

# How to Communicate Respectfully and Inclusively

## 1. Put the person at the center:

- When possible, ask individuals how they prefer to be identified;
- Try to place the term "person" before specifying characteristics (the migrant person, the deaf person).

## 2. Express yourself in a welcoming and non-hostile manner

commit to avoiding prescriptive phrases (it is mandatory, the candidate must...) when they are not necessary

## 3. Challenge stereotypes and prejudices

increase your awareness of this and, whenever possible, involve marginalized groups in the design/revision of content.

## 4. For Gender-Sensitive Language:

- always avoid the generic masculine;
- use feminine forms for terms related to roles and positions when they are held by a woman;
- reflect on the use of schwa (ə) and other symbols, being mindful of accessibility and readability issues..

## 5. To talk about disability

always put the person at the center and use the most appropriate terms for the different types of disabilities.

## 6. When Italian is not the first language

always focus on clarity and simplicity in the texts for the people you are addressing.

## 7. Make the language accessible

pay attention to font choices and text structure. Create clear content using common words and simple syntax.

## 8. Pay attention to the choice of images

ensure that images are equally representative, avoiding stereotypical symbolic associations. Avoid conveying hierarchical relationships of inferiority.

## 9. Exercise the ability to make language inclusive and accessible

on the texts you read daily and those you write.

## 10. Encourage those around you to use inclusive and accessible language

by sharing the good practices you encounter.



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