

Inclusive Language Do's & Don'ts

| Avoid | Consider Using |
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| "10 years' experience is required" | "Proven experience is required" |
| "Go off the reservation" | "I disagree with the group" |
| "Take your best shot" | "Give it a go!" |
| A middle-aged workforce | An experienced workforce |
| A young and diverse team | An effective and diverse team |
| Afro-American, Colored | African, African American, Black |
| Black African | Sub-Saharan African |
| Black Muslim | Muslim |
| Blacklist | Deny list |
| Blackout days/ Gray days | Blocked days, restricted days; make no changes period |
| Blindspot | Missed opportunity |
| Cakewalk | Easy |
| Class | Socio-economic status |
| Crushing it/ killing it | Elevating; exceeding expectations; excelling |
| Dummy value | Placeholder value, sample value |
| Gendered pronouns (he/him/his, she/her/hers) | they, them, theirs |
| Guru | Expert; authority; guide |
| Indian, Natives, Red | Native American, American Indian |
| Man hours | Work hours |
| Man-made | Machine-made, Artificial |
| Manpower | Workforce; staffing |
| Mantra | Mission Statement |
| Middleman | Mediator, Liaison |
| Minorities | Marginalized group; underrepresented group |
| Mixed racial | Biracial |
| Native feature | Core feature; built-in feature |
| Normal/ abnormal | Typical; Atypical |
| Owner/master | Lead; Manager; expert |
| Peanut gallery | Outside opinions |
| Pow wow | Standup, meeting |
| Salesman/saleswoman | Salesperson; sales representative |
| sexuality; sexual preference | Sexual orientation |
| Special rights | Equal rights, Equal protection |
| Tribal knowledge | Institutional knowledge; background knowledge |
| Walkthrough | Review; guide through |
| Whitelist | Allow list |