



Fung Academy Toastmasters Club

The Survival Guide of Grammarian

Thank you very much for being the Grammarian of the meeting. **Your role is to introduce new words to members and to comment on the use of English during the course of the meeting.**

What You Need to Do Prior to the Meeting

- Find out what the Word of the Day is from the Toastmaster of the meeting or from the agenda.
- Study the word, its part of speech (adjective, adverb, noun, etc.) and prepare a brief definition as well as a sentence showcasing the word's usage.

What You Need to Do During the Meeting

- **Listen attentively and make notes.**
- When introduced by the Toastmaster of the meeting at the start of the meeting, you will take over the stage and introduce the grammarian role and the Word of the Day.
- Throughout the meeting, listen to everyone's word usage, and note any awkward use or misuse of the language (e.g. incomplete sentences, incorrect grammar, malapropisms, etc.)
- Also note any good uses of language (e.g. nicely structured sentences, words that are perfectly chosen, etc.) and rhetorical devices, such as
 - **Anaphora** – repetition of a word or words across two or more successive phrases, e.g. "There is a time for thinking. There is a time for speaking, and there is a time for action."
 - **Alliteration** – using words starting with the same letter or sound together in a group, e.g. "totally tropical taste"
 - **Assonance** – repeats the same vowel sound in nearby words, e.g. "Men sell the wedding bells."
 - **Simile/metaphor** – saying one thing is like (simile) or literally is (metaphor) something else, e.g. "I was like a kid in a sweet shop" or "Public speaking was my Mount Everest."



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- o **Hyperbole** – deliberate exaggeration for emphasis or humorous effect, e.g. “There must have been a million people in front of me in the queue.”
- At the end of the meeting when the Toastmaster introduce you back on stage for your report, you will have 3 minutes to present. Do cover the following during your report:
 - o Announce those who used the Word of the Day.
 - o Identify good use of language, turn of phrases and words. Highlight words that are highly descriptive or create indelible imagery, uncommon but appropriate words, beautiful and creative phrases and the like.
 - o Identify instances of wrong use of words and of language. Try to offer the correct usage in every instance where there was misuse. Typical mistakes are subject-verb agreement, wrong form or conjugation of verbs, misunderstood meanings of words, and others.

Tips for Role Introduction

In your 30 seconds of role instruction at the beginning of the meeting, please try to include the following messages clearly and precisely:

- Your role and responsibility as the Grammarian (e.g. to pay attention to the good use of English and provide suggestions for improvement)
- Make sure to introduce the Word of the Day and give definitions. Use the word of the day in a sentence. If there are different definitions of the word, try to use the Word in different ways.

The role of the Grammarian is both rewarding and educational, and will help you become a better speaker and listener!