

When you are

GRAMMARIAN

Being grammarian is truly an exercise in expanding your listening skills. You have two basic responsibilities: First, to introduce new words to members, and second, to comment on the use of English during the course of the meeting.

PRIOR TO THE MEETING

- Select a “Word of the Day” if this is done in your Club. It should be a word that will help members increase their vocabulary—a word that can be incorporated easily into everyday conversation but is different from the way people usually express themselves. An adjective or adverb is suggested since they are more adaptable than a noun or verb, but feel free to select your own special word.
- In letters large enough to be seen from the back of the room, print your word, its part of speech (adjective, adverb, noun, etc.), and a brief definition. Prepare a sentence showing how the word is used.
- Prepare a brief explanation of the duties of the grammarian for the benefit of the guests.

UPON ARRIVAL AT THE MEETING

- Place your visual aid at the front of the room where it can be seen by all.
- Get a blank piece of paper and pen ready on which to make notes, or get a copy of the grammarian’s log, if your Club has one, from the Sergeant at Arms.

DURING THE MEETING

- When introduced prior to table topics, announce the “Word of the Day,” state its part of speech, define it, use it in a sentence, and ask that anyone speaking during any part of the meeting use it.
- Briefly explain the role of the grammarian.
- Throughout the meeting, listen to everyone’s word usage. Write down any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar, malapropisms, etc.) with a note of who erred. Write down who

used the “Word of the Day” (or a derivative of it) and note those who used it correctly or incorrectly.

- When called on by the general evaluator during the evaluation segment, stand by your chair and give your report. Try to offer the correct usage in every instance where there was misuse instead of only explaining what was wrong. Report on creative language usage and announce who used the “Word of the Day” (or a derivative of it) correctly or incorrectly.

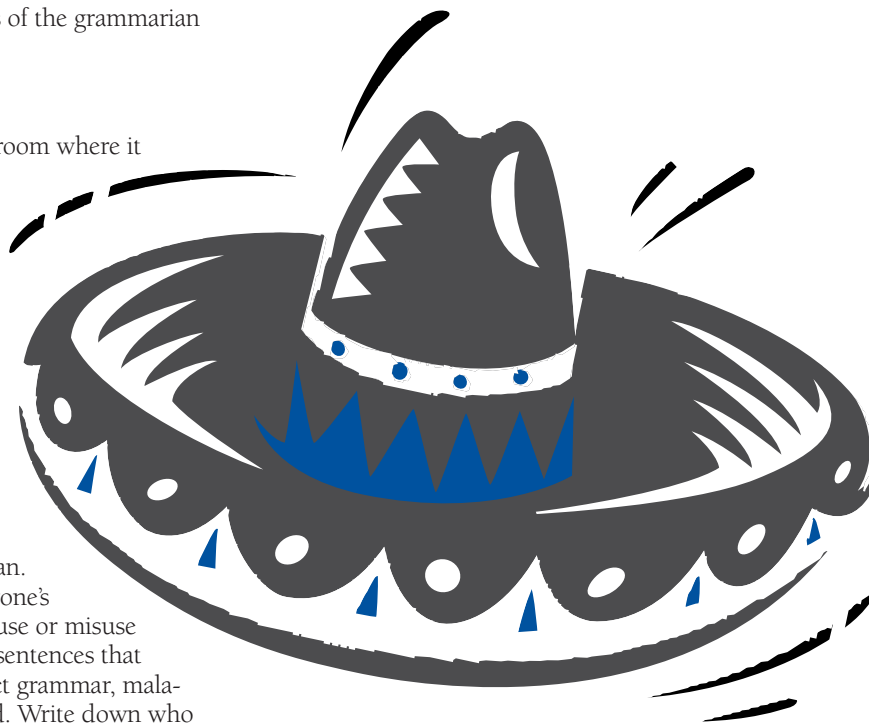
AFTER THE MEETING

- Give your completed report to the Treasurer for collection of fines, if your Club does this.

RESOURCES

Word of the Day (Catalog No. 1415)

Word of the Day II (Catalog No. 1416)



When you are the

AH COUNTER

The purpose of the ah counter is to note words and sounds used as a “crutch” or “pause filler” by anyone who speaks during the meeting. Words may be inappropriate interjections such as “and, well, but, so, you know.” Sounds may be “ah, um, er.” You also should note when a speaker repeats a word or phrase such as “I,I” or “This means, this means.”

PRIOR TO THE MEETING

- Prepare a brief explanation of the duties of the ah counter for the benefit of guests.

UPON ARRIVAL AT THE MEETING

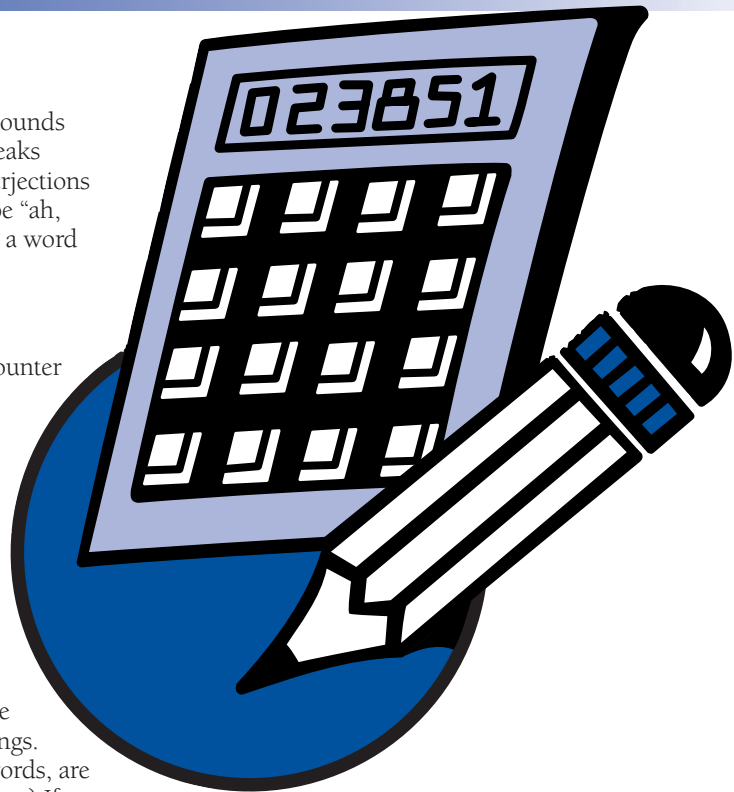
- Get a pen and blank piece of paper on which to make notes, or get a blank copy of the ah counter’s log, if your Club has one, from the Sergeant at Arms.

DURING THE MEETING

- When introduced prior to table topics, explain the role of the ah counter. In some Clubs, small fines are levied on members who do or do not do certain things. (For example, members are fined who use crutch words, are not wearing their Toastmasters pin to the meeting, etc.) If your Club levies fines, explain the fine schedule.
- Throughout the meeting, listen to everyone for “crutch” sounds and long pauses used as fillers and not as a necessary part of sentence structure. Write down how many crutch sounds or words each person used during all portions of the meeting.
- When called on by the general evaluator during the evaluation segment, stand by your chair and give your report.

AFTER THE MEETING

- Give your completed report to the Treasurer for collection of fines if your Club does this.



OPTIONAL MEETING PARTICIPANTS

Your Club may have other meeting participants, such as joke master, parliamentarian, and word master. Check with your Club officers for guidelines for any additional positions the Club may have.