

# THE TOASTMASTER

Vol. 9

SEPTEMBER, 1943

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

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# The Toastmaster

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## GREETINGS, TOASTMASTERS!

Harry W. Mattison, President of Toastmasters International



In attempting this first message I deplore my want of words to support a very real appreciation of the honor you have given me. I dare say it has been the happiest event of my life. Where might one find himself emersed by a grander group?—First class citizens all, every Toastmaster a credit to his community, sincere patriot, loyal worker, and developer of men!

Eclipsing the honor is that sensibility of responsibility to the movement and its members, coupled with the duty to project the work of our founder and leaders, and to make some enduring contributions. Let us reflect on the outline of our purposes, now especially significant:

. . . to improve oral expression of thought . . . appear effectively before audiences . . . benefit of audience reaction . . . critical listening . . . parliamentary procedure . . . fellowship with congenial men . . .

As our nation and her allies

forge forward to a triumph over the forces of tyranny, let us strive to emulate our fighting men, laying aside individual, selfish objectives for the greater benefit of all. As they engage and subdue first one impediment, then another, they continue to generate and regenerate a dynamic urge to attain a goal, always mindful that from searing experience in blood and fire, they shall emerge better equipped to meet greater obstructions; and, in the end, still retain an enthusiasm for binding up the wounds of a bleeding world, and for permanently enshrining The Freedoms in a figurative temple beyond the reach of power-drunk despots.

So, too, our cause is the cause of common humanity. Through the miniature "blood-and-fire" exposure to friendly evaluation, Toastmasters shall become the better equipped and ever more ready to devote time and talents and organization toward dissipating ignorance and intolerance. Our widespread, energetic membership enrolled in small closely knit groups, must wield an influence which can help much with winning the war, and very much to make and perpetuate an equitable peace.

## A Stream-Lined Convention

ONCE more the annual convention of Toastmasters International was cancelled, and in its place was held the "annual meeting" of the corporation for the transaction of business. By the cooperation of District One, the business meeting was held in combination with the Conference of the District, with the result that it actually took on some of the aspects of a regular convention in attendance, enthusiasm and excellence of program.

The business of the general organization was handled in two sessions, one on Friday evening, July 30, and the other on Saturday morning, July 31 and then the activities were taken over by District One, beginning at noon on Saturday and carrying through the evening. As usual in our gatherings, a vast amount of business was handled in a short space of time.

The Friday evening session was attended by about 40 men, but these men were widely representative. Seven districts of Toastmasters International were represented. Six retiring District Governors and six District Governors elect were present.

It was a matter of deep regret that both President Ted Blanding and Vice-President Harry Mattison were unable to attend. Blanding's duties with the Navy required his return a week before the time for the meeting, and Mattison's obligations on Army contracts made it impossible for him to leave his Minneapolis office. In

their absence, A. J. Schrepfer, chairman of the Executive Committee, performed efficiently in presiding over a business meeting which lasted well into the night and which handled much work.

### Reports Were Given

That our organization has progressed in spite of adverse conditions was demonstrated in the reports from District Governors and from officers and committee chairmen. While a small decrease in membership was shown, due to loss of members to the armed forces and to war industries, it was indicated that much of the loss has been made up by recruiting of new members, and that a few months more, at the present rate, will bring our total membership up to normal again. The report of Treasurer Ben H. McEachen showed that our finances have been handled with extreme care, and that our organization is fully solvent, due to the economy of administration. The Auditing Committee gave unqualified approval to the accounting system and the efficiency of the bookkeeping department.

The report of the Executive Committee, as presented by Chairman Schrepfer, covered an immense amount of faithful work done by our officers and leaders, whose wisdom and industry carried us through the difficult days of adjustment to wartime conditions, and helped avert various dangers which threatened. Quite properly there was a resolution of

appreciation adopted by the meeting expressing thanks in behalf of the organization for the work of the Executive Committee.

### The Budget Is Adopted

The Budget Committee, calling attention to restrictions on our work which are imposed by lack of funds, recommended an increase of one dollar a year in the per capita tax paid by the clubs, in connection with the budget as outlined for the year, calling for total income of \$10,705.00. When the subject was opened for discussion, it quickly developed that the sentiment favored not only the increase recommended, but a definitely larger one.

After exhaustive discussion, a motion was offered by Frank McCrillis, of Seattle, that the annual contribution per member to Toastmasters International be set at five dollars, to be distributed as follows: One dollar to be allocated to the District; fifty cents to be set apart as subscription to the Toastmaster Magazine; three dollars and fifty cents to be allocated to Toastmasters International for carrying on its work. This motion was adopted and it was made effective at once, under the emergency provision of the By-Laws.

(Copies of the Treasurer's Report and of the Budget Committee's recommendations may be secured from the Home Office on request by any Toastmaster who desires to study them in detail.)

### Officers Are Elected

By means of a vote by mail, in which every club had its opportunity to participate, new officers

and directors were elected. The Committee on Elections, having opened and counted the ballots, reported the following men selected as leaders of our movement for the year:

President, Harry W. Mattison, of Minneapolis.

Vice-President, Robert M. Switzler, of San Diego.

Treasurer, Joseph P. Rinnert, of Los Angeles.

Directors, for a term of two years:

Frank McCrillis, of Seattle.

I. A. McAninch, of Los Angeles.

Ernest S. Wooster of Santa Ana.

These officers, in so far as they were present, were formally installed by Past President Gordon R. Howard.

### Resolutions Are Adopted

Chairman Graham Albright, of the Committee on Resolutions, presented a series of resolutions, most of which were adopted, promising definite steps ahead for the organization. These resolutions should be carefully studied by all Toastmasters Clubs, so that the benefit of changes proposed may be general.

The usual resolutions of courtesy were cared for, after which came the recommendation to the clubs that they amend their by-laws so as to provide a longer interval between election of club officers and their installation in office. As it stands now, the officers are elected at the last meeting in September and March, and take office at the first meeting in the following month. This gives no

time for training and preparation for taking office.

As a result of this resolution, the Committee on By-Laws will no doubt recommend to the clubs in the near future that the club By-Laws be amended as to Article III, Section 2, by changing the word "last" to "first," making this section read: "Election of officers shall be held at the first meeting in March and/or September. New officers shall take office at the first meeting in April and/or October."

#### Educational Advancement

Two resolutions were adopted dealing with the improvement of our educational processes. The first provides:

"That each club be requested to add to its list of standing committees an Educational Committee of three to five men, selected from its own membership, whose duties shall be:

a. To inform the club members and the general public concerning the history, purposes and methods of the Toastmasters Clubs.

b. To provide careful attention to the training of each new member.

c. To cooperate with the Educational Bureau of Toastmasters International in carrying on a systematic educational program for all members of the club.

d. To make the chairman of the committee the official correspondent and representative of the Educational Bureau for the Club."

The second resolution on this subject provides:

"That the Educational Bureau of Toastmasters International be requested to lay out a comprehensive educational program for the clubs, to be carried through the year, giving especial attention to the art of criticism and to progressive training in speech."

#### Membership Change

A recommendation that attention be called to the possibility of caring for a membership in excess of thirty men in some of the clubs was discussed, but not adopted. Attention was called to the fact that the By-Laws of Toastmasters International provide at present for exceptions to be made to the membership limit in the case of clubs situated so as to need such permission, so that no further action was necessary. The general sentiment was opposed to enlarging the membership, except in cases of necessity.

#### The District Conference

A notable program of education and entertainment was presented by District One, assisted by speakers and leaders from other districts, during the afternoon and evening. Attendance ranged from the more than 150 who came for the noon luncheon, with which the District Conference started, to some 200 in the afternoon session, and nearly 600 for the evening dinner, program and speech contest.

#### Club of the Year

At the evening session, Dr. Gordon Howard, chairman of the Club-of-the-Year competition, announced the winners for this year. Huntington Park Club No. 14 took the honors, and honorable mention was given to Spokane Tuesday Club, No. 105, Minneapolis Club No. 75, Seattle Totem Club No. 41, Santa Monica Club No. 21 and Huntington Park Progressive No. 18. Dr. Howard re-

ported that this year's contest has drawn the largest number of entries in the history of the competition and that the reports have shown great advancement. A number of clubs started in on the plan to win honors at the beginning of the last year's work, and their achievements reflected consistent effort throughout the year.

#### The Speech Contest

This contest represented Districts One, Two, Four, Five and Twelve, and while it was not counted as finals for the Dunlap Trophy, it gave a thoroughly representative group of speakers, thanks to the courtesy of District One in opening it to all. First place was taken by Lloyd Prante, of Alhambra, California. John Vlasich, of Seattle, representing District Two, was second, and P. M. Phinney, of Huntington Park, California, placed third. Other contestants were Dow Helmers, of Santa Barbara; Elliott Taylor, of

Reedley; Hayden Sears, of El Centro; and C. J. Ruley, of Santa Ana.

#### Presentations

In behalf of the entire Toastmasters movement, J. Clark Chamberlain presented to Founder-Secretary Ralph Smedley a beautiful diamond-set emblem, especially designed and made for him, and given as a token of esteem and friendship. The gift was accepted by Smedley with expressions of appreciation for the thoughtfulness reflected by this presentation.

Citations for distinguished service in war bond campaigns were presented by Mr. Howard Mills, representing the United States Treasury Department. These went to District Governor I. A. McAninch and a number of his fellow workers who have been active in every effort to promote the sale of bonds and whose efforts have added millions of dollars to the total sales.

LISTEN—THINK—SPEAK!

#### FOUNDER'S DAY

October 22 brings the nineteenth anniversary of the Toastmasters Clubs. It was on October 22, 1924 that Ralph Smedley called the first meeting of what developed into the Number One Toastmasters Club, in Santa Ana, California. This year's anniversary will be

made the occasion in the Toastmasters Clubs of a review of ideals and accomplishments, and a preview of the future. Clubs desiring suggestions and information in connection with planning appropriate programs for the event may secure such material by writing to the Home Office at Santa Ana.

## MEET THE DIRECTORS

Not all the officers and directors of Toastmasters International were able to be present at the Annual Meeting. The photographer caught a group of those present who are shown in this picture.



PHOTO BY STERLING TREVOR.

Standing, left to right: Harold T. Crane, of Santa Monica; Ray B. Romero, of Santa Barbara; Thomas W. Hennessy, of St. Paul; James Barnet, of Los Angeles; Ernest S. Wooster, of Santa Ana; Fred Pierce, of Paso Robles.

Seated, left to right: Franklin McCrillis, of Seattle; Ralph C. Smedley, Secretary; Robert M. Switzler, of San Diego, Vice-President; Joseph P. Rinnert, of Los Angeles, Treasurer; I. A. McAninch, of Los Angeles.

*President, Harry Warren Mattison*, of Minneapolis. Born in the Gay 90's, at Bertha, Minnesota, of agrarian parents. Attended Sunday School, and Stanford University. LLB, 1934. Unmarried.

Identified with research and production in Industrial Adhesives since 1916, especially in Government Aircraft. Interested in petroleum products marketing. Active in organizing Minneapolis Toastmasters Club, No. 75, and its first president; Past Governor of District Six; Director, Toastmasters International, since 1938. Member of Shrine of North America; Norwegian Luncheon Club; Minnesota State Bar; American Bar Association.

Responds to "Harry," "H-W," "Hard-Worker," and "Matty."

*Vice-President, Robert M. Switzler*, of San Diego. Native of Nebraska, attorney at law, community worker, and a Toastmaster of long standing, being a charter member of the San Diego Toastmasters Club, Charter No. 7. He is a graduate of the Liberal Arts and Law Colleges of the University of Nebraska, member of Phi Kappa Psi, Delta Sigma

Rho, and Theta Kappa Nu. Past chairman of the Nebraska Chapter and the San Diego Chapter of the Red Cross and at present a member of the Executive Board of the San Diego Chapter. He was the first Governor of District Five of Toastmasters, a past member of the Board of Directors, and once before he served as Vice-President.

*Treasurer, Joseph P. Rinnert*. He is a native of Marion, Ohio, and holds degrees from Ohio Wesleyan University, University of Minnesota and Harvard University. After completing his law work he had a year as law clerk under Mr. Justice Harold M. Stephens of the U. S. Court of Appeals for the District of Columbia. For the past seven years he has been in law practice in Los Angeles, where he is associated with L. R. Martineau, Jr. College fraternities were Phi Beta Kappa, Phi Gamma Delta, Omicron Delta Kappa and Delta Sigma Rho. He has been a member of the Downtown Toastmasters Club of Los Angeles almost from its beginning, and has served as an officer of District One.

*Director, I. A. McAninch*, Past Governor of District One, and member of Board of Directors of Toastmasters International. He is an executive with the General Petroleum Corporation, with headquarters in Los Angeles, where he is a working member of the General Toastmasters Club, and a leader in patriotic work, throughout Southern California. Since Pearl Harbor he has headed an extensive service of speech for the sale of war bonds and various other good causes.

*Director Franklin McCrillis* came from New York, where his father was a book publisher. At Portland, Frank attended the University of Oregon, and started newspaper work with the Oregonian. For fifteen years he has been with the Seattle Times; was responsible for Seattle's December Midnight Follies Charity Show for needy families, which he organized and directed for several years. A member of Seattle Downtown Toastmasters Club, he transferred to the Number Three Club and helped reorganize it into the present Totem Toastmasters, serving as first president. He still edits the weekly "Totem News." First as Lieutenant Governor and then as Governor of District Two, he promoted the first all-day working conference of this District. President of the Advertising and Sales Club of Seattle, chairman of Speakers Bureau of Seattle War Chest, Civilian War Commission and Red Cross. At a recent Toastmasters meeting, Louis LaBow, a former Director of Toastmasters International, described McCrillis as, "The best salesman for Toastmasters that I have ever known."

*Director Ernest S. Wooster*, of Santa Ana, long-time member of Century Toastmasters Club, and for several years a member of the Editorial Board of the Toastmaster Magazine. A native of Oregon, he spent many years in newspaper and advertising work. He is Deputy County Auditor of Orange County, California.

## Speechcraft Worked

Richard Bennett, Ocotillo Toastmasters Club of Phoenix  
(Governor of District Three)

**L**IKE many other clubs, the Ocotillo Toastmasters Club spent some time discussing the new Speechcraft course, and whether to try it. For two years we had found it difficult to maintain the membership. Many meetings brought out only a meager attendance. Speakers were indifferent about meeting their speech obligations. After reading through the course, several of us felt that Speechcraft was the answer to most of our problems. At least we thought it was worth trying.

The very bad idea of acknowledging a slump and disbanding for the summer was not even considered. We decided to go ahead in spite of hot weather. The month of May was spent in organizing the course and selling Speechcraft to prospective students, and the work was presented during the hot summer months of June and July. (Clubs which take a vacation during the summer will please note this. Ed.)

A definite sales campaign was inaugurated. Each member submitted a list of names of men whose daily work brings them into contact with the public and who needed speech training. To each of these prospects we sent a letter and an enrollment card, together with a copy of the circular "Facts About Toastmasters." Upon receiving this communication, a few of the men called up at once and said they wanted to join. However,

most of our enrollees were secured by a personal follow-up call by our members. With this Speechcraft course, our men had something to sell, and they sold it. They knew that they had something which would benefit their prospects, something which each student would find increasingly valuable in years to come.

The aim was to bring in twenty-five applications, but the ball was rolling. We secured thirty-two paid-up enrollments before we stopped. At the end of the course, thirty of these men applied for membership in the club, and three formerly inactive members came back to active membership.

To procure the new members, we divided the club into two groups: the Wildcats and the Hellcats. A Stetson hat was offered as a prize to the person securing the largest number of applications. A Toastmasters pin was offered to each man who brought in three or more. Finally, a STEAK (imagine it!) dinner was served to the winning team, while the losers ate beans and corn bread. This was done at the opening meeting, and it produced a lot of humor and it produced a good start for the course. The steak eaters — the Wildcats — won by only one application.

In studying the course as outlined, we believed that certain changes would be beneficial, in the light of local conditions, and these were made with the approval

of Toastmasters International, with the request that careful notes be kept on the success of the changes. Our general critic, a teacher of speech, revised the course so as to work it into nine evenings, with two speakers for each session. We worked into the general program as many of the students as possible, considering their desire to speak, and their ability. After the fourth session, we heard as many as six three-minute speeches an evening from the students. An old member was assigned to help each student in this work, and to our pleased surprise, the new men spoke without notes or nervousness, and with good introduction, body and conclusion. The secret appeared to lie in making a three-minute speech instead of the usual six-minute effort.

At the first meeting, every man was required to stand firmly on his feet and tell his name and business connection. Careful instruction was given on how to do this simple thing, and what the effect should be. There were forty-one of these introductory speeches, given in seven and one-half minutes. Some of the men, for the first time in their lives, stood before an audience, and actually made a speech, even though it consisted of only ten or fifteen words. The main thing was that they made those little speeches in a calm manner, with clear enunciation, and with a pause after rising and before speaking. This made these men feel themselves a definite part of the group.

For the first six weeks, the average attendance was from forty to forty-four. The average was thirty-six for the last three weeks, when vacations became a factor.

This course has been successful viewed from any angle. Not all of the success was due to the fine lectures given each evening, although that was important. In addition, an attempt was made to provide something new at each meeting. We secured a better room for our meetings, revised table arrangements, provided a "soap box" for special occasions and introduced variations in the type of program. So long as intelligent changes were made, each tended to keep up the interest. We tried to combine formality and fun; the tempo ranged from the sublime to the ridiculous.

For the final meeting we invited our ladies for a very special program. The mass induction of new members was a feature.

We believe that some improvements can be made in the Speechcraft course. It might be helpful if the Home Office could mail to each student a small note or acknowledgment when he enrolls in the course, and at the end give to each one who has successfully completed the work some sort of certificate. Perhaps there might be some sort of final examination (true and false, or something of the sort) at the conclusion of the course.

There might be difficulty in some clubs in securing enough competent lecturers to give the work. This could be remedied if

we might have "Tips to Toastmasters" revised in such a manner as to cover the twenty-four lectures outlined in the course in the same order. Much of the foundation material for the lectures is difficult to secure, and as most Toastmasters are busy men, they lack time for the required research. If the "Tips" could be so arranged, it would be possible, at the end of the course, to present to each student a copy for his permanent use.

The Ocotillo Toastmasters are deeply appreciative of the guid-

ance and encouragement received from the Home Office. We believe that any Toastmasters club, regardless of size or condition, is overlooking one big, best bet in failing to use Speechcraft, whether it be for new members, or just as a "brush-up" course for the members, to inject new life into their work.

(Note: The suggestion that "Tips to Toastmasters" be revised to harmonize with "Speechcraft" is being considered. Our whole organization may become indebted to the Ocotillo Toastmasters for this very constructive idea.)

#### BACK THE ATTACK—BUY BONDS!

#### Speechcraft in Indianapolis

W. R. Sellers, Deputy Governor of the Pioneer Toastmasters Club, of Indianapolis, writes:

"We are entirely satisfied with the success of our Speechcraft project. We enrolled a total of fourteen students, in addition to the members of our own club. All fourteen of these men are representative business men of the city. The course not only proved to be an interest-reviver for our own members, but it made such an impression upon our new "students" that they immediately wanted to become members. We inducted as

many as we could, keeping in mind our maximum of thirty members, and then encouraged the others to join one of the other Toastmasters Clubs in the city.

The course proved an inspiration for all of us, and we have tentative plans to offer it again this coming winter, even though we do not need to build up our membership. I can think of nothing else that can better be used by our clubs to help attain our objectives, and to build up membership where it is needed. I do not hesitate to recommend it without reservations to all Toastmasters Clubs.

#### LISTEN—THINK—SPEAK!

#### How To Win An Argument

The way to convince another is to state your case moderately and accurately. Then scratch your head, or shake it a little and say that is the way it seems to you, but that of course you may be mistaken about it; which causes

your listener to receive what you have to say and as like as not, to turn about and try to convince you of it, since you are in doubt. But if you go at him in a tone of positiveness and arrogance, you only make an opponent of him.—Benjamin Franklin.



#### THE CLUB OF THE YEAR

The gentleman at the left, with the smile of satisfaction on his face, is President Leigh B. Pearce, of Huntington Park Toastmasters, Charter No. 14. He is receiving the Club-of-the-Year award at the hands of Dr. Gordon R. Howard, donor of the trophy, and chairman of the committee in charge. Huntington Park Toastmasters started in a year ago to win the honors, and after a year of earnest endeavor, succeeded by a very narrow margin.

PHOTO BY STERLING TREVOR.

#### LISTEN—THINK—SPEAK!

A wise old trainer, when asked for advice on winning races, said: "Well, the first thing to do is to get out in front at the start and then improve your position from there on." We might as well become reconciled to the fact that much is to be said in favor of hard work. The only way we can outstrip an able competitor is by sticking at the job longer and working at it harder than he does.

BACK THE ATTACK—BUY BONDS!

## I Second the Motion

Alphus R. Christensen, Sodak Toastmasters Club of Sioux Falls, South Dakota

**P**ARLIAMENTARY procedure has been ignored and abused by the chairmen and members of almost every conceivable type of meeting. In most cases the chairman's knowledge of procedure is limited to a few phrases, such as, "The minutes stand approved as read," "Is there any other business?" "Signify by the usual sign," and "Is there a second?" The members seldom rise above a mumbled "I second the motion."

Every American should have at least a working knowledge of the procedure which facilitates the conduct of business affairs. Frequently he has to play the part of chairman, as well as that of a member.

Since the handling of a motion is the important consideration in any meeting, and since the motion is so frequently abused, we should give first attention to this aspect of parliamentary usage. The prevailing practice of discussing a subject before a motion has been presented is careless and slipshod. All discussion during a meeting should be upon a pending motion.

The motions to be considered here are those which most frequently occur. We should consider in each case what is the purpose of the motion, whether it is debatable or amendable, what vote it requires and whether it takes precedence over other motions.

In general there are four groups

of motions: (1) Main motions, (2) subsidiary motions, (3) privileged motions, and (4) incidental motions.

A main motion is presented to bring before an assembly for consideration some question or proposition. Such motions are always debatable, amendable, require only a majority vote, and have no precedence. Therefore, a main motion can be presented only when no other matter is pending.

The subsidiary motions make up the next group. These have to do with some other motion already under consideration, usually a main motion. Subsidiary motions take precedence over the main motion in the order in which they are here discussed—that is, the first one mentioned stands lowest in order of precedence.

The motion to postpone indefinitely has a twofold purpose: to kill the main motion, and to test the strength of the main motion. It is debatable, cannot be amended and requires only a majority vote.

Frequently the desire is to change a motion or resolution. This is done by moving to amend. There are four ways to amend: (1) to insert, (2) to add, (3) to strike out, (4) to substitute. This motion is debatable, amendable, and requires only a majority vote. An amendment to any motion is called a primary amendment. There can be only one primary amendment on the floor at one time. The primary amendment can

be changed by an amendment, which is called the secondary amendment. When it is moved to amend a primary amendment, the vote is first taken on the secondary amendment, then on the primary amendment as amended, and finally on the original motion as amended. The secondary amendment is subject to the same rules as the primary amendment, except that it cannot be further amended, and it takes precedence over the primary amendment. Either the primary amendment or the secondary amendment is improper if it nullifies the motion being considered, or if it does not relate definitely to the motion it would amend.

When an organization feels that further investigation of a matter is needed, the motion to refer to a committee is in order. This motion is debatable and amendable, and takes a majority vote.

In some cases, especially when debate has degenerated into mere harangue, it is desirable to move the previous question. This motion, if passed, stops debate at once upon the pending motion and brings that motion to a vote without further discussion. The important thing to remember is that this motion does not dispose of the motion, but merely stops debate on it. If the motion for the previous question is phrased so as to include both main motion and amendments, debate on all motions referring to the same question is terminated. This motion is not debatable, not amendable and requires a two-thirds vote.

In the third group of motions we find those which are privileged in character. These motions outrank both subsidiary and main motions. Although a number of motions fall into this category, only two will be considered here—to reconsider and to rescind.

The motion to reconsider is applicable when, due to changed conditions, it is desirable to open for discussion a motion which has previously been acted upon. This motion can be introduced only by a member who had voted on the winning side. It is debatable if the motion to be reconsidered is debatable. It cannot be amended, and it requires a majority vote.

The motion to rescind is employed on occasions when it is too late to move to reconsider. If a motion has been executed, it cannot be rescinded nor reconsidered. The motion is debatable and can be amended. If notice has been given at a previous meeting that this motion is to be introduced, a majority vote is sufficient. Otherwise, a two-thirds vote is needed to pass it.

Finally, there is a group of incidental motions arising from other motions. These must be settled before the motion out of which they arise is voted on. If a member of the assembly thinks that a speaker or the chairman is breaking a rule, the member may "rise to a point of order." If the floor is held by a speaker, the speaker yields the floor until the point of order has been settled. The member states his point, and the chairman makes a decision.



Sometimes the member does not agree with the ruling of the chair. In that case, the member may invoke the motion to "appeal from the decision of the chair." The assembly is called upon to decide whether the chair's decision shall be sustained. An affirmative vote sustains the chair, and a negative vote concedes the point of order.

This approach to the study of parliamentary procedure has been very brief. Only the most common motions have been discussed. Robert's "Rules of Order" should be

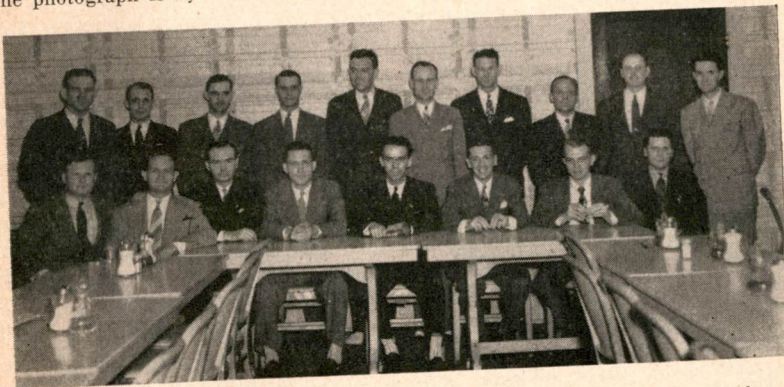
consulted for complete information on any point of procedure. Most textbooks on public speaking contain information on the subject. To consult one of these books will add to the average man's knowledge of the rules of order. The mere knowledge is not sufficient. That knowledge must be put into practice if one is to become really skilled in the conduct of meetings.

The art of presiding, like the art of speaking, cannot be mastered by reading about it.

LISTEN—THINK—SPEAK!

## MEN OF CHICAGO

The former Chicago Toastmasters Club (Charter No. 96) has been reorganized under a new name, The Central Toastmasters Club, and it musters the group shown below as members. Many of the men are connected with the Illinois Central Railroad offices in Chicago. David A. Zimmerman, Lieutenant Governor of the Chicago Area, was instrumental in bringing about the organization. The photograph is by Toastmaster C. G. Massoth.



Left to Right, back row: E. N. Crowson, I. L. O'Brien, F. K. Sanford, R. M. Kappel, N. E. White, D. B. Sweeney, C. A. Larsen, R. W. Tierney, K. A. Oiseth, I. C. Randolph.

Front row, seated: R. R. Winkleman, H. F. Leuck, J. H. McMahan, W. A. Borchardt, G. F. Blankinship, Jr., (President) Frank Moran, (Secretary) D. A. Zimmerman, (Deputy Governor), D. F. Sheehan.

## How Do You Use Your Voice?

**P**ERHAPS you cannot now have a recording made of your voice so that you can study it and hear it as others do.

But there is a voice teacher right in your own home which can do a great deal for you. That is the radio.

Note carefully the voices that come over it, the speakers, the actors, the announcers. Also note those novices who come to various programs.

The trained professionals speak with ease and assurance, enunciating every syllable distinctly. But the novices slur their words, fail

to enunciate, interpolate many grunts, and in various ways make the difference very noticeable.

A study of the voices on the radio will help greatly in improving the speaking voices of Toastmasters. You are listening each day to the radio for news, if for no other program. Why not make this listening period do double duty—listen to how the speakers use their voices as well as to what they say?

The world's best voices and the best use of them float into your home all day long, are available at any hour. It is an opportunity for lazy, easy, profitable study.

## How Do I Look Before An Audience?

**T**HIS is one of the easiest questions to answer. Just get before a mirror and make a speech and you can see for yourself.

But it has other advantages than merely satisfying curiosity. Not only do you see yourself as others see you, but you also may see improvements you can make.

Imagine that back of you—or before you, perhaps—is an audience. Can you practice eye control, looking at each of the imaginary hearers in turn, in a calm and persuasive manner?

Do you want to use gestures, but have some doubt as to how to do so? Try them before the mir-

ror. Observe how you use your hands and practice better use of them. Note the difference between short, quick, almost embarrassed gestures and those made with the full arm.

How about your facial expression? Is it pleasing? Do you open your mouth so that the words slip out and can be heard distinctly? Do you stand erect, or do you slouch?

The mirror gives you a faithful picture of yourself. Spend a few minutes each day in this practice and you will gain poise, ease and control of your actions. You will improve, even while you watch the improvement taking place.

## Editorial

### THE FUTURE CHALLENGES US

**I**N the midst of the confusions of wartime we look ahead, remembering that the war cannot last forever, and that our greater task will come when the armed conflict ends. What we have done thus far in the Toastmasters movement is good. It may even be called great in its significance. But the vision of what lies before us dwarfs the past. Our challenging opportunities lie ahead of us.

Our immediate Past President, Ted Blanding, came back from months of service abroad with a new conviction that our work is a necessity, and with a new vision of international growth, and with a sense of need which impels us to greater efforts. He said:

"We have a great contribution to make, and we must not fail in our day of opportunity. I have talked to many men from all parts of the world about our program, and have found everywhere a quick response and a lively interest. Men want the benefits of the Toastmasters Club. I am confident that our greatest days are just before us. We must plan wisely for the future. Do not hesitate to think in terms of a truly international organization, and do not fail to lay plans for development and expansion such as today are beyond our dreams and hopes."

Three important tasks claim our immediate attention. Realizing that the strength of the organization is in strong local units, our first task is to accept the proposition that every Toastmasters Club should have a full membership. Any club whose roster is below the established limit has for its immediate responsibility the building up of its membership. Second, let us make sure that every club is following to the fullest extent those methods which experience has shown to be the best, making use of all the materials and helps provided by Toastmasters International. Third, let us set up goals for expansion through establishment of new clubs. Is it too much to hope that fifty new Toastmasters Clubs can be chartered in the United States and Canada by July 1, 1944?

Meantime, let us fix our eyes on the ultimate goal of our service, and begin planning for the greater development which will come when clubs are formed in all the English-speaking world, and when they reach over into nations with other languages, but possessing the common desire for freedom and growth. The only limits to our usefulness are those which we may set by our own unwillingness to exert ourselves.

### FOR BETTER EDUCATION

A permanent Educational Committee in every Toastmasters Club is to be the result of action taken at the Annual Meeting. The plan calls for the formation of a standing committee of from three to five members in each club, serving as the Educational Committee, to improve the educational methods of the club and to cooperate with the Educational Bureau of Toastmasters International in providing systematic training for all members. This committee in the club will have as a special task the training of new members during their first efforts as speakers. The chairman of the committee is to be the "contact man" in the club, to work with the Educational Bureau in discovering the needs and in applying approved plans.

The Educational Bureau, in turn, has under consideration various plans for securing better methods of evaluation; for making the speech training consistently progressive, with more advanced work for experienced members; for systematic training in chairmanship and parliamentary procedure; and for other much needed improvements in method. Better education for our members, leading to better results, is the purpose of the new arrangement.

### ELIMINATE THE HESITATION

"Mend your speech a little lest it may mar your fortune," said King Lear to Cordelia, as phrased by Shakespeare, three centuries ago. Carelessness in speech is a challenge to every Toastmaster, whether it be his own carelessness or that of another. To eliminate faulty diction is one of our obligations.

One of the earliest crusades of Toastmasters was against the "grunt" habit which afflicts so many speakers—that habit of "and-uh" and "well-uh" and of the prolonged "ah-h-h-h" with which so many people introduce their remarks. In recent years this objective has been too often neglected. It is time to resume our vigilance, and to undertake with new zeal the elimination of the "aspirated pauses" in our speech. The habit grows insidiously. Many people have it without realizing their affliction. We can help them cure themselves.

But we must also cure our own selves. Watch your ordinary speech. Listen to others. Cultivate an alertness to "grunts." Observe speakers on the radio. Note that able and experienced speakers do not hesitate and grunt, while novices frequently do. The best way to keep from grunting is to think before you speak. Know what you mean to say, and say it without hesitation. Take with all seriousness the advice of the "Autocrat of the Breakfast Table," who said:

"And when you stick on conversation's burrs,  
Don't strew your pathway with those dreadful 'urs'."

## FOR DISTINGUISHED SERVICE

Citations for meritorious service were granted by the U. S. Treasury Department to ten Toastmasters of Southern California whose work in the War Bond Sales has been notable. The men so honored were Olin H. Price, Joseph P. Rinnert, Ray Varnum, Frank W. Ellis, Ben H. McEachen, Gordon Gale, Gordon Easterley, Harry Bowman, W. C. (Bill) Roberts and I. A. McAninch.

These men gave hundreds of talks in behalf of the bond campaigns between December 7, 1941 and June 30, 1943. The total number of talks given by the ten was just about 1,000. Sometimes one man spoke as many as five times in one day, covering the territory from Santa Barbara to Oceanside, and inland as far as Palm Springs. The number of listeners cannot be estimated, nor is it possible to make a guess at the millions of dollars worth of bonds these speakers helped to sell. The certificates were presented by Howard Mills, representing the Treasury Department, at the Conference of the First District on July 31.



In the picture, left to right: Gordon Gale, Joseph P. Rinnert, I. A. McAninch, Howard Mills, representing the Treasury Department, Olin H. Price, Harry Bowman, Ben H. McEachen, W. C. Roberts. Unable to appear for the picture were Frank Ellis, Ray Varnum and Gordon Esterley.

I say discuss all and expose all—I am for every topic openly;  
I say there can be no safety for these States without innovators—  
without free tongues, and ears willing to hear the tongues;  
And I announce as a glory of these States, that they respectfully  
listen to propositions, reforms, fresh views and doctrines,  
from successions of men and women. —Walt Whitman.

## News from the Clubs

### Program Features

Several clubs have been using the "feature of the evening" idea in their meetings. One member is appointed to provide this "feature." He is assigned five or six minutes, prior to the regular speech program, in which he may introduce anything which he thinks will be acceptable as a novelty. He may recite a poem, stage a short play, conduct a quiz or a spelling match, or use any other appropriate stunt to give variety and liveliness to the program.

An inspirational moment at the close of the meeting is another good suggestion. One member is designated to have a brief message of uplift and inspiration for the final moment. When the time comes to close the meeting, the President, instead of saying, "The meeting is adjourned," says, "Toastmaster Joe Doaks will give us the closing words of inspiration" or something of the sort, whereupon Joe Doakes rises and reads or quotes a stanza or a paragraph carefully selected to put the exactly right finish on the evening's work, and to send the men out with a new sense of possible accomplishment.

### A Summer Record

Smedley Chapter Number One, of Santa, filled up its roster last spring when Speechcraft was pre-

sented. With a membership of twenty-eight active and four inactive, the average attendance for the summer has been just under twenty-five. In August, the club was notified that the cafe in which it has met for years would close for the entire month of September, but that the meeting room would be available for use. The club has demonstrated that it can meet without eating, by maintaining high attendance and excellent interest at its meetings in the foodless dining room.

### A Request Program

Pomona Toastmasters occasionally feature a "request program." This is built up by receiving requests from members for speeches on designated subjects by certain members. For example, when requests are called for, one man may rise and say, "I would like to hear Toastmaster James Toogood speak on his experiences as a captain on a freight steamer." When five or six such requests have been received, the program is built up in that fashion. It has proved of great interest in enabling the members to indicate subjects which they believe can be efficiently treated by the men they nominate.

### Internationalism

From Hilding Weisgerber, of Coronado Toastmasters Club,

comes a report on activities which reach across the Mexican border and which promise to lead to notable developments in our work. Two special meetings have been held recently in which prominent Mexican business and professional men have had a part. One of the meetings was held in Tijuana, with the program given partly in English and partly in Spanish. The result has been the creation of a strong interest among the Mexican men in the Toastmasters Club, with the possibility of forming a chapter in Tijuana in the near future. In addition there has come the development of better understanding with our neighbors to the south. More such international meetings are projected and the Toastmasters of Coronado and San Diego and other points in the vicinity are challenging those of Imperial Valley, of Arizona, New Mexico and Texas, to initiate similar efforts in Mexican cities across the border for them. It may be the beginning of an extension of Toastmasters into the Latin-American nations.

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#### On The Air

The Russell H. Conwell Toastmasters Club of Minneapolis and the Minneapolis Toastmistress Club met the St. Paul King Boreas Toastmasters Club and the Calena Toastmistress Club in a quiz contest June 7.

Appearing on radio station W.C.C.O., Trester Goetting and M. E. "Mickey" Lane from the Russell H. Conwell Club; Loda Mae Wolfgram and Velma Com-

stock from the Minneapolis Toastmistress Club; Virginia Brien and Gladys Clark from Calena Club; Herbert Werner and Herman Hebbel from the King Boreas Club, participated in this program regularly as "The Quiz of the Twin Cities." The Russell H. Conwell initiated the idea and helped provide the answers which won the contest.

A nationally advertised program shared with Toastmasters and Toastmistresses in a publication arising from the program. Some of the contestants, a sample of the product was their reward while others garnered war savings stamps.

Questions like the following were thrown at the contestants: Name three of the Aleutian Islands. What is the "dog watch" in the Navy? Can you boil water in a paper sack?

After the smoke of battle had cleared, the intricate scoring system showed that the Minneapolis contingent had walked off with the honors. The Conwell Toastmasters and the Minneapolis Toastmistresses wish their friendly rivals better luck next time.

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#### A Self-Timing Device

From Marion H. Beroujon, secretary of the Mobile Toastmasters Club, comes a suggestion for a timing plan by which the speaker can avoid overtime by keeping a check on himself. He writes: "I prepare my watch by the use of strips of adhesive tape. For example, for an eight minute talk, I

fix the apes on my watch crystal as to show opening of eight minutes. The watch is placed vertically, run up to the 12 on the watch dial and the other is at eight, run up to the eight on the dial. When I am ready to talk, I set the minute of the watch at 12. I can then see exactly how I am running. As the watch shows whether I have used half my time, or two-thirds of it and when the hand passes out of sight I know the time has elapsed. It is no conscious thought on my part and I find that it works well for me."

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#### St. Louis Demonstrates

During the summer the Toastmasters Clubs of St. Louis have done a good work in furnishing programs to various organizations, resulting in excellent practice for the speakers, good entertainment for the organizations served and fine publicity for the Toastmasters. The procedure has been to write a letter to the secretary of the club to be served, offering a program which consists of four short speeches and criticism, in the regular Toastmasters manner and which always includes a brief explanation of the Toastmasters Club and what it does. Six such programs have been given, the clubs concerned being two Optimist Clubs, two Kiwanis Clubs, the University City Chamber of Commerce and the North St. Louis Business Men's Association. One valuable result, as reported by Lieutenant Governor Bertram H.

Mann, is that hundreds of St. Louisans are getting first hand contact with the Toastmasters idea.

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#### Program Aids

A valuable aid to Program Committees is offered by the Reader's Digest in its program outlines, which are available free of charge to those who will use them. These outlines are prepared monthly, in the form of booklets which suggest subjects, methods of dealing with them, and bibliographies of pertinent material. The Program Outlines are based on current articles in the Reader's Digest, thus providing immediately accessible information for the speaker. Outlines are planned for panel discussions, but the same material may be used as the basis for individual speeches.

Details may be secured by addressing The Reader's Digest Program Service, Pleasantville, New York. The Program Chairman of your club will do well to ask to have his name placed on the mailing list for this service.

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#### Akron Appreciates Turner

The Akron Beacon-Journal of August 8th carried a well written article about Toastmaster Lewis C. Turner, organizer of Toastmasters work in Akron, Past District Governor, and member of the Board of Directors of Toastmasters International. In view of the fact that Turner is recognized as an able teacher of speech, lecturer on popular subjects, and all-round public man, there is interest in a

biographical note from the article. The writer is describing the graduation exercises of the Mantua High School in June, 1910. He writes:

"The principal concluded his remarks, and 'Red' Turner, valedictorian of his class, smiling brightly, rose to give the speech he had memorized for weeks. But 'Red's' beaming smile died out with the applause, and an obvious nervousness seized him. His features turned red as his hair, and the heavy silence made minutes seem like hours until he overcame

his fright, drew the speech from his pocket and proceeded to read it.

"After this embarrassment, the 18-year-old youth swore he never again would permit himself to be caught in such a predicament. And today, Lewis C. Turner is 'father of the Toastmasters Clubs' in Akron, one of the city's leading instructors in public speaking, and, as principal of South High School, delivers more commencement addresses than any other person in the area."

## Junior Toastmasters Clubs

**I**S there such a thing as a "Junior Toastmasters Club? The question is occasionally raised by Toastmasters who would like to see the benefits of our training extended to younger groups.

Yes, there have been such clubs for years, and the way is open for any regularly organized Toastmasters Club to sponsor and promote a Junior Club in its community.

Formerly such clubs or young people were handled by the Home Office, being formally chartered and supervised from headquarters. This method proved unsatisfactory and three years ago a new policy was adopted. By this policy it is provided that any local Toastmasters Club desiring to promote a Junior Toastmasters Club in its own community may ask for authority to do so, which will be promptly given by Toastmasters International. The local club then

assumes responsibility for the supervision and guidance of the Junior Club, which may carry on as such only for so long as this supervision is exercised. The Junior Club is responsible to the local Toastmasters Club which, in turn, is responsible to Toastmasters International. There are no fees charged for a Junior Club and its organization and operation are a matter for the local Toastmasters Club to handle.

Any Toastmasters Club desiring to sponsor a Junior Toastmasters Club should ask authority from Toastmasters International and on receipt of this authority it may proceed. Experience has demonstrated that younger people, such as high school students, welcome the benefits of the Toastmasters training, but that there is no permanence to such groups unless they have the aid of a sponsoring committee of adult Toastmasters.

## VICTORY IN SEATTLE



This was the scene in the Washington Athletic Club Monday night, August 31, when Seattle's Victory Toastmasters Club received its charter. District officers and Seattle's Totem Club, Victory's sponsors, turned out en masse. Upper, Raymond J. Huff, past International president, watches while Fred Langdale, Victory president, receives the charter from Frank McCrillis, International director. Nick Jorgensen, new District Two governor, keeps his eye on the charter, while Louis LaBow, past International director, watches the camera. In the lower photo, first row center, are Earl Meeks, district secretary; Huff, Langdale, McCrillis and Norman Jeremias, president of Totem.

Arrangements have been made for Founder-Secretary Ralph Smedley to visit the Northwest Districts on the occasion of Founder's Day. Plans are under way for conferences at Seattle, Portland, Vancouver and Spokane between October 21 and 28. It will be Smedley's first visit to the clubs in that region.

## A Good Book On Speech

EVERY DAY BUSINESS SPEECH, by Alfred D. Huston and Robert A. Sandberg. (Prentice-Hall, New York. Price \$3.65)

**T**HE authors are both former University of Illinois teachers of speech. Mr. Huston is at present Associate Attorney for the O.P.A., and Mr. Sandberg is Director of the Speakers Bureau for the Eastern Area of the Red Cross. Thus both men are not only well grounded in the theory of speech, but have much practical experience, which is reflected in their book. They have gathered into 300 pages the results of their observations and experiences, making a book of great value to any student of public speaking.

The distinguishing phrase in this book is the use by the authors of the "Able Man" basis for effective speech. "Speaking requires attention to the whole person—your ability as an ABLE MAN to say something effectively. This is where our study must begin." This is their fundamental thesis.

Their list of the qualifications of the "Able Man" makes interesting reading. They give them in detail as follows:

- A. Is your appearance satisfactorily impressive?
- B. Are your powers of observation well developed?
- C. Do you possess the initiative to tackle a job without being prodded?
- D. Are you thorough in your work?
- E. Do you make decisions easily and have enough faith to stick by them?
- F. Are you able to adapt yourself to new situations?

G. Do you have organizing ability?

H. Are you able to concentrate on a problem to the exclusion of all else?

I. Do you have a constructive imagination that is constantly seeking and finding new and better ways of doing the job?

The book leads through a study of conversation, conference speaking, and salesmanship, to a section on public speaking in which the student is shown in detail how to prepare and deliver his speech, concluding with a chapter of samples of good speeches of various types.

One feature which commends the book to any Toastmaster is the brief, but very suggestive treatment given to criticism as an aid to good speech. Most of the texts on public speaking overlook this vital factor. Huston and Sandberg could well have elaborated it, but they have said some pungent things on the subject, as, for example: "Would you not rather have one person tell you that you were off the track than to have an audience of several hundred go away thinking you were completely ineffective?"

This book is a good addition to the library of any speaker. It may be ordered from the publishers, from your local book store, or from the office of Toastmasters International.

## Varieties of Criticism

**T**O hold to a single type of speech evaluation, as some clubs do, is not good practice. It deprives the members of the benefit of new experiences and varied methods of approach. There are many methods of criticism in use, and others are being discovered as the clubs experiment and test new plans.

The horizontal type, in which each critic has a certain portion of the talk of each speaker to evaluate, gives good opportunities for comparison. One critic, for instance, may evaluate all the speech openings, comparing and contrasting them as to effectiveness. Another critic may discuss the organization of the talks, another the conclusions, and another the delivery, as to voice, gestures, eye contact and the like. By giving direct attention to one phase, the critic has a better chance to achieve thorough treatment, and by use of comparison, he helps the speakers to detect weaknesses and ways to improve.

The forum method of criticism offers a beneficial novelty for the critics as well as an effective means for aiding the speakers. In this type, a panel is formed, consisting of several critics, with a leader. They discuss the various speeches, comparing impressions and reactions and evaluating the work from their individual viewpoints. An advantage of this plan is that it gives the opportunity to compare while the speeches are

still fresh in the minds of the hearers.

In criticism by individuals there is usually no convenient way for anyone to voice an opinion differing from that of the individual evaluator, but in criticism by panel, if any critic disagrees with any other, he has the chance to say so. In this exchange of opinions and discussion of points of difference, useful suggestions are developed for the speaker, while the critics themselves gain by considering their difference of opinion.

An interesting extension of the discussion method has been worked out recently by one of the clubs. In this plan, each speaker is invited to question the critic as to points of special concern to the speaker.

To make this method effective, the General Critic should announce before the speaking begins that each speaker will be given the opportunity to ask questions and to discuss problems with his critic. This prepares both speaker and critic, and when the time comes, both men are ready for a lively and profitable discussion. The advantage of this plan rests on the fact that every man is conscious of certain faults and weaknesses, some of which are too often missed by the critics. Give him a chance and he will mention these points. He may ask, "Did I talk too fast, as usual?" or, "Did I wind up with a really vigorous 'so what'?" or, "Did I use any

good gestures this time?" Let him ask what is in his mind, and he can be helped the better.

It is the privilege of every Toastmasters Club to study improvement in the art of criticism

and to discover new methods. When a really good variation is developed, this should be shared with the other clubs as quickly as possible, so that all may gain the benefit.

## War Words

**W**AR is as old as mankind, and the language of war is quite as ancient.

One of the ancient words is *war* itself. This word comes to us thru the northern route from an Old High German word *werran*, meaning strife, discord or confusion. Back of this is an Indo-European root, *wergh*, meaning to kill by throttling. From that same source come such words as "worry" and "worse."

From the Latin word *canna*, meaning a hollow tube, originally a reed, we get our *cannon*. The Hebrews called the reed *ganeh* and the Arabic and Persian made it *gano* or *gana*. The word "candy" comes from the same source, as the Arabic name for sugar came from the sugar cane. By derivation, the cannon is a tube and the word is related to "can," "cane," "canal" and many other words which have to do with tubes and pipes. Our word "gun" is adapted from the same source.

*Munitions* derives from the Latin *munire*, to fortify, or build a wall. An earlier word *moenia* signified "walls." Our "ammunition" is from the same source.

Mars was the Roman god of war. His name gives us "martial,"

which is our rendering of the Latin *martialis*, meaning anything pertaining to Mars.

*Military* is from the Latin *militaris*, back of which, by way of the Greek, is an old Sanskrit word, *mela*, meaning an assembly or meeting. Perhaps those old-timers were unable to hold a meeting without getting into a fight. Their swords were their rules of order.

*Army* is a word which comes from the ancient Aryan tongues by way of the Greek, the Latin and the French. The Sanskrit root *ar* had the basic meaning of fitting or joining. The Sanskrit *irmas* and the Greek *armos* carried the same idea. Because of the manner in which the arm is joined to the body, the word came to be applied to the upper limb. Because the arm suggested strength, it was extended to include weapons, by which the length and strength of the arm were increased. In Latin, the plural form *arma* came to mean the tackle or gear for fighting and so gave rise to the verb *armare*, meaning to take up arms. The Latin *armata* became *armada* in Spanish, and *army* in English. So long ago as 1386, Chaucer wrote of "many a noble armee."

## What To Talk About

"Where shall we find speech subjects?" writes a troubled club secretary. "Can you send us a list of topics which will help our members to make more interesting talks?"

A more common complaint is, "How can we find time enough to talk about all the interesting subjects we would like to discuss?"

"The world is so full of a number of things" to study, read and talk about that most Toastmasters have no trouble finding speech material. They find topics in the news of the day, in local happenings, in personal experiences, in history, in their reading, in their business and in every part of their lives. For the student of affairs, the coming months, filled with matters of political and economic

significance, will bring a daily challenge to study and speak. The newspaper will suggest more speech themes than any man or group of men can hope to discuss.

It is impossible today to prepare a list of speech subjects which will be timely for more than a short while. The world is changing and history is being made at so rapid a pace that today's schedule will be stale by next month.

On the other hand, the rapidity of the change makes all the more abundant the subjects and material on which to talk. Any program committees seeking speech topics may find program material in generous quantities in the daily newspaper as well as in the weekly and monthly reviews.

## To Present A Motion

Grant Henderson, Smedley Chapter Number One, Santa Ana

A MOTION is the form of procedure required by parliamentary law for the transaction of business in an assembly.

The proper presentation and disposition of a motion requires eight separate steps:

1. A member arises and addresses the presiding officer.
2. The member is recognized by the presiding officer.

3. The member proposes a motion.
4. Another member seconds the motion.
5. The presiding officer states the motion to the assembly.
6. The assembly discusses or debates the motion.
7. The presiding officer takes the vote on the motion.
8. The presiding officer announces the result of the vote.

## Your Critic Compliments You

Thank your critic—don't resent him. Every criticism implies a compliment.

Whether the criticism is friendly in tone, or unfriendly, fault-finding and mean, it still is complimentary on two very definite points and you owe thanks for it.

First, the fact that the criticism is offered implies that the critic believes that you are capable of doing better. He says, "Why did you do it that way?" or, "Why didn't you do it this way?" or, "You are all wrong. Your approach is terrible and your execution is worse. You ought to be ashamed of such performance." Whatever form his criticism may take, there is always underneath it the feeling that you could and should do better. That is a definite compliment to you, even though the critic does not mean it so.

### Simplicity Has Advantages

One of the greatest preachers produced by the Baptist Church in the United States, Dr. John A. Broadus, was noted for the simplicity of his preaching. Speaking before a meeting of ministers in Baltimore on one occasion, he related an experience from which he learned the lesson of simplicity early in life. In the beginning of his ministry he adopted the plan of preaching especially to the children of the congregation on one Sunday in each month. He soon discovered that more grown up

Second, the very fact that he criticises you implies that he takes an interest in you and that is another complimentary item. Possibly his interest is in hurting your feelings—making you sore. Possibly he really thinks you can be helped. Whatever the motive, the fact remains that he has sufficient interest to criticise you, and that is something.

If you can master the difficult art of accepting every criticism gracefully, analyzing it and then applying whatever in it may be of use to you, you have made a start on the road to success in self-improvement. Learn to regard every criticism as a compliment and you will live longer and far more happily than if you permit yourself to resent criticisms and become embittered by them.

people came to church on the children's Sunday than on the other Sundays when he preached to adults. He asked a thoughtful member of the congregation why this was. The reply was: "Frankly, Mr. Broadus, it is because we can understand what you are talking about on children's Sunday." Dr. Broadus stated: "Since that time I have been preaching to children every Sunday." His simplicity and directness accomplished what could never have been done by too great profundity.

## What About Words?

By the Logomachist

(Do you have questions about words and how to use them? Send them in and our experts will try to answer them.)

*Question:* Is it really wrong to use a preposition to end a sentence with?

*Answer:* No, there is no authoritative rule which prohibits the terminal preposition. Its use is common among the great ones of literature, who are supposed to have set us examples in good usage. Probably the idea originated in objections to the use of redundant or repetitive prepositions at the end of a sentence or clause. For example: "Where are we at?" or "Where is he going to?" In both cases, the preposition is in bad taste because it is not needed. The adverb "where" implies direction or destination and addition of the "at" or "to" is bad, just as in "Whence did he come from?" where the final preposition is wrong, not because it is a preposition, but because it is redundant. The attempt to get away from a terminal preposition may lead to stilted and awkward speech. It seems far more easy and natural to say "This is a force to be reckoned with" than to say "This is a force with which to reckon." If you need to end a sentence with a preposition and can do so without violating some other rule of grammar, use it without hesitation. Of course, the form of the question which heads this paragraph is in itself objectionable and it would read better: "Is it really wrong to use a preposition to end a sen-

tence?" because the "with" in this case also is redundant and unnecessary.

*Question:* Why do we use the "apostrophe and s" to indicate the possessive form?

*Answer:* Some earlier etymologists and syntacticians taught that this was a shortened form of the possessive pronoun "his." Thus "John's book," according to Joseph Addison, writing in *The Spectator*, was a survival of the old form, "John, his book." Mr. Addison neglected to explain "Jane's book," perhaps figuring on the illiteracy of women of his day, by which Jane would not have a book. At any rate, the explanation, while ingenious, was hardly adequate.

Modern scholars trace the form back to the so-called "Old English" period of our language (about A. D. 499 to 1150) when the Latin influence showed itself in the extensive inflections of words. The Old English noun had five cases, much like the Latin. These cases were: nominative, genitive, dative, accusative and instrumental, the last named being similar to the Latin ablative case. As in Latin, the genitive case corresponded to our possessive case, being interpreted with the preposition *of*, as could be seen in "the book of John," which, for us, would become "John's book."



The cases were indicated by changes in the terminal syllable, giving the student of language just so much more to worry about if he wished to speak correctly. For example, the Old English word for *mouth* was *muth*, and its genitive form was *muth-es*. *Fisherman* was *fiscere*, with its genitive form *fisceres*. *Child* was *bearn*, with its

genitive *bearn-es*. From these examples it is easily seen that the dropping of the *e* in the Old English genitive termination would naturally lead to our present usage in writing the possessive form.

It is interesting to note that in our "Wednesday" (the Old English *Wodnesdaeg*, or Woden's day) the *e* is retained.

LISTEN—THINK—SPEAK!

## Stay on the Track

"Don't change horses in the middle of the stream." Also, don't change the thought or the construction in the middle of a sentence.

Many a speaker, in the midst of a long sentence, loses sight of the beginning and mixes up his verbs as to number or tense, or even changes his line of thought. Shorter sentences are a safeguard against this danger. Closer attention to what one is saying is another precaution.

Even the best educated people are victims of this bad habit. For example, there was the college president, speaking before a service club, who said with emphasis, "Upon the careful and studied preparation of the program determines the success of the meeting." You can see that he started the sen-

tence with the intention to say that "Upon the preparation depends the success," but he lost his way and used the wrong word.

Another speaker, well educated and able, missed his way in this sentence: "Neither one of these projects, with all their possibilities and opportunities, are enough to fill our whole program." He allowed his mind to be distracted from the singular subject by the interposition of plural modifiers. He meant to say, "Neither one of these is enough."

These are small items — mistakes made through carelessness rather than by reason of ignorance of the correct forms — but the careful speaker cannot afford to be careless. Eternal vigilance is the price of good speech.

LISTEN—THINK—SPEAK!

"Someone has said that in creating the Germans, God endowed them with three qualities: Intelligence, Honesty and Nazism. But in His wisdom He imposed one restriction. A German could possess only two of these three qualities. In other words, if a German is a Nazi and honest, he cannot be intelligent; if he is a Nazi and intelligent, he cannot be honest; and if he is honest and intelligent, he cannot be a Nazi."

## Criticism Made This Possible

In the Oneida Community, established more than 100 years ago as a religious demonstration, all property was collectively owned. Russia at its reddest never approached the degree of communism of these "Perfectionists," as they called themselves. Not only did these Americans, for most of them were New Englanders, go all out for Communism, but they also had a collective system of matrimony.

Every man was married to every woman. Strange as this practice seems and incredible as it may be, it worked. But the thing that made it work was the system of mutual criticism which was methodically followed. Every member of the

community was from time to time brought before a group which criticised the demeanor and behavior of these individuals.

Only those who ardently desired to profit by the criticism would remain in such a community. The result was that they earned their right to call them Perfectionists, and in this disciplining of themselves they achieved such success that the multimatrimonial or multibigamous plan succeeded also.

It may even be said that American freedom is dependent on the right to criticise and discuss problems and principles of government. Criticism is good for the welfare of the nation.

## The Beauty of Brevity

"It is with words as with sunbeams—the more they are condensed, the deeper they burn," said Robert Southey.

For example, there were the "Seven Wise Men of Greece," famous for their wisdom, remembered for more than two thousand years, each by a single brief sentence. Here is the list of the wise men, with the wise statement attributed to each:

Solons of Athens—"Know thyself."

Chilon of Sparta—"Consider the end."

Thales of Miletus—"Who hateth suretyship is sure."

Bias of Priene—"Most men are bad."

Cleobulus of Lindos—"The golden mean," or "Avoid extremes."

Pittacus of Mitylene—"Seize time by the forelock."

Periander of Corinth—"Nothing is impossible to industry."

The quality of any speech is not measured by its quantity. What is to be said should be said in as many words as are necessary and as few as possible.

## Criticism In Toastmasters

Call it criticism, evaluation, appraisal, analysis, or what you will, it is an essential part of the Toastmasters program. Every speech should receive intelligent and helpful comment, for the following purposes:

1. To indicate to the speaker the "audience reaction" to his effort.
2. To help the speaker to correct mistakes and bad habits.
3. To help the speaker to prepare to do better next time.
4. To promote and cultivate the habit of critical listening on the part of all the members.

### THE CRITICISM SHOULD BE:

1. Always constructive—always positive. Say "do this" rather than "don't do that."
2. Commendatory, whenever possible. Encourage the cultivation of strong points.
3. Tactful, always given so as not to cause unpleasant reactions or hard feelings.
4. Encouraging — never discouraging—never based on prejudice. A good critic leaves the speaker feeling, "I certainly can do better next time."

### SUGGESTIONS FOR THE CRITIC:

Here are certain fundamentals which should be considered in listening to every speech. It is not necessary to cover all of them each time. Select the ones most obviously needed in the speech under consideration.

1. Material — thought and arrangement.
2. Delivery — appearance, gestures, force, conviction.
3. Opening.
4. Conclusion.
5. Use of words.
6. Noticeable errors in grammar or pronunciation.

7. General effect of the speech. Accomplishment of purpose.

Let the critic select the one best thing and the one worst thing he can say about each or any of these points. Select the points to be mentioned and then select the most important thing to be said about them.

Criticism should be progressive. The beginner needs comment on details which can be neglected in the case of the experienced speaker. On the other hand, the experienced speaker can use suggestions which would be over the head of the novice. Adapt the criticism to the capacity of the speaker to profit by what is said.

Criticism should be helpful and sympathetic. It is not the business of the critic to be "cute" or caustic, but above all to help the speaker without causing embarrassment or discomfort.

Criticism should be made speech practice for the critic. Every oral criticism should be given as a complete and well planned speech of one or two minutes. Even the critic is open to criticism on his presentation of his comments.

### THE GENERAL CRITIC.

Assuming that the individual critics have covered individual speakers, the general critic should not duplicate their remarks. He has an opportunity for comparative criticism, both of the speakers and the critics. He may consider such questions as, "Why was B's speech more effective than A's?" "How did C's opening and conclusion compare with D's?" "Which speech was most effective in its results on the audience?" "Did J's criticism hit the vital points in the speech he analyzed?"

And let every critic remember that the one essential to be considered in connection with every speech is, "Did it make the sale?" "Did it accomplish the purpose?" If the answer is "yes," the speech was a good one no matter how many errors it contained.

BACK THE ATTACK—BUY BONDS!

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## THE TOASTMASTERS CALENDAR

1. **ELECT OFFICERS.** As soon as the new officers have been chosen, be sure that their names are reported to the Home Office. Do this immediately, so that needed information may be mailed to the new officers.
2. **TRAIN OFFICERS.** Area Councils will meet early in October to help club officers lay plans for the season. District Governors will remind Lieutenant Governors, and the Lieutenants will arrange the Council meetings, in every one of which primary attention should be given to duties and responsibilities of officers.
3. Set up the Educational Committee in the Club. This Committee, authorized at the recent Annual Meeting, is to give special attention to the training of new members. It should make definite plans for the handling of new members, and their use of "Basic Training." Report to the Home Office the name of the chairman of the Educational Committee.
4. Plan for the "Speechcraft" course, and for a general membership campaign. If the club has less than a full roster, take definite steps to fill it to the limit and add a few "associate members."
5. Prepare for Founder's Day, October 22. This is the nineteenth birthday of the Toastmasters movement. Make the observance such as will help the members to a better understanding, and bring the club before the community in a favorable light. Make it the occasion for good publicity. It could mark the start or the finish of a successful membership campaign. Write the Home Office for plans.
6. In September and October, let every Toastmasters Club give its fullest service to the Third War Loan Campaign. Buy Bonds for yourself. Help sell them to others. Toastmasters will talk for Victory.