

# Gender-Neutral Language Alternatives<sup>14</sup>

Use these tips to make gender-neutral documents.

## GENERAL TIPS

- 01/ Use both pronouns “he” and “she.” This can be done as “(S)he,” “S/he,” “She or he,” etc.
- 02/ Rewrite the sentence to eliminate the pronoun completely.
- 03/ Use a neutral word or phrase such as “person”, “any person”, “every person” or “no person”;
- 04/ Repeat the noun.

## WORDING SUGGESTIONS

Instead of the terms below:	Try to replace them with:
Foreman	Supervisor
Jack of all trades	Handyperson
Journeyman	Journeyperson, tradesperson
Lumberjack	Logger
Man-hours	Work hours
Serviceman	Technician, maintenance person
Businessman	Business executive, entrepreneur
Workman	Worker

**RATHER THAN:** “We are looking for a ‘Jack-of-all-trades’ to be a Project Manager. He will work alongside the Foreman and will be responsible for planning and executing projects. He will provide oversight for all phases of construction, and will direct a team of workmen”.

**TRY:** “We are looking for an experienced, well-rounded individual to be Project Manager. She/he will work alongside the Site Supervisor and will be responsible for planning and executing projects. The Project Manager will provide oversight for all phases of construction, and will direct a team of workers”.

14 These suggestions have been provided by The Government of Canada’s Department of Justice.