

The Toastmaster

JULY, 1972



1972 INTERNATIONAL
CONVENTION

GO FUN! GO CHICAGO!

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TOASTMASTERS INTERNATIONAL is a non-profit, non-partisan, non-sectarian, educational organization of Toastmasters clubs throughout the free world.

Toastmasters programs prepare you for today's communication and leadership demands and put you up front in your occupation and in your community. You participate in programs designed to develop your ability to communicate effectively and improve your leadership capabilities through participation and fellowship of a Toastmasters club.

Each club is a member of Toastmasters International. The club and its members receive services, supplies, and continuing guidance from the World Headquarters, Santa Ana, California, U.S.A. 92711.

THE Toastmaster

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DEPARTMENTS

PRESIDENT'S MESSAGE	3
EDUCATIONAL HAPPENINGS	4
TOASTMASTERS ON THE MOVE	14
CLUBS AROUND THE WORLD	25
CLUB ANNIVERSARIES	27
HALL OF FAME	37
NEW CLUBS	39

FEATURES

ON THE WAY TO SUCCESS — YOU AND YOUR CLUB	6
PLANNED IMPROMPTU EVALUATION	10
GO FUN! GO CHICAGO!	16
IS PARLIAMENTARY PROCEDURE FOR YOUR CLUB?	22
GOLDEN GAVEL AWARD	24
TO ACHIEVE TWO-WAY COMMUNICATION	28
PLAIN TALK	32

PAUL TAYLOR Editor

JON FINCH Managing Editor

PHIL INTERLANDI Art Director

BETTER LISTENING, THINKING, SPEAKING FOR THE ACTION PEOPLE

Featured in This Issue

ON THE WAY TO SUCCESS — YOU AND YOUR CLUB — Able Toastmaster Clarke E. Abshier discusses the all-important function of keeping new members. See page 6.

PLANNED IMPROMPTU EVALUATION — Able Toastmaster Jean G. Louvier discusses the importance of planned evaluations. See page 10.

GO FUN! GO CHICAGO! — The stage is set for a variety of activities at your International convention in Chicago. See page 16.

PARLIAMENTARY PROCEDURE — Toastmaster Arthur Marston points out the importance of parliamentary procedure in conducting club business sessions. See page 22.

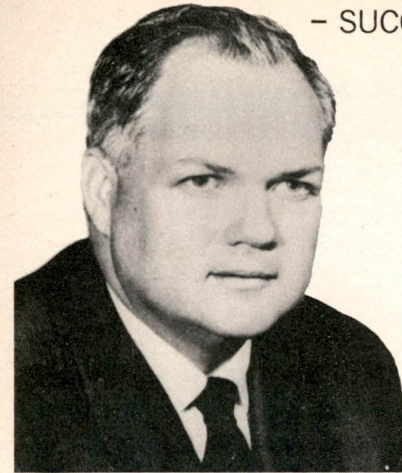
PLAIN TALK — The necessity of keeping our language simple when presenting talks is discussed by Charles Carroll. See page 32.

THE COVER — Chicago, Illinois, Toastmasters Town of the Month and site of the International convention, August 2-5, 1972. Chicago, derived from an Indian word of doubtful origin, meaning to some, "wild onion" or "powerful," was known as a place of portage in the 17th and 18th Centuries. Chicago received its first legal geographic location on August 4, 1830, and officially became a city in 1833.

It is now a modern metropolis with a population of over seven million. Among its chief manufacturing are primary metals, food products, furniture, and electrical machinery.

There are 26 Toastmasters clubs in Chicago. The oldest, Central Club 96-30, was chartered in 1938.

- SUCCESS IS . . . TI acTion in the club -



GO FUN! GO CHICAGO!!

imaginative club programming that meets members' needs.

Many "how to" ideas will be provided for help in improving your club's *Standard of Excellence*, and to accomplish your club's primary responsibility — that of communication and leadership.

The convention will not be all work. There will be plenty of FUN activities — the gala New Year's Eve costume party on Thursday evening and the President's Dinner Dance on Friday night. The best eight Toastmaster speakers will compete in the International Speech contest Saturday morning. These activities provide an excellent opportunity for clubs in the nearby communities to charter a bus and attend one or more of these gala events.

The International convention is part of your membership — the program will be outstanding — I look forward to meeting you there. GO FUN! GO CHICAGO!

Russ
Russell C. Herron, Ph.D.
International President

The International Convention is for all Toastmasters, and I encourage each club to have at least one representative attend. If this is not possible, let me urge your club to use its proxy which was mailed to club presidents. This will enable your club to have part in the selection of your International Board of Directors.

During the convention, I look forward to toasting those districts who have accomplished or exceeded their net club objectives.

The convention program provides new club and district officers an opportunity for training, idea exchange, and audience participation in many subjects which they need to accomplish their responsibilities.

The central theme of the convention's education program will place emphasis on the number one problem facing Toastmasters clubs — effective and

Has It *Gone Stale?*



A never-changing sea of faces can be as boring to a speaker as the same old speaker discussing the same old topic is to the audience. Does your club's audience contribute something to your meetings or does it just sit there and politely stare at the speaker?

Hearing the same conditioned applause before and after several of his speeches often makes a speaker yearn for a different kind of audience feedback.

Your club can add interest and challenge for your speakers by varying its audience reaction.

Devote a club meeting — both Table Topics and speech projects — to discussing how to generate livelier response. One of the main topics to include is the propriety of certain audience responses in your club meetings: do some members talk while a fellow Toastmaster is delivering a speech? Many audiences have hecklers or jokesters.

Except for classroom situations, audiences usually applaud before and after a speech. However, when listeners really are involved with the content and empathize with the speaker they also applaud *during* the speech.

The audience is as much a part of communication as the speaker. It is the individual of this group that each speaker is trying to reach with his message. Discuss among your members what techniques you and your club can adopt to create variety. Your audience might try taking on the identity of a group of physicians, etc.

Remember, these techniques should be appropriate and within the bounds of the gentlemen-club situation. Exercise good taste and you can enjoy a new challenge in your speech project assignments.

On The Way To

By CLARKE E. ABSHIER, ATM
Does your Toastmasters club find it difficult to sell the advantages of Toastmasters to prospective members? Does your club stay at about the same number of members month after month, with little or no sign of growth? Do you find that a new member will attend regularly for a few meetings, then misses some, and finally withdraws altogether? If this describes your club, then it's time to take stock of your objectives and establish a positive program to win and keep new Toastmasters. And this program involves every Toastmaster.

Be A Good Example

But how do you interest others in the advantages of Toastmasters? First, take a good look at yourself. Are you an enthusiastic Toastmaster? Do you practice your communication and leadership skills all the time? Are you friendly to others? Are you considerate? Are you at ease, do you smile, do you actively listen when others are talking? In short, do you let others know you are interested in them? These are characteristics we all should

have, especially those of us in Toastmasters. So first, be sure that you are a good example of a Toastmaster. Then others will want to learn from you.

Win The Member

The next step is to win the prospective member — and this is easy and can be fun. Invite him to see the Communication and Leadership Program in acTion. Set a definite time; then pick him up and take him to the meeting. Pay for his meal, or, perhaps the club has a fund for this purpose and they will pay. Then contact the club president and sergeant at arms at least a day before the meeting. Tell them you are bringing a guest, clearly pronounce and spell his name so these officers will know it and be able to greet him without mispronouncing or altogether forgetting it.

Inform Your Guest

Now, the date for the meeting arrives. You pick up your guest and arrive at the meeting a few minutes early. On the way to the meeting you tell him the name of the club president, sergeant at arms and others so he can be at ease when he is introduced to them. As the two of you walk in the door of the meeting room the

Success—

first one you will meet will be the sergeant at arms. While you are introducing them, the president, whom you previously advised concerning your guest, should be walking over to also greet him; also the other officers (the social and reception committee, if there is one) and members. Hopefully, some of the members will stay with you and your guest, making him welcome. Be sure your guest meets all members present before the meeting begins.

At The Opening

At the beginning of the program, the president will formally introduce your guest so those who haven't yet met him can. At the close of the program, the president again recognizes your guest and extends him an invitation to attend the next meeting, indicating the date, day, and time. And here, he won't ruin it by saying something like, "Mr. Educational Vice-President, give him an application and sign him up," or "Will the guest rise and tell us what he thinks of our program?" These are crude and embarrassing and will certainly give anyone second thoughts about becoming a member.

YOU AND YOUR CLUB

After The Meeting

After the meeting has adjourned, the president and others should thank your guest for coming and invite him back. The educational vice-president should explain the objective of the Communication and Leadership Programs and about the many other opportunities Toastmasters offers. If he shows interest, offer him an application. As you drive him home you should try for a firm commitment for his attendance at the next meeting and also offer to provide the transportation.

If everything has occurred as you planned, you will soon have a new member — probably at the next meeting — and have had the pleasure of introducing a friend into the exciting and rewarding experience that is Toastmasters. Was it work? Of course not. It was fun! You had planned for this, you were relaxed, everything worked as you expected, and you have the satisfaction of a job well done. What a reward that is!

Work Isn't Finished

But your work isn't finished. The next step is: How do you

keep him? This also can be fun and rewarding. You are an old hand in Toastmasters (at least to him you are) so offer to guide him through the first several meetings. See to it that the educational vice-president provides him with the *Communication and Leadership Program* manual (some clubs keep a supply on hand to give to new members at their acceptance ceremony, using the member's copy received from World Headquarters to maintain the club's supply — a good idea) and that he is given an early speaking assignment. Offer to help him prepare his first talk and to listen as he rehearses it. After the rehearsal, offer suggestions he can use to be more effective — all with a positive emphasis.

On the evening he is scheduled to present this first speech, his "Ice Breaker," be certain you attend. Arrange to sit beside him. Encourage him. Let him know of your confidence in his ability. When he is speaking, be attentive to what he says, smile at him. This will bolster his courage so that he will do even better. And, when he concludes and returns to his seat beside you, congratulate him for a job well done. Both of you can share in that, him for his accomplishment and you for the part you played in making it possible. After the meeting, make it a point to again

encourage him. Tell him where he was successful. If he looked around when speaking, tell him. If he emphasized his talk with gestures, tell him. If he appeared at ease and smiled, tell him. Briefly mention these good points; it will be a great encouragement to him.

Should your new member be left on his own now that he has given his first speech? No, he still needs your help. Offer to guide him as he prepares his next speech. Also, watch for his program assignments — Toastmaster, topicmaster, grammarian, "ah" counter, timekeeper, general evaluator—and help him with these. He should be able to handle with ease the "ah" count, timekeeping, and grammarian assignments, but the others may seem difficult and make him anxious. So when he first serves as a topicmaster or Toastmaster, offer to prepare him an outline of what he should do — from acknowledging the president (if he is Toastmaster) or Toastmaster (if he is topicmaster) to introducing the speakers, commenting briefly at the conclusion of each speech, asking for the time, "ah" count, the evaluation, etc., and finally, relinquishing control of the meeting. All of this will require little effort on your part but will be of tremendous help to this new member.

How Long To Help

How long should you assist this new member? Well, that is rather difficult to determine. Some have had speaking experience and will progress rapidly. Others are not as proficient in speaking effectively and will need help for a longer period of time. Only you will be able to judge. Who can tell? One day you may find the two of you speaking at the same meeting

— and he is keen competition. Perhaps he is voted the "Best Speaker." Now you can say he has "made it," "he is on his way," and you have played an important part in this accomplishment.

But don't stop here. Go looking for another person who can benefit from the training available through Toastmasters. Let's keep the guests and members on their way to success!

ABOUT THE AUTHOR

Clarke E. Abshier, ATM, is a member of WECOMO Club 948-22 in Lees Summit, Mo. He is the owner of Western Electric Co., Inc.

Changing Your Address?

If you're planning to move, let us know your new address eight weeks prior to the scheduled move. Be sure to complete all the necessary information. This will insure uninterrupted delivery to you of **The Toastmaster** magazine and other TI materials. **Send to: Toastmasters International, P.O. Box 10400, Santa Ana, California, U.S.A. 92711.**

Name _____ Club No. _____ District No. _____

Present address _____

City _____ State/Province _____

Country _____ Zip Code _____

NEW ADDRESS _____

City _____ State/Province _____

Country _____ Zip Code _____

If you are a club, area, division, or district officer, indicate your complete title: _____

Planned Impromptu Evaluation

By J. G. LOUVIER, ATM

A planned impromptu presentation? How can this be? The words are not compatible; they contradict one another. Yet an evaluation in a Toastmasters meeting is not, or should not be, an impromptu presentation. Admittedly, it is all too frequently a practice for an evaluator to be assigned his task and briefed on whom he is to evaluate a few minutes before the meeting begins or even during an intermission preceding the speaking portion of the program. Some benefits, perhaps, can be derived from such an evaluation, but the speaker will not obtain the optimum or maximum assistance for improvement. This can only be achieved by careful planning of the impromptu evaluation. How can an impromptu evaluation be planned? By following a procedure such as described below for your consideration.

Four Phases

The procedure consists of four phases predicated on the participants and their respective tasks involved:

1. Toastmaster planning phase
2. Chief Evaluator planning phase
3. Individual Evaluator planning phase, and

4. Individual Evaluator presentation phase.

The participants can vary slightly according to individual club policy. The important thing is that the tasks stipulated be accomplished.

Where To Begin

First, the evaluation should begin where the entire program should begin, with the Toastmaster for the evening. The Toastmaster should determine several days in advance of the meeting whether all scheduled speakers are speaking, or obtain necessary substitutes. He should determine the titles of the speeches and what projects each speaker is accomplishing. This information is passed on to the Chief Evaluator as soon as possible, initiating the second phase.

Second Phase

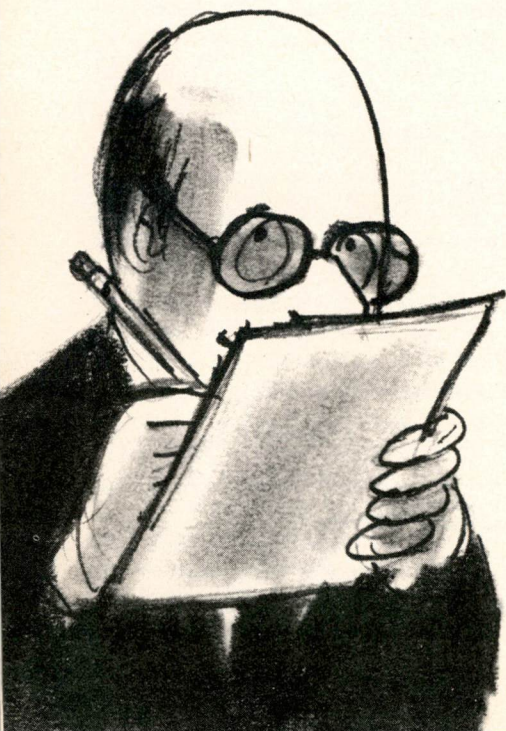
The Chief Evaluator contacts the evaluators scheduled for the meeting and obtains any necessary substitutes. He informs the evaluators whom they are to evaluate, what project speech is involved, and most important, gives any special instructions pertinent to how he wishes the evaluations to be made.

Third Phase

The third phase concerns the Individual Evaluator and his

evaluation. The Evaluator is a member of the club as is the speaker he is to evaluate. In all probability they are friends, or at least they were prior to the evaluation. Therefore, there is no good, justifiable reason why an Evaluator should not contact the speaker prior to the Toastmasters meeting. The Evaluator should contact the speaker and determine what the speaker will be trying to accomplish with his presentation, what he feels are his problem areas, and what he would like the evaluator to be particularly watching for. In addition, the Evaluator should familiarize or review what the purposes of the project speech are so that they may be given definite consideration. It should be noted here and now, however, that an Evaluator should not be prompted into reading the questions noted in the manual followed by a presentation of his answer as it applies to the speaker. These questions are to be answered in writing in the manual and the oral evaluation should include only an elaboration of a few of the more essential points or objectives depicted.

With this advanced planning and preparation, an Evaluator may consider himself as having the foundation necessary to en-



able him to be of maximum assistance to the speaker; he is ready for the speaker's presentation and to make a planned impromptu evaluation.

Final Phase

It is now time to discuss briefly the fourth and final phase: the mechanics of evaluating the presentation. But first, let's define evaluation. A number one best seller, *The Random House Dictionary of the English Language*, stipulates that evaluation is "to determine or fix the value of, to examine and judge, appraise." Note: that nowhere appears any reference to fault-finding, only value or appraisal, which can be either low or high, derogatory or commendable. Never forget this, an evaluation, a critique, can (and should) depict both the bad points with suggestions for improvement and the good points of a speech.

An evaluation should be made with consideration, sincerity, empathy, and constructiveness. What is meant by these words?

CONSIDERATION — Pay close attention, think about what is being said, what is meant to be said (the purpose of the speech), and how it is being said while keeping in mind the experience of the speaker. A beginning speaker will usually

make many errors, and to enumerate all of them would only be confusing, discouraging, and of little value in assisting the speaker to improve. Elaborate on only one or two of the speaker's major faults at one time. Thus, the speaker will not be overwhelmed by the evaluation and will be able to concentrate on these critical areas requiring improvement. The faults selected should reflect the experience of the speaker as the evaluator estimates (or knows) that experience to be. For instance, a beginning speaker cannot be expected to be proficient in organization, content, gestures, vocal variety, or even eye control. But, a beginning speaker could be expected to have volume; a speaker must be heard. Other primary basics are appearance and purpose of speech. As a speaker progresses and loses some of his nervousness or plain stage fright, he can be more beneficially evaluated in the more sophisticated mechanics of speaking, such as organization, content, and use of notes, etc. Keep in mind each shortcoming should be presented in a positive manner by suggestions on how to improve, especially praise in those areas where improvement has been achieved. Evaluate with consid-

eration for both the speaker and his speech.

SINCERITY — Express how the speaker and his speech impressed or affected you; do not express what you think the speaker (or audience) would like to hear. An evaluation must by all means be honest; there is no place for flattery, patronage, nor undue harshness. Evaluate with sincerity.

EMPATHY — That may be an unfamiliar word, but it is a single word which expresses a phrase you are all familiar with, **THE GOLDEN RULE**: "Do unto others as you would have them do unto you"; or more exactly, place yourself in the speaker's position and evaluate accordingly. Evaluate with empathy.

CONSTRUCTIVENESS — This is of prime importance. For every fault depicted there should be a suggestion for improvement rather than a statement of the fault. Do not, and I repeat, do not find fault where you lack the knowledge and

capability to offer assistance in eliminating that fault or for achieving improvement. Without this, an evaluation is of little help to the speaker. *When you evaluate, do so constructively.*

A speaker can develop a resentment toward what is intended to be a helpful evaluation. When this occurs, the evaluation becomes meaningless because the speaker's mental processes regarding the evaluation are blocked by his own emotions. This emotional obstruction can be avoided, or at least minimized, by making the evaluation with consideration, sincerity, empathy, and constructiveness. Such an evaluation will not only be accepted by the speaker, but will be absorbed and appreciated, usually resulting in definite corrective measures being taken.

In conclusion, with proper planning, being prepared, and using the mechanics of evaluation discussed, optimum assistance to the speaker will be achieved — the ultimate objective of any evaluation.

ABOUT THE AUTHOR

J. G. Louvier, ATM, is a member of Northrop Club 212-50 in Hawthorne, Calif. He is a metallurgical engineer.

On the Move — TOASTMASTERS

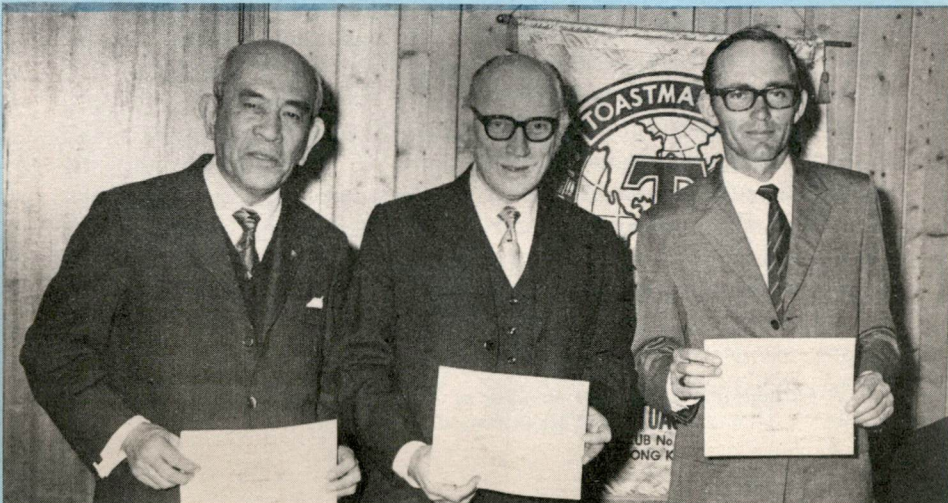
Assistant Manager

Ted Pawlikowski of Valley Club 3354-3 in Phoenix, Ariz., has been appointed assistant manager of the Valley Plaza office of the **Valley National Bank**.

Appointed Vice-President

District 37 Gov. **Robert E. Haddon, DTM**, has joined the management consulting firm of **Patrick B. Comer Associates** as vice-president.

HONORARY MEMBERS — Proudly holding their honorary membership certificates presented to them by **Victoria Club 2787-U** in Hong Kong are, from the left, **Arturo G. de Jesus**, **John H. McLeod**, and **Louis F. Thomas**. All three are past presidents of the club.



PRESIDENT PRESENTED WITH HONORARY MEMBERSHIP — **Travelers Club 1389-53** in Hartford, Conn., presents **Morrison H. Beach**, on the left, President of **Travelers Insurance Co.**, with an honorary membership. Presenting the award is **John McClintock**.



OUTSTANDING AWARD — Area 1 Gov. **Carl Thornmeyer**, on the left, presents an outstanding Toastmaster award to **Lonnie Ayers, Sr.**, of **Ordators Club 3342-4** in Fort Ord, Calif.



SPECIAL MEMENTO — District 48 Gov. **Charles Allen, ATM**, on the left, presents **Dr. Karl Kuenmerle** of West Germany a special memento for his service as a member of **Redstone Club 1932**.





Get your family and GO FUN! GO CHICAGO! for Toastmasters 41st International Convention, August 2-5. It will be at the Chicago-Sheraton Hotel, one of Chicago's most luxurious hotels, and the convention's education program will be one of the most unique in Toastmasters history.

As the crossroads of the nation, Chicago offers the visitor unexcelled and fun-filled opportunities. Site of the remarkable John Hancock Tower — Father of other towering buildings and beautiful parks — Stroll down the cobble stone street of Old Town and visit the collage of quaint pubs, shops, and restaurants — View the latest paintings of Marc Chagall at the Art Institute and the oldest of stars in the Adler Planetarium. Shop on Michigan Avenue or take a lake cruise on a sun-drenched yacht. Clanging "L" trains careen madly through the streets — their wheels squealing as they come to an abrupt stop. This is Chicago! City of a thousand enchantments.

To match this, your 41st International convention will present a raft of unsurpassed educational opportunities aimed at the development of effective club programming, management, and your personal communication and leadership abilities.

Although the official conven-

tion activities begin Wednesday morning, August 2, plan to arrive a day early and attend Tuesday evening's Proxy Prowl. This annual social event features your International President's introduction of officer and director candidates for the coming year. Be there to meet and talk with your 1972 candidates and to meet your friends and make new friends.

Set the alarm for Wednesday morning so you will be present for the colorful opening ceremonies.

Afterwards, plan to have lunch at the District Governors' Luncheon and enjoy the presentation of TI's highest International award — the Golden Gavel — to internationally known lecturer Cavett Robert.

An international speech winner in 1942, Mr. Robert has conducted sales, human engineering, personal development and management seminars for over 20 years, helping people improve their ability to sell, communicate, and lead. Additional information about this award appears on page 24 in this issue of *The Toastmaster*.

The afternoon period is the time to meet and ask questions when 1971-72 International board officers and board committee chairmen form a panel to discuss the various Toastmasters policies and programs.

Late afternoon Wednesday is

left open for you to meet and talk with the candidates in the caucus rooms. Wednesday evening provides you the opportunity to discuss a variety of subjects with fellow Toastmasters and the World Headquarters Staff at the optional, informal, and unstructured "Action Rap Session," or have a night on the town.

Following Thursday morning's business session, the afternoon presents two highlights — the annual Idea Fair and educational center . . . and Dr. Morris Aderman's, of Skokie, Ill. and a consultant to industry and business on motivation, address on member and officer motivation.

Don't miss the exciting new Idea Fair with the new suggested window displays. It begins right after lunch. See this action educational center with all the new Toastmaster promotional material. This is where your advance registration pays off. Your convention registration packet includes coupons which can be exchanged for your Toastmasters convention packet of educational and promotional materials.

Next on the agenda is Dr. Morris Aderman's stimulating and interesting address, "More Members in Action." The address will show you how to open the door to what turns people on. Dr. Aderman is an authority on leadership activities and motivation. Material from many leaders in motivation will be yours for the asking.

Thursday evening is the big FUN event of the convention. Be sure to attend this gala "New Year's Eve Party," featuring a buffet dinner, dancing, and entertainment. Dress in costume and be sure to wear a mask. At the unveiling hour all will be unmasked.

Friday, August 4, is educational day with a variety of educational programs scheduled throughout the day. The educational sessions are built around the convention theme of *Members in Action*.

• **Solving Toastmasters Clubs' Number One Problem** is the opening session that will identify the number one problem and provide the "How to" for solving this major problem. Don't miss this opening program or you will miss the whole purpose of the convention and miss an opportunity to help your club.

• **Success Is — New Effective Communication . . .** a unique presentation by management consultant David Schmidt. He specializes in management development with emphasis on communication training. In addition to his experience as a writer, college instructor, salesman, and administrator, he has developed and used several communication training programs. His address offers a new way of saying how you feel. The presentation will use audi-

ence participation and many ideas from the works of Dr. Thomas Harris and Eric Bern.

• **Hall of Fame** — Recognition for the top 10 district and top 10 club bulletins.

The afternoon session will feature such programs as:

• **Project Fun — Members in Action with Project Fun.** New member opportunities for many clubs, recognition for those members who are leaders, new promotional material for members and clubs to use will be discussed in this informative session. Ideas on promoting and presenting Speechcraft will also be featured.

• **New Club Happenings** — How do you organize a new club easily and how do your members and club benefit from this exciting experience? Find the answers in this 45 minute program.

• **Hellzapoppin** — A fast moving humorous presentation for the Action People which will tell about the successful use of the Distinguished Club Plan. Hold on to your seats — it's a wild, wooley, and wonderful program that will happen all around you. Don't miss this fun-filled look at the Distinguished Club Plan.

• **Hall of Fame** — Recognition for the top 10 Distinguished Clubs presented by President Herron.

Friday night is the traditional President's Dinner Dance — an inspirational and fun occasion for all Toastmasters. Dance to the Music of Frankie Masters and his orchestra. It will be a delightful evening of dinner and dancing.

Bright and early Saturday morning, August 5, the TI Hall of Fame Breakfast and International Speech contest will cap off an exciting four days of educational and fun activities.

Be sure to bring your family. Toastmasters ladies are invited to all convention events and activities. And for the kids there will be lots of daily activities at the youth center with fun and games, and swimming in the beautiful heated pool.

Toastmasters' ladies: Don't forget . . .

— Wednesday morning coffee. Here you can meet your old friends and make new friends.

— Check with the hospitality room for the tours and events taking place in the Fun City. They are provided for your enjoyment.

Now mail your hotel reservation form to the Chicago-Sheraton and your convention registration to World Headquarters. Arrangements have been made for your reservations to be given priority by the hotel if received by July 18. Mail NOW!

**ADVANCE CONVENTION REGISTRATION
AUGUST 2-5, THE SHERATON-CHICAGO HOTEL
CHICAGO, ILLINOIS**

(This form is not to be used by International Officers, Directors, Past International Presidents, or District Governors elected for 1972-73.)

Registration will be required at all general sessions on Wednesday, Thursday, and Friday, Pre-register and order meal event tickets now! **ATTENDANCE AT ALL MEAL EVENTS WILL BE BY TICKET ONLY.** Advance registrants will receive a claim ticket for a packet of Toastmasters materials.

To: Toastmasters International

Please have my advance convention registration packet and tickets to the following meal events waiting for me at the Advance Registration desk.

_____ Member Registration @ \$7.00.....\$ _____
 _____ Ladies Registration @ \$2.00.....\$ _____
 _____ Youth Registration (9 years and older) @ \$1.00.....\$ _____
 _____ Tickets District Governors' Luncheon @ \$5.75 ea.....\$ _____
 (Wed. noon Aug. 2)
 _____ Tickets "New Year's Eve in August" @ \$10.50 ea.....\$ _____
 (Thurs., Dinner, Dancing, Entertainment)
 _____ Tickets President's Dinner Dance @ \$12.00 ea.....\$ _____
 (Fri., Dinner, Dancing, Program)
 _____ Tickets Hall of Fame Breakfast and
 International Speech Contest @ \$4.75 ea. \$ _____
 (Sat..)

Enclosed is my check for \$ _____ (U.S.) payable to Toastmasters International.

(Cancellation reimbursement requests not accepted after July 21, 1972)

(PLEASE PRINT)

CLUB NO. _____ DISTRICT NO. _____

NAME _____

WIFE'S FIRST NAME _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP _____

NO. CHILDREN ATTENDING (Elementary School Age) _____

(Jr. High School Age) _____ (Senior High School Age) _____

If you are *incoming* district officer, please indicate office _____

(PLEASE PRINT)

COMPLETE

CLIP

MAIL

**APPLICATION FOR
HOTEL ACCOMMODATIONS**

41st Annual Convention
August 2-5, 1972
Toastmasters International
Chicago, Illinois

Reservations Manager
Sheraton-Chicago Hotel
505 North Michigan Avenue
Chicago, Illinois 60611

Please reserve _____ single room(s) at \$22 each

Please reserve _____ single room(s) at \$25 each

Please reserve _____ single room(s) at \$28 each

Please reserve _____ twin room(s) at \$28 each

Please reserve _____ twin room(s) at \$31 each

Please reserve _____ twin room(s) at \$33 each

All rates European Plan (no meals included).

One, two, and three-bedroom suites available.

For additional information, please write the hotel reservations manager.

I will arrive approximately _____ a.m. _____ p.m. on August _____, 1972.
(Rooms will be held until 6:00 p.m. on the date of arrival unless deposit is forwarded.)

I am sharing the room with _____

NAME _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____

COUNTRY _____ ZIP CODE _____

To be assured accommodations at the Sheraton-Chicago Hotel, this form must be mailed by July 18.

IS PARLIAMENTARY PROCEDURE FOR YOUR CLUB?

By ARTHUR N. MARSTON

Is parliamentary procedure for your club? Yes! An unqualified yes. Parliamentary procedure is the only practical method that a club can use to conduct its business session. Some clubs take one hour or more, but you can do it in an orderly and expeditious manner in less than 30 minutes with correct procedure.

Once you have established that your club needs parliamentary procedure, you must determine the best method of introducing it to your club members.

One plan is to instruct all of your members at the same time. The chief drawback to this plan is that you have an excellent chance of losing about half of your members through boredom. There is such a thing as "too much" parliamentary procedure on a mass level.

Step-by-Step Plan: This plan takes longer, but it assures your club of a thorough, lasting pene-

tration of parliamentary procedure.

First Step: Appoint a committee of three members, preferably past presidents, to attend your district workshop on parliamentary procedure. This committee, with a monthly rotating chairmanship, will not only act as your club parliamentarians, but will also present a 10 or 15 minute parliamentary session to your club at each meeting.

District 50 has conducted a 10-week course twice a year on different evenings so that club committees could attend the most convenient sessions. If your district does not conduct a workshop on parliamentary procedure, it's time they did. Contact your area governor and have him make arrangements with your district governor. No district can afford to be without a workshop in parliamentary procedure.

Second Step: Utilize training material available to you from World Headquarters, such as Streamlined Parliamentary Practice Scripts (1361). These are scripts whereby your club members have an outline for parliamentary practice where they are told what part they are to play, but are able to use their own words. This method demonstrates clearly how to correctly carry through a parliamentary motion from inception to conclusion. These scripts can use up to about 20 speakers who are assigned to talk for two minutes each, making it an excellent Table Topic. Best results are obtained when a different script is presented as Table Topics once every fourth or fifth meeting.

Third Step: Have an executive meeting of your club officers

and your educational committee. Review the list of materials available to you from WHQ for the study of parliamentary law. Decide what material you need and which method of introducing parliamentary procedure is best for your club. Select your plan and carry it through.

Remember: A well conducted business session utilizing parliamentary procedure is a potential membership building source.

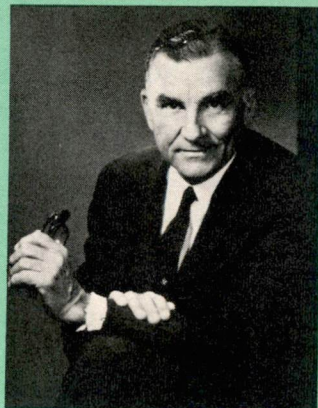
For parliamentary procedure buffs, there is now a nationwide organization formed for this purpose. For further information and address of the A.I.P. club nearest you, write to:

American Institute of
Parliamentarians
4453 Beacon Street
Chicago, Illinois 60640

ABOUT THE AUTHOR

Arthur N. Marston is a member of Beverly Hills Club 2576-50 in Beverly Hills, Calif. He is also a member of the American Institute of Parliamentarians.

CAVETT ROBERT TO RECEIVE GOLDEN GAVEL



Cavett Robert, internationally known lecturer and author, was selected by your TI Board of Directors to receive TI's 1972 Golden Gavel.

The unique ability of Cavett Robert to add "People Knowledge" to "Product Knowledge" has well earned him the reputation as the No. One Speaker in America in the field of Human Engineering and Motivation.

He is an International speech winner of Toastmasters International, the author of the popular book *Human Engineering and Motivation*, and over a dozen inspirational and instructional records. Mr. Robert's vast knowledge in sales and human relations is drawn from a wide background of experience. He has sold insurance and real estate and for over 20 years held sales schools and conducted courses in sales, human engineering, personal development and management for many of the nation's outstanding companies.

Cavett Robert was born in Starkville, Mississippi. He received his B.A. degree from the University of Mississippi and a degree in law from Washington and Lee University.

For several years he was associated with a large New York law firm and later became a member of the New York District Attorney's staff during the famous "racket investigations." He has been a utility executive, director of one of the nation's largest sales organizations, and now works full time as a convention speaker, sales trainer, and management consultant.

CLUBS AROUND THE WORLD

Toastmasters on T.V.

Hamilton No. 1 Club 1114-60 in Hamilton, Ont., presented a series of T.V. programs on Channel 8 in Hamilton. The programs discussed the various activities of Toastmasters.

Workshop Held

A one day Youth Leadership Workshop for 150 students from the Distributive Education Clubs of America was held by **District 38**.

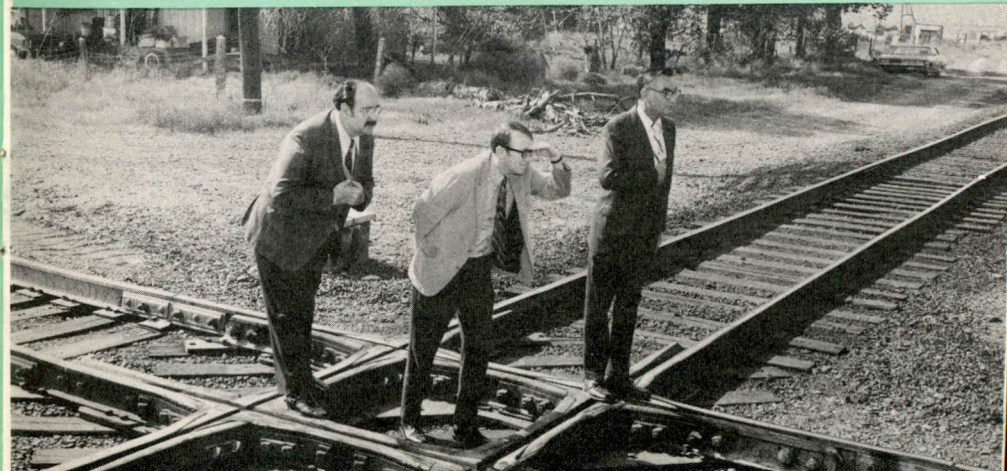
Dial-a-Toastmaster

Logistics Center Club 2050-62 in Battle Creek, Mich., initiated a "dial-a-Toastmaster" service for banquets in case a scheduled speaker becomes ill and cannot attend the meeting.

District 36 Leads

Under the leadership of Dist. Gov. **Charles E. Waterman, ATM**, District 36 leads in the formation of new clubs. They have organized 16 clubs since July 1, 1971.

LOOKING FOR LYOTH — Officers of the recently formed **Lyoth Club 215-39** of Defense Depot in Tracy, Calif., visit the Lyoth rail junction for which the club was named. Looking over the area are, from the left, Kenneth C. Cloward, Jimmie J. Maine, and William C. Uhls.



Toastmasters Month in Toledo

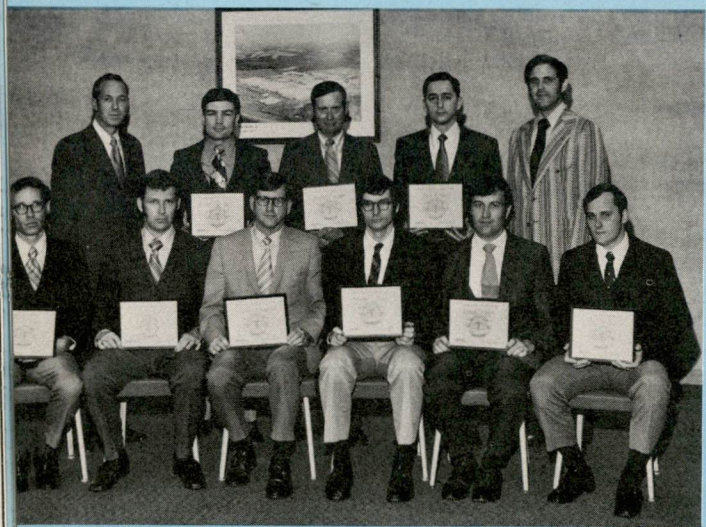
Toledo, Ohio Mayor **Harry Kessler** proclaimed April as Toastmasters Month in Toledo. The proclamation was brought about through the efforts of **Area 11**.

Much Ado About Something

Truman Corners Club 1097-22 in Grandville, Mo., had double doings last month when it celebrated its first anniversary and successfully competed in the divisional speech contest.



TOASTMASTERS MONTH — Connecticut Gov. **Thomas J. Meskill** signs a proclamation designating April as **Toastmasters Month** in Connecticut. Various Toastmasters from the state look on.



SPEECHCRAFT GRADUATES — **Palmetto Club 2070-58** in Greenville, S.C., recently presented Speechcraft certificates to Fiber Industries, executives. Holding their certificates are, seated from the left, **Billy D. Block**, **Arthur Cherry**, and **Billy R. Fox**. Standing, from the left, are Fiber Industries personnel director **William R. Looper**, **Jeff Matthews**, **Kenneth L. Chartier**, **Jack R. Kelley**, and District 58 Gov. **Thomas M. Marchant III**, DTM.

CLUB ANNIVERSARIES — AUGUST 1972

30 YEARS

Jeannette Club 233-13
Jeannette, Pennsylvania

25 YEARS

Ferguson Club 525-8
Ferguson, Missouri

Queen City Club 510-40
Cincinnati, Ohio

High Noon Club 505-56
Houston, Texas

20 YEARS

Little Rock Club 1140-43
Little Rock, Arkansas

Twin City Club 1142-43
Little Rock, Arkansas

Fort Morgan Club 251-26
Fort Morgan, Colorado

Tallahassee Club 1135-47
Tallahassee, Florida

15 YEARS

Downtown Club 2552-29
Pensacola, Florida

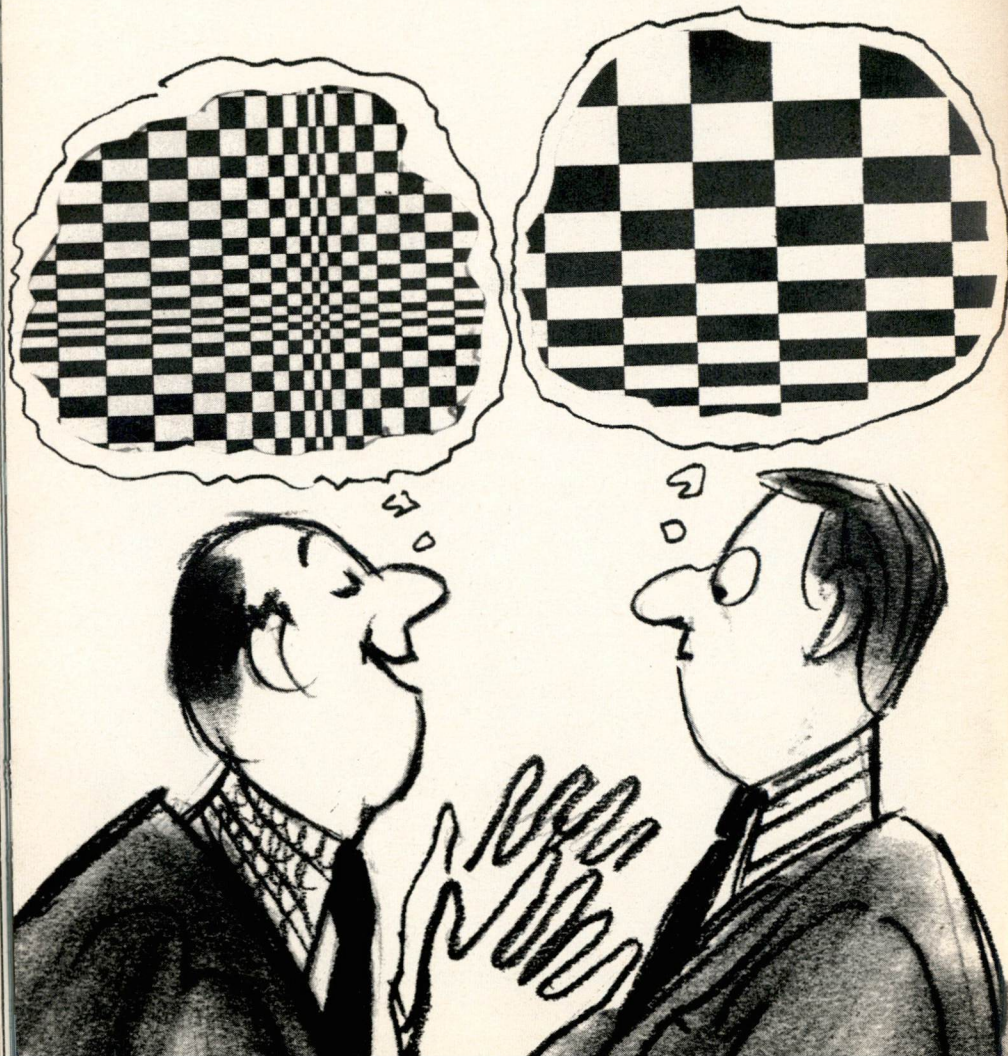
Bayou Pierre Club 2485-25
Shreveport, Louisiana

Naval Supply Center Club 2541-66
Norfolk, Virginia

Wollongong Club 2456-70
Wollongong, N.S.W.

Old Johannian Club 2475-U
Johannesburg, South Africa

TO ACHIEVE TWO-WAY COMMUNICATION



A good rule in any type of communication is to put yourself in the other person's place and measure your words through his or her eyes. For the whole object of communication is to make the picture in the recipient's mind identical with that in your mind.

COMMUNICATIONS break down when we do not consider the "total experience" factor. Each of us amasses our own special experiences in a lifetime. Everything we do, see, hear or read is programmed into our "personal computer" — our brain. All of us depend heavily on this total experience factor without realizing it. We take for granted that the other person has had a similar life experience and will tune in instantly to us.

An example of this might be found in discussing *poverty*. An understanding of the word *poverty* depends entirely on your experience. If you have ever lived in starvation poverty, or worked closely with poverty victims, your experience will be completely different from that of knowing about poverty theoretically — from reading about it, or passing through areas where the "poor" live.

People with these two very different total-experience pictures will find communication very difficult — until they take the time to develop a common mental image.

A second factor in communication breakdown is that we don't present a clear enough picture of what we have in mind. Most often we either communicate incompletely, or in terms that aren't clear, or in a way that doesn't enlist the full cooperation of the communicatee.

We fail more times in written communications than we do in face-to-face, oral communicating, mainly because in the latter there is opportunity for immediate clarification. The person addressed can *ask* questions. In written communication that opportunity is generally missing, particularly if it is a request that allows no time for writing back for enlightenment.

The real problem is that few of us are willing to take the extra time necessary to make a good communication possible. We rush ahead, spouting ideas and assuming that the other person is relating to our images as we go. And we do not *listen* enough.

Here are three "red flags" that can tell you when your own communications need overhauling:

I don't understand. If people keep saying, "Oh, I didn't understand what you meant," check your communications.

I meant to say. If you find yourself re-explaining pretty often, saying things like, "What I really meant to say was..." check how you are communicating:

Why didn't he do it the way I wanted? When this is your response to a request for some kind of cooperation, it could be you didn't communicate. Very often people do what they *think* they've been asked to do, so the problem may be yours, not theirs.

Guidelines

How can we develop better communications habits? Here are guidelines developed from studies and experiments at the University of Chicago:

1. Always supply enough detail to enable your listener or reader to adjust his mental picture to agree with yours. Supply enough explanation when presenting an idea so that the com-

municatee can get the whole picture, not just part of it.

2. Always assume that the other person has a life experience different from yours. Define your terms. Don't assume that he will have the same mental images that you have for words.

3. When communicating with a person with a vastly different background from yours, work hard to get on the same wavelength; be careful to make no unwarranted assumptions. In short, the whole object of a communication is to make the picture in the listener's or reader's mind identical to that in your mind. When that happens, he "understands" you.

Favorable Reaction

Finally, here are ten reasons why people do react favorably. These are not listed in order of importance, for all are equally so; they illustrate that the more opportunity you give a person to react favorably to a request, the more likely it is to be carried out.

1. People react favorably when they have a sympathetic interest in the project — but not when they are against it.

2. People react favorably when they see some benefit in the request for themselves. This benefit may be no more than the pleasure of being called on to do something, or satisfaction in an opportunity to be effective. Or it may be more selfish.

3. People react favorably when they know precisely what is expected of them and what they must do — but not when the request is vague and unspecific.

4. People react favorably when they respect, admire or recognize the person making the request, but not when they don't know the communicator, or actively dislike him.

5. People react favorably when they understand why the request is made, but not when the request makes no sense to them.

6. People react favorably when they feel there is importance in what they are asked to do, but not when they feel the work is meaningless or useless.

7. People react favorably when they understand the time element in a request and feel it is reasonable, but not when there is no time specified or when the time given is unreasonable.

8. People react favorably when they feel they are being given the opportunity to cooperate, but not when they feel they are being commanded to do so.

9. People react favorably to clear, simple, easily-understood requests, but not to confusing, verbose, or terribly complicated directions.

10. People react favorably to sincere requests, and not requests which seem insincere, devious, or made with motives not clearly visible.

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PLAIN TALK

By CHARLES CARROLL



A young doctor just starting practice (and needing patients) talks to his patients as though reading from a textbook, using such complex words they don't understand him. He's impressing them, he thinks. But some of them simply forget he gave them good medical care and fail to return. Similarly, a young man comes into an office looking for a job. During the interview he uses polysyllabic words frequently, with what he thinks a proper British pronunciation. He's sure he has made a good impression, too. But he fails to get the job. An older man applies for the same job. He doesn't make the same mistakes with polysyllabic words and pronunciation the young man did. But in a long monologue, liberally sprinkled with redundancies and clichés, he tells all about himself. He never knows why he didn't get the job.

Isolated situations? No. Most people suffer losses because of such deficiencies of speech. They seem to think they must be pretentious to be impressive . . . and ironically achieve the opposite effect. Or they just don't realize how tiring their speech is, how grating on the nerves it is to

hear the same "big" words and inane expressions over and over, and how their listeners wish they'd just say things plainly.

Deficiencies Can Be Corrected

These deficiencies are so common they're almost certain to be pointed out frequently in Toastmaster evaluations. Perhaps even to you. If so, you might feel correcting them so difficult that it would be useless to try. Yet it isn't difficult. In fact, with a growing awareness of just five simple things, you can easily overcome these deficiencies and greatly improve understanding between you and your listener . . . while favorably impressing him. And this last is very important. Making a good impression is the second most important function of speech, behind the first of conveying thought. If you don't wish to favorably impress your listener, to influence his thinking, then you may as well grunt and point.

Simple Rules

The first thing: Forget grammatical rules. You don't need to painstakingly memorize such rules. You've basically had a naturally acquired correct sense for them since you were six. If

you now consciously try speaking "according to the rules" you're going to sound so artificial, so unfeeling you'll alienate your listener. A simple criterion: speak naturally.

The second thing: Choose the right words. Impossible, you say, to do this consistently. Not at all, for again a simple criterion suffices: just choose words you're totally familiar with, words that come naturally, words that feel comfortable. You'll find you have quite enough in your vocabulary to express your thoughts clearly. But never choose superstandard or substandard words. What are these? Superstandard words are lofty, pretentious ones that, instead of impressing, only serve to irritate your listener... words such as patronize (for trade with), peruse (for read), conception (for idea), even automobile (for car). Thousands of such words frequently find their way into speech. But it's easy to become aware of them and eliminate them, for usually they require a conscious effort to use. The simpler word is easier, almost always better, clearer, and more impressive. Substandard words supposedly are those of the illiterate, but surprisingly keep coming up in the speech of educated persons. They are as equally likely to irritate your listener as superstandard ones... or at least, diminish the good

impression you're trying to make. Some of these words are: busted, ain't, had ought, huh?, how come, could of, used to could, reckon, and somewheres.

Warning

A precaution: sometimes a word seems right that isn't. For example, anticipate. This word often finds itself substituting for expect. Anticipation implies an emotion. One looks forward to an event with anticipation, perhaps with pleasure. But he rather unemotionally expects his Toastmasters club to meet on the second and fourth Monday of the month. Digressing a bit at this point — yet it is another example of misused words — I'll point out that Toastmasters often use the expression "constructive criticism." This expression has come to mean a demand for unqualified praise, a meaning having little value for Toastmasters. One authority says the expression is a dreary phrase to be avoided by a fair-minded man. However, I should further point out that this current meaning doesn't usually apply to Toastmaster evaluations. Criticisms are usually just that... criticisms.

Use Correct Pronunciation

In connection with choosing the right words, perhaps I should also mention choosing the right pronunciation... your

natural one. British, Bostonian (for anyone not from those areas) or other phony pronunciations aren't sophisticated and impressive for those not raised or educated there. They're pretentious and irritating when used by others! And they're hard to consistently carry off. Remember your impression of the last person you heard saying neither in one sentence and then either a few sentences later?

The third thing: Avoid clichés, euphemisms, redundancies, and circumlocutions. Clichés are phrases that have been overused, many for hundreds of years. Sprinkling your speech with these trite phrases implies inability to think for yourself and subjects your listener to inanities he's heard over and over. Specifically, avoid such clichés as these: sigh of relief, heart-felt thanks, sadder but wiser, strong as an ox, last straw, each and every, last but not least, no sooner said than done, cold as ice, crack of dawn, easier said than done, commune with nature, and on and on... so many, they're practically uncountable. A good rule: If you've heard a nonfunctional phrase from two sources, beware of using it. (This also applies to quotations.)

Euphemisms are words substituted for others presumed offensive to delicate ears. The

Victorian era is past, and these words themselves offend the educated ear. Some to avoid, among many are: perspire (for sweat), intoxicated (for drunk), expectorate (for spit), social disease (for gonorrhea, etc.), and senior citizen (for old person).

Redundancies are useless repetitions. You should eliminate nonessential words or phrases, using repetitious ones only when necessary to gain clarity. Some common redundancies to avoid are: this here, small in size, where at, more easier, couldn't hardly, and return back.

Circumlocutions are evasive, roundabout expressions that add nothing to the meaning. Examples: destroyed by fire (for burned), the necessary funds (for money), and the reason is because. Don't use an unnecessarily large number of words to express an idea. If something happened, just say why it happened. If something burned, say it burned.

The fourth thing: Forget conversation fillers. These are expressions used repetitiously that detract from the smoothness of speech. Some common ones are: I mean, you know, as a matter of fact, I think, and in my opinion. They're interrupters, in the same category as the classical "and's" and "uh's." If you frequently stop your listener's thinking in the middle of a

sentence by interjecting one of these, he may not continue with you to the end, letting his thoughts drift elsewhere. Using these expressions repetitiously might tell your listener that you're having trouble collecting your thoughts, and you might lose not only his attention but also the good impression you're trying to make.

Surely, you know the modern-day concept of the successful man: pleasantly assertive and aggressive (marking him as one to be heard). So don't qualify every statement with "I think" or "in my opinion." Such over-usage decreases the forcefulness of your statements and limits your ability to favorably impress by making your listener stop and think: "Well, that's just *his* opinion."

Involve Your Listener

The last thing (and perhaps the most important since without it all the others are useless): Involve your listener in what you have to say. Ask for his opinion. Use the word "you"

often. Everyone is an egotist, and no one of us will happily sit around listening attentively to a monologue by someone else. Our impression of him becomes less and less favorable as he goes on and on . . . and on. Remember the "I know" I cautioned against. I really should have qualified my statement by saying never use the interrupting "I know" unless you use "as" with it. *As* you know is an excellent phrase to involve your listener, to make him feel he's part of the conversation. But like most good things, it must be used sparingly and wisely to be appreciated.

What one says makes a difference. How he says it can make even more . . . perhaps even the difference between success and failure. Saying things simply, naturally, directly, and considerately greatly improves understanding and enhances the chances for effective communication. Listeners more likely will really listen, with appreciation. They'll find plain talk is plainer . . . and more impressive.

ABOUT THE AUTHOR

Charles Carroll, a former Toastmaster, is senior associate editor of the medical publication, Consultant.

TOASTMASTERS HALL of FAME

Congratulations to these 58 Toastmasters who completed the TI Communication and Leadership Program between April 6 and May 5.

ABLE TOASTMASTER (ATM) Certificate of Achievement

- | | |
|--|--|
| Jerry J. Lanting, ATM
Los Cerritos Club 192-F | Bob Bannon, ATM
Boise Club 61-15
Pioneer Club 2308-15 |
| Frank R. Wilson, ATM
Leisure World Club 2230-F | Marvin E. Kline, ATM
William E. Borah Club 2701-15 |
| Marvin E. Hinton, ATM
Telestar Club 1913-4 | J. Carl Miller, ATM
Highway Men Club 1692-16 |
| Lionel T. Ortega, ATM
FMC Club 2873-4 | D. L. Rosebrook, ATM
Highway Men Club 1692-16 |
| Lester C. Nichols, ATM
Faribault Club 372-6 | Levi M. Loss, ATM
Capital Club 940-17 |
| Phil Vonder Haar, ATM
Webster Groves Club 461-8 | Robert C. Ross, ATM
Towson Club 2707-18 |
| Tom Dillon, ATM
O'Fallon Club 994-8 | D. L. Haberstich, ATM
Marshalltown Club 1857-19 |
| Robert E. Seiler, ATM
Columbian Club 708-9 | William L. Conner, ATM
Iowa Great Lakes Club 2941-19 |
| James W. Hazlett, ATM
Jesse L. Arnold Club 42-11 | Arnult Mitchell Jr., ATM
Carlsbad Club 1182-23 |
| Clifford L. Hardwick, ATM
MMC Club 697-11 | Paul E. Hendren, ATM
Greeley Evening Club 1490-26 |
| Russell Lee Collins, ATM
Muncie Club 1096-11 | Paul A. Kaiser, ATM
Ft. Miami Club 1442-28 |
| Phil E. Beard, ATM
Lincoln National Life Club 2042-11 | Harold R. Wilson, ATM
Auburn Morning Club 329-32 |
| Donald E. Crumpacker, ATM
Lincoln National Life Club 2042-11 | James J. Crawley, ATM
Totem Club 1322-32 |
| Michael Steven Morris, ATM
USNAD Crane Club 2339-11 | Donald O. Provost, ATM
Break-O-Day Club 1623-32 |
| Isaac W. Anders, ATM
NCEL Club 1192-12 | Herb Twist, ATM
Lake Geneva Club 2818-35 |
| William A. Thomas, ATM
Jeannette Club 233-13 | John H. Weingandt, ATM
Capital City Club 2953-35 |

Donald J. Costello, ATM
Sprechers Club 3281-35

Robert E. Herndon, ATM
Lumberton Club 2022-37

C. J. Daigle, ATM
Willingboro Club 2382-38

Alfred T. Rehm Jr., ATM
Nor'easters Club 2494-38

Archie A. Chesler, ATM
49'ers Club 1230-39

Ben Rinehart, ATM
49'ers Club 1230-39

Rollo R. Dawson, ATM
East Dayton Club 2838-40

Roy D. Beard, ATM
Brookings Club 3797-41

Harry G. Shuttleworth, ATM
Northern Nooners Club 1084-42

John L. Wood, ATM
A-OK Club 1359-43

Peter Foran O'Brien, ATM
Simpsons and Simpsons-Sears Club 1555-45

Frank H. Banks, ATM
Huntington Club 1964-46

Jack M. Eliezer, ATM
Cosmopolitan's Club 2655-46

William Schmidt, ATM
Imperial Polk Club 3101-47

J. Rosser Jones, ATM
Early Bird Club 3659-47

Bruce C. Morritt, ATM
Narrators Club 1398-50

Elmoe R. Goldurs, ATM
Century City Club 3754-50

George S. Doombadze, ATM
General Club 136-52

Mert Slater, ATM
Burnt Club 914-52

Hugh A. Southworth, ATM
Diablo Club 598-57

Frank Taylor, ATM
Kit Carson Club 2299-59

Thomas B. Newby, ATM
Brampton Club 2347-60

Albert G. De Schutter, ATM
Centennial Club 313-64

Peter H. Zachmann, ATM
KPAA Film City Club 2647-65

Charles E. Knight Sr., ATM
Bellwood Club 3282-66

Edward Clive Pryme, ATM
Hamilton Club 1893-U

NEW MEMBER FEE

Effective October 1, 1972, the new member fee remitted by clubs to Toastmasters International will be increased from \$3.00 to \$8.00.

PROJECT FUN AWARDS

CORRECTION: In the June magazine insert under the heading **TOASTMASTER KEY MAN**, the Special Packet (SPK) does not include *Roget's Thesaurus* (B31) or *The Speaker's Handbook of Humor* (B46).

NEW CLUBS

Chartered during April, 1972

District F

ORANGE COUNTY ROAD DEPARTMENT Club 2400-F. Meets Wed., 3:00 p.m., Road Dept., Conf. Rm., 400 Civic Ctr. Dr., SANTA ANA, Calif. Contact: 834-3475. Sponsored by **SMEDLEY NO. ONE CLUB 1-F.**

District 3

WIHARU Club 350-3. Meets Thurs., 7:00 a.m., Valley National Bank, 118 N. First St., PHOENIX, Ariz. Contact: 261-2451. Sponsored by **VALLEY CLUB 3354-3.**

MIXMASTERS Club 557-3. Meets Wed., 7:00 a.m., Pioneer Hotel, Roman Rm., 80 N. Stone Ave., TUCSON, Ariz. Contact: 885-5004, evenings, and 792-5900, days. Sponsored by **AZTEC CLUB 2531-3.**

District 4

KING CITY CLUB 3408-4. Meets Tues., 6:45 a.m., Keefer's Rest., Canal St. & Hwy. 101, KING CITY, Calif. Contact: 385-4371.

District 6

KANABEC Club 414-6. Meets 1st & 3rd Mon., 8:00 p.m., Voyageur Rm., Kanabec State Bank, MORA, Minn. Contact: 679-1373.

BURLINGTON NORTHERN Club 2342-6. Meets 1st & 3rd Tues., 11:30 a.m., and 2nd & 4th Tues., 5:45 p.m., Burlington Northern Inc., 176 E. 5th St., ST. PAUL, Minn. Contact: 227-0911, Ext. 2614. Sponsored by **LEGION ROSTRUM CLUB 374-6.**

District 7

SUNSET EMPIRE Club 3374-7. Meets Thurs., 6:00 p.m., Sunset Empire Rm., 2813 Marine Dr., ASTORIA, Ore. Contact: 325-2234. Area: Six. Sponsored by **Area Governor Hashim S. Shawa.**

District 11

ANDERSON AREA Club 3212-11. Meets Tues., 10:30 a.m., King's Inn, 583 Broadway, ANDERSON, Ind. Contact: 642-5240. Sponsored by **YMCA CLUB 715-11.**

District 14

ROME Club 1844-14. Meets 1st & 3rd Tues., 7:00 a.m., Partridge Rest., 330 Broad St., ROME, Ga. Contact: 235-7561. Sponsored by **NORTHEAST CLUB 3412-14.**

District 15

IRS Club 1582-15. Meets alt. Tues., 11:45 a.m., Deseret Inn, 50 W. 5th S., SALT LAKE CITY, Utah. Contact: 524-5991. Sponsored by **YMCA CLUB 719-15** and **LOS GALLOS CLUB 2428-15.**

District 19

WINNEBAGO Club 2759-19. Meets Wed., 5:45 a.m., River Oaks Club House, Hwy. 69 S., FOREST CITY, Ia. Contact: 582-3535. Sponsored by **BELMOND CLUB 1328-19.**

NADL EARLY RISERS Club 3595-19. Meets Wed., 7:00 a.m., The National Animal Disease Laboratory, Rm. 25, AMES, Ia. Contact: 232-0250. Sponsored by **TOWN AND COLLEGE CLUB 875-19** and **AMES CLUB 569-19.**

District 26

MOUNTAIN STATES Club 3441-26. Meets Wed., 11:30 a.m., State Farm Class Rm. 3001, Eighth Ave., GREELEY, Colo. Contact: 352-6510. Sponsored by **GREELEY EVENING CLUB 1490-26.**

District 36

NAVAL COMMUNICATORS Club 2726-36. Meets Thurs., noon, Flagship Cafet., U.S. Naval Security Station, 3801 Nebraska Ave., WASHINGTON, D.C. Contact: 282-0561. Sponsored by **ATOMIC ENERGY COMMISSION CLUB 2901-36.**

CUSTOMS Club 3793-36. Meets 2nd & 4th Tues., 11:45 a.m., George Washington University Faculty Club, 800—21st St., N.W., WASHINGTON, D.C. Contact: 964-2494. Sponsored by **CAPITAL CLUB 876-36.**

District 37

CATAWBA VALLEY Club 1193-37. Meets Mon., 6:30 p.m., Mom and Pop's Ham House, Hwy. 64-70, HICKORY, N.C. Contact: 328-3564. Sponsored by **SHELBY CLUB 2497-37.**

District 38

CAMPUS Club 2327-38. Meets 2nd & 4th Tues., 11:30 a.m., Myrick Pavillion, 270 Bryn Mawr Ave., BRYN MAWR, Pa. Contact: 525-9500, Ext. 325. Area: Twelve. Sponsored by **CONESTOGA CLUB 2036-38.**

District 41

WATERTOWN Club 2656-41. Meets Tues., 7:30 p.m., Codington County Electric Bldg., 3 — 8th Ave., SE, WATERTOWN, S. Dak. Contact: 886-6063. Area: One. Sponsored by **BROOKINGS CLUB 3797-41.**

District 47

PLANTATION Club 2582-47. Meets Mon., 8:00 p.m., Howard Johnson's Rest., 3995 W. Broward Blvd., PLANTATION, Fla. Contact: 583-7361. Sponsored by **FORT LAUDERDALE CLUB 2004-47.**

District 58

GALAXY Club 740-58. Meets Tues., 7:30 p.m., Charleston AFB, Bldg. 110, CHARLESTON AFB, S.C. Contact: 552-4009. Area: One.

District 61

CLUB TOASTMASTER P.E.P. Club 3785-61. Meets Wed., 6:30 p.m., Hotel Windsor, 31 Iberville, RIVIERE-DU-LOUP, Quebec. Contact: 862-6913. Sponsored by **CLUB TOASTMASTERS DE RIMOUSKI CLUB 2320-61.**

Undistricted

HIGH NOON Club 2026-U. Meets Wed., noon, Esso Philippines, Inc., Conf./Training Rm., 7901 Makati Ave., MAKATI, Rizal, Philippines. Contact: 86-28-31 or 88-03-31.

PRESIDENT Club 3642-U. Meets alt. Thurs., 7:15 p.m., Iscor Club, Church St., PRETORIA, South Africa. Contact: 33015. Sponsored by **PRETORIA CLUB 2199-U.**

DISTRICT GOVERNORS 1971-72

- F. Eugene R. Beckwith
 2. James E. Bell, ATM
 3. Alan P. Scherer, ATM
 4. Robert H. Selover, DTM
 5. Gerald D. Owens, DTM
 6. Robert L. Haynes, ATM
 7. Kenneth E. Herman, ATM
 8. Earl W. Drennen, DTM
 9. Henry A. Rozeboom
 10. Allen C. Kingseed, ATM
 11. C. C. Grove
 12. Isaac W. Anders, ATM
 13. H. Gerald Warren, DTM
 14. Orville L. Dickinson, ATM
 15. Addison K. Barry Jr.
 16. Page D. Waller
 17. John T. Cadby
 18. Theodor C. Berenthien, ATM
 19. Robert G. Glenn, DTM
 20. Dale O. Anderson
 21. Ronald F. Drane, DTM
 22. Leslie P. Frazier
 23. C. Thomas Kimball, ATM
 24. Carl C. O'Neal
 25. Thomas B. Alexander Jr., ATM
 26. Paul E. Hendren, ATM
 27. Russ N. Goodson, ATM
 28. Phillip B. Richards, ATM
 29. John M. Barreto, ATM
 30. Richard L. Storer, ATM
 31. Joseph L. Eden, ATM
 32. Robert L. Erckert, ATM
 33. Max P. Andrus, ATM
 34. Richard W. Van Duyn
 35. Carl E. Kopschkie
 36. Charles E. Waterman, ATM
 37. Robert E. Herndon, DTM
 38. Anthony J. Marra, DTM
 39. Jack M. Hartman, DTM
 40. Hubert E. Dobson, DTM
 41. Roy D. Beaird, ATM
 42. Albert E. Fahlman, ATM
 43. Otto H. Wenk
 44. J. Q. Warnick Jr., DTM
 45. G. Chester Dorr, ATM
 46. Robert G. Lommel
 47. Michael G. Shayne, DTM
 48. Charles S. Allen, ATM
 49. Herman A. Loebel, ATM
 50. Henry Greenberger, ATM
 51. Edward A. O'Connor
 52. Jack H. Guy
 53. John D. McCarthy
 54. Edgar D. Jester, ATM
 55. Tom I. Haralson, ATM
 56. George M. Gray
 57. Hubert G. Morgan
 58. Thomas M. Marchant III, DTM
 59. David G. Towell
 60. George Hevenor Jr., ATM
 61. Dr. Jacques R. Perrault, ATM
 62. Colin H. Broddle
 63. Preston E. Allen
 64. J. Hugh Graham
 65. Robert H. Root
 66. Carlton E. Burley
 67. Dr. Donavon E. Hampton, ATM
 68. Anthony E. Liambias
 69. Russ Walkington
 70. Tom W. Stubbs
 72. Terry W. Boon
- 179 Marywood, Claremont, Calif. 91711
15704 SE 6th, Bellevue, Wash. 98008
8942 Kirkpatrick Cr., Tucson, Ariz. 85710
2927 Fallwood Ln., San Jose, Calif. 95132
6039 Rancho Mission Rd., Apt. 203, San Diego, Calif. 92108
814 Meyer St., St. Paul, Minn. 55119
1115 NW 95th St., Vancouver, Wash. 98665
507 Briscoe Ave., O'Fallon, Mo. 63366
12622 Valley Way, Spokane, Wash. 99216
P.O. Box 387, Galion, Ohio 44833
5327 N. New Jersey St., Indianapolis, Ind. 46220
645 Park Ave., Port Hueneme, Calif. 93041
26 Hollen Cr., Fairmont, W.Va. 26554
2859 Parkridge Dr., N.E., Atlanta, Ga. 30319
510 E. Logan, Caldwell, Idaho 83605
5505 N. Independence, Oklahoma City, Okla. 73112
109 Briarwood Ln., Helena, Mont. 59601
1328 Deanwood Rd., Baltimore, Md. 21234
808 Hodge Ave., Ames, Iowa 50010
3106 9th St. N., Fargo, N. D. 58102
5249 Keith St., Burnaby 1, B.C., Canada
1908 Grandview Dr., Manhattan, Kans. 66502
3133 Daisy, El Paso, Tex. 79925
2806 Wayne, Bellevue, Nebr. 68005
4457 Finley Dr., Shreveport, La. 71105
2629 16th Ave., Greeley, Colo. 80631
18491 American Ave., Hilmar, Calif. 95324
29839 E. River Rd., Perrysburg, Ohio 43551
86 Linwood Rd., Fort Walton Beach, Fla. 32548
1684 Wicke Ave., Des Plaines, Ill. 60018
P.O. Box 446, Framingham, Mass. 01701
25001 52nd Ave. East, Graham, Wash. 98338
1551 W. Pearl, Pasco, Wash. 99301
Evergreen Ln., Hurlay, N.Y. 12443
Rt. #3, Box 208-B, Madison, Wisc. 53711
P.O. Box 272, Fairfax, Va. 22030
Rt. #1, Box 707, Lumberton, N.C. 28358
568 Westwood Dr., Downingtown, Pa. 19335
5306 Mississippi Bar Dr., Orangevale, Calif. 95662
1205 Henry Rd., S. Charleston, W.Va. 25303
1621 Derald Dr., Brookings, S.D. 57006
11105 85th Ave., Edmonton-61, Alta., Canada
2 Archwood Dr., Little Rock, Ark. 72204
3506 44th St., Lubbock, Tex. 79413
Cleftstone Rd., Bar Harbor, Me. 04609
34 Hillcrest Dr., Wayne, N.J. 07470
4800 N.W. 6th Ct., Ft. Lauderdale, Fla. 33313
2704 Dry Creek Dr., Huntsville, Ala. 35810
734 8th Ave., Honolulu, Hawaii 96816
5174 Selmaraine, Culver City, Calif. 90230
4615 E. Stauson Ave., Maywood, Calif. 90270
3851 Rhodes Ave., Studio City, Calif. 91604
24 Bishop Rd., W. Hartford, Conn. 06119
804 Harrison Ct., Monticello, Ill. 61856
239 S. Fenway, Casper, Wyo. 82601
123 Rancho Blanco, San Antonio, Tex. 78201
624 Arlington Isle, Alameda, Calif. 94501
P.O. Box 5656, Greenville, S.C. 29606
P.O. Box 565, Gardnerville, Nev. 89410
7 Stratheden Rd., Toronto 10, Ont., Canada
P.O. Box 285, Joliette, Que., Canada
1421 Jay St., Midland, Mich. 48640
425 Colemont Dr., Antioch, Tenn. 37013
365 Montrose St., Winnipeg, Man., Canada
57 Wynnwood Ave., Tonawanda, N.Y. 14150
8207 Metcalf Dr., Richmond, Va. 23227
1500 Airport Way, Fairbanks, Alaska 99701
8903 Bunker Hill Rd., New Orleans, La. 70127
24 Ornuz Rd., Yeronga, Queensland, 4104, Australia
8 Marlborough Ave., Harboard, N.S.W., 2096, Australia
P.O. Box 195, New Plymouth, New Zealand



SERENE CHICAGO SKYLINE AS
SEEN FROM MONROE HARBOR