

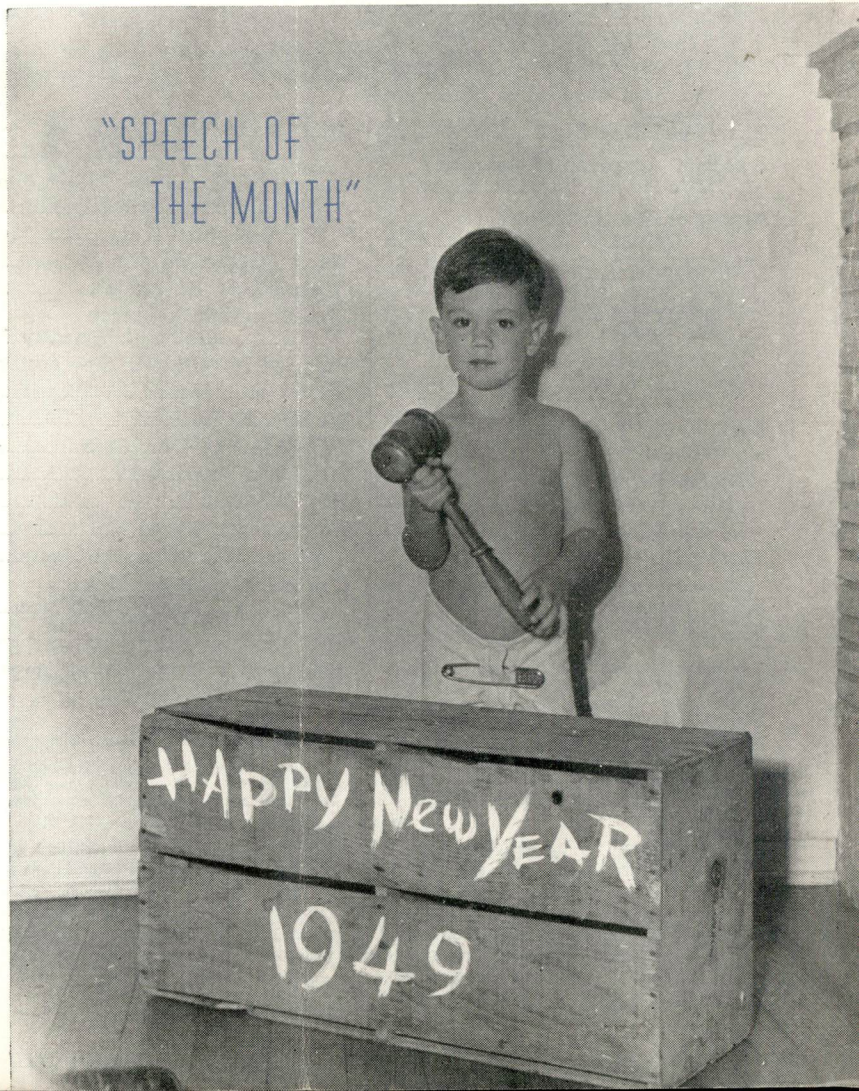
THE *Toastmaster*

MONTHLY PUBLICATION OF TOASTMASTERS INTERNATIONAL

January, 1949

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"SPEECH OF
THE MONTH"





TOASTMASTERS INTERNATIONAL, Incorporated in 1932, is a non-profit educational organization of 655 active clubs, located in the United States, Canada, England, Scotland, South Africa, and the Hawaiian Islands, devoted to the work of helping men to become better speakers.

For Better Thinking—Speaking—Listening

(For Information, address Toastmasters International, Santa Ana, California)

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The young "Forty-Niner" who greets you on the front cover is Tommy Raymond, two-year-old son of Mr. and Mrs. Thain Raymond. (Thain is a member of Business Men's Toastmaster's Club No. 100). The gavel wielded by Tommy is the one presented to Toastmasters 9 years ago by Vice-President John Nance Garner.

—Photography by Toastmaster E. M. Sundquist.

THE CLUB DIRECTORY—Center Section. It is recommended that the entire section devoted to the Directory be lifted out, by straightening the staples, which can be bent again, thus giving the complete Magazine and Directory each separate for convenient use.

Opinions expressed in the articles in this magazine reflect the views of the writers and do not necessarily indicate the attitude of the organization, Toastmasters International.

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They Found The Light

Now when Jesus was born in Bethlehem of Judea, in the days of Herod the King, behold there came wise men from the East to Jerusalem, saying, "Where is He that is born King of the Jews? For we have seen His star in the East, and are come to worship Him."

They followed the star, and it led them to the light.

They entered and saw the Child. They did Him reverence, gave Him gifts, and then "departed into their own country another way."

They did not stay to learn from Him. They had come to the Source of Light, looked at it — and left it.

If they had remained with Him, to learn more about the Light which they sought, they could have been immortalized by the association. They might have served along with Peter and James and John. But they went away!

They acted much as men have done through the ages — even today — in coming to the verge of enlightenment and achievement, and stopping short of the decisive step.

Here we are today, with the world torn by strife which may at any time flame out into open war. War-minded leaders, ambitious, greedy for power, risk total destruction for selfish ends. All of us fear war and desire peace, but few of us are willing to take the steps to make peace a reality, even

in our own neighborhood — our own business.

We know the way. The Star of Bethlehem has led us — and most of the world of men — to the point where we know that peace and prosperity are secured through right living, right thinking, the practice of brotherly kindness and friendship. We know that the implementation of the principle of the Golden Rule is the answer to our problems. But we do not use it.

We have seen the Light, and like the Wise Men, we have gone away from it instead of following it into the new life to which it leads.

You, as an individual, can follow the Light if you will.

A rainbow of hope and promise starts at your feet and reaches out into the uncharted wilds of 1949. At its other end are treasures you can grasp — if you follow on. How much of the treasure you will make your own depends altogether upon yourself.

Whatever other New Year's resolutions you adopt, put this one on your calendar for 1949: "To do my best to live up to my best; to follow the light to realization."

And bear in mind the wise word:

"Light employed increaseth light; Light rejected bringeth night."

Editorial Approval

Chartering of the new Toastmasters Club at Ketchikan, Alaska, attracted city-wide attention, and received excellent newspaper coverage. An editorial published in the Ketchikan **Daily News** gives such a good interpretation of our work that it is reprinted here. Please do not miss the pointed suggestion in the last paragraph. (Picture on page 16.)

NEW CLUB IS EDUCATIONAL

The local organizers and members of the Toastmasters Club are to be congratulated on receiving a charter from Toastmasters International for the first club of its kind in the Territory of Alaska.

Toastmasters International is a growing organization and its purposes are:

To aid its members to master the difficult art of public speaking;

To teach them to appear effectively before any audience;

To train them for leadership and for chairmanship in meetings of all kinds.

These are in themselves laudable purposes and the training will be of benefit to every member. But we believe that the intrinsic value of Toastmasters International is a great deal broader and deeper than its effect upon a few individuals.

It is an organization that can do a great deal to make democracy work and to keep it working.

The fundamental purpose of a democratic government is to carry out the will of the people. Its greatest handicap is in finding out just what is the will of the people.

One of the great stumbling blocks on every level of our affairs — from labor negotiations on a local or national scale, local, civic and fraternal meetings, municipal meetings and on up to our Territorial and State legislatures and even in the Congress — is a lack of mutual understanding.

A great part of this misunderstanding is caused by the inability of the average person to convey his ideas, even though the ideas may be entirely sound, by the use of the spoken word. More than one heated session has come finally to an end when it was discovered that the opposing sides were in agreement the whole time, but were merely unable to understand each other.

This situation has been sadly true of many of our Territorial Legislatures. Out of the 40 members present in the two houses, perhaps a half dozen, at the most, are effective speakers, capable of marshalling their ideas into a few words and putting them across. The other members either remain silent or, when they do rise to speak, grope haltingly for words to fit their thoughts or, on the other hand and fully as bad, bury those thoughts in a fast flow of verbiage that bewilders rather than enlightens their colleagues.

It is this sort of thing that Toastmasters International seeks to overcome and it appears to have an effective program for carrying out that purpose.

We are almost convinced, in fact, that at least a year's membership in a Toastmasters Club should be required of all legislative candidates.

Fools or Tools, Which?

By I. A. McANINCH

That a workman is no better than his tools is an axiom few



Toastmasters respect when applying speech training to social and business conversation.

Many of us take the gift of speech for granted; and consequently we are inclined to be indifferent about improving our use of it. But while we apply this attitude to ourselves, we quickly classify a good conversationalist or public speaker as one who has received a special talent from the Creator. Nothing could be farther from the truth, and we are foolish to make such a statement.

Good speakers are those who, through self-analysis, understand the limits of their natural talents and appreciate those tools which, when properly used, will increase as well as improve the God-given capacities received at birth.

It is apparent that the ancient One Hoss Shay, (a commercial speech class unrelated to any responsible educational organization) has broken down. The art of speech is not just a collection of words. It is a technique which must be mastered by business and professional men alike. Fortunately there are modern tools to help

them, tools furnished by Toastmasters International.

Toastmasters International is the largest, most up-to-date speech laboratory in the world. Constant study and research enable the Educational Bureau to give to members the latest in speech education. It is no wonder that industries, striving to provide key personnel with the best in leadership training, are turning to Toastmasters for appropriate material. But it is not from industry alone that orders for Toastmasters materials are received; orders come also from the academic field, high school, colleges, and universities. Here is proof that Toastmasters are receiving the best tools for speech education, and it only remains for the individual to make use of them.

It is good business to have the best tools for the job, but it is better business to use those tools for the right job. If a Toastmaster fails in business, in community service, or social intercourse as it pertains to speech, then that member is neither a good businessman nor a good Toastmaster. He has failed to use the available tools.

"The wise man and the fool both make mistakes but the wise man doesn't make the same mistake twice." Don't be the fool. A workman is no better than his tools. Toastmasters International provides the best tools for effective speech. *Use them — that's good business.*

THE Toastmaster

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Editor - - - - - R. C. Smedley
Editorial Board: Jack Haynes,
George W. S. Reed, E. M. Sund-
quist, Ernest Wooster, Leonard
Miller.

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Be A Planner

Plan your speeches—of course.

But do not stop there. Plan your time, your work, your life.

Of course you can get along without planning, but you will not go so far nor so fast, and your point of arrival may be questionable, whether in speech or in your career.

Organize your day's work.

What is to be done today? What *must* be done? What *should* be done? What should come first? How much time can you give the task?

That is what we mean by organization—putting things in their places. The Greek word *organon* means a tool. When we organize, we put our work into shape to use our tools. The dictionary says that to organize is to systematize, or get things into working order.

That is what you need to do with your daily schedule, your annual layout, your life plan.

You might start the year by reading Arnold Bennett's stimulating little book, "How to Live on 24 Hours a Day." That is what you have to live on—no more, no less. Mr. Bennett says: "Time is the inexplicable raw material of everything." The finished product is dependent on the systematic use of the raw material as much as on the artistry of the worker. You have the time; don't figure how to *spend* it. The wise man plans how to *use* it.

Make a written list of the things to be done today. Check off each item as it is accomplished. At bedtime, review the list to see what has been done, and what must be carried over. Then make up tomorrow's list.

At the start of the new calendar year, make some long range plans.

What should you accomplish in January? What special tasks will be done in February? What is the objective for the year?

Before you can make worthy plans you must take stock. Spend a little time on the inventory.

What have you actually done in the past year? How much better, stronger, wiser, more skilled, more learned are you than a year ago? Where are the weak spots in work, character, habits.

Where do you hope to be on January 1, 1950? Set your stakes and then start to go to the goal.

Plan! Organize! Systematize! You can increase your production in amount and quality—if you learn to plan, and then perform.



"Atom Bomb or no Atom Bomb—you ought to make a New Year's Resolution."

On the next five pages are sample "resolutions" which may be adapted and applied by officers and members of Toastmasters Clubs. These are commended to the attention of all Toastmasters, for a greater year of achievement in 1949.

"The block of granite which is an obstacle in the pathway of the weak becomes a stepping stone in the pathway of the strong".

—Carlyle.

"Either I will find a way, or I will make one".

—Sir Philip Sidney.

"A good intention clothes itself with power".

—R. W. Emerson.



The President Resolves

I suppose that it is proper for a President to adopt New Year's Resolutions. He has quite a responsibility to carry.

When I started my term of office I had high hopes. They have not all been realized. Maybe that is my fault. I hereby resolve to do better.

We have a good club. Some of the men are leaders, and others are "leaners." My first resolution is to try to make the "leaners" do some leading. I can do that by giving them special tasks to perform.

My second resolution is to stir up the committees. They are doing pretty well. I want them to do better — to do superlatively. One way to accomplish this is by reminding them of their individual duties, urging them to hold meetings, and then calling them out in meeting for reports. That I resolve to do.

Third, I am resolved to keep after our men to carry through with Basic Training. Several of them are half way through, or better. I want them to receive their certificates during my term. I hereby resolve to make them carry on, or to make them miserable with my insistence.

Fourth, while our club may not

qualify for Club-of-the-Year honors, I am determined to make as good a showing as possible. If we can get into the high ten, it shall be done, but in any case, I resolve to leave no stone unturned to put us as high as we can reach.

Fifth, I resolve, and call upon my associates to join me in the resolution, to make our club famous as a sociable, welcoming group. We must radiate hospitality and good fellowship, not only among ourselves, but among all who come to our meetings as visitors and guests.

Sixth, I realize that to accomplish these and the other things I ought to do as President, I must know more about my own duties. The manuals, bulletins, guides are here somewhere on my desk. I know that they contain what I need to know, but I haven't used them very well.

So here is my big, inclusive and imperative resolution: To go to work right now to study up on presidential responsibilities, which will include knowledge of the duties of the other officers and the committees, and then to put my new information into effect for the good of the club; and this resolution becomes effective *as of now*.

By The Vice-President



When they elected me vice-president of this club, I supposed there was nothing much to be done. That was a mistake.

There is a lot to be done by the vice-president of a Toastmasters Club — a lot more than I have done so far. Now I resolve, as we enter the new year, that I am going to do some of the things which devolve upon me. Here is my list of good resolutions:

1. To get to work on membership, which is my special task. We have 28 members in our club now. By careful selection and personal invitation, in which all our members should participate, I am resolved that we shall fill up the roster before January 31, and that we shall have at least five associate members before March 1.

2. To check more carefully on attendance. We have been averaging just a little below 80 percent. Twice we had over 90 percent present. Both occasions were when we had a special program, prepared and advertised in advance. Maybe that's my solution. I'll get after the Program Committee for more attractive and unusual schedules. We did it twice in three months — we can do it four times every month. The men show up for especially good pro-

grams. Bigger and better meetings come with better programs, so that problem need not bother me.

3. To study the general welfare of the club more carefully, and to learn more about the duties of officers and committees. In all probability, the fellows will want to make me president at the next election. Far be it from me to discourage them. If I show them how good a vice-president can be, they will have a right to consider me good presidential timber. I would like above all things to be the "head man" of our club.

Resolved, that I am going to show them — really show them — that they can't go wrong in making me president next time. Maybe a vice-president is not so extremely important in some organizations, but I am determined to show how useful a Toastmasters Club V-P can be by putting on full steam in my work during the rest of my term.

SECRETARY-TREASURER

What is there for a club secretary to resolve about? All I have to do is to keep the records, get the bulletin published, chase the Program Committee for program announcements, remind the president of what he ought to do, collect the dues, pay the bills, and



The Sec'y.-Treas. and the Sergeant-at-Arms

generally keep the club happy and prosperous. I am doing that now, so all I can do is to resolve to keep on doing it.

Wait a minute, though! I just remember some letters from the District Governor and the Home Office and a few other places which I have not answered yet. There's a good resolution for me to adopt:

Resolved, that I shall take better care of correspondence. I shall try to reply to every letter within 48 hours. I shall send in reports, news items, and any other things that need to be sent in, and shall do it without delay.

And there is one other matter on which I have been slack. Some of the bulletins from district and Home Office have not been read very carefully. I have lost out sometimes just because of this. So here goes for another:

Resolved, that I shall read every communication, even to the "Personal Interviews," with close enough attention to find what they are about.

Let's lump it into one, and say that I am resolved to be a good secretary; to know my duties, and to perform them faithfully.

SERGEANT-AT-ARMS

Realizing that my Toastmasters Club has opened new opportunities to me through its training and fellowship, I am determined to gain more of this training during my remaining months of service.

I shall continue to arrive early at the meeting place — twenty minutes, at least, before things start, and to have all necessary equipment on hand and in order. I shall take good care of the Educational Committee's graphs and charts, as well as the gavel and timing device.

I shall keep my hand in good order for use as greeter, and I shall demand that my fellow members loosen up and help create a sociable atmosphere.

Being aware of the importance of attendance, I resolve not to miss a single club meeting during the remainder of my term in office. And with ambitions to win election to other offices in the club, I shall perform my duties so faithfully that my ability will be clearly shown, so that I may have the privilege of being elected to other positions.

The Deputy Governor and The Average Member



DEPUTY GOVERNOR

I am resolved to do my best to impress my club with the importance of the great international organization of which we are a part. Likewise, I shall keep in closer touch with the Home Office, and with our district officers.

As liaison officer, I resolve that during the coming months of my term I shall be a strong link between my club and the Area, the District and the International, stressing particularly the coming Area and District meetings, and the International Convention at St. Louis next August.

The exchange of speakers in our area has demonstrated the value of inter-club activities, and I am determined to keep this going for our club to the best of my ability.

I shall give special attention to publicity and engagements for our "Flying Squadron," so that these members may have plenty of opportunity. Their first appearance will be before my own service club, where Toastmasters training is much needed.

I resolve to follow the theory that Toastmasters is the club of life-long learning and training, and so I shall remain a member

as long as I am physically and mentally capable.

Confidentially, I would like to be an officer in the Area or the District, and I know that the way to get there is by doing my best where I am. Watch me!

THE AVERAGE MEMBER

I am Joe Doakes, just an ordinary member of Toastmasters Club 0404. I joined a year ago, got the material sent me from the Home Office, read it, was promised certain aid and benefits. Did I get them?

To some extent, yes. Partly by my own fault, and partly because the other members failed, I did not get all I expected. But it is not too late. I am digging in now to get everything there is for me.

I am going to give the Educational Chairman and his committee a chance to help me complete Basic Training, and secure my certificate. I am going to watch every chance to improve myself. I shall not miss a meeting except under extraordinary circumstances. I shall take my place on the program at every opportunity. I am going to get all there is in it, and give all I can to make it better.



The Educational Chairman

My club is not a record-breaker, but just an ordinary club. We can improve programs, education, evaluation and attendance. As a member, I share the responsibility. I am going to do my part.

I may be just a "lay" member, but I am not going to be a "lay-down" member of a "lay-down" club.

My resolution is to try to make better craftsmanship a club undertaking as well as a personal one.

EDUCATIONAL CHAIRMAN

There are certain goals which I am setting up for myself as we start January of the new year. Our club needs to do things for its own good, and some of these things are in my field.

THESE ARE MY RESOLUTIONS:

1. To emphasize progressive, systematic training for every member, so that each man can realize that he is progressing.

2. To make full use of Basic

Training for all new members, and for older ones who need it. This means special plans for coaching new members and for keeping track of their progress.

3. To prepare and keep before the club charts showing the progress of the individual members, so as to encourage all of them to do their best.

4. To work with the Program Chairman in arranging schedules with variety, entertainment values, systematic progress, and wide range of experience for each member.

5. To train our members to be able evaluators.

6. To use every device, suggestion, "tool" sent out from the Home Office which can be adapted to bring better results for our men.

7. To prove that "Toastmasters is more than a club — it's an education."

IN CONSIDERATION of the foregoing resolutions adopted by officers and members of Toastmasters Clubs everywhere, be it further RESOLVED, That the Officers and Directors of Toastmasters International, the District Governors, and the members of the Home Office Staff do highly resolve to give more and better service and leadership in 1949, to the end that we may all grow and gain as we use our present opportunities to prepare for future achievement.

There's No Glamour In Grammar

By CARL WEERS, of San Mateo, Calif., Toastmasters Club No. 191

Are your participles dangling? Is the split in your infinitive showing?

Do you lie when you should lay and sit when you should set?

Gentlemen, our Grammarian will get you if you don't watch out. But let's consider for a moment the poor fellow's plight. I was Grammarian of the evening once; I know what it's like. Right from the start you are in a quandary. If you pick on every little slip the speaker makes, you sound as if you are quibbling; and yet, if you decide to overlook some errors, you feel you are not doing a good conscientious job. To top it off, you are constantly wondering how many grammatical boners you are making while in the process of criticising the *other* fellow's language.

Like the man who used a blanket to protect his seat covers to protect his car upholstery, maybe we should have in our club a Super-Grammarian to check on the Grammarian. We have a Master Evaluator; why not a Master Philologist?

The Grammarian can improve his background by occasional trips to the library. How do you think I found that word philologist? One authority I consulted states that grammar is easy. After all, there are only eight kinds of words in the books on all those shelves . . . nouns, pronouns, adjectives, adverbs, prepositions, verbs, con-

junctions, and interjections. But then you read along into the "fine print" and you find that of the nouns there are common nouns and proper nouns, there are concrete nouns and abstract nouns, there are collective nouns, and there are even verbal nouns. To make your headache worse, these nouns of yours have number, gender, and case.

Words and the English language are fickle things. If the plural of louse is lice, why don't we say house and hie? Why is it that years ago people called it pi AN ist, then PI anist, and now again you are looked at with a fishy eye unless you pronounce it pi AN ist.

And, fellows let's keep this just among ourselves, but do you ever use the word "enthuse"? I was horrified to find that it is a "vulgarism." One authority says Webster is kind to it in calling it a colloquialism. Have you enthused over anything lately? Imagine how many times we must have been vulgar — in front of our wives, the minister, the boss.

Sometimes it gets discouraging to try to keep your speech pure. My job is writing formal reports on fire protection in Western cities. One of our stock recommendations is "That owners of defectively constructed buildings be required to suitably protect all floor openings." For a while I consistently changed this to read

"to protect suitably," and just as consistently the printed report would come back with the infinitive again split wide open. What's the use!

What's the use — especially when one of San Francisco's most exclusive ladies' apparel shops displays an advertisement like this. Beneath the picture of the lovely summer gown were the words: "To always appear coolly elegant in." Not only did they slice their infinitive but they ended prepositionally.

There are times when perhaps we should make the Grammarian eat his words. An executive posted on the bulletin board a notice that started like this: "There are several items I want to draw your attention to." A little later a pencilled note was found in the margin: "A preposition is a bad word to end a sentence with." The boss upon seeing this wrote, "This

is impertinence and insubordination up with which I will not put!"

But the champion of all champions, when it comes to ending with prepositions, is the little boy who didn't want Daddy to read him a story, so he trotted upstairs to bed. Daddy followed with the book, and little Johnny said, "Daddy, what did you bring the book that I didn't want to be read to out of up for?"

Maybe we should take a lesson from the Chinese. Thousands of years ago their language was just as complicated a mess as English. They gradually simplified it and now no Chinese school child is plagued by grammar. In Chinese there are no cases, no persons, no genders, no numbers, no degrees, no tenses, no voices, no moods, no gerunds, no irregular verbs, no articles, no participles, and no infinitives.

I think I'll learn Chinese!

WE MUST EARN WHAT WE GET

There is something fundamentally wrong with our moral fibre when demands for one pay hike after another follow with thought only of shorter hours, longer vacations, less production, and more pay. That kind of thinking did not make America great. It was not responsible for Britain's world leadership during the eighteenth and nineteenth centuries When I was a kid, the good old-fashioned incentive system was based on more pay for better work. In return for a better than normal daily output, a worker was given extra financial inducement. It was this greater output that brought about more goods at lower prices, which found bigger markets. The employee in turn could afford to buy houses and furniture for cash because he had shared in the profits of greater productivity. Everyone gained. Our standards of living became the best in the world.

ROGER W. BABSON, Syndicated Column.

What They Say

Extracts from Toastmasters Club Bulletins received at the Home Office

Speech Awareness

(This is from *The Crowl Howl*, bulletin of Crowl Toastmasters Club of South Gate, California, edited by Seymour Shenk.)

One thing I have noticed about myself is that I am keenly aware of of my speech on Tuesday evening. On the other days of the week, I either forget or pay little attention to the way I speak. This is a bad habit, which all Toastmasters (including myself) should guard against. We need to be conscious of our speech whenever we speak, at home, at work, at play. If we would practice good speech all the time, instead of just on Tuesday nights, when our club meets, we could reach our goal of speech improvement far ahead of schedule.

He Is Proud

(Paul Maggio writes thus in *The Gavel Dodger*, published by the Toastmasters Club of Fort Dodge, Iowa.)

After each meeting of the Toastmasters Club I feel a little more proud of being a member. I'll tell you why. For example, take our meeting last week. I thought it was a really high class one. Did you notice how the quality of the speeches has improved, and how the members are beginning to act like experienced talkers? Sure, I grant that we all have a long way to go yet to reach perfection, but we are learning a great lesson. We are learning not only to take criticism, but — now listen to this — we are

learning to make criticism useful. We are learning to take it. Little by little this lesson will creep into our every day lives, and, believe me, that is what makes great men greater, and a happy life happier. When we can learn to profit by our mistakes — even be glad we made those mistakes, so as to get them corrected — then, my friends, we may claim to be getting the most out of life.

Beauty In Words

(H. E. Swisher, in *The Charley Horse*, bulletin of Toastmasters Club of Ontario, California.)

Words may be beautiful in themselves, and they may also be beautiful in arrangement. If a word fits the sense you wish to convey, and is properly pronounced, it has a beauty of its own, which brings an image to the mind and music to the ear of each member of your audience.

In your Toastmasters work you should, first of all, try to make your thought clear. But you may wish to picture something to your hearer who is not familiar with the object, so you compare it with something with which he is acquainted. Sometimes you may make a more forceful picture by piling up your descriptive adjectives to a climactic close.

Again, you may secure humorous effects by impossible exaggeration. All these unusual arrangements of words to secure pictorial, striking and emphatic effects may be classed as figures of speech.

A Way To Better Living

By ED CADLE, Olympia, Washington,
Toastmasters Club No. 84

To speak effectively should be the desire of everyone fortunate enough to be able to speak at all. Almost every line of human endeavor is appreciably bettered when the participants acquire the ability to speak concisely and clearly.

When expressive gestures of hands, face and body are smoothly integrated with the spoken word, its meaning becomes far clearer to the listener. Many misunderstandings between people are due to the lack of effective expression of ideas.

The ability to speak effectively goes hand in hand with the ability to listen intelligently. A person trained in speaking will ordinarily be capable of separating the chaff from the grain in a not-so-well-trained speaker's words. However, the loss of time and energy is much greater than when two well-trained speakers converse.

In my opinion, the Toastmasters organization is the most convenient medium for receiving effective speech training. The basic desire for personal betterment must be great enough to make full use of the guidance provided. The tendency of the average person to be so engrossed in the trees of the everyday tasks of making a living prevents him from seeing the way through the forest of human accomplishment. With Toastmasters as a guide, the way through the forest becomes a pleasure.

First Write Then Speak

By DR. H. GARNJOBST, Educational
Chairman of Corvallis, Oregon, Toast-
masters Club No. 395.

Speech is the vocal expression of thought. Thinking is a process of the mind.

The basic tools of the mind are words and numbers. Since good speaking consists mostly of the proper use and arrangement of words, it behooves a good Toastmaster to be proficient in the use of them.

Writing is an exercise in which thought is expressed in the written word or arrangement of words. While practice makes perfect in writing, practice in writing also leads to greater perfection in speaking. You will never be capable of speaking properly in public unless you first know how to write.

The pen is the scalpel which dissects the thoughts; and never, except when you write down what you behold internally, can you succeed in clearly discerning all that is contained in a conception. You then understand yourself and make others understand you.

In order to give yourself a right account of your thoughts, you should learn to write before you venture to speak. They who have not learned this first, usually speak badly and with difficulty. Learn to write well, and then you will speak with greater clearness of thought and expression.

Across The Executive Secretary's Desk

By TED BLANDING

With this issue of *The Toastmaster* magazine, I am beginning a series of articles to acquaint the membership with the problems of the Home Office and of the clubs in the organization. Together we will try to solve these problems. Think of this series as an annual report divided into twelve instalments.

Through correspondence and personal contacts I have repeatedly told the membership that the Home Office belongs to the "stockholders," the Toastmasters Clubs. We are a clearinghouse, using experience, through this great speech laboratory, to refine and improve our materials. Much work along this line has been accomplished during the past year.

Realizing that one cannot sit in an office and properly evaluate the activities outside of that office, the Executive Committee of Toastmasters International suggested that I make a visit to the four new districts which have been organized this year. Such a visit was made, and through the visit I made personal contacts with hundreds of Toastmasters and discussed club problems with many club officers. As a result of these discussions, we will improve the services and materials you men need to obtain the benefits to which every Toastmaster is entitled.

I wish to endorse again the statement made in last month's

issue of *The Toastmaster*, to the effect that whenever a club accepts and uses the complete program as set forth by Toastmasters International you will find a good club serving the members and the community; but conversely, when clubs fail to use the standard program and materials, problems exist.

As a solution, I suggest that every Toastmaster examine the various offices of his own club, and determine whether he as a Toastmaster is receiving all the benefits to be had.

This will not be enough. He must insist that the officers, through their Executive Committee sessions, provide these benefits by putting into force the recommended procedures brought out by your Educational Bureau. The officers must recognize the members' desire for self-improvement, and consequently the officers are responsible for seeing that the members receive all available benefits.

The entire staff at the Home Office is working constantly to bring the very best in speech training to your club. We ask you to see that the officers put that training into effect. Then if this is done we will have strong clubs serving members and their communities.

This is our responsibility. This is our challenge.



WELCOME TOASTMASTERS

From all quarters men come seeking the benefits of Toastmasters training. From Alaska to Oregon to Missouri to Indiana to Ohio, this page shows the kind of men who enter the movement. Says one Toastmaster, after visiting several clubs, "The thing that amazes me is the fine quality of men in all the clubs. Not only is my own club made up of the best, but all the clubs I visit are like it. I am proud of my Toastmaster friends."



These are the officers of the Bloomington, Indiana, Toastmasters Club. They are Norris Wentworth, Sec'y-Treas; C. R. Davis, Program Chairman; Walter Stigleman, President; Glenn Foltz, Area Governor; Ralph Brown, Past President; Dr. L. L. Taylor, Sergeant-at-Arms.

—Photograph by Stark.

To the right you see the charter presentation at Ketchikan, Alaska. The charter was presented by Ed Kerr, past grand president of the Pioneers of Alaska, in his regalia. Receiving the charter is Dr. R. W. Carr, President of Tongass Toastmasters. Standing behind him is Vice-President Joe Goding, and at the extreme right is Secretary Fred Arnold. The name "Tongass" pertains to a branch of the local Thlinget tribe of Indians.



Below is the chartering of the Piasa Toastmasters Club, No 661, of Maplewood, Missouri. "Piasa" is an Indian name. Pronounce it "PIE-a saw." District Governor William Beukema presents the charter to President Leo Reis, supported by Vice-President Adolph Wende, while Director B. H. Mann looks on. At the extreme right is Mayor Martini.

"Christian Men Builders" is the name chosen by the members of the newest Toastmasters Club in Indianapolis, whose charter was presented by Past District Governor Harris O. Johnson. In the picture are seen Area Governor John Lamparter; Sergeant-at-Arms W. P. Fuller; Secretary Raymond Banta; Vice-Pres. Clyde Spaulding; President Wm. R. Callis; Treasurer Paul Smalley; and H. O. Johnson.

The latest addition to the growing family of Toastmasters Clubs in Portland, Oregon, is C. P. A. Toastmasters, Charter No. 657, whose charter was given them by District Governor Irving L. Saucerman. Shown in the picture are Vice-President Timothy Maginnis, Treasurer Ralph Coulson, Area Governor Robert Hazen, President Irving Alten, Governor Saucerman, Deputy Governor Wm. P. Hutchison, and Secretary Kenneth Todd.

At Mansfield, Ohio, District Governor V. L. Blinn presents Charter No. 647 to President H. C. Ahl, Jr., with the aid of the whole ensemble of club officers.



What's Going On

Campaigners

Members of St. Louis Toastmasters Club No. 170 recently took part in a state campaign concerning a proposed change in the system of State Highway Administration. Past President Aubrey B. Hamilton, of the Toastmasters Club, served as chairman of the speakers' bureau of the Missouri Good Roads Campaign

Committee, and many Toastmasters volunteered to work with him as committeemen and speakers. These men were not presented as Toastmasters, nor did the club as an organization enter into the project, but the entire club profited from the work done in the campaign, because of the improved quality of speeches given by men with an urgent message.



THE INTERNATIONAL TOUCH

West Seattle Central Toastmasters Club became official, as No. 650, when District Governor Charles Griffith handed the charter to Club President Carl Putz, in a colorful meeting at the Seattle Golf Club House. Lieut. Governor George Montgomery added words of greeting, as did Bruce Linn, President of the University of Washington Toastmasters Club, sponsors of the new chapter. Many other representatives were present from neighboring clubs.

An international touch was given by the presence of two visitors, one from Norway and the other from Denmark. In the picture are shown District Governor Charles Griffith, greeting Kjell Aarnes, of Oslo, Norway, while Helge Maiby joins hands with Carl Putz, President of the West Seattle Club. Aarnes and Maiby are students at the University of Washington, and are members of the Campus Toastmasters Club.

The West Seattle Toastmasters meet for breakfast on Friday mornings at 7:30.

On Jury Duty

Thor Jensen, a member of the Shibboleth Toastmasters Club, of Mason City, Iowa, delivered a speech on the jury system as it works in Iowa at a regular meeting of the club. The speech was so timely, because it came just as the jury eligible lists were being prepared, and so full of information, that the Globe-Gazette carried it in full in the issue of November 17th. It was well-deserved recognition of a worthy speech effort.

They Debated

Brandywine Toastmasters, of Wilmington, Delaware, went in for a formal debate, using the topic: "Resolved, That the Taft-Hartley Act should be repealed." The resolution went down to defeat at the hands of the negative team. The entire debate was recorded for future study. Criticism by a panel of evaluators proved an acceptable innovation.

Radiators

Toastmasters of Area 8 of District 1, with cooperation of the Toastmistress Club of Burbank, California, are presenting a series of radio broadcasts on station KWIK of Burbank, on Tuesday nights at 9 o'clock. Each program presents 3 speakers, one from each of 3 clubs. Listeners are asked to cast postcard ballots for the best speech on each program. Toastmaster Sam Merritt, of Rancho Club No. 263, acts as moderator for the programs, which are to run for 23 weeks.

Toastmasters within range of KWIK are invited to tune in.

Enunciation Helps

The Waterloo (101) Bulletin carries good advice on how to speak, in seven simple rules, as follows:

1. Practice daily deep diaphragmatic breathing.
2. Open your mouth and move your jaw when you speak.
3. Articulate the sounds distinctly with lips, tongue, teeth and palate.
4. Pronounce every syllable of each word.
5. Do not run words together.
6. Do not clip words. Utter the final consonants.
7. Keep all vowel sounds pure.

At The "Hub"

The Boston Toastmasters Club has been promoting organization of a new chapter in Quincy, Massachusetts. An interesting contact was formed recently when the Boston club was visited by Severino L. Luna, business man from Manila, who is deeply interested in establishing Toastmasters training in the Philippines. Gene Bader, formerly at Boston, now in military service, is visiting Toastmasters in Oklahoma at every opportunity and hopes soon to have a similar pleasure in Alaska.

FLASH: The application for a charter for the new club at Quincy has been received. This chapter will receive No. 675. Get ready, Boston, to do the honors.

"Progressive Training"

The members of Quincy, Illinois, Toastmasters Club went all out for one of the program suggestions in *Progressive Training* for December, using the following subjects, and they report good success with it:

"How to Give an Entertaining Speech."

"I Was There" — The Boston Tea Party.

"I Was There" — The Louisiana Purchase.

"I Was There" — The Monroe Doctrine.

"I Was There" — At Kitti-hawk, with the Wright Brothers.

Four of the members of this club put on a program for the Quincy Lions Club in November, which was well received.

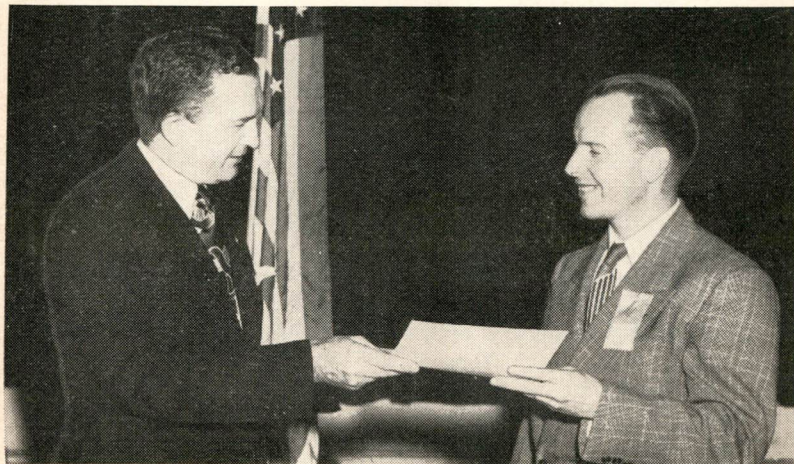
Early Risers

Lynwood Toastmasters (Lynwood, California) have changed their meeting time from evening to morning. They now meet at 6:45 a.m., and they find that the change has had a beneficial effect on membership and attendance. The morning meeting is devoted to speech and evaluation. Business is cared for when necessary at a special evening meeting. Think of making a speech at 6:45 on a cold, snowy winter morning! But these lucky fellows live in California.

"Top Notch" Entertainers

The Top Notch Toastmasters Club of Ephrata, Washington, had as guests the local Kiwanis Club at a recent meeting. That was even a better way of demonstrating than to send a team of speakers over to put on the program.

IN DISTRICT TWELVE



The new club at Oxnard, California, was happily launched with presentation of charter, No. 649, by District Governor J. W. Eberhard, to President Ralph Fallis. The Ventura Toastmasters Club, sponsor of the new chapter, presented a trophy "cup of the week," the presentation being made by President Ed Callendar, of Ventura. Excellent newspaper coverage was a feature of the event.

"Meet Me In St. Louis"

The group shown in the picture represents the committee activity in our Convention City. These men are hard at work on plans to make Toastmasters welcome next August. Their work will be wasted if great numbers of us do not accept their invitation.



This picture was taken on the occasion of Ted Blanding's recent visit to help with pre-convention details. In the front row, Blanding is shown with Director B. H. Mann, Jr., and "Andy" Anderson. In the back row we have Roland Rapp, Price Meek, Morris Landau, of the St. Louis Convention Bureau, District Governor William Beukema, Jack Wilder, Sales Manager of the Statler Hotel, Oscar Hallenberg, and Wendell Stark; all of them keen on making the 1949 convention the best one yet.

Program Plans

Details are being worked out by the Convention Program Committee, of which Past President J. P. Rinnert is chairman, for days of intensive education and inspiration. These plans wait for final approval at the January meeting of the Board of Directors.

The Convention is dated for August 11 to 14. The first day is training time for district and international officers. Educational and business affairs will be crowded into Friday and Saturday, the 12th and 13th. Friday evening and Saturday afternoon and evening will be filled with attractive features, for the benefit of local Toastmasters.

One innovation puts the Speech Contest Finals on Saturday night, following the installation of officers, the culminating point of the Convention. Other important features will feature Saturday afternoon's session.

St. Louis is a fine convention city, and Toastmasters are good convention planners. So you are warned to "Meet me in St. Louis" in August, 1949.

The Man With a Speech

(Apologies to "The Man With a Hoe")

By RALPH SMEDLEY

*I have to make a speech — O Joy! — O Gee!
O trembling voice O quaking, quivering knee!
What must I do before I rise to speak?
O Mastermind, your wise advice I seek!*

First, find your subject — what to talk about;
Then fix the purpose — that controls the speech;
Plan how to finish — what is your appeal
To lift folks from their seats and make them cheer?
Your destination settled — now to start,
For well begun means half the speech is made;
Some question, joke, quotation, some surprise
To challenge their attention, grip their thought;
To make them feel, "I want to hear this speech.
I'll bet this guy has something good to say."

Now, tie this opening to what comes next—
The argument, the body of the speech.
Then build the stairs from "firstly" to the end,
Each point a step to set us on the way,
With logic clear, quotations, figures, proofs,
With illustrations, stories, anecdotes.
Proceed until the culmination's reached—
The climax point to which you've paved the way;
That argument which no man can refute,
That perorative flight of eloquence.

Next, bring up your conclusion — your "so what?"
That "clincher" finish planned right at the start,
To make the sale, inform, inspire, convince,
Get action, win the vote, bring down the house.
Omit "I thank you," add no needless words,
But stop when you are through, and take your seat.

*With these things done, if no fell circumstance
Betrays your plan, you'll have a fighting chance
To make a speech which people will enjoy,
And that's no small accomplishment, my boy!*

Two Program Novelties . . .

By ERNEST S. WOOSTER

Throw Me a Line

Recommended for those more matured members, whose training has given them quickness and alertness and resourcefulness, is the "Throw Me a Line" type of program.

This is an all-out impromptu performance. The Toastmaster asks the club members to suggest a topic for the speaker, who has already arisen and is waiting to be introduced. (Sometimes a longer interval is allowed for preparation, but not more than a very few minutes, at the most.)

This mental exercise is always interesting to the audience, although it may at times be a bit painful to the victim who has volunteered. But the experienced Toastmaster can handle it.

He may not add much to the sum total of information cherished by his hearers. He may have to deviate in some measure from established fact. He may even stray from the subject, touching home base only with the opening and concluding sentences. (Lots of speakers do this too frequently anyway for it to be remarkable.) Just let him do his best.

Try this plan on a willing member now and then, to lend a fresh interest to a program. It gives him good practice, and may inspire others to learn how to land on their conversational feet.

But don't subject a new member to this ordeal, or anyone else who may not be prepared to accept the assignment.

The Critic Cuts In

" . . . and then they clapped him in the poky, where he remained until . . ."

"Just a minute, Joe," his critic interrupted. "You are telling about a man who subsequently became a hero and a leader. He was imprisoned because of political convictions, and not because of any crime he committed.

"When you fall into such slang as 'clapped him in the poky,' you drop from a lofty plane to a low one, and your talk loses dignity. Say 'put in prison,' or 'jail,' but not 'poky.'"

This is a hard kind of evaluation to take, when the speaker is interrupted at the moment the mistake is made, but it has great advantages for those who have the fortitude to invite on-the-spot appraisal.

Right while it is fresh in his mind, the speaker has the opportunity to make changes. For instance, if his gestures are criticized, or his lack of them, he can mend his manners at once, as he continues with the speech. He doesn't have to wait a month for another chance.

An indirect advantage to the speaker who is willing to submit to this ordeal in the hands of a friendly critic is the training he gets in recapturing a train of thought, in adjusting himself instantly, in re-forming his procedure. But the method has value not only to the speaker, in helping him to quick correction, but to the listeners, who can see criticism dramatized and brought to life.

It's a Good Idea

Under this heading are offered suggestions from the clubs which may help others. Readers are invited to contribute their "good ideas" for the benefit of all.

It is an excellent idea to set up some sort of "Ah-Meter" in your club. This may be a light which can be flashed, or a bell which can be tinkled whenever a grunt is heard from a speaker; or it may be merely a member appointed to keep count on the extra syllables and read the score at the evaluation period. In some clubs, a fine of one cent is levied against the offending member for each aspirated pause. Whatever the method, it is a good idea to eliminate this miserable habit from your group.

Study Your Impromptus

It is a good idea to have a special committee appointed to make a study of the club's Table Topics practice. Let them consider the purpose underlying the impromptu discussion period, and study the club's methods to see whether the best use is being made of the opportunity. If the members of this committee will study the folder, provided by our Educational Bureau, on the origin and nature of Table Topics, they will learn much for the good of their club. Let them design a series of topics for a month, and demonstrate what can be accomplished by wise use of this impromptu program feature.

"Sunk Without a Trace"

That is what happens if you move or change your address and fail to notify the post office and

your correspondents. You would be amazed at the number of letters and other mailings which go out from the Home Office, and which come back marked, "Gone, no address," or "Moved, no instructions," or "Unknown at this address." When you change your address, the very least you can do is to leave definite forwarding instructions at the post office. Still better, you can use one of the mailing cards which the post office furnishes, free of charge, to notify Toastmasters International and other correspondents that your new address is so and so. Don't drop out of sight, unless you feel really unimportant.

The "Warm-Up Box"

Mobile, Alabama, Toastmasters have hit upon a good idea which they call the "Warm-Up Box." Each month, a list of half a dozen members is published in the club's bulletin under this caption. These men are thus notified that they may be called upon to substitute on short notice for an absent member who was scheduled to perform. Any of these who are not called on during the month are automatically placed on the first program of the succeeding month. It is a good way to use associate members, as well as a means of insuring that prepared speakers will always be available to respond when needed.

We Are Pleased!

DEAR EDITOR:

Just a word to say that I believe the October issue of *The Toastmaster* is the best you have published. It is full of valuable messages.

—Norton B. Stern, Santa Monica No. 77, California

DEAR RALPH:

I congratulate you on the splendid work you are doing with the Personal Interviews and Progressive Training. The many favorable comments I have heard appear to come from the men more experienced in area and district work.

—Harry W. Mattison, Minneapolis No. 75

From "Toastmaster Tabloid," bulletin of Ashland, Kentucky, Toastmasters Club. Editor, J. E. Maddox:

"The last issue of *The Toastmaster* magazine was the best I have seen up to date. Have you read it?"

DEAR SIRs:

At a recent Student Leadership Conference held at Colorado A. & M. College, it was my assignment to conduct a question and answer session on parliamentary procedure with a group of approximately one hundred student leaders and faculty members. In searching for possible source materials which might be made available to student groups, I found the Toast-



masters' approach to the subject the best obtainable.

From the reaction of the men at the conference, I anticipate that several groups will desire to obtain the training materials, if that can be permitted by Toastmasters International.

—M. Warner Miller, Counselor for Men, Colorado A. & M. College, Fort Collins.

Note: The desired materials were made available, and Mr. Miller reports that the University of Denver also is interested.

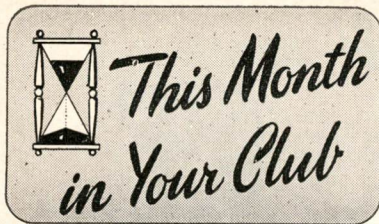
From Doris Sponseller, Associate Professor, Secretarial Studies, of Ohio University:

"I was particularly interested in the article in the June issue on "Better Letters, Too." I am going to read it verbatim to my classes."

DEAR TED:

"Your letter and kit (President's Kit) have arrived and are in full use. They are not just a great help in doing the work—they are doing a great job with a little help!"

—Carlton Conaway, President, Mt. Helix Toastmasters, La Mesa, California.



THE POINT OF EMPHASIS —

Speech Construction—
Intelligent Planning Standards for
January Programs:

- a. One educational talk at each meeting.
- b. Every member to submit the outline for his speech before he speaks.
- c. Each program for the month carefully planned in detail.
- d. Evaluation planned in advance for the entire month.
- e. Three special programs during the month — one "Theme" program; one formal debate or panel discussion; one meeting devoted to national and international affairs. (Presidential Inauguration and United Nations activities.)
- f. Table Topics planned to include one carefully arranged parliamentary practice and one discussion on "How I Prepare My Speeches."

Planning

Plan in advance —
each Program
each Table Topic Discussion
each period of Evaluation.

Standards for Club Management

- a. Complete club contest to select speaker for the Area Contest.
- b. Check up on Club-of-the-Year progress.
- c. Keep in close touch with Area and District officers.
- d. Promote visitation of other clubs.
- e. Report members who are ready to receive Basic Training certificates.

Plan for Advancement

Cooperate with campaigns for worthy causes: Red Cross, March of Dimes, National Brotherhood Week, and similar efforts which need speakers. Individual Toastmasters gain experience and make a worth while contribution by speaking for such projects.

Plan Your Reading

"Reading maketh a full man."

O. K. Let's fill up our minds. Plan to read at least one purposeful book each month in 1949.

Start with biography. There is no better source for speech materials than in the life stories of men who have achieved.

Spend a few evenings with Chauncey M. Depew, one of the most popular after-dinner speakers. Ask at the library for his book entitled "My Memories of Eighty Years." Then read it, and see if you can't find at least three good speeches in it.

Renew acquaintance with Oliver Wendell Holmes and his delightful "Autocrat at the Breakfast Table." Speech suggestions without number are to be found here.

For fiction, read Dickens this month. Try "Hard Times," and enjoy Mr. Gradgrind and his mates. If you prefer, tackle Mr. Pickwick, or Martin Chuzzlewit, or some others of the Dickens family, but read one of them during January.

Plan your reading. Perhaps your club has not yet discussed Gunther's "Inside America." It is not too late for that. Do it this month.

The Record of Growth -- "700 by 70"

No.	Name	Location	District
644	Monongahela.....	Monongahela, Pennsylvania.....	13
645	Will Rogers.....	Tulsa, Oklahoma.....	16
646	Westwood Jr. C. of C.....	Los Angeles, California.....	1
647	Mansfield.....	Mansfield, Ohio.....	10
648	Wilshire Center.....	Los Angeles, California.....	1
649	Oxnard.....	Oxnard, California.....	12
650	West Central.....	Seattle, Washington.....	2
651	Tongass.....	Ketchikan, Alaska.....	U
652	Magic Empire.....	Tulsa, Oklahoma.....	16
653	Vincennes.....	Vincennes, Indiana.....	11
654	Decatur.....	Decatur, Illinois.....	8
655	La Canada.....	La Canada, California.....	1
656	Mt. McLaughlin.....	Klamath Falls, Oregon.....	7
657	C. P. A.....	Portland, Oregon.....	7
658	Shrine.....	Dayton, Ohio.....	10
659	Ironton.....	Ironton, Ohio.....	10
660	Hub.....	Lubbock, Texas.....	25
661	Piasa.....	Maplewood, Missouri.....	8
662	Algonquin.....	Webster Groves, Missouri.....	8
663	Ottumwa.....	Ottumwa, Iowa.....	19
664	YMCA, Northern Branch.....	Detroit, Michigan.....	U
665	Morton Grove.....	Morton Grove, Illinois.....	8
666	George Rogers Clark.....	Jeffersonville, Indiana.....	11
667	Calgary.....	Calgary, Alberta, Canada.....	20
668	Mountain Home.....	Mountain Home, Idaho.....	15
669	San Antonio.....	San Antonio, Texas.....	25
670	Jerome.....	Jerome, Idaho.....	15
671	Junction City.....	Junction City, Oregon.....	7
672	Hannan YMCA.....	Detroit, Michigan.....	U
673	Hattiesburg.....	Hattiesburg, Mississippi.....	U
674	Fisher YMCA.....	Detroit, Michigan.....	U
675	Quincy.....	Quincy, Massachusetts.....	U
676	Turning Wheel.....	Detroit, Michigan.....	U
677	Redmond.....	Redmond, Oregon.....	7
678	Evergreen.....	Camas, Washington.....	7
679	St. Cloud.....	St. Cloud, Minnesota.....	6

HOW WE TALK

SINGULAR PLURALS

Those Latin Plurals

They cause much confusion, those Latin words not yet fully assimilated into English.

Do you say memorandum or memoranda? There is a difference. Memoranda is the plural form in the Latin. It should not be used in a singular sense, as "a memoranda." We are not yet accustomed to saying "memorandums," which would be the plural in English. The safest way, when you have items in your memorandum book, is to refer to your "notes."

Phenomenon is another Latin word with a confusing plural. Perhaps we shall some day become accustomed to adding an *s* to form its plural, but present usage tends to keep the Latin form, *phenomena*. But we must remember that *phenomena* is plural, and it is not good form to speak of "a phenomena." You can always stick to plain English, and make it "strange sights," or "startling apparitions."

A criterion is a standard for judging. The Latin plural is *criteria*, but *criteria* is gradual-

ly winning a place. You can play safe by saying "standard" instead of criterion, but never use "criteria" when you mean only one. It is distressing to your cultured friends when you say that the dictionary is your criteria.

Medium has pretty well completed its adoption into English. You can safely speak of "mediums." But many people, trying to be scholarly or technical, are using "media" without knowing how to treat it. Never say "this media," or "a media." The form is plural. You might as well say "this men." You may pluralize it in regular fashion and say "mediums," if that is what you mean.

It is a safe rule, when in doubt about the Latin words, to stick to English. If you think you should resort to classic words, look them up before you try to use them.

Also Those English Plurals

Heard on the radio: "The General Pet Supply Company is going to give all their customers a new service." The question is—*is they*, or *are it*?

From a club bulletin: "The committee is trying to get all their members to take part in the planning."

The whole matter revolves around the question of the singularity or plurality of a committee or a company or any other group of people. If we start out making it plural, we should be consistent. If we call the committee or the company or the assembly "it," we should keep on making it singular.

"Each member will bring their own lunch," said the social chairman, announcing a picnic.

We know what is meant, which is the principal thing. Let's not be hidebound about this matter of grammatical correctness. The English language is defective as to collective pronouns. Maybe we should draft "their" into service, and give it accredited standing, instead of bootlegging it.

And see how this one strikes you: "This matter," asseverated the speaker, "affects the lives of every individual citizen." Just how many lives does the average individual citizen possess?

But what about words like athletics and news and politics and measles? Are they singular or plural? Shall we say "Athletics are a required study?" or "Are there any news today?" or "Politics are getting hot these days?" or "Measles are becoming epidemic?" For safety, treat them all as singulars. Say, "Athletics is a required study," or "Measles is epidemic."

The language is full of pitfalls for the speaker. Either he will be careful or he will be careless. He can learn the right ways and make them a habit almost as easily as he can carry on the wrong ways.

It is like table manners. You can eat pie with a knife if you prefer. The nourishment is about the same whether you use knife or fork or fingers, but good manners make you a more acceptable member of society. So does correct speech, even in the case of the perplexing plurals.

Troublesome Words

Here are some words from ordinary business correspondence at the Home Office. Do any of these bother you? The spelling given is that used by the writers who furnished the examples. Can you make the needed corrections?

Prepaired	Procedure
Intellegence	Rember
Amature	Sponsorer

Lear (he meant leer)
Humerus (for humorous)
Manuel

And here are some words and expressions heard in club meetings:

"We are making up a Progress Chart with the names of every member on it."

"That was a marvelous speech. He did fine."

"The critic tried real hard."

"IN surance" pronounced with strong accent on the first syllable. The man who used it was himself an "IN surance" agent. He should memorize and repeat the slogan, "Insure in sure insurance."

"Electorial" instead of "Electoral," heard many times during the campaign.

"Irregardless." This old offender keeps on bobbing up. Unless you are definitely being humerus—excuse it please, we mean humorous—never use "irregardless." It contradicts its own meaning. What does it mean? Why, it means "regardless," so say what it means, and omit the word which the dictionary labels *erroneous* or *humorous*.

Time And The Tide

By ED MYERS, as published in the Newsmaster, bulletin of the Franklin Toastmasters Club, of Columbus, Ohio

Time and tide wait for no man. And at our Toastmasters meeting we are constantly swimming against the tide.

Many of our members feel that our meetings should end promptly at 8:30. Of course, there may be times when it would be necessary to go into executive session afterwards; but there should always be an intermission at 8:30 to excuse those who wish to leave.

To finish by 8:30 will require the cooperation of all members. Last Monday, with the splendid cooperation of the members on the program, we ran only three minutes overtime. We can do better, and we can do it every meeting. To this end, I offer the following for your consideration.

1. Keep the business part of the meeting short and snappy. Get the habit of taking up your business with some member of the executive committee, or writing it in to the NEWSMASTER. In this connection, it would be a help if the executive committee met at a certain, fixed and stated time every month for the purpose of disposing of all business for the month.

2. Responsibility for getting the meeting over by 8:30 should be

definitely fixed. The Toastmaster is the logical man to have this responsibility. He should have full control over the topic program, the speech program including the educational talk, the general critic, grammarian and the timer.

3. Here is a suggested schedule:

6:40—President yields control to Toastmaster.

6:45—Topic discussion begins.

7:20—Intermission.

7:25—Speech program starts, including educational talk.

8:05—Criticism begins.

8:25—Toastmaster returns meeting to the President.

8:30—Adjournment.

In order to make this time limit a matter of club policy, I intend to move that our meetings adjourn no later than 8:30.

It will be hard to adhere to a fixed schedule; but I believe that it will make for more lively and interesting and profitable meetings. With the cooperation of all members and careful planning by the Toastmaster at each meeting, we can swim against the tide and reach the other side by 8:30. *And we can do it at every meeting!*

One may go wrong in many different ways, but right only in one, which is why it is easy to fail and difficult to succeed — easy to miss the target and difficult to hit it.

—ARISTOTLE.

THE TOASTMASTER

Something To Think About

By HENRY RANNEY ADAMS, of Los Angeles Toastmasters Club No. 3

"Minds are not born; they are acquired by training."

—Henry C. Link.

"The mind can be conquered only by never leaving it idle, un-directed, masterless, to play at random like a child in the streets after dark."

—Arnold Bennett.

"Law and Power Invisible" is the title of a lecture by E. A. Kimball, which I wish I might have read years before I did. It led me on a voyage of discovery in the realm of the great unseen realities—the power, the principles, the basic truths, the eternal and unchanging forces which govern all the realities of life.

Had I known these things earlier, my God-given powers would have resulted in clearer thinking, calmer reasoning, and more accurate analyzing as I tried to evaluate events and conditions.

In the realm of the mind I began to realize the source of unseen forces in the physical world, such as gravitation and cohesion; and in the mental and spiritual fields, the power and force of thought, of the moral law, and of man's responsibility to work out his own salvation.

In this great realm of universal truth the Toastmasters Clubs must furnish leadership in order that we may be guided into right thinking, right living, and right judging.

"Truth," said Andre Gide, "wounds only its enemies—those who try to oppose it."

Aphorisms

If I shoot at the sun, I may hit a star.

—PHINEAS T. BARNUM

—(TM)—

Not failure but low aim is crime.

—JAMES RUSSELL LOWELL

—(TM)—

America never lost a war nor won a conference.

—WILL ROGERS

—(TM)—

A prejudice is a vagrant opinion without visible means of support.

—AMBROSE BIERCE

—(TM)—

Most people are akin to the old theologian who said that he was entirely open to conviction, but would like to see anybody who could convince him.

—E. R. TRATTNER

—(TM)—

When you have taken one trench there is always a new firing line beyond.

—O. W. HOLMES

—(TM)—

Just for a few hours on Christmas Eve and Christmas Day the stupid, harsh mechanism of the world runs down and we permit ourselves to live according to untrammelled common sense, the unconquerable efficiency of good will.

—CHRISTOPHER MORLEY

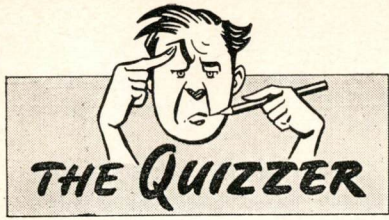
—(TM)—

Our definition of a Toastmaster is "A fellow who believes that it's never too late for one to learn more than one already knows."

—Bulletin of Crescent Bay Toastmasters, Santa Monica, Calif.

—(TM)—

The man who wants to be counted indispensable should never take a vacation.



Match the Meanings

For each word in the first column there is a synonym in the second column. See how many of them you can match.

- | | |
|------------------|-----------------|
| 1. Exacerbate | 1. Flay |
| 2. Exaltation | 2. Acquit |
| 3. Exasperate | 3. Annihilate |
| 4. Excelsior | 4. Embitter |
| 5. Excessive | 5. Vindicate |
| 6. Excision | 6. Aggravate |
| 7. Excogitate | 7. Emergency |
| 8. Excoriate | 8. Speedy |
| 9. Exculpate | 9. Higher |
| 10. Excursus | 10. Remonstrate |
| 11. Excretion | 11. Destruction |
| 12. Exercitation | 12. Anathema |
| 13. Exigency | 13. Waste |
| 14. Exiguous | 14. Practice |
| 15. Exonerate | 15. Uplift |
| 16. Exorbitant | 16. Diminutive |
| 17. Expeditious | 17. Expel |
| 18. Expiate | 18. Inordinate |
| 19. Expostulate | 19. Explanation |
| 20. Expurgate | 20. Digression |
| 21. Exterminate | 21. Excessive |
| 22. Extravagate | 22. Cleanse |
| 23. Extrude | 23. Devise |
| 24. Exegesis | 24. Atone |

HERE IS THE KEY—

- | | | |
|-------|-------|-------|
| 10—19 | 13—7 | 7—23 |
| 20—22 | 14—16 | 8—1 |
| 21—8 | 15—2 | 9—5 |
| 22—18 | 16—21 | 10—20 |
| 23—17 | 17—8 | 11—12 |
| 24—19 | 18—24 | 12—14 |
| | | 13—11 |
| | | 14—9 |
| | | 15—4 |
| | | 16—3 |
| | | 17—2 |
| | | 18—15 |
| | | 19—6 |
| | | 20—11 |
| | | 21—5 |
| | | 22—18 |
| | | 23—17 |
| | | 24—19 |

Who Said It?

Here are 13 familiar sayings. Who originated them? See how many you can identify. The answers are given at the bottom of the page.

1. Man proposes, but God disposes.
2. Better late than never.
3. It's an ill wind that blows no good.
4. Rob Peter to pay Paul.
5. A man's house is his castle.
6. Out of sight, out of mind.
7. Love me little, love me long.
8. This is the long and short of it.
9. The world's mine oyster.
10. Comparisons are odious.
11. All hell broke loose.
12. He that is down need fear no fall.
13. Variety is the spice of life.

HERE ARE THE ANSWERS:

1. Attributed to Thomas a Kempis, "Imitation of Christ," Bk. I, chap. 16; but also used by earlier writers, Matthew Henry, John Bunyan, John Heywood, for example.
2. Used by various early writers; John Bunyan, Thomas Tusser and others.
3. Shakespeare, "Henry IV," Part II.
4. Francois Rabalais.
5. Sir Edward Coke, "Third Institute," (1522).
6. Lord Brooke
7. Christopher Marlowe, in "The Jew of Malta," (1564).
8. Shakespeare, "Merry Wives of Windsor."
9. Shakespeare, "Merry Wives of Windsor."
10. Christopher Marlowe, (1564), John Donne (1573).
11. Milton's "Paradise Lost."
12. John Bunyan.
13. Cowper, in "The Timepiece"

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Dr. James F. Bean
1013 Milan Ave.
So. Pasadena, Calif.

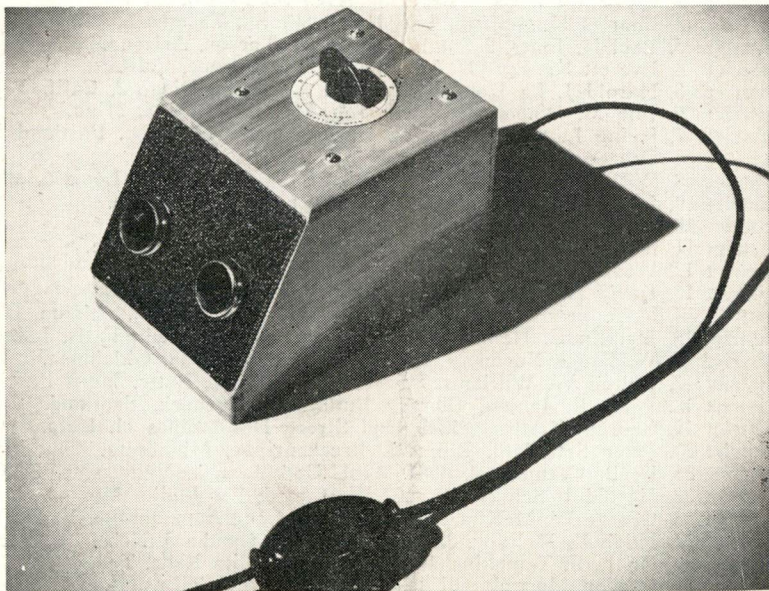
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