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

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

|  |
| --- |
| 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.
 |

|  |
| --- |
| 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).
 |

|  |
| --- |
| 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.* |

|  |  |
| --- | --- |
| ***Name*** | ***Notes*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |