Gender-sensitive Communication

First steps towards more inclusive language

This section presents **key terms you need to know** in order to make your language more inclusive. It also explains **why** we recommend that you mention gender in certain cases.

This section is designed to help you understand the **key principles for using gender-sensitive language**.

This toolkit includes examples of three **types of language** that fall on an ‘inclusivity scale’.

The inclusivity scale in language:

- **Avoid**
  - Sexist /
    - Gender-discriminatory /
    - Gender-biased language

- **Consider carefully**
  - Gender-neutral /
    - Gender-blind language

- **Favour**
  - Gender-sensitive language

We normally recommend that you aim to favour the most inclusive form of language: **gender-sensitive language**. In certain contexts, it may also be acceptable to use gender-neutral language.