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| DISABILITY-INCLUSIVE LANGUAGE GUIDELINES | 残疾包容性语言指南 {§1}  |
| INTRODUCTION | 导言  |
| These guidelines have been prepared by the United Nations Office at Geneva as part of efforts to implement the United Nations Disability Inclusion Strategy, launched in 2019. The Strategy is a key framework for policy and action to mainstream disability inclusion at the United Nations. It is aimed at removing barriers and engaging persons with disabilities in all spheres of work and life in order to achieve sustainable and transformative progress on disability inclusion. Its indicator 15 on communication, in particular, requires that internal and external communications should be respectful of persons with disabilities. | 本指南由联合国日内瓦办事处编制，是实施2019年启动的《联合国残疾包容战略》工作的一部分。该战略是联合国残疾包容主流化政策及行动的关键框架，目的是消除障碍，让残疾人参与工作和生活的各个领域，以便在残疾包容方面取得可持续和变革性进展。该战略关于传播的指标15特别要求在对内对外传播中尊重残疾人。  |
| This document contains recommendations that United Nations staff, experts and collaborators can use in their oral and written communications on disability or other subjects, including speeches and presentations, press releases, social media posts, internal communications and other formal and informal documents. It is based on an in-depth study of disability-inclusive language materials and a consultation process with a diverse range of experts, including persons with disabilities. |  本文件载有一些建议，供联合国工作人员、专家及合作伙伴在关于残疾或其他主题的口头交流和书面函件中使用，包括在演讲与演示、新闻稿、社交媒体帖子、内部函件以及其他正式和非正式文件中使用。本文件参考了对有关残疾包容性语言材料的深入研究以及与各类专家协商、包括与残疾人协商的结果。  |
| Words matter. Undeniably, the language that we use to refer to persons with disabilities has an impact, as it shapes our perception of the world. This language has evolved over time, and terms that were commonly used some years ago are no longer acceptable. It is therefore important to raise awareness about language that it is appropriate to use when talking to or about persons with disabilities. Inappropriate language can make people feel excluded or offend them and can be a barrier to full and meaningful participation. The use of derogatory or inappropriate language may amount to discrimination and impinge on the enjoyment of human rights. By adopting language that celebrates diversity, we will contribute to strengthening the human rights model of disability and to creating a more inclusive United Nations. |  遣词用语至关重要。不可否认的是，我们提及残疾人时使用的语言会产生一定影响，这是因为，语言左右着我们对世界的看法。语言随着时间的推移而发展，几年前常用的说法如今可能不再被接受，因此应当提高相关认识，在与残疾人交谈或谈论到残疾人时使用恰当措辞。不恰当的语言可能让残疾人觉得受到排斥或冒犯，并可能阻止他们充分和有意义地参与社会生活。使用贬损或不恰当的语言可能构成歧视，妨碍他们享有人权。通过采纳宣扬多样性的语言，我们将为加强残疾的人权模式和创建一个更具包容性的联合国作出贡献。  |
| At the same time, inclusive language is a key tool in combating ableism and its entrenched manifestations. Ableism is a misguided and biased understanding of disability that leads to the assumption that the lives of persons with disabilities are not worth living. Ableism can take many forms, including harmful language. |  同时，包容性语言是克服健全主义及其固有表现形式的重要工具。健全主义是对残疾的一种被误导的和有偏见的理解，这种理解导致一些人错误地认为残疾人不值得活着。健全主义可能有多种表现形式，包括使用有伤害性的语言。  |
| In terms of language and terminology, the United Nations Convention on the Rights of Persons with Disabilities sets the standard that we must all follow. The general comments issued by the Committee on the Rights of Persons with Disabilities, together with other authoritative United Nations documents, also provide guidance to better understand the Convention and its language. |  在语言和术语方面，联合国《残疾人权利公约》设定了所有人必须遵循的标准。残疾人权利委员会发表的一般性意见以及联合国其他权威文件也提供了指导，帮助我们更好地理解《公约》及其语言。  |
| These practical guidelines aim to foster the consistent use of respectful language at the United Nations. They contain the general principles that should be applied, and are intended to be practical and easy to use. Annex I contains a table summarizing both the recommended terminology and the terms that are considered inappropriate. Annex II consists of a list of terms that require additional clarification from a language perspective in order to avoid common mistakes and to comply with United Nations terminology standards. |  这份实用指南旨在促进联合国统一使用尊重人的语言。指南包含应适用的一般性原则，这些原则切实可行，易于采用。附件一载有一个表格，汇总了推荐使用的词语及被认为不合适的措辞。附件二载有需要从语言角度进一步阐明的术语清单，以避免常见错误并遵守联合国术语标准。  |
| GENERAL PRINCIPLES | 一般性原则  |
| 1. USE PEOPLE-FIRST LANGUAGE | 1. 使用以人为本的语言  |
| People-first language is the most widely accepted language for referring to persons with disabilities. It is also the language used in the Convention on the Rights of Persons with Disabilities. People-first language emphasizes the person, not the disability, by placing a reference to the person or group before the reference to the disability. For example, we can use expressions such as “children with albinism”, “students with dyslexia”, “women with intellectual disabilities” and, of course, “persons with disabilities”. |  以人为本的语言是提到残疾人时最广为接受的语言，也是《残疾人权利公约》里使用的语言。以人为本的语言强调人本身，而非残疾，即先提到个人或群体，再提及残疾。例如，我们可以使用诸如“有白化病的儿童”(children with albinism)、“有阅读障碍的学生”(students with dyslexia)、“有智力障碍的妇女”(women with intellectual disabilities)以及“有残疾的人/人士”(persons with disabilities) 等表达。{§2}  |
| However, the people-first rule does not necessarily apply to all types of disabilities. There are some exceptions. For example, when referring to persons who are blind, we can say either “blind persons” or “persons who are blind”, and the same applies to deaf or deafblind persons. |  然而，以人为本的规则并不一定适用于所有类型的残疾，也有例外。例如，提到失明人士时，我们既可以说“盲人”(blind persons)，也可以说“有视觉障碍的人”(persons who are blind)，这种情况也适用于聋人和聋盲人 (deaf, deafblind persons/persons who are deaf, persons who are deafblind)。  |
| If in doubt, you should ask the person or group how they choose to identify. Indeed, persons with disabilities are not a homogeneous group, and they may self-identify in various ways. These identities should be respected and recognized. However, as this rich diversity of identities may hinder efforts to establish unified terminology, these guidelines recommend terminology that is commonly used and accepted. |  如果有疑问，应该询问当事人或当事团体的身份认同。事实上，残疾人并非一个同质群体，他们可能有不同的自我身份认同。这些身份认同都应该获得尊重和承认。尽管如此，由于身份认同的多样性可能会阻碍确定统一的术语，因此本指南提出的建议都是常用且可接受的术语。  |
| 2. AVOID LABELS AND STEREOTYPES | 2. 避免贴标签和定型观念  |
| Disability is a part of life and of human diversity, not something to be dramatized or sensationalized. Persons with disabilities should therefore not be portrayed as inspirational or “superhuman”. This language implies that it is unusual for persons with disabilities to be successful and productive and to live happy and fulfilling lives. Descriptions of persons with disabilities as “courageous” or “brave” or as having “overcome” their disability are patronizing and should be avoided. Persons with disabilities are the same as everyone else in terms of talents and abilities. |  残疾是生命的一种存在形态，也是人类多样性的一部分，而不是什么需要过分夸大的东西，因此，不应用“励志”或“超人”等词语描绘残疾人。这种语言暗示残疾人取得成功、有一技之长、过上幸福充实的生活是不同寻常的。用“身残志坚”或“克服了”残疾等说法描述残疾人，给人居高临下之感，应该避免。残疾人和其他人在才华和能力方面都是一样的。  |
| The term “survivor” is sometimes applied to people who have recovered from or adjusted to a health condition. Some examples include “brain injury survivor” and “stroke survivor”. Some people also refer to a disability or health condition in terms of a “battle,” as in “to battle cancer.” Although these terms are widely understood and used, many people consider the war rhetoric inappropriate and some find it offensive. |  “幸存者”一词有时用来指已从某种身体疾病中恢复或已适应了这种疾病的人，例如“脑损伤幸存 者”和“中风幸存者”等。有些人还会用“一场战斗”来形容残疾或疾病，比如“与癌症作斗争”。虽然这些表达得到广泛理解和使用，但许多人认为以战斗作比喻是不恰当的，有些人认为这样说有冒犯性。  |
| Furthermore, the portrayal of persons with disabilities as intrinsically vulnerable is inappropriate. Vulnerability is produced by external circumstances and is not innate or intrinsic to the person or group concerned. Moreover, everyone can be vulnerable in a given situation or period of time. Some persons with disabilities may be more vulnerable than the rest of the population to certain crimes, such as gender-based violence, but less vulnerable to others, such as identity theft. When the specific barriers and circumstances causing vulnerability are addressed, they are no longer vulnerable. |  此外，把残疾人描绘成天生脆弱也不合适。脆弱性是由外部环境产生的，并非个人或群体与生俱来或固有。不仅如此，每个人在特定情况下或特定时间内都可能是脆弱的。一些残疾人可能比其他人更容易受到某些犯罪行为的伤害，例如性别暴力，但不太容易受到其他罪行的伤害，例如被盗用身份。当造成脆弱性的特定障碍和情况消除，他们就不再脆弱了。  |
| Avoid labelling people and do not mention a person's disability or impairment unless it is relevant, particularly in internal communications and emails. You should focus on skills or requirements and point to a person's impairment only when it brings clarity or provides useful information. If you are discussing quality assessment for Braille documents, for example, you can mention that your colleague is a “Braille user” or can “read Braille” instead of saying that they are blind. Their impairment is not relevant: the relevant fact is that the person has the required skills. Always use this kind of positive and empowering language. |  应避免给人贴标签，除非与谈论的事情相关，否则不要提及某人的残疾或障碍，尤其是在内部通信和电子邮件中。应该把重点放在技能或要求上，并只有在有助于澄清或者提供有用信息时，才提及一个人的障碍。例如，如果正在讨论盲文文件的质量评估，我们可以提到我们的同事是“盲文使用者”或 可以“阅读盲文”，而不说他们是盲人。他们的身体障碍没有相关性：相关的事实是他们拥有所需技能。应始终使用这种积极且赋能的语言。  |
| On the other hand, disability should not be made invisible either. Always ensure that disability is duly included in your conversations and work. You should openly and respectfully discuss disability-related issues and make disability inclusion a priority. For far too long, persons with disabilities have lacked representation and participation, and have been neglected, ignored or left behind. |  另一方面，残疾也不应该被隐形。应始终确保将残疾恰当地纳入我们的言谈和工作中。应该公开且有礼貌地讨论与残疾有关的问题，并将残疾包容列入优先事项。长期以来，残疾人缺乏代表性和参与度，受到忽视、故意无视或排斥。  |
| 3. DO NOT USE CONDESCENDING EUPHEMISMS | 3. 不要使用有居高临下意味的委婉语  |
| Some expressions have gained popularity over time as alternatives to inappropriate terms. However, many of them reflect the misguided idea that disability needs to be softened. We should therefore not use terms such as “differently abled”, “people of all abilities”, “disability” or “people of determination”, as they are all euphemistic and can be considered patronizing or offensive. For example, “differently abled” is problematic because, as some advocates note, we are all differently abled. Euphemisms are, in fact, a denial of reality and a way to avoid talking about disabilities. “Persons with disabilities” is a more neutral term than “differently abled”. |  一些表达随着时间的推移流行起来，成为不恰当表达的替代说法。然而，这其中也有许多表达反映出残疾需要被弱化这种误导性的看法。因此，我们不应使用如“能力不同的人”、“各种能力都有的人”或“毅力坚强的人”等表达，因为这些表达都是委婉语，且可能被视为高人一等或具有冒犯性。例如，“能力不同的人”的说法是有问题的，正如一些倡导者指出的，我们每个人都拥有不同的能力。委婉语实际上是对现实的否定，是避免谈论残疾的一种方式。“有身体障碍的人”是比“能力不同的人”更中性的表达。  |
| The term “special” used in relation to persons with disabilities is commonly rejected, as it is considered offensive and condescending because it euphemistically stigmatizes that which is different. This term should not be used to describe persons with disabilities, including in expressions such as “special needs” or “special assistance”. We recommend more neutral or positive language when possible, such as “tailored assistance”. The expression “special education” is also widely used to refer to school programmes, but this term carries negative connotations since it usually refers to segregated education. |  与残疾人相关的带有“特殊”一词的表达通常会受到抵触，被视为具有冒犯性且居高临下，原因是它委婉地污蔑了那些不同的人。这一表达不应用于描述残疾人，包括使用诸如“特殊需要”或“特殊帮助”等表达。我们建议尽可能使用中性或积极的语言，如“有针对性的帮助”。“特殊教育”一词广泛用于指学校课程，但这个表达具有负面含义，因为它通常指隔离式教育。  |
| 4. DISABILITY IS NOT AN ILLNESS OR A PROBLEM | 4. 残疾既不是病，也不是问题  |
| The medical model of disability views disability as a health condition that needs to be fixed or cured. Under this model, persons with disabilities are not seen as rights holders. Similarly, the charity model of disability views disability as a burden or a “problem” that persons without disabilities must solve. This approach depicts persons with disabilities as being objects of charity and pity, perpetuating negative attitudes and stereotypes. |  残疾的医学模式将残疾视为一种需要修复或治愈的身体疾病。在这一模式下，残疾人不被视为权利持有人。同样，残疾的慈善模式将残疾视为健全人必须解决的负担或“问题”。这种模式将残疾人描绘成慈善和怜悯的对象，导致消极态度和定型观念长期存在。  |
| Persons with disabilities should not be referred to as patients unless they are under medical care, and only in that context. You should also avoid labelling persons with disabilities by their diagnoses (for example, “dyslexic”), as this reflects the medical model of disability. Use people-first language instead (for instance, “person with dyslexia” or “has dyslexia”). |  残疾人不应被称为病人，除非他们正在接受治疗，仅在这种情况下，才可称其为病人。我们也应该避免用医学诊断给他们贴标签（例如，“阅读障碍症”），因为这体现了残疾的医学模式。应改用强调人的语言（例如，“有阅读障碍的人”或“他/她有阅读障碍”）。  |
| Expressions such as “suffers from”, “afflicted with” or “stricken with” are inappropriate. They suggest constant pain and powerlessness and carry the assumption that persons with disabilities have poor quality of life. Instead, you can simply say that a person “has [a disability]” or “is [blind/deaf/deafblind]”. |  诸如“遭受”、“受…折磨”、“罹患”等表达都是不恰当的，它们暗示了持续的痛苦和无能为力，并假定残疾人生活质量低下。相反，我们可以单纯地说一个人“有（某种残疾）”或“是（盲人、 聋 人、盲聋人士）”。  |
| The term “victim” should not be used unless strictly relevant. It is inappropriate to say that a person is “a victim of cerebral palsy”, for example. Cerebral palsy does not make the person a “victim”. A victim is a person who has been harmed by a crime or has been subject to a human rights violation. Victims are often seen as vulnerable and helpless. This underlying perception must be taken into account when using this term in references to persons with disabilities. |  除非完全相关，否则不应使用“受害人”一词。例如，说一个人是“脑瘫受害人”是不恰当的，脑瘫不会使人成为“受害人”。受害人是受到犯罪伤害或人权受到侵犯的人，通常被视为脆弱且无助。使用这一表达指代残疾人时，必须考虑这层隐含的意思。  |
| Avoid referring to a person “inside” a disability (for example, “the man inside the paralysed body”) or “beyond” their disability (for example, “she transcended her disability”). Our bodies and minds cannot be separated from who we are. This is ableist language that is offensive to persons with disabilities. |  我们应避免提及一个人“被困在”残疾的身体里（例如，“他被瘫痪的躯体禁锢”）或“突破”了残疾（例如，“她突破了残疾对她的禁锢”）。我们的肉体和思想不能跟我们的存在本身分离，这是一种冒犯残疾人的健全主义语言。  |
| 5. USE PROPER LANGUAGE IN ORAL AND INFORMAL SPEECH | 5. 在口语和非正式言谈中使用合适的语言  |
| Most persons with disabilities are comfortable with the words used in daily life. You can say “let's go for a walk” to a person who uses a wheelchair or write “have you heard the news?” to a person who is deaf. However, phrases such as “blind as a bat” or “deaf as a post” are unacceptable and should never be used, even in informal contexts. You should also be careful with metaphors like “blind to criticism” and “to fall on deaf ears”. |  大多数残疾人都不会介意日常生活中使用的词语。我们可以对坐轮椅的人说“我们出去走走”，或者写给失聪者：“你有没有听说这个新闻？”然而，“瞎子”或“聋得像根木头柱子”这类词语是不可接受的，并且永远不应该使用，哪怕在非正式场合也不应使用。我们也应该小心使用“对批评视而不见”、“充耳不闻”或“装聋作哑”这类比喻。  |
| Misused terminology can also be inappropriate and hurtful, so avoid saying “I must have Alzheimer's” when you forget something or “they're paranoid” when people seem to be acting with excessive mistrust. Never use disability-related terms as an insult or to express criticism. For example, do not use the word “lame” to mean “boring” or “uncool”. |  滥用术语也可能不恰当且伤人，所以当忘记一些事情时，应该避免说“我肯定是得了老年痴呆症”，或者当其他人表现出过度不信任时，应避免说“他们有偏执症”。切勿用与残疾有关的词语表达侮辱或批评。例如，不要用“盲人骑瞎马”来表达对冒险鲁莽行为的批评；不要用“长残了”比喻人的长相变化；在某人不理解或不明白讨论的概念或事务时，不要用“弱智”形容对方。  |
| ANNEX I | 附件一  |
| Disability-inclusive language | 残疾包容性语言  |
| Please note that terms in the same cell should not be considered as synonyms. They are grouped together by category. | 请注意，同一单元格中的词语因属同一类别而归集在一起，不一定为同义词。  |
| Recommended Language | 建议使用的语言  |
| Language to be avoided | 避免使用的语言  |
| person with disability | 残疾人/人士  |
| person with [type of impairment] | 有残疾（残障）的人/人士  |
| persons with disabilities | 有［障碍类型］的人/人士  |
| people with disabilities (only in Easy Read documents, informal text and oral speech) | 残障者/人士 身心障碍者/人士  |
|  disabled person, handicapped, person with special needs, handicapable, atypical, person living with a disability, differently abled, people of all abilities, people of determination, person living with a disability | 残废、废人、废物 能力不同的人、各种能力都有的人、毅力坚强的人  |
| person without disability | 非残疾人  |
| the rest of the population |   |
| normal, healthy, able-bodied, typical, whole, of sound body/mind | 健全人、正常人、健康人  |
| have [disability/impairment/condition] | 有（某种残疾/障碍/病症）  |
| suffer from, afflicted by, stricken by, troubled with | 遭受、受…折磨、罹患  |
| person with an intellectual disability | 有智力残疾（障碍）的人/人士  |
|   | 智力残疾者/人士  |
| person with an intellectual impairment | 智力障碍者/人士  |
| retarded, simple, slow, afflicted, brain-damaged, intellectually challenged, subnormal, of unsound mind, feeble-minded, mentally handicapped | 智障、脑瘫、脑残、傻子、傻瓜、呆子、呆瓜、笨蛋、弱智  |
| person with a psychosocial disability | 社会心理残疾者/人士  |
| insane, crazy, maniac, psycho, hypersensitive, lunatic, demented, panicked, agitated, mentally deranged, mentally ill | 疯（婆）子、神经病、颠婆、颠趴  |
| deaf person | 有听力（觉）障碍的人/人士 听力（觉）障碍者/人士  |
| person who is deaf | 听障者/人士  |
| person with a hearing disability | 听力不佳者/人士  |
| person with a hearing impairment | 失聪者/人士  |
| person with hearing loss | 聋盲者/人士  |
| hard-of-hearing person | 聋哑人/人士  |
| deafblind person | 聋子、哑巴  |
| the deaf, hearing impaired, deaf and dumb, deaf and mute | 盲人  |
| blind person | 失明者/人士  |
| person who is blind | 有视力（觉）障碍的人/人士  |
| person with a vision/visual disability | 视力（觉）障碍者/人士  |
| person with a vision/visual impairment | 视障者/人士  |
| person with low vision | 低视力者/人士  |
| deafblind person | 视力不佳者/人士  |
|   | 聋盲者/人士  |
| the blind, partially-sighted | 瞎子、独眼龙  |
| person with a physical disability | 有身体残疾（障碍）的人/人士  |
| person with a physical impairment | 身体残疾者/人士  |
|   | 身体障碍者/身障人士  |
| crippled, invalid, deformed, lame, handicapped, physically challenged, person with physical limitations, limp | 瘸子、跛子、跛脚怪  |
| wheelchair user | 轮椅使用者  |
| person who uses a wheelchair |   |
| person with a mobility disability | 行动障碍者/人士  |
| person with a mobility impairment | 行动不便者/人士  |
| person using a mobility device | 个人移动辅助器具使用者  |
| confined/restricted to a wheelchair wheelchair-bound | 瘫在轮椅上的人  |
| person of short stature | 个头较小的人 身型小巧的人  |
| little person | 体格矮小的人  |
| person with achondroplasia (only if the person has this condition) | 软骨发育不全者  |
| midget, dwarf, stunted | 侏儒、矮子、矮冬瓜、矬子、矮矬子  |
| person with Down syndrome | 有唐氏综合征者  |
| person with trisomy-21 | 有21-三体综合征者  |
| mongoloid, special person, Down | 白痴、先天愚儿  |
| person with albinism | 有白化病者/人士  |
| albino | 白毛怪、白毛女  |
| person affected by leprosy | 受麻风病影响者  |
| leper, leprosy patient | 麻风病人  |
| person who uses a communication device | 有语言障碍的人/人士  |
|   | 失语者/人士  |
| person who uses an alternative method of communication | 语言障碍人士  |
|   | 通信辅助器具使用者  |
| non-verbal, can't talk | 哑巴  |
| accessible parking | 无障碍停车位  |
| parking reserved for persons with disabilities | 无障碍洗手间  |
| accessible bathroom | 残疾人（专用）停车位  |
|   | 残疾人（专用）洗手间  |
| disabled/handicapped parking | 残疾停车位  |
| handicapped bathroom | 残疾洗手间  |
| ANNEX II | 附件二  |
| Terms requiring additional clarification from a language perspective | 需要从语言角度进一步说明的术语 {§3}  |
| 1. ACCESS vs ACCESSIBILITY | 1. 进入(权)与无障碍(access vs accessibility)  |
| 2. BRAILLE | 2. 盲文(Braille)  |
| 3. CAPTIONS vs SUBTITLES | 3. 说明性字幕与对白字幕(captions vs subtitles)  |
| 4. DEAF COMMUNITY | 4. 失聪群体(Deaf Community)  |
| 5. DEAFBLIND | 5. 聋盲(deafblind)  |
| 6. DECLARATION AND DISCLOSURE | 6. 声明与披露(declaration and disclosure)  |
| 7. DISABLED PERSON | 7. 残疾人(disabled person)  |
| 8. EASY READ | 8. 易读(easy read)  |
| 9. HELP, SUPPORT, ASSISTANCE | 9. 帮助、支持与协助(help, support, assistance)  |
| 10. IMPAIRMENT vs DISABILITY | 10. 障碍与残疾(impairment vs disability)  |
| 11. INTEGRATION vs INCLUSION | 11. 融入与包容(integration vs inclusion)  |
| 12. NEEDS vs REQUIREMENTS | 12. 需要与要求(needs vs requirements)  |
| 13. ORGANIZATIONS FOR/OF PERSONS WITH DISABILITIES | 13. 为残疾人设立的组织与残疾人组织(organizations for/of persons with disabilities)  |
| 14. PWD | 14. PWD  |
| 15. PLAIN LANGUAGE, PLAIN ENGLISH | 15. 简明语言、简明英语(plain language, plain English)  |
| 16. REASONABLE ACCOMMODATION | 16. 合理便利(reasonable accommodation)  |
| 17. SERVICE ANIMALS | 17. 服务类动物(service animals)  |
| 18. SIGN LANGUAGE AND INTERNATIONAL SIGN | 18. 手语与国际手势(sign language and international sign)  |
| 19. VISUAL IMPAIRMENT vs BLINDNESS | 19. 视力障碍与失明(visual impairment vs blindness)  |
| 1. ACCESS vs ACCESSIBILITY | 1. 进入(权)与无障碍（access vs accessibility）  |
| Access means the opportunity or right to do something or enter a place. For example, if you have a United Nations badge, you have access to the United Nations premises. |  进入（权）意指进入某地的许可或权利。例如，如果有联合国出入证，我们就可以进入联合国大楼及所属区域。  |
| Accessibility refers to the design of products, devices, services or environments so as to be usable by persons with or without disabilities, and includes information and communications. Physical accessibility, for example, involves the creation of a barrier-free environment where persons with disabilities can move freely. Using the example above, this means that you may have access to the United Nations premises, but accessibility is lacking if there are physical barriers such as stairs or heavy doors. While you may have access to United Nations documents in printed or digital form, the documents are not accessible unless they are available in the required format (such as Braille or Easy Read). |  无障碍指产品、设备、服务或环境的设计便于残疾人或非残疾人使用，包括信息和通信无障碍。例如，物质环境无障碍指的是创造一个残疾人可以自由行动的无障碍环境。若沿用上述例子，则意味着虽然我们可能有权进入联合国大楼及所属区域，但如果有楼梯或厚重的门等实体障碍阻挡，我们还是无法真正无障碍通行。虽然我们可能有权访问印刷版或数字版联合国文件，但除非文件以所需格式（如盲文或易读格式）提供，否则无法让残疾人能够真正无障碍阅读。  |
| Sometimes access is ensured but accessibility is not, so these terms are not equivalent and should be used in the right context. |  有时，进入有保证，但无障碍却得不到保证，所以这两个术语并不等价，应在正确的语境中使用。  |
| 2. BRAILLE | 2. 盲文（Braille）  |
| Braille is not a language. It is a system of raised dots that can be read with the fingers, used by people who are blind or who have low vision. Not all blind people can read Braille. Those who do can be referred to as Braille users. Everybody has the ability to learn to read Braille, so you should never assume that a Braille user is blind. | 盲文不是一种语言，它是一个可以用手指阅读的凸点系统，供盲人或低视力者使用。并非所有盲人都能阅读盲文。那些会阅读盲文的盲人称为盲文使用者。每个人都有学习阅读盲文的能力，所以不应假定盲文使用者均为盲人。  |
| The process of converting printed text to Braille is called “transcribing” (not “translating”). The “printing” process is called “embossing”. |  将印刷文本转换为盲文的过程称为“转录”（不是“翻译”），“印刷盲文”的过程称作“压花”。  |
| 3. CAPTIONS vs SUBTITLES | 3. 说明性字幕与对白字幕（captions vs subtitles）  |
| Captions and subtitles are not the same, although they both appear as text at the bottom of the screen and represent speech. | 说明性字幕和对白字幕虽然都以文本形式出现在屏幕底部，但两者并不相同。  |
| Captions are particularly useful for persons who have hearing impairments as they include information on background noises, speaker identification, description of music and other relevant details. |  说明性字幕包括背景噪声、说话者身份、音乐描述及其他相关细节的信息，因此对听力障碍者尤为有用。  |
| Subtitles assume that the viewers can hear but cannot understand the language in the video – for example, in foreign-language films – and include dialogue only. |  对白字幕假定观众可以听见声音，但无法理解视频中的语言（如外语影片），仅包含对白。  |
| Captions come in two forms: open or closed captions. Closed captioning can be turned off by the viewer, while open captions are embedded into the video and cannot be turned off. Live (or real-time) captioning is provided at accessible meetings, either remotely or on-site. |  说明性字幕有两种形式：开放式字幕和隐藏式字幕。观众可以关闭隐藏式字幕，但开放式字幕则内嵌入视频，无法关闭。无障碍会议上可以远程或现场提供实时字幕。  |
| All of these differences should be taken into account when using these terms. |  使用这些术语时，应考虑上述所有差异。  |
| 4. DEAF COMMUNITY | 4. 失聪群体（Deaf Community）  |
| “I am Deaf” (capitalized) is often used by individuals who are proud to belong to the “Deaf Community”. They view themselves as a unique cultural and linguistic minority who use sign language as their primary language and share similar values. However, at the United Nations, we do not capitalize “deaf” or “deaf community”. |  那些为自己属于“失聪群体”自豪的人经常使用“我失聪”（I am Deaf （首字母大写））的写法。他们认为 自己是一个独特的文化和语言少数群体，使用手语作为他们的主要语言，并拥有相似的价值观。然而在联合国，对于“失聪”或“失聪群体”等英文词语的首字母，我们不使用大写。  |
| 5. DEAFBLIND | 5. 聋盲（deafblind）  |
| Deafblind individuals are a heterogeneous group of people who have significant sensory loss, including both blindness and deafness. At the United Nations, the form “deafblind” is preferred over “deaf-blind”. |  聋盲人士是一类特殊群体，他们有明显的感官损失，包括失明和失聪。在联合国，“聋盲”（deafblind）的形式优于“聋且盲”（deaf-blind）。  |
| 6. DECLARATION AND DISCLOSURE | 6. 声明与披露（declaration and disclosure）  |
| Persons with disabilities have the right to share, or not to share, information about their disability status. In the workplace, we should move away from the traditional terms of “disclosure” or “declaration” of disability, as it can make it seem like the person is revealing a secret. |  残疾人有权分享或不分享关于自身残疾情况的信息。在工作场所，我们应该远离“声明”或“披露”残疾情况的传统措辞，因为这些措辞可能使“分享有关残疾情况的信息”这一举动看起来像透露秘密。  |
| The phrase “identify as a person with disability” should also be avoided, as it raises other issues around identity and belonging. Someone may have an impairment but still not identify as a person with a disability. The simple phrase “choose to share information about their disability/impairment” is appropriate when talking about people's choice to let their employer or colleagues know about their impairment or specific requirements. |  “认定为残疾人”这一说法也应避免，因为它引发了其他关乎身份和归属的问题。有人可能有障碍，但并未被认定为残疾人。当谈到人们选择让雇主或同事知晓他们的障碍或特定要求时，“选择让别人知道有关他们的残疾/障碍情况的信息”是一个简单、恰当的说法。  |
| 7. DISABLED PERSON | 7. 残疾人（disabled person）  |
| In some countries, “disabled person” is the preferred term. This term must be kept when referring to their laws, policies or entities, for example, as it reflects the reality in the country or the author's deliberate choice. Quotation marks can be used if necessary. However, we recommend using people-first language in United Nations websites, documents and speech, with the term “persons with disabilities”. |  在一些国家， disabled person 是首选用语，例如，在提及本国法律、政策或实体时，必须保留这一用语，因为它反映了该国的现实或作者有意的选择。如有必要，可以使用引号。然而，在联合国网站、文件和演讲中，我们建议使用“‘人'字在前”的语言，如persons with disabilities。在中文里，使用“残疾人”或“残障人士”的说法没有问题。  |
| 8. EASY READ | 8. 易读（easy read）  |
| Easy Read is an accessible format primarily intended for persons with intellectual disabilities or who have difficulties understanding written text. |  “易读”是一种无障碍格式，主要为智力障碍者或理解书面文字有困难的人设计。  |
| The process of drafting an Easy Read version of a mainstream document is called “adaptation”, not translation. However, like any other document, an Easy Read document written in one language can be translated into any other language, in which case we can call the result a translation. |  编写一份主流文件的易读版本的过程称为“改编”，而非“翻译” 。但是，和其他任何文件一样，用一种语言编写的易读文件可以翻译成其他任何语言。在这种情况下，我们可以将翻译成果称为译文。  |
| At the United Nations, when referring to this specific format, we prefer the term “Easy Read” over “easy-to-read” to avoid misunderstandings. For example, the phrase “the United Nations Chronicle is a quarterly, easy-to-read report on the work of the United Nations and its agencies” does not mean that the Chronicle is available in this accessible format, but simply that it is easy to read and to understand. |  在联合国，当谈到这一特定格式时，为避免造成误解，我们优先使用“易读” 一词，而不是“易于阅读” (easy-to-read)。例如，“《联合国纪事》是一份关于联合国及其各机构工作的易于阅读的季刊”，并不意味着《联合国纪事》以“易读”格式提供，仅表明这一刊物易于阅读和理解。  |
| 9. HELP, SUPPORT, ASSISTANCE | 9. 帮助、支持与协助（help, support, assistance）  |
| The terms “help”, “support” and “assistance” have different connotations and are not interchangeable. |  “帮助”、“支持”和“协助”三个词的内涵不同，不能互换。  |
| The term “help” is not recommended, as it portrays persons with disabilities as helpless and dependent. “Support” and “assistance” are more empowering and appropriate terms, and can be used in expressions such as “participants requiring assistance” or “support measures for persons with disabilities”. |  对残疾人不建议使用“帮助”一词，因为它将残疾人描述为不能自理的、依附于他人的人。“支持”和“协助”是更赋权、更恰当的说法，可以用于如“需要协助的参与者”或“残疾人支持措施”等表达中。  |
| 10. IMPAIRMENT vs DISABILITY | 10. 障碍与残疾（impairment vs disability）  |
| Impairment refers to "any loss or abnormality of psychological, physiological or anatomical structure or function" (World Health Organization), while disability “results from the interaction between persons with impairments and attitudinal and environmental barriers that hinders their full and effective participation in society on an equal basis with others” (Convention on the Rights of Persons with Disabilities, preamble, para. (e)). Since these terms have different meanings, they are not interchangeable. |  障碍是指“任何心理、生理或解剖结构或功能上的缺损或异常”(世界卫生组织)，而残疾“是伤残者和阻碍他们在与其他人平等的基础上充分和切实地参与社会的各种态度和环境障碍相互作用所产生的结果”(《残疾人权利公约》序言第(五)段)。由于这两个术语具有不同含义，因此不可互换。  |
| 11. INTEGRATION vs INCLUSION | 11. 融入与包容（integration vs inclusion）  |
| There is a substantial difference between integration and inclusion. Integration is the process of making a person adapt to or fit into society, while inclusion refers to the process of changing society to include everyone, regardless of their impairment status. When talking about persons with disabilities, the connotations of “inclusion” are positive, while those of “integration” are negative. These terms are therefore not interchangeable. SEGREGATION |  融入和包容之间存在实质性区别。融入是指残疾人适应或融入社会的过程；包容是指社会发生改变，采取主动、积极的态度接纳残疾人的过程，不管其障碍如何。谈到残疾人时，“包容”的内涵是积极主动的，而“融入”的内涵是消极被动的，因此，这两个术语不可互换。  |
| 12. EXCLUSION NEEDS vs REQUIREMENTS | 12. 需要与要求（needs vs requirements）  |
| Some United Nations entities and experts have shown a preference for the term “requirements” over “needs”. This is in line with the human rights approach to disability, whereby we recognize that persons with disabilities are rights holders. The term “needs” is perceived as perpetuating the stereotype that persons with disabilities are needy or a burden, in particular when referring to “care needs”. An example that illustrates this approach is that schools must provide Braille materials to students with visual impairments not because they need them, but because they have a right to quality education on an equal basis with other students. |  一些联合国实体和专家表示更倾向使用“要求”一词而不是“需要”。这与处理残疾问题的人权方针相一致：根据这一方针，我们承认残疾人是权利持有人。“需要”一词反映了“残疾人就需要帮助”或“残疾人就是负担”的刻板印象，特别是在提到“照顾需要”时。举一个能够说明这一人权方针的例子：学校必须向有视力障碍的学生提供盲文材料，并不是因为他们需要这些材料，而是因为他们有权在与其他学生平等的基础上接受优质教育。  |
| 13. ORGANIZATIONS FOR/OF PERSONS WITH DISABILITIES | 13. 为残疾人设立的组织与残疾人组织（organizations for/of persons with disabilities）  |
| Organizations “of” persons with disabilities should be distinguished from organizations “for” persons with disabilities. |  “残疾人组织”应与“为残疾人设立的组织”区分开。  |
| Organizations of persons with disabilities are led and controlled by persons with disabilities themselves. They represent the legitimate rights and interests of their members. |  残疾人组织由残疾人自己领导和管理，代表成员的合法权益。  |
| On the other hand, organizations for persons with disabilities provide services or advocate on behalf of persons with disabilities, but are not led and controlled by those persons. |  反之，为残疾人设立的组织为残疾人提供服务或代表残疾人提出倡议，但不由残疾人领导和管理。  |
| 14. PWD | 14. PWD  |
| The abbreviation “PWD” or “pwd” to refer to persons with disabilities should never be used in formal United Nations documents. |  不应在正式的联合国文件中使用Person With Disability的缩写形式“PWD”或“pwd”指代残疾人。  |
| 15. PLAIN LANGUAGE, PLAIN ENGLISH | 15. 简明语言、简明英语（plain language, plain English）  |
| Plain language is communication that the audience can understand the first time they read or hear it. Complex language and jargon are avoided, and a number of other principles are applied such as using short sentences or avoiding the passive voice. It can also be called plain English, plain writing or clear writing. However, the context is particularly relevant. For example, if you mention that a document will be made “available in plain English”, it may be understood to be in the English language only, excluding any other language. If that is not the case, “plain language” would be preferable. | 简明语言是受众在第一次读到或听到时就能理解的一种交流方式。简明语言避免使用复杂的言辞和行话，并运用其他一些原则，如使用短句或避免被动语态等，也可以称其为浅白语言或浅显文字。然而，在运用这一术语时，语境非常重要。例如，如果提到一份文件将以“简明英语”提供，可能被理解为仅提供英语版本，而不包括任何其他语言。如果情况并非如此，则“简明语言”的说法更可取。  |
| 16. REASONABLE ACCOMMODATION | 16. 合理便利（reasonable accommodation）  |
| In disability contexts, the term “accommodation”, frequently used in the expression “reasonable accommodation”, refers to necessary and appropriate modifications and adjustments to ensure that persons with disabilities can enjoy all human rights and fundamental freedoms. |  在残疾语境下，经常出现在“合理便利”这一表述中的 accommodation 一词，指为确保残疾人能享有一切人权和基本自由而进行的必要、适当的修改和调整。  |
| In order to avoid misunderstandings, other options can be used when referring to a place to live or stay, such as housing, lodging, place of residence or living arrangements. Nevertheless, the term accommodation can be used when there is no ambiguity. |  英语里的 accommodation 一词也有“住宿，食宿”的意思。为了避免误解，当提到居住或停留的地方时，可以使用其他表达，如住房（housing）、住宿（lodging）、居住地点（place of residence）或生活安排（living arrangements）等。在没有歧义的情况下，也可以使用“accommodation”—词。  |
| 17. SERVICE ANIMALS | 17. 服务类动物（service animals）  |
| Service animals have been trained to perform specific tasks for persons with disabilities. This may include animals that guide individuals with visual impairments, pull a wheelchair or fetch dropped items. Sometimes the term “animal” is preferred over “dog” to encompass other types of animals that provide similar services. For example, Capuchin monkeys have been trained to help persons with physical impairments to perform daily tasks. Other animals that can be trained or used to provide comfort include parrots, ferrets and horses. |  服务类动物接受过训练，能为残疾人执行特定任务。这类动物可能包括那些引导视障人士、帮助拉轮椅或捡回掉落物品的动物。有时，“服务类动物”一词比“服务犬”更适合，可涵盖提供类似服务的其他种类动物。例如，经过训练的卷尾猴可帮助照料身体障碍者的生活起居。其他可以训练或提供慰藉的动物包括鹦鹉、雪貂和马。  |
| 18. SIGN LANGUAGE AND INTERNATIONAL SIGN | 18. 手语与国际手势（sign language and international sign）  |
| Sign languages all over the world are distinct from each other. There is Mexican Sign Language, Lithuanian Sign Language and so forth. Some countries, such as Canada, have more than one sign language. When referring to these specific languages, we need to capitalize each word in the name. |  世界各地的手语各不相同，有墨西哥手语，立陶宛手语等等。一些国家，如加拿大，有不止一种手语。  |
| There is no such thing as an international sign language, but there is something called International Sign. International Sign is a form of signing based on a series of agreed-upon signs that are used whenever deaf people from around the world meet at events. We therefore say, for example, that the United Nations provides International Sign interpretation, without calling it a language. |  没有所谓的国际手语，但是有国际手势。国际手势是一种基于一系列公认手势的手语形式，来自世界各地的失聪人士在活动中会使用这些手势。因此，我们可以说，联合国提供国际手势传译，但并不称其为一种语言。  |
| 19. VISUAL IMPAIRMENT vs BLINDNESS | 19. 视力障碍与失明（visual impairment vs blindness）  |
| The term “visual impairment”, or “vision impairment”, encompasses a wide range of vision loss situations, of which blindness is just one. These terms are therefore not synonyms. |  “视力障碍”（或曰“视觉障碍”）包含了各种程度的视力损伤情况，失明仅是其中之一，因此，“视力障碍”和“失明”两个术语不是同义词。  |
|   |   |
|   | 1 本文编译自《残疾包容性语言指南》英文版，尽可能保留了原文内容，某些地方根据中文特征做了调整，采用了中文实例。为使读者能够一目了然，有些词语在中文后括号里附上了对应的英文表述。  |
|   | 2 这条原则从英语短语的构成特点出发，强调将“人”放在首位，将残疾状况放在“人”之后，即应避免使用albinistic children, dyslexic students, intellectually-disabled women, disabled persons 等说法。中文词组和短语的构成有其特点，“人”通常放在词组和短语的后半部，故“残疾人”或“残障人士”等是普遍接受的说法。  |
|   | 3 本附件所载词语原为需要进一步解释的英文术语。为方便参考，小标题中保留了英文原文。  |