

Saying your name clearly: First impressions count

Saying your name clearly is important for a good first impression. The way you introduce yourself can either build a bridge or create a barrier. The first impression should be that your English is clear and understandable. Stating your name clearly is a good way to make a great first impression.

Here are some tips for saying your name clearly:

1. If others have trouble understanding or saying your name, take responsibility.
 - Say your name slowly
 - Put a pause between each word in your name
2. Do not use the same speed you use with native speakers of your language.
 - Speakers of other languages need time to understand unfamiliar sounds
 - Say each syllable clearly: An-drew / Car-neg-ie
3. Write your name and, if needed, a phonetic transcription, especially if the spelling of your name in English is very different from the pronunciation.
4. Expect to spell your name frequently—most US speakers spell their names routinely because:
 - There are multiple spellings for many names.
 - The variety of names is overwhelming.
5. Do not expect people to be able to repeat your name in the way that a native speaker of your language would.
 - Accept pronunciation that is good enough.
 - Remember to say "That's good".

Quick Tips

When spelling your name:

- Slow down, and pause between syllables, e.g. An-drew / Car-neg-ie.
- Clearly indicate the first name followed by the family name.
- Use well known words to clarify letters that are difficult to pronounce, e.g., "P" as in Pittsburgh, "B" as in baseball.

Writing your name phonetically:

- Xue (Chinese) = "Shoe-way"
- Koc (Turkish) = "Coach"
- Juanita (Spanish) = "Wan-nee-tah"