

How to use inclusive language

Helping everyone feel respected and included

Easy Read version



How to use this guide



The Queensland Government created this guide.

When you read the word 'we', it means the Queensland Government.



We wrote the information in this guide in an easy to read way.

We use pictures to explain some ideas.

Bold

We wrote some important words in **bold**.

Not bold

This means the letters are thicker and darker.

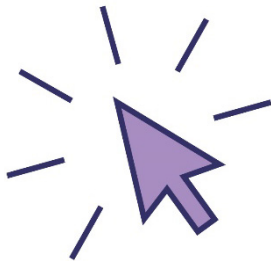


We explain what these bold words mean.

There is a list of these words on page 14.



This is an Easy Read summary of another guide.
This means it only includes the most important ideas.



You can find the other guide on our website.

www.qld.gov.au/qld-disability-plan



You can ask for help to read this information.

A friend, family member or support person
might be able to help you.

Why inclusive language is important

Inclusive language can help everyone feel:



- respected



- included



- safe and comfortable



- they belong.



When you use inclusive language,
you focus on someone's strengths.

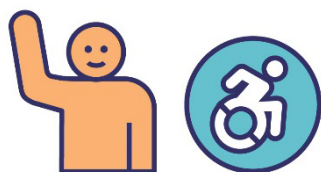


We explain different ways you can use inclusive
language on the pages below.

Find out what language to use



You should ask someone what language they would like you to use when you talk about them.



Someone might want you to use **person-first language**.

Person-first language is when you talk about a person before their disability.

This means you would say 'person with disability'.



Someone might want you to use **identity-first language**.

Identity-first language is when you talk about a person's disability first.

This means you would say 'disabled person'.

You should respect that people with disability can choose:



- how they want to talk about themselves



- the right words for them.

Focus on strengths



You should use language that focuses on what a person:

- can do
- is good at.



This can help someone:

- believe in themselves
- know what they can do
- feel like they can try new things.



For example, you might say 'You're good at thinking about different ways to fix problems'.

Respect cultures

Your **culture** is:



- your way of life
- how you think or act now because of how you grew up
- your beliefs
- what is important to you.

You should use language that:



- shows respect for someone's culture



- helps someone feel valued for who they are.



For example, you might say 'I'd really like to learn more about your culture if you feel comfortable sharing. You have a unique way of thinking'.



You should be open to learning about different cultures.

When you are open to learning about different cultures, you might:



- learn something new about someone's culture



- think about someone's culture differently.

Respect disabilities

People with disability have different:



- experiences



- ideas



- support needs.



You should learn what language a person with disability:

- feels comfortable with
- would like you to use.



For example, you might ask someone with Autism if they would like you to talk about them as:

- a person with Autism
- an autistic person
- a person who is Autistic.

Tips for using inclusive language



We have some tips for using inclusive language.



Think about the way you talk about someone.
And how this could affect the way they feel about themselves.



Ask someone how they would like you to talk about them.



Learn about changes to inclusive language.
And be open to changing the language you use.



Use language that is clear and direct.



Share information in different ways so everyone feels included.



For example, make sure information can be read by people who use screen readers.

This includes adding text that explains each image.

Word list

This list explains what the **bold** words in this document mean.

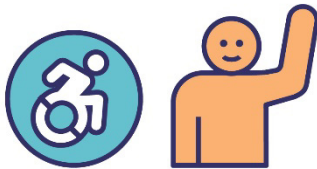
Culture

Your culture is:



- your way of life
- how you think or act now because of how you grew up
- your beliefs
- what is important to you.

Identity-first language



Identity-first language is when you talk about a person's disability first.

This means you would say 'disabled person'.

Inclusive language

Inclusive language can help everyone feel:



- respected
- included
- safe and comfortable
- like they belong.



Person-first language

Person-first language is when you talk about a person before their disability.

This means you would say 'person with disability'.



The Information Access Group created this Easy Read guide using stock photography and custom images. The images may not be reused without permission. For any enquiries about the images, please visit www.informationaccessgroup.com.
Quote job number 6012.