

# How to write for a *diverse* audience

With this guide on inclusive language, you can communicate to – and about – all Australians with the respect they deserve.

*But remember: this list is a starting point only and not exhaustive.*



## Aboriginal and Torres Strait Islander people

First Nations Australians are culturally, linguistically and nationally distinct. Make sure to use the appropriate language – and consult with informed parties before writing to a specific community.



We work with **ATSI** to develop their businesses.

This program supports **Aborigines** to achieve their goals.

We educate our staff on **indigenous** culture.



We work with **Aboriginal and Torres Strait Islanders** to develop their businesses.

This program supports **Aboriginals** to achieve their goals.

We educate our staff on **Indigenous** culture.

## Gender and sexual diversity

If appropriate, ask people for their preferred pronouns and address them as such. If you're unclear or speaking to a general audience, use gender-neutral pronouns or titles.



**Each team member** needs to complete his task by the due date.

We will elect a new **chairman** next month.



**All team members** need to complete their task by the due date.

We will elect a new **chairperson** next month.

## Age diversity

If you must refer to age, use respectful and unbiased terms.



Our council is building a skatepark to provide a healthy outlet for the **juniors**, and to curb property damage.

Our community centres are popular among **old people**.



Our council is building a skatepark to provide a healthy outlet for **young people**, and to curb property damage.

Our community centres are popular among **seniors**.

## People with disability

Disability doesn't define people. So use person-first language unless the individual or community prefers otherwise.



Companies should support their **mentally ill** employees.

Your website's text and design must be accessible to **blind people**.



Companies should support employees with **mental health issues**.

Your website's text and design must be accessible to **people with vision impairment**.

## Cultural and linguistic diversity

Champion Australia's various cultural and linguistic backgrounds by respecting their identity as Australians.



**The Chinese** are pitching in for next month's fundraiser.



**The Chinese-Australian** community is pitching in for next month's fundraiser.

IMPORTANT: This guide follows the Australian Government Style Manual (2020).

Want to ensure your whole team is writing for the whole community? **Get in touch.**

