# A GUIDE TO GENDER LANGUAGE

## A GUIDE TO CENDER CHARLES CH

LANGUAGE

### INTRODUCTION

The Bureau of Communications Services is committed to the promotion of gender equality in media and film. At present, there are still content creators such as writers, broadcasters, scriptwriters, and vloggers who knowingly or unknowingly, use language that excludes, stereotypes, and demeans women. To help address and correct this discriminatory practice, the Bureau is producing a new edition of this reference guide that was published in early 2000 in cooperation with the Philippine Commission on Women (PCW) and University of the Philippines Center for Women's and Gender Studies. This new edition enumerates sexist words, phrases, and expressions and their correct alternatives with additional entries taken from the Gender-Fair Media Guidebook published by the PCW. This reference guide may not provide a comprehensive listing but it is hoped that by making this material readily available to the members of media, they will be encouraged to use terms that are gender-fair and do not discriminate women. It is the ultimate objective of the Bureau that both men and women are accorded equal treatment and recognition in all media platforms.

## CENDER-FAIR TERMINOLOGIES

INSTEAD OF...

USE...

A

Actress

Aged

Airline Stewards/esses

Anchorman

**Authoress** 

Aviatrix

- ACTOR

- AGED/OLDER
PERSONS

- FLIGHT ATTENDANTS

- NEWSCASTER, COMMENTATOR

- AUTHOR

- PILOT, FLYER, AERONAUT

B

Bachelor Girl/ Spinster/ Old Maid

- UNMARRIED PERSON Back-Up-Man

- REPLACEMENT/ ALTERNATE/ SUBSTITUTE

Bag Lady

- HOMELESS/ HOMELESS PERSON

Bar Man/Bar Maid

- BAR STAFF/ BAR PERSON

Bell Man/Bell Boy

- BELLHOP

Blacks (N. American) - AFRICAN AMERICAN

Broken Home

- FAMILY/
RESTRUCTURED
FAMILY

Brotherhood of Man - HUMANITY

Brotherly

- COMRADELY/
FRIENDLY

Busboy

- WAITER'S ASSISTANT

Businessman

- BUSINESS
EXECUTIVE/
MANAGER/
BUSINESS OWNER/
RETAILER/
ENTREPRENEUR/
BUSINESS
COMMUNITY

C

Cameraman

- CAMERA
OPERATOR/
PHOTOGRAPHER/
VIDEOGRAPHER/
CINEMATOGRAPHER

Career Girl

- CAREER WOMAN

Caveman

- CAVE DWELLER

Chairman

- CHAIRPERSON/ CHAIR/CONVENER/ COORDINATOR

Chambermaid

- HOTEL WORKER

Chorus Girl

- CHORUS DANCER

Cleaning Woman/ Janitress - CLEANER

Clergyman

- MEMBERS OF THE CLERGY/ MINISTER/RABBI/ PRIEST/PASTOR

Comedienne

- COMEDIAN

Committee of Wise Men

- ADVISORY PANEL/ COMMITTEE/ PANEL OF COUNSELORS Congressman

Corporate
Husband/
Corporate Wife

Councilman

Cow Boy/Cow Girl

Craftsman

- REPRESENTATIVE/ CONGRESSIONAL REPRESENTATIVES
- CORPORATE SPOUSE
- COUNCILOR
- RANCH HAND
- CRAFTS ARTIST/ ARTISAN/ CRAFTSPERSON

D

Delivery Boy/ Delivery Girl

Domestic/Maid/ Servant

Doorman

Draftsman

- DELIVERER/ DELIVERY CLERK/ COURIER
- HOUSEHOLD WORKER
- DOORKEEPER/ GATEKEEPER
- DRAFTING TECHNICIAN

Draughtsman

Dyke/ Gay Woman/ Female Homosexual - DESIGNER

- PERSONS OF DIVERSE SEXUAL ORIENTATION, GENDER IDENTITY AND EXPRESSION, AND SEX CHARACTERISTICS (SOGIESC)

E

Early Man

- EARLY PEOPLE/ EARLY MEN AND WOMEN/EARLY HUMAN BEING

Effeminate

- GENTLE/DELICATE/ FEEBLE/SOFT/ AFFECTED

**Employed Mother** 

- WORKER

Executrix

- EXECUTOR

F

Fathers (Religious)

- PRIESTS

Fellow Country Man

Female Lawyer

Female Poet

Fireman

Fish Wife

Fishermen

Foreman

Founding Fathers/ Forefathers - COMPATRIOT

- LAWYER

- POET

- FIREFIGHTER

- FISH SELLER/ FISHERFOLK

- FISHERS/

FISHING PEOPLE/

FISHING

COMMUNITY/FISH

FOLK

- SUPERVISOR/ SUPERINTENDENT/

**FOREPERSON** 

- FOUNDERS/ ANCESTORS

G

**Girl Athlete** 

- ATHLETE

Girl	Fric	day	
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- ADMINISTRATIVE ASSISTANT/PERSONAL ASSISTANT

Girls in the Office

- SECRETARIES/ **OFFICE ASSISTANTS/ TYPISTS** 

**Girl Watching** 

- STREET HARASSMENT

**Granny Midwife** 

· - MIDWIFE

Groundsman

- GARDENER/GROUNDS WORKER/LANDSCAPER



Handyman

- REPAIRER/ MAINTENANCE WORKER

Head Master/Head - - PRINCIPAL Mistress

Heroic Woman/ Heroine

- HERO

Hooker/Whore

- PROSTITUTED PERSON

### Hostess

### House Husband/ Housewife

### - HOST/ PRESENTER

### - HOMEMAKER

## J

Junkman

- JUNK DEALER

Lady

Lady Doctor

Lady Guard

Lady Lawyer

Landlord

Laundrywoman/ Washerwoman

Lawyers/Doctors/ Farmers and their Wives

- WOMAN
- DOCTOR/PHYSICIAN
- GUARD/SECURITY
  GUARD
- LAWYER
- OWNER/
  PROPRIETOR
- LAUNDERER
- LAWYERS/ DOCTORS/ FARMERS AND THEIR SPOUSES

L	a	V	m	na	n
	-	J			

- LAYPERSON/
NONSPECIALIST/
NONEXPERT/
NONPROFESSIONAL

Layman's Language - CONVERSATIONAL/ NOT TECHNICAL

Libbers

- FEMINISTS/ LIBERATIONISTS

Lineman

- LINE INSTALLER/ LINE REPAIRER

Longshoremen/ Stevedores

- LONGSHORE WORKERS

Lumberman

LUMBER CUTTER/ DOCKER

M

Mailman

- POSTAL
OFFICER/POST
PERSON/LETTER
CARRIER

Maintenance Men

- MAINTENANCE STAFF

Male Chauvinist - MALE Pia CHAUVINISM Male Nurse NURSE Male Secretary - SECRETARY Man, Mankind - HUMAN BEING/HUMAN/ HUMANKIND/ PEOPLES/ PERSON/ HUMANITY/ **HUMAN SPECIES** Man a Project - STAFFA PROJECT/HIRE PERSONNEL Man-hour - WORK HOUR/ LABOR TIME Man and Wife - HUSBAND AND WIFE/SPOUSES Man on the Street - AVERAGE PERSON/ ORDINARY PERSON/ PEOPLE IN GENERAL

Man of Letters - WRITER/
INTELLECTUAL/
SCHOLAR/

**AUTHOR** 

Man of Science	: - SCIENTIST/
	: BIOLOGIST/
	: CHEMIST
	· ALIMITIOI
Man to Man	- ONE TO ONE/
Mail to Mail	: PERSON TO
	: PERSON
Man's	: - HUMAN
Achievements	: ACHIEVEMENTS
Manfully	- VALIANTLY
Manhood	: - ADULTHOOD/
	MATURITY
Manager 1	
Mankind	- HUMAN BEINGS/
	HUMANS/HUMAN
	KIND/HUMANITY/
	PEOPLE/HUMAN
	: RACE/MEN AND
	: WOMEN/SOCIETY/ : HUMAN SPECIES
	. HOMAN SPECIES
Manly/Mannish	- MASCULINE
, , , , , , , , , , , , , , , , , , , ,	· MADOULINE
Man-made	- MANUFACTURED/
	SYNTHETIC/
	ARTIFICIAL/
	HANDMADE/
	FABRICATED
NA	
Manning the	- STAFFING/
Office	RUNNING THE

Manpower

RUNNING THE OFFICE

- PERSONNEL/

LABO	OR FORCE/
WOR	KFORCE/
HUM	AN
RESC	OURCES/
STAF	

Masterful

Mediaman

Men and Girls

Middleman

Mill Girls

Motherhood/ Fatherhood

Mothering

- VERY SKILLFUL

- JOURNALIST

- MEN AND WOMEN/LADIES AND GENTLEMEN

- INTERMEDIARY/ AGENT/MIDDLE PERSON

- FACTORY WORKERS

- PARENTHOOD

- PARENTING/ CHILD REARING

N

Newsman

No. 2 Man

- REPORTER/

- SECOND IN



**Old Masters** 

- CLASSIC ART/ ARTISTS

Ombudsman

- MEDIATOR/
OMBUD/
PROTECTOR/
REPRESENTATIVE

One-Man (Show)

- ONE-PERSON (SHOW)

P

Plainclothesman

- PRIVATE DETECTIVE

**Poetess** 

- POET

Pointman

- LEADER/GUIDE/ PRINCIPAL

Policeman

- POLICE OFFICER

Political Husbands/ Political Wives

- SPOUSES

Pressmen

- PRESS
OPERATORS

Pri	mitive	Men
PII	millive	Men

- PRIMITIVE PEOPLE/ PRIMITIVE MEN AND WOMEN

**Proprietress** 

- PROPRIETOR

R

Repairman

- REPAIRER

S

Salesgirl/ Saleswoman/ Salesman

Seaman

Seamstress

Sculptress

Servant

Showman

- SALESPERSON/
SALES
REPRESENTATIVE/
SALES PEOPLE

- MARINER/SAILOR/ SEAFARER

- SEWER/MENDER

- SCULPTOR

- HOUSEHOLD HELPER

- EXHIBITOR

Spokesman

- SPOKESPERSON/ REPRESENTATIVE

Sportsman/ Sportswoman - ATHLETE/SPORTS ENTHUSIAST

Starlets

- ASPIRING ACTORS

Statesman

- POLITICAL LEADER/PUBLIC SERVANT/ DIPLOMAT

Statesmanship

- DIPLOMACY

Stockman

- STOCKWORKER

Suffragette

- SUFFRAGIST

T

To man (the office, stand, etc.)

- TO STAFF/ WORK/SERVE AT/OPERATE/ ATTEND

Tradesman

- TRADER/
TRADESPERSON

Traffic in Women

- HUMAN TRAFFICKING

Transvestite/ Queen/Queer/ Poofter/Dyke - PERSON OF DIVERSE SOCIESC

marmar Ashib

### U

**Undercover Man** 

Usherette

Unmarried/Unwed Mother - SECRET AGENT

- USHER

- SOLO PARENT



Waitress

Watchmen

Weatherman

- WAITER

- GUARDS/ SECURITY GUARDS

- WEATHER
REPORTER/
WEATHERCASTER/
METEOROLOGIST

Woman Driver

Woman Engineer

Woman Writer

Working Man/ Wife/Workman

Workmanlike

Workmen's Compensation - DRIVER

- ENGINEER

- WRITER

- WORKER/ WAGE EARNER/ EMPLOYED PERSON

- EFFICIENT/ SKILLFUL/WELL-MADE

- WORKER'S COMPENSATION

Y

Young Girl

- GIRL

## TITLES AND FORMS OF ADDRESS

INSTEAD OF ...

USF.

Miss or Mrs.

- MS. (Even if marital status is known)

Miss Herman Castillo - MS. ANNABELLE CASTILLO (Use married woman's first name instead of her husband's)

Dear Sir, Gentlemen - DEAR COLLEAGUE, EDITOR, PROFESSOR, ETC. (To be used

ETC. (To be used in letters to unknown persons)

Mr. and Mrs. Julio Vera - JANE AND JULIO VERA, MR. AND MRS. VERA

President Bush and Mrs. Arroyo - PRESIDENT BUSH AND PRESIDENT ARROYO Martina and Connors

- NAVRATILOVA AND CONNORS, OR MARTINA AND JIMMY

Connors and Miss Navratilova - MR. CONNORS AND MISS NAVRATILOVA

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