

Grammarians

The grammarian introduces a "*Word of the Day*" and helps us to improve our use of language, grammatical structure and active listening skills

TASKS	Done = ✓
BEFORE THE MEETING	
Select a <i>word of the day</i> that will help members increase their vocabulary and can be incorporated easily into everyday conversation. A positive word will have more use than one that's negative	
Email the <i>word of the day</i> to the VPE education by midday on Sunday before meeting	
In a very large font, print your word on two A4 sheets of paper and bring them to the meeting. Only have the word printed on the 2 sheets. The definition is not required as you will have the opportunity to share this in your introduction.	
Prepare a few sentences to explain the meaning of the word and how it is used.	
Consider if you'd like to buy some sweets as treats to share during the report stage	
DURING THE MEETING	
Before the meeting starts, stick a printed copy of your word of the day on the glass pictures at the back and front of the room.	
When introduced by the meeting Toastmaster, explain the role of the Grammarian. Disclose your word of the day and encourage members to use it by giving examples.	
<p>Example Introduction Good evening Mr President, Mr/Madam Toastmaster, Fellow Toastmasters and welcome guests.</p> <p><i>My role this evening as Grammarian is 3-fold.</i></p> <p>The first is to introduce the word of the day. <i>(Go on to introduce the word, its meaning and give examples of how it could be used in sentences)</i></p> <p>The second is to actively listen to all our speakers, making note of good use of language, frequent use of filler words and all the interesting details they will be sharing with us.</p> <p>The third is to test our active listening skills which are crucial when listening to a speech, attending a meeting or even chatting with friends.</p> <p>When we listen to hear, rather than listen to speak, we will have more success and influence.</p> <p>At the end of the meeting, I will ask some questions on what our speakers shared tonight.</p> <p>(If purchased) There will be special treats for the 1st person to answer each question correctly.</p> <p><i>Now, I would like to introduce our Word of the Day.</i></p> <p><i>The Word of the Day is to help enrich our vocabulary in our speech and conversations.</i></p>	

<p><i>Our Word of the Day is <word>, meaning <definition>.</i> <i>For example: <give an example of usage>.</i></p> <p><i>You are encouraged to use the Word of the Day in our meeting.</i></p> <p>Mr/Madam/Toastmaster</p>	
<p>During the meeting, write down who used the word of the day or any derivative of it.</p>	
<p>As members who delivered a prepared speech may feel uneasy if the recommendations they received are raised again, do not include the evaluators comments in your 6 questions.</p>	
<p>Example Questions</p> <ul style="list-style-type: none"> - Our first speaker, John Carter, introduced us to the three R's of long-distance running. Who can tell me what they were? - Which speaker felt chocolate was the ultimate treat? - Kate Smith, as our 2nd speaker, told us who was her inspiration? 	
<p>Seek to make each question single part, as this will generate more audience engagement. For example, <i>'Which book did Tom say he loved reading'</i> will be easier to answer than <i>'Which book did Tom say he loved reading and why?'</i></p>	
<p>Towards the end of the meeting and when introduced by the Toastmaster, go to the front of the room to deliver your report on how many times the word of the day was used and by whom; comment on use of language and filler words; then ask your questions to test listening skills</p>	
<p>If sharing sweets as treats, carefully throw one to the first person to call out the correct answer <i>(This is a light-hearted session, so if you enjoy it, so will your audience! 😊)</i></p>	