

## Power Speakers Word Master “How To”

Word Master/Grammarians Duties:

1. Select a "Word of the day" prior to the meeting related to the theme. Try to make it something uncommon so that we have to try a bit to incorporate it when we are speaking
2. At the meeting write the word down on the dry erase board (some people also bring it printed out and tape it up)
3. When introduced near the beginning of the meeting, stand and explain your role (“I am responsible for recording ums, ahs and other filler words. I will also record unique and effective phrases and the word of the day” - then state and define the word of the day. Then say: “we will rap on our tables when someone says the word of the day. Mister/Madam Toastmaster”)
4. Listen carefully (it's really hard!) and write down the filler words, effective or unique words or phrases and who used the word of the day in the binder for each person
5. When introduced near the end of the meeting, stand and give your report (Joe had 3 ums and used the word of the day twice, Jill used the unique phrase "a hootin' and a hollerin"...) )

Please bring your Competent Leadership manual for credit.