



Grammarian Role and Responsibilities

A Grammarian has two basic responsibilities:

1. To introduce the Word of the Day (WOD).
2. To comment on the use of the English language during the course of the meeting.

I. Prior to the Meeting

- Consult with VP of Education (VPE) to select the WOD.
- Print the WOD on four 8.5 x 11 sheets (visual aids) with large letters.
- Prepare a brief definition of the WOD and prepare a sentence showing how the word is used. It should be a word that can be incorporated easily into everyday conversation but is different from the way people usually express themselves.

II. Upon Arrival at the Meeting

- Paste your visual aids to the podium and the tables at the meeting so they can be visible to all meeting's attendees and speakers. Write WOD on white boards.
- Obtain a copy of the Grammarian Worksheet from VPE or Sergeant at Arms (SAA) (see below).

III. During the Meeting

- When the Toastmaster calls upon you to explain your role, stand up and use the following as an example to explain your role to the audience.

My role as Grammarian is to introduce the word of the day and encourage its use by speakers, evaluators and Table Topics participants. I will note who uses the WOD (or derivative of it) correctly or incorrectly. I will listen to word usage and note any awkward or misuse of the English language such as incomplete sentences, incorrect grammar, malapropisms etc.

The word of the (WOD) is: _____.

The meaning of the word is: _____.

Use the WOD in a sentence: _____.

- Throughout the meeting, listen to everyone's word usage. Use the worksheet to record the names of all speakers, and track their usage of the WOD. Also, report on creative language usage and announce who used the WOD. Offer the correct usage in every instance where there was misuse instead of only explaining what was done incorrectly.
- When the General Evaluator calls on you to give your report, stand by your chair and use the worksheet to give your report.

IV. **After the Meeting**

- Give your completed report to the Secretary for filing.

	Name	# of times WOD used	Misuse of Words	Use of the English Language
<u>Speeches</u>				
Toastmaster				
Speaker #1 :				
Speaker #2 :				
Speaker #3 :				
<u>Table Topics</u>				
Table Topics Master				
Speaker #1 :				
Speaker #2 :				
Speaker #3 :				
Speaker #4 :				
Speaker #5 :				
<u>Evaluators</u>				
General Evaluator				
Evaluator #1:				
Evaluator #2:				
Evaluator #3:				
<u>Other:</u>				

Comments: