

# INCLUSIVE VS. EXCLUSIVE

## Inclusive

{in-kloo-siv}

adjective

- Covering or including everything
- Open to everyone : not limited to certain people

## Exclusive

{ik-skloo-siv}

adjective

- Restricted or limited to the person, group, or area concerned.
- Not shared : available to only one person or group

## Importance of Inclusiveness

Inclusiveness is one of Key Club International's four core values. When utilized in communication, inclusiveness ensures that information is distributed to **ALL** individuals it pertains to. This way, everyone will always be up to date and informed! It will also provide them with the opportunity to learn more of the suggestions, ideas, and the needs of those they serve.

## Consequences of Exclusiveness

Exclusive communication limits information to a number of people. Not only does it leave many students and adults uninformed, but it also leave them misinformed, further leading to confusion. This can pose serious issues in planning everything –from something as simple as a meeting to a large-scale fundraiser.

INCLUSIVE	EXCLUSIVE
<ul style="list-style-type: none"><li>• Electronic Mail</li><li>• Physical Documents</li><li>• Phone Calls</li><li>• Visitations</li><li>• Activities</li><li>• Reflector Group</li></ul>	<ul style="list-style-type: none"><li>• Text Messaging</li><li>• Social Media - i.e. Facebook, Twitter, Tumblr, Instagram</li><li>• Closed Meetings</li><li>• Closed Events</li></ul>

