

Speakers Hive - Hive #1

Wordsmith Report

For Meeting No: _____

On Date: _____

Wordsmith Name: _____

Word of the Day: _____

Role	Speaker Name	Word of The Day Usage Count	Good Usages of English (Grammar / Quotes / Words etc.,)
Master of Ceremony			
Hive Talks Speaker 1			
Hive Talks Speaker 2			
Hive Talks Speaker 3			
Hive Talks Speaker 4			
Timer			
Wordsmith			
JAM Master			
JAM Speaker 1			
JAM Speaker 2			
JAM Speaker 3			
JAM Speaker 4			
JAM Speaker 5			
JAM Speaker 6			

JAM Speaker 7			
Peer-Reviewer 1			
Peer-Reviewer 2			
Peer-Reviewer 3			
Peer-Reviewer 4			

Not-so-Good Usages of English Grammar:

S.no	Not-so-Good Usages of English	The Right way of using it
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

During the meeting:

- At the beginning of the meeting the Master of Ceremony would ask you to introduce your role to the audience.
- Listen carefully to word usage of speakers during the meeting
- Write down any creative use of English (powerful words, quotes etc.,) that enhances a speech, and the names of the persons who used it.
- Write down any awkward use or misuse of the English language, including sentences that are incomplete [DO NOT NOTE THE NAMES]
- Record who used the "Word of the Day" (just keep track of the count 1 + 1 + 1... so on).
- When called at the end of the meeting by the Master of Ceremony, give a report from your notes. When pointing out errors, offer the correct usage. DO NOT MENTION THE NAME OF SPEAKERS, WHEN POINTING OUT INCORRECT USAGES. Your report should take no more than a minute or two.

Sample Wordsmith Script – Beginning of the Meeting

*"As the Wordsmith, I shall keep track of the GOOD and NOT SO GOOD usages of English language. I will also keep a note of speakers who used the **Word of the Day** in their speeches.*

*The Word of the Day today is "**compassion**". It's meaning is "**understanding or pity for somebody who is suffering**". An example usage is "**Rithika showed great compassion by volunteering at the homeless shelter**". I encourage all the speakers to use the Word of the Day. When someone uses the word of the day, the audience shall applaud to encourage them.*

At the end of the meeting, when called upon by the Master of Ceremony, I shall present my report.

Over to the MC"

Sample Wordsmith Script – End of the Meeting

Note: Keep this simple and crisp... so that, you can complete all the points in 2 mins max. When in doubt, “less is more” ☺ If you have too many items to share for English grammar usage... trim it to the top 5 good usages and top 3 not-so-good usages.

“Thank you Master of Ceremony Anjali.

Hello Hivers...

At first let us look at the usage of the Word of the Day. We have several speakers who have used the word of the day.

In the Hive Talks Segment

Hiver Sharanya used Word of the Day 3 times.

Hiver Srikanth used – 1 times

Hiver XYZ used - 2 times.

In the JAM Talks Segment

Hiver Saro Velrajan used - 1 time

Hiver Sarvesh used - 1 time

In the Peer-Reviews segment,

Hiver Monish used – 1 time”

Now, let us look at some good usages of English Grammar.

Hiver Sharanya used fantabulous, “Time and Tide waits for none”

Hiver Srikanan used mesmerizing

Hiver Surya used “little fish in a big pond”

Hiver Monisha used “amalgamation”

Now let us look at some not-so-good usages of English Grammar (just highlight the top 3 or top 5) - do not mention the name of the Hiver, while reporting this.

1. “Childrens” should be “Children” The plural of the word is also children
2. “Me and My friend” should be “My friend and I”
3. “One of my teacher” should be “One of my teachers”
4. :::

That brings us to the end of the Wordsmith’s report. Over to the MC.”