For online meetings, this role is typically done while seated.

Wordmaster Form

Word of the Day:_____

After explaining your role, chat your Word of the Day and its definition to the group (or Club Chairperson, who will forward it to the entire group).

At the beginning of the meeting, when called upon, you will stay seated and state the purpose of the Wordmaster.

"The purpose of the Wordmaster is to help us be more aware of our language usage. Today's Word of the Day is ___. Its definition is ___. Here are examples of its use in a sentence ___. **Your** goal, during the course of the meeting, is to try to find an opportunity to use this word correctly, in a natural, appropriate, and sensible way. Secondly, I will be tracking speaking filler-words that we want to get rid of; words like: ah...um...so...like...er...uh...yeah... whatever... ok...you-know...plus excessive ands. Mr./Madam Meeting Manager."

Fill in the names of participants at the meeting. In the space next to their names, keep a tally of the filler words you hear the person use throughout the meeting, and check off if you hear them use the Word of the Day, correctly.
When it's your (the Wordmaster's) turn to answer an impromptu (or some other speaking opportunity) remind the Impromptu Master to count your filler words!

Name	√ Used Word of the Day correctly	**Filler Word Count** 𝍸

How to give your report at the end of the meeting

"Thank you, Mr./Madam MC. The people who used the Word of the Day were ___.
Now, for the count of filler words: __."

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