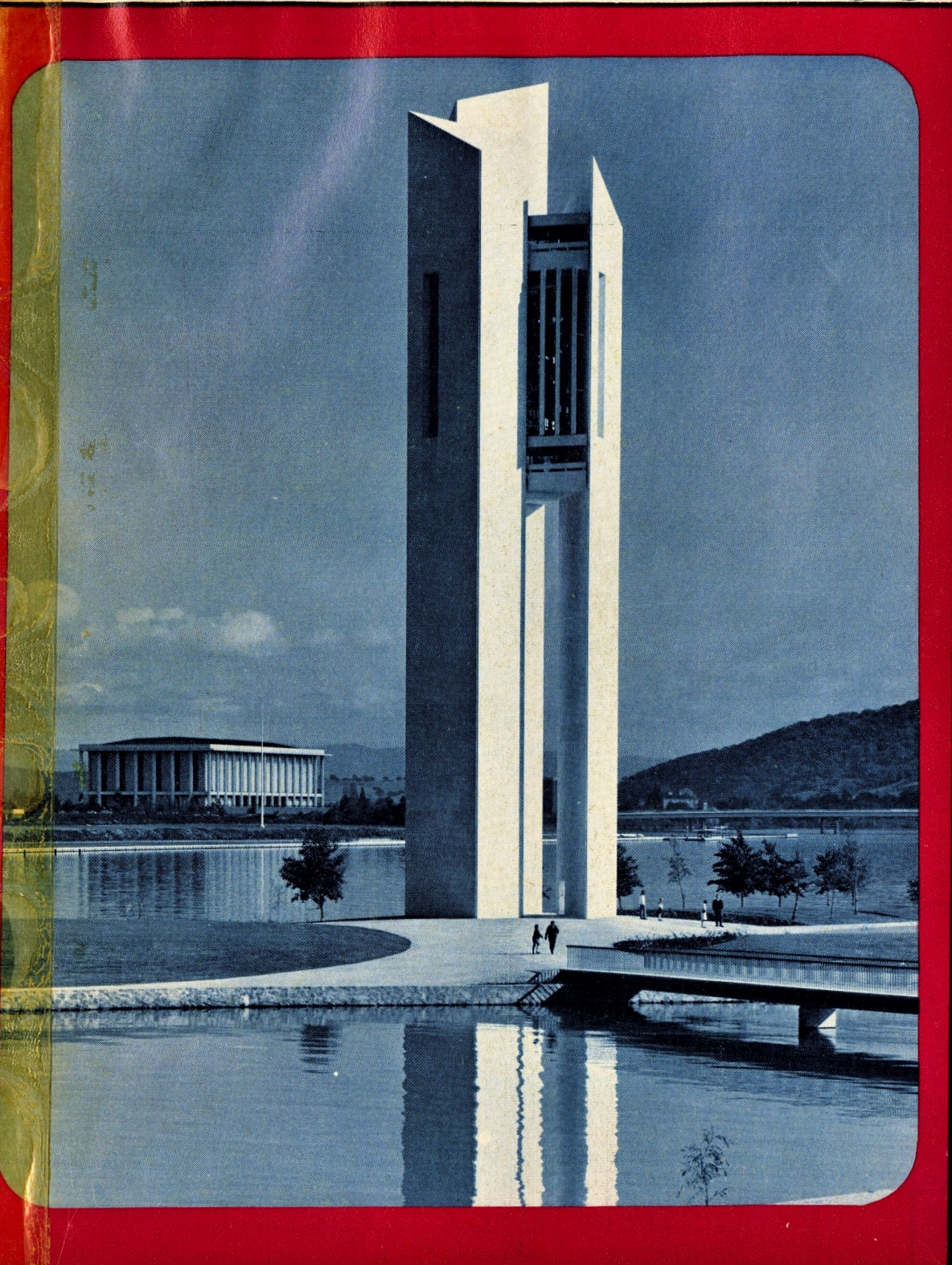


OCTOBER 1973

October 1973

THE TOASTMASTER



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

A Toastmasters club is an organized group, meeting regularly, which provides its members a professionally-designed program to improve their abilities in communication and to develop their leadership and executive potential. The club meetings are conducted by the members themselves, in an atmosphere of friendliness and self-improvement. Members have the opportunity to deliver prepared speeches and impromptu talks, learn parliamentary procedure, conference and committee leadership and participation techniques, and then to be evaluated in detail by fellow Toastmasters.

Each club is a member of Toastmasters International. The club and its members receive services, supplies, and continuing guidance from World Headquarters, 2200 N. Grand Ave., Santa Ana, California, U.S.A. 92711.

1973-74 OFFICERS

President—DAVID A. COREY, DTM

4617 Duke Drive, Portsmouth, Virginia 23703

Senior Vice-President—JOHN F. DIAZ, DTM

2808 S. Dorsey Place, Melbourne, Florida 32901

Second Vice-President—GEORGE C. SCOTT, DTM

109 Standard Plaza Bldg., Portland, Oregon 97204

Third Vice-President—ROBERT W. BLAKELEY, ATM

6304 May Blvd., Alexandria, Virginia 22310

Past President—DONALD W. PAAPE, DTM

10508 Mapleridge Crescent S.E., Calgary, Alta. T2J-1Y7, Canada

Executive Director—ROBERT T. BUCK ENGLE

2200 N. Grand Avenue, Santa Ana, California 92711

Secretary-Treasurer—HERBERT C. WELLNER

2200 N. Grand Avenue, Santa Ana, California 92711

DIRECTORS

Donald J. Costello, ATM, 439 William St., Racine, Wisconsin 53402

Roger A. Cuadra, ATM, 3260 Benton Street, Santa Clara, California 95051

Grafton H. Dickson, DTM, 62 Field Street, Clifton, New Jersey 07013

Hubert E. Dobson, DTM, 1205 Henry Road, South Charleston, West Virginia 25303

Robert G. Glenn, DTM, 808 Hodge Avenue, Ames, Iowa 50010

Jack M. Hartman, DTM, 5306 Mississippi Bar Dr., Orangevale, California 95662

Robert E. Herndon, DTM, Rt. 1, Box 707, Lumberton, North Carolina 27410

James G. Kalley, RR 1, Fairchild Drive, Newtown, Connecticut 06470

C. Thomas Kimball, ATM, 3133 Daisy, El Paso, Texas 79925

Thomas M. Marchant III, DTM, P.O. Box 5656, Greenville, South Carolina 29606

Ted A. Olcovich, DTM, 284 Millbrae Court, Ventura, California 93003

Patrick A. Panfile, ATM, 78 Stoneleigh Court, Rochester, New York 14618

Richard E. Schneider, DTM, 2417 N.W. 112th Terrace, Oklahoma City, Ok. 73120

R. Bernard Searle, ATM, 304 - 1306 Haro Street, Vancouver 5 B.C., Canada

Donald Story, ATM, 3528 Ferndale, Danville, Illinois 61832

Eric K. Stuhmueller, ATM, 168 St. Vital Road, Winnipeg, Manitoba, Canada

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DR. RALPH C. SMEDLEY, FOUNDER, 1878-1965

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PRINTED IN U.S.A.

Address all communications to THE TOASTMASTER, P.O. Box 10400, Santa Ana, California 92711.

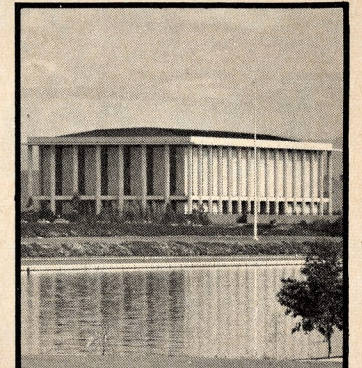
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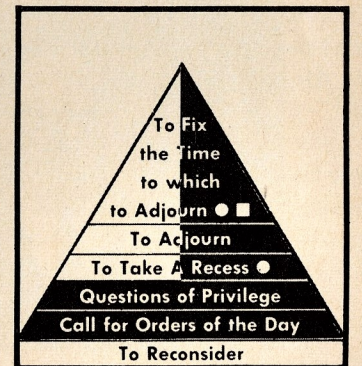
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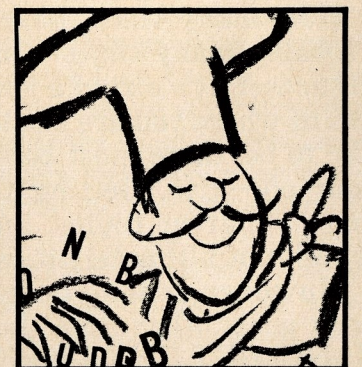
Bruce L. Anderson **EDITOR**
 Phil Interlandi **ILLUSTRATIONS**



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You can't get there from here.

International President David A. Corey, DTM



How many times have you heard that? Probably many times—most in jest, a few in earnest. It's sort of a joke, because regardless of where you are located, or where you'd like to be, there must be some way to reach your objective. Getting there may require many different routes, and many modes of travel, but ultimately it can be done.

However, when you consider reaching your goals other than those of place, YOU CAN'T GET THERE FROM HERE takes on a different meaning. Now, it may be more fact than fancy; in other words, some intermediate objectives must be reached before

you can realize the ultimate goal most easily.

For example, the calculus would be far less difficult to comprehend if the student is well-schooled in algebra and other mathematics courses leading to it. Most schools discourage enrollment in many courses of study until the student has completed prerequisites for those courses.

So it is in life. To derive the most from our activities in any endeavor, we must be prepared for each venture by having done whatever is necessary for that preparation. In Toastmasters it is the same. A world of opportunity for communication and leadership experience is available in our club, area, and district. If we are to get the most out of it, we'll have to make each experience build upon all the others. By so doing we can be assured we have derived maximum benefit from the program and our participation will have contributed to the benefits of others.

Then we will be ready to meet the next objective—whether the challenge be in time, space, or energy—with confidence.

So, the next time you hear someone say YOU CAN'T GET THERE FROM HERE, you can say: "Oh, yes you can! It's just a matter of knowing how."

Assuming your club publishes a bulletin, which is all too often a rash assumption, what is its I. C. (Information Content)? If your club doesn't publish a bulletin of any type, perhaps you should first take time to read Fred Stock's excellent article, "Last Week I Couldn't Spell Editor, Now I Am One," in the January, 1973, issue of *The Toastmaster* magazine. The article delves into the details of setting up, printing, and distributing bulletins on a *regular* basis. Otherwise, write to World Headquarters for "Your Club Bulletin" (No. 1156), which will give you information on starting or improving a club or district bulletin.

Bulletin or Schedule?

Now let us distinguish between a one page *schedule* of the next meeting and a two, or more, page bulletin which may include *as part of it* the next meeting schedule. Other than in terms of accuracy and timeliness, the meeting schedule bulletin is not the subject of this article. Assuming that all of the mechanics have been taken care of, the basic question still remains: does the bulletin serve any purpose other than a rehash of past events or confirmation of outdated calendars? The content that will insure a worthwhile bulletin is described in the following paragraphs.

Most bulletins should include a brief message from the Club President, Area Governor, etc., emphasizing a facet of Toastmasters or perhaps an item of general interest to the local membership. The message does not have to be a full-length novel; a hundred words or so would be sufficient.

Highlight Events

As with any newspaper, the bulletin should report *highlights* of *significant* events since the last publication date. This may take the form of a "From Here and There"

WHAT'S YOUR BULLETIN I.C.?

by Raymond Floyd
Club 2655-46

or "Bits-N-Pieces" column that reviews events and the people involved in a one or two sentence structure. This column is not for the re-hash of the best Table Topics speaker from the previous week, or other such non-essential information. As significant events of the past are reported, so should be significant coming events at least through district levels. The events included should be those occurring through the next publication date, perhaps slightly beyond, to allow additional time for mail delays or reservation-handling for special, high interest events. This section should normally be allotted no more than six lines, giving the events and their dates, even if the bulletin is published bi-monthly.

Advance Notice

In a vein similar to the highlighted coming events, the schedule for the coming meeting(s) should be included in the bulletin. The forecast of the meeting participants is important and should be prepared as far in advance as

practical. This advance notice may be two weeks (a one-week notice is tricky considering mail delays and preparatory time), a month, or more. Some would argue that schedules a month, or more, in advance are not practical, but once the club is accustomed to planning in this fashion, the members can only benefit from the advance notice.

Be Educational

Finally, we come to the *educational* happening of the bulletin. Here is an opportunity for the club member that gave an extraordinary speech on the use of visual aids, gestures, or whatever subject to *write* the same material, so all members may have a permanent copy for their enlightenment and future reference. This article should highlight the material, providing sufficient depth to impart the knowledge without all of the details. For this article, don't limit the sources to your club. Ask those outstanding speakers from other clubs, areas, or districts to share

their winning approach on such subjects as speech preparation, visual aids, speech evaluation, etc. You will find that most of those Toastmasters approached will be ready, willing and able to provide the article you are looking for. Be sure to complete arrangements for the article at least four weeks in advance of your publication date, and then follow up with another contact a week before the due date. If the article is successful, send it to *The Toastmaster* magazine for publication consideration on an international scale.

This Is For You

At this point you, as the editor of a two page bulletin, may believe that this article has no special meaning for you. *Nothing could be further from the truth.* All of the

items here are important, though not necessarily at the same time. Why must you always have a schedule of the next meeting, a note from the president, and a summary of events from past weeks in *each* bulletin? *Break out of the mold and alternate your articles.* If the necessity of the meeting schedule is acknowledged, there is still no reason why the other material cannot be alternated, or exchanged, in order to cover all facets of the bulletin's function. In a two page bulletin there is sufficient room for a schedule, a calendar of events, a president's message, and an *educational* article. And, from time to time, include a brief biographical sketch of the officers and members of your club. Properly planned, two pages can provide a considerable amount

of information to your readers, so don't waste it.

If you are going to take the time, energy, and expense of publishing a bulletin, then *don't* place the publication into the category of "junk" mail that already threatens to overwhelm your readers. Make the bulletin accurate, timely, informative, and above all *educational*. Bring the Information Content up and you will find members eager to read the next edition.

What's *your* club bulletin I.C.?

Raymond Floyd is a staff programmer for IBM in New Jersey. He has been editor of two Top Ten bulletins, *The Outline* club bulletin and *The Lectern* district bulletin. He is a member and past president of Cosmopolitans Club 2655-46, Whippany, N.J.

Test your grammar once again with Toastmaster Billy Booper, as he presents another collection of slips of pen and lip by world leaders.

Test your BQ (Bloopers Quotient) by circling the incorrect word or phrase.

1. "Laying on the hotel table was a five-year calendar."
2. "Today's woman wants the seat of power removed from behind the cloister of the apron to more accommodating ground."
3. "I don't want to trod that ground..."
4. "He offers small prices..."
5. "My father and mother, they told me..."

ANSWERS:

1. Whatever else the calendar was doing, it was not **laying**; it was **lying**.
2. One can be in favor of women's lib without mixing four—count them—metaphors.
3. Neither do I! I would be glad to **tread** that ground, however, in the present tense and, having done so, to tell you I **trod** it, using the past tense.
4. Small prices for small cars, I suppose? Please say **low** prices. **Small** means little; **low** means below or beneath.
5. Whatever else your father and mother told you, they didn't tell you about proper grammar. You've written a run-on sentence; omit **they**.

SCORE: 5 correct — perfect; 4 correct — excellent; 3 correct — good; below that, keep reading the Quiz!

Copyright Roll Call Newsfeatures

1973-74 Top Ten BULLETIN COMPETITION

Here are the guidelines for club bulletin evaluation and entering your bulletin in the Top Ten competition for 1973-74.

1. World Headquarters should be on your bulletin mailing list and should receive a copy of each bulletin you publish.

2. In addition, sometime during the year (July 1, 1973-June 30, 1974) you should send copies of three consecutive issues of your bulletin, along with a letter asking for a bulletin evaluation, to the publications department at World Headquarters. This will also serve as your "letter of intent" to enter the Top Ten Bulletin competition.

3. Immediately upon receipt of your evaluation request, your bulletin will be assigned an evaluation sequence number (based upon date of receipt) and an acknowledgment will be sent to you. Our goal is to send the bulletin evaluation back to you within thirty days.

4. If your bulletin is evaluated early in the publication year and you modify the bulletin in accordance with the suggestions contained in the evaluation, these improvements will also be considered in Top Ten judging. This means it is in your interest to ask for your evaluation as early in the year as possible, so you may have ample time to improve your bulletin.

DISTRICT BULLETIN competition: Send a copy of each bulletin you publish to the publications department at World Headquarters and you will automatically be considered in the Top Ten District Bulletin competition. If, in addition, you would like an evaluation on your district bulletin, please ask for one and we will be happy to send it.

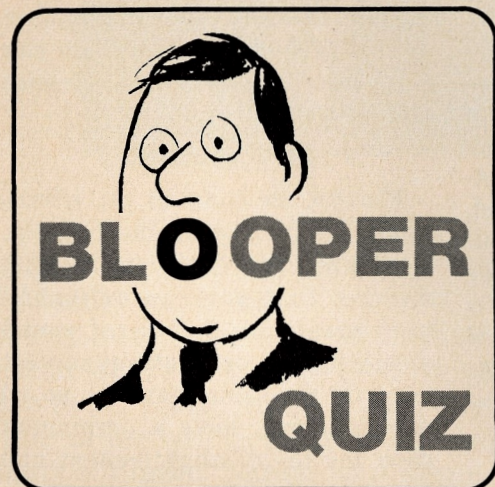
Both club and district bulletins are evaluated on the same standards. These are as follows:

1. Content: (50%)
 - (a) Is content balanced among educational articles, recognition of member and club achievement

- and progress, and encouragement to attend and participate in Toastmasters activities?
 - (b) Does it promote understanding of TI's programs, policies, and organization?
 - (c) Does it reflect the TI Standard of Excellence?
 - (d) Does the bulletin contain personality profiles and business reports?
 - (e) Does the bulletin prominently feature the editor's name, address, etc?
 - (f) Does the bulletin clearly indicate club name, club and district number, place and time of meeting?
2. Readability: (25%)
 - (a) Does the writing meet acceptable standards for sentence structure, spelling, punctuation, and grammar?
 - (b) Does the writing indicate careful attention to clarity and to providing accurate information?
 3. Eye-Appeal: (25%)
 - (a) Does its overall appearance stimulate readership?
 - (b) Does the layout indicate careful attention to page balance, to the effective use of borders, boxes, white space, artwork, and use of color?

We encourage all bulletin editors to enter Top Ten competition and to use the advice given by the publications staff at World Headquarters. These guidelines are designed to be as fair as possible, based upon past experience with bulletin competition, and it is hoped that they will eliminate problems that have occurred in the past.

NOTE: If World Headquarters received your bulletin last year, it was considered in the Top Ten competition whether or not you received an evaluation. Because of the unusual number of evaluation requests late in the year, we were not able to complete evaluations before the Top Ten judging. We encourage you to make your requests early this year.



HOUSTON: CONVENTION '73

Houston's new Intercontinental Airport was crowded with people wearing a "T" on their lapels as attendance began building for the 42nd annual Toastmasters International convention. By Tuesday night there were enough Toastmasters at the Shamrock-Hilton Hotel to fill the large Embassy Room for the Proxy Prowl, where acquaintances were made and renewed and campaigning for International offices continued.

Wednesday morning the convention officially opened with a colorful Parade of Flags and messages of welcome from state, city, and district officials. Among the highlights of the opening ceremony were the presentation by the Boy Scouts of America of a beautiful plaque in appreciation for the work done by Toastmasters in the Scouts' speech contest; the presentation of the flag of the Bahamas by a Toastmasters delegation from that country; and the chartering of the Hanoi Hilton Toastmasters Club 3535-U. The charter and club banner were accepted by Col. Laird Gutteresen, USAF, who was co-founder of the first true Toastmasters club in the North Vietnamese Prisoner of War camps. Col. Gutteresen presented a moving speech which gave insight into the life of a prisoner of war and the problems surrounding the formation of a Toastmasters club where writing and public speaking were prohibited.

The Wednesday sessions continued with the District Governors' Luncheon, featuring the Golden Gavel Award presented to Dr. S. I. Hayakawa of San Francisco State University. During the luncheon, recognition was given to the 1973-74 district governors and the six President's Distinguished District governors for 1972-73 were also honored.

Wednesday afternoon of convention week continued with the Toastmasters Forum — a panel discussion with International Officers and directors—and concluded with the evening caucuses of international candidates.

Thursday was election day as Toastmasters validated their proxies and participated in the excitement of the annual business meeting. David A. Corey, DTM, of Portsmouth, Virginia, was unanimously elected 1973-74 President, and the other International officers elected were John F. Diaz, DTM, of Melbourne, Florida, senior vice-president; George C. Scott, DTM, of Portland, Oregon, second vice-president; and Robert W. Blakeley, ATM, of Alexandria, Virginia, third vice-president.

Eight Toastmasters were elected for two-year terms on the Board of Directors: Hubert E. Dobson, DTM, of South Charleston, West Virginia; Robert E. Herndon, DTM, of Concord, North Carolina; James G. Kalley, of Newtown, Connecticut; C. Thomas Kimball,

ATM, of El Paso, Texas; Ted A. Olcovich, DTM, of Ventura, California; R. Bernard Searle, ATM, of Vancouver, B.C., Canada; Donald Story, ATM, of Danville, Illinois; and Eric K. Stuhlmueller, ATM, of Winnipeg, Manitoba, Canada.

Following the early afternoon Idea Fair, where Toastmasters saw displays of TI materials and ideas, the general educational session got underway with Dr. Richard Salzman of the Research Institute of America speaking on "Futurism."

The Thursday night "Houston Holiday" was attended by hundreds of Toastmasters, wives and guests. The party was hosted by District 56 and the costumes representing favorite holidays lent a festive air to the gathering.

Educational sessions resumed Friday morning with a "Forward From Fifty" presentation at which ideas were exchanged between participants on stage and the audience. David L. Schmidt followed with a multi-media presentation on Body Language, which also featured participation by the audience. The afternoon sessions continued the educational program as the new Listening to Learn tape program was introduced and Project Fun was highlighted at the "Win With Win TV Show." The educational session closed with Bo Gates' presentation of "Humor Helps."

The formal President's Dinner Dance concluded the day as the new Board of Directors was installed and the gavel was passed from President Paape to the new international president, David Corey.

Concluding the convention on Saturday morning was the popular Hall of Fame Breakfast and International Speech Contest. At the contest, the finalists from the eight regions in North America competed for the honor of best speaker of the year.

Charles W "Doc" Stewart of San Antonio, Texas (Region 3), won first place in the International Speech Contest with "Reach Out and Help Me"; speech contest second place was won by David Johnson of Minneapolis, Minnesota (Region 4), with his speech, "Imagine That"; and Charles W. Day of Rockville, Maryland (Region 7), won third place, speaking on "The Winner."

Winner of the International Taped Speech Contest was Jerry O'Donovan of Melbourne, Australia, with "The Corn Is Green"; second place was won by David Gandell of Palmerston North, New Zealand, with his speech, "A Fable"; and third place honors went to Angus MacLeod from Johannesburg, South Africa, who spoke on "The Good Guys and the Bad Guys."

The convention theme — Forward From Fifty to Club Program Excellence — will be carried on the President's banner throughout the 1973-74 Toastmasters year. It will stand as the symbol and inspiration of the opportunities that await Toastmasters in the coming years.

The next meeting of the Board of Directors will be November 8-10, 1973, at World Headquarters, Santa Ana, California.

town of the month

canberra, australia

Canberra, seat of Australian Government, is the country's largest inland city and one of its most beautiful. With its concentric road system, tree-lined boulevards, and acres of parkland, it is the only large Australian city created in the 20th century. It occupies the Australian Capital Territory, and is located two-thirds of the way from Melbourne to Sydney, the country's two largest cities.

The city's official heart is the parliamentary triangle limited by two main centers, Capital Hill and City Hill; these are separated by Lake Burley Griffin, an artificial lake filled in 1964. A significant aspect of the city is the phenomenal growth of its suburbs, highways, governmental and scientific institutions. Canberra also offers a variety of recreational opportunities, with mountain skiing and ocean surfing within easy driving distance.

Canberra is also the home of one of the newest Toastmasters clubs, the Woden Valley Club 494-70, with another club soon on the way. A growing Toastmasters group reflects a growing city as we salute Canberra—the Toastmasters Town of the Month!

The cover: The Carillon in Lake Burley Griffin, the heart of Canberra. A triangular cluster of white shafts supporting 53 bells, the carillon was presented by Britain to commemorate Canberra's 50th anniversary in 1963.

Forward From Fifty...

to club program excellence

"Forward From Fifty to Club Program Excellence." Those seven words constitute a theme; they title the President's program for 1973-74; they call attention to the Golden Anniversary of TI to be observed in calendar 1974.

More important, the words symbolize a challenge and an opportunity — an opportunity for Toastmasters, clubs, areas, divisions, districts, and International — to focus public attention on the Toastmasters program, and internal attention on developing club meeting programs that meet the Toastmasters standard of excellence... programs that will enhance the image of the organization and cause guests to become members and members to remain in the club.

1974 marks 50 years of growth and development by Toastmasters, from a single club in Santa Ana to clubs throughout the free world. It is a milestone year of opportunity for people to improve their basic communication skills.

The opportunity it represents for every level of the organization — international, district, division, area, club, and member — is one of promotion and community awareness, as well as one of instilling in the membership a pride of accomplishment through participation.

A Unique Opportunity

The opportunity must be seized immediately. It will not present itself for another 50 years. Planning should already be underway for a Golden Anniversary year of action that will put forth the best of the Toastmasters programs—achievements of the past and potentials for the future.

A year-long program of action is scheduled through a coordinated effort at every level of organization. The district (and division where applicable) and area are to serve primarily as coordinating agents, developing some activities on a district, division, or area-wide basis and assisting clubs in their own special programs and promotions.

Ideas and Materials

Since early summer, TI has been providing ideas and materials to the districts through the Regional Conferences and the International Convention — ideas upon which they can build programs for the fall conference this year that will assist and motivate the clubs in planning their own programs.

Every district must devote a portion of its educational time at the fall conference to the 50th Anniversary, giving clubs the assistance and ideas they need to set forth their own plans. Districts are also encouraged to plan and develop activities on a district-wide basis to help bring the 50th Anniversary observance into focus and to give it maximum public attention.

In addition to serving as an idea stimulant for the clubs, the district can get maximum mileage out of some of the following programs that clubs or areas cannot manage alone.

□ Project Spot, an annual public information-activity designed to take advantage of public service radio and TV time, will be conducted at the district level in January, with coordination and the necessary materials provided by World Headquarters.

□ The Communication and Leadership Award to an outstanding person in the district at the spring conference provides an additional public information activity that can be neatly tied to "Forward From Fifty."

In addition to Project Spot, districts should be alert to opportunities for exposure on radio and TV talk shows, interviews and other regularly scheduled programs in every major city.

□ The visits of international officers or directors also lend themselves to district-wide publicity and recognition.

Forward from Fifty

The theme, "Forward From Fifty... to Club Program Excellence," should be highlighted

throughout the year at all regular and special functions, including the spring and fall conferences.

The area governor and his team need to be alert to every opportunity to utilize the 50th Anniversary as a vehicle for publicity and inter-club programming. The area can be of particular assistance to the clubs by serving as a clearing-house or coordinating agency, assisting them in joint meetings, and coordinating publicity and area-wide functions where the 50th Anniversary can be brought into the spotlight.

The area speech contest, for example, can be built around a Golden Anniversary theme, and with proper planning and promotion, can attract wide public attention and publicity, particularly in large metropolitan areas and other locales where the area coincides with the radio, TV and newspaper territories. The area team with clubs in the same media range should be particularly aware of coordination to avoid overlap by the clubs in media contacts.

Maximum Public Awareness

In essence, the 50th Anniversary provides a never-before opportunity for maximum public attention to be focused upon the Toastmasters program, and at practically no cost to the club. The effort, however, will require the cooperation and development participation of all Toastmasters. THE TOASTMASTER magazine, TIPS, and other regular and special mailings throughout the year will highlight "Forward From Fifty," featuring additional ideas and materials that are available to assist the club, area and district.

Programming Is the Key

To bring about the excellence in programming, clubs will need to put a new emphasis on this vital aspect of the club meeting — attention focused on the Toastmasters Club will create a negative picture unless a total effort is put forth to provide interesting, meaningful and creative meetings that show the guest and the public our very best product. TIPS and THE TOASTMASTER magazine will feature fresh, new approaches to club programming and activities in "How to" articles and features during the year. Other opportunities for the club to focus attention on "Forward From Fifty" include the following (Districts, divisions, and areas can adapt many of these ideas for broader use).

□ The special 50th Anniversary edition of Publicity and Promotion Programs (Code 1139), which was issued at the Convention, is being mailed to each club. It is full of ideas for publicity, special promotions, proclamations, and other "Forward From Fifty" activities. The club should immediately review this publication for planning and scheduling special events and meetings.

Also available to the club is a special 50th Anni-

versary insignia for use on club bulletins and other mailings.

□ The club anniversary presents an excellent opportunity to draw public attention to the Toastmasters program. Regardless of the number of years a club has been chartered, it can highlight the Golden Anniversary of TI at its own anniversary program. Invite local business, industry and government leaders. Include the news media.

□ April Invitation Month is designated as a special period for membership development and the "Forward From Fifty" theme should be incorporated in programs for the month, invitations, public announcements, and news releases.

□ A "Forward From Fifty" tie-in will give news releases on any club activity or program a fresh, newsy approach. Clubs — and areas and districts as well — should develop their own Project Fun plans to include a "Forward From Fifty" flavor, and such activities as contests between members, clubs of the area and district.

□ Displays at public libraries, local or county fairs and celebrations, and business and institutional buildings can highlight the Toastmasters program and gain a special significance when they feature the 50th Anniversary. Clubs should consult the Publicity and Promotion manual for additional ideas in this area. Shopping centers, youth career fairs, and bulletin boards in members' firms provide additional opportunities for displays and announcements.

□ Proclamations by mayors and governors and other elected officials can be arranged by clubs, areas, and districts. They will generally attract news and publicity coverage, particularly if they are presented or announced in connection with a special meeting or observance. Samples are included in the Publicity and Promotion manual.

Basic to the success of "Forward From Fifty" and the Golden Anniversary celebration is widespread publicity and information. The club, area, and district should be well along in their plans for achieving this publicity by developing, prior to the kickoff in January, 1974, a year-long plan of action that will incorporate as many of the ideas presented here as possible, as well as others that will be forthcoming, both from TI and from members.

The TI Board of Directors has developed and adopted a 5-year plan to chart the course for the future of the organization. A 5% net increase was established as a goal for membership and club growth during 1973-74. It is significant and indeed appropriate that the first year of this long-range plan coincides with TI's 50th Anniversary observance. It is imperative that every club and district put forth a full effort toward achieving these goals. "Forward From Fifty" is just the beginning.

MANAGEMENT — BY LISTENING

PART 3:

What's New in Listening

by Guy E. Weismantel



Seven out of each ten minutes that you and I are awake, we are communicating in one form or another. This time is devoted 9% to writing, 16% to reading, 30% to speaking and 45% to listening.

Noting these figures, an engineer may decide to evaluate his own listening ability or institute a listening program for his subordinates. While much of the listening literature simply warns against poor listening, there are several fine new programs now available, and others are in the planning stage, which offer the engineer a chance to enhance his listening ability.

Dun & Bradstreet, Inc., Business Education Div., New York, has just introduced a "Complete Course in Listening." Developed by Dr. Ralph G. Nichols, University of Minnesota, Minneapolis, the course focuses on one's own Central Listening Ability (CLA).

Central Listening Ability

There are four parts to CLA: overcoming distraction, detecting central ideas, maintaining objectivity, and evaluating the message. The Dun & Bradstreet course tackles each of the points via a series of cassette tapes, various exercises and workbooks, and a conference leader's manual. A company is able to administer the program in-house without using outside instructors, or an individual can take the course on his own. Exercises teach you to overcome distraction despite noise, interruption,

or the speaker's jargon, pomposity, dialect and alliteration.

If you can detect the central idea of a message, you can understand and retain it better. Identifying the main idea involves fastening the facts to framework; this is known as the structure of the message.

Dr. Nichols told CHEMICAL ENGINEERING that "a person who sees the message sees a skeleton and uses this to hang on similarities. If you listen like a sponge, you don't get much. There are four basic structures a listener can use, on which to hang things:

1. Time sequence: utilizing past, present, future concepts.
2. Space sequence: ladder of success, five tributaries, jungle gym.
3. Enumeration patterns: 1, 2, 3, etc.
4. Problem - solution aspect: subdividing what one hears into halves and pairs.

"I have a deep conviction that facts are only retained on a type of fastener," says Dr. Nichols.

An angry listener is a bad listener, therefore it is important to maintain calm. Dun & Bradstreet tape cassettes contain drills that bombard you with every kind of emotionalism — outrageous statements about race, religion, politics, personalities. No matter how hard you try to keep cool, you can become upset and miss key points.

Evaluating the message enables you to cope with emotional harangue, test the speaker's evidence, and evaluate conclusions and implications.

The cost of a corporate-wide license for the listening course, including tape players, cassettes, leader's manual and 100 workbooks will run about \$1,300. Other options are available.

More Listening Courses

Xerox Corp., New York, charges a similar fee for its "Effective Listening" program. This is an older course that has been recently complemented by a booster series, "Advanced Effective Listening." Several CPI companies have used the Xerox approach (Lummus, Combustion Engineering, Institute of Gas Technology, Dow, Sinclair, and others) with listening effectiveness improving up to 45%.

Employees are confronted with a series of realistic listening situations (using tapes, texts, response books and administration instructions) designed solely to increase listening ability. Instruction tapes include background noise, speaker bias, emotional overtones and distractions in every normal listening situation.

The advanced course digs into the more complicated problem of listening to multiple speakers, listening and note taking, and writing memoranda —

the focus is on deriving greater value from the time spent in meetings.

Toastmasters International, Santa Ana, Calif., is about to introduce an easy, practical, inexpensive (dues are only \$12/yr.) way for an individual to improve listening skills. The course is called "The Communication and Leadership Program." (See the back cover for Toastmasters' latest listening program.)

Industrial Situations

Frank J. Jasinski, Director of Career Development, TRW, Redondo Beach, Calif., says. "The chief element in communication is to create an environment or condition that is open and honest, where people work together to solve problems — it is really more of a process than a program. People are constantly moving in and out of projects, and on occasions we have to build, in a day and a half, a team that works like it has been together for three and a half years. The key element is to make the individual aware of what he must do, and this involves active listening."

So, the question arises: How do you teach one to listen? And at TRW the answer is pretty simple—you don't teach it, you experience it. In project-team building, men are put together with the job of solving a real live problem. By creating an openness, members of the group have the experience of listening for feeling and facts.

The Industrial Relations Dept. is called in whenever a new project team is formed in an attempt to create openness among the group. This involves receptiveness (where a person hears you) and expressiveness (where a person "levels" with you). One might consider this a type of on-the-job sensitivity training. Listening is not concentrated on *why* a person manifests a certain behavior but, rather, *what* his behavior is, and what he is saying. This kind of awareness is based on a system of act and critique, act and critique, act and critique, instead of act, act, act. Employees begin to critique themselves when problems occur, with comments like: "You look angry." "Yes, I guess I am." "Do you know what you just did to that guy?" "Yes, I didn't realize it."

Nonverbal Listening

Did you ever hear a person smile? Listen carefully to the other person — his face, his mouth, his eyes and his hands. Listen to his walk, his posture and the clothing he wears — each transmits a message.

The body is full of silent signals from an angry frown to raised eyebrows. These signals were dis-

cussed in a recent issue of the British journal, *New Scientist*, and described later in *Time* magazine.

According to the *Time* article, a team of doctors under Dr. Michael Chance, Birmingham, England, "has catalogued no fewer than 135 distinct gestures and expressions of face, head and body. This human semaphore system, they explain, is not only capable of expressing an extraordinary range of emotions, but also operates at a lower — and sometimes different — level of consciousness from ordinary speech."

Apparently such nonverbal language is easily observed in children who are far less restrained than adults; and subtle traces of posturing and gesturing are still evident in adulthood. These are activated at times of stress. The movements "may be quite inconspicuous and unconscious."

"By reading such unconscious gestures . . . the psychiatrist . . . may get more valuable information on the progress of therapy from the silent signals than from the spoken word."

Perception of the nonverbal language requires a listening skill perhaps even more intricate than understanding words. Dr. Seth Fessenden has described this aspect of listening by saying that language is an abstract use of symbols:

- There is a language of gesture and movement.
- There is tonal language.
- There is a phonetic language.

Readiness to listen includes the above, as well as a "mental set" and intent to listen and understand. Sound can indicate mood. Just like the sound of a jet warming for takeoff, the body can give off similar signals.

So, to really listen, it is necessary to put all your senses on alert; true listening involves more than hearing. A smile (as one walks down the street) may receive a smile in return, and communication can take place without a word being spoken.

Len L. Lasnik, Director, Alameda County, Calif., Schools Dept., is responsible for many of the new ideas in nonverbal communication. The work, pointed at helping the teacher, will find industrial significance. It involves use of space (certain territorial rights are traditional in the classroom), when and where a teacher can travel in a classroom, and the use of time. Students receive certain nonverbal actions of the teacher without deliberate reflection, and this behavior by the teacher can be symbolic or nonsymbolic, spontaneous or managed.

McGraw-Hill Inc. is also active in the schools, and has just published a "Programmed Approach" to listening. In this course, the behavioral objectives

of the student include: listening to a sample of public speaking, stating the main idea in one sentence, listing main divisions and pattern of ideas, identifying illustrations and statistics, and examining the speech for emotional content.

Listening is still not being taught in the majority of colleges because of academic politics and course requirements of the curricula, but there is evidence that consideration of this topic is appearing in the lower grades; this is where it could be most important anyway.

Ripple Effect

In industry, listening techniques are taught to purchasing agents, salesmen, college recruitment personnel, and engineers. Also, listening is a part of almost every management development program.

Joseph A. Robinson Associates, consultants in management communications, San Francisco, does not separate listening from the total communication process, but on several occasions has used videotape to record observed behavior of listeners. This technique is unusual because the cameras have essentially been turned around — instead of focusing on the speaker, the lens is on the listener. Kaiser Industries and Standard Oil of California are companies in the chemical process industries (CPI) that have used this technique.

Learning by listening to cassette tapes is a new project of the American Medical Assn., Los Angeles, and CHEMICAL ENGINEERING has introduced a series of cassette tapes that focus on the latest news within the CPI for company sales representatives.

One of the most complete programs focused on listening is at the graduate (MBA) level at the University of San Francisco, San Francisco, Calif. Dr. Edward Nolan has introduced a curriculum called: Professional Development at the Graduate Level. The courses have a strong organizational behavior flavor and are patterned to include such things as group reaction. A commercial-manager skill lab is designed for constant feedback to the individual and includes videotaping and interviewing; students also do a thesis on themselves that includes an in-depth analysis of their own strengths and weaknesses as managers. The whole emphasis is on "participation management," and successful completion definitely is keyed to a person's listening.

Two other organizations deserve mention:

NASA (Natl. Aeronautics and Space Administration) has devised a decision-making game that involves listening and group decision-making. One

can see the importance of this exercise as it applies to survival or other critical elements within the space program. Quite often a team will be thrown together to work on a crash project, and immediate listening to, and understanding of, one another is important to success.

Finally, there is a "supervisory kit" used by Bell and Howell. Some may feel that its use is a bit superficial, because role playing is involved, and players put on Negro masks or glasses in a real attempt

to involve human relations with one's listening ability. Yet, this is an honest attempt to manage minority groups or the new generation by "letting them do their own thing toward contributing. As managers we must be sure we know the difference between hearing and listening, perceiving and seeing." ■

Guy E. Weismantel is the Western Regional Editor of *Chemical Engineering* and lives in Los Angeles.

High Adventure — Toastmasters Style

A "How to" Feature by Jerry L. Leonard

Any group of people interested in self-improvement and development of speaking skills through Better Thinking, Listening and Speaking, can agree to band themselves together and be called Toastmasters, as long as the group demonstrates a desire to accept the responsibility of membership and fulfills charter requirements.

Since Toastmasters training, through the Communication and Leadership Program, is so obviously an asset to people in almost any field of endeavor, a large company or industry is often a good prospect for a club, either as a contact or a sponsor. Other sources include associations, clubs, lodges, churches, government employees, members of social and fraternal groups, service and civic clubs, professional men, military bases, etc. In your own city, clubs with varied meeting times benefit not only the community but also provide more opportunities for people to join.

Other good contacts are former Toastmasters and Toastmasters moving into a new community, or referrals of inquiries received by World Headquarters. A study of the population figures in your state is also helpful; e.g., there should be room for several Toastmasters Clubs in a town of 20,000 people.

If you do not already have an "Application to Organize a Toastmasters Club," request one from Toastmasters International. The application they send you will include the information you will need to get a club started.

A minimum of 20 members is recommended for a new club. Other factors to consider are meeting time and place

and frequency of meeting. Emphasis should also be placed on the meaning of Toastmasters to the individual — how it helps one personally, increasing self-confidence as a person achieves TM goals.

Other information obtainable from TI includes the informational leaflet "How to Organize a Toastmasters Club (No. 120)." This gives step by step procedures, from the organizational meeting through presentation of the Club Charter by the District Governor. There is also the companion brochure, "Sponsoring a New Toastmasters Club (No. 122)," which offers an established club the opportunity of acting as "parent" to a new club, meeting with them and providing assistance, information and counsel as needed. The sponsoring club usually benefits from this activity as much as the new club!

One of the strongest "visual aids" is a demonstration of a typical TM club meeting conducted by a Community Contact Team of experienced Toastmasters geared to appeal to the group and carefully prepared to present an interesting and stimulating program.

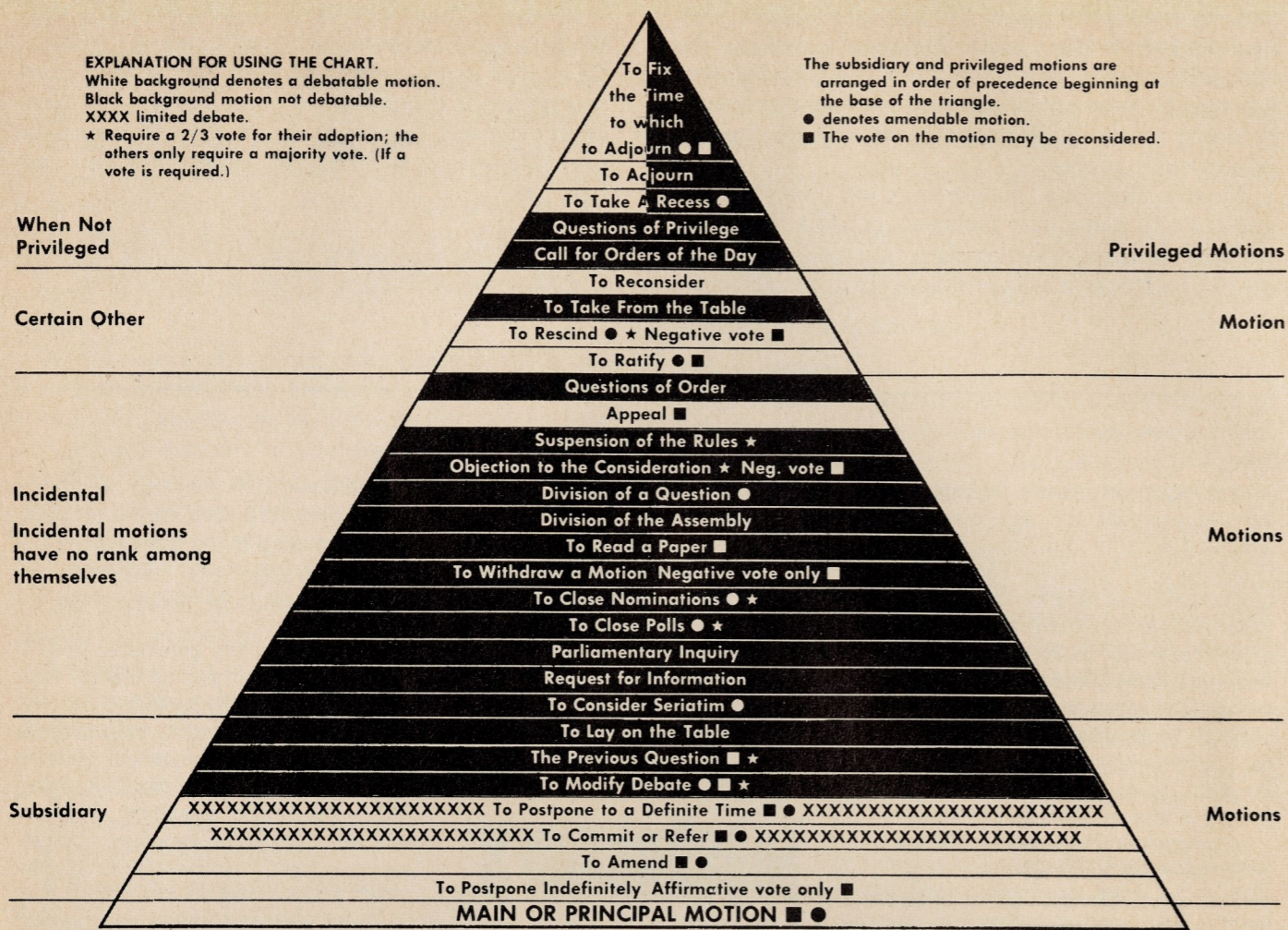
However . . . do not be discouraged if the initial results are disappointing or the club does not instantly materialize. Perseverance is the key. Sometimes a new club can be a year or two taking shape.

Many factors enter into it . . . luck (good or bad), timing, individual circumstances . . . but it is always a tremendous challenge and, between the spark of the idea and the granting of the charter, it is High Adventure . . . Toastmasters style!

Jerry L. Leonard is past District 25 governor (1970-71) and a member of Bayou Pierre Club 2485-25 in Shreveport, Louisiana.

EXPLANATION FOR USING THE CHART.
 White background denotes a debatable motion.
 Black background motion not debatable.
 XXXX limited debate.
 ★ Require a 2/3 vote for their adoption; the others only require a majority vote. (If a vote is required.)

The subsidiary and privileged motions are arranged in order of precedence beginning at the base of the triangle.
 ● denotes amendable motion.
 ■ The vote on the motion may be reconsidered.



How To Be Your Own Parliamentarian

by **Herberta Leonardy**

SHOULD YOU APPLAUD RELIGIOUS SONGS OR MUSIC?

Applauding a religious song or music is not done in the most knowledgeable circles. If you wish to express great appreciation, stand as many do for the Hallelujah Chorus. That would happen rarely.

WHO DO YOU ADDRESS IN AN ASSEMBLY?

Regardless of the group, one should address only the presiding officer, by his title, when making a motion or speaking to a question. (R.O.R. p 27) * In PARLIAMENTARY PROCEDURE (p 108) General Robert gives an example of a speaker, introduced for an address bowing and saying, "Mr. President" (then bowing to the audience) "Ladies and Gentlemen." From this we deduct that it is

correct to say something of this kind WHEN NOT TAKING PART IN THE BUSINESS OF THE MEETING.

WHY IS IT NOT A GOOD PRACTICE TO MAKE A SPEECH AND CLOSE IT WITH A MOTION?

1. The maker of a motion has the first right to the floor after the question stated by the chair.
2. Before, it is the property of the house; no one has the authority to discuss it.
3. No one has the right to go into the merits of a question before it is on the floor and open for discussion. (R.O.R. p 35)

WHY IS A RISING VOTE OF CONFIDENCE OUT OF ORDER?

The members are compelled to expose their views which they have a perfect right to keep secret (R.O.R. p 202).

MAY A MEMBER END HIS SPEECH ON THE PENDING MAIN MOTION WITH A MOTION TO CLOSE DEBATE?

The Chicago Association of Parliamentarians answered it with a resounding NO (The National Parliamentarian, Sept. 1949, p 20).

WHAT'S THE DIFFERENCE BETWEEN A UNANIMOUS VOTE AND GENERAL CONSENT?

One negative vote defeats a motion to make a vote unanimous; as a single objection defeats a request for general consent (R.O.R. p 203; also P.L.* Ques. 184, p 476; also Ques. 346, p 526).

If no one votes NO or objects, then it is virtually a unanimous vote (P.L., p 190). To say "Object" or "I object" when the chair states, "If there is no objection, the motion will be withdrawn" . . . a single objection (which is a NO vote) will force the chair to take a formal vote. A single objection defeats a request for general consent (P.L., p 90).

WHAT IS THE DIFFERENCE BETWEEN a) OBJECTION TO THE CONSIDERATION OF A QUESTION AND b) OBJECT WHEN GENERAL CONSENT IS DESIRED?

The Objection to the Consideration of a Question is an incidental motion. It can be made ONLY against main motions when first introduced, but it may not be made after debate; no subsidiary motion may be applied to the motion, Objection to the Consideration. The motion, Objection to the Consideration of a main motion, is sustained by a 2/3 vote in the negative.

General Consent is a technique by which business is legitimately expedited and a vote taken without taking a formal vote. Example: "Are there any corrections to the Minutes?" (pause) No one says anything. The chair announces "There being none, the minutes stand approved as read."

General Consent must be unanimous, and if anyone had said "I object," it would have been a NO vote, and the vote would have been taken formally, on motion. General Consent must be unanimous (P.L., p 190). Note: See chart with this Action File. It will show you the PRECEDENCE of the motions (Main, Subsidiary, and Privileged). It will also tell you if the motion is debatable or not; it answers the question as to the amendability of the motion, whether or not the vote may be reconsidered, as well as the vote necessary to carry the motion.

POINTS TO KNOW ABOUT A MOTION

1. What is the purpose of the motion?
2. Does it require recognition?
3. Does it require a second?
4. Is it debatable?
5. What vote is required to carry it?
6. May it be reconsidered?

WHAT STEPS SHOULD BE TAKEN TO SECURE ACTION ON A MAIN MOTION?

1. Member:
 - a) Rises and addresses the chair
 - b) Awaits recognition
 - c) Make the motion "I move that..."
2. Another member seconds the motion.
3. The Chair:
 - a) States the motion
 - b) Asks, "Are you ready for the question?" (This indicates that debate is in order)
 - c) Takes the vote
 - d) Announces the result of the vote and states whether the motion was carried or lost (R.O.R. p 191)

Note: An Original Main Motion is a motion which brings before the assembly some new subject upon which action of the assembly is desired. (R.O.R. p 52)

WHAT RULES GOVERN THE MAIN MOTION?

1. Requires recognition. (R.O.R. p 26)
 2. Requires a second
 3. Is amendable
 4. Is debatable
 5. Requires a majority vote (R.O.R. p 51)
 6. The vote may be reconsidered (R.O.R. p 10)
- As a general rule, a main motion should be in the

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affirmative rather than the negative form. The maker of the motion cannot be forced to change the form of the motion, but the chair may suggest an affirmative form. Example: "Disapprove" instead of "Do not approve."

The following is a non-parliamentary example of affirmative words but amusing:

"How couth the youth in husband form
Who never likes to roam
From where his licit love abides
Sheveled and kempt at home!"
—Eleanor Graham Vance

WHAT ARE THE MOST IMPORTANT POINTS TO REMEMBER CONCERNING THE MAIN MOTION?

1. Only one main motion may be considered at a time. (R.O.R. p 51)
2. A main motion may be made only when there is no other business before the assembly. (R.O.R. p 23)
3. No motion is in order that conflicts with the charter, constitution, by-laws, standing rules, or previously adopted resolutions of the assembly (R.O.R. p 54)
4. It yields to all privileged, incidental and subsidiary motions. That is, these motions can be made while a main motion is pending.
5. A main motion, when postponed to a certain time or laid on the table, carries with it all pending subsidiary motions. (R.O.R. p 51)
6. If a main motion is referred to a committee, it carries with it only pending amendments. (R.O.R. p 51)
7. A motion to accept or adopt the report of a standing committee upon a subject not referred to the committee is an original main motion. (R.O.R. p 52, lines 21-24)
8. "The maker of a motion, though he can vote against it, cannot speak against his own motion." (R.O.R. p 179)
9. The main motion is in the possession of the assembly AFTER it has been stated by the chair. (P.L. p 178)
10. The chair may require that main motions, amendments, or instructions to a committee be in writing. (R.O.R. p 34, lines 2-5)

CAN WE SUBSTITUTE PHRASES IN THE INTEREST OF CLARITY?

Parliamentarians are generally agreed that if the assembly is one which would be confused by the phrase, "Are you ready for the question?" then a simple form understood by all should be used. Example: "The question is open for debate," "The

question is before you for discussion," "Is there any discussion?"

WHAT EXACTLY IS A RESOLUTION?

A resolution is a main motion and brings a subject before the assembly for its consideration and action. A resolution follows the same rules as a main motion. (R.O.R. p 33, 34, line 15; P.L. p 571)

Resolutions are usually divided into two parts: A preamble, and the resolution. It is wise to use this form if the resolution is long or if the maker wishes to place before the assembly the reasons for making the resolution. This is equivalent to debating the motion while it is being made and before it is on the floor. (R.O.R. p 14)

IMPORTANT POINTS TO REMEMBER CONCERNING RESOLUTIONS:

1. A resolution may be written as simply as a motion by replacing the words "I move" with the word "Resolve." (R.O.R. p 34, lines 16-21)
2. Since the preamble gives the reasons for presenting the resolution, it should be carefully and clearly written. The subject matter should be presented in the same logical order as if you were debating the subject. (R.O.R. p 34)
3. A motion that is very important or long should be made in the form of a resolution. (R.O.R. p 34)
4. A resolution presented by a committee or board does not require a second, but all other rules pertaining to main motions apply. (P.L. p 533, Ques. 373)
6. A resolution remains in force until it has been amended or rescinded by the club. (P.L. p 528, Ques. 353)
7. A member has the right to offer a resolution in the negative form. "The only objection to a negative resolution is that it often confuses some members in regard to the effect of a negative vote." (P.L. p 509, Ques. 292)
8. A resolution and a recommendation may amount to practically the same thing. (P.L. p 509, Ques. 290) "A committee should not leave to others the responsibility of preparing resolutions to carry out their recommendations. They should consider this as one of their most important duties." (R.O.R. p 215, lines 13-17)
9. A negative vote is not taken on a courtesy resolution unless a member demands it. (P.L. p 307)
10. A resolution censuring the conduct of a member may be recommended by the board but must be adopted by the assembly. The resolution requires a majority vote. The board, in this matter, is the same as a committee. (P.L. p 528, Ques. 355; R.O.R. p 218)

11. On resolutions which originate in the committee, the chairman says, "By direction of the committee on resolutions, I move the adoption of the following resolution: 'Resolved, That . . .'" (P.L. p 275)

12. The reporting member may also move the adoption of all amendments proposed by the committee. (P.L. p 275)

13. When a motion or resolution is referred to the committee, the chairman does not move its adoption. The names of the mover and the seconder are signed to it. (P.L. p 275) For the form to be used by the chair, see (P.L., p 274)

14. The chairman, if authorized by the committee, signs the report and adds the word "Chairman" after his name. All the members agreeing to the report may sign, with the chairman's name appearing first. (P.L. p 268)

15. The preamble is always amended last. (R.O.R. p 34)

16. Every resolution should be in writing. (R.O.R. p 34)

17. The preamble is included in the resolution and its adoption is not moved separately. (R.O.R. p 35)

18. If the previous question is ordered on the resolution and the preamble has not been considered, the previous question does not apply to the preamble. (R.O.R. p 35)

19. The motion to reconsider a resolution and its amendment may be made in one motion. (R.O.R. p 36)

20. The motion to adopt a resolution and the motion making it a special order may be adopted at the same time. (R.O.R. p 36)

21. The motion to suspend the rules and the motion to adopt a resolution may be combined. (R.O.R. p 36)

HOW MANY KINDS OF AMENDMENTS ARE THERE?

If you wish to change a main motion, you do so by one of the five forms of amendments. You will note from the Chart that motions are arranged in order of precedence. The motion to amend, ranks just above the motion to postpone indefinitely. We will define the motion to amend as a subsidiary motion whose purpose is to change the wording of a resolution, etc., by one of the following forms:

1. Insert
2. Add (always at the end) (R.O.R. p 136)
3. Strike out
4. Strike out and insert
5. Substitute

WHAT ARE THE RULES GOVERNING THE MOTION TO AMEND?

1. Requires recognition
2. Requires a second
3. Is amendable
4. Is debatable
5. Requires a majority vote (R.O.R. p 134)
6. The vote may be reconsidered

WHAT ARE THE MOST IMPORTANT RULES TO REMEMBER?

1. There may be only one primary and one secondary amendment pending to the same motion at the same time. (R.O.R. p 134)
2. The primary amendment must be germane to the motion and the secondary amendment germane to the primary amendment. (R.O.R. p 135, 136)
3. An amendment of the third degree is not in order.
4. A hostile amendment is in order if it is germane. (R.O.R. p 144)

WHAT ARE THE RULES GOVERNING AMENDMENT BY SUBSTITUTION?

1. Requires recognition
2. Requires a second
3. Is debatable
4. Is amendable
5. Requires a majority vote
6. The vote may be reconsidered

AMENDMENT BY SUBSTITUTION: WHAT ARE THE MOST IMPORTANT POINTS TO REMEMBER?

1. An amendment by substitution is a primary amendment. (R.O.R. p 140)
2. Amendments either to the pending question or the amendment by substitution may be made, but these are secondary amendments and only ONE may be proposed at a time. (R.O.R. p 142, lines 1-2)
3. The amendment by substitution must be germane . . . it may be hostile. (R.O.R. p 144)
4. Either the pending question or the amendment by substitution may be amended as long as the amendments are germane and only one amendment is pending at one and the same time. However, after the amendment to either is carried or lost, others may be proposed.
5. If the amendment by substitution carries, then the substitute motion becomes the AMENDED MOTION. The original motion has been supplanted and is no longer pending. (R.O.R. p 142, lines 8-12)
6. A paragraph that has been substituted for another cannot be amended afterwards except by adding. (R.O.R. p 142)

HOW DO I PRESENT AND COMPLETE ACTION ON THE MOTION TO AMEND BY SUBSTITUTION?

Member: (waits for recognition) "I move that the Leonardy Parliamentary Unit sponsor as its annual educational project a Parliamentary Law Institute, the lecturer to be a nationally known parliamentarian."

A member, without rising, seconds the motion.

Chair: "It has been moved and seconded 'that the Leonardy Parliamentary Unit sponsor as its annual educational project a Parliamentary Law Institute, the lecturer to be a nationally known parliamentarian.' Are you ready for the question?"

Member: (waits for recognition) "I move to amend the motion by substituting for the pending question the following: 'That the Leonardy Parliamentary Unit sponsor for its educational project a parliamentary workshop to be held late in the fall with members of the Unit serving as teachers in the various sections of the workshop.'"

A member, without rising, seconds the motion.

Chair: "It has been moved and seconded to amend the pending question by substituting the following: 'That the Leonardy Parliamentary Unit sponsor for its educational project a parliamentary workshop to be held late in the fall with members of the Unit serving as teachers in the various sections of the workshop.'"

Chair: "Are there any amendments proposed to the pending question? Are you ready for the question?"

Chair: "Are there any amendments proposed to the amendment by substitution 'That the Leonardy Parliamentary Unit sponsor for its educational project a parliamentary workshop to be held late in the fall with members of the Unit serving as teachers in the various sections of the workshop.' Are you ready for the question?"

Chair: "Shall the amendment by substitution just read be substituted for the pending question, 'That the Leonardy Parliamentary Unit sponsor as its annual educational project a Parliamentary Law Institute, the lecturer to be a nationally known parliamentarian.'"

"As many as are in favor of the substitution say, 'Aye.' As many as are opposed, say 'No.' The 'Ayes' have it, and the amendment by substitution is carried."

Chair: "The question is on the amended motion, 'That the Leonardy Parliamentary Unit sponsor...' Are you ready for the question?"

"All in favor of the amended motion, say 'Aye'; all opposed say 'No.' The 'Ayes' have it, and the amended motion is carried, 'That the Leonardy Parliamentary Unit sponsor . . . with members of the Unit serving as teachers in the various sections of the workshop.'"

WHY THE MOTION "OBJECTION TO THE CONSIDERATION OF A QUESTION?" (AND WHEN IS IT USED?)

My favorite motion is OBJECTION TO THE CONSIDERATION OF A QUESTION. The reason for this motion is to enable the assembly to avoid altogether any question which it deems irrelevant unprofitable, or contentious. By the word "contentious" Robert does not mean that questions evoking heated debate or differences in viewpoint should be excluded. Many questions that cannot be legitimately ruled out of order may be objectionable to most of the members on the grounds that they are useless, contentious, or otherwise objectionable . . . so, we present THE FAIREST MOTION OF THEM ALL.

WHAT ARE THE RULES GOVERNING THE OBJECTION TO THE CONSIDERATION OF A QUESTION?

1. Does not require recognition and may interrupt a member having the floor (R.O.R. p 47, 87)
2. Does not require a second
3. Is not amendable
4. Is not debatable
5. Requires a $\frac{2}{3}$ vote in the negative to sustain the objection to the consideration (R.O.R. p 47)
6. The negative vote only may be reconsidered (R.O.R. p 88)

HOW TO PRESENT AND COMPLETE ACTION ON AN OBJECTION TO THE CONSIDERATION OF A QUESTION:

Member: "Madam President, I object to the consideration of the question that . . ."

Chair: "There is an objection to the consideration of the question that . . . Those in favor of considering the question will please rise . . . Be seated . . . Those opposed will rise . . . Be seated. There being $\frac{2}{3}$ opposed to the consideration of the question, it will not be considered." (If there is less than a $\frac{2}{3}$ vote in the negative, the chair says, "There being less than $\frac{2}{3}$ opposed to the consideration of the question, the motion is before the assembly.")

IMPORTANT POINTS TO REMEMBER CONCERNING THE OBJECTION TO CONSIDERATION OF A QUESTION

1. This motion is in order only when the original

main motion is on the floor and before there is any debate or any other motion is made. (R.O.R. p 47)

2. This motion cannot be applied to incidental main motions. (R.O.R. p 87)

3. A communication from a superior organization cannot be objected to. (R.O.R. p 87; P.L. p 155)

4. If an objection to a question is sustained, it cannot be introduced during the same session except by unanimous consent. (P.L. p 155)

5. The negative vote, which would bring the question of considering or not considering the question back before the assembly, can be reconsidered. (P.L. p 155)

6. The chair may raise the question of objection to the consideration. (R.O.R. p 87, 88—bottom line p 87, first line p 88)

7. Often the chair, in taking a vote by general consent, will say, "If there is no objection . . ." and pause. This is assuming unanimous consent until someone objects, and has no relationship to an objection to the consideration. (R.O.R. p 198)

8. It is better to take the vote by rising. It saves time and frequently it would be impossible to determine whether a vote was $\frac{2}{3}$ by voice vote. This is a good rule in all motions requiring a $\frac{2}{3}$ vote. (P.L. p 155)

9. This motion is most valuable when the content of the motion is highly controversial, contentious, or too delicate a matter to bring before the assembly unless it serves a good purpose and is necessary. (Sometimes members will place on the floor a motion that serves no good purpose and is highly contentious, and from which no one would benefit if it were debated or considered.) (P.L. p 154)

Definition: Objection to the consideration is an incidental motion whose purpose is to prevent useless, contentious, or otherwise objectionable motions from being considered by the assembly. (R.O.R. p 47)

THE IMPORTANT PATTERN

The form for handling a main motion and two amendments is given below. If you learn the pattern for a main motion and how to handle amendments, "You have it made." It is only a question of using the approved forms and after some experience you can transfer the words to any other motion for fundamentally the words will be the same.

Member: "Madam President," (waits to be recognized by the chair) "I move that the club buy the president a gavel."

A member, without rising, seconds the motion.

Chair: "It has been moved and seconded that the

club buy the president a gavel. Are you ready for the question?"

Member: "Madam President," (waits to be recognized) "I move to amend the motion by inserting the word mahogany before the word gavel."

Another member seconds the motion.

Chair: "It has been moved and seconded to amend the motion by inserting the word MAHOGANY before the word GAVEL. Are you ready for the question?"

Member: "Madam President," (waits to be recognized) "I move to amend the amendment by striking out the word MAHOGANY and inserting the word IVORY."

Chair: "It has been moved and seconded to amend the amendment by striking out the word MAHOGANY and inserting the word IVORY. Are you ready for the question?"

Chair: "All in favor of amending the amendment by striking out the word MAHOGANY and inserting the word IVORY, say 'Aye' . . . those opposed say 'NO.' The 'Ayes' have it, and the amendment to the amendment is carried." (If the secondary amendment is lost, the vote is on the primary amendment as though the secondary amendment has never been made.)

Chair: "The question is on the amendment as amended that the word IVORY be inserted before the word GAVEL. Are you ready for the question?" (Debate must now be confined to the word IVORY and not for or against buying a gavel.)

Chair: "All those in favor of the amendment as amended say 'Aye' . . . those opposed 'No.' The 'Ayes' have it, and the amendment is carried."

Chair: "The question is on the amended motion that the club buy the president an ivory gavel. Are you ready for the question?" (Debate is now in order on the amended motion. Additional amendments are also in order.)

Chair: "Those in favor of the amended motion that the club buy the president an ivory gavel say 'Aye' . . . those opposed 'No.' The 'Ayes' have it, and the amended motion that we buy the president an ivory gavel is carried." ■

*P.L. is the abbreviation for Parliamentary Law by Henry M. Robert. R.O.R. is the abbreviation for Robert's Rules of Order Revised.

Dr. Herberta Leonardy is a Registered Parliamentarian and lives in Miami, Florida. She is very active as parliamentarian for conventions and meetings.

hall of fame

DISTINGUISHED TOASTMASTER (DTM)

Toastmasters International highest member recognition, the Distinguished Toastmaster award, has been presented to the following:

John F. Belin
N I H Club 3421-36
Phillip A. Cooke
Twin Cities Club 735-39
George E. Deliduka
Playground Club 1797-29
Luther Lester
Ashland Club 246-40
William C. Miller
Atomic Energy Comm. Club 2901-36
Dr. Albert W. Nowak
Pompano Beach Club 3003-47
Louis Rubenstein
Tun Tavern Club 2325-38
Fred H. Wienecke
Janesville Club 1983-35

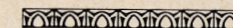
ABLE TOASTMASTER (ATM)

Congratulations to these Toastmasters who have received the Able Toastmaster certificate of achievement:

Richard A. Anderson Decatur Communicator Club 1375-14	George F. Horst Tall Town Toasters Club 3189-44
Eugene R. Beckwith Glendora Club 2877-F	James H. Johnson Huntsville Club 1972-48
W. Everett Billingsley Chapel Hill Club 2294-37	Wayne D. Johnson Nampa Club 324-15
Tom F. Blumhart Valley Club 3354-3	M. M. Kissel Galion Club 3062-10
Russell E. Bruner Caddo Club 1435-25	Joseph A. Kleinpeter Conoco Nooners Club 806-16
James P. Buchanan Transportation Club 633-24	Donald T. Klodt South Denver Club 1588-26
Jack N. Casseday Gen-Tel Men Club 1485-2	D. William McGogney McKeesport Club 901-13
Roy Denman T G I F Management Club 3328-4	Foy E. McKinney Albany Club 307-7
Clarence M. DeYoung MTMTS Mixmasters Club 3584-36	Jose Cloma Mendoza TM Club 1757-F
David A. Elder Vigo Club 332-11	Ward O. Millhouse TM Club 1757-F
Joseph F. Fischer, Jr. El Cajon Valley Club 1704-5	Robert E. Mueller Portage Club 3275-10
Albert H. Friedrich Annandale Club 3122-36	Ralph Mulberg Galion Club 3062-10
Herbert B. Frizzell, Sr. Downtowners Club 3663-25	Michael T. Nicolai Sanoia Club 765-23
William L. Gerber The Orators Club 3342-4	Lester A. Parker Marysville Club 2798-40
Robert F. Granche Coraopolis Club 2338-13	James T. Pebworth University Club 1358-7
Albert C. Hills Oak Harbor Club 514-2	Saul L. Penn Milestone Club 1511-36
S. L. Hjermstad Rainbow Club 3104-6	Donald L. Purvis Aerospace Club 3368-14
Marvin R. Holmberg Convair Club 3745-5	Glenn T. Reagan Highway Men Club 1692-16

Dr. William O. Reece
Ames Club 569-19
Edwin D. Reich
Moses Lake Club 1349-9
Merle E. Runck
Denver Club 254-26
Edgar L. Scott
Potomac Edison Club 2613-18
Gary Shipley
Columbus Club 744-24
Herbert Simon
Fluor Club 124-1
Donald G. Southwood
Downtowners Club 1325-19

Robert L. Stubbs
Akron Club 151-10
George E. Tallmadge
Butte Club 378-17
William F. Thoele
Riverside Breakfast Club 1348-F
Carl Vulpio
Delaware County Club 3204-38
Thaweesak Wichianprecha
Bangkok Club 2010-U
Alva Williams, Jr.
Cascade Club 566-7
Leland L. Wollersheim
Cutler Hammer Club 3437-35



40 YEARS

Santa Ana Club 15-F
Santa Ana, California
Huntington Park Club 14-1
Huntington Park, California
Los Angeles Club 3-52
Los Angeles, California

30 YEARS

Winnipeg Club 250-64
Winnipeg, Manitoba, Canada

25 YEARS

Moscow Club 575-9
Moscow, Idaho
C M B Club 517-11
Indianapolis, Indiana
Stillwater Club 576-16
Stillwater, Oklahoma

20 YEARS

Beyond Basic Training Club 1360-7
Portland, Oregon
Valparaiso Club 255-11
Valparaiso, Indiana
Columbus Club 549-11
Columbus, Indiana
Somass Club 1303-21
Port Alberni, B.C., Canada
Pigeon Valley Club 1376-37
Canton, North Carolina
Bettelle Club 1369-40
Columbus, Ohio
Prince Albert Club 1318-42
Prince Albert, Sask., Canada
Gavellers Club 1277-52
La Canada, California
Naval Air Station Club 1409-56
Corpus Christie, Texas
Kaiser Club 756-57
Oakland, California

15 YEARS

Restaurant Club 2851-2
Seattle, Washington
Early Risers Club 2117-4
Mountain View, California

Lufkin Club 2848-25

Lufkin, Texas
Gordon Club 2801-26
Gordon, Nebraska
Gibraltar Club 2819-30
Chicago, Illinois
District of Columbia Club 2719-36
Washington, D.C.
Urbana Club 2770-40
Urbana, Ohio
Calliope Club 2821-47
Orlando, Florida
Randolph AFB Club 2845-56
San Antonio, Texas
Down Town Club 2853-56
San Antonio, Texas
Forest City Club 2729-60
London, Ontario, Canada
Sydney Club 1921-70
Sydney, NSW, Australia

10 YEARS

Salmon River Area Club 2226-15
Salmon, Idaho
Credit Union Club 854-31
Cranston, Rhode Island
Lakeshore Club 3636-35
Manitowoc County, Wisconsin
Hales Toasters Club 3667-35
Hales Corners, Wisconsin
N O L Club 3637-36
White Oak, Maryland
Revenooers Club 3653-36
Washington, D.C.
Army Topographic Com. Club 3660-36
Washington, D.C.
State Farm Club 3513-48
Birmingham, Alabama
Youbetwecan Club 3672-52
Woodland Hills, California
Big M Club 2145-56
San Antonio, Texas
Baie St. Francois Club 3628-61
Valleyfield, Quebec, Canada
Martinsville Club 3115-66
Martinsville, Virginia

anniversaries



SPEECH CONTEST WINNER

Jerry O'Donovan of Yarra Valley Club 26-70, Victoria, Australia, is the first place winner in the 1973 International Taped Speech Contest.

BAHRAIN TOASTMASTERS MEET

Manama Toastmasters Club 2916-U, Manama, Bahrain, in the Arabian Gulf, holds a symposium on the role of science and technology in a developing country.



the action people

CLOSED CIRCUIT TV MEETING

Some two dozen members of the **Verdugo Hills Toastmasters Club 434-52** recently enjoyed use of videotape facilities at Forest Lawn Memorial Park training center in Los Angeles. Members got a chance to evaluate their progress in speaking skills by watching their speeches rerun on television. Here, Fred Macdonald (left) discusses the program presentation with Nels Byers. Ray Mercer (right), Area Governor, assisted in the project.

TOASTMASTERS HELP SAFETY CAUSE

Employees in Defense Depot Tracy's stock readiness branch listen as **Lyoth Toastmasters Club 215-39** member Henry Villanueva delivers a five minute safety talk. The Defense Supply Agency Depot's Toastmasters have volunteered to give these five minute safety talks at the request of any depot supervisor. The project helps the depot safety program as well as providing Toastmasters with an opportunity to speak.



communication and leadership awards

Top left— Bobby Richardson (left), baseball coach at the University of South Carolina, accepts the District 58 Communication and Leadership Award from William R. Calamas, ATM, district governor. Mr. Richardson played for the New York Yankees and is now active on the President's Physical Fitness and Sports Council and the Fellowship of Christian Athletes.



Top right— Walter L. Porter (left) receives the District 27 Communication and Leadership Award from District Governor Bernard A. Dean, ATM. Mr. Porter is a news reporter and club publicity editor for the *Fresno Bee*, California, and has contributed greatly to the success of Toastmasters clubs in the San Joaquin Valley.



Center left— The District 23 Communication and Leadership Award is held by Wendell Chino after presentation by District Governor Vicente Fresquez, ATM, in an Alamo, New Mexico, ceremony. Mr. Chino is president of the Mescalero Apache Tribe and is active nationally in Indian affairs.

Center right— Robert S. Gibb (left) is presented the District 15 Communication and Leadership Award by Area Governor Sid Smith at the Salt Lake City spring conference. Mr. Gibb has been active in school teaching and administration for over 30 years and has been involved in a wide variety of civic activities.



Bottom — District 42 Communication and Leadership Award winner John G. Diefenbaker, former Prime Minister of Canada, receives congratulations and thanks from Edmonton Toastmaster Gerry K. J. Beck at Calgary, Alberta.

Ingredients For A Well-Done Speech

People Have to
Listen and Understand
to be Influenced

by Cy Campbell



Your research is finished. Before you begin to organize your thoughts, take time to remember the essential components of each speech. As in any good recipe, there will be one or two optional ingredients that can be omitted. But not many.

Whether the speech is long or short, to one person or 1,000, these standards must be observed. They are almost too obvious to mention. Still, a speaker who is sincere, devoted, and well-grounded may forget them in his concentration on material alone.

What are these basics?

1. Use simple language.
2. Be relevant.

From the book, POWER AND INFLUENCE THROUGH PUBLIC SPEAKING by Cy Campbell. © 1972 by Parker Publishing Co., Inc., West Nyack, New York, and used with their permission.

3. Be orderly.
4. Relate your subject to people.
5. If possible, have the audience participate.
6. Add a third dimension with movement, visual aids, and sound.
7. Inject humor.
8. Appeal to the emotions when possible.
9. Fit the allotted time.
10. Have a meaningful conclusion.

Keep this list handy. Check it every time you prepare a speech. Check it again when your speech is finished. Have you overlooked any points?

Simplicity Is Not Simple

Keeping it simple seems the easiest thing in the world. Not really. Simplicity is relative. What is easily understandable to an aerospace engineer dealing with cryogenics is not always understandable to an engineer in automotive design. And as for the multitude, it's a completely unknown world.

Consider the more familiar. Even then, you cannot assume your audience has your background or vocabulary. For example, in a garden club, everyone should know what a conifer is. But there may be a guest. Make your remark clear: "When it comes to planting conifers, those stately cone-bearing pines . . ."

At a conference, during a discussion of problems of the European Common Market, American experts were stumped every time they heard the words "inedible horticultural products." It was not until later that they discovered they were discussing flowers.

Not only should your language be clear, but also your sentences should be short. Talking is different from reading. In reading, a student can go back to analyze the remark. In speaking, if a sentence can be easily broken into two, your ideas are probably more understandable that way. Be crisp in your language so that the thoughts may emerge with clarity.

Someone remarked that there are a few times in life when we really listen, comprehend, and act. The man who comes in and yells "Fire!" has no difficulty in communicating.

Wouldn't it be great if all ideas were that easy to communicate? Since they are not, be sure that you, as a speaker, present no barriers to understanding.

Is That Fact Necessary?

Keep to your subject. Sometimes you may need to substantiate your argument with historical background, but don't divert too much time from your main theme. Discussing American involvement in

Vietnam does not require delving into the history of the country. A sentence or two to add color or basis for a specific statement is helpful, but remember it is accessory to, not the basis of, your talk.

Be Orderly

There is seldom a right order for any presentation. Your decision about how to introduce the material is your own. You can begin at the beginning and work forward. You can begin at the end and flash back to the beginning.

You may want to start with the most important idea first, then mention lesser points. Maybe, you'd rather build to a dramatic conclusion.

If you have collected your material on individual cards, lay them out on the table like a game of solitaire. Try several arrangements until you come to the one that, in your opinion, *you* can handle with the most ease and power.

Everything in Life Is Centered on People

Whether we are trying to communicate with distant stars or digging to the center of the earth, people are involved. Not only are they involved, but the results will involve other people. Most people want to hear about others. Be sure you include this kind of material.

If your company produced 50 planes last year, tell your listeners not only the statistics, but also something about the workers or the potential passengers. If one of the field engineers had a pertinent or interesting experience with a customer, tell about it.

Photographers may be intent upon technical information, but again, personalities add color. Slip in a slide of a child watching a pet turtle or a senior citizen resting in the sun.

An anecdote is more interesting if a name is tied to it, not necessarily a famous name. If no name is available, characterize the person of whom you are speaking. Don't say "an Italian." Be more specific. "An eager young Italian butcher in Rapallo" gives the man a rounded image, a personality.

Be a name-dropper, not for self-aggrandizement, but to bring life into your talk.

Let Your Listeners Contribute

A man who is contributing to your speech is a listening man. The contribution may be no more than a smile or a nod of his head.

Throw out a related question or two when you think you are losing contact. Have your listeners raise their hands in reply.

"How many of you saw the World Series game on television?"

CLUB MEMBERSHIP OPTION

The proposal to give each Toastmasters club the option to open its membership to women as well as men or to continue its restriction of membership to men only, as the club decides, was accepted by the delegates to the Houston convention by a vote of 4264 in favor and 527 against. The details of this proposal and the exact wording of the amendments were given in the June issue of this magazine. In summary, however, the procedure is now as follows: If the club decides, by the procedure in its by-laws, to open its membership to anyone over 18 years of age, such provision is effective when a copy of the club bylaw change has been mailed to the Executive Director of Toastmasters International for attachment to the copy of the club's Bylaws filed at World Headquarters.

"How many of you voted in the last election?"

Movement alone will be welcome to your audience, who may be vitally interested in your ideas, but are tired of sitting still.

Some parsons find their important ideas accompanied with "Amen, brother." They know the congregation is listening.

Politicians call for cheers. Pep rallies inspire chanting of success slogans.

Some programs use audience members to demonstrate principles they have been discussing. Others accept questions as they go along.

Be careful, however, to keep the participation in directed channels. Never let the audience take over. If you do, you are satisfying those who participate, but others may feel they are losing because they expected to hear you and your ideas.

There are many ways you can keep the audience awake, listening, and inspired. The easiest and most successful way is to have them join you in developing your ideas.

Extend Beyond Yourself

Props, visual or vocal, can add depth or meaning to your words.

Discuss the results of litter, and you will reach most of your audience. Show a picture of Lake Hemet, its waters crowded with beer cans, and the audience's audible response will demonstrate their understanding. Talk about how much of your tax dollar is devoted to welfare, in relation to education, and your audience may be able to keep the figures and relationships in mind. Display a large pie-shaped graph, and you will know the differences can be seen immediately.

Block diagrams are direct, easily made, easily understood.

Posters add interest. Ray Harter, a Toastmaster in San Diego, gives a whimsical talk on how to milk a whale, using a number of simple cartoons he has drawn himself. They are always greeted with shouts of laughter.

Use a chalkboard if it's helpful. Be sure to face your audience as you discuss what you've written or drawn. Be sure, too, that your audience can see it.

Sometimes, you can produce sounds. Phil Ferdig brings his wife along to sing phrases or single notes to illustrate some ideas. In one of his talks, Scott Carpenter introduced a tape recording of President Johnson's congratulations when the astronauts returned to earth. No amount of description could have produced the atmosphere and humor the audience realized from that.

Bring along a sample or a product. Ben McCart conducts experiments with Amway products and its rivals when he is trying to influence his listeners to buy from him.

Moving around on the platform is the simplest way to attract attention while you are speaking. If your talk does not lend itself to external visual or aural stimulation, remember that the audience is watching you, that you have a repertory of movements available, from raising your eyebrows to jumping.

To influence anyone, you have to catch his attention. Do that by every means at your disposal, as well as talking.

Everyone Enjoys a Laugh

When whimsy or wit is included, your speech will hold your audience.

Choose your quips or jokes for their relevance. Weave them into your talk so they are part of the whole pattern.

Be sure they are acceptable to everyone, and try to use fresh material. If you have old material, perhaps you can give it an up-to-date twist. Remember however, that some old jokes are like good music. They can be enjoyed again and again.

Let that subconscious of yours go to work. Over a number of days, you will discover material rising to your consciousness from your memory banks. Relevant stories will catch your eye as you read.

A touch of humor is like a sudden ray of sunlight in a storm, enjoyed by everyone.

Emotions Move People to Action

Recognize the strong emotions in man. Love, hate, fear are the top three. Can you arouse these in your listener?

In college, our football coach, during the half-time, consciously made us furious with our opponents. We performed with greater zeal after each pep talk.

Love is a more lasting emotion — stronger, too. Politicians who appeal to our love of our country, of our locality, of our family, are successful when they personalize the emotion.

Fear, unfortunately, is negative, but a way of life for many, and should be recognized. Many people do the right thing because they're afraid to do otherwise.

There are lesser emotions — disgust, grief, joy, sympathy, envy — that can be used.

Any subject can be a dry recital of facts or formulas. Relate these facts to your audience so that their emotions are stirred.

If you are appalled at the number of superhighways being constructed, go beyond the statistics. Describe the losses of wildlife and scenic areas, appealing to your listener's love for his country. Arouse his hatred at the air pollution he will be subject to as a result of more cars, his grief at the invasion of his recreational areas by outsiders.

Can you think of any subject that has no emotional possibilities? Check your talk to be sure you have stirred your listener.

Be A Clock-Watcher

Consider your timing. You may be thoroughly engrossed in your subject, willing to give all your facts, all your strength. Not so your audience. There will be a few as interested as you, but save your second line of revelations for them alone at another time or after the talk.

Everyone lives by a schedule. If you are allotted ten minutes, fit your talk to meet that time slot. In Toastmasters Clubs, speakers are penalized for missing their timing by more than 15 seconds in either direction.

Speeches can be short: "He came. He saw. He conquered." Speeches may be long. Edmund Burke in his famous speech on "Conciliation with America," had only two points, yet he took more than two hours to deliver this dynamic 20,000-word address. Whatever time you are given, accept it. Before you appear, arrange your material to fit.

Your Conclusion Must Be Strong

Your speech is pointed to your conclusion. Be sure your listeners are told plainly and clearly the reason they are listening, as your last remark:

"Go out and vote for Gerry Thomas."

"Send your contribution to Project Concern."

"Keep those poisons away from your children."

Sure, you've been telling your audience the same thing in one form or another all through your talk. But leave no doubt about it as you finish. A short, positive statement is clear, strong, and motivating.

What It All Adds Up To

You can only influence people who listen to you. Observe these ten basic principles and you will have your audience awake, aware, and understanding. ■

Cy Campbell is a mathematical statistician and teaches courses in human behavior, management and organization, and effective speaking. He is a past international director of Toastmasters International, and presently lives in San Diego, California.

new clubs

2126-F SPEAKEASIES CLUB

Santa Ana, California—Tues., 7:00 a.m., Saddleback Inn. (558-0411). *Sponsored by Smedley No. One Club 1-F.*

3377-10 CHAGRIN TOASTMASTERS CLUB

Eastlake, Ohio—Wed., 11:45 a.m., La Cave Restaurant, Lakeshore Blvd. (942-1500). *Sponsored by Painesville Club 2486-10.*

358-14 WINDER-BARROW TOASTMASTERS CLUB

Winder, Georgia—Sat., 7:00 a.m., Piedmont Regional Library (867-2762).

1321-18 COMMUNICATORS CLUB

Smyrna, Delaware—Wed., 8:00 p.m., Delaware Correctional Center. *Sponsored by Division A, District 18.*

3329-19 FAIRFIELD CLUB

Fairfield, Iowa — Wed., 6:45 a.m., Farm Bureau Building, Highway 34 West (472-2857). *Sponsored by Ottumwa Club 663-19 and Mt. Pleasant Club 3849-19.*

1279-22 BEECHMASTERS CLUB

Wichita, Kansas—Thurs., 11:45 a.m., Beech Aircraft Corporation (685-6211).

3918-22 SPEAKEASY CLUB

Kansas City, Missouri—Tues., Noon, Southwestern Bell Telephone Co., 500 E. 8th St., (275-2246). *Sponsored by Bellringers Club 3134-22.*

2136-23 EL PAISANO CLUB

Albuquerque, New Mexico — 7:00 p.m., Yoyo's Restaurant, 7220 Lomas Blvd., N.E. *Sponsored by Albuquerque Club 122-23.*

3750-28 MORNING KNIGHTS CLUB

Detroit, Michigan — Fri., 7:30 p.m., The Detroit Free Press, 321 W. Lafayette (222-6623).

674-31 HONEYWELL RADIATION CENTER CLUB

Lexington, Massachusetts — Thurs., 5:00 p.m., Honeywell Radiation Center, Cafeteria, 2 Forbes Road (862-6222 Ext. 148). *Sponsored by Honeywell Club 2725-31.*

3697-35 CAMP MC COY TOASTMASTERS CLUB

Sparta, Wisconsin — Wed., 11:45 a.m., Camp McCoy NCO Open Mess (388-3106). *Sponsored by Tomah Club 976-35.*

3607-43 STATE TECH CLUB

Memphis, Tennessee — Tues., 4:30 p.m., Welcome Inn, 5963 Macon Road (388-1200). *Sponsored by Sunrise Club 3035-43.*

688-45 MIRAMICHI TOASTMASTERS CLUB

Newcastle, New Brunswick, Canada —Wed., French Fort Restaurant. *Sponsored by Bathurst New Brunswick Club 2381-45.*

260-46 MERCK CLUB

Rahway, New Jersey — Wed., 5:10 p.m. Merck & Co., Inc., 126 Lincoln Ave. (232-4218). *Sponsored by Westfield Club 3187-46.*

3397-47 MIDWEEK CLUB

Jacksonville, Florida — Wed., 6:30 p.m., The Pig Bar B-Q-Restaurant, 3701 Emerson Street (387-3430). *Sponsored by Saturday Morning Club 2840-47.*

494-70 WODEN VALLEY CLUB

Canberra, A. C. T., Australia — Thurs., 7:00 p.m., Woden Valley Club, Strangway St. (062-862573). *Sponsored by Deadline Aquatic Club 3440-70.*

1060-70 WHITEHORSE CLUB

Blackburn, Victoria, Australia — Tues., 8:00 p.m., Karinya Lodge Receptions, Corner Railway & Station Streets (03-866232). *Sponsored by Melbourne Club 3362-70 and Yarra Valley Club 26-70.*

3687-70 MOSMAN TOASTMASTERS CLUB

Mosman, N.S.W. Australia — Mon., 6:30 p.m., Mosman Hotel, 555 Military Rd. (94-3516). *Sponsored by Forest Toastmasters Club 1541-70.*

426-U VICENZA CLUB

Vicenza, Italy — Wed., 12:00 Noon, HQ. Support Group, NI, Blue Room, Non-Commissioned Officers Open Mess.

1150-U CIS-JOHANNESBURG TOASTMASTERS CLUB

Johannesburg, South Africa—Tues., 7:15 p.m., Old Edwardian Club, 9th Ave., Lower Houghton (46-8624). *Sponsored by Pelindaba Club 2444-U.*

- F. John B. Whittle, Box 862, Idyllwild, Calif. 92349
- Howard E. Chambers, ATM, 3922 Emerald St., Apt. #83, Torrance, Calif. 90503
 - George C. Tostevin, 12555 - 37th Ave., N.E., Seattle, Wash. 98125
 - William D. Hamilton, DTM, 6416 E. Sheridan, Scottsdale, Ariz. 85257
 - Vit Eckersdorf, ATM, P.O. Box 5705, Redwood City, Calif. 94063
 - Richard A. Freedman, 8479 Scarf Place, San Diego, Calif. 92119
 - Don A. Plaskett, DTM, 428 S. Norah St., Thunder Bay, Ont., Canada P7E 1N9
 - James R. Bales, ATM, 21175 S.W. Vermont, Beaverton, Oregon 97005
 - Josef Seidel, 12674 Grandin Lane, Bridgeton, Mo. 63044
 - Harry A. Popp, Sr., ATM, 1112 South 28th Ave., Yakima, Wash. 98902
 - Edward N. Belt, ATM, 3260 E. 134th St., Cleveland, Ohio 44120
 - Floyd O. Swathwood, ATM, 2521 Abbey Drive, Apt. #2, Ft. Wayne, Ind. 46815
 - Peter P. Pierotti, ATM, RD #1, Box #1, Perryopolis, Penn. 15473
 - P. Gregory McCarthy, ATM, 807 Springdale Rd., N. Augusta, S.C.
 - Marvin E. Kline, ATM, 529 Sykes Drive, Idaho Falls, Idaho 83401
 - William G. Maxwell, ATM, 1002 Canterbury Rd., Enid, Okla. 73701
 - James D. Towey, 3445 N. Hillcrest Dr., Butte, Mont. 59701
 - Bharat J. Gajjar, ATM, 1421 Drake Rd., Wilmington, Dela. 19803
 - Andy O. Norton, ATM, Box 494, Ottumwa, Iowa 52501
 - Eddie V. Dunn, 3106 - 7th St., N., Fargo, N. D. 58102
 - Robert D. Bennett, 396 King George Terrace, Victoria, B.C., Canada
 - M. Norman Hogue, ATM, 6608 West 101 Terrace, Overland Park, Kan.
 - Milton H. Klein, 911 Alamosa, Carlsbad, N.M. 88220
 - Donald D. Smith, ATM, 7 East Ridge Dr., Council Bluffs, Iowa 51501
 - Jack Ligon, 6812 Cumberland, Ft. Worth, Tex. 76116
 - Dean Kleinkopf, 1022 Beech Dr., Lakewood, Colo. 80228
 - Ray C. Lopez, 1862 Henrietta, Birmingham, Mich. 48009
 - George E. Deliduka, ATM, 9 Dogwood Dr., Shalimar, Fla. 32579
 - Louis M. Kiriazis, 1329 S. 61st Ave., Cicero, Ill. 60650
 - Roger Boyington, ATM, 65 Coburn St., Lynn Mass. 01902
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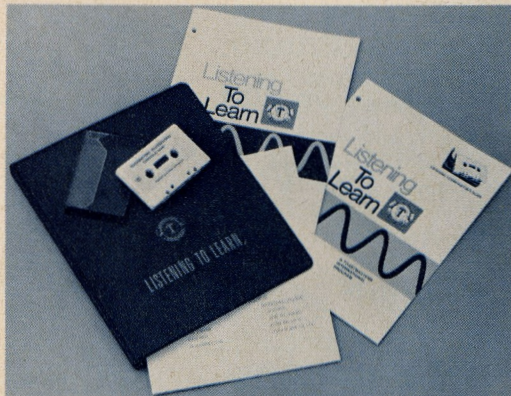


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