

THE *Toastmaster*

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TOASTMASTERS INTERNATIONAL, Incorporated in 1932, is a non-profit educational organization of 930 active clubs, located in the United States, Canada, England, Scotland, South Africa, and the Hawaiian Islands, devoted to the work of helping men to become better speakers.

For Better Thinking—Speaking—Listening

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THE LILY LAGOON in Balboa Park, San Diego, is world famous. Behind the lagoon, which contains many beautiful flowering plants, is an enormous lath house used to grow plants for the 1400-acre park. Toastmasters may see this in August.

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IT STARTED WITH EVE



By JACK F. KELLEY, Lieutenant Governor of District 1.

"Nothing ever happens until someone makes a sale."

This short sentence states in simple words the basic philosophy of communication in our business and social contacts. The "sale" may be of goods or ideas or information or of many other things; but until the sale is made, nothing much happens.

Good speech or good communication is a "must" in our talkative business world. Its importance is increasingly recognized. The better the speaker, and the more clear he is in communicating his ideas, the better job he can do for himself and for his firm.

Persuasive speech is one of the most used forms of communication. Persuasion is the purpose of a great part of all our talking. It is one of the most complex and at the same time one of the most satisfying types of speech, and it presents a definite challenge to the speaker.

All selling talks are of the persuasive variety. In order to persuade, the speaker must consider the nature of his audience, whether it be a single individual or a room filled with more or less uninterested auditors. He must adapt his approach to the particular audience, and make his appeal fit them and the occasion.

Persuasion is a process of creating desires. It is the substitution of new ideas or purposes or wishes in place of old ones. It consists largely of putting impulsion into ideas.

Human behavior is motivated by desire, and interest as a basis of human motivation cannot be created by cold logic alone.

To make the sale, you must make the man actually want to act.

This can be done by appealing to the instincts which are common to all men in varying degrees. These instincts may be listed as

self-preservation, love of family, sex, need for public approval, ambition, and gregariousness. All or some of these should be considered in conditioning the audience to respond to your call for action.

Here is a simple plan for arranging your material for a speech of persuasion:

1. Focus attention on your subject. Be colorful, dynamic, concrete. Connect your appeal with the social obligations, habits, and instincts of your audience.
2. Arouse the desire of the group, remembering that it takes more than simple logic or facts. Make them want what you want them to want.
3. Stir them to action. If you are selling some commodity you want the signed order, or the cash on the line. If you are asking them to vote for a proposition, or elect a candidate, or contribute money to a cause, make your argument so appealing that it will impel them to act favorably.

In order to achieve this desirable result, watch your speech lest it spoil your effect.

Be tactful. You don't win a customer by making him mad. Win his friendship. Don't say, "You must do this," or "If you don't do this you are a fool." Make him see that your proposal is a good one and that he will be helping himself as well as others if he takes your advice.

Don't stir up conflicts and opposition by going against the set ideas and prejudices of the audience. If you must change those ideas and overcome those prejudices, do it pleasantly and in a friendly fashion. Don't get into a fight.

Present the appeal at the time when you have created the greatest interest. It is easy to talk yourself out of the sale by continuing to argue when the customer is convinced. Don't talk too long.

The response, if you get it, may be one of two types.

It may be immediate, or it may be delayed. If immediate action is indicated, an emotional appeal helps to get the result. If the nature of the appeal calls for action at some future time, use logic. Create a logical, graphic appeal which will enable your listeners to remember easily and favorably that which you require of them when the time for action arrives.

Human wants produce actions and values. Persuasion is a process of vitalizing existing purposes or ideals or of presenting new ones. Successful presentation of a subject depends on building a favorable audience attitude because people act only to satisfy a need or a desire.

Man would still be languishing in the monotony of paradise if the Serpent hadn't "persuaded" Eve to eat the forbidden fruit. Remember since the beginning of time, "Nothing has ever happened until someone made a sale."

Something New Has Been Added

By GEORGE W. S. REED, President of Toastmasters International

The Conventions of Toastmasters International have been adding new values each year. While attendance has consistently increased, the members of the Board of Directors believe that too small a percentage of our members have found it possible to attend these annual meetings, and thus profit directly from their remarkable educational program.



As a result, this year "something new has been added" to the educational services of Toastmasters International.

While planning for our "biggest and best" annual convention in San Diego, August 9, 10, and 11, the Convention Committee and Educational Bureau are also presenting three advance educational conferences in widely separated locations which can be easily reached by many Toastmasters.

The first such Zone Educational Conference was held in connection with the Board's mid-year meeting in Tulsa on February 9 and 10. Although in a sparsely Toastmasters-populated area, this conference was attended not only by Toastmasters of Oklahoma, but by others from Colorado, Texas,

Louisiana, and Missouri, in addition to officers and directors from seven other states.

The next conferences are scheduled for Des Moines on June 8 and 9, and Columbus on June 15 and 16. All Toastmasters within reasonable distance should plan now to attend one of these conferences. Just what constitutes "reasonable distance" must be determined by each man for himself.

Both in Des Moines and Columbus, you will find training for district, area, and club officers, plus practical discussions on "Better Business through Better Communication" and demonstrations of educational procedures as used in the local clubs. The Zone Speech Contest finals will be the point of climax for each conference.

Local committees are already at work on arrangements, while program details are being worked out by the Home Office in cooperation with Convention Program Chairman Nick Jorgensen. Leaders at Des Moines and Columbus are striving to outdo each other in local enthusiasm, participation and attendance.

Yes, something new and valuable has been added to our service, and to the worth of membership in a Toastmasters Club; and it is anticipated that other zone conferences will be scheduled for next year in localities not conveniently served by this year's meetings.

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Formula for a Speech

There is no universal formula for building a speech.

There is no plan nor outline nor method which fits every case. The plan of organization must be studied and selected in relation to the purpose of the speech, the occasion, and the material to be used.

An instructive speech takes quite a different framework from that indicated for an entertaining or amusing effort.

Some enthusiastic students of speech are misled by the discovery of a "formula" into thinking that this one outline should serve every purpose. They can impede their own progress if they do not realize that individual planning is

necessary. It may be possible to adapt the basic principles of some formula for various types of speech; but for success, every speech should be a tailored-to-order proposition.

Every speech consists of an opening, a body or argument, and a conclusion. Thus far the formula can be standardized, but that is about the limit.

Dr. Borden offered an interesting formula in his helpful book, *Public Speaking as Listeners Like It*. Unfortunately, many speakers have tried to make this the "universal formula," which it is not intended to be.

The same is true of Dr. Monroe's excellent "Motivated Sequence," which in turn embodies the fundamental principles, but which is not useful in many types of speech except with considerable modification and adaptation.

Life in all its aspects would be much simpler if it could be lived by rule or formula, but it cannot be done, any more than every speech can be built on the same plan. Different occasions require different treatment to fit the special situations.

Speeches are that way. There are many methods for outlining and organizing material, but every speech is a special and individual problem. Make your plan of organization to fit the subject, the purpose, and the occasion; and do not attempt to put all speeches into a uniform type of construction.



My New Hobby

Harry E. Sever came into the Toastmasters Club of Pullman, Washington, through the Speechcraft course. He was afraid to face an audience, but felt his need. The article given here is adapted from a recent speech before the club. It reflects progress.

May I demonstrate some of the things I have learned in Speechcraft? You will notice that I rose as gracefully as an ox getting up from his stall, but I did not stall. I walked out here slowly, stately, and boldly before God and everybody. Notice that my hands are not in my pockets and that my abdomen is not protruding — not much over a foot.

I have nothing to fear. Because I *think* speaking is easy, I find that it *is*. With my head held high, shoulders squared, a smile on my lips, and a roving gleam in my eyes, I am speaking — and you listen and are amazed.

At first, when I was nervous and afraid, you were as uneasy as I was. Now that I am relaxed and free, your tension has disappeared. You know that I am master of myself and my subject.

How different it was a few short weeks ago when I attended the first meeting of this Speechcraft course! I did not expect to be called on until I was trained and ready, yet some insisted that I speak. There were two things I could do: sit tight, or rise and make a fool of myself. I chose the latter; and when I spoke, my

heart raced and skipped, and I could hardly breathe. You could see that my face was beet-red, but you could not know that my mind was a black-out blank.

Now after a few lessons everything is different. Lesson Number 3 ("Confidence Is Power") cured me, and you club members convinced me that we learn by doing.

I have recently read *A Message to Garcia* by Elbert Hubbard, *Acres of Diamonds* by Russell H. Conwell, and *How to Hold an Audience Without a Rope* by Josh Lee. So you can understand why I am loaded, primed, and cocked for delivery.

My next problem is to find something new and interesting to speak about, something besides myself and "My New Hobby." I must do some *thinking*, *organizing*, and *outlining*. Then I must become fired and inspired with my subject so that I can speak with enthusiasm — clearly, honestly, and sincerely. I shall be calm. I shall articulate distinctly. I shall resist becoming too oratorical, hysterical, or poetical. Then you will say, "Every day in every way, H. E. is speaking better and better."

Inside Your Club — . . .

"TABLE TOPICS"

Whenever you attend a meeting of a Toastmasters Club, you are quite certain to find it conducted in a manner which will make you feel entirely at home, whether it is in Maine or Florida, Idaho or Canada or Scotland.

Local practices may cause differences in details, but the general pattern — formulated through the years — is standardized, and properly so; because a certain amount of orderly procedure is essential in the training. Thus you will find in any representative Toastmasters Club three principal parts of the program: Table Topics; formal speechmaking; and evaluation.

* * *

First comes the period of informal discussion, designated as "Table Topics."

This feature was not in the original plan, but about 16 years ago it was introduced, and for a very definite reason. Indeed, there were three good reasons for it, and these reasons should be kept in mind by every member, that he may get the best from the program.

1. Impromptu speaking constitutes at least 90 per cent of the ordinary person's speech. In conversation, in arguments, in discussions of every sort, one thinks as

one talks. Sentiments are expressed without preparation or previous study as to arrangement. One must learn to think even while talking. That is the first purpose of "Table Topics" or "Trigger Talks" as they are sometimes called. Such training is one of the most valuable items in your club work — provided it is well done, with intelligent planning back of the program period.

2. A second important reason is that this free discussion period serves to help men in the exchange of information and ideas. In effect, it can be a sort of "town meeting" in which men of different opinions have the chance to air those opinions and to compare their ideas with the ideas of others. It should help to clear up misunderstanding, and it should lead the participants to the formulation of more intelligent opinions.

3. The third value of the discussion period is that it gives the members added opportunities to be on their feet, a very important matter when we remember how limited is the actual speaking time available to each one. Facing the audience informally helps to relieve the sense of fear on the part of inexperienced speakers. The more frequently this happens, the better for the aspiring neophyte. Since he learns by doing, the more

frequent his practice, the more rapid his progress. Thus the impromptu practice constitutes a most valuable opportunity for the less experienced speaker.

* * *

These reasons — learning to think and talk at the same time, exchanging opinions and thus adding to one's knowledge, and acquiring skill and confidence in meeting the audience — are the background of the "Table Topics" feature in the club's program. There are many other values which appear in the course of experience, but these are the basic ones.

Unfortunately, much of the value of this part of the program is lost because of careless or improper use of it.

The man appointed to serve as Topicmaster has a responsibility far beyond what many are accustomed to realize. He must plan well in advance. In consultation with the Educational Chairman, he must select the type of topic to be used so as to make it fit into the general educational plan. He will take into consideration the month's "Point of Emphasis." He will think of what topics have been used in recent weeks. He will seek to make his part of the program as enjoyable and as useful as it is possible to do.

There is hardly any limit to the topics which may be used and the manners of using them. Matters of local, national, or international interest are always acceptable for the exchange of information and opinions. No matter how contro-

versial these may be, they can be discussed without unpleasantness in the friendly Toastmasters atmosphere. But the Topicmaster must introduce them cleverly, and formulate the questions or topics in clear and concise words.

Topics related to Toastmasters training are always in order. The Topicmaster may ask for ideas about evaluation, or about speech preparation, or about any of the parts of the training program.

The discussion period may profitably be used for occasional parliamentary practice, provided this is so arranged that every member may take part. It may be given over to practice in gestures or voice production. It may be devoted to personal experiences, such as "How I Earned My First Dollar," or "How Price Control Affects My Business," or "My First Day at School," or any of such matters which will give the speaker an incentive to speak in interesting fashion.

The Table Topics part of your club's program is valuable. Make sure that it is used well. Refer to *Basic Training*, page 4, for good suggestions; or study the folder, *Table Topics*, or the bulletin, *Topic Bank*, provided by the Educational Bureau of Toastmasters International.

But remember: Good use of the Table Topics feature comes only with planning and study.

Note: Next month, the second part of the club's program, the formal speechmaking, will be studied on these pages.

LOOK OR LISTEN



When you are an auditor, which is more important — your eyes or your ears?

Is it the speaker's appearance which impresses you, or his voice?

Of course the answer is that both hearing and seeing combine to give effect to a speech. If either aspect is particularly bad, it can neutralize the good effects of the other.

The finest speech in the world can be made tiresome and useless by awkward, mumbling, monotonous delivery. On the other hand, even the most brilliant delivery cannot put much meaning into a speech which has neither wit nor wisdom nor plain common sense to commend it.

What you say is vital. How you say it is hardly less so.

Try standing behind a curtain while you speak. See how much is lost when the audience cannot watch your actions. This is the problem faced by the radio speaker. For him, voice is everything, granting that he has something

worth being heard. Sometimes this is an advantage, as when the speaker is not good in visible delivery; but usually it is a hindrance.

Television changes the problem. Here the audience not only hears what is said, but watches the saying of it. Sometimes one could wish to get back to the radio, where the listener at least is spared the pain of seeing the performance.

To hear a speech intelligently, you must use both eyes and ears. To give a speech effectively, you must appeal to both sight and hearing. The two are an inseparable duo — twins, either of which is crippled without the other.

One of the simplest forms for speech evaluation carries just three points:

1. As I heard you
2. As I saw you
3. As I reacted to you

It is difficult to find a more fundamental plan than that. It seems to cover the field.

When you speak, remember that you must be both heard and seen, and that objectionable mannerisms or habits, whether audible or visible, detract from the effect. Make your voice and your appearance contribute to your speech. Keep them always at their best.

What you say is important. How you say it is hardly less so.

BRITAIN'S PRESS IS FREE

In the *London Recorder* of January 27, 1951, there was printed a formal petition, which readers were invited to sign, calling upon the King to dissolve Parliament and thus permit the people of Britain to elect a new government. The petition was in the following form:

WE, people of Britain, believing that

Our country urgently needs new, bold and able leadership

Britain's spirit needs a surge of hope and vigour which can come only by ending the present blundering, ending the shortages which never should have happened, and curbing the rising cost of living

Our foreign policy needs firmer and more intelligent direction

Our defence needs to be strengthened against aggressors without, to ensure that all live in peace

DECLARE that the present Government does not represent the will of the people, and

PETITION the Prime Minister to advise His Majesty The King immediately to dissolve Parliament straightway and so allow the people of Britain to elect a government of their choice.

At the same time, the British Parliament, almost equally divided between the Labour and the Conservative Parties, and headed respectively by Mr. Attlee and Mr. Churchill, carried on the arguments over important matters of policy, giving free expression to their differences of opinion.

In the midst of it all, the "Red Dean" of Canterbury continued to carry the torch for the anti-Christian forces of the Soviet Union.

And no one was arrested for treason or for subversive activities. Each spoke his own sentiments, whether as an individual or as a part of an organized movement; and each one did what he could to win support for his side. In view of the traditional good sportsmanship of the British, it may be assumed that people whose political and economic ideas are diametrically opposed still continue to be on friendly terms, and to respect each other personally in spite of the differences.

Such conditions could not exist in any nation where the right to think and speak is restricted. It is a privilege of free men to disagree openly and without fear of unfair reprisals. So long as Great Britain holds to this fundamental of civilized life, we may count on the Old Country to carry on in the cause of human liberty.

THE STREETS OF NEW ORLEANS

John Chase is a charter member and a past president of New Orleans Toastmasters Club No. 234.

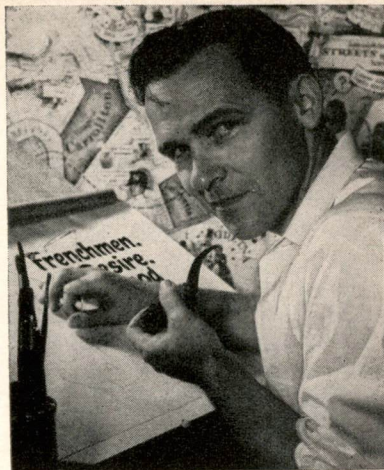
He is also a cartoonist and columnist for the *New Orleans States*. He has made a specialty of historical cartoons.

One night in 1943, he says, he gave a talk about the street names of the city before the Toastmasters Club. The listeners enjoyed his stories about these names, and requests came in for him to talk on the subject before other audiences.

The studies required for such lectures resulted in the accumulation of a vast amount of data which had genuine historical significance. The natural consequence is the book which he has published under the title: *Frenchmen, Desire, Good Children — and Other Streets of New Orleans*.

This book is a permanent record and interesting explanation of the "most picturesque street nomenclature in America," written and illustrated by this versatile cartoonist-author. It is not a street guide, nor a Chamber of Commerce splurge about the city. Neither is it a prosy tome on ancient history.

It is a lively, cleverly written



account of the historical backgrounds of New Orleans, as reflected in the names of its streets. If you have ever visited the Creole country, this will add new interest to your recollections. If you are going to visit New Orleans, it will prepare you to understand what you see. In any case, it is a thoroughly enjoyable book, with an additional interest for all Toastmasters because it is the work of a fellow Toastmaster, and because it grew out of a speech first made in a Toastmasters Club.

It emphasizes again the fact that a hobby may be built into a life interest, and that a speech in a Toastmasters Club may open the way to new interests and activities.

The book has been published in attractive form by Robert L. Crager & Co., of New Orleans, and the price is \$4.00. You will find it at your local bookstore.

HOW TO

HOLD THAT JOB

The office cut-up who said, "I like my work so much I can sit down and look at it for hours," received chuckles from his co-workers but "walking papers" from the boss.

Everyone knows he must work and work hard to hold a job.

It is taken for granted that you do work hard and that you do want to collect your pay check. It is assumed, too, that you possess all the qualifications for holding your present position: You are honest, trustworthy, industrious. You get to work on time and you are dependable.

If the foregoing is true and we believe the "How to Be a Success" storybooks, then that is all there is to it. You are supposed to hold your job and live happily ever after.

But — it just isn't so.

Many men fail to hold jobs, not because they are incapable of doing the work, nor because they are dishonest, or lazy, but because they fail to understand what the boss expects or does not expect of them.

For instance, take the case of Fred Martin. (Of course, names are fictitious, but the stories are true.) Fred was washed up and put on the shelf as neatly as last night's dishes, because the boss thought Fred was trying to take his job. It came about in this man-

ner. The boss was away. Customers called the office for special merchandise. Fred got it out for them. Production was the boss's forte. He resented Fred's taking over. His blistering rebuke to Fred was: "When I'm away, nobody handles this merchandise!"

Here is another case: Bill Jennings had some good ideas on how to improve production. He had shown these to his employer on numerous occasions. Never did Bill get permission to put them into operation. This should have warned Bill, but it didn't. Now his pay check is as bare as Mother Hubbard's cupboard. The boss made it that way with these farewell remarks: "Mr. Jennings, I produced sash doors before you were born, and I shall continue to produce them my way as long as I run this plant." Moral—Bill didn't realize that the thing his



employer did not want was change.

Let's turn the platter over and listen to the good side.

When Harry Lewis took a job with a new company, he got all the history he could about his new boss. Discovering that his employer's main interest was accounting, Harry—also an accountant—saw to it that he made himself useful in other lines of work in the office. He holds his job because he is wise enough not to compete with his employer's most treasured talent, his accounting ability.

Frank Hubber signed up with his company as a file clerk. He now is next in line to his depart-

ment head. Why? Frank worked hard, of course, and did his duties well. But beyond that, he pleases his employer and improves himself by studying night. The boss is very proud of his own night-school education, and likes to see his employees profit likewise.

The first two examples, Fred and Bill, show what happens to an employee if he runs counter to the boss's wishes. The second two illustrations show how to please the boss.

The office cut-up pleased his fellow workers.

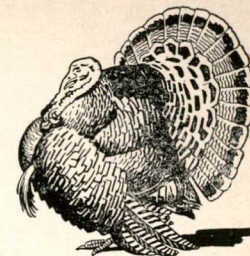
You be smarter; you please the boss.

You'll hold the job.

New Clubs—When and Where They Meet

- 932 DENNY, Scotland, (D 18), *Denny*, Alt. Wed., 7:30 p.m., Royal Oak Restaurant.
- 933 GRAND RAPIDS, Mich., (D 28), *J. C. C.*, Fri., 5:45 p.m., Rowe Hotel.
- 934 MONTEREY, Cal., (D 4), *Monterey Peninsula*.
- 935 CHERRY POINT, N. C., (D U), *Staff Noncommissioned Officers*, Wed., 6:00 p.m., Staff NCO Club, MCAS.
- 936 WINDSOR, Ont., (D 28), *Ambassador*, Thurs., 6:00 p.m., Mario's Restaurant.
- 937 STIRLING, Scotland, (D 18), *Stirling*, Mon., 7:30 p.m., Station Hotel.
- 938 KIRKCALDY, Scotland, (D 18), *Adam Smith*, Alt. Wed., 7:00 p.m., Station Grill.
- 939 JERSEY, Channel Islands, (D 18), *Jersey*, Alt. Mon., 6:15 p.m., The Corner House Restaurant.
- 940 ANACONDA, Mont., (D 17), *Anaconda*, Wed., 6:30 p.m., Copper Club Cafe.
- 941 FARGO, N. D., (D 20), *Jaycee*, Wed., 6:30 p.m., Graver Hotel.
- Reissued Charters**
- 164 IOWA CITY, Iowa, (D 19), *Old Capital Club*, Tues., 5:45 p.m., D and L Grill.
- 317 WILLMAR, Minn., (D 6), *Willmar*.
- 323 MINNEAPOLIS, Minn., (D 6), *American Institute of Banking*.
- 339 ATLANTA, Ga., (D 14), *Christopher*, 2nd - 4th Wed., 6:30 p.m., Knights of Columbus Club House.
- 345 SHERMAN, Texas, (D 25), *Sherman*, Fri., 6:15 p.m., The Pecan House.
- 357 ST. PAUL, Minn., (D 6), *St. Paul Fire & Marine*, Tues., 5:15 p.m., Cafeteria of St. Paul Fire & Marine Insurance Co.
- 559 KANSAS CITY, Mo., (D 22), *Aeronautics*, Mon., 12:00 M., YMCA.
- 783 GRESHAM, Ore., (D 7), *Gresham*.

gobbledy
gook



By DR. CLIFFORD L. GRAVES, Educational Chairman of Ocean Beach Club No. 198, San Diego, California.

Some day we are going to be told that "in the event of an emergency it is expected that every member of the community, including transients but excluding the aged, feeble, ill, and otherwise incapacitated, irrespective as to age, sex, and/or occupation exert the utmost efforts towards the efficient accomplishment of his/her assigned mission or respective task with the end in view that prompt cooperation may be achieved and order restored in the shortest possible time with the greatest possible utilization of the facilities that have been made available for the specific emergency at hand."

Did you have to read that twice? No wonder. And yet, that's exactly how a modern bureaucrat would translate Lord Nelson's famous words: "England expects every man to do his duty."

Maury Maverick, one-time mayor of San Antonio and one-time Congressman, has coined the word *gobbledygook* for such language, because it reminds him of a strutting turkey that gobbles and gobbles and gobbles and finishes with a gook. Gobbledygook is language

that is inflated, verbose, stilted, evasive, slipshod, obscure, feeble, and repetitious. It is the language of people who put muddled thoughts into muddled words, people who mistake the merely long for the learned, people who put their mental processes into a strait jacket of compound prepositions, fused participles, and swollen nouns. It is like a festering sore that spreads by infiltration.

Bureaucrats and professional people are especially liable to become victims of gobbledygook because so many of their books are written in it. When a doctor has two patients who fall in love and are married, he will probably say: "Their libidinous impulses being reciprocal, these two subjects then projected their erotic drives within the same frame of reference." When a bureaucrat wants to say, "Lights should be out at seven," he comes up with: "Due to the exigencies of the national emergency it is mandatory that all illumination on these premises be extinguished on or before seven o'clock in the evening." And when a law-

yer has to define a consumer of eggs, the result is this: "For the purpose of this paragraph, ultimate consumer means a person or group of persons, generally constituting a domestic household who purchase eggs, generally at the individual stores of retailers or purchase and receive deliveries of eggs at the place of abode of the individual or domestic household from producers or retail route sellers and who use such eggs for their consumption as food."

And what does all this have to do with Toastmasters? Simply this. It is surprising how easily such weak constructions, sagging synonyms, and circuitous expressions find their way into spoken language, especially platform language. True, very few speakers would perpetrate the examples

given here, but haven't we all heard people who try to dress up their speech with long Latin words, unnecessary circumlocutions, and obtrusive euphemisms?

We are constantly being bombarded with words, spoken and written. They come at us through books, over the radio, in the movies, through the newspapers, from our friends, and in countless other ways. We absorb these words, digest them, and pass them on; but unless we pass them on in at least as good condition as we receive them, we do them an injustice. Pomposity and untidiness are twin vices that dull the senses and interfere with understanding. Good English is simple, direct, lucid, vigorous, and straightforward. It is our duty to keep it that way.



RESERVATIONS AT SAN DIEGO

If you wish to make early reservations for hotel space for the Convention of Toastmasters International at San Diego, next August 9-11, please address your request to Harry Long, in care of the Convention Bureau, 499 West Broadway, San Diego 1, California, stating the kind of accommodations you desire.

Do not mail your reservation directly to the hotel you prefer, but send it to the Convention Bureau, which will give careful attention to your needs. Local leaders assure us that ample accommodations will be available for all who attend, but that it is well to make early reservations.

Across The Desk

By TED BLANDING, Executive Secretary of Toastmasters International.



This is the month when new officers take their places in most of the Toastmasters Clubs. I offer them my sincere congratulations and some friendly admonitions.

To be elected to office in a Toastmasters Club is an honor to any man; but if he is satisfied to rest on the implied honor, he is headed for disappointment and failure. The position brings obligation and responsibility which must be carried efficiently if any honor is to attach to it.

The characteristics which make for success as an officer in a Toastmasters Club are much the same as those which lead to success in a business or profession, or in any kind of organizational work. Attention to duty; faithful discharge of responsibilities; patient, persevering performance; foresighted planning; tact in dealing with associates—all these are involved in both situations.

Whatever the office to which you have been elected, it involves a certain degree of leadership. It calls for a display of initiative and dependability.

Your service as an officer has several implications for you.

First, it gives you a chance to help make your club a good one, giving its members the training they need and desire. They selected *you!*

Second, it gives you training in handling official duties which will help you both in your business and in your work in other organizations to which you may belong.

Third, it gives you a chance to discover your weaknesses and your points of strength—to correct the wrong things and build up the strong ones—so that you may be a better man in all your contacts with people.

Accept the task which has been placed upon you. Count it a privilege. Make good in your performance. Let your term of service be a part of the best season's work which your club has ever known. Then you will get from it far more than you give, and be in a position at the same time to give much more than you have given before.

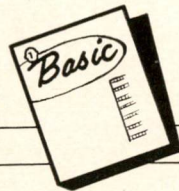
We in the Home Office want you to succeed. We offer you all the materials and experience which have been gathered during the score of years in which we have been working. Use all of it to make your service as an officer a benefit to your club and a training for yourself which will prepare you for greater things to come.

PROGRESS IS BASIC IN TOASTMASTERS

The fundamental purpose of Toastmasters training is to help men to improve themselves in communication through speech.

Improvement implies progress. Toastmasters training provides for progress through several types of program guidance.

It is true that progress can be made through constant practice in miscellaneous speaking before the Toastmasters Club, but you make far greater progress when the programs are planned. For this reason, the several forms of training have been prepared and made available.



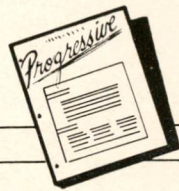
Basic Training

When a man starts in as a new member of a Toastmasters Club, he feels the need for guidance in speech.

For his benefit *Basic Training* was created.

There are twelve assignments which lead the beginner through a series of speech situations and introduce him to some of the fundamentals of speaking. It is not an exhaustive treatise on speech, but simply an introduction to help him get started.

Basic Training can be used as a club project, if desired, or it can be handled individually. The *Basic Training* speeches can be fitted into almost any type of speech program. There is no time limit on its completion, but the man who carries through may secure his Certificate of Merit. More important, he has, in this completed book, material for future reference, to which he should return many times.



Progressive Training

This is the comprehensive title given to the series of bulletins on program planning sent each month to the officers of the local clubs. It provides a monthly "Point of Emphasis" around which evaluation and educational discussions center. It furnishes specific suggestions for programs in which the members may gain experience in different speech situations. It stimulates the imagination and the originality of the Program Committee and the Educational Committee so that every program is entertaining and instructive in addition to giving experience in speech. The *Progressive Training* bulletins are sent to the officers of each club which is more than ten months old. This is definitely a club project.

All phases of education in public speaking can be incorporated in the programs recommended in *Progressive Training*, to give the members well-rounded experience in communication.



Speechcraft

Every Toastmasters Club has the need occasionally for review and instruction in the elements of speaking. *Speechcraft* has been developed as a guide for presenting a logical, constructive course in a series of short instruction periods, with the lectures being given by the members themselves, following the detailed outlines set up in the *Speechcraft* manual.

This is not a program guide for general use, nor is it a project for the individual. It is definitely a club project, to be planned, advertised, and presented by the members under the leadership of the Educational Committee. It is an introductory course for new members and a refresher course for the older ones.

It may properly be thrown open by the club to non-members, as a service to the community. Such non-members usually wish to get into the club to continue the training.



Beyond Basic Training

Some members are ambitious to carry their speech work into the higher levels. They are willing to spend time and energy in studying special problems and in perfecting themselves in certain types of speech.

For these, *Beyond Basic Training* has been prepared. It is an individual project, not in any way related to the general club program. Almost any speech assignment in the regular program can be filled by use of one of the advanced speech subjects. This course is available only to men who have satisfactorily completed *Basic Training* and secured the Certificate of Merit. Each student's work is personally reviewed and evaluated by Ralph Smedley. The man who enrolls for this course must be prepared to engage in serious and extensive study and research work.

What's Going On

A Gag Shot



To publicize their speech contest, five members of Beaver Dam, Wisconsin, Toastmasters Club took the floor at once. The speakers: Fred Saunders; Secretary Thomas Wells; Dave Proctor, who does not recommend placing one foot on a chair when before an audience; E. C. Mayer; and Paul Drennan. The critic: President Oscar J. Link.

Tulsa Welcomes Conference



Combining the mid-winter meeting of the Board of Directors with an inspiring educational conference, leaders of our movement converged on Tulsa on February 9 and 10. Here are a few of those who helped to make the event thoroughly successful.

Wholesale Losses

The bulletin of Ashland, Kentucky, Toastmasters Club reports that six members were lost at one fell swoop through transfer by their company to new posts at Washington Court House, Ohio, while another member was called by the Navy. It takes a strong club to withstand such a catastrophe, but the Ashlanders will do it. Meantime, there should be the nucleus for a new Toastmasters Club at Washington Court House.

Membership losses are certain to occur in such unsettled conditions as prevail now. Every Toastmasters Club needs to be prepared to meet all eventualities. One excellent method is to recruit new members from men above the draft age. Another, very essential, is to keep the programs up to such high grade that even the busiest of men will welcome a chance to attend and participate.

Newcomer Inducted by Brother



Through the Seattle Monday Noon Club, No. 416, the Seattle *Post-Intelligencer* told the story of Toastmasters in words and pictures. A highlight of a recent Monday Noon meeting was the induction into the club of Dr. Harvey Roys by his brother Richard. In the picture: William Easton, Dr. Harvey Roys (new member), Ted Luesing, and Dr. Richard Roys.

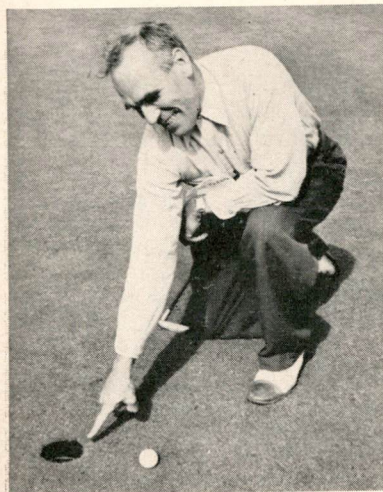
TOASTMASTERS AFIELD—The Golf Tournament of District 30 called Chicago golfer-Toastmasters to the White Pines Golf Club, where platform techniques were adapted to the good old game. Pictures by Lt. Governor Walter Voss tell the story.



ADDRESSING THE BALL—R. O. Liesendahl, deputy governor of Central TM Club, makes the approach.



COLORFUL LANGUAGE—Wm. Anderschat, governor of Area 2, uses both language and gestures.



SPEECH OF PERSUASION—Dr. Richard Fleeman, of Speakers Forum points the way for the ball.



CONSTRUCTIVE CRITICISM is given by several associates. Whether it is welcome is a question.

Election Preparations

The bulletin of Sandia Toastmasters Club of Albuquerque carried a notable order of business for the meeting at which new officers were to be elected.

1. Invocation.
2. Official Roll Call.
3. Report of Nominating Committee.
4. Reading of the duties of each office, presented by secretary before additional nominations from the floor are accepted.
5. Statements from nominees.
6. The vote—each office individually.
7. Statements by the new officers.
8. Discussion as time permits.
9. Adjournment.

AMBITIONS REALIZED

At the St. Louis Convention, in 1949, Emil Nelson was on the program for a speech on "Toastmasters Training in Business." In the course of his talk, he said:



"Many of you know of the intense activity of a Real Estate Board in a large city, and can realize the type of leadership which must be provided by its president. Well, I have set that goal before me. I have not reached it yet, but with the training I am getting in the Toastmasters Club I intend to keep on pushing until I reach the goal—the presidency of my local Board of Realtors. And when that goal has been reached, I suppose that there will be another still to be gained, far up ahead."

In the present year, Toastmaster Nelson—who is Lieutenant Governor of District 6—has reached his goal. He has been made president of the St. Paul Real Estate Board, and he is properly proud of the honor and the opportunity it brings.

"I credit this accomplishment," he writes, "to the ability I have gained through my membership in the Toastmasters Club. It is not only my modest ability as a speaker, but what I have learned in handling committee work, preparing agenda, planning programs, and knowing how to get along with people; for these are the important things when it comes to serving as a leader in any line."

District 19 at Convention



Those of you who attended the Spokane Convention will remember the South Dakota delegation pictured here: Dr. Emanuel Hohf, vice-president of Mitchell Club No. 495; Dr. George G. Faber, governor of Area 2; and District Governor Lynn P. Zenner. Dr. Faber has the distinction of being the only Toastmaster from his state to attend the last three conventions.

Toastmasters on K. P.



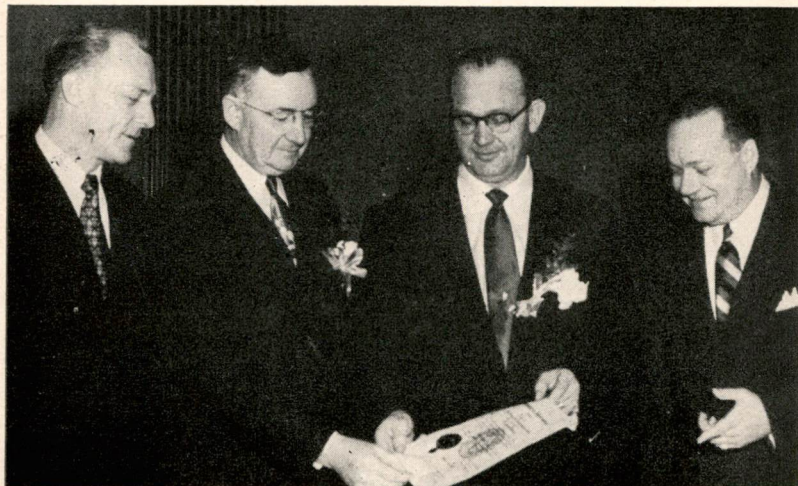
The check was paid in cash; but these members of High Ridge Toastmasters, of Chicago, are so earnest about their club that they are willing to wash dishes for the privilege of meeting at the attractive Indian Boundary Park Field House. Toastmaster Al Wegenast, supervisor of the Park, orders the food for the Toastmasters and their guests; and then because the Field House does not furnish restaurant facilities, the

members do their own cleaning up. In the picture are Vincent Antoine; Dr. I. M. Hirschenbein, sgt.-at-arms; and Theodore Oberndorf.

In New Mexico



At Artesia, New Mexico, Toastmaster Bill Patten, of Albuquerque Toastmasters Club, presented the charter to President Clyde Gilman, who accepted in behalf of the new chapter.



Another for Kansas

The new Emporia Toastmasters Club No. 373 held its combination Charter Presentation-Officer Installation-Ladies' Night on February 5. Shown here, at the festive occasion, are: George Brinkley, retiring president; District Governor L. "Pop" Crow; William Bruckner, newly installed president; and Will Arnold, deputy governor.

INSULTS BY MAIL

It was one day during the war between the states. Some officer had disobeyed or misunderstood an order. Secretary Stanton was greatly annoyed.

"I believe I'll just sit down and give that man a piece of my mind," he said.

"Do it, by all means," President Lincoln replied. "Write it now while you are hot about it. Tell him what you think. Take the hide off."

Stanton needed no further encouragement. He produced a masterpiece of verbal excoriation. When he read it to the President a little later, it proved to be a scorcher—a regular bone-crusher.

"That's fine!" said Mr. Lincoln. "That surely is a good one."

"And now, how shall I get it to him?" Mr. Stanton wondered. "Is there someone I can send it by?"

"Send it!" the President exclaimed. "Why, don't send it at all. Tear it up and throw the pieces in the wastebasket. You have had your say. You have relieved your mind on the matter, and that is all that's necessary. Tear it up and forget it. Never send such a letter."

That is the best way to deal with the unreasonable, offensive, an-

noying letter which comes to you. Write the reply with all your force. Be just as nasty in what you say as the offender was with you. Tell him exactly what kind of stinker you think he is.

Then lay the letter aside until next day, when you will carefully destroy it. Don't mail it. Don't keep it. Just throw it away.

Having relieved yourself in this practical manner, you are prepared to write him a courteous letter, so reasonable and friendly in tone that if your correspondent has any sense of propriety, he will realize his own mistake in writing the mean letter in the first place.

When you accept the blame and apologize for being alive, he may recognize his own error, and perhaps he may be man enough to write an apology. At any rate, your soft answer puts you in the clear.

Experts in child training warn us never to punish a child when we are angry. Apply this principle to your letter writing. It may save you trouble and misunderstanding, and turn potential enemies into friends.

You will hardly ever have to apologize for what you did not write.



It's a Good Idea

War in St. Louis

Just to stir up some excitement, St. Louis Toastmasters Club No. 170 has divided its membership into two groups, one designated as "Army" and the other as "Navy" and they have gone into a contest on attendance, activity, and recruiting of new members. With 34 men on the membership roster, they have not much room for new ones, but they propose to stimulate all activities by awarding points for certain performances. The contest is to end with the last meeting in March, after which appropriate honors will be awarded to the winning side. The announcement of the contest contains this wise statement: "As a member of Toastmasters, your greatest incentive to participation has always been the benefit you receive for yourself. You now have the added incentive of the fun of helping your group win this race."

The Nominating Committee

Good results may be gained by having the Nominating Committee appointed when the other committees are named, at the beginning of the term of office. This will give them the opportunity to study and observe the members in action, to note such matters as fidelity in performing duties as-

signed, and capacity for getting work done. When the time comes to name the nominees, the committee should have little difficulty in summing up and reaching a conclusion.

Exercise in Broadcasting

A simulated radio broadcast program is always in order. It should be carefully worked out in all details, as to announcers, timing, commercials, features of all kinds. Dramatize it, and make it good.

But with present developments in television, new opportunities are opened. Secure advice from those who know how, and work up a television program, trying just as hard to make it good as though it were actually under the eye of the camera. If it is good enough, and if there is a T-V station in your neighborhood, it can very well be called in for presentation on the air.

Helps for Evaluators

1. Did the speaker make the sale? Did he actually persuade?
2. Why?
3. How?
4. Did he convince you, and why and how did he do it?

Dramatize Your Speech

Almost any man can speak more freely when he steps out of character and impersonates someone else. The effect may be approximated by simply putting dramatic action into a brief story. Select some story, whether serious or humorous, or some quotation, poetical or otherwise, and present it dramatically. You could use a few lines from one of Hamlet's soliloquies, or from Mark Antony's speech over the body of Caesar; or a paragraph from one of Daniel Webster's orations. Take one of Aesop's Fables, and recite it with voice and hand gestures. Best of all, select a good story with lively dialogue and a keen point, and put it over with your action.

This sort of practice may well be worked into the Table Topics time, provided the Topicmaster gives adequate preparation. You can't use this without getting ready.

The Speaker Talks Back

"Is it ever in order for a speaker to reply to his evaluator?"

That question arises occasionally, and the answer decidedly is "yes," provided the reply is reasonable and constructive. The speaker may wish to ask for further details on some criticism. He may have an explanation to offer for some word or action. Give him a chance to exchange ideas. This is not to imply violent disagreement between speaker and critic, but brief, helpful discussion, by

questions or explanations. One evaluation form provided by the Home Office calls for cooperation between the two. Before the program, the evaluator asks his speaker about the points on which he desires special attention, and then gives that attention to those points.

Complete understanding between speaker and evaluator is of supreme importance. The exchange of constructive ideas is helpful to both. But a speaker must never fight with his critic.

Not every time, but occasionally, let the speakers be given the chance to ask questions about the evaluation. Watch the time, and good results will come from this.

Speech Themes

1. **The Reciprocal Trade Agreements Program, which has been in force for 16 years, will expire next June. It is worth discussion in your club.**

What is it?

What good has it accomplished?

Should it be renewed, or abrogated? Why?

Should you write to your Congressman about it?

Use this for a speech subject, for a panel discussion, or a debate.

2. **What is GENOCIDE? The United Nations Convention on the Prevention and Punishment of the Crime of Genocide came into force on January 12.**

What is it intended to accomplish?

How does it affect you?

What should all of us know about it?



The Executive Section

Your club has elected new officers. They have been reported to the Home Office, whence has come a package of materials addressed to the new president — for him to share with the other members of the official family. They have conferred during March, and have found out what they are to do.

This month brings installation, and the changing of leaders. Make the installation an inspiring and impressive occasion. Ask your district officers for help if needed.

Every member should be on a committee, if possible. Good committee work means a good club performance.

Enter into district and area activities.

Plan for attendance at the San Diego Convention in August.

Help the club secretary to send in the Semi-Annual Report promptly. It is due April 1.

Check up on membership. Is your club roster filled? Have you room for more members? Don't keep good men out of the training.

The Educational Section

Persuasive Speech is emphasized in your programs this month.

There should be educational talks this month on "How to Sell" and "How to Write a Good Letter." Have someone discuss how to use the telephone in selling. A talk on selling by direct mail would help.

Sales Talk

Typical of persuasive speech is the *sales talk*.

The salesman has something to sell. He wants to secure the order. He must attract favorable attention, enlist interest, arouse curiosity, awaken desire, and bring his prospect to the point where he will say, "I'll buy it."

Political Speech

Another type of persuasion is the *political speech* of the better sort.

Whether political or sales, there must be presentation of facts and arguments, followed by the appeal for action. This gives every man a fine chance to sell his ideas or his personality or his knowledge or his products to his fellow members. Do not hesitate to "talk shop."

Letter Writing

The principles of good speech apply to the written word — to letter writing — as well as to oral communication.

The man who gets full value from Toastmasters training uses that training every time he writes or dictates a business letter.

He *plans, condenses, argues, illustrates, convinces, makes the sale* in his letter, just as he would in his speech.

FROM CLUB BULLETINS

Some people don't have much to say, but you have to listen a long time to find it out.

—Gist-Boone Toastmasters Club, No. 445, Jefferson, Pa.

There is a freeze on many products, but the Toastmasters can and will continue to give more training per dollar and per hour invested than any other organization with which we are acquainted. If you fail to receive your money's worth, you alone are to blame. We have the plan, but you must work the plan.

—Evansville, Indiana, Club No. 337

WHAT'S THE NAME PLEASE? A man's name is one of his dearest possessions. When we act as Toastmaster of the Evening, the proper pronunciation of the names of the speakers we introduce is all important. Have you ever noticed how ill at ease it makes you feel to have your name garbled?

—South Hills Toastmasters Club No. 847, Pittsburgh

"When another speaks, be attentive yourself and disturb not the audience. If anyone hesitates in his words, help him not, nor prompt him without being desired. Interrupt him not, nor answer him till his speech is ended." (George Washington)

—General Toastmasters Club, No. 277, Chicago

Two facts appear outstanding in our recent meetings.

First, the newer men attracted to Toastmasters are taking the training seriously. This is evident in their constant attendance and their readiness to take their turn when called upon. The "Ice Breakers" heard were uniformly good, showing that each man had carefully prepared his subject matter. There was little fault found in any case regarding organization. Improvements were recommended only in delivery.

Second, we must continually practice on delivery. While organization is important, it can be well accomplished with only a good outline to help us. Where we really break down is in our delivery, our emphasis and ability to focus the attention of our audience on the important points.

—Evergreen Toastmasters Club, No. 678, Camas, Washington

HOW WE TALK

Consonants Are Important

Much sloppy speech results from carelessness about consonants.

A consonant is a sound produced by the speech auxiliary mechanisms to give direction to the vowel sound. A vowel is a vocal or voice sound, and it is modified by the hissing or explosive or muted effect provided by lips or tongue or teeth. This modification gives direction to the vowel sound, and creates the differences between words.

Just a little carelessness about the consonant changes the word. Thus so simple a word as *bad* can become *bat* if the final letter is slurred. *What* sounds as *w'at* or *watt*, an entirely different word if the internal consonant drops out in enunciation.

It is important to use good words, in their right places, and with correct pronunciation. And pronunciation depends on enunciation. Consider that last word — *enunciation*. Not infrequently it is heard as *nunsayshun*, slurring into three unbeautiful syllables the sounds which properly take five to give full value.

One does not need to become overparticular, finical, unduly

dainty in pronunciation in cultivating the habit of distinct articulation. Instead, one should cultivate the habit of sounding the parts of the word with reasonable care, giving a fair place to all the essential elements, and doing it naturally and without apparent effort.

Good enunciation is one of the marks of an educated person. It is a characteristic of real culture and intelligence. Slurred speech, marked by elision of syllables and sounds, usually reflects blurred thinking.

"I gotta get out," says the careless speaker. What does he gain by that? Certainly not sufficient saving in time to justify the slaughter of language. If he took the time required to speak it in full, "I have to get out of here," he would use but two more syllables than in the slurred form, and the extra time might be justified by the enhancement of his reputation as a good speaker.

There are five vowels in our language, and 21 consonants. Let's give the consonants a place in our speech consonant with their importance. (Now read that sentence again, and get the two meanings of one word. *Consonant* in the first use refers to the speech sounds which shape our words. In the second place, it means consistent or compatible or congruous. The latter is the word's original meaning, which should not be forgotten.)

Recommended Reading

By R. C. S.



Two well-known figures in the field of letters and speech passed out of the picture during February.

The first was Lloyd C. Douglas, whose death, on February 13, removed a man who has made definite contributions to American literature during his later years. A clergyman by profession, he came into prominence as a writer when he published his first important work, *Magnificent Obsession*, in 1929. This book, based on his experiences as a pastor, met a hearty welcome and quickly became a leader in the book sales. If you are not familiar with it, you will do well to put it on your reading list for this month.

Among his later writings, *The Robe* is the one which appears most likely to live. This is another book which will repay the time you put into reading it. Observe Dr. Douglas's facility in word pictures and in graphic narrative. He tells his story well, and it is a good story.

The second loss was in the death of Frank O. Colby, the advertising man who built up a reputation as an authoritative writer and speaker on words and usage in American speech.

His chief aim, in his own words,

was "to Americanize the English language for Americans"; and his widely read, syndicated column did a great deal to bring about the accomplishment of his purpose. Many Toastmasters have followed his teachings with profit. He was a careful, conservative interpreter of "American English," who never went off after fads and useless innovations, but who did his best to keep up with the changing usage and to give dependable advice to his readers.

Dr. Colby did not find time to do a great deal of writing outside his "Take My Word For It" column, but he did publish two books which will be worth your while as you seek to improve your speech. One is *Your Speech and How to Improve It*, and the other is *The Practical Handbook of Better English*. *The Self-Pronouncing Dictionary*, recently published, has many commendable points, and is a worthy addition to the speaker's library.

The following is from one of Mr. Colby's articles which appeared in print after his death:

Good speech is very much to be desired. It is an asset that will stand one in good stead in all the affairs of life. But good speech should not be confused with affected or stilted speech, or with speech that apes the accents of another nation. Good speech is natural, genuine; it is the style of well-bred ease.

This Is Education

By C. P. MALONEY, Educational Chairman of Pennsylvania District 13.

Any man may become a Toastmaster.

However, if he is a good citizen, has a belief in God as the Creator, and a working knowledge of the Ten Commandments, he has at least the "making" of a real, free-speaking Toastmaster.

If he is ambitious, sincere, tolerant, and sincerely ambitious to succeed, he should become an able Toastmaster; for then he will have poise, self-confidence, friendliness, a sense of humor, capacity to think, and the ability to stand up and make himself heard in speech. He will have learned how to listen critically to others, and to accept criticism from others when he himself talks.

A Toastmaster becomes acquainted with his own group, and he takes every opportunity to visit and speak with other clubs. He learns not only by doing things himself, but by observing others in action. He is helped by hearing

talks of wide scope by men of various personalities, and by listening to the evaluations by men of differing viewpoints, as he hears them in different clubs. This gives him valuable aid in removing objectionable mannerisms from his own speech, and enables him in turn to help in the correction of others. It is a great circle of self-help which pays off in big dividends in friendships — and sometimes in dollars.

As a Toastmaster, be one of the best.

Take your part in all the activities. The better you become, the better you can help the next fellow.

We do not compete, but we help to blaze a trail for the chap right behind to follow. Let us keep on lighting fires along the trail, to show the way to a better world — a world of successful men who recognize that all men are brothers and must help each other.



An educated person is a human being who can deal with reasonable success with all of the ordinary situations that are likely to arise in the course of his life.

—Walter B. Pitkin

THIS IS

MY PROBLEM

QUESTION: Why is a Toastmasters Club limited to thirty active members?

—A. R., Minnesota

ANSWER: This figure was reached through experience. It is desirable to give each member the greatest possible number of chances to speak and thus gain practice. With a large membership the opportunities would be reduced. In a club with thirty members it is possible for every member to have an assignment once in every two weeks. It works out thus:

For one meeting we have a toastmaster, a topicmaster, and a general evaluator. Then we can have six five-minute speakers and six individual evaluators. That makes a total of fifteen men on the program. It also makes it possible to schedule program appearances so that all the men fare alike as to assignments.

Associate members get their chance to fill in for members who fail to show up for their assignments. All members, both active and associate, should find a place in the Table Topics discussions.

QUESTION: How can I overcome my nervousness in speaking? I have made good progress; but even after months of speaking practice, I still feel nervous and excited when I face the club or any other audience. How can I learn to be calm?

—D. E., Ohio

ANSWER: Don't try to be calm. A certain nervous tension is inevitable — even essential — in a good speaker. This tension is not to be confused with fear of the audience, or "stage fright." It is nature's effort to help you do your best in speech. Be sure that you are prepared, and that you have something to offer your audience. That is the antidote for fear, as such. But be keenly alive to your opportunity and responsibility as a speaker. If you are too calm and unconcerned, your audience will go to sleep on you. Putting the vital quality into a speech implies putting yourself into it, with all the enthusiasm and earnestness you possess. A bit of nervousness, kept under control, is good for you.

The more discussion the better, if passion and personality be eschewed. Discussion, even if stormy, often winnows truth from error — a good never to be expected in an uninquiring age.

—William E. Channing

A CIVICS QUIZ

Write the word "yes" or "no" in the blank at the left of the number of each question.

- _____ 1. Is the President of the United States limited by law to two terms?
- _____ 2. Is there a Secretary of Education in the President's Cabinet?
- _____ 3. Are the official ballots for elections printed at public expense?
- _____ 4. Is the Executive branch of our national government represented by the Senate and House of Representatives?
- _____ 5. Does the President of the United States have power to remove from office a governor of a state?
- _____ 6. May a political party in power lawfully compel government employees to contribute to the funds of the party?
- _____ 7. Must every bill passed by Congress be presented to the President for his signature?
- _____ 8. Are the first ten amendments to our Constitution known as the Bill of Rights?
- _____ 9. Do some federal judges receive their position by popular elections?
- _____ 10. Must income taxes be uniform throughout the United States?
- _____ 11. May a person live permanently in the United States and still be an alien?
- _____ 12. Should a person's political beliefs be the major consideration in determining his fitness for membership on a county board?
- _____ 13. Does Congress determine the qualifications of voters for members of Congress?
- _____ 14. Do all of the states of the union have compulsory education laws in some form?
- _____ 15. Does the President have the power to declare war?
- _____ 16. Do the terms of all United States senators expire at the same time?

Answers

Yes: 3, 7, 8, 10, 11, 14

No: 1, 2, 4, 5, 6, 9, 12, 13, 15, 16

EVERYBODY SHOULD KNOW ABOUT THE PROCESS OF BECOMING A NEW MEMBER OF TOASTMASTERS

(References are to The Manual for Toastmasters Clubs)

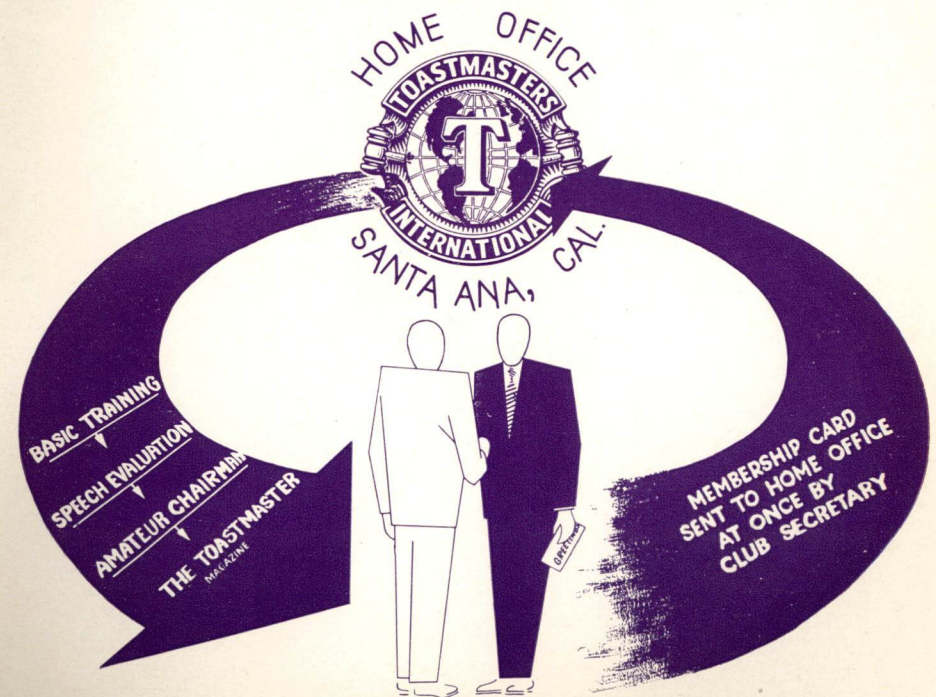
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