ADVANCED TEAM CONCEPTS
TRAINING & FACILITATION FOR REACHING BEYOND EXCELLENCE

Welcome to WRITE IT RIGHT, a monthly e-newsletter from Julie Pagliai.

Read on to receive powerful tips for writing success!

WRITING TIPS

Are you making your writing gender-neutral?

Good business writers try to eliminate all sexist language from their writing. **Sexist language shows up in a couple of different ways.**

Certain occupations or terms denoting a particular sex

Examples	Alternatives
chairman	chair or chairperson
fireman	firefighter
waitress,waiter	wait person,server
policeman	police officer
man hours	staff hours
stewardess,steward	flight attendant

Use of a pronoun indicating a particular sex

Examples

- Give each driver *his* certification exam as soon as *he* has completed the test drive.
- The company is looking for a manager and *his* staff to take over the project.
  An administrative assistant and *her* team will be asked to support the new project.

Sexism can be eliminated in several ways.

Use *his/her* in place of the singular his or her.
  Example: *Give each driver his/her certification exam as soon as he/she has completed the test drive.*
  (This is often awkward and many authors rewrite their sentences to avoid using this construction.)

Change the noun to a plural form and use *their*.
  Example: *Give all drivers their certification exams as soon as they have completed the test drive.*

Rewrite the sentence to avoid the use of a pronoun.
  Example: *Once the test drive is complete, a certification exam should be given to the driver.*

Staying gender-neutral in your writing = Being politically correct (PC)!

WHY WRITE IT RIGHT?

The Pursuit of the Gender-Neutral Singular Pronoun

Since the mid-nineteenth century, there have been many attempts to create an *epicene pronoun* for the English

language. **An epicene pronoun is a gender-neutral singular pronoun that can replace a gender-specific singular pronoun like he, his, and him.**

Many have been proposed including:
- **ne, nis, nim** and **hiser** in the mid-19th century
- **whe, whes, whem** and **wheself** (a combination of he, she and we)
- **che, chis, chim** and **cherself**

And finally, another suggestion was to use *kin* or the one-letter *E* for all singular pronouns. If epicene pronouns had caught on, instead of saying...
- Give *him* the certification exam as soon as *he* has completed *his* test drive.

we might say...
- Give *chim* the certification exam as soon as *che* has completed *chis* test drive.
or
- Give *kin* the certification exam as soon as *kin* has completed *kin* test drive. *

That would make for some interesting conversations!

If you have a grammar question, conundrum, or, dare I say, joke, send it to jpagliai@ATCtraining.com.

Until next time, WRITE IT RIGHT!

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