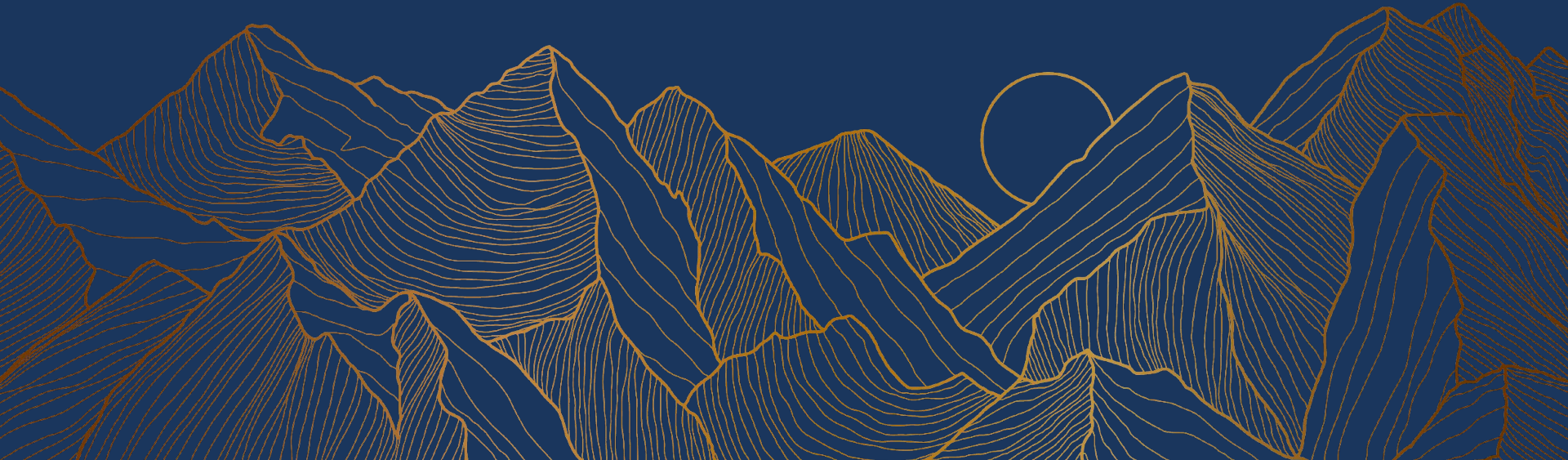


THINKIFIC

Inclusive Language at Work



Inclusive Language at Work

- We are fortunate to have a diverse team of Thinkers who have joined us from all around the world 🌍
- One thing to be mindful of is that English is not everyone's primary language. We have many team members who are EAL (English as an additional language) 🧠
- We all must do our part to ensure we are being inclusive in the way we communicate with each other so that everyone feels empowered and confident in being able to do their best work regardless of their primary language 🤝

Using Inclusive Language

Give Feedback

- Take the time to provide tips and feedback on grammar issues and communication

Slack/Email

- Writing a response to an email or Slack can take a while to perfect, so be patient with response times
- Try audio or video clips (with captions) to help with asynchronous communication

Acronyms/Metaphors

- Provide context in communication to help with understanding
- This could mean explaining metaphors, jokes, slang, acronyms, or references

Time to Prep

- Provide a meeting agenda in advance so team members can review and ask questions
- Avoid putting people on the spot in meetings or discussions (regardless if they are EAL or not)

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Resources for EAL Speakers

- Read HBR's article on [How to Improve your Business English](#) for best practices when acquiring a new language.
- Watch [English movies](#) using subtitles and make note of new words, phrases, idioms, and expressions in a notebook so you can search for their meanings later on.
- [Try Lingo Live](#). Lingo Live is all about confidence building for team members learning English in the corporate world.
- [Use Duolingo](#) for free!
- Regularly read in English. Make an effort to spend 10–15 minutes each day reading in English to improve your comprehension and expand your vocabulary.
- Host learning groups. Schedule recurring group sessions with peers where everyone shares a new word, phrase, idiom, or expression they've learned and their meaning.

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Resources for EAL Speakers

- Listen to podcasts, music, and audiobooks in English. Passive listening can help improve comprehension and understand stresses and tone for words.
- [Join a local Toastmasters club!](#)
- Take a course or work towards a certificate. Many universities offer stand-alone courses or the option to take a series of classes towards a certification.
 - [UBC Advanced English for Professionals](#)
 - [UBC Business Writing Essentials](#)
 - [UBC Public Speaking for International Professionals](#)
 - [ISS of BC has focused courses on writing, speaking, and pronunciation](#)
- Not interested in classroom learning or can't attend in person? Check out these online course options
 - [UIC Online English for International Professionals](#)
 - [McGill Online Written English for Workplace Communication](#)

Inclusive Language at
Work

Resources for EAL Speakers

- Join a meetup! Sync up with people to get comfortable networking, practice your public speaking, or write on a variety of topics.
- Use [Google Sheets](#) to easily translate words to and from English or to keep track of new words you've learned and their meanings.
- Find a Speech Therapist. This style of coaching is often referred to as Accent Modification since it focuses primarily on pronunciation clarity and accuracy for any language you are looking to become fluent in.
- Use [Grammarly](#). Download the Chrome extension or use the desktop app to get real-time edits to your grammar, spelling, and punctuation.
- Write a blog article. An easy way to get feedback on your writing is to create a blog post. The best way to learn and improve is by doing!