

## 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\*11 sheets (visual aids) with large letters.
- Prepare a good and brief definition for the WOD and prepare a sentence showing how the word is used and give example(s) for its use.

### 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.
- Obtain a copy of the Grammarian Worksheet from VPE or Sergeant at Arms (SAA).

### III. During the Meeting

- When the Toastmaster calls on you to explain your role, stand by your chair and use the following sentences as an example to explain your role to the audience.

**Another purpose of Toastmasters is to help improve their grammar and use of words. The Grammarian introduces the word of the day and encourages its use by speakers, evaluators and table Topics participants.**

**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, and their use of the English Language in general.
- 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.

**Grammarian's Sheet**

Meeting' Date / Time: \_\_\_\_\_

Word of the Day (WOD): \_\_\_\_\_

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