

# Gender-sensitive Communication

## Practical tools (checklists and summary tables)

To ensure that you've used 'gender-savvy' language in your writing, try asking yourself the following questions:

- Do you recognise stereotypes and avoid repeating them through your language?
- Do you actively seek ways of being inclusive to both women and men?
- Does your language reflect the idea that women, men and those of a non-binary gender are independent persons of equal value, dignity, integrity and respect?
- When using gender-neutral language, have you considered whether there might be hidden gender elements to the discussion that mean you should be using gender-sensitive language instead?  
**Tip!** Policymakers and law-makers should almost always try to use gender-sensitive language, rather than gender-neutral language.
- Do you avoid terms that may be patronising or belittling to one gender?
- Would the adjectives that you use to describe one gender be equally applicable to another gender?
- Did you check your document for gender-biased language?

- Have you avoided describing women solely in relation to men?
- Do you avoid using 'man' or 'he' to describe the experiences of everyone?
- When describing professional occupations, have you used gender-neutral terms, such as chair, spokesperson and headteacher?

If you answered yes to all of the above, the chances are your language is free of gender bias.