Dear Graduating Senior,

This note is for anyone graduating this year with a name that can be pronounced more than one way (like me - it's "Brawn" not "Brown").

If your name is just like it looks (Ann Katherine Smith or John David Carlson) you can just toss this email. But if your name needs a bit of coaching so that I can say it correctly at graduation, please click the link for the web form URL below **before May 23, 2016**, and provide pronunciation guidelines.

* If a syllable is emphasized, put it in caps (like "Gus-TAVE-us").
* If it is commonly mispronounced, tell me what NOT to say (for instance, "PED-er-son, not PEET-er-son).
* If it rhymes with another word mention that other word too (so if "Gough" is pronounced "GOFF" you might mention that it rhymes with "cough").
* If it has an ending vowel, tell me whether to say the vowel or not (for instance, Brekke; tell me if it is "Breck" or "BREK-key").
* Don’t forget your first name and/or middle name. If you are a Kara, tell me if it is CAR-uh or CARE-uh.

Get the idea? The bottom line is that you have worked hard for your degree and I want to say your name correctly at commencement.

This is the only request you will get. There is no follow up, so this is your one chance to go to the web form, sign-in with your Gustavus password, give me the pronunciation, and we'll both make your family happy at graduation.

Here is the web form URL:

<https://gustavus.edu/forms/say-it-right>

If you have questions, call Linda Steinhaus in the Provost's Office at x7541.

Thank you,

Dr. Mark Braun

Provost and Dean of the College