

Gender-sensitive Communication

Pronouns

Gender	Subject	Object	Possessive	Possessive	Reflexive
Female	She	Her	Her	Hers	Herself
Male	He	Him	His	His	Himself
Neutral	Ze	Hir	Hir	Hirs	Hirself

To ensure you avoid gendered pronouns, please take a look at the following exemplary sentence and proposed alternatives.

Gendered pronouns	Solution	Alternatives
When every participant contributes his own ideas, the discussion will be a success.	Use his or her	When every participant contributes her or his own ideas, the discussion will be a success.
	Change the sentence to a plural	When all participants contribute their own ideas, the discussion will be a success.
	Rephrase to omit pronoun	The discussion will be a success when every participant contributes ideas which that participant had thought of.
	Use the gender neutral pronoun ze	When every participant contributes hir own ideas, the discussion will be a success.
	Use you (if speaking directly to an audience)	When each of you participants contributes your own ideas the discussion will be a success.

Gendered pronouns	Solution	Alternatives
	Use an or the in place of the pronoun	When every participant contributes an original idea, the discussion will be a success.
The contractor should make his request for changing the report in two weeks.	Use his/her	The contractor should make his/her request for changing the report in two weeks.
Anyone disagreeing with this statement should give his reasons.	Change the sentence to a plural	All those (anyone) disagreeing with this statement should give their reasons. Tip: Use the singular plural with caution.
You can always read a doctor's bill but you can never read his prescription.	Use her/his	You can always read a doctor's bill but you can never read her/his prescription.
A researcher was awarded a price for his research paper.	If the gender of the researcher is not known, replace pronouns with articles: use the or a	A researcher was awarded a price for the/a research paper.
When preparing the final report for the client, please send him all accompanying material in an annex.	Remove the pronoun	When preparing the final report for the client, please send all accompanying material in an annex.
Every conference participant must send in his presentation two weeks prior to the date.	Remove the pronoun or use gender-neutral pronoun ze	Every conference participant must send in the presentation two weeks prior to the date. Every conference participant must send in hir presentation two weeks prior to the date.