



## Guideline: Grammarian

You are scheduled to be the Grammarian at next week's club meeting. The Grammarian's role is one of the most important in a Toastmasters meeting because it is the Grammarian who helps us improve our language skills. It is also one of the most challenging roles as it is one of the best ways to improve listening skills.

### During the meeting:

When the General Evaluator introduces you at the beginning of the meeting, inform the participants

- ✓ why your role is important
- ✓ what you will be doing (note "mistakes" that need to be corrected as well as colorful vocabulary or particularly effective use of language that you want to compliment)
- ✓ when you will be giving your report

As you listen to each speaker, make good notes that you can use when giving your report at the end of the meeting.

When the Toastmaster calls on you to give your report near the end of the meeting

- ✓ report on findings
- ✓ be concise, fun, informative
- ✓ be generous with positive feedback.

The report should be around two minutes, so you will probably have to be selective on what you report.

### Toastmaster of the Evening's Note:

You are responsible to find a replacement if you are unable to fulfill your commitment. Please notify the Toastmaster of the Evening ASAP of the replacement so he/she may update the agenda.