



Grammarian

Congratulations on taking this assignment. It will offer you a excellent opportunity to practice your listening skills. And will assist your club in improving their use of English and help each member to become more self aware.

This “cheat sheet” contains the following:

- Detailed, step-by-step guide on being the Grammarian
- A report sheet containing
 - some of the more common grammatical errors, and
 - a list of the common grammatical devices, a description and some examples.

Introduction to Grammarian:

The purpose of the Grammarian is to

- Introduce new words to members
- To comment on the use of English during the course of the meeting
- To provide examples of good grammar and word usage.

Competent Leader Credits

You can use this assignment to get credits in your own *Competent Leadership (CL)* programme. Please ask your Vice President Education to assign you an evaluator to provide you with feedback on this leadership role. Your assigned evaluator will provide YOU with feedback on your leadership strengths in this role and offer suggestions for improvement the next time you are assigned this role.

Serving ONCE in this assignment can ONLY count towards any ONE of the following Competent Leader Projects. To receive credit for all four projects, you are required to serve as a grammarian four different times – i.e. NOT at the same meeting. If you don't have your CL manual with you then please ask the Sgt at Arms for a copy of the assignment you want credits for. Each project has a slightly different evaluation focus so be sure to read through the evaluation criteria.

ROLE	Competence	
PROJECT 1	Listening and Leadership	X
PROJECT 2	Critical Thinking	
PROJECT 3	Giving Feedback	
PROJECT 4	Time management	
PROJECT 5	Planning and Implementation	
PROJECT 6	Organise and Delegating	
PROJECT 7	Developing your facilitation skills	
PROJECT 8	Motivating People	
PROJECT 9	Mentoring	
PROJECT 10	Team Building	



Points to remember

Before:

- Prepare a brief explanation of the duties of the Grammarian
- Ensure that you have a copy of the grammarian's log in order to record the details of your assignment Be sure to carry a pocket dictionary to check word meanings
- Select a word of the day which will help members increase their vocabulary. It should be one that will help members increase their vocabulary – a word that can be incorporated easily into everyday conversation but is different from the way people usually express themselves (an adjective or adverb is suggested)
- Print it in large letters (so that it can be seen from the back of room). Include the part of speech (adj, adverb, etc) and a brief definition.
- Prepare a sentence showing how the word is used

During the meeting:

- Place your visual aid where it can be seen by all.
- Announce the Word of the day during the appropriate slot, state its part of speech, define it, use it in a sentence.
- Encourage everyone to use the new word often during the meeting.
- Briefly explain the role of the Grammarian
- Listen and record any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar.
- Where possible, try to offer the correct usage of the language.
- Listen and record any creative use of the language, including the word/phrase of the meeting.
- Record those who have used the word/phrase of the meeting.

During your Assignment/Report:

- Try to offer the correct usage in every instance where there was misuse instead of only explaining what was wrong.
- Report on creative language usage and
- Announce who used the "Word of the Day" (or a derivative of it) correctly or incorrectly.
- IF there was no Ums counter then also report on the number of "crutch" sounds used per person.
- If your club collects fines for incorrect grammar usage then collect the fines as you explain the member's misuse of the English Language.
- Tip: Watch your time, since this is the last task before the end of the meeting, there is always a possibility that the timekeeper will signal "5 Minutes" during your report. If that does happen, wrap up your report quickly and conclude your task

After the meeting:

- Hand report to the Secretary after the meeting, for recording in the minutes

Resources:

- Competent Leader Manual – Page 71-72
- Grammarian's Log.
- Word of the Day catalogue No. 1415
- Word of the day II Catalogue No. 1416



Some Ideas for the Word of the Day

bonhomie (bon-uh-MEE) noun

Friendliness; affability; geniality.

[From French bonhomie, from bonhomme (good-natured man), from bon (good) + homme (man).]

"We have watched how athletes, sportsmen and women from all around the world fought for supremacy in different disciplines in a fiercely competitive yet perfectly friendly way. They upheld peace and bonhomie above everything else."

Olympics End; The Daily Star (Dhaka, Bangladesh); Aug 31, 2004.

"By the time (Gary) Orfield finishes, the banter and bonhomie have given way to head shaking."

John Wolfson; The Road to Perdition; Boston Magazine; Aug 2004.

mano a mano (MA-no a MA-no) plural manos a manos

adverb

In direct competition; head to head.

adjective

One-on-one; face-to-face.

noun

1. A bullfight where two matadors compete in turn, fighting several bulls.
2. A direct or face-to-face confrontation.

nonplus (NON-plus) verb tr.

To put at a loss for what to do, think, or say; perplex.

noun

A state of perplexity or bewilderment.

[From Latin non plus (no more).]

"Until this encounter, my only knowledge of codes was the Navajo Code Talkers, the World War II Native American group who used their native language to nonplus the enemy."

Jane Greig; *Austin American Statesman*; Sep 14, 2003.

Cheat Sheet



Ideas on wording when presenting the Word of the Day

Mr/Madam Toastmaster, Ladies and Gentlemen

As the Grammarian I introduce new words to members by selecting a “Word of the Day”, this helps in building our members’ (and my own!) vocabulary.

Today, therefore, I am presenting the following word: _____ {Word} (Point to your visual aid)

It is a noun/verb/adjective/adverb {or both}

It means: _____ {Meaning}

An example of its usage in a sentence would be: _____ {Usage}

I encourage you to use _____ {Word} in your presentations today, and you will be rewarded with a round of applause everytime it is used.

Mr/Madam Toastmaster

Grammarians Report:

- Choose one or two of these grammatical tools to focus on during the meeting, it will be impossible to review them all.
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Device	Definition	Who used it?	How did they use it and how should they use it?
<p>Match the verb and subjects</p> <p>i.e. Single verb with single subject</p> <p>Plural verb with plural subject</p>	<p>Correct use: The client (singular) was (singular) happy with the payment process.</p> <ul style="list-style-type: none"> • Collective nouns = single (everybody/nobody/somebody) except when an individual is singled out of the group The group (one unit) is (single) happy with the decision The group's members (many people within a group) are (plural) happy . • Where sentence has two or more nouns/pronouns joined by and – use plural verb You and your manager are invited to the meeting • Where you have a single and plural noun joined by nor/or match the verb with the subject closest Neither the manager (s) nor her subordinates (p) are (plural) attending. Neither the subordinates (p) nor their manager (s) is attending 		
<p>“a” vs “an”</p>	<ul style="list-style-type: none"> • “a” – before all words beginning with a consonant A telephone, a query, a payment. except where word starts with silent “h” An honest mistake, an hour • “an” – before all vowels (a, e, i, o, u) An assessment, an example except where word starts with a “u” sounding like “y” or “o” sounding like “w” A united team, a once off incentive 		
<p>Other errors</p>	<ul style="list-style-type: none"> • 		

Report

Device	Definition	Who used it?	How did they use it and how should they use it?
Alliteration:	Repetition of a consonant sound in a phrase. "Peter Piper picked a peck of pickled peppers"		
Anaphora:	Emphasizing words by repeating them at the beginnings of neighboring clauses We shall not flag or fail. We shall go on to the end. We shall fight in France, we shall fight on the seas and oceans, we shall fight with growing confidence and growing strength in the air, we shall defend our island, whatever the cost may be..... Churchill.		
Antithesis	It is the juxtaposition (the state of being close together or side by side) of contrasting ideas, usually in a balanced way. Hell is the antithesis of Heaven		
Assonance	It is the repetition of vowel sounds to create internal rhyming within phrases or sentences Thy kingdom come , thy will be done . Do you like blue ("oo")		
Cacophony	The harsh joining of sounds. <i>a cacophony of hoots, cackles, and wails.</i>		
Climax	A series of related ideas arranged so that each surpasses the preceding in force or intensity. To strive, to seek, to find, and not to yield. Tennyson, Ulysses		
Euphemism	It is in speech or writing the avoiding of an unpleasant or indelicate word or expression by the use of one which is less direct, and which calls up a less disagreeable image in the mind. Thus for "he died" is substituted "he fell asleep,"		
Hyperbole	A figure of speech in which the expression is an evident exaggeration of the meaning intended to be conveyed, or by which things are represented as much greater or less, better or worse, than they really are; a statement exaggerated fancifully, through excitement, or for effect. "I nearly died laughing,"		
Irony	The expression of something which is contrary to the intended meaning; the words say one thing but mean another. Clear as Mud As pleasant as Root Canal treatment		
Litotes	It is a figure of speech in which, rather than making a certain statement directly, a speaker expresses it even more effectively, or achieves emphasis, by denying its opposite. For example, rather than merely saying that a person is rather attractive (or even very attractive), one might say that he or she is "not unattractive".		

Device	Definition	Who used it?	How did they use it and how should they use it?
Metaphor	It is language that directly compares seemingly unrelated subjects. All the world's a stage		
Metonymy	It is the use of a word for a concept or object which is associated with the concept/object originally denoted by the word. He is a man of the cloth. The pen is mightier than the sword.		
Malapropism	Act or habit of misusing words ridiculously, esp. by the confusion of words that are similar in sound. For example - Accept instead of Except, Lend instead of borrow, continuous instead of continually		
Onomatopoeia:	It is a word or a grouping of words that imitates the sound it is describing, suggesting its source object, such as "click," "bunk", "clang," "buzz," "bang," or animal noises such as "oink", "slurp", or "meow".		
Oxymoron:	It is a figure of speech that combines two normally contradictory terms I must be cruel only to be kind. Shakespeare, Hamlet		
Paradox:	It is an apparent contradiction that actually expresses a non-dual truth. What a pity that youth must be wasted on the young. George Bernard Shaw		
Personification:	The attribution of personality to an impersonal thing. *England expects every man to do his duty. Lord Nelson		
Pleonasm:	The use of superfluous or redundant words, often enriching the thought. *Tuna fish Safe haven Most unkindest		
Prolepsis:	It is a figure of speech in which a future event is referred to in anticipation. For example, a character who is about to die might be described as "the dead man" before he is actually dead.		
Simile	A simile is literary device that uses the words "like" or "as" to compare two ideas. A simile differs from a metaphor in that while both devices are forms of comparison, a simile allows the two ideas to remain distinct in spite of their similarities, while a metaphor seeks to equate two ideas despite their differences. Curley was flopping like a fish on a line. The very mist on the Essex marshes was like a gauzy and radiant fabric.		
Tautology:	It is the repetition of an idea in a different word, phrase, or sentence; the use of redundant language. "This candidate will win or will not win."		

Report

Device	Definition	Who used it?	How did they use it and how should they use it?
Word Pictures			
Active vs Passive voice?			