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**Business Writing Skills Part III: Avoiding Sexist Language**

**By Linda Elizabeth Alexander**

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Many businesspeople are unfamiliar with business writing. Concise writing will build your business because you will better connect with customers and prospects. In this four-part series, I will teach you how to make your writing and other business correspondence clearer, understandable, and more direct.

Avoiding Sexist Language in Writing By Linda Elizabeth Alexander

Why avoid sexist language in your business writing? Biased language can alienate any potential reader. If you alienate your readers, you lose credibility. Without their faith in your words, you have lost your audience and cannot make your argument. Therefore, avoiding sexism in your writing benefits everyone.

Here are some tips for avoiding common mistakes regarding sexist language.

**He/She**

The use of a masculine pronoun to refer to both genders is offensive to many people. Also, using terms such as "man" to define people can often be confusing – are you referring only to "men" or to "all people"? The easiest and best way to get around this is to rewrite the sentence in the plural, or avoid using a pronoun altogether.

Example: The executive cannot do his job properly until he understands how. Correct to: Executives cannot do their jobs

properly until they understand how.

You could also say "The executive cannot do his or her job properly until he or she understands how." However, this tends to be clumsy, especially after being used repeatedly.

Ms./Miss/Mrs. Miss refers to an unmarried woman. Mrs. Refers to a married woman. Ms. is a universally accepted form of addressing a woman regardless of her marital status. This should be adopted whenever possible.

However, there are women who indicate a preference for either

Miss or Mrs., and that preference should be honored if known. When addressing general audiences, or if you are not sure of the woman's marital status, always use Ms.

Other ways to avoid sexism in your writing:

Don't assume that a particular job is filled by a particular gender: there are many female construction workers and doctors; there are also many nurses and office assistants that are male.

Instead, talk about "mail carriers" instead of mailmen, "flight attendants" instead of stewardesses, and "police officers" instead of policemen. Certain job titles refer to both men and women; "lineman" is one such example.

Try not to be confusing by going overboard with terms such as "saleswoman" or "salesman" or "salesperson." Instead, use simple words like "sales associate" or "chair" instead of "chairman/woman/person."

Linda Elizabeth Alexander is a business writer and marketing consultant based in Longmont, Colorado, USA. Improve your writing skills at work! Subscribe to her FREE ezine. Write to the Point at [lalexander@write2thepointcom.com](mailto:lalexander@write2thepointcom.com) or visit <http://www.write2thepointcom.com/articles.html>.

## **Linguaphone Language Learning Solutions**

**By Madhur Bajaj**

Language Training is integral to success in the International setting. It is increasingly recognized as a key element in assignment success.

## Business Writing Skills Part III: Avoiding Sexist Language

The ability to communicate in the local language of International colleagues and clients facilitates relationship building and fosters an atmosphere of credibility and trust.

Knowledge of the local language gives international assignees a more thorough understanding of the host country's culture. Attaining a high level of linguistic proficiency can mean the difference between the success and failure of an International assignment. Increasingly, there is need for highly specialized training such as accent reduction, business writing in the target language, contract negotiation and skills to deliver presentations or conduct interviews.

Having linguistically proficient personnel is often the best way to build and maintain relationships with local nationals. As users confidence in the target language increases, so does their ability to identify opportunities and broaden business capabilities.

It is recommended to have Language Learning Programs which creates success & confidence in all paths of life by solving the problem of international communication skills in any international language with effective language learning solutions.

Madhur Bajaj  
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