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HOW TO

*correct someone
when they
mispronounce
your name*



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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.

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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.

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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

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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}"

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Tip #6: If you are not sure how to pronounce someone's name, it's ok to ask them how they pronounce it.

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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

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