HOW TO

correct someone when they mispronounce your name
Correcting someone when they mispronounce your name can be uncomfortable, but it is very important that you do so! Here are some tips that may make it a little less awkward.

**Tip #1:** Do it right away! The longer you wait, the less likely you will find a good opportunity to correct them in the future.
**Tip #2:** Be empathetic and nice when correcting someone. It can happen to any of us, and it’s natural to feel embarrassed when you are being corrected.

**Tip #3:** Some people may struggle with pronouncing certain sounds that don’t exist or are different in their native tongue. You can use phonetic spelling of your name or things that rhyme/have the same sound as analogies for how your name should be pronounced.
Tip #4: If you prefer to go by a nickname or a different name, let the person know!

A great way to do this is during introductions or by signing your emails with a preferred name.

Ex: Hi, my name is Katherine, but I usually go by Katie.

Ex: Best, Katie Smith
Tip #5: If someone misspells your name in email or a text, it may be because of autocorrect. However, if it happens on multiple occasions, you can add a quick note to correct the person at the end of your email/text such as:

“P.S. I think it may be autocorrect, but my name is actually spelled {insert the proper spelling of your name}”

“I noticed you spelled my name as {incorrect spelling}, just wanted to let you know that it’s actually {correct spelling}”
Tip #6: If you are not sure how to pronounce someone’s name, it’s ok to ask them how they pronounce it.
Interested in more tips and tricks about how to correct someone when they mispronounce your name? Head to "Student Success in a Virtual Environment" via UC San Diego Online to learn more!

tinyurl.com/studentsuccessvirtualenvt

link is also in @ispo.ucsd bio