

CHAPTER III

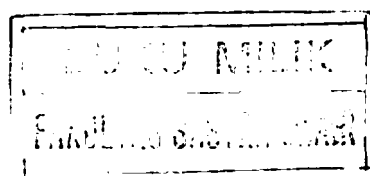
PRESENTATION AND ANALYSIS OF THE DATA

3.1 Presentation of the Data

In this section, the writer would like to present the data in the form of linguistic items gathered from various contexts of language use. These data were taken from English magazines and newspapers, English dictionaries and articles on the Internet. The collected data are then classified into some main categories based on the guidelines of non-sexist language that the writer has combined. The guidelines of non-sexist language comprises five main categories and some of these categories are then divided again into some sub categories—each of which describes hints to avoid the use of sexist language. Within this section, the writer would only present the data under the main categories, while data in the sub categories will be dealt thoroughly in the following section.

3.1.1. Generic Use of *man*

Man once was ever used as a truly generic word referring to all humans regardless of sex, but it has gradually narrowed in meaning to become a word that refers to adult male human being solely. It has been proven by many studies that the use of *man* as generic term is no longer accurate. Studies of college students and school children (cited in Nababan, 1999:21) indicate that readers tend to conjure up images of male people only when they were given sentences containing the generic term *man*.



For this reason, the writer has collected sentences and terms that contain generic use of *man*. The data consist of a large number of phrases that use the word *man* or other masculine equivalents and plenty of nouns with the prefix and suffix *man*. Here are the data as listed below:

- One *man* shall have one vote
- Some men are female
- Growing old is something a *man* has to accept
- God made men
- There is in all men, both male and female, a desire and power of generation...
- Consider what ordinary *man* thinks about justice
- Time waits for no *man*
- Since the beginning of time, *man* has worried about death
- The effect of PCBs has been studied extensively in rats and men
- The right *man* in the right place
- We need someone to *man* the desk
- She will *man* the phones
- We want the best *man* for the job
- This team will be *manning* a highway project
- The company needs more manpower because now they need to man the computers twenty-four hours a day
- We need one more employee to *man* a post
- Barbara will *man* the telephone switchboard until we get back
- You are not *man* enough to fight me!

- The army will make a *man* of this young soldier
- The staffs speak as one *man* on this issue
- Forefathers
- Founding fathers
- Great men in history
- *Man* and wife
- *Manhood*
- *Man* hours
- *Mankind*
- *Manmade*
- *Manning* level
- *Man* on the street/ordinary *man*
- *Manpower*
- Master copy
- Masterful
- Models of *man*
- Old master
- Sportsmanlike
- Sportsmanship
- The rights of *man*
- Working men
- *Workmanship*

3.1.2 Generic Use of Personal Pronouns

The use of generic personal pronouns such as 'he', 'his', 'him' and 'himself' has undergone some changing either. They are not true generic pronouns anymore. Simply stating that male personal pronouns should be understood to include female does not really suffice. Male personal pronouns should be used only in relation to males. So, when referring to humans in general, we need to precisely and carefully choose the diction in sentences. Here are plenty of phrases that can be collected by the writer from various sources.

- Students are different; one may be assertive in his interpersonal relations, while another may be timid in his approach to the world
- When a police officer has completed his investigation, he files a report
- If the researcher is the principal investigator, he should place an asterisk after his name
- If a student wishes to avoid sex bias in his writing, he should examine these alternatives
- A staff member's seniority is determined by his salary and his length of service
- If a student was satisfied with his performance on the pretest, he took the post-test
- The philosopher uses his reason to guide him
- A doctor is a busy person; he must be able to balance a million obligations at once
- The lecturer will display his timetable on his office door

- **After filling out his class schedule, the student should place it in the registrar's basket**
- **The principal investigator for this report has attached data tables to his summary**
- **Give each student his paper as soon as he is finished**
- **A student who wants his essay returned...**
- **Each student must complete his assessment by Friday**
- **He must return it by the due date**
- **Each student should hand in his paper promptly**
- **A secretary should complete her stationary orders by the first month**
- **Growing old is something a man has to accept**
- **Suppose that a person has difficulty recalling his social security number...**
- **If a student studies hard, he can make the honor roll**
- **If a person wants to bring his text to the exam, he may**
- **The driver should take his completed registration form to the clerk's window and pay his license fee**
- **When a teacher asks his students for an evaluation, he is putting himself on the spot**
- **As a teacher, he is faced daily with the problem of paperwork As a teacher, he is faced daily with the problem of paperwork**
- **As someone grows older, he grows more reflective**
- **Anyone who wants his work evaluated...**
- **Teach the child to walk by himself**

- Everyone needs his own space
- A student can monitor his progress
- Everything comes to him who waits
- Each respondent was asked whether he wished to participate in the survey
- Man and his universe
- Each nurse determines the best way she can to treat a patient
- If the writer plans ahead, he will save a lot of effort
- The child should be given ample time to familiarize himself with the text material
- A first grader can feed and dress himself
- A careful secretary consults her dictionary often
- When the student hands in his paper, read it immediately
- I hope nobody's forgotten to bring his passport
- Each supervisor will be at his workstation by 8 a.m.
- A worker with minor children should make sure his will is up to date
- Every student has to make up his own mind
- If in doubt, ask your doctor. He can give you more information

3.1.3 Sex-specific Occupation Terms

Systematically, marking certain profession or fields of activity as masculine (e.g., science, technology, mathematic, business, government, religion) and others as feminine (e.g., primary education, nursing, child care) may unnecessarily limit men's and women's choices. A sex-specific occupation term reinforces the

assumption that the job can be—and is only—done by persons of one sex. This can inhibit members of the other sex from applying for these posts. Since professionalism of certain occupation has nothing to do with sexes, it will be better to make some generalizations over terms that previously had been known as sex-specific occupation terms. Followings are lists of both male and female sex-specific occupation terms:

- **Businessman (men)**
- **Cameraman**
- **Chairman**
- **Congressmen**
- **Deliveryman**
- **Fireman**
- **Fisherman**
- **Foreman**
- **Headmaster**
- **Male nurse**
- **Maintenance men**
- **Newsman**
- **Night watchman**
- **Policeman**
- **Postman**
- **Pressman**
- **Spokesman**

- Statesman
- Weatherman
- Workmen
- Air hostess
- Authoress
- Aviatrix
- Barmaid
- Career woman
- Cleaning lady
- Comedienne
- Executrix
- Female Electrician
- Headmistress
- Lady lawyer
- Lady doctor
- Poetess
- Saleswoman
- Sculptress
- Stewardess
- Waitress
- Woman Professor
- Woman athlete
- Usherette

3.1.4 Titles and Other Modes of Address

The inappropriate use of names, titles and salutations create the impression that women merit less respect or less serious consideration than men do. Titles and modes of address should be used consistently and in parallel fashion for women and men. Below are such expression of titles and modes of address that the writer has gathered from various sources such as business letters, magazines and articles taken from Internet.

- Miss
- Mrs.
- Dear Sir (when the sex is unknown)
- Dear Gentleman
- Dear Mr. Green (when first name and sex are unknown)
- Dear Mrs. Green (when a female marital status is unknown)
- Please welcome, Mrs. Bhutto and Paul Keating!
- Good evening, Mrs. Green (for instance, she is a professor)
- Thank you for joining our meeting, Mrs. Herman Lee
- The Early Childhood Education Report will be presented by Mrs. Susan Robinson

3.1.5 Sexist Description

Sexist description about certain kind of sex is mostly based on what so called sex-role stereotyping in which people would generally assume that certain traits, ways of behaving, working and interacting with others are ‘naturally’

associated with each sex. Whereas in fact, some people might find that the condition is the other way round. If we do want to represent the reality and diversity of people's lives, we need to move away from narrow and limiting behavior models of people. Here are plenty of expressions and sentences that might help us to get a clear picture about the sense of sex-role stereotyping in our society.

- She is a tomboy
- He is a sissy
- She is very masculine
- What is needed is the feminine touch
- Janet Peterson, looking stunning in her new blue-sequined evening gown, gave the key note address at the annual mayors' conference
- Cautious men and timid women
- Ambitious men and aggressive women
- Strong men and domineering women
- Angry men and hysterical women
- The movie is about an aggressive lady lawyer and an ambitious young lawyer defending a rich company
- Lecturers have wives and children to support
- We are looking for an administrator who is his own man
- Act like a lady and think like a man
- Act like a gentleman
- Mother doing dishes, father reading the paper

- Lecturers and their wives are invited to attend
- She would be likely to accept your gentlemen's agreement
- Susan wants to take English conversation lessons man-to-man
- He is a bit of an old woman
- Children of that age still need a lot of mothering

3.2 Analysis of the Data

Within this section, the writer would like to categorize the presented data into five main categories in which the categories have been stated orderly in the guidelines of non-sexist language. Each category has some sub categories— in forms of hints— to be used to avoid sexism within the sentence. The writer initially will present the data in the form of sexist sentence as it is then followed by its non-sexist form. The changing process from sexist sentence into its non-sexist form is determined by the hint that has been formerly defined. In addition to the changing process of sexist into non-sexist forms, one sentence may have more than one non-sexist alternative; as a result, that sentence can be found under some sub categories within the same main category. Meanwhile, each sub category contains 10 sentences along with 10 alternatives except for the sub category that presents data in forms of terms. For this sub category, the writer intentionally picked 20 terms containing sexism that can be listed in tables together with their non-sexist forms.

3.2.1. Generic Use of *man*

Under this category are three hints to be used to avoid sexist language within sentences. The first and second hints of this category mainly deal with sentences containing sexism. Both points offer alternative forms for eliminating sexism within chosen sentences in data presentation. The last hint here suggests list of words that offer alternatives for some common sexist terms that casually used by speakers of English. This list of non-sexist terms may hopefully replace the old common sexist ones so that the daily use of non-sexist language can be implemented gradually.

3.2.1.1 Using indefinite pronouns as alternatives for *man*

It is already stated that *man* has undergone narrower meaning which refers solely to male persons. People still tend to conjure up images of male people only even when the broad definitions of *man* and *men* are already taught. Accordingly, the use of indefinite pronouns— such as *one*, *person(s)*, *people*, *individual(s)*, *human(s)* and *human being* also other true generic terms— is introduced to substitute the word *man* in sentences. In addition, these following chosen sentences denote general meaning in which both men and women are concluded and none of these statements refer to one certain kind of sex in particular. Notice that the changing process from sexist to non-sexist form in every sentence is marked by changing the italics into bold.

a. sexist : One *man* shall have one vote

non-sexist : One **person** shall have one vote

- b. sexist : Some *men* are female
 non-sexist : Some **human beings** are female
- c. sexist : Growing old is something *a man* has to accept
 non-sexist : Growing old is something **people** must accept
- d. sexist : God made *men*
 non-sexist : God made **humans**
- e. sexist : There is in all *men*, both male and female, a desire and power of generation...
 non-sexist : There is in all **humans**, both male and female, a desire and power of generation...
- f. sexist : Consider what ordinary *man* thinks about justice
 non-sexist : Consider what ordinary **person** thinks about justice
- g. sexist : Time waits for no *man*
 non-sexist : Time waits for no **one**
- h. sexist : Since the beginning of time, *man* has worried about death
 non-sexist : Since the beginning of time, **people** have worried about death
- i. sexist : The effect of PCBs has been studied extensively in rats and *men*
 non-sexist : The effect of PCBs has been studied extensively in rats and **humans**
- j. sexist : The right *man* in the right place
 non-sexist : The right **person** in the right place

3.2.1.2 Avoiding the use of 'man' as a noun, verb or adjective

The word 'man' is sometimes used deliberately as noun, verb or adjective in a sentence as if only 'man' is appropriate term to be used to represent activities such as working, staffing or operating. We need to consciously move away from this unfair choice of words since men no longer occupy today's world of working. We need to notice that the changing process of the noun, verb or adjective 'man' into its more precise meaning is based on the lexical meaning taken from dictionary in which we realize that we come back again to the nature notion of the word itself. Still, the changing process from sexist to non-sexist form in every sentence is marked by changing the italics into bold.

- a. sexist : The staffs speak as one *man* on this issue
 non-sexist : The staffs speak as one **party** on this issue
- b. sexist : The company needs more *manpower* because now they need to
man the computers twenty-four hours a day
 non-sexist : The company needs more **human resources** because now they
 need to **operate** the computers' twenty-four hours a day
- c. sexist : We want the best *man* for the job
 non-sexist : We want the best **person** for the job
Or We want the best **candidate** for the job
- d. sexist : The army will make a *man* of this young soldier
 non-sexist : The army will make **this young soldier into an adult one**
- e. sexist : We need someone to *man* the desk
 non-sexist : We need someone to **staff** the desk

- f. sexist : She will *man* the phones
 non-sexist : She will **operate** the phones
Or She will **attend** the phone calls
- g. sexist : This team will be *manning* a highway project
 non-sexist : This team will be **staffing** a highway project
- h. sexist : We need one more employee to *man* a post
 non-sexist : We need one more employee to **fill** a post
- i. sexist : Barbara will *man* the telephone switchboard until we get back
 non-sexist : Barbara will **operate** the telephone switchboard until we get back
- j. sexist : You are not *man* enough to fight me!
 non-sexist : You are not **brave** enough to fight me!

3.2.1.3 Avoiding the generic use of words that contain 'man' and its masculine equivalents

Undoubtedly, the use of 'man' and other its masculine equivalents are really not gender-neutral terms at all, while 'person' and 'humans' are genuinely gender-neutral. For this reason, the generic use of words that contain 'man' and its masculine equivalents should be avoided whenever we want to represent all humans in general regardless sex. Here are some hints as substitutions for those generic 'man' terms and their masculine equivalents. Hopefully through this way, we will not leave out other half of human population on this earth.

Table 1
List of non-sexist terms for words that contain 'man' and the masculine equivalents

Sexist Terms	Non-sexist Terms
1. Forefathers	Ancestors
2. Founding fathers	Founders
3. Great men in history	Great figures in history
4. Man and wife	Husband and wife
5. Manhood	Adulthood, maturity
6. Man hours	Work hours
7. Mankind	Humanity, human beings, the human race, people
8. Manmade	Artificial, handmade, manufactured, fabricated
9. Manning levels	Staffing levels
10. Man on the street/ordinary man	Ordinary person, average person
11. Manpower	Workforce, human resources, workers, the staff
12. Master copy	Top Copy, Original
13. Masterful	Domineering, very skillful
14. Models of man	Models of person
15. Old master	Classic art
16. Sportsmanlike	Fair, sporting
17. Sportsmanship	Fair play
18. The rights of man	Citizen's rights, human rights

19. Working men	Working people
20. Workmanship	Work skill, quality of work

3.2.2 Generic Use of Personal Pronouns

Similar to generic 'man', generic use of personal pronouns is also undergoing some changing into some narrower sense. As a matter of fact, people also tend to pick a picture of certain kind of sex whenever they are given context of language containing this generic pronoun. This can be so confusing and ambiguous whereas in fact we want to represent both sexes within our statement. Since English doesn't possess a singular, sex-indefinite pronoun, the pronouns frequently used as generic pronouns are 'he', 'his' and 'him'. Here are six hints that might be used to recast sexist sentences into their non-sexist forms. In addition, one sentence can be recast by using more than one hint so that this sentence may have more than one non-sexist alternative. So, as long as the process doesn't change the essential meaning of the sentence, any effort to eliminate sexism within the sentence is permissible. As information, these following sentences have general meaning inclusive to all people regardless sex.

3.2.2.1 Changing active sentence into its passive form

By changing the sentence from active into its passive form may help to make sexist sentence becomes non-sexist one. This hint prevents generic personal pronoun from appearing within the sentence. In the following sentences, occupations such as police officer, student, lecturer, researcher, doctor, etc have

generic reference and should be followed by generic pronoun also, but since English doesn't have this singular, sex-indefinite pronoun, this hint might be good to eliminate sexism within sentences. Still, the changing process from sexist to non-sexist forms in every sentence can be seen from italics into bold.

- a. sexist : When a police officer has completed his investigation, *he files a report*
 non-sexist : When a police officer has completed an investigation, **a report should be filed**
- b. sexist : *He must return it* by the due date
 non-sexist : **It must be returned** by the due date
- c. sexist : If a student wishes to avoid sex bias in his writing, *he should examine these alternatives*
 non-sexist : **These alternatives should be examined by any student who wishes to avoid sex bias in writing.**
- d. sexist : *Each student should hand in his paper* promptly
 non-sexist : **Papers should be handed in** promptly
- e. sexist : *The lecturer will display his timetable* on his office door
 non-sexist : **Lecturers' timetable will be displayed** on their office door
- f. sexist : *Give each student his paper* as soon as he is finished
 non-sexist : **Papers should be given to students** as soon as they are finished
- g. sexist : If the researcher is the principal investigator, *he should place an asterisk* after his name

non-sexist : An asterisk should be placed after the name of the principal investigator

- h. **sexist** : A doctor is a busy person: *he must be able to balance a million obligations* at once

non-sexist : A million obligations should be balanced at once by a doctor as a busy person

- i. **sexist** : *A secretary should complete her stationary orders by the first month*

non-sexist : Stationary orders should be completed by a secretary at the first of the month

- j. **sexist** : Growing old is something *a man has to accept*

non-sexist : Growing old is something should be accepted

3.2.2.2 Addressing the reader/audience directly

Sometimes, when people intend to convey meaning that is inclusive to all people, they make supposition sentences with third person singular addressee. Intentionally or not, people tend to pick generic personal pronouns such as 'he', 'his' or 'him'. This may irritate the opposite sex and exclude them from our context of speech. For this reason, addressing our reader or audience directly may help to avoid sexist sense within the speech. Besides, this hint will make our speech more involving and lively attractive. Below are some sentences that can be recast by using this second hint and the problem about the generic use of personal

pronouns that can be solved. The changing process in every sentence can be seen from italics into bold.

a. sexist : Suppose that *a person* has difficulty recalling *his* social security number...

non-sexist : Suppose that **you** have difficulty recalling **your** social security number...

b. sexist : If *a student* studies hard, *he* can make the honor roll

non-sexist : If **you** study hard, **you** can make the honor roll

c. sexist : If *a person* wants to bring *his* text to the exam, *he* may

non-sexist : If **you** want to bring **your** text to the exam, **you** may

d. sexist : If the researcher is the principal investigator, *he* should place an asterisk after *his* name

non-sexist : **You** should place an asterisk after **your** name if **you** are the principal investigator

e. sexist : *The driver* should take *his* completed registration form to the clerk's window and pay *his* license fee

non-sexist : **You** should take **your** completed registration form to the clerk's window and pay **your** license fee

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

non-sexist : If **you** were satisfied with **your** performance on the pretest, **you** took the post-test

- g. sexist : When *a teacher* asks *his* students for an evaluation, *he* is putting *himself* on the spot
 non-sexist : When *you* ask *your* students for an evaluation, *you* are putting *yourself* on the spot
- h. sexist : As a teacher, *he* is faced daily with the problem of paperwork
 non-sexist : As teachers, *we* are faced daily with the problem of paperwork
- i. sexist : As *someone* grows older, *he* grows more reflective
 non-sexist : As *we* grow older, *we* grow more reflective
- j. sexist : After filling out *his* class schedule, *the student* should place it in the registrar's basket
 non-sexist : After filling out *your* class schedule, *you* should place it in the registrar's basket

3.2.2.3 Recasting singular pronoun into plural

By recasting singular pronoun into its plural form can help eliminate the sense of sexism within a sentence. The changing process can be seen from the replacement of singular pronoun 'he', 'his' and 'him' into plural ones such 'they', 'their' and 'them' which we will certainly need to recast other parts of the sentence with their linked forms for example those related to the noun and the verb. These noun and verb should be adjusted with the plural pronoun in the sentence; in this case, we need to drop the ending -s from the verb and add the ending -s if it is necessary to the noun form. In addition, this hint should only be applied to sentences referring to both sexes in which general contexts of language

use is urged. Followings are example of sentences in which its singular pronouns can be recast so that the use of generic personal pronoun can be avoided. The process of alteration can be seen from italics into bold printed mode.

- a. sexist : *The philosopher uses his reason to guide him*
 non-sexist : **Philosophers use their reason to guide them**
- b. sexist : *The lecturer will display his timetable on his office door*
 non-sexist : **Lecturers will display their timetables on their office doors**
- c. sexist : *Anyone who wants his work evaluated...*
 non-sexist : **Those who want their work evaluated...**
- d. sexist : *Teach the child to walk by himself*
 non-sexist : **Teach children to walk by themselves**
- e. sexist : *Everyone needs his own space*
 non-sexist : **All people need their own space**
- f. sexist : *A student can monitor his progress*
 non-sexist : **Students can monitor their progress**
- g. sexist : *Give each student his paper as soon as he is finished*
 non-sexist : **Give students their papers as soon as they are finished**
- h. sexist : *Everything comes to him who waits*
 non-sexist : **Everything comes to those who wait**
- i. sexist : *Each respondent was asked whether he wished to participate in the survey*
 non-sexist : **Respondents were asked whether they wished to participate in the survey**

- j. sexist : *Man and his universe*
 non-sexist : **Humans and their universe**

3.2.2.4 Rephrasing the sentence

It is possible for us to avoid sexist language by rephrasing the sentence. This hint is much more flexible to be applied since it gives us freer space to express the meaning of a sentence in a different way. One thing should be emphasized here is that we can't leave out the essential meaning of the sentence itself. We might rephrase the sentence as long as it doesn't change the meaning of the sentence. By using this hint, we may eliminate personal pronoun, add conjunctions, restructure the sentence into different forms and choose the more precise diction to eliminate the sense of sexism within the sentence. The changing process of rephrasing sentence can be seen in the following sexist and non-sexist forms in each point of example below.

- a. sexist : *Students are different; one may be assertive in his interpersonal relations, while another may be timid in his approach to the world*
 non-sexist : **Students are different: one may relate to other assertively, while another may approach the world timidly**
- b. sexist : *Each nurse determines the best way she can to treat a patient*
 non-sexist : **Each nurse determines the best way to treat a patient**
- c. sexist : *If the writer plans ahead, he will save a lot of effort*
 non-sexist : **The writer who plans ahead will save a lot of effort**

d. sexist : *The child should be given ample time to familiarize himself with the text material*

non-sexist : Ample time should be provided for the child to become familiar with the text material

e. sexist : *If the researcher is the principal investigator, he should place an asterisk after his name*

non-sexist : Place an asterisk after the name of the principal investigator

f. sexist : *The principal investigator for this report has attached data tables to his summary*

non-sexist : The principal investigator has attached data tables to the summary of this report

g. sexist : *If a student wishes to avoid sex bias in his writing, he should examine these alternatives*

non-sexist : Any student who wishes to avoid sex bias in writing should examine these alternatives.

h. sexist : *A staff member's seniority is determined by his salary and his length of service*

non-sexist : Seniority of a member staff is determined on the basis of salary status and length of service

i. sexist : *A doctor is a busy person; he must be able to balance a million obligations at once*

non-sexist : A doctor is a busy person who must be able to balance a million obligations at once

j. sexist : *A first grader can feed and dress himself*

non-sexist : **A first grader can eat and get dressed without assistance**

3.2.2.5 Replacing personal pronouns with articles

The use of articles – ‘the’, ‘a’ and ‘an’– may help a sexist sentence become non-sexist one. The appearance of these articles may substitute the presence of personal pronouns within a sentence. This can avoid the stereotype way of thinking that –for example– a philosopher, a police officer or a student must be a male while a secretary must be a female. Whereas in fact, generic terms of occupations such previously mentioned should be consequently followed by neutral terms such as these articles. Below are some sentences that display sentences containing the generic use of personal pronouns then those personal pronouns are then replaced with articles. The changing process in every sentence can be seen from italics into bold printed mode.

a. sexist : The philosopher uses *his* reason to guide *him*

non-sexist : The philosopher uses **a** reason as **a** guide

b. sexist : A student who wants *his* essay returned...

non-sexist : Anyone who wants **an** essay returned...

c. sexist : A careful secretary consults *her* dictionary often

non-sexist : A careful secretary consults **a** dictionary often

d. sexist : When a police officer has completed *his* investigation, he files a report

- non-sexist : When a police officer has completed an investigation, a report should be filed**
- e. **sexist : The lecturer will display the timetable on *his* office door**
non-sexist : The lecturer will display the timetables on **the office door**
- f. **sexist : The principal investigator for this report has attached data tables to *his* summary**
non-sexist : The principal investigator has attached data tables to **the summary of this report**
- g. **sexist : After filling out *his* class schedule, the student should place it in the registrar's basket**
non-sexist : After filling out a class schedule, the student should place it in the registrar's basket
- h. **sexist : When the student hands in *his* paper, read it immediately**
non-sexist : When the student hands in **the paper, read it immediately**
- i. **sexist : A staff member's seniority is determined by *his* salary and *his* length of service**
non-sexist : A staff member's seniority is determined by **the salary and **the** length of service**
- j. **sexist : I hope nobody's forgotten to bring *his* passport**
non-sexist : I hope nobody's forgotten to bring **the passport**

3.2.2.6 Using double-pronoun construction

One last hint to avoid the generic use of personal pronoun here is the use of double-pronoun construction — ‘he or she’, ‘she or he’, ‘his or her’, ‘her or his’, ‘him or her’, ‘s/he’. This strategy for avoiding masculine pronoun, for some people, is considered awkward but this can help a lot in eliminating the sense of sexism within a sentence. This construction can be satisfactory when used occasionally. When the context of composition forces us to use it frequently, we need to use other point of hints that have been formerly mentioned to avoid the presence of generic masculine personal pronouns throughout our composition. All we need to do is changing the masculine pronoun into these double-pronoun constructions. In addition, we need to apply this hint on sentences that truly denote general meaning which inclusive both kinds of sexes. The changing process from sexist to non-sexist forms in every sentence is marked from italics into bold printed mode.

- a. sexist : Students are different; one may be assertive in *his* interpersonal relations, while another may be timid in *his* approach to the world
- non-sexist : Students are different: one may be assertive in **his or her** interpersonal relations, while another may be timid in **approaching the world**
- b. sexist : When a police officer has completed his investigation, *he* files a report

- non-sexist : When a police officer has finished an investigation, **he or she** should file a report
- c. sexist : Each student must complete *his* assessment by Friday
 non-sexist : Each student must complete **his or her** assessment by Friday
- d. sexist : The lecturer will display *his* timetable on *his* office door
 non-sexist : The lecturer will display **his or her** timetables on the office door
- e. sexist : A student who wants *his* essay returned...
 non-sexist : A student wanting **his or her** essay returned...
- f. sexist : If a student was satisfied with *his* performance on the pretest, *he* took the post-test
 non-sexist : If a student was satisfied with **his or her** performance on the pretest, **he or she** took the post-test
- g. sexist : Each supervisor will be at *his* workstation by 8 a.m.
 non-sexist : Each supervisor will be at **his or her** workstation by 8 a.m.
- h. sexist : A worker with minor children should make sure *his* will is up to date
 non-sexist : A worker with minor children should make sure **her or his** will is up to date
- i. sexist : Every student has to make up *his* own mind
 non-sexist : Every student has to make up **his or her** own mind
- j. sexist : If in doubt, ask your doctor. *He* can give you more information
 non-sexist : If in doubt, ask your doctor. **He or she** can give you more information

3.2.3 Sex-balanced Occupation Terms

Under this category are lists of non-sexist occupations terms that can be used for both males and females. By using these non-sexist occupation terms, people will not see one occupation as an exclusive job for one certain kind of sex only. We need to realize that the important thing of doing a job is professionalism and it has nothing to do with sexes. The greater presence of women in a whole range of occupations makes it desirable to seek alternatives forms and titles to avoid the impression that some occupations are male-exclusive.

Below are two tables presented sex-balanced occupations having generic references that might be filled by both kinds of sexes.

3.2.3.1 Alternatives for male sex-specific occupations

Table 2
List of male sex-balanced occupation terms

. Sexist Occupation Terms	Non-sexist Occupation Terms
1. Businessman (men)	Business person(s), business executive, entrepreneur(s), merchant(s)
2. Cameraman	Camera operator
3. Chairman	Chair, chair person, group leader, presiding officer, department head, convener, moderator
4. Congressmen	Representatives, members of congress
5. Deliveryman	Deliverer, delivery clerk, courier
6. Fireman	Fire fighter
7. Fisherman	Fisher
8. Foreman	Supervisor

9. Headmaster	Principal
10. Male nurse	Nurse
11. Maintenance men	Maintenance staff
12. Newsman	Journalist
13. Night watchman	Night guard, night watch
14. Policeman	Police officer, detective
15. Postman	Post officer, letter carrier
16. Pressman	Press operator
17. Spokesman	Spokesperson, representatives
18. Statesman	Political leader, public servant, diplomat, politician
19. Weatherman	Weather reporter, forecaster meteorologist
20. Workmen	Workers

3.2.3.2 Alternatives for female sex-specific occupations

Table 3
List of female sex-balanced occupation terms

Sexist Occupation Terms	Non-sexist Occupation Terms
1. Air hostess	Flight attendant
2. Authoress	Author
3. Aviatrix	Pilot, aviator
4. Barmaid	Bar staff
5. Career woman	Professor, engineer, administrative assistant (better directly refer to the job

	title)
6. Cleaning lady	House worker, house keeper, custodian
7. Comedienne	Comedian
8. Executrix	Executor
9. Headmistress	Head teacher, Principal
10. Female electrician	Electrician
11. Lady lawyer	Lawyer
12. Lady doctor	Doctor
13. Poetess	Poet
14. Sales woman	Sales assistant
15. Sculptress	Sculptor
16. Stewardess	Flight attendant
17. Waitress	Wait person, restaurant attendant
18. Woman professor	Professor
19. Woman athlete	Athlete
20. Usherette	Usher

3.2.4 Titles and Other Modes of Address

Occasionally, students at school are taught to write a formal letter—for instance an application letter. Imagine the possible consequences to students who have studied a presumably up-to-date English textbook entitled *Business Letter*. It teaches students how to salute business letters to an unknown addressee by “Dear Sirs,” or “Dear Gentlemen”. The students pick the appropriate opening by this

instruction and then they write a letter asking for a job. The personal manager who reads the letter happens to be a woman and gets irritated with this sexist salutation before she even reads the body of the cover letter. This reflects how a sexist salutation doesn't have that much benefit for us.

An example that can be taken is the use of the parallel salutation for 'Mr.' is 'Ms'. We all understand that the term 'Miss' and 'Mrs.' indicate the sex and marital status of a woman while the term 'Mr.' indicates the sex only. It is unbalanced and unnecessary to specify the marital status of women but not of men. Another case is about the tendency for women to be addressed by using their husband names both first and last name. It disguises women as if a woman has no independent existence apart from her husband. Here, the writer proposes some alternatives for titles and other modes of address. These alternatives might be applied in both written and spoken language. We need to consciously reflect equality in our language so that we can accurately respect people's qualifications both males and females. The changing process from sexist to non-sexist terms of address in every sentence is marked from italics into bold printed mode.

a. sexist : *Miss*

non-sexist : **Ms**

b. sexist : *Mrs.*

non-sexist : **Ms**

c. sexist : *Dear Sir (when the sex is unknown)*

non-sexist : **Dear Professor or Dear Colleague or Dear Editor (better use the proper title or occupation)**

- d. sexist : *Dear Gentleman*
 non-sexist : **Dear Staff Member**
- e. sexist : *Dear Mr. Green (when first name and sex are unknown)*
 non-sexist : **Dear doctor (better refer directly to the proper title)**
- f. sexist : *Dear Mrs. Green (when a female marital status is unknown)*
 non-sexist : **Dear Ms. Green**
Or Dear J. Green
- g. sexist : *Please welcome, Mrs. Bhutto and Paul Keating*
 non-sexist : **Please welcome, Benazir Bhutto and Paul Keating!**
Or Please welcome, Prime Minister Bhutto and Prime Minister Keating!
- h. sexist : *Good evening, Mrs. Green (for instance, she is a professor)*
 non-sexist : **Good evening, Prof (better refer directly to her profession)**
- i. sexist : *Thank you for joining our meeting, Mrs. Herman Lee*
 non-sexist : **Thank you for joining our meeting, Ms Annabelle Lee**
- j. sexist : *The Early Childhood Education Report will be presented by Mrs. Susan Robinson*
 non-sexist : **The Early Childhood Education Report will be presented by Susan Robinson**
Or The Early Childhood Education Report will be presented by Prof. Susan Robinson
Or The Early Childhood Education Report will be presented by Susan Robinson, Senior Lecturer

3.2.5 Sexist Description

Sometimes people unintentionally describe others based on the stereotype manner of a certain sex. Eventually people also tend to judge others slightly through other physical performance. The description and judgment they make are always typical and monotonous, whereas in fact, the real condition might be the other way round. We need to pay a careful attention to the way we describe other people personalities so that our description would not be a sexist statement. Somehow, we need to see people more equal without the sense of sexism within our statements so that our listeners will not receive a message that we never intend to send. Below are two sub categories that consist sexist description in forms of expressions and sentences. We will see how these sexist descriptions are changed into their non-sexist forms.

3.2.5.1 Selective choice of adjective

We need to select a precise adjective for describing people personalities. If men and women should be equal, we need to assume that both have similar characteristics and patterns of behavior. We should not describe the same kind of characteristic in contrastive words to differ two sexes with different sense of connotation, for example that the word 'aggressive' and 'ambitious' almost have similar meaning which is the nature of enthusiasm but these two words connote differently. The word 'aggressive' denotes negative meaning while 'ambitious' carries presumably positive meaning. Unfortunately, the word 'aggressive' is

always associated with female and ‘ambitious’ with male. This matter should be noticed carefully.

Word choices sometimes reflect unconscious assumption about sex roles — for example that men are always strong and brave while women are always weak and timid; that men are valued for their accomplishments and women for their physical attributes. This assumption should be changed whenever we want to put both sexes in equal line because in reality, sometimes we don’t find the true condition as exactly as the theory should be. Here the writer suggests alternatives for sexist adjectives that familiarly had been used in sexist language. We may replace these sexist adjectives and start to use these more subtle non-sexist alternatives so that we will not unconsciously irritate other people through our language. The changing process from sexist to non-sexist adjective in every sentence can be seen as the followings:

- a. sexist : She is *a tomboy*
non-sexist : She is **an adventurous and daring girl**
- b. sexist : He is *a sissy*
non-sexist : He is **a sensitive and caring boy**
- c. sexist : She is *very masculine*
non-sexist : She is **a strong independent and assertive woman**
- d. sexist : What is needed is *the feminine touch*
non-sexist : What is needed is **a caring attitude**

Or What is needed is **a considerate attitude**

- e. sexist : Janet Peterson, *looking stunning in her new blue-sequined evening gown*, gave the key note address at the annual mayors' conference
- non-sexist : Janet Peterson, **newly elected mayor of the state's third largest city**, gave the key note address at the annual mayors' conference
- f. sexist : *Cautious men and timid women*
- non-sexist : Cautious men and women; timid men and women
Or Cautious and timid people
- g. sexist : *Ambitious men and aggressive women*
- non-sexist : Ambitious men and women; aggressive men and women
Or Ambitious and aggressive people
- h. sexist : *Strong men and domineering women*
- non-sexist : Strong men and women, domineering men and women
- i. sexist : *Angry men and hysterical women*
- non-sexist : Angry men and women, hysterical men and women
- j. sexist : The movie is about *an aggressive lady lawyer and an ambitious young lawyer* defending a rich company
- non-sexist : The movie is about two aggressive and ambitious lawyers defending a rich company

3.2.5.2 Stereotyped notion alteration

As the writer stated before, word choices may carry certain assumptions about sex roles. When we use particular word, our listeners may already have

certain portrait about what we are talking about—for example our listeners may directly assume that all lecturers are always males whenever within our statement, we include additional information such as wives and children. This can be counted as sexist statement whenever a sentence is definitely digested by invoking certain stereotypes. We need to move away from this unfair nuance of statement. Here are some sentences that should be given particular care relating to the sense of sexist language. The changing process from one sexist sentence into its non-sexist form can be seen in the followings:

- a. sexist : *Lecturers have wives and children to support*
non-sexist : Lecturers have families to support
- b. sexist : *We are looking for an administrator who is his own man*
non-sexist : We are looking for an administrator with a sense of independence and integrity
- c. sexist : *Act like a lady and think like a man*
non-sexist : Act and think sensitively and clearly
- d. sexist : *Act like a gentleman*
non-sexist : Be polite and brave
- e. sexist : *Mother doing dishes, father reading the paper*
non-sexist : Men and women doing dishes, women and men reading the paper
- f. sexist : *Lecturers and their wives are invited to attend*
non-sexist : Lecturers and their spouses are invited to attend
Or Lecturers and their partners are invited to attend

- g. sexist : She would be likely to accept your *gentlemen's agreement*
 non-sexist : She would be likely to accept your **informal agreement**
Or She would be likely to accept your **oral contract**
- h. sexist : Susan wants to take English conversation lessons *man-to-man*
 non-sexist : Susan wants to take English conversation lessons **face to face**
- i. sexist : He is a bit of *an old woman*
 non-sexist : He is a bit of **fussy**
- j. sexist : Children of that age still need a lot of *mothering*
 non-sexist : Children of that age still need a lot of **parenting**

Over the above analysis of the data, the writer would like to try to make some generalizations. Essentially, the nonsexist language can be simply formed whenever a speaker or a writer has a commitment to avoid the use of generic pronouns in the general context of language use in which the statements that the writer or speaker made are aimed to include all people regardless their sex.

Other things suggested here, such as titles and other modes of address or sex-balanced occupation terms and also about the non-sexist description of people stereotyping, are merely a matter of habitual. People might have been used to the sexist versions, but gradual adjustment might help people to get used to the nonsexist ones. Once again, the consciousness to make our language inclusive for all is absolutely needed in heading to the direction of equality for all humans in this universe.

CONCLUSION AND SUGGESTIONS

CHAPTER IV