**[GRAMMARIAN CHEAT SHEET](http://www.toastmasters.org/Members/MemberExperience/MeetingRoles/Grammarian.aspx)**

Main Duty: help members improve on their grammar and word usage.

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| Before the meeting:   * Identify a word for the day (from the dictionary, thesaurus or your own reading). * Post the word, the definition, & an example sentence so where all can see it. * Ask someone without a role to give you an evaluation in Project 1, 2, or 4 of your Competent Leader Manual. |

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| General Notes:   * Announce the Word of the Day, its part of speech, definition and use it in a sentence. * Write down any awkward use or misuse of language (incomplete sentences, sentences that change direction in midstream, incorrect grammar or malapropisms). * When called on by the general evaluator during the evaluation segment:   + Your report should be no longer than 1 minute.   + Stand by your chair and give your report.   + Report and praise creative language usage and announce who used the word of the day (or a derivative of it) correctly or incorrectly.   + Try to offer the correct usage in every instance of misuse (instead of merely announcing that something was wrong). |

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| Sample Introduction Script:  *As Grammarian, it is my responsibility to pay close attention to all speakers, listening carefully to their language usage. I’ll take note of any misuses of the English language as well as any outstanding uses.*  *As Grammarian, it is also my duty to introduce the Word of the Day. For today’s meeting, the Word is \_\_\_\_, which means \_\_\_\_. An example of using the word is \_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  *Each speaker is encouraged to use the Word of the Day. I will give a Word of the Day report and grammatical usage report when called upon during the evaluation portion of the meeting.* |

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