

OTHER INFORMATION SOURCES

Blue New Member Orientation Manual – the “Description of Some Meeting Functions” page

OVERVIEW

The Grammarian provides another form of feedback for participants in a meeting. As Grammarian, you will listen for and note words and sounds used as crutches or pause-fillers by our various speakers throughout the meeting. You will also be listening to each speaker's word usage and diction. During the evaluation segment of our meeting, you will report on each speaker's use of both undesirable and commendable words and phrases as well as the number of “crutches” or “pause-fillers” used by each person speaker or functionary.

ON THE MEETING DAY:

BEFORE THE MEETING

Be sure your are of the table has these guidelines, a reporting sheet and a pen. See the Sergeant at Arms if you can not find what you need.

DURING THE MEETING - THROUGHOUT THE MEETING

Track crutch words on the Grammarian's Counting Sheet.

Optional: You may use a clicker that sounds like this[“click-clack”]... each time you hear a speaker using an inappropriate pause-filler or crutch word. During your introduction, please ask if any of the speakers for the evening will not want you to use this clicker during their speech and make a note of that next to their name on the form.

DO NOT USE THE CLICKER ON GUESTS OR DURING FORMAL SPEECHES.

DO NOT USE THE CLICKER UNTIL AFTER YOU HAVE BEEN INTRODUCED.

Note commendable word usage on the tracking sheet.

DURING THE MEETING - INTRODUCTION

When introduced by the General Evaluator or Toastmaster, say:

Good Evening Toastmasters and Guests!

As Grammarian I provide another form of feedback for our speakers. I will keep track of speakers' usage of distracting pause-fillers or crutches, such as “Ah,” “Uhm,” “You know,” redundancies and lip-ticks. I will also make note of commendable word usage and keep track of who uses the “Word of the Week” during the Table Topics portion of our meeting.

At the end of the meeting, I will report to the club.

Optional: With the exception of formal speeches and guests, I will be using this clicker whenever a person uses one of the distracting crutch words or sounds. Is there anyone here who does not want to be clicked? If so, please raise your hand, so I can make a note not to click you.

Back to you, Mr./Ms. General Evaluator.

DURING THE MEETING - TABLE TOPICS

Write down the “Word of the Week” presented by the Table Topics Master.

Note which Table Topics Speakers use the word of the day.

When called upon, give a report identifying the speakers who used the “Word of the Week” in their speech, and thereby partially qualifying for the Table Topics Ribbon.