

WORDMASTER

Prior to the meeting - Select a "Word of the Day." It should be a word 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 since they are more adaptable than a noun or verb, but feel free to select your own special word.

Download the Wordmaster's Worksheet from the Member Downloads section of the club's FreeToastHost system and print it out.

In letters large enough to be seen from the back of the room, print your word, using the Wordmaster Template, on two sheets of paper. On the Wordmaster's Worksheet, record the word, its part of speech (adjective, adverb, noun, etc.), a brief definition, and a sentence showing how the word is used. You should prepare two visual aids: one is displayed so speakers can see it while at the front of the room, the other is displayed so attendees can see it while seated. The Wordmaster Template file will assist you in preparing these aids on either letter- or legal-size paper. That file also contains Word of the Day handout slips which you can use in addition to or in lieu of the visual aid posted for attendees to see while seated.

Upon arrival at the meeting - Place your visual aid(s) at the front (and back) of the room where they can be seen by all.

During the meeting - When introduced prior to Table Topics, announce the "Word of the Day," state its part of speech, define it, use it in a sentence, and ask that anyone speaking during any part of the meeting use it.

Throughout the meeting, write down on the Wordmaster's Worksheet who used the "Word of the Day" (or a derivative of it) and note those who used it correctly or incorrectly.

When called on by the general evaluator during the evaluation segment, stand by your chair and give your report. Try to offer the correct usage in every instance where there was misuse instead of only explaining what was wrong. Announce who used the "Word of the Day" (or a derivative of it) correctly or incorrectly.

Source: Toastmasters International Communication and Leadership Program, Catalog No. 225, pp. 76, 77.