

# When you are the Language Evaluator (LE)

**B**eing Language Evaluator is truly an exercise in expanding your listening skills. You have two basic responsibilities:  
First, to introduce new words to members, and  
Second, to comment on the use of English during the course of the meeting.

## PRIOR TO THE MEETING

- \_ Select a “Word of the Day” if this is being scheduled in the meeting program. 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.
- \_ In letters large enough to be seen from the back of the room, print your word, its part of speech (adjective, adverb, noun, etc.), and a brief definition.
- \_ Prepare a sentence showing how the word is used.

## UPON ARRIVAL AT THE MEETING

- \_ Place your visual aid at the front of the room where it can be seen by all.
- \_ Ask for a copy of the Club’s dictionary & thesaurus from the Sergeant at Arms.
- \_ Get a blank piece of paper and pen ready on which to make notes.

## DURING THE MEETING

- \_ When introduced by the Toastmaster of the Evening, stand up & 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, listen to everyone’s word usage. Write down any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar, malapropisms, etc.) with a note of who erred. Write down 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 Toastmaster of the Evening to make the Language Evaluation, note the following:
  - During the evaluation segment, 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
  - Offer correct pronunciations for words wrongly pronounced during the meeting
  - Announce who used the “Word of the Day” (or a derivative of it) correctly or incorrectly.
  - Note the timing sequence for your evaluation is between 6 to 8 minutes (Green on 6, Amber on 7, Red on 8 and bell rings at 8’30”)

## AFTER THE MEETING

\_Help to clean the white board of the “Word of the Day” and keep the dictionary in the lecturn.