



## Apply the guidelines to a text (self-paced)

### Goal

This tool contains three activities, designed for all staff in the UN System. The goal is to show you how to apply the gender-inclusive guidelines to any communication (oral, written, formal, informal) to make it more gender-inclusive.

After completing these activities, you should have a deeper understanding of what “gender-inclusive communication” means and how you can make your communication more gender-inclusive.

### Instructions

You can complete these activities on your own or in a group. Compare your responses with the suggested responses at the end of the tool and/or with the responses of others in your group.

### Time frame

20 minutes-1h



<b>Activity 1</b> <ul style="list-style-type: none"> <li>• <b>Text 1</b></li> <li>• <b>Text 2</b></li> </ul>	<p><b>Text types:</b> written and spoken</p> <p><b>Text 1 title:</b> <i>Remarks at a press conference by the Security Council President on the work programme for March 2018</i> (adapted from the original for pedagogical purposes).</p> <p><b>Text 2 title:</b> <i>Working paper prepared by the Secretariat: Country G.</i> (adapted from the original for pedagogical purposes).</p>
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Read the following texts<sup>1</sup> and reflect on the questions in the sidebar.

**Text 1: Spoken**

**In response to a question about what the Security Council would be doing to help the situation in Country Y**

... Anyone who sees the terrible images of Country Y can only be touched in his heart ...[the crisis] is man-made. And the military solution only leads to endless suffering, and it's one of the largest man-made humanitarian crises in the past decade. My Minister S. K<sup>2</sup>. was in the region last week. She met with the most relevant parties, and she was encouraged that there was a clear willingness by all parties to work very closely...

**Text 2: Written**

Following an election, the Governor<sup>3</sup>, at his own discretion, appoints as Chief Minister the elected member of the Parliament who, in his judgement, is most likely to command the greatest measure of confidence among his peers. Other ministers are appointed by the Governor, acting in accordance with the advice of the Chief Minister, from among the elected members of the Parliament.

**Questions for reflection**

1) *Do you think gender is visible in the texts? If so, what elements in the text (words, phrases, innuendoes, etc.) do you consider to be gender-marked?*

2) *Do you think the texts are gender-inclusive? What elements in the texts (words, phrases, nuances, innuendoes, etc.) are you basing your answer on?*

3) *Sometimes marking the gender is not important or relevant to the communication. In that case, how can we make a text more gender-neutral?*

<sup>1</sup> Names have been modified to provide anonymity to countries and people.

<sup>2</sup> S.K. is a woman.

<sup>3</sup> "Governor" in this context refers to the position, not to a specific person.



## Activity 2

- Text 1

Text type: Spoken

Title: *Remarks at a press conference by the Security Council President on the work programme for March 2018*  
(adapted from the original for pedagogical purposes).

- The words/phrases in **lilac** are considered gender-inclusive. Using the Guidelines for gender-inclusive communication in English, identify the recommendations that fit these examples.
- The words/phrases in **orange** are non-inclusive. How can we make the text more gender-inclusive, again following the recommendations in the Guidelines?

### In response to a question about what the Security Council would be doing to help the situation in Country Y:

... **Anyone** who sees the terrible images of Country Y can only be touched in **his** heart ...[the crisis] is **man-made**. And the military solution only leads to endless suffering, and it's one of the largest **man-made** humanitarian crises in the past decade. **My minister S. K.** was in the region last week. **She** met with the most relevant parties, and **she** was encouraged that there was a clear willingness by all parties to work very closely....



### Activity 3

- Text 2

Text type: written

Text title: *Working paper prepared by the Secretariat: Country G.* (adapted from the original for pedagogical purposes).

- The word in orange is non-inclusive. How can we make the text more gender-inclusive, again following the recommendations in the Guidelines?

*Working paper prepared by the Secretariat: Country G.*

Following an election, the Governor, at **his** own discretion, appoints as Chief Minister the elected member of the Parliament who, in **his** judgement, is most likely to command the greatest measure of confidence among **his** peers. Other ministers are appointed by the Governor, acting in accordance with the advice of the Chief Minister, from among the elected members of the Parliament.



## Suggested gender-inclusive revisions

Note: The numbers in ( ) refer to the strategies being applied. See the Guidelines.

### Text 1: Suggested revisions

- 1) ...**Anyone** who sees the terrible images of Y can only be touched in **his** his/her (2.1) heart ...[the crisis] is **man-made-caused by humans** (3.1). And the military solution only leads to endless suffering, and it's one of the largest **man-made** humanitarian crises **caused by humans** (3.1) in the past decade. **My minister S. K.** was in the region last week. **She** (1.1) met with the most relevant parties, and **she** (1.1) was encouraged that there was a clear willingness by all parties to work very closely...
- 2) ...**Anyone** Any people who ~~sees~~ see the terrible images can only be touched in **his-heart** their hearts (2.1) .... [the crisis] is **man-made-caused by humans** (3.1). And the military solution only leads to endless suffering, and it is one of the largest **man-made** humanitarian crises **caused by humans** (3.1) in the past decade. **My minister S. K.** was in the region last week. **She** (1.1) met with the most relevant parties, and **she** (1.1) was encouraged that there was a clear willingness by all parties to work very closely...

### Text 2: Suggested revisions

- 1) Following an election, the Governor, at **his** her/his (2.1) own discretion, appoints as Chief Minister the elected member of the Parliament who, in **his** her/his (2.1) judgement, is most likely to command the greatest measure of confidence among **his** her/his (2.1) peers. Other ministers are appointed by the Governor, acting in accordance with the advice of the Chief Minister, from among the elected members of the Parliament.
- 2) Following an election, the ~~Governor~~ **Governors**, at **his** their (3.4) own discretion, ~~appoints~~ **appoint** as Chief Minister the elected member of the Parliament who, in **his** their (2.1) judgement, is most likely to command the greatest measure of confidence among **his** their (2.1) peers. Other ministers are appointed by the Governor, acting in accordance with the advice of the Chief Minister, from among the elected members of the Parliament.



<b>FINAL REVIEW</b> <ul style="list-style-type: none"> <li>• Text 1</li> <li>• Text 2</li> </ul>	Original texts	Suggested gender-inclusive revisions
	<p><b>Text 1:</b>                      ...Anyone who sees the terrible images of Country Y can only be touched in his heart ... [the crisis] is man-made. And the military solution only leads to endless suffering, and it's one of the largest man-made humanitarian crises in the past decade. My minister S. K. was in the region last week. She met with the most relevant parties, and she was encouraged that there was a clear willingness by all parties to work very closely...</p>	<p><b>Text 1 revision 1:</b>                      ...Anyone who sees the terrible images of Country Y can only be touched in his/her heart ... [the crisis] is caused by humans. And the military solution only leads to endless suffering, and it's one of the largest humanitarian crises caused by humans in the past decade. My minister S. K. was in the region last week. She met with the most relevant parties, and she was encouraged that there was a clear willingness by all parties to work very closely...</p> <p><b>Text 1 revision 2:</b>                      ...Any people who see the terrible images can only be touched in their hearts (2.1) .... [the crisis] is caused by humans. And the military solution only leads to endless suffering, and it is one of the largest humanitarian crises caused by humans in the past decade. My minister S. K. was in the region last week. She met with the most relevant parties, and she was encouraged that there was a clear willingness by all parties to work very closely...</p>
	<p><b>Text 2:</b>                      Following an election, the Governor, at his own discretion, appoints as Chief Minister the elected member of the Parliament who, in his judgement, is most likely to command the greatest measure of confidence among his peers. Other ministers are appointed by the Governor, acting in accordance with the advice of the Chief Minister, from among the elected members of the Parliament.</p>	<p><b>Text 2 revision 1:</b>                      Following an election, the Governor, at her/his own discretion, appoints as Chief Minister the elected member of the Parliament who, in her/his judgement, is most likely to command the greatest measure of confidence among her/his peers. Other ministers are appointed by the Governor, acting in accordance with the advice of the Chief Minister, from among the elected members of the Parliament.</p> <p><b>Text 2 revision 2:</b>                      Following an election, the Governors, at their own discretion, appoint as Chief Minister the elected member of the Parliament who, in their judgement, is most likely to command the greatest measure of confidence among their peers. Other ministers are appointed by the Governor, acting in accordance with the advice of the Chief Minister, from among the elected members of the Parliament.</p>