

## **At a Glance – Gender-Sensitive Language**

We strive for gender-sensitive language in our courses on AI Campus. In addition, we want to ensure a degree of consistency in the use of gender-sensitive language in the courses. To make this easier for you, we have compiled a brief guide that provides you with the most important requests for gender-sensitive language on AI Campus.

### **1. Choose neutral designations**

Instead of designating things such as 'male teacher', 'male pupil' or 'male student', please use descriptors that are as neutral as possible. For example, refer to people who 'teach', 'learn' or 'study'. If that is impossible, or if you would like to have some variety, use both designations: 'male and female teachers', 'male and female pupils' or 'male and female students'. Alternatively, you can use punctuation: 'male/female teachers', 'male/female pupils' or 'male/female students'.

### **2. Use gender-neutral terms**

Where possible, please generally use gender-neutral terms, e.g. 'people' instead of 'man' or 'woman'. If in doubt, consult thesauruses. You can research alternatives in them. This can be done, for example, via OpenThesaurus or Woxikon.

### **3. Use adjectival wording**

Use other ways of reformulating, such as the targeted use of adjectives. For example, you could use the phrase 'Seek educational advice from the teaching staff' instead of 'Ask your teacher'.

### **4. Use the passive**

Opportunities for exchange are accepted most of all when they add value in the eyes of the learners. For example, this can be done by setting group tasks that have to be done online, or by using discussion prompts with practical relevance that make it necessary to discuss a problem together, etc. Encourage exchange by creating practical problems that can only be solved together.

### **5. Use relative sentences**

In addition to the passive construction, relative sentences are also a good way to express yourself neutrally and avoid a specific approach. They include phrases such as, 'For anyone whom this affects, the following applies ...'

## 6. Ensure variety

Try to use the full range of possibilities as far as possible. Please check which of these variants is possible and not only use one but try to use wording that is as varied as possible.

## 7. Punctuation for gender markers

If neutral terms don't exist or the above wording can't be used, we use punctuation to include both genders on AI Campus (e. g. male/female engineers).

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