

BEFORE THE MEETING

- 1. re-read the role descriptions of Grammarian and Ah-Counter in the *Competent Communication* manual (your role will be 80% Grammarian + 20% Ah-Counter)
- 2. find out from the Toastmaster whether there is a theme for the meeting
- 3. choose a Word of the Day (on the theme, if there is one)
- 4. print the Word of the Day (WOTD) large on **two** sheets of A4 paper

BEFORE THE MEETING STARTS

- 5. display one WOTD sheet visible to **speakers** (e.g., on the lectern, facing the back of the stage)
- 6. display one WOTD sheet visible to the **audience** (e.g., on the lectern, facing the room)
- 7. get the Grammarian certificates from the Sergeant-At-Arms
- 8. find someone who will give you a written evaluation as Grammarian in your *Competent Leadership* (CL) manual

AT THE START OF THE MEETING

- 8. go to the front and describe the Grammarian role when asked to
- 9. introduce the Word of the Day

DURING THE MEETING

- 10. make notes on every person who speaks during the meeting
- 11. deliver your report (3-4 minutes)

BEFORE THE AWARDS SECTION

- 12. decide which Grammarian awards you will give to whom
- 13. write the **first name** and the date (**dd Mmm yy**) on certificates in **pen**
- 14. if the award was for use of English, write on the front what that use was
- 15. **give the completed certificates to the President before awards-giving**

AFTER THE MEETING

- 16. retrieve your CL manual from your evaluator