



How do I ask for a colleague to pronounce their name?

- It may feel awkward to ask someone to repeat their name or teach you how to pronounce it, but it can have the opposite effect resulting in building trust and rapport.
- Example Scripts:
 - “I’d love to learn how to pronounce your name correctly.”
 - “I want to ensure I am saying your name correctly, can you help me?”
 - “I would hate to introduce you incorrectly, how do you pronounce your name again?”

Be Direct and Polite

Keep it Casual

Listen Carefully

Practice

Don’t be Afraid to ask again

Make it a positive experience