

6. A guide to using inclusive language

Inclusive language is language that makes all members of society feel included, equal and respected.

Ethnic, cultural and racial identity

In order to take others into consideration and not to offend anyone when speaking in English, follow these five tips:

1. Consider whether ethnicity, race, or religion is relevant at all. If not, leave out such references.
2. Do not confuse religious and linguistic or ethnic groups. For example, not every Lebanese is a Muslim, and many Muslims are not Arabs.
3. Try to be precise and avoid general terms when possible.
4. Keep in mind that popular and acceptable usage of names and customs changes over time, so take the time to find out what the most current terms are.
5. If possible, find out how people identify themselves before naming them.

Nationality vs. ethnic, cultural and racial identity

The terms *British*, *Australian*, *Canadian*, etc., include people born in these countries or with the citizenship of these countries, regardless of their cultural heritage. Some people who have emigrated to Britain prefer to be called *British*, regardless of where they or their family were originally from. However, others want to be identified by their heritage and referred to as *Greek*, *Italian* or *Indian*, even though they live in or were born in Britain. This can cause some confusion as to what term is best to use.

If you need to specify a person's ethnicity, use a qualifying definition: *Arab-speaking Australians*, *Jewish Americans*, *Canadians of Irish descent* or *Canadians of South Asian origin*.

Hyphenate compound ethnic or racial terms such as *African-American* only when used as adjectives. Write them as two separate words when used as nouns. For example:

Martin Luther King is a famous African-American leader.

Finnish Americans often visit Finland in the summer.

inclusive language korrekti kielenkäyttö, joka ei erottele ihmisiä iän, sukupuolen, ihonvärin, vammaan, etnisen taustan tms. perusteella

offend loukata

relevant tärkeä, relevantti

reference viittaus

precise täsmällinen

current nykyinen, tuore

regardless of riippumatta

heritage perintö

qualifying tarkemmin kuvaileva

descent syntyperä

hyphenate käyttää väliviivaa

compound yhdy-

Some possible terms to use (and others to avoid)

★ **black, African American** (Am.), **Afro-Caribbean / African Caribbean** (Br.)

refer to people who are of African descent or Caribbean origin. Terms such as *Negro* or *coloured* are outdated and should be avoided as they are generally viewed as offensive to many black people.

★ **Asian**

A general term which refers to people from Asia, but does not take account of the cultural differences between people of South, East and South East Asian origin. So, the most widely acceptable solution is to refer to a person's geographical origins or linguistic and cultural heritage such as: *Korean*, *Chinese American*, *Pacific Islander*, *Indian*, *Pakistani*, *Japanese*, etc.

★ **Hispanic**

A general term which refers to people whose heritage is from Spain, Mexico, Puerto Rico, Cuba, South and Central America.

★ **Latino/Latina** (masculine/feminine)

This term is more specific than *Hispanic* and refers only to people of Latin American descent.

★ **Native American** (Am.), **native peoples, aboriginal peoples** (Aus.), **early inhabitants, members of the first nation** (Can.)

refer to indigenous people. As always, it is better if you can be more specific and use terms such as *Navaho*, *Cree*, *Hopi*, or *Torres Strait Islander* (Aus.). Terms such as *Inuit* or *Alaska natives* (Am.) should be used instead of *Eskimo*.

★ **Caucasian**

refers to anyone with light skin, informally referred to as *white*.

★ **people of colour**

A general term used for people who have dark skin. The term *non-white* is not acceptable as it implies that *white* is the generic term for all people.

★ **mixed parentage, dual heritage**

refer to people whose heritage is from two or more cultures.

offensive loukkaava

take account of ottaa huomioon

indigenous syntyperäinen, alkuperäinen

Caucasian valkoihoinen

imply viitata, vihjata

generic yleis-

mixed parentage / dual heritage syntyperältään eri kulttuuritaustoista peräisin olevat vanhemmat