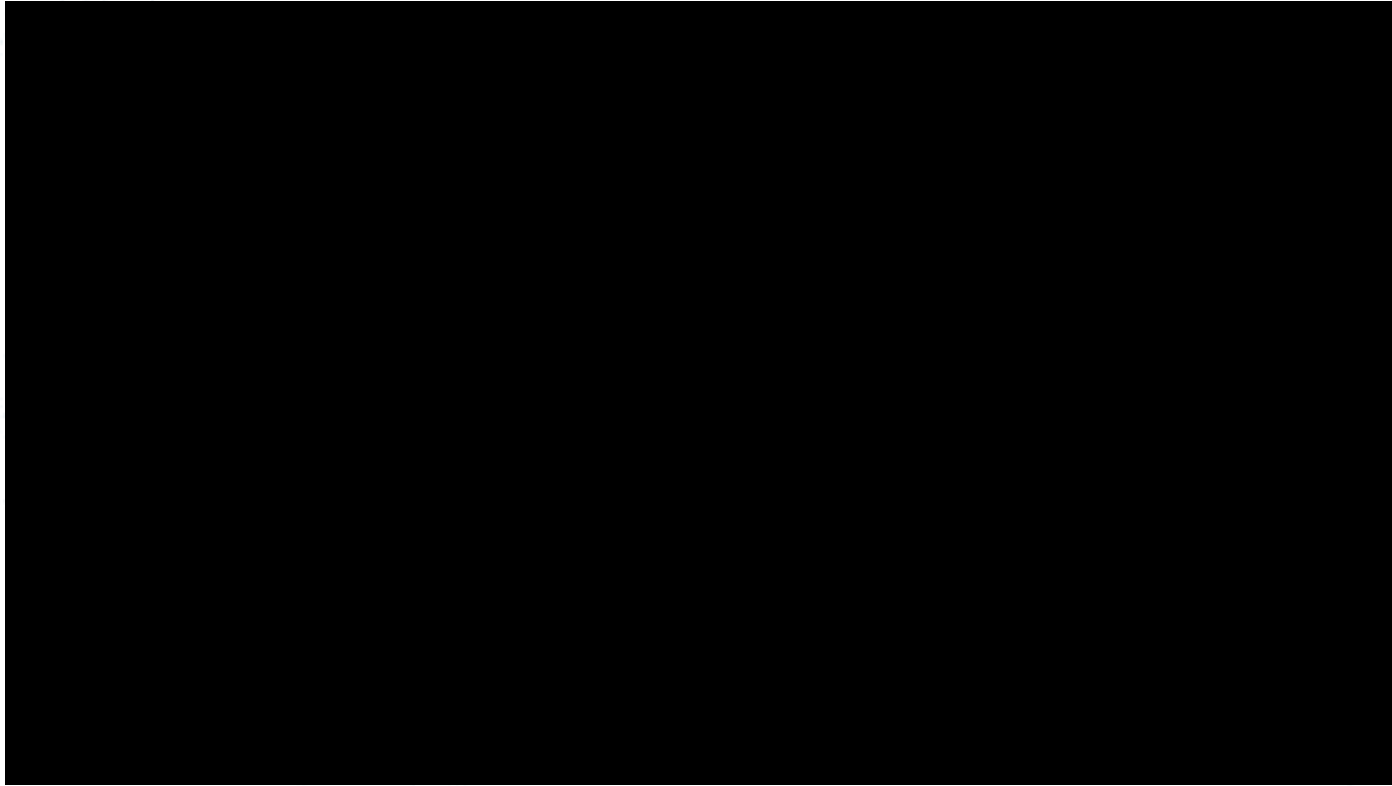
Lecture 10

Nondiscriminatory Language

Faculty of Humanities and Sciences

ELTU

Watch the following video



What is non discriminatory language?

- **Inclusive** language to address and describe **all people**, regardless of sex, race, ethnicity and physical or intellectual characteristics.

what's the
opposite of
nondiscriminatory?



discriminatory, biased,
interested, subjective,
prejudiced, involved, partial,
passionate, unfair, unjust





How to use non-discriminatory language?

1) Use the inclusive title when writing a female name

- Use 'Ms' in preference to 'Miss/Mrs' unless this is preferred by the individual being referred to.



2) Recasting the sentence in the plural form

- A writer should use correct grammar and punctuation in his writing. ✖
- Writers should use correct grammar and punctuation in their writings.



3) Rewriting the affected noun


- A student must present his research results to the examiner.



- A student must present the student's research results to the examiner.



4) Replacing the offending pronoun with the definite article 'the'

- The lecturer will display his timetable on his door.
- 
- The lecturer will display the timetable on the door.



5) Eliminating the offending pronouns (Only if the original noun is plural)

- An executive should read his e-mails sent from clients daily. ❌



- An executive should read e-mails sent from clients daily.



6) Replacing the offending pronoun with the generic pronoun, 'one'.



- A staff member in Argentina earns less than he would in New York.



- A staff member in Argentina earns less than one would in New York.



7) Rewriting using the relative pronoun 'who'.

- A grocery store offers discounts to a customer when he buys more than four jars of spaghetti sauce.
-  
- A grocery store offers discounts to a customer ~~when~~ who buys more than four jars of spaghetti sauce.





8) Rewording the sections where the offending pronouns are used

- The assumption of many e-mail users is that if a writer corrects his grammar and proofreads his document, he is wasting time. ❌
- The assumption of many e-mail users is that if ~~a writer~~ correcting grammar and proofreading a document, ~~he~~ is a wastage of time.



Please **avoid** using

- the form 'you' 
- the form 'his or her/ him or her/
he or she / himself or herself' 



9) Avoiding **stereotypical** nouns

- **Occupational titles**

Headmistress /headmaster - **principal**

Chairman – **chairperson / chair**

Policeman – **police officer**

Businessman – **business executive, business person**

Fireman – **firefighter**

Steward /stewardess- **flight attendant**

Craftsman – **artisan**

Salesman /saleswoman - **sales clerk, salesperson**



- **Inherently sexist words**

*Mankind - **humanity, humankind, people, humans, human beings***

*Man-made - **synthetic, artificial, handmade, homemade***

*The common man - **the common / average person, ordinary people***

- **Physical and or intellectual inability**

*Blind musician - a musician with **a vision impairment***

*A disabled person - a person with **special needs / differently abled person***

*Deaf - **with hearing impairments***

Activity - Padlet Wall (20 min)

Go to the Padlet wall via the link and type the given sentences in the nondiscriminatory language.



Possible Answers

- When a student writes a paper, **he** must proofread it carefully.

Sample answer 01 - When students write papers, they must proofread them carefully.

Sample answer 02 - When a student writes a paper, the student must proofread it carefully.

Sample answer 03 - When a student writes a paper, one must proofread it carefully.

Sample answer 04 - When a student writes a paper, the paper /it must be *proofread carefully.

(*This is the past participle of the verb 'proofread', since this is in passive voice.)



- A **businessman** should make it a practice to check **his** email every day.

Sample answer 01 - A business person should make it a practice to check the email every day.

Sample answer 02 - Business executives should make it a practice to check their emails every day.

Sample answer 03 - A business person should make it a practice to check one's email every day.

- If an executive gets an email that angers **him**, **he** should not reply it immediately.

Sample answer 01 – If an executive gets an email that angers the executive, the executive should not reply it immediately.

Sample answer 02 – If executives get emails that anger them, they should not reply them immediately.

Sample answer 03 - If an executive gets an email that angers oneself, one should not reply it immediately.

- When **a man** grows older, **he** becomes more reflective.

Sample answer 01 – When people grow older, they become more reflective.

Sample answer 02 – When a person grows older, that person becomes more reflective.

Sample answer 03 – When one grows older, one becomes more reflective.

Sample answer 04 – ~~When a man grows~~ Growing older, makes a person/human being ~~becomes~~ more reflective.

- Anyone, who wants **his** teaching evaluated, should submit the enclosed application by October 8.

Sample answer 01 – Anyone, who wants one's teaching evaluated, should submit the enclosed application by October 8.

Sample answer 02 – Everyone who wants their teaching evaluated, should submit the enclosed application by October 8.

Sample answer 03 – Anyone, who wants the teaching evaluated, should submit the enclosed application by October 8.

- If a complainant is not satisfied with the board's decision, **he** can ask for a rehearing.

Sample answer 01 – If a complainant is not satisfied with the board's decision, the complainant can ask for a rehearing.

Sample answer 02 – If complainants are not satisfied with the board's decision, they can ask for a rehearing.

Sample answer 03 -If a complainant is not satisfied with the board's decision, ~~he~~ can ask for a rehearing can be asked.

- The **chairman** must submit **his** budget by March 1st.

Sample answer 01 - The chairperson must submit the budget by March 1st.

Sample answer 02 - The chairperson must submit one's budget by March 1st.

Sample answer 03 - ~~The chairperson must submit his budget~~ By March 1st, the budget must be submitted by the chairperson.