# TO A STM A STE R

The

# December 1952

#### For Better Thinking-Speaking-Listening

TOASTMASTERS INTERNATIONAL, Incorporated in 1932, is a non-profit educational organization of 1206 active clubs, located in the United States, Canada, England, Scotland, South Africa, and the Hawaiian Islands, devoted to the work of helping men to become better speakers.

#### DECEMBER 1952

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#### I am still a BELIEVER!

For half a century I have been corresponding with you about this time of the year . . . always you have been understanding, sympathetic and cooperative. I treasure our comradeship highly and will always be grateful for favors granted.

I well remember one of my first requests to you, made very early in my career. It was for a set of tools for woodworking, which you saw fit to grant. Mother and Dad always regretted your generosity in this case.

Not long after that, my heart's desire was a pony. While the pony failed to make its appearance Christmas morning, the lesson my dad pointed out to me—that one must never allow temporary disappointments to affect his happiness—has been invaluable.

And then there was the affair of the bicycle. After several years of not-too-patient waiting, it finally appeared one snowy December 25th. Perhaps no gift from you has ever had such a profound effect on my life.

From a sickly indoor lad, I developed a hearty outdoor appetite ... my muscles bulged and my health improved. I discovered the joy of exploration and the fun of adventure on unfamiliar byways ... and to this day that method of relaxation and pleasure is mine.

As a young man, I discovered the joy of partnership with you in bringing happiness to others . . . what greater thrill is there than the joy reflected on small faces on Christmas morning? And who could forget a small daughter's first words on seeing the Christmas tree surrounded with gifts . . . "Oh, I can't talk!"?

And so I learned from you one of the most important lessons of life—that true happiness is only achieved by helping others to enjoy it. Empty indeed is the life that is not governed by this principle.

And here, again, comes Christmas, 1952 style. Surprisingly enough, there are still many unfilled desires. For myself, I ask continued health ... continued development of a sense of humor and a sense of proportion ... and the good sense to follow the lessons I have learned.

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For my three children, now grown, I ask a full maturity enriched by the experience of living for others. Bring them much that I have learned about the true fullness of life.

For my two grandchildren, may they have the fun of dreaming and hoping and believing in you. May disappointment strengthen developing characters, and may fulfillment be the beginning of worthwhile habit patterns of life-long enjoyment.

No letter to you today, Santa, could fail to recognize the present predicament of the world in which we live. While discussing my daughter and her family recently, a certain elderly relative remarked: "How can they bring children into a world like this?" And to this query the reply of the Great Teacher twenty centuries ago is the only fitting one: "Oh, ye of little faith!"

It is indeed true that the morals of those in positions of public trust have declined alarmingly. It is true that a socialized way of life threatens to engulf us. It is true that slavery—both physical and of men's minds—is rampant today over the face of the earth. It is true that warfare and mass destruction threaten us all. The world is not a pretty place to view.

Have we forgotten that the brightness of freedom's torch grows greater in adversity? We need to learn your lessons over again ... too many of us have forgotten ... our belief in you grows weak. For the salvation of the world today depends first upon belief ... belief that life is good and worth while, and must be lived for others. And secondly, it depends upon character, the sure rock from which each of us must be moulded. These were your primary lessons to us all.

So, for the world today, I ask for the strengthening of our belief and our character. When we have achieved stature from this, others will turn to us instinctively for the leadership we will have learned to deserve.

Help us to realize that the leadership the world needs today must be earned. Help us to earn that leadership by strengthening our belief in the high destiny of mankind, and by developing in us the qualities of character that we must have to carry on the struggle for a better world, and to build the confidence of others in our integrity and our vision.

Somewhere along the line, Santa, we have lost the true Spirit of Christmas. Bring it to us again in full measure so there will be enough left over to make joyous every day of the coming year.

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Your old friend, Donald E. Moyer Champaign-Urbana Toastmasters Club No. 195, Urbana, Illinois

THE TOASTMASTER

# A Christmas Greeting

#### By Nick Jorgensen, President of Toastmasters International



"Gladelig Jul." That is the way we said "Merry Christmas" when I was a boy in Denmark. It meant a great deal to me

then. It means much more to me now, especially this year because, as I say "Merry Christmas" to Toastmasters everywhere, my thoughts invariably turn to my recent journey with our founder, Dr. Ralph C. Smedley; a journey taking me from Seattle to Pittsburgh, Pennsylvania, to Syracuse, New York, to Boston, New York City and Washington, D. C., through High Point, North Carolina, to Atlanta, Georgia, back to Louisville, then to Chicago, and at length back to Seattle.

Altogether, I talked to ment from about two hundred Toastmasters clubs in fifteen different districts, and everywhere my impressions were identical — thousands of men confidently intent with a purpose of improving themselves through organized training; friendly men, enthusiastically enjoying their relations with other Toastmasters and willing and anxious to share this experience with others.

It was a journey I shall long remember, because it made me realize more than ever the potential

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strength, the inevitable success, the glorious future that lies ahead for our organization.

I was impressed with the general feeling that the influence of Toastmasters is today being felt in ever increasing measure. I was impressed with the vast opportunity for further growth and development among our membership, and the formation of hundreds of new clubs. I was impressed, also, with the genuine friendliness, the real fellowship in evidence wherever Toastmasters meet.

With experience, we are learning to realize the possibilities in the movement, and with enthusiasm, we are going to help its expansion.

So I cannot help but remind you how fortunate indeed we all are to live in this wonderful country where we can celebrate this Christmas and the beginning of a new year with a full understanding of the true purpose of Toastmasters International and a genuine recognition of our opportunity for self-improvement, and, with a determination to explore and use our latent abilities to the utmost for our own as well as others" benefit.

And so, in Danish, Gladelig Jul ---Merry Christmas.



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#### **SELFISHNESS**

Christmas is the time for giving. But before you give, you must have, and in order to have, you must get.

There is nothing reprehensible in the acquisition of money or power or skills, provided we seek them in order to increase our ability to share with others. Hoarding is the bad part of it not having.

Toastmasters frankly admit that they are selfish. They join the club in order to gain for themselves. Consider some of the selfish gains which are theirs.

Self-expression is a first consideration, but this leads to

Self-discovery. As a man begins to express his ideas, he is surprised at the talents which lurk unsuspected in the depths of his

mind. The discovery of these abilities naturally leads to

Self-revelation. As his ability to communicate improves, he reveals to others the talents which have been covered up under the cloak of silence. At the same time,

through his speech training he gains

Self-control. He learns to direct and control his mental energies, as he plans speeches or programs. He learns to tell himself what to do. and then to compel obedience. All through this process he is practicing

Self-evaluation. Not only does he receive evaluation from his associates, but he learns to appraise his own performance, and to improve it. Then comes the climax of all this effort, in

Self-advancement. He is ready for promotion in his business or in his social and civic interests. Because he has improved himself. he is prepared to improve his position, and to give out of his improved self for the help of others, and of all good causes.

Get all you can for yourself in the Toastmasters Club, for the more you get, the more you can give.

#### Help Fight TB

Hundreds of Toastmasters are making speeches in behalf of the annual Christmas Seals Sale, to help the nation's health.



**Christmas Seals** 

# IS A LIVING THING

#### By Dr. Lucius W. Johnson

living in the middle of the 18th that the second question Adam Century. You would have had about one chance in twenty of getting enough education so that you could read. If you had been it. one of the lucky few literates, you would have been aware of the thundering of Dr. Samuel Johnson. He and other lexicographers were enraged by what they called "vulgar, obscene Americanisms" that were creeping into the English language.

They were violently agitated by such words as wampum, warwhoop, and the verb to scalp. The adjective talented was denounced as a vile and intolerable Americanism. You who speak appreciatively of your wives as "the belittle woman" might be interested to know that the first known use of the word belittle was by President Thomas Jefferson in 1781. He was strongly condemned by the purists for coining such a monstrosity.

#### The Living Language

What the traditionalists failed to realize was that new frontiers and new developments produce new conditions that require new words. Only a dead language ceases to grow and develop.

Our newest science, semantics, or the significance of words, is really the oldest profession except

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Let's suppose that you were one. You all remember, I'm sure, asked Eve was, "When do we eat?" He couldn't have asked that if there hadn't been a word for

> All of us are swimming in a deluge of words, a verbal Niagara. Everyone is trying to express his ideas and his desires in new and dramatic ways. Each person's language represents his personality. Our American language has unconquerable vigor, reaching out for words in other languages or coining its own to fit its need.

#### Changing Conditions

Pronunciation changes continually and hardly a word we use today retains its original sound. In our time we have seen many shifts. When I was in school we had to be very careful to say per-emptory. Today, if we use the word at all, the preferred pronunciation is per-emp-tory.

Words are constantly fading from use as conditions change. We no longer wear ruffs or eat flummery, and porridge would be hard to take. In contrast, numerous new words came into our language with the automobile, the camera, airplanes, radio, television and the antibiotic drugs. Look at the cloud of new words brought in by

Freud and his idea about psychoanalysis.

Nowadays we have language on many levels. At the top is the pedantic phraseology of the purists, with which most of us have little patience. Then comes the easy conversational level on which most of our reading and conversation would be found. It abounds in shop-talk such as in the red, to contact, rake-off, also and/or. There is plenty of slang like bunk, razz, nerts, screwball and cockeyed.

Then comes gobbledegook, or governmentese, which is stilted, verbose and pompous. "They have implemented the committment" is an example. Translated it means, "They did it." Then there is slurvian, or elisionese, with compressed words such as "human bean," "moom pitcher," and "sears" for serious.

#### **Professional Jargon**

Each field of human endeavor quickly develops its own jargon. In the medical profession we have such brain twisters as "specific prophylactic medicaments." I have just returned from a convention of hospital workers where I listened for days to talks on "employee motivation" and "audiovisual indoctrination." To read *Variety* with understanding requires a lifetime spent in the entertainment world.

Every war brings in a flood of new words. From the Spanish-American war we have machete, medico, padre, hoosegow, rough-6-bit words on 2-bit listeners.

rider and the Daiquiri cocktail. More recent wars brought us words such as Quisling, Gestapo, jeep, goon and iron curtain.

Grammar changes too. When most of us studied this subject we were taught that the split infinitive was anathema. Also, we had to be very careful never to end a sentence with a preposition. Nowadays, writers of high standing do not hesitate to split an infinitive wide open, if it will improve the beauty or clarity of the writing. The Saturday Review of Literature approved this sentence, spoken by a child to its parent: "What are you bringing that book that I don't want to be read to out of up for?"

#### The Best Usage

As Toastmasters, we usually prefer rather formal language, on the higher level of good usage. Perhaps the contrast between this more regular expression and the informality of our daily conversation adds to our enjoyment. That English is good English which expresses well the thought of a given speaker to a given audience at a given time.

Our American language is a living thing, which never stands still. It has novelty, variety and a bounce that elegant English never has had. It inclines to pungent expressions which really illuminate the subject. How to fit our words, our pronunciation and our grammar to our audience is one of the most valuable lessons that we Toastmasters learn. Don't waste 6-bit words on 2-bit listeners.

# IN THE TOASTMASTERS CABINET SHOP

By B. W. Townsend, of Sioux City Toastmasters Club No. 579, Iowa

I am a stick of wood ----

A rough board, full of imperfections and lacking polish.

I am a piece of South Dakota wood having grown in the forests of Salem for some twenty-nine years. Some of my roughness was removed in high school, and some of the signs of polish showing through were caused by having hawsers of the U. S. Navy rubbing against me for four years.

I have been transplanted several times — once to Sioux Falls and once to the University of South Dakota, where I matured with other saplings. Yet again I was transplanted to the forests of Sioux City on the property belonging to a large wholesale company. There I was named Office and Credit Manager.

It was at this point I was taken to the Toastmasters Cabinet Shop to be processed. My ultimate polish will depend upon my hereditary strain, whether I am heart wood or sap wood, how I was cut and seasoned; but most important will be the effort and skill which goes into the polishing process.

Many a beautifully grained and sturdy piece of timber hides its beauty behind a rough unfinished exterior. Conversely, many a seemingly inferior board finds its way into a choice piece of furniture because of expert finishing and high polishing.

It is probable that the processing which I will receive in the Toastmasters Cabinet Shop may show up defects and imperfections, but I am confident that the master craftsmen in that shop will know just what to do to remove the blemishes and bring out the best grain and highest luster.

This I will acquire as I pass from one process to another until I am stamped with the *Certificate of Merit*, which is the trade mark of a successful Toastmaster.



Editor's note: This was Mr. Townsend's BREAKING THE ICE speech. It is presented as a good example of how to get away from the hum-drum, chronological recital of events in one's life.

# **OPERATION LEADERSHIP**

From a bulletin issued by St. Louis Toastmasters Club No. 170 and presented to all the members of that club.

You Learn By Doing!

Try. Try Again! Practice Makes Perfect!

In the Toastmasters Club we are learning to speak by speaking. Furthermore, by trying and practicing, we are learning:

To think under pressure.

To control nervous tension.

To be better salesmen.

To develop imagination.

To acquire an adequate vocabulary.

To develop a sense of humor.

To make use of initiative.

To be thorough and dependable.

To polish up our positive personalities.

To be friendly and win friendship.

These extra dividends are by-products of our learning to speak in public. They are the bonus which comes with our training. Can anyone deny that such by-products - these attributes which will qualify us for leadership - are our real objectives, rather than the obvious objective of public-speaking skill?

When we try to describe Toastmasters, we usually explain how public speaking is learned in the club, and we talk about the many advantages of being able to speak before an audience. But, if we fail to mention the by-products, we are telling only a small fraction of the story.

The full story needs to be told, not only to men on the outside, but to our own members, so that they may miss none of the values which are here for them.

Toastmasters training is training for leadership. The men trained in our clubs normally assume the leadership for which they are trained.

The operation of a successful Toastmasters Club is definitely entitled to be known as Operation Leadership.

#### LET HIM R. I. P.

**Oratory** is dead!

Radio passed the sentence and television is finishing the execution. The old orator who flung his arms about wildly and expressed enthusiasm by shouting louder and louder just doesn't convince the modern American audience. That style smacks of the "old-time politicians" and the dictators.

An outstanding example of oratory was given by Senator Dirksen in the Republican Convention. For people interested in speechmaking, it was a wonderful example of a man's ability to follow the moods of his audience, of the smooth use of various rhetorical tricks and of the use of voice modulation. But to those interested in what he had to say, it sounded old-fashioned and unnatural, and it was not convincing.

Since any important speaker today has a microphone before his lips to carry his voice perfectly to every individual, the kind of speech which is most impressive and is now practical is the intimate, conversational type. The speaker who makes his point nowadays is the one whose sincerity and enthusiasm are expressed in a conversational manner as though he were speaking to each listener personally.

We may want to "orate" occasionally while we are learning speechcraft, but to make a sale - be conversational.

-W. L. Shilling, Evergreen Toastmasters Club, Camas, Washington

#### THE LONG VIEW

As we have observed many times in the history of our country, the nation is bigger than any man or group of men within it. Some who have been in power were unable to change the course of events because the broader aims and ideals were always kept in sight by the majority. Many men have been hurt, rightly or wrongly, because the interests of the nation at large were necessarily placed first.

So it is with our own club. No one man or group of men can do anything to change the basic ideals, so long as we are following the broader aims and ideals as set forth by Toastmasters International. It behooves each member to help avoid possible trouble by being sure that those broad plans of progressive training are continued through the years. Some individuals will inevitably be disappointed or suffer some real or imagined hurt, because events will not be shaped as they feel that they should be. But here again, the individual, although possessing inalienable rights, must subjugate himself to the broader rights of the entire club. No man is bigger than the group. No man's ideas can safely be substituted for the ideals based on long experience.

-Leigh Whitney, Van Nuys, California Toastmasters Club

### Grammar Is Easy

#### No. IX of a Series

#### **Relative Pronouns**

The relative pronouns are relatively few in number. Their importance in our language is entirely out of proportion to their scarcity. We make great use of the few words.

A relative pronoun may be defined as one which introduces a clause qualifying an antecedent, whether implied or expressed — a relative or dependent clause. The principal relative pronouns are who, which and that. It is interesting to note that in the early days of the language, whose and whom were also used as relatives. Half a dozen centuries ago, that was common usage. Thus we find Chaucer writing, in the fourteenth century:

*"The whos* welfare and hele ek God encrese." (The spelling is Chaucer's.)

As with the interrogatives, noted in the previous article, *who* is used for persons, and *which* is for impersonal objects or animals. We have also *that*, which can be used for either. Thus:

The man *who* came to dinner . . . the car *which* was wrecked . . . The dog and the man *that* were in the car *that* was wrecked.

Fortunately, which and that have the same form in nominative and objective uses. Who has the different declensional forms, which create confusion, but as previously noted in No. IV (July issue) this distinction is gradually fading out in ordinary usage, so that we frequently hear such expressions as, The man who you met, instead of the technically correct The man whom you met.

The use of the relative pronouns is comparatively easy, provided we keep in mind the danger of becoming involved in too many dependent clauses, with so many repetitions of *which* and *who* that we lose ourselves. Direct, shortened sentences, without great involvement, are to be preferred for clear communication.

There is a danger in overuse of *that*, which is so handy and so varied in meaning. In general, the use of *which* and *who* is to be preferred, with limited recourse to *that*. Consider such a sentence as this:

"The man *that* was driving *that* car said *that* he thought *that* he had plenty of room to miss *that* truck, and *that* he supposed *that* he just guessed wrong on the speed *that* the other man was making."

Even so good a word as *that* becomes a bad word when overused in that fashion. Watch yourself in talking and in writing to guard against such wording.

Must we add that "them" is never to be used as a demonstrative pronoun, or in place of "those?"

People sometimes do say "them there things" and we hear a certain baseball team referred to as "dem bums" but such usage is not current in the best circles. "Them" is used exclusively (according to the rules) as the objective form of "they," following a verb or a preposition. Better not say "It was them that we saw," nor "Them are the ones I mean."

#### Review

We have seen that there are four classes of pronouns — the personal, the demonstrative, the interrogative and the relative. The demonstrative pronouns are *that* and *this*, with their plurals, *those* and *these*. Our principal care in using them is not to say "those kind" or "these sort," as so many people do in careless conversation.

Reasonable attention to the personal pronouns as to choice of the right word will definitely help you improve your speech. The interrogative forms will not trouble you.

But the only way to be a good user of good language is to be watchful every time you talk. If your casual conversation leads you into wrong usage, the same mistakes will intrude even when you are trying to speak well. "Make good speech a habit," and let all your talk be well phrased.

#### The Dictionary Helps

It is not easy to lay your hands on a regular book on grammar in these days. So much emphasis has been placed on finding easy ways to learn speech that few complete and authoritative books are available, except in old libraries and second-hand book shops.

Your dictionary can help you, if you are willing to make a study. Take your unabridged dictionary and start with such a word as "pronoun." A single paragraph gives the definition, and a list of the kinds of pronouns. Now turn to the various terms used for the different kinds. Turn to "relative" and hunt down the column until you find "relative pronoun." Follow the same procedure with the others.

Look up the other parts of speech, as *verb*, *adjective* and so on. In each case you will discover a very brief but comprehensive explanation of the word and some of the basic rules which apply to it. The dictionary is remarkably informative on the principles of grammar. You can make it take the place of a textbook.

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THE TOASTMASTER

### SATIRICALLY SPEAKING

#### By S. S. Rice, of the Massillon, Ohio, Toastmasters Club No. 871

Mr. General Evaluator, Gentlemen, and Bud . . . Where is Bud? Oh, yes.

Bud, we've heard you talk on everything from zippered bathing suits to kippered herring, but the talk you have just given is perhaps your outstanding one. In fact, I think everyone here will agree with me that it was unforgettable. Now let's see, what was the title of that talk? Vampire on the Elevator. No . . . Satire on the Evaluator.

While you were talking I looked around at the audience. I noticed that everyone seemed to be paying attention. Of course, I did see Bob talking to Chris, and Ed talking to Harry. Ray leaned back and almost fell out of his chair. The next speaker was mumbling his speech to himself, and the general evaluator was still working out his criticism of the topic session.

Just a few seconds after I finished observing the audience, your speech was over. So you see, I really didn't get much chance to make notes.

First let me compliment you on handing me your Basic Training book; but I never did find out what speech this was. Speech No. 7, the Big Broadcast, wasn't filled in so I used that.

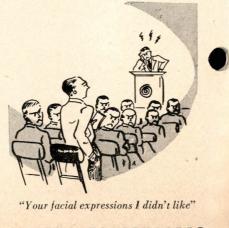
Now let's talk about your opening sentence. It was good. It

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started your speech out. However, I noticed your gestures . . . wasn't so good . . . or is it, weren't so good? You kept your hands in your side pockets . . . just like I'm doing now. I guess I shouldn't be criticizing you; I have the same fault myself. But wouldn't it have provided a little variation if you occasionally took those hands out of your side pockets . . . or maybe put them in your back pockets?

Your facial expressions I didn't like. I don't know what was wrong with them; I just didn't like them. You might work on this a little, Bud . . . You should be able to do something appropriate with your face.

Er . . . now . . . er . . . oh yes, your ah's. Er . . . I counted one ah. You might work on this, too.



and . . . er . . . try to eliminate it. A good Toastmaster NEVER says AH.

As for your grammar, it dangled a little. You should never use a preposition to end a sentence with. Also, you should try to not so often split infinitives. That's about all the grammar I noticed in your speech. Now I have a lot here about your voice. (Opens Basic Training manual.) How was his inflection? Good. How was his pitch? Good. His modulation? Good. His enunciation? Good. And then there's intensity. That of our better Toastmasters.

was good, too. And your tone was good. All-in-all, though, I think you ought to improve on your voice.

I had lots more criticisms, but I can't seem to be able to find them. Oh yes, your conclusion. It was excellent. I noticed everyone here was glad to hear it.

Considering everything, Bud, I might say that was a swell job, in fact the best I've ever heard you do. Keep up the good work and I'm sure you're going to be one

#### Shotgun or Rifle?

#### By Ray Brown, of Olympia No. 84 Toastmasters Club, Washington

We have all been guilty in our for improvement on reaching the evaluations of using the "shotgun" method which spreads a lot of buckshot over a large area. We try to cover every aspect of speech, or speech construction and delivery, from eye contact and gestures to thought arrangement and sentence structure. Wouldn't it be more effective if we were to pin-point our aim, try for a much smaller target, and use a rifle instead of the scattergun?

There are three rings in this target.

Bullseye: The purpose of the speech as stated by the speaker. Did it accomplish what was intended? Did it entertain. inform. convince, or obtain action? Have you any constructive comments

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objective?

First Ring: The points listed in Basic Training Critique Sheet for the particular speech. Avoid generalities; be specific. Confine your judgment to pertinent, listed points.

Second Ring: Correction of faults previously observed and noted in the Basic Training Manual. Are they serious? Do they actually detract from the speaker's desired results. (Let us ignore and omit trivial points.)

If our evaluation singles out ONE serious defect of a speaker. and our criticism assists in the correction of this fault, we may then say the aim was good. the shot effective and that Toastmasters has bagged one more.

### Polarize Your Audience

#### By Henry Van Noy, of North Hollywood Toastmasters Club

A polarized audience is important for a successful speech. Such an audience is one in which the attention of every member is centralized on the speaker where the reactions of the group are under the complete control of his words and actions.

The concept of a polarized audience was first brought to our attention by the psychologist, C. H. Woolbert. The techniques were further developed by Daniel Katz of the University of Michigan, and are discussed in detail in the book, "Fields of Psychology," edited by Dr. Guilford of the University of Southern California.

Editor's note: If you consider yourself a good speaker but would like to become even more proficient, read Mr. Van Noy's article a second time — or even a third — and then carefully apply it to your next speech.

To develop an integrated audience, a speaker may secure polarization through the use of these psychological techniques:

- 1. Removal of counter-attractions
- 2. Employment of attention-getting devices of proven worth
- 3. Utilization of "Social Facilitation."

In analyzing these, it is obvious, under the first technique, that the speaker may only attempt the removal of all counter-attractions. In many instances he can do little in controlling the setting for his speech, such as lights, heat, arrangement of lectern, seating and movement of others on the rostrum, etc.; but it is wise to discuss this matter with the chairman before the meeting and to try to work out a satisfactory arrangement.

#### **Prevent Distractions**

He is, however, fully in control of his person and should see that he is neatly and tastefully clothed, that no nervous habits are allowed in evidence and that his sincere and friendly attitude is in no way patronizing or pedagogic.

Despite care and planning, unforeseen interruptions or counterattractions may occur, as, fire engines passing, planes flying overhead, trains going by. These are situations which test the qualified speaker, for if he is good he will rise to the occasion and *weave* the interruption into his story and use it to add to the effectiveness of his talk; for instance:

An official in the aircraft industry was speaking to a group on the great strides made in aviation. As he approached the climax of his talk, a long freight train rumbled by. He waited patiently, as a good speaker should do, then smiled and said (of the train): "Oh well, it's obsolete anyway."

A trained speaker will produce attention-getting devices of his own—he will use conflict, suspense, human-interest twists, action, humor and novelty. For vividness he will appreciate that the more recent is more interesting than the remote; that the near is dearer than the far; that emotion has more emphasis than the intellectual; that the concrete has more appeal than the abstract and that one picture is worth ten thousand words.

As soon as the speaker succeeds in capturing his audience by his attention - demanding devices, forces within the group itself come to his aid and reinforce his authority.

#### Team Work

The audience is, after all, the other half of the team that makes the speech a success. The interaction of forces between listeners, in such a way to complement the speaker, is called *Social Facilitation*. We have all heard the sigh of relief when a performer completes a difficult act, and sensed the rapt attention of a group as a complicated process is explained or a tense situation is related. The *Impression of Universality* is

#### The Open Forum

Each Toastmasters Club is a forum. It is a forum where leadership in speech is developed, without a professional teacher, in a pleasant social group, where you meet with your friends around the dinner table.

It is a friendly forum, where you can study and practice, and then practice again — practice among friends, until you can express yourself with ease and confidence, any time, anywhere.

> -Lee R. Shannon, Community Toastmasters Club No. 408, Akron, Ohio

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closely attuned to this—a listener looks about and sees others laughing and decides it must be funny, or, noting the deep interest of the others, decides that the speaker must be saying worth-while things.

To insure the continued attention of such an audience, the speech must move in a straight line from the attention-demanding first sentence to the final *clincher*. Backfilling and repetition, if adroitly used, build for emphasis and clarity, but too often tend to confuse and weaken the argument.

- Change of pace and tone variation are important to continued interest—in fact, one should never keep his audience at too high a key for long! It is tiring and saps the power of concentration. Give them moments of pause to rest, before carrying them on to the crest.

All of these devices are used by successful speakers. They are directed toward one thing — an integrated audience—a polarized audience. One must recognize their importance and diligently employ their aid if he would achieve a polarized audience.



ilent night, holy night, Guiding Star, O lend thy light! See the Eastern Wisemen bring Gifts and homage to our King! Jesus the Savior is here! Jesus the Savior is here!

First sung on Christmas Eve in 1818 at the little chapel of Oberndorf, Austria; Joseph Moher, the priest, and Franz Gruber, the chapel organist, had composed it for the occasion a few hours before. (We have used a less familiar verse.)



little town of Bethlehem! How still I see thee lie; Above the deep and dreamless sleep, The silent stars go by. Yet in thy dark street shineth The everlasting light; The hopes and fears of all the years Are met in thee tonight.

The poem was set down on Christmas Eve in 1868 by Phillips Brooks, the great American divine, as he relived, in memory, his never-to-be-forgotten visit to the *little town of Bethlehem* two years before. His church organist, Lewis Redner, was inspired with the tune during the night, after reading the lyric before going to bed.



t came upon a midnight clear, That glorious song of old, From angels bending near the earth To touch their harps of gold: "Peace on the earth, good will to men, From heav'n's all-gracious King"; The world in solemn stillness lay To hear the angels sing.

One of the best loved, American-composed, Christmas carols. It was written in 1857 by Dr. Edmund Sears, a Unitarian minister of Wayland, Massachusetts, and set to music by Richard Storrs Willis, son of Nathaniel Willis, founder of the Youth's Companion.



oy to the world! the Lord is come; Let earth receive her King; Let every heart prepare Him room, And heav'n and nature sing, And heav'n and nature sing, And heav'n and heav'n and nature sing.

The writings of the Psalmist David, and Isaac Watts; the music of Handel and the American hymnologist, Lowell Mason, are all combined in making this one of the most often sung of Christmas hymns.

What's Going On

Paging Buck Rogers



Toastmaster-photographer Richard Shacklett, a comparatively new member of I. B. Perrine Club No. 793 of Twin Falls, Idaho, on finding himself scheduled as Toastmaster of the evening and facing reduced summer attendance, decided to do something about it. So, combining necessity, imagination and his profession, he worked out the clever announcement pictured above and mailed it to all club members. His program was built around the flying saucer theme. Result? — The S. R. O. sign.



#### Our Cousins to the North

Valleyfield, Quebec, is a city near Montreal, where the Toastmasters idea has taken strong root. In the picture, President David L. Prosser, surrounded by his fellow officers, proudly exhibits charter No. 1125, which was recently presented to the club.

The line-up includes (L to R) Ed. Ch. Ham Rider, Sgt.-at-Arms Marc Viau, V-P Walter Stewart, Sec'y Doug Cameron, Pres. Prosser, Dep. Gov. Jas. Haffey, and Treas. Lawrence Lyons.

#### Self-Evaluation

In the Mile High Toastmasters Club of Denver, colored 8 mm. motion pictures have been taken of each speaker by President Harold D. Torgan. Each man gave a two-minute speech so that there was time for all. At a subsequent meeting the pictures were shown, giving every member a chance to learn exactly how he appeared to his audience. Pictures and speech recordings — visible and audible delivery — these can be a great help to the speaker.

#### Get Out the Vote

Many Toastmasters Clubs helped with campaigns to get people to vote. At Scottsbluff, Neb., a speech by C. M. Dokken resulted in issuance of a special poster by the Nash-Finch Co., food processors, with which Mr. Dokken is associated. We helped to stir up the voters!

#### Freightwayed Into Toastmasters



John W. Buck, Governor of District No. 7, presents club charter to Robert Ahern, retiring President of Freightways Club No. 1126 and newly elected Governor of that club. The occasion was a belated charter party held recently in Portland (Oregon), to which members, all employees of Consolidated Freightways, brought their ladies and best party manners.

#### **Red Feather Preeners**



Tom King (standing) of the Greater Muskegon (Mich.) Toastmasters Club No. 952, and his Red Feather paner consisting of Ted Thomas, James Gillespie, Robert McCrea, Douglas Quigley, Virgil Moser and George Madigan, drop in on the Kiwanis Club of their city to tell the inside story of Community Chest operation and the organizations it services. Other clubs and civic groups were similarly visited during the successful campaign recently concluded.

### PUBLIC RELATIONS — PUBLIC SPEECH

#### By W. N. Grabill, of Federal Toastmasters Club, Seattle

Public relations is one of the speech, because they had not acoldest and most essential tools used by man. He was practicing it long before he learned to recognize and correlate his actions, and long before he was able to name it.

From the beginning of human life on earth, it has been necessary for men to get along with each other. The ability to communicate, to understand, to share ideas and to convince their fellows of honesty and sincerity has always been indispensable in community living, no matter how small or primitive the community.

Every one of us wants to be well thought of by his associates. We like to feel that the business in which we engage, the organizations to which we belong, our political beliefs, our religious affiliations and all the rest of our relations with others are of such quality as to command respect. We strive continually to create a good impression on others.

#### You Win Authority

The basic medium for making ourselves understood is communication-speaking, both public and in conversation. Ability to express oneself clearly, so as to be understood by others, places one in a position of authority.

Our forefathers, in the ancient days, were forced to depend on

quired the ability to write. Thus oral communication, especially in the form of public speaking, came to be an essential for the leader.

When the modern art of promoting better human relations won recognition, public speaking ability promptly took its place as Number One on the list of necessary tools. It constantly increases in importance as we make progress in developing this art.

#### Your Personal Relations

Every person who comes in contact with others has his problem of personal relations. The one who is in business, professional work, governmental service, or even engaged in social and club affairs has a responsibility in building and maintaining sound and productive relations with his neighbors and associates, and with the general public, in so far as his work concerns them.

The janitor, the salesman, the elevator operator, the executive, the delivery boy, the switchboard operator, the planner, the designer, the director-every person from head man of the organization to the humblest worker, is engaged in public relations whenever he comes in contact with other people.

Public speaking fits directly into this world of public relations activity. It is the most available for his employees and associates medium through which one can sell his product or complete his project. It has the same relationship as butter has to bread. Speech is right in the process, and whether it be to an audience or to an individual, whether it be well done or badly used, it is still the essential.

#### The Personal Touch

Sincere, effective public speaking convinces people much more readily than the written word because of the personal touch. It is easier to listen than to exert oneself to the extent of reading. The listeners almost unconsciously evaluate for acceptance or rejection that which carries the ring of truth, when it is spoken.

In the meeting of the board of directors, when some speaker explains the virtues of his project or his product or his organization, he is using the most effective implements of public relations.

The girl who answers the telephone in your office uses the same implement. Her effectiveness depends largely on how well she uses it. She can create a favorable impression, or can win enemies for your business, according to the way she speaks. The errand boy, the salesman, the janitor, and all the others who work for you or with you, help to shape public opinion of your business, and win favor or disfavor for you. It is important for the head of the business to be a good man in his dealings with others, but it is almost as essential

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to be good workers in public relations as well.

The good public relations worker recognizes that he must be an effective speaker. If he lacks skill, he seeks to acquire it.

He must become expert at analyzing situations, understanding others, and giving clear expression to his ideas when there is need for this.

#### Merchants of Good Will

The public relations worker is a merchant of good-will, not only in his own behalf, but in connection with every project in which he is interested. If he does not know how to talk, he fails.

You have often sat in a meeting in which some man fumbled his chance, trying in vain to put over a point or to launch an enterprise. You said to yourself, "If that fellow had only taken advantage of training in the Toastmasters Club, we might know what he is trying to tell us." A vast fund of information is comparatively valueless without proper means of expression.

Every Toastmaster should realize that public speaking is not only desirable and useful equipment for him in his own task of maintaining good public relations, but that for the man entering the general field of public relations it is the Number One, absolutely essential qualification for success in this work.

It can be said with truth that public speaking and public relations are synonymous.

### A T-T-TESTIMONIAL

#### By Ralph R. Connors, of Butler, Pennsylvania, Toastmasters Club No. 630

Before I j-j-joined T-T-Toastmasters, I was j-j-just a n-nervous jerk; B-B-But s-s-since I've b-b-become a m-member, I-I-I'm w-w-wi-wild about the work.

I u-used to g-g-ga-gaze at the c-c-ceiling, And p-p-pace up and d-d-d-down the floor; But s-s-since I've j-j-j-joined T-T-Toastmasters I'm n-n-not n-n-nervous any more.

B-B-B-Bravely I s-s-stand b-b-before you -I-I-I'm as c-c-calm as I-I-I can be; I ho-ho-hope to become a g-g-g-great s-s-speaker L-L-Li-Like s-s-some of the m-m-men I s-s-see.

Y-Y-Y-You t-t-too c-c-ca-can become g-g-g-good s-s-speakers And p-p-p-perform in a-in a c-c-crowd l-like this -Remember I-I-I used to be n-n-nervous, As a g-g-girl who's n-n-n-never b-b-been kissed.

Al-Al-Already I'm s-s-s-speaking much b-b-better, Than ever b-b-b-before in m-m-my life --T-T-Ten more y-y-years in T-T-Toastmastering And I'll be t-t-t-talking b-b-back to my wife.

\* \* \*

But since I've joined the Butler Club And studied speaking lore, You'll note the miracle that I Don't stutter anymore.

Toastmasters is the surest way, And that's the way I took -You learn to speak by doing it Instead of from a book.

(Try having this read before your club - or better yet, have several read it aloud at Table Topics, being realistically serious in its rendition. It can be hilariously funny - at least it is an excellent exercise to relieve self-consciousness.)



#### Use Imagination

An inquiry was sent recently to club and district officers as to the desirability of providing completely detailed programs for club meetings — subjects, and all so that all the club's Program Committee would have to do would be to fill in the names. "Do you want that?" was asked. Many replies have been received, with an overwhelming majority saving an emphatic "No." Good for you. men! Program planning is an essential part of Toastmasters training. Use imagination and originality for your own good.

In the Saturday Review of Literature for July 26, 1952, John T. Winterich wrote this stimulating statement:

"An addiction to cliches is a combination of ignorance. laziness, unimaginativeness, and sheer plagiarism — the following of a well-beaten path through a wood that belongs to somebody else, the commission of an act of trespass which nearly everybody commits."

Keep your programs out of ruts and routines. Follow the monthly "Point of Emphasis" and apply originality to the planning.

Poor programs, likewise represent "ignorance, laziness, unimaginativeness," and deprive the member of needed training.

#### Let Them Talk Back

Frequently it happens that discussion of some interesting question as a table topic will leave the members with questions or points they would like to raise after the talks have gone around the table. Save four or five minutes for the purpose. Let questions or comments be directed to any of the speakers on what they have said. It will produce good results if kept under time control.

A speaker on a controversial or informative subject may arouse questions in the minds of the hearers. Occasionally announce that there will be a two-minute interval after each speech, or after certain ones, in which questions may be asked. Watch the time.

A speaker on auto electrical systems had more questions than he could answer in the time. One who spoke on United Nations problems was swamped with questions. It is good practice of the forum method.

Once in a while, permit the speaker to ask one or two questions of his individual evaluator. Limit the number to two, and require the evaluator to give a direct answer. Questions may relate to delivery or material or other matters involved in the speech.

Such discussion between speaker and critic may do much good.

### HOW WE TALK

#### "What I Mean"

My friend, an educated, intelligent business man, was telling about a certain radio program which he enjoys.

"You ought to listen to it," he said. "It's terrific, what I mean. It's out of this world."

I inferred that he thinks it is pretty good. He was recommending it to me, but his manner of speaking would not have been convincing to me if I had not been hep to modern chatter, you know. What I mean, his talk was rather out of this world for me, see! It did something to me.

This man knows how to talk better, but he has persisted so long in the hep-cat, bebop style of nervous, explosive hyperbole that he hardly ever gets around to using ordinary good language. I could go so far as to say that it hurns me up to see his education wasted. I don't like his line of conversation—what I mean. See?

There are so many people like that nowadays that one feels a bit self-conscious when talking with them if one is not skilled in the short cuts and catch phrases of the moment. I usually have to listen, for fear of revealing my ignorance. Those trite, tiresome speech hindrances, such as "you know" and "see!" and "what I mean" and a dozen more of the same kind, all are terrible time wasters and speech impeders. They mean nothing at all, and they actually detract from the force of the speech. They are essentially nervous twitches and tics, manifesting themselves in speech instead of in facial jerks.

Some time ago I had occasion to interview a prominent figure in the Hollywood scene concerning a movement in which both of us were interested. He is quite a brilliant chap, and he would have been interesting in conversation except for his addiction to "what I mean". If he used that phrase once, he used it fifty-perhaps a hundred timesin the half hour we spent together. I have forgotten most of what he said that day, but I can never forget the way he dragged in his "what I mean".

People easily pick up such meaningless words and phrases and permit them to grow into thickets of speech impediments. Suppose you check up on yourself. You may be a victim to some such habit. In that case, now is the time to free yourself from verbal slavery. "What I mean"—any word or phrase is a bad one if it is used to excess.

You will never gain a reputation as a pleasing conversationalist if your manner of speaking is governed by some foolish habit of using useless, meaningless words. "See what I mean?"

# Recommended Reading By R. C. S.



#### Successful Selling

Another Toastmaster breaks into the field of authorship, and produces a book which is worthy of the attention of all who engage in selling.

This time it is Toastmaster Jack Wardlaw, member of the Toastmasters Club of Raleigh, N. C., whose book entitled *Top Secrets of Successful Selling* has just been published by Wilfred Funk, New York. (The price is \$3.50.)

Jack Wardlaw is a successful insurance underwriter. For five years he has been a member of the Million Dollar Round Table, made up of men who have written a million dollars worth, or more, of coverage during the year.

He holds that "everybody is a salesman," because everybody has something to sell, whether that something be products or services or ideas, or just plain muscular labor. That gives him a broad field, which he covers admirably.

This is not just another book on selling. It is a personal, factual account, presented in delightfully readable style. The chapter headed "Everything First is an Idea" sounds like a good five-minute talk which he may have given before his Toastmasters Club, and which must have commanded the closest attention when he gave it. Once you get started, you will

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read on because of the interesting way he says things, and you will keep on saying to yourself, "That's me, all over," for you will see your own experiences reflected. You will find good ideas for meeting your own selling situations.

If you do not find the book at your local bookstore, you can have it ordered from the publisher, Wilfred Funk, Inc., 33 West 46th Street, New York 36, or you might write direct to Jack Wardlaw, 116 Montgomery Ave., Raleigh, N. C.

#### American English

Words and Ways of American English, by Thomas Pyles (Random House, N. Y., \$3.50) is one of the best works on the subject since H. L. Mencken first published The American Language, more than 30 years ago.

This is a popular treatment of the development of our language, the story of how the English language which is spoken today in America came to its present form, with the effects of our popular usage, the borrowing from other languages, and the many influences of a changing culture.

For the person who is interested in our American language and its background, the book is a desirable and permanently useful addition to the library. It will help the reader to speak with more understanding and accuracy.

# PROGRESSIVE



#### Noel!

December is the month of creative enthusiasm-of spontaneous sharing, not only of gifts, but of one's self. The spirit of Christmas is in the air — the tempo of living is stepped up a little faster - the lilt in one's voice is just a little lighter and the smile on one's face is just a little brighter. In fact it's grand to be alive in December.

Despite the rush of the season, December may be the finest month of the year in your clubif you get the "feel" of it down inside and then bring it forth in creative enthusiasm. Plan every meeting with a tone of celebration - let joy be unconfined.

This does not mean "just play" - there are tremendous possibilities for permanent club improvement if the natural upsurge of the season's spirit is captured and put to work.

#### Clu's Officers

Make every meeting a special occasion. Carry it along in fast tempo. Use group singing of "good fellows get together" songs, and just before Christmas have a real sing-fest of Christmas Carols. (Several major oil companies publish these carols for customer distribution.)

#### Program Chairman

Colorful programs and entertaining speeches are the order of the day. You have doubtless planned a Christmas party with the ladies present, and possibly the kiddies - that's good. A Santa in full regalia with a heaping pack of nonsensical gifts is lots of fun. Christmas skits are popular, especially the humorous ones. The reading of short legends and stories (if well done) adds to the meetings. A parliamentary drill on some trumped-up motion such as to impeach Santa or to outlaw Christmas cards, is always well received - or possibly a debate on a similar subject.

#### Evaluation

Make it constructively GAY. The critic whose words of wisdom are always welcomed is that one who can put deep meaning into blithesome phrases without depreciating the dignity of the speaker. Hard to do? Sure! But there is no better month in which to try than in December when the crisp air fairly crackles with gaiety and good cheer.

**MERRY CHRISTMAS!** 

THE TOASTMASTER

# PROGRAMING

#### A PROSPEROUS 1953!

The particular prosperity we are thinking of is not necessarily the kind you can stack in a bank vault — important as that is but the more articulate variety that Toastmasters has to offer.

Did vou get and use your share in 1952?

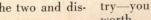
If not, suppose we just forget it and start off new with a sincere determination that 1953 is to be a banner year, full to overflowing with worth-while accomplishment and personal development.

Great things are ahead for Toastmasters — new approaches - new goals - new materials not to mention consolidating the gains we have made the past year; but regardless of their merit, these can mean but little to you except as you put them to work in your club and in your own career.

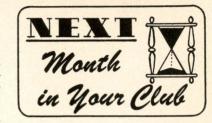
Speech Engineering is the theme for January.

Interesting and instructive programs may be built around the "How To" idea — How to prepare a humorous speech - How to tell a story in an interesting way — How to prepare a report to a board of directors.

Suggest to each speaker during the month, that he bring a written outline of his speech for the general evaluator to use. Also ask the individual critic to make an outline-compare the two and discuss the variances.



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#### **Table Topics**

Instead of the proverbial New Year resolutions as a subject, suppose you ask each member to take one project (or resolution) from the past year upon which he had been fairly successful and tell of the experience.

#### Educational Chairman

This is your big month. Try to intrigue every member to analyze his speech patterns critically. Even professional speakers get off the beam occasionally and have to be brought back.

(Detailed suggestions are mailed each month to proper club officers.)

#### New Idea Box

Some Clubs have a new idea box available throughout the year, where members may drop their suggestions for consideration by club officials. Such a receptacle is especially apropos in January which is a month of fresh starts and new beginnings. Give it a try-you may be surprised at its worth.

## New Clubs

#### WHEN AND WHERE THEY MEET

- 790 POWELL RIVER, British Columbia, (D 21), Powell River.
- 917 LIMA, O., (D 10), Y.M.C.A., Thurs., 6:00 p.m., Y.M.C.A.
- 1021 PORT HURON, Mich., (D 28), Hi-Noon, Thurs., 12:10, Y.M.C.A.
- 1186 MARYVILLE, Tenn., (D U), Maryville-Alcoa, 2nd & 4th Mon., 6:30 p.m., Lyons Restaurant.
- 1187 WEAVER, S. D., (D 19), Rapid City Air Force Base, *RCAFB Officers No.* 1, Mon., 5:00 p.m., Rapid City Air Force Base Officers Club.
- 1188 WEAVER, S. D., (D 19), Rapid City Air Force Base, Airmen's, Wed., 5:30 p.m., Manpower Board Office, Rapid City Air Force Base.
- 1189 MERCHANTVILLE, N. J., (D 38), Camden County.
- 1190 DALLAS, Tex., (D 25), Trinity, 1st & 3rd Tues., 6:30 p.m., La Villa Roma.
- 1191 EAST LANSING, Mich., (D 28), East Lansing, Mon., 6:15 p.m., Michigan State College Student Union Building.
- 1192 PORT HUENEME, Calif., (D 12), NAVCERELAB, 2nd & 4th Wed., 6:30 p.m., Colonial House, Oxnard, Calif.
- 1193 WORCESTER, Mass., (D 31), Worcester, Wed., 6:15 p.m., Y.M.C.A., Fireside Room.
- 1194 CHANDLER, Ariz., (D 3), San Marcus, Tues., 7:00 a.m., Wishing Well.
- 1195 PIERRE, S. D., (D 19), Pierre, Thurs., 6:15 p.m., St. Charles Hotel.
- 1196 CANTON, Ill., (D 8), Lincoln-Douglas, 2nd & 4th Thurs., 6:30 p.m., Cardy's.
- 1197 SEATTLE, Wash., (D 2), Angle Line, Mon., 6:45 p.m., Rose's HiWay Inn.
- 1198 ARDMORE, Penn., (D 38), Main Line, 2nd & 4th Thurs., 6:30 p.m., Viking Inn.
- 1199 CEDAR FALLS, Ia., (D 19), Cedar Falls.
- 1200 NEW YORK, N. Y., (D 34), High Noon, Thurs., 12:00 noon, Hotel Bedford.
- 1201 LONG BEACH, Calif., (D 1), Douglas Long Beach, 1st & 3rd Mon., 4:30 p.m., Douglas Long Beach Plant.
- 1202 PHILADELPHIA, Penn., (D 38), Philadelphia.
- 1203 DURHAM, N. C., (D 37), Durham, Mon., 6:00 p.m., Harveys Cafeteria.
- 1204 BLYTHEVILLE, Ark. (D U), Blytheville, 2nd & 4th Thurs., 7:00 p.m., Arkansas-Missouri Power Co., Dist. Engr. Office.
- 1205 ANAHEIM, Calif., (D F), Northrop Anaheim, 1st & 3rd Mon., 6:15 p.m., Ted & Zella's Club Center, Fullerton.
- 1206 BRADFORD, Penn., (D 13), Bradford.

#### HOME, SWEET HOME

may be where your heart is, but the Greek root from which it is derived means a place where you lie down. Strangely enough, our

ship.

Words in Everyday Life Remadley womenick

word "cemetery" is similarly derived. Both words are traced back to the Greek

#### KOME

a village, which is related to a word meaning to lie down. This word is



Keitai

#### What Home Means

Primarily, home is a place of residence. Originally, it was a place where one stopped or stayed. Because of the associations with family life, it acquired sentimental meanings in addition to the practical and economic sense with which it started. In certain European languages, it went through strange transitions.

Thus, a *hamlet*, in the Old French, was a little group of houses in the country. *Haunt* came from the same source, and it meant to frequent or to visit intrusively. It used to be pronounced "hant" with the short sound of *a*. As a noun, in Chaucer's but "it takes a heap o' living to make a house a home." Our word *home* has come to us through many linguistic variations

time, it meant skill. Another mean-

ing, also obsolete, was companion-

Domicile (with all three vowels

given the short sound, as dom i

sill) comes from the Latin domus.

a house. Basically, home implies

a place of shelter, or a house,

through many linguistic variations from its Greek ancestry, such as the German *heim* and the Anglo-Saxon *ham*. Always it has meant an abiding place, but it remained for modern life to make it possible to say, with Byron, "Without hearts there is no home."

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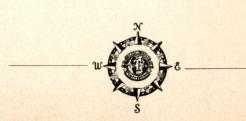
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