

Grammarian Online-Meeting Checklist

Before the Meeting:

- Read the Word of the Day/Grammarian [meeting role description](#) on the Park City Toastmasters website.
- Choose the “Word of the Day.” It should be a word that will help members increase their vocabulary and can be *easily incorporated* into everyday conversation (it should also be usable or sync with the Theme of the Day).
- You do not need to print the Word of the Day for online meetings.

At the Meeting:

- In Zoom, add the word of the day as part of your name.
For example: Ralph - DUBIOUS
- In the chat box, type out the Word of the Day, a concise definition, and possibly a sentence using the word. Wait to send this to everyone until called on by the Toastmaster.
- You will be called on to present the Word of the Day right after the roll call. Be prepared by unmuting yourself.
- When called on to present the Word of the Day, send the definition to everyone using the chat function.
- Give a brief explanation of your role.
- Direct everyone’s attention to the chat box and present the Word of the Day.

- Actively track the Word of the Day usage along with other grammatical errors/colorful language used by members per the role description.
- At the beginning of the Table Topics portion of the meeting, resend the Word of the Day and definition to everyone via the chat function.
- * You can have the Word of the Day printed in an extra-large font on paper to hold up during Table Topics as a prompt, but it is not absolutely necessary.
- After Table Topics, you will be asked to say which Table Topics participants used the Word of the Day
- Give your Grammarian report towards the end of the meeting when you are called on by the General Evaluator. Be prepared by unmuting yourself.

A Grammarian log and script sheet can be found [here](#).