

APPENDIX A

Animal, Food and Plant Terms for Persons

ANIMAL TERMS

Women	Men
fox or vixen	fox
pig	pig
lamb	lamb
dog	dog
tiger	tiger
chicken	chicken
pussy	pussy
dumb ox	big ox
silly goose	gorilla
old mare	cat or tomcat
cow	ass or jackass
bird	buck
heifer	snake in the grass
kitty	rat
chick	stud
beaver	weasel
filly	cock
bitch	turkey
black widow	teddy bear
mouse	worm
hog	old goat
bunny	bull
sow	wolf
broad (pregnant cow)	bear
chickadee	stag (party)
sex kitten	
cat ("cat fight")	
hen (as in "he's henpecked")	
shrew (mouse- like mammal)	

lady, girl, gal, etc.
the queen's English
a daddy's girl
using a lady's name
an Amazon

Source: Ivy and Backlund (1994: 81)

matrimony
a matey
the mother tongue
acting like a mother hen
a nervous Nellie
a Pollyanna
opening Pandora's box
a dumb blonde

FOOD TERMS

Women	Men
honey	honey
sugar	sugar
cookie	cookie
pumpkin	pumpkin
honey bun	honey bun
cutey pie	cutey pie
cupcake	cupcake
muffin	stud muffin
pudding	candy ass
tart	beefcake
sugar lips	top banana
tomato	hot dog
jelly roll	meathead
brown sugar	big cheese
candy	
baby cakes	
cheesecake	
love/lamb chop	
peach	
dish	
marshmallow	
cherry	

PLANT TERMS

Women	Men
rose/rosebud	pansy
clinging vine	
buttercup	
sweet pea	
petunia	
honeysuckle	
daisy	
violet	

APPENDIX B

Masculine and Feminine Expressions and Alternatives

Masculine Expressions and Alternatives

boy	guy or man
to lord something over someone	to overpower someone
one's fellow classmates	one's classmates
one's fellow man	one's companions; other people
winning a fellowship	winning a student endowment
wanting fellowship with others	wanting togetherness or camaraderie
receiving your bachelor's degree	receiving your undergraduate degree
our forefathers or founding fathers	our founders or forebears
like father, like son	in one's image; following in one's footsteps
the brotherhood of man	humanity; the human collective
I am not my brother's keeper	it's none of my business; I don't know
the little girls' or little boys' room	restroom or bathroom
a Johnny-come-lately	newcomer; new arrival
charley horse	muscle cramp
like a David and Goliath	an uneven contest or mismatch; an upset
that's my Achilles' heel	that's my main weakness
receiving a Dear John letter	receiving a breakup letter; getting dumped
someone is a doubting Thomas	someone is skeptical or disbelieving
someone is a Don Juan	someone is a romantic lover
your average Tom, Dick, or Harry	your average person; a so-and-so
a good Joe	a good or helpful person
having the Midas touch	making something out of nothing
a Jekyll and Hyde	a two-faced person; a split personality
signing your John Hancock	signing your name
having Montezuma's revenge	being sick to your stomach
a Mickey Mouse operation	a slipshod or small-time operation
a peeping Tom	a voyeur or peeper
raising Cain	raising hell; causing a ruckus
say uncle	give up; say when
"Well, I'll be monkey's uncle!"	"Well, I'll be!"
don't be a Scrooge	don't be cheap or tight
borrow from Peter to pay Paul	juggle the bills/money
a gentleman's agreement	an informal agreement or promise
Father Time	time
wearing the pants in the family	heading the household
sugar daddy	bankroller
old as Methuselah	old as the hills; old as time
king of the hill	big shot; hot shot; big wheel; winner
the patience of Job	tremendous patience; long-suffering
Jack Frost	frost; winter
tomfoolery	foolishness; nonsense
spend money like a "drunken sailor"	throw money around
curse or talk like a sailor	curse; have a trash mouth
the king's English	correct English; perfect language
a mama's boy	a spoiled, privileged, or immature person

Feminine Expressions and Alternatives

lady; girl; gal; or doll	woman
the queen's English	correct English; perfect language
a daddy's girl	a spoiled, privileged, or immature person
using a lazy Susan	using a revolving dish
an Amazon	a tall, strong, or belligerent person
a Jezebel	an evil influence
Mother Earth or Mother Nature	earth or nature
matrimony	marriage
a patsy	a dupe; a sucker
the mother tongue	native tongue or language
acting like a mother hen	being protective
a nervous Nellie	worrywart; worrier; nervous person
a Pollyanna	an eternal optimist; an idealist
opening Pandora's box	opening a can of worms; causing problems
a dumb blonde	an unintelligent person

APPENDIX C

Adjective Checklist

*Sex Stereotype Index (SSI) and Favorability (FAV) Scores for the Adjectives
Comprising the Focused Male and Female Stereotypes*

Male Stereotype				Female Stereotype			
ADJ #	Adjective	SSI	FAV	ADJ #	Adjective	SSI	FAV
147	masculine	790	576	86	feminine	192	530
7	aggressive	761	501	221	sentimental	241	563
4	adventurous	752	615	77	emotional	254	508
70	dominant	736	462	6	affectionate	270	611
90	forceful	723	475	258	sympathetic	299	603
251	strong	707	601	240	soft-hearted	303	567
122	independent	706	612	261	talkative	307	512
10	ambitious	702	599	18	attractive	308	620
23	boastful	696	369	88	flirtatious	308	437
55	daring	694	547	100	gentle	312	635
41	confident	683	601	13	appreciative	317	618
17	assertive	678	541	71	dreamy	322	483
50	courageous	678	608	98	fussy	325	401
76	egotistical	671	389	220	sensitive	326	592
143	logical	661	599	82	excitable	333	527
193	rational	654	591	97	frivolous	339	445
163	opportunistic	650	535	224	sexy	340	594
271	tough	649	520	291	warm	341	640
79	enterprising	645	604	31	cheerful	343	641
35	coarse	642	398	253	submissive	343	447
105	handsome	642	606	87	fickle	344	411
2	active	641	629	16	artistic	346	613
195	realistic	629	601	156	nagging	348	344
19	autocratic	626	477	177	pleasant	349	619
95	frank	624	596	179	poised	356	594
144	loud	624	428	61	dependent	357	463
33	clear thinking	623	636				
279	unemotional	623	418	29	changeable	360	521
248	stern	622	456	118	imaginative	364	574
228	show-off	617	384	151	mild	371	485
63	determined	616	603	149	meek	369	449
213	self-confident	614	595	30	charming	373	610
150	methodical	611	516	140	kind	374	645
178	pleasure-seeking	608	559	187	prudish	375	402
209	robust	606	559	112	high-strung	379	439
125	industrious	605	624	45	considerate	381	636
186	progressive	603	575	93	forgiving	382	632
162	opinionated	602	469	293	weak	384	393
48	cool	601	535	5	affected	385	455
141	lazy	601	372	230	shy	385	474
246	stable	601	585	239	sociable	386	599
168	outspoken	600	518	278	understanding	387	638
				121	impulsive	392	470
				170	patient	393	630
				42	confused	394	426
				182	praising	395	580
				294	whiny	395	361
				74	effeminate	397	438
				28	cautious	398	551

Source: Williams and Best (1977: 108)

Appendix D

QUESTIONNAIRE

Dear Respondents,

The purpose of this research is to study differences in writing style.

Part 1:

Kindly complete the first part of this questionnaire with your personal information.

Sex: Male / Female

Age: _____

Tertiary Education: _____

Please state highest level attained:
(Diploma, B.A/Sc., M.A/Sc, Ph.d
etc.)

Part 2:

You are first requested to read each sentence and then decide if it is **most likely** written by a female or a male writer. Having done this, you are then requested to read each sentence again and decide if you feel the language used is sexist.

Key:

F - female writer

1 - I find this sentence
non sexist

M - male writer

2 - I find this sentence
quite sexist

3 - I find this sentence
sexist

4 - I find this sentence
very sexist

	Who do you think wrote this sentence?	How would you rate this sentence?
1. But we're not even talking about the few obvious choices in your office- your aggressive boss, your bitchy co-worker or your tale-telling secretary.	F M	1 2 3 4
2. Once you've successfully acquired a woman, maintenance is usually a matter of continuing to apply the techniques of acquisition.	F M	1 2 3 4
3. For instance, when a man says "She's got good tits", he actually means she's a nice package and is pretty.	F M	1 2 3 4

	Who do you think wrote this sentence?		How would you rate this sentence?			
4. Just because the generous sod is willing to lend you his precious titanium fishing rod or newly acquired wheels, it in no way implies that he similarly does not mind you playing hide-the-sausage with his girl.	F	M	1	2	3	4
5. Your client wants to go to court because he's the 'ass hole' referred to in the column.	F	M	1	2	3	4
6. If you want boys to like you, you must behave like a lady.	F	M	1	2	3	4
7. He is blond, bronzed, handsome, fit and ready for action, and the dream man of millions of girls around the world in 100 countries who tune in to Cody Madison in Baywatch.	F	M	1	2	3	4
8. Weren't you absolutely thrilled to meet someone who shared your loose philosophy, who loved pool and pizza and who, conveniently, also owned a vagina?	F	M	1	2	3	4
9. Like cars, guns, cameras and dumb girls with big tits, musical facism is pretty much a male bastion.	F	M	1	2	3	4
10. It took me months before I finally realised what an underhanded cow Mary really is.	F	M	1	2	3	4
11. Before your reputation with the babes plunges to even lower depths, I'd strongly advise you throwing your trademark moves out of the window and starting afresh.	F	M	1	2	3	4
12. There is an air of little-girlness about the designer.	F	M	1	2	3	4
13. Oh! Beautiful, black, big breasted, bodacious Baywatch babe, Oh! Bingham	F	M	1	2	3	4
14. For someone who has the female world at his feet, he is extremely humble.	F	M	1	2	3	4

	Who do you think wrote this sentence?	How would you rate this sentence?
15 He seems to have gleaned an air of superiority from rubbing privates with fancy chicks.	F M	1 2 3 4
16 Fann, usually so bubbly and ready to blab, panicked and went into hiding.	F M	1 2 3 4
17 He soon realises that the only thing which will make his life complete is an appendage to call his own; a little local flavour if you like; ... someone different from those bitches back home...	F M	1 2 3 4
18 She spends half her waking hours whining about how you never tell her anything/ how you feel/ what you think, while the other half is dedicated to systematically prying your Life Before Her out of you.	F M	1 2 3 4
19. Have you ever seen a man borrowing his friend's blue navy socks so they will match his suit? No. Now girls are different.	F M	1 2 3 4
20. "It was a tough shoot," tells the dishy hunk who is dressed in an elegant Armani suit.	F M	1 2 3 4

Part 3:

Instructions: Indicate if you feel that the following terms have a positive or a negative connotation when referring to a man or when referring to a woman.

If you feel that the word has neither a positive nor a negative connotation, then identify it as "Neutral".

Key:

Positive : +ve
 Negative : -ve
 Neutral : N

When referring to a man:	Connotation	When referring to a woman:	Connotation
Babe Magnet		A little local flavour	
Bastard		Actress	
Beefheart		An appendage	
Big burly man		Attention seeker	
Bloke		Babe	
Boy		Baby	
Boyfriend		Belle	
Boyo		Bimbo	
Buddy		Bitch	
Cowboy		Blond bombshell	
Dreamboat		Cover Girl	
Dude		Creature	
Father		Cyberfloozy	
Feminist rat		Daughter	
Fly-on-the-wall		Ditz-head	
Fool		Dumb blonde	
Fruit bat		Dummy	
Geek God		Dusky little maiden	
Godfather		Ego stroker	
Grandad		Female	
Guy		Female species	
Hero		Female teller	
Hubby		Fry by night	
Hunter		Girl	
Husband		Girlfriend	
Idiot		Goddess	
Kiddo		Grandmother	
King of Slick		Hot and cold running amah	
Madman		Idiot	
Male teller		Kitchen Goddess	
Man		Lady	
Mat Salleh		Lesbian	
Menfolk		Millenium Ms.	
Moron		Model Mum	
Neanderthal		Movie Queen	
Nerd		Mysteries of the universe	
Old chap		Oriental women	
Pedigree chum		Pretty local girl	
Piss Artist		Princess	
Prince		Sarong Party Girl	
Protagonist		Saviour	
Rogue		Social butterfly	
Sexual Barbarian		Star	
SNAG*		Supermodel	
Stallion		Superstar	
Sweet Baboo		Sweet young thing	
Wizard		Thing	
		Wife	
		Wizard	
		Woman	

*SNAG - Sensitive New Age Guy

APPENDIX E

Sample Picture of a Male Celebrity in Female

ENTERTAINMENT WEEKLY



Ride 'Em

Brad Pitt: Too blonde, too pretty, too thin. Keanu Reeves: Too dumb, too Shakespearean, too unpredictable, too many chins. Tom Cruise: Too short, too smug, too smoky, too (dare I say it?) not altogether straight.

These are men I have loved and lusted for in my past life. One day I chanced upon the laserdisc of *Boys On The Side* and my world was completely, totally transformed into a walking shrine for Matthew McConaughey, an actor who shines so bright on screen you'll be forgiven for not remembering the stories or the other people in the movie. Finally a Hollywood star so different, so raw and sexual and captivating that you'll give up every other pretty, emaciated, salad-eating, Scientist-guy pomp boy you've ever loved.

For those of you who still don't know who he is, he's that hunka-burning love who, in the midst of saving a black man from the gallows, turned Sandra Bullock down in *A Time To Kill*. He also played a straightlaced but (impossibly) cute policeman Abe Lincoln in *Boys On The Side*, a wired trucker in *Larger Than Life*, a sheriff in *Love Star*, and this month you can see him as a motivational author and speaker in love with scientist Jodie Foster in *Contact*.

Look at that perfect (sculpted) face, those plump lips, those laugh lines, those sparkling baby blues, that laugh, that sexy-sexy voice... and that body! Lean, raw and nasty! Could you just die?

Matthew David McConaughey was born 4 November 1969 in Uvalde, Texas. Ooh, a Scorpio man — they say that sets with one of these is phenomenal. I say I have no doubt. Raised in Longview, this cowboy was voted Handsomest Boy in high school, went to college in Austin, and then the University of Texas, where he read philosophy and psychology and planned for law school. Lucky for us, he never made it there although he did spend a couple of years in Australia as a barrister's assistant.

His father Jim was in the oil business before he passed on two years ago, and his two older brothers (each son was born 10 years apart) are salesmen. He is close to his mother whom he calls 'K-Mae', but not so close that they live together. Good enough for me.

So how did such a dreamboat chance his way into my life (okay, and the lives of some 2.5 million other women who have watched and will watch his movies with drool sliding off their chins into their popcorn)? Down the path, now and law-based, the boy one day "found" this book, *The Greatest Salesman In The World*, by Og Mandino which gave me a little bit of impetus to rip up my course schedule and go to director's school. He now gives away copies of the book to friends.

Source: Female (October 1997:148)

APPENDIX F

Sample Picture of a Female Celebrity in Men's Review



Source: Men's Review (October 1997: 150)

APPENDIX G

Guidelines on Non-Sexist Language Downloaded from the Internet

Source:

Avoiding Sex Stereotyping in Communications

http://www.carleton.ca/equity/Home_Pages/Women/phole.html (31 March 1999)

Jacobson, C. *Some Notes on Gender-Neutral Language.*

<http://www.stetson.edu/departments/history/nongenderlang.html> (31 March 1999)

Fallen into any
"Person holes"
lately???

Guidelines for Avoiding Sex Stereotyping in
Carleton University Communications

Prepared by the Co-ordinator for the Status of Women
788-5622

Guidelines for Avoiding Sex Stereotyping in Carleton University Communications

Sex stereotyped communications are those using words, actions, or graphic material which assign or perpetuate roles and characteristics to people solely on the basis of sex, without regard for the inherent potential of men and women.

Since Carleton University is committed to avoiding sex stereo-typing in all widely-distributed publications, the Co-ordinator for the Status of Women has compiled these guidelines on how to recognize and avoid sex stereotyping.

Editing to avoid or eliminate sex stereotyping in publications is part of the job of communicating effectively. Some words and expressions have become associated with reinforcing inequality and are no longer acceptable to most people. As our language evolves, we need ways of saying things. The following examples provide positive approaches towards fair, accurate, and balanced treatment of both sexes.

Pronouns

There are many ways to avoid using male-only pronouns to mean "he" or "she". We aren't confined to using "s/he"! Try plural forms, rewording sentences, deleting the pronoun altogether, or substituting "you" or "one".

Instead of Try

A staff member who owns his Staff member who own their
own car... own cars...

Every secretary should lock his Before leaving the office, all staff
wallet in his desk before leaving should lock personal belongings
the office. In their desks.

Each professor may want to Each professor may want to
bring a student with her. bring a student.

A student can get by on as little You can get by on as little as
as \$100 if he pinches pennies. \$100 if you pinch pennies.

Anyone may attend if he Anyone may attend.
Wants to.

To be admitted into our program, To be admitted into our program,
 a child must be able to feed and a child must be able to eat and
 dress himself. Dress without help.

Parallel Treatment of Both Sexes

Concerns that have been labelled as "women's issues" (e.g., equal opportunities, day care) should be recognized as also being men's issues. Family matters should not be trivialized or treated as necessarily the sole concern of women.

Instead of Try

Quality day care is crucial to Quality day care is crucial to
 many of our female staff. Many of our staff.

Like many working mothers, Like many parents, Professor
 Professor Smith... Smith...

Treat both sexes equally and consistently. Do not emphasize the physical appearance of women while describing men in terms of their qualifications or experience. If not sure about a phrase or sentence, try substituting the male equivalent for any words referring to women.

Instead of Try

She blends her many academic She has many academic
 accomplishes with accomplishes
 undeniable.

Three university students-two Three university students-two
 girls and a man -ran in the women and a man-ran in the
 marathon. Marathon.

Local citizens and their wives Local citizens toured Carleton
 toured Carleton recently. Recently.

Professor Smith and his wife Professor Betty and John
 have joined our faculty. Smith have joined our faculty.

Her colleagues knew her as a Her colleagues knew her as a
 lady to be reckoned with. Debater/mind/academic to be
 reckoned with.

Names in Titles and Correspondence

Identify people by their own names and titles. When replying to correspondence, use the same form of address as that used by the originator. If the addressee is a woman, and the writer gives no indication of which title she prefers, use "Dear Betty Smith). Where writer's sex is unknown, use whatever name is given (e.g., Dear E. Smith). If both name and sex are unknown, use Dear Sir or Madame; do not assume that you are writing to a man. In internal correspondence, use initials

rather than Mr., Miss, Mrs.. or >s. (E.g., to:BSmith, A. Jones, S. Brown)

Graphics

In photographs and illustrations, depict women as frequently as men as 1) active in all fields, for example, sports, engineering, the arts, and in many different occupations, for example, men caring for small children in a day care centre, women poring over engineering designs;2) at all levels of authority and participation, for example, supervising computer operators, teaching a class, as well as studying in a library or presenting a paper in a class

A List of those Hard-to -Find Substitutes

Instead of Try

- alumni graduates, alums, alumnae/i
- businessman business executive, manager
- cameraman camera operator
- chairman chairperson, chair convener,
- co-ordinator, head, director
- clergyman clergy, priest, rabbi, deacon
- minister
- craftsman artisen, craftsperson
- draftsman drafter, designer
- fireman firefighter
- fisherman angler, fisher
- forefathers ancestors
- maiden name birth name
- foreman supervisor, overseer
- mailman letter carrier
- manhole sewer/utility hole cover
- mankind, man humanity, people
- man-made Synthetic, artificial
- manpower workforce, workers, personnel
- man-years person-years
- to man to staff, to operate
- policeman police officer, officer
- repairman repairer, technician
- salesman salesperson, clerk sales rep.
- Spokesman representative, spokesperson
- sportsman fair play
- statesman like diplomatic
- stewardess flight attendant
- watchman security guard
- waitress server, table server
- weatherman forecaster, weather reporter
- workman worker

More Help if you Need: References

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Non-Sexist Language

Some Notes on Gender-Neutral Language

by Carolyn Jacobson, graduate assistant
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General

The practice of assigning masculine gender to neutral terms comes from the fact that every language reflects the prejudices of the society in which it evolved, and English evolved through most of its history in a male-centered, patriarchal society. Like any other language, however, English is always changing. One only has to read aloud sentences from the 19th century books assigned for this class to sense the shifts that have occurred in the last 150 years. When readers pick up something to read, they expect different conventions depending on the time in which the material was written. As writers in 1995, we need to be not only aware of the conventions that our readers may expect, but also conscious of the responses our words may elicit. In addition, we need to know how the shifting nature of language can make certain words awkward or misleading.

"Man"

Man once was a truly generic word referring to all humans, but has gradually narrowed in meaning to become a word that refers to adult male human beings. Anglo-Saxons used the word to refer to all people. One example of this occurs when an Anglo-Saxon writer refers to a seventh-century English princess as "a wonderful man." Man paralleled the Latin word homo, "a member of the human species," not vir, "an adult male of the species." The Old English word for adult male was waepman and the old English word for adult woman was wifman. In the course of time, wifman evolved into the word "woman." "Man" eventually ceased to be used to refer to individual women and replaced wer and waepman as a specific term distinguishing an adult male from an adult female. But man continued to be used in generalizations about both sexes.

By the 18th century, the modern, narrow sense of man was firmly established as the predominant one. When Edmund Burke, writing of the French Revolution, used men in the old, inclusive way, he took pains to spell out his meaning: "Such a deplorable havoc is made in the minds of men (both sexes) in France. . . ." Thomas Jefferson did not make the same distinction in declaring that "all men are created equal" and "governments are instituted among men, deriving their just powers from the consent of the governed." In a time when women, having no vote, could neither

give nor withhold consent, Jefferson had to be using the word men in its principal sense of "males," and it probably never occurred to him that anyone would think otherwise. Looking at modern dictionaries indicate that the definition that links "man" with males is the predominant one. Studies of college students and school children indicate that even when the broad definitions of "man" and "men" are taught, they tend to conjure up images of male people only. We would never use the sentence "A girl grows up to be a man," because we assume the narrower definition of the word man. The examples below seem disconcerting precisely for this reason:

*"Development of the Uterus in Rats, Guinea Pigs, and Men" (title of a research report)

*"The Pap test, which has greatly reduced mortality from uterine cancer, is a boon to mankind."

Even when authors insist that "man" is a general term of all humans, they can lapse into meaning it as a term for only males:

*"As for man, he is no different from the rest. His back aches, he ruptures easily, his women have difficulties in childbirth . . ."

*In James Baldwin's essay "Stranger in the Village" Baldwin refers to "white men" and "black men" (seemingly generic terms), but then he eventually refers to "that peculiar, intent, paranoiac malevolence which one sometimes surprises in the eyes of American white men when, out walking with their Sunday girl, they see a Negro male approach."

Once you've started to recognize the problems that can arise with using "man" as a generic pronoun, how can you prevent confusion? One way is by substituting "human," "humankind," "people," or another word that does not involve any specific gender.

The Pronoun Problem

The first grammars of modern English were written in the 16th and 17th centuries. They were mainly intended to help boys from upper class families prepare for the study of Latin, a language most scholars considered superior to English. The male authors of these earliest English grammars wrote for male readers in an age when few women were literate. The masculine-gender pronouns did not reflect a belief that masculine pronouns could refer to both sexes. The grammars of this period contain no indication that masculine pronouns were sex-inclusive when used in general references. Instead these pronouns reflected the reality of male cultural dominance and the male-centered world view that resulted.

"He" started to be used as a generic pronoun by grammarians who were trying to change a long-established tradition of using they as a singular pronoun. In 1850 an Act of Parliament gave official sanction to the recently invented concept of the "generic" he. In the language used in acts of Parliament, the new law said, "words

importing the masculine gender shall be deemed and taken to include females." Although similar language in contracts and other legal documents subsequently helped reinforce this grammatical edict in all English-speaking countries, it was often conveniently ignored. In 1879, for example, a move to admit female physicians to the all-male Massachusetts Medical society was effectively blocked on the grounds that the society's by-laws describing membership used the pronoun he.

Just as "man" is not truly generic in the 1990s, "he" is not a true generic pronoun. Studies have confirmed that most people understand "he" to refer to men only. Sentences like "A doctor is a busy person; he must be able to balance a million obligations at once" imply that all doctors are men. Imagine what it would be like if we were to continue reading: "A doctor is a busy person; he must be able to balance a million obligations at once. Dr. Jones is no exception. A clinic to run, medical students to supervise, and a husband with polio." In this context, the realization that Dr. Jones is a woman comes as a surprise to many readers. To push the point further, check out this sentence: "The average American needs the small routines of getting ready for work. As he shaves or blow-dries his hair or pulls on his panty hose, he is easing himself by small stages into the demands of the day." The first image that comes to mind is a transvestite, not the average American woman. As a result of the fact that "he" is read by many as a masculine pronoun, many people, especially women, have come to feel that the generic pronouns excludes women. This means that more and more people find the use of such a pronoun problematic.

Solving the Pronoun Problem

They as a Singular--Most people, when writing and speaking informally, rely on singular they as a matter of course: "If you love someone, set them free" (Sting). If you pay attention to your own speech, you'll probably catch yourself using the same construction yourself. "It's enough to drive anyone out of their senses" (George Bernard Shaw). "I shouldn't like to punish anyone, even if they'd done me wrong" (George Eliot). Some people are annoyed by the incorrect grammar that this solution necessitates, but this construction is used more and more frequently.

He or She--Despite the charge of clumsiness, double-pronoun constructions have made a comeback: "To be black in this country is simply too pervasive an experience for any writer to omit from her or his work," wrote Samuel R. Delany. Overuse of this solution can be awkward, however.

Pluralizing--A writer can often recast material in the plural. For instance, instead of "As he advances in his program, the medical student has increasing opportunities for clinical work," try "As they advance in their program, medical students have increasing opportunities for clinical work."

Eliminating Pronouns--Avoid having to use pronouns at all; instead of "a first grader can feed and dress himself," you could write, "a first grader can eat and get dressed without assistance."

Further Alternatives--he/she or s/he, using one instead of he, or using a new generic pronoun (thon, co, E, tey, hesh, hir).

The Practical Side

This is not about freedom of speech; at Penn, and in my class, there is no rule insisting on gender-neutral language. This is an issue of audience and awareness. Gender-neutral language has gained support from most major textbook publishers, and from professional and academic groups such as the American Psychological Association and the Associated Press. Newspapers like the New York Times and the Wall Street Journal avoid such language. Many law journals, psychology journals, and literature journals do not print articles or papers that use gender-inclusive language. If you anticipate working within any of these contexts, you will need to be able to express yourself according to their guidelines, and if you wish to write or speak convincingly to people who are influenced by the conventions of these contexts, you need to be conscious of their expectations.

Examples taken from Sarah Werner, and **The Handbook of Nonsexist Writing** by Casey Miller and Kate Swift (New York: Lippincott, 1988)

The National Council of Teachers of English (NCTE) suggests the following guidelines:

Generic Use

Although MAN in its original sense carried the dual meaning of adult human and adult male, its meaning has come to be so closely identified with adult male that the generic use of MAN and other words with masculine markers should be avoided.

Examples

mankind
 man's achievements
 the best man for the job
 man-made
 the common man
 man the stockroom
 nine man-hours

Alternatives

humanity, people, human
 human achievements
 the best person for the
 synthetic, manufactured,
 the average person, ordi
 staff the stockroom
 nine staff-hours

Occupations

Avoid the use of MAN in occupational terms when persons holding the job could be either male or female.

Alternatives

Examples

Alternatives

chairman

chair

businessman

fireman

mailman

steward and stewardess

policeman and policewoman

congressman

coordinator (of a commit
department)
meeting), pre

business executive

firefighter

mail carrier

flight attendant

police officer

congressional representa

Pronouns

Because English has no generic singular--or common-sex--pronoun, we have used HE, HIS, and HIM in such expressions as "the student . . . he." When we constantly personify "the judge," he critic," "the executive," "the author," and so forth, as male by using the pronoun HE, we are subtly conditioning ourselves against the idea of a female judge, critic, executive, or author. There are several alternative approaches for ending the exclusion of women that results from the pervasive use of masculine pronouns.

a. Recast into the plural.

Example

Give each student his paper as soon as he is finished.

Alternative

Give students their as they are finished

b. Rerword to eliminate gender problems.

Example

The average student is worried about his grades.

Alternative

The average student about grades.

c. Replace the masculine pronoun with ONE, YOU, or (sparingly) HE OR SHE, as appropriate.

Example

If the student was satisfied with his performance on the pretest, he took the post-test.

Alternative

A student who was sa or his performance o the post-test.

d. Alternate male and female examples and expressions. (Be careful not to

confuse the reader.)**Example**

 Let each student participate. Has he had a chance to talk? Could he feel left out?

Alternative

 Let each student par she had a chance to feel left out?

Indefinite Pronouns

Using the masculine pronouns to refer to an indefinite pronoun (everybody, everyone, anybody, anyone) also has the effect of excluding women. In all but strictly formal uses, plural pronouns have become acceptable substitutes for the masculine singular.

Example

 Anyone who wants to go to the game should bring his money tomorrow.

Alternative

 Anyone who wants to should bring their m

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APPENDIX H

Man Linked Terminology and Alternatives

adman	advertising executive; ad executive
airman	aviator; pilot
anchorman	anchor, newscaster
bail/bondsman	bail or bond agent
bogeyman	bogey; bogey monster
base man	base player
bellman/bellboy	attendant; luggage handler; bellperson
businessman	businessperson; business executive or leader
cameraman	camera operator
cattleman	rancher; cattle owner
caveman	prehistoric person; neanderthal
chairman	chair; chairperson
churchman	churchgoer
committeeman	committee member
congressman	senator; representative; legislator; member of Congress
con man	con artist
councilman	council member
doorman	doorkeeper; porter
everyman	common person; typical or ordinary person
fisherman	fisher
foreman	supervisor
Frenchman (other nations)	French (for other nations') native
freshman	first-year student
frontiersman	pioneer; settler
garbage man/trashman	garbage or trash collector; sanitation worker
G-man	government or federal agent
groomsman	wedding or groom's attendant
gunman	killer; assassin; sniper
handyman	maintenance worker; repairer
hit man	hired killer; hire-1 gun
layman	layperson; laity; nonspecialist
mailman/postman	mail carrier; postal worker
man	human; humans; persons; people
man about town	worldly person; socialite; jet-setter
man a post	fill a post
maneating	flesh eating; carnivorous
man for all seasons	all-around expert; Renaissance person
manhandle	mistreat; rough up
manhole	sewer; utility hole
manhood	pride; strength
man-hours	staff-hours
manhunt	chase; fugitive search
man in the moon	face in the moon
mankind	humankind; humanity
man-made	artificial; handmade; synthetic
manned space flight	space flight
man of few words	silent type
man of the house	homeowner
man of the world	sophisticate
man-of-war	warship
man on the street	average person; common person
man overboard	overboard; person overboard
manpower	staff power; work force
manservant	servant; butler; valet; maid
man the phones	answer the phones
man-to-man	one-to-one; person-to-person
man your battle stations/positions	assume your battle stations; go to your positions
marksman/rifleman	sharpshooter
may the best man win	may the best person win
men working	workers
modern man	modern people; modern civilization
no-man's-land	limbo; dead zone; void
one-upmanship	going one better; one-up tendency; dominance
patrolman	patroller; patrol officer; trooper
penmanship	handwriting
policeman	police officer
Renaissance man	Renaissance person; all-around expert
repairman	repairer; servicer; technician
salesman	salesclerk; clerk; salesperson
self-made man	independent person; self-made person; entrepreneur
serviceman (military)	soldier; member of the armed forces
snowman	snow figure/person
spaceman	astronaut
spokesman	spokesperson; speaker; representative
sportsman	sports enthusiast; athlete; good sport
statesman	politician; citizen; patriot
stunt man	stunt person; stunt performer; daredevil
under/upperclassman	undergraduate; first-year student; sophomore, etc.
unman	unnerve; frighten; disarm
unmanned	unstaffed; uninhabited
unsportsmanlike	unsporting; unfair
watchman	guard; security guard; sentry
workman	worker
workmanship	work; handiwork; artisanry

APPENDIX I

Feminine Expressions and Alternatives

actress	actor
adulteress	adulterer
ambassadress	ambassador
authoress	author
aviatrix; aviatress	aviator; pilot
bachelorette	bachelor; single person
comedienne	comedian
equestrienne	equestrian
goddess	god
governess	governor
heiress	heir
heroine	hero
hostess	host
justess	justice
majorette	major
murderess	murderer
poetess	poet
sculptress	sculptor
songstress	singer
starlet	star
stewardess	flight attendant; steward
suffragette	suffragist
usherette	usher
waitress	waiter