



SAFRA TOASTMASTERS CLUB

Language Evaluator Checklist of Duties

Before the meeting

- ❖ Prepare to comment on the use of English language during the meeting.
- ❖ Prepare “Word of the Day” to be used during the meeting. The word should help increase members’ vocabulary. Define it and give examples of its use. Write it large enough to be seen by all on a Whiteboard/Flip Chart.

During the meeting

- ❖ Throughout the meeting, listen to everyone’s word and vocabulary usage as well as grammar.
- ❖ When called upon to deliver the Language Evaluator’s Report, observe protocol, and then comment on any creative and beautiful language used.
- ❖ Try to offer the correct usage whenever there is a misuse of the language.
- ❖ Ask for a dictionary from the Sergeant-at-Arms (if available) to assist you with meanings and pronunciations of words. Some words have more than one meaning and can be used to great effect by the speaker.