

SAY MY NAME - How to Write Your Name Phonetically



So the announcer says it correctly at graduation!

Write your name the way it sounds when spoken out loud.

Step 1: Say Your Name Out Loud

Say your **first name**, **middle name**, and **last name(s)** slowly, the way **you want them read at graduation**. Please keep it to no more than four names – you may have to leave out some middle names.

Step 2: Break Your Name into Parts (Syllables)

A **syllable** is a “beat” in your name. Separate each syllable with a hyphen “-” (one vowel sound per syllable).

Examples:

- Juan Carlos → Juan Car-los
 - Maria Fernandez → Ma-ri-a Fer-nan-dez
 - Roberto Villanueva → Ro-ber-to Vill-a-nu-e-va
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Step 3: Spell Each Part the Way It Sounds

Do **NOT** worry about correct spelling. This is about how it **SOUNDS**. Write each syllable the way it sounds. When possible, use a common English word.

Examples:

- Juan Carlos → **hwan car-lows**
 - Maria Fernandez → **ma-Ree-ah fer-nan-dez**
 - Roberto Villanueva → **row-bear-toe vee-yah-nu-eh-vah**
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Step 4: Show Which Part Is Strongest

One syllable is usually emphasized - said louder or clearer. **Put that syllable in ALL CAPS.**

Examples:

- Juan Carlos → **Hwan CAR-lows**
- Maria Fernandez → **ma-REE-ah fer-NAN-dez**
- Roberto Villanueva → **row-BEAR-toe VEE-yah-nu-EH-vah**

Alternate Method

Please keep it to no more than four names – you may have to leave out some middle names.

Ask AI, CoPilot or Google or ChatGPT. Copy and paste the following sentence into your favorite AI: “**My name is (insert your full name here). Please write my name out in simple, everyday English sounds or words (not phonetic symbols), using syllables or stress cues if helpful, so an English-speaking reader can sound it out correctly.**”

Final Check

Before turning it in:

-  Is your name written **how it sounds**?
-  Are syllables separated with **hyphens**?
-  Is the stressed syllable in **ALL CAPS**?

If yes, **thank you!** You’ve helped make your graduation better!
