

- ▶ At the conclusion of the speaking portion of the program, request the timer's report. If your club awards a best speaker for the meeting, collect the vote.
- ▶ While votes are tallied, invite comments from guests and make announcements.
- ▶ Present awards.
- ▶ Request the thought for the day if your club has one.
- ▶ Adjourn the meeting.

Resources

- ▶ *Chairman* (Item 200)
- ▶ *Master Your Meetings* (Item 1312)
- ▶ *TableTalk* (Item 1318)

▶ WHEN YOU ARE THE GRAMMARIAN

The responsibilities of the grammarian are to introduce new words to members, comment on the language used during the course of the meeting, and to provide examples of good grammar and word usage.

Prior to the Meeting

- ▶ Select a word of the day. Choose a word to help members build their vocabularies and that they can incorporate into everyday conversation.
- ▶ Prepare a brief description of the grammarian's duties for the benefit of guests.
- ▶ Communicate the word of the day for inclusion in the agenda or develop a visual aid. Include the word, part of speech (verb, noun, adjective, or adverb), definition, and use it in a short sentence.

Upon Arrival at the Meeting

- ▶ Place any visual aid at the front of the room where it can be seen by everyone.
- ▶ Be prepared to take notes as people speak during the meeting. You may need to use the grammarian's log provided by your club. Collect it from the sergeant at arms.

During the Meeting

- ▶ When introduced, announce the word of the day. State the part of speech, the definition, use it in a sentence, and invite everyone speaking during the meeting to use it.
- ▶ Briefly explain the role of the grammarian.
- ▶ Throughout the meeting, listen to each speaker's word usage. Write any awkward use or misuse of language (such as incomplete sentences or incorrect grammar) with a note of who erred.
- ▶ Create a list of members who used the word of the day (or a form of it) and note those who used it correctly.
- ▶ When called on by the General Evaluator during the evaluation section, you may stand near your chair and give your report. Offer examples of correct usage in every instance in which there was misuse of grammar. Report the use of creative language and announce who used the word of the day (or a form of it) correctly.

After the Meeting

- ▶ The grammarian's responsibilities conclude with the meeting.



Resources

- ▶ Word of the Day (Item 1415)

▶ WHEN YOU ARE THE **AH-COUNTER**

The purpose of the Ah-Counter is to note unnecessary words and sounds used by members who speak during the meeting. Words or phrases that may be used inappropriately or unnecessarily include *and*, *well*, *but*, *so*, and *you know*. Sounds may include *ah*, *um*, and *er*. Serving in the Ah-Counter role provides an excellent opportunity to practice listening skills.

Prior to the Meeting

- ▶ Prepare a brief explanation of the duties of the Ah-Counter for the benefit of guests.

Upon Arrival at the Meeting

- ▶ Be prepared to take notes as people speak during the meeting. You may need to use the Ah-Counter's log provided by your club. Collect it from the sergeant at arms.

During the Meeting

- ▶ When introduced, explain the role of the Ah-Counter.
- ▶ Throughout the meeting, listen to speakers and note unnecessary words, sounds, and pauses. Tally the sounds or words each person uses throughout the meeting.
- ▶ When called on by the General Evaluator during the evaluation section, you may stand near your chair and give your report.
- ▶ The responsibilities of the Ah-Counter conclude with the meeting.