

The TOASTMASTER®

NOVEMBER 2001

ALSO INSIDE:

English Is a Crazy Language

The Fine Art of Friendship

The Way They Said It

How American political orators made their points with figures of speech.



VIEWPOINT

The Most Important Meeting In Toastmasters

The most important meeting in Toastmasters is not the Board of Directors meeting. It does not take place at World Headquarters, the International Convention or your District Conference. The most important meeting in Toastmasters is your club meeting. Because this is where the Toastmasters program is delivered to you.

It's at your club meeting where you (the most important person in Toastmasters) have the chance to experience the power of our program. It's at your club meeting where you give speeches and receive immediate feedback on your performance. It's at your club meeting where you learn how to give constructive, positive evaluations. It's at your club meeting where you get to practice impromptu speaking skills in a warm, supportive environment.

To be effective, all club meetings must be of the highest quality. All clubs go through cycles. Right now your club might be riding high in membership. But even if your club is below its 20-member charter strength, there is no excuse for poor meetings.

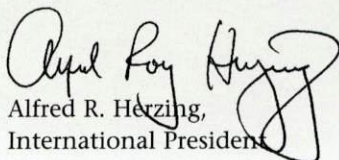
Quality meetings start and end on time. Even if there is only one speech, it should meet an objective from one of our manuals. Obviously, if you are working on your CTM, the speech will be from the Communication and Leadership Program manual. If you are working toward an ATM, then your speech should be from one of our 15 advanced manuals. Every speaker should be given positive evaluations that point out aspects the evaluator thinks the speaker did well, and at least one item the speaker might try differently to improve his or her next speech.

At quality meetings, guests are welcomed and asked to join. My wife, Margie, works in sales and she always tells me, "If you don't ask for the order, you don't get the sale!"

The "Moments of Truth" module from the *Successful Club Series* helps club members take an introspective look at their meetings. I encourage you to present this module to your club. (And if you are working toward a CL or ATM-S award, this module will count toward one of the requirements.)

The most important meeting in Toastmasters is your club meeting. Are you there to experience it? It's only by being an active member that you can Take Control of Your Destiny and gain the benefits that Toastmasters provides. This is a great magazine, but if your participation in Toastmasters consists only of reading the magazine, then you are really missing the power of the program. Author and management expert Tom Peters said "the product of a nonprofit organization is a changed human being." I say the product of Toastmasters is an *improved* human being.

The most important meeting in Toastmasters is your club meeting. Be there!


Alfred R. Herzing,
International President

The TOASTMASTER

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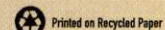
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The Toastmasters Vision:

Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, and find the courage to change.

The Toastmasters Mission:

Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality.

Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening and thinking — vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of mankind.

It is basic to this mission that Toastmasters International continually expand its worldwide network of clubs, thereby offering ever-greater numbers of people the opportunity to benefit from its programs.

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LETTERS

INSPIRATION AT ANY AGE

Thank you for the article about Rose Ekberg (July). She gave her Icebreaker at age 101 and looked at least 30 years younger in the accompanying photo. She is living proof that no one is ever too old to benefit from Toastmasters. What an inspiration!

Carol L. Kornelink, ATM-S • T.A.L.K. Club 2289-40 • Milford, Ohio

WHAT A STORY!

The anecdote about Ed Tate, winner of last year's International Speech Contest in Miami Beach, was a good way to teach us how to become good storytellers. ("Storytelling: The Heart of Public Speaking" July 2001). As soon as I read the first words of Caren Neile's article, I was intrigued to know whom the story was about. I also found the part on storytelling yesterday versus today very interesting – not only because I learned about ancient storytellers, but also because I learned what impact stories have on people.

Julien David, CTM • Le Parolier Club 8861-61 • Buckingham, Quebec, Canada

WINNING OR GIVING

Speaking competitions have their place. But winning – especially the obsession with winning at all cost – is not a desirable trait. If you have to win contests to prove something to yourself, what are you worth?

Knowing who you are is the primary requisite. Speech content precipitates, like nature's revitalizing rain, from the essence of thought. It reveals your depth. And delivery comes from how you feel about the things you've made your own. The more you delve into the mystery of the true you, the more you will inspire an audience.

Speech contests and "speaking for the audience" are not compatible. The contest's emphasis is on winning, not communicating the message.

Enter contests – by all means! If you win, treat it as a bonus. But aim to give of yourself. Do that with sincerity, and you cannot lose.

Arthur Thomas Ware, ATM-G • Parramatta Club 2274-70 • Dundas, New South Wales, Australia

REAL PEOPLE, REAL RESOURCES

I really enjoyed the article, "People Are Our Greatest Resource," in the August issue. I'm a people person too. Barbara Streisand said it best when she sang, "People who need people are the luckiest people in the world."

Whatever success I've had in business and in life has been due in no small part to a number of mentors who paved the way by inspiring and motivating me. And now

Toastmasters is giving me the wonderful opportunity to "pass it on" to others.

Cliff Shellhase, CTM • Speak E-Z Club 4414-38 • Milville, New Jersey

A TEACHER'S SUGGESTION

My English as a Second Language teacher at the University of Maryland, Bob Mayerson, was a founding member of the first Toastmasters club in the former Soviet Union. On his suggestion, my fellow students and I, who hail from seven different countries, visited a nearby club and realized that we can learn a lot about how to become good listeners, how to use gestures to help get a point across and how to improve our speech in public.

After we observed this club several times, we held a practice meeting in our class. We were all very nervous, but we had fun and got to know each other much better. We're not only working on our English, but also on speaking and expressing ourselves. Thank you, Mr. Meyerson, for taking the time to help us better ourselves, and to the Catonsville Club for the information and encouragement to take the next step.

Jo Young Hong • Future Toastmaster living in Laurel, Maryland, from Taegu, South Korea.

AFTERGLOW

I bask in the bright afterglow of my luminous day at the 70th Annual Convention, in Anaheim, California. As a professional has-tongue-will-travel word guy, I want you all to know how respectfully Toastmasters treats its presenters. From the moment I arrived at the Hilton and throughout my time with you, everyone reached out to me as a friend. National, regional, and local officers and hosts and attendees introduced themselves and unfailingly offered their help with the set-ups for my speech and book table. I felt embraced by caring people who give as naturally as they breathe and quietly ask, "How can I help?"

I was also treated to events such as Bowzer's Rock 'n' Roll Party – you Toastmasters certainly know how to have a good time! – and the World Championship of Public Speaking – such a positive view of life and its challenges!

Did I have a great time at this California Adventure!? Positively. May your tribe thrive and multiply.

Richard Lederer, Ph.D. • San Diego, California

Editor's Note: Dr. Lederer presented "An Afternoon of Language and Laughter" at the convention and wrote the article "English is a Crazy Language" on page 16 in this issue.)

By Jason Gariepy, ATM-B



Dealing with Speaking Distractions

IMAGINE THAT YOU ARE DELIVERING AN IMPORTANT SPEECH AT City Hall, with hundreds of people watching, including influential politicians and esteemed dignitaries. You're a moment away from delivering your key point – the foundation of your speech, and you're confident that this will leave a lasting

impression with your audience. Now, just as you're about to deliver your key message, a five-year-old breaks free from the audience and begins to dance in front of your podium. What would you do? How would you deal with this distraction?

This actually happened to me at a speaking engagement at the 1999 National Aboriginal Day Celebrations in Edmonton, Alberta, Canada. That situation at City Hall, along with my experience in Toastmasters and as a public relations professional, has taught me the value of knowing how to deal with distractions during presentations. Distractions are an inevitable part of public speaking, and sooner or later, it's our turn to face them.

A distraction is anything that diverts the audience's attention away from a speaker and his speech. Flickering lights, scratchy microphones and noisy hallways are typical examples. The good news is that most distractions can be avoided through fire prevention – proactive steps taken to ensure that a speaking environment is free of as many "hotspots" as possible.

I once attended a Toastmasters International Speech Contest in downtown Edmonton on a weekend. The room for the contest had large windows that faced buildings across the street. One of those buildings was being used by the Canadian Military to demonstrate its emergency preparedness. While a contestant was speaking, military officers began rappelling down the building into tanks waiting for them below, which they then drove down the street. No one in the audience paid any attention to the speaker – they were all mesmerized by the high-flying Canadian military!

Fire prevention isn't difficult. It simply involves scanning your speaking environment for potential problems. In the case of the military, that distraction would have been neutralized had the contestant arrived early and closed the blinds.

Unfortunately, some distractions, such as the five-year-old dancing in front of the podium, are simply unavoid-

able. When this happens you have three options:

1. You can ignore the distraction and keep speaking;
2. You can pause or stop your speech until the distraction is removed; or,
3. You can see if you can incorporate

the distraction into the speech in order to recapture the audience's attention.

The option you choose will depend on the type of the distraction, the focus of your speech, and your ability to incorporate aspects of the distraction into your speech.

In the case of the five-year-old dancer, it would be advisable not to ignore her and continue speaking. Few speakers, even the best ones, can compete with an adorable dancing child for the audience's attention! Instead, I suggest that the speaker stop speaking momentarily to see if the child returns to the audience. Failing that, the speaker could attempt to incorporate the child into his presentation. Maybe an impromptu humorous comment about how the child dances better than the speaker does, or how children are the most valuable people in our community, would be appropriate. If you do that, you will not only have managed the distraction, but more importantly, recaptured the audience's attention.

Knowing your options will ensure that distractions will not sabotage your speech. **T**

Jason Gariepy, ATM-B. is a member of Toastbusters Club 5826-42 in Edmonton, Alberta, Canada.

How to Handle Speaking Slip-Ups

KeeP these "saver-lines" in mind in case you err during your next presentation:

- "I just spent \$1,000 on my eyes, and now my mouth's not working."
- "I seem to be rejecting this tongue implant."
- "I just washed my tongue and I can't do a thing with it."
- "The last time something like that came out of my mouth, I was in a dental chair."
- "My lips just took a vacation."

Source: *What to Say When You're Dying on the Platform* by Lilly Walters, McGraw-Hill, 1995.



Be specific, honest
and direct.

Putting First What Matters Most

Putting first what matters most is almost always a smart idea. It's tempting to organize a presentation by laying the groundwork first, leading up to your key points, and concluding with what you think will clinch your argument. The problem is that this approach will work well only if your audience is truly interested in your message.

Most often your audience doesn't come into the situation ready to listen. Usually people depend on your first words to hook their interest; if you don't capture their attention, you've lost them. Think of this strategy as putting the "bottom line on top."

Consider whether the following opening lines are likely to pique an audience's interest:

- *"Last quarter's expense figures were 8 percent higher than expected, and this quarter's numbers also look bad."*
- *"We've just received word that the project has been approved."*
- *"I've quoted my mother 16 times in the last month. That's a lot of times to quote someone, and a tribute to her wit, intellect and love of language."*
- *"It's a privilege to be here, and I thank you for inviting me."*
- *"When you're strong physically, you have the confidence to compete intellectually and emotionally. You won't be pushed around, and your grades will go up."*

Two factors are central to the above five examples – the situation and the audience. Respectively they were:

- A department vice president summarizing the quarter's results to the executive committee.
- A team leader announcing to the team that a client has approved a new initiative.

- A grieving child eulogizing his or her mother to family and friends.
- An author accepting a fan club's award at its annual banquet.
- The owner of a karate school explaining the benefits of learning self-defense to junior high school students who signed up for a free lesson.

Note what these examples have in common:

- Despite disparate audiences and objectives, all presenters stated their positions right away. Within the first two sentences each presenter put first what matters most.
- The word "I" is rarely used. Instead, the focus is on the audience; each presenter defined what matters most from the audience's point of view – not his or her own.
- All statements are truthful. When you put first what matters most, you can't fake it.
- All statements are unequivocal. Each presenter formed an opinion or stated facts without qualification – once the speaker determined what mattered enough to put first, he or she was willing to stand by his convictions.
- Not one of the speakers used humor. Unless you're a comedian, what matters most is unlikely to be funny.
- You can't go wrong when you tell the truth in a concise manner, when you focus on your audience's point of view, and when you put first what matters most. Speaking within this structure, of course, requires that either you know what matters most, or that you're able to do the research necessary to discern it.

It sounds self-evident, but it's not: In order to put first what matters most you need to know what matters

most. Determining what matters most requires that you know a fair amount about your specific audience. People are different – what matters to one group might not matter to another.

Consider these five examples targeting different audiences:

1 Instead of targeting the executive committee, let's say that the department vice president is trying to inspire his or her city's Chamber of Commerce to support legislation offering tax advantages to businesses moving into the community:

"We've got to work together to bring in new business. My business has been bad – how about yours? Are sales down? Are expenses up? Does the future look bright?"

2 Instead of telling the team the good news, the team leader is explaining to her child's soccer team why she can't go to the next game.

"You guys are going to have such a good time! With your talent and drive, you're going to do great. And I want you to remember every single minute of the game because I want to hear all about it – OK?"

3 Instead of delivering a eulogy to a group of loving relatives and friends, the survivor is speaking to his or her church Bible study group.

"You never knew my mother, so you never enjoyed her wit, observed her smarts, or witnessed her clever use of words. She was brilliant, my mother, and I wish you could have known

her. When I think of her astute observations, I'm reminded of..."

4 Instead of addressing a fan club, the author is pitching an ad agency:

"You know how most of your clients want to reach kids – well, guess what? I know that audience. They gave me an award."

5 Instead of targeting junior high school students, the karate teacher is targeting their parents.

"If you're like me, I worry whether my kids will fit in. Don't you want them to be able to hold their own?"

Note that in each case the "bottom-line point" changed to accommodate different audiences. There's no right or wrong – but there are differences. In order to succeed in presenting, you need to put first what matters most to your specific target audience. How do you know what to put first? Ask them. Analyze your listeners. Research their needs.

Once you know what your audience needs or wants to know, tell them. Tell them what they want to know specifically, honestly and directly – when you start your presentation with what matters most to them, your presentation will succeed. **T**

Jane Cleland is a freelance writer living in New York City.

NOTICE OF ACCEPTANCE OF NOMINATIONS FOR INTERNATIONAL OFFICE

Following are the qualifications needed to hold international office:

FOR INTERNATIONAL OFFICER:

- active member of a Toastmasters club during the entire 12-month period immediately preceding nomination.
- served a two-year term on the Board of Directors.

FOR INTERNATIONAL DIRECTOR:

(DISTRICTS WITHIN REGIONS)

- active member of a Toastmasters club during the entire 12-month period immediately preceding nomination.
- served an entire term as District Governor at the time of election.
- not more than one of the elected directors may be from one club or any one district.

FOR INTERNATIONAL DIRECTOR FROM OUTSIDE THE UNITED STATES AND CANADA:

(DISTRICTS OUTSIDE REGIONS)

- active member of a Toastmasters club during the entire 12-month period immediately preceding nomination.
- served an entire term as District Governor at the time of election; or Chairman or Chief Officer of a non-district administrative unit during the entire administrative year immediately before the unit became a district or provisional district; or as District Governor during the entire administrative year in which the unit became a district or provisional district.

If you are interested in running for international office at the 2002 International Convention and you meet the qualifications stated above, please write or call the Policy Administration Department at World Headquarters for a booklet called "Information for Candidates to the Board of Directors of Toastmasters International." This booklet contains a "Letter of Intent" to be sent to the International President by December 31, 2001.



The
Way
They Said
It



How American political orators made their points with figures of speech.

History is filled with great speeches from great leaders. Some are powerful and inflammatory, others are intense and touching, but one aspect remains the same – these speeches demonstrate great use of language. By using rhetorical devices such as figures of speech, speechmakers and their writers eloquently convey their messages – and ensure that their main points will be long remembered. Next time you want to drive home an important point to an audience, try using some of the following figures of speech:

In 1940, U.S. President Franklin Roosevelt delivered a speech on the campus of the University of Virginia, one day after Italian leader Benito Mussolini joined forces with Nazi Germany and declared war on France. Mussolini had promised world diplomats that Italy would remain neutral in the conflict between Germany and England and France.

“On this 10th day of June, 1940, the hand that held the dagger has struck it into the back of its neighbor.”

– Franklin D. Roosevelt,
speaking in Charlottesville, Virginia, 1940.

Metonymy is a type of metaphor in which a closely associated object, or part of an object, is used to represent a larger object as a whole, such as when one says “the crown” to indicate royalty. In using “the hand” to represent Mussolini, Roosevelt vilifies and objectifies the dictator quite effectively. The President did not merely condemn the Italian leader for his aggression toward France, but, through his use of metonymy, Roosevelt reminds his listeners that Mussolini went back on his word that he wouldn’t side with the Germans.

After network news commentators criticized a speech U.S. President Richard Nixon gave on the war in

Vietnam in 1969, Vice President Spiro Agnew blasted the press for what he called unbalanced reporting.

“Bad news drives out good news. The irrational is more controversial than the rational. Concurrence can no longer compete with dissent. One minute of Eldridge Cleaver is worth ten minutes of Roy Wilkins. The labor crisis settled at the negotiating table is nothing compared to the confrontation that results in a strike – or, better yet, violence along the picket line. Normality has become the nemesis of network news.”

– Vice President Spiro Agnew,
Des Moines, Iowa, 1969

Alliteration is the repetition of initial consonant sounds, the “n” in this case. This device draws attention to the similar-sounding words and sets them firmly in the listener’s mind.

...

On December 7, 1941, Japanese warplanes attacked the U.S. Naval base at Pearl Harbor, Hawaii, killing 2,300 American servicemen and destroying nearly the entire U.S. Pacific fleet. The following day, President Franklin D. Roosevelt addressed the nation to prepare it for war.

“Yesterday, the Japanese government also launched an attack against Malaysia.

Last night Japanese forces attacked Hong Kong.

Last night Japanese forces attacked Guam.

Last night Japanese forces attacked the Philippine Islands.

Last night the Japanese attacked Wake Island.

And this morning, the Japanese attacked Midway Island.”

– President Franklin D. Roosevelt’s
Declaration of War, December 8, 1941.

Anaphora is the repetition of a word or a phrase at the beginning of successive sentences. Roosevelt used this technique to emphasize effectively the breadth of recent Japanese attacks. After hearing a couple of repeated phrases, listeners begin to anticipate subsequent phrases and therefore the list seems longer than it actually is.

...

In 1984, Jesse Jackson ran for the Democratic nomination for President of the United States. Critics claimed

BY PARKER PAYSON AND AMANDA LAKE ■ ILLUSTRATION BY TED STRESHINSKY/CORBIS

that Jackson, who had not held elected office, knew little about foreign policy. In a campaign speech in Philadelphia, Pennsylvania, Jackson used several techniques; one, a rhetorical device called **inductive reasoning**, was employed to deflect criticism of his lack of foreign policy experience into an attack on African-Americans. To drive his point home, Jackson also used another rhetorical technique:

"All this talk about qualifications. 'What do blacks know about foreign policy?' It's an insult. I was three years old, I came into my consciousness, my Daddy was coming home from the war. Foreign policy... if he was so dumb, how did he get over there and get back? If he didn't know foreign policy, why did they give him a gun? And when they gave it to him, he knew which way to shoot. We know foreign policy. When you buy Honda and Toyota, that's foreign policy. Russian vodka, that's foreign policy. Panasonic and Sony, that's foreign policy. Mercedes Benz, that's foreign policy, and as a matter of fact, we came here on a foreign policy!"

– Reverend Jesse Jackson,
presidential campaign speech, 1984.

Reverend Jackson uses **epistrophe**, which is the repetition of words or phrases at the end of each sentence in a series. As in anaphora, which is the repetition of the first words in the sentences, epistrophe allows the speaker to emphasize his point through repetition and enumeration.

• • •

In 1963, President John F. Kennedy visited the city of West Berlin, which, although protected by U.S.-led forces, was surrounded by Communist East Germany. To stop people from fleeing Communist control, East German police had erected a wall around the city and shot or imprisoned those caught trying to flee into West Berlin. The Soviets also blockaded West Berlin and threatened to send tanks in to overrun the city. When Kennedy visited the city, many of its citizens feared that the U.S. would abandon them. This is part of how Kennedy responded:

"Freedom is indivisible, and when one man is enslaved, who are free? When all are free, then we look forward to that day when this city will be joined as one and this country and this great continent of Europe in a peaceful and hopeful globe. When that day finally comes, as it will, the people of West Berlin can take sober satisfaction in the fact that they were in the front lines for almost two decades. All free men wherever they may live, are citizens of Berlin. And therefore, as a free man, I take pride in the words 'Ich bin ein Berliner!'"

– President John F. Kennedy in Berlin, 1963

A **peroration** is a dramatic conclusion to an emotional address, generally presented with high artistry or extraordinary force. By the time Kennedy had finished these final lines, he had built up the emotions of the crowd to near frenzy.

• • •

In 1952, Richard Nixon, while running for Vice President, was accused of accepting illegal campaign contributions. In an address to the nation, Nixon denied the accusations, revealed his personal finances, and leveled a charge of impropriety against his opponent, Alabama Senator John Sparkman, who was running on the rival Democratic Party ticket:

"Let me say, incidentally, my opponent, my opposite number for the Vice Presidency on the Democratic ticket, does have his wife on the payroll. And has had her on his payroll for ten years – the past ten years. Now let me say this. That's his business and I'm not critical of him for doing that. You will have to pass judgment on that particular point."

– Republican Vice Presidential candidate
Richard Nixon, 1952

Paraleipsis means to state something and then say that it is not worth stating. The technique is often used to draw attention to the defects of a political opponent while allowing the accuser to insist that he is not being overly critical.

• • •

In 1961, during the height of the Cold War, President John Kennedy spoke these words during his inaugural address to emphasize to the Soviets his determination to equal the Communist superpower in military expenditures while, at the same time, emphasizing to those at home his interest in pursuing prudent negotiations towards peace.

"Let us never negotiate our fear, but let us never fear to negotiate."

– John F. Kennedy's inaugural address, 1961

Antimetabole is the repetition of same words in subsequent clauses, with their natural grammatical order reversed. This technique is often used to emphasize contrasting ideas. In Kennedy's example, nearly every single word in the first clause has a twin in the second clause. By inverting the order of "negotiate" and "fear," Kennedy emphatically drives his point home.

• • •

After leading American troops to victory in the Pacific in World War II, General Douglas MacArthur was

chosen by President Harry Truman to command U.S.-led forces in Korea. Truman later fired MacArthur for criticizing his decision not to attack China, which had been supporting Communist forces in Korea. Following his dismissal, MacArthur addressed Congress. This is a part of what he said:

"I have just left your fighting sons in Korea. Those gallant men will remain oft' in my thoughts and in my prayers always."

– General Douglas MacArthur's farewell address, 1951

Chiasmus is the inversion of the natural order of successive words, in an A-B, B-A structure. Unlike antimetabole, which inverts the structure of identical words, chiasmus inverts the structure of similar words and is a subtler rhetorical device. In this case, MacArthur uses the adverb, "oft'" before the direct object, "thoughts," but then places the second adverb, "always" after the second direct object, "prayers." By changing the natural order of the words, MacArthur poetically shifts emphasis to the word "always."

• • •

During the depths of the Depression, Louisiana Senator Huey Long spoke to a group of Congressional staffers to explain his controversial plan to redistribute America's wealth. In this speech, Long mentions four of America's wealthiest men – chairman of the Standard Oil Company John D. Rockefeller, and financiers Bernard Baruch, Andrew Mellon and J.P. Morgan. After the excerpt that follows, Long calls for tax rates as much as 100 percent for those earning more than five million dollars a year:

"How many men ever went to a barbecue and would let one man take off the table what's intended for 9/10th of the people to eat? The only way to be able to feed the balance of the people is to make that man come back and bring back some of that grub that he ain't got no business with! Now how are you going to feed the balance of the people? What's Morgan and Baruch and Rockefeller and Mellon going to do with all that grub? They can't eat it, they can't wear the clothes, they can't live in the houses. But when they've got everything on God's loving earth that they can eat and they can wear and they can live in, and all that their children can live in and wear and eat, and all of their children's children can use, then we've got to call Mr. Morgan and Mr. Mellon and Mr. Rockefeller back and say, come back here, put that stuff back on this table here that you took away from here that you don't need. Leave something else for the American people to consume!"

– Louisiana Senator and Governor Huey Long, 1935

This is an example of **induction**, which means drawing general conclusions from a few specific examples. Inductive reasoning allows a speaker to select examples that specifically suit the speaker's argument, and to ignore other examples. In this case, Huey Long mentions four well-known multimillionaires, and uses them as examples to illustrate, with humor, the need for widespread tax reform.

• • •

In 1936, followers of Huey Long, who was assassinated a year earlier, met in Detroit to form a third party to run against both Democrat Franklin D. Roosevelt and Republican candidate Alf Landon. The party also contained supporters of radical radio personality Charles E. Coughlin and Francis E. Townsend, who supported government benefits to the aged. One of Long's former assistants, Gerald L.K. Smith, delivered the keynote address at the new party's convention. This is how Smith's speech began:

"These great phenomenal assemblies, whether they be headed by Dr. Francis E. Townsend, Gerald Smith or Father Charles E. Coughlin, represent the unmistakable edict that is being issued to the corrupt, thieving politicians of America that the baby-having, stump-grubbing, sod-busting, go-to-meeting, God-fearing American people are about to take over the United States Government of America!"

– Gerald L. K. Smith,
during a third-party convention in 1936

Asyndeton is a complicated word, which describes a relatively simple concept. Asyndeton is listing items without adding conjunctions between them. This technique builds pacing and rhythm to create emotional appeal. Often speakers use this device to give the impression that they are speaking extemporaneously, rattling off a list of items as they come to mind, when in fact, they are reciting from a prepared script. **T**

Created for the American PBS television series "Great American Speeches: 80 Years of Political Oratory" by Parker Payson and Amanda Lake of The History Initiative. For more information, please visit www.pbs.org/greatspeeches, which includes compiled text and background of 100 historical speeches from the last century.

A four-hour anthology of recorded historic speech – including Franklin D. Roosevelt, Huey Long, Generals George Patton and Douglas MacArthur, John F. Kennedy, Martin Luther King, Malcolm X, Mario Cuomo, Barbara Jordan, Ronald Reagan and others – by calling (800) 444-1000 or (703) 765-1080. \$34.95.



FOR THE NOVICE

By Karen Hicks, CTM

Explore and explode! –
your speaking fears.

Don't Stumble Over Stumbling Blocks

As a writer, my primary intention for joining Toastmasters was to gain the confidence and skills to communicate as well verbally as I do on paper. In the short time I have been involved with the Windjammers group in Las Vegas, I have made measurable progress toward not only fulfilling but exceeding this goal.

What has surprised me, however, is that participating in the club benefited every area of my life. I understand now that my main stumbling block to speaking was not lack of skills, but lack of confidence. When I asked myself why this was so, I traced my block back to doubts generated by fear. This should not have surprised me. I believe there are only two reactions to everything in life – love or fear. When you hit a block, it's fear. Therefore, the quickest way to unblock is to identify, acknowledge, examine, accept and finally release that fear.

Well, did I uncover some fears! Perhaps you will recognize a few. I hope these thoughts will help you as they have helped me:

■ **“My ignorance will show. Like the saying goes, ‘It’s better to shut up and let people think you a fool than to open your mouth and remove all doubt.’”** It has been said that everyone is ignorant, only about different things. Benjamin Franklin said, “Being ignorant is not so much a shame as being unwilling to learn.” Ignorance is what is so exciting about human relationships. It gives us the opportunity to increase our knowledge. The worst thing is to ignore our ignorance. If it is accepted and acknowledged, it opens the way for growth.

■ **“I don’t have anything interesting or important to say. I’ll bore people.”** If you bore people it is because they do not share your interests. That’s OK. Not everyone wants to ski down a mountain, ride a horse, read a book, or invest in stocks. That is the beauty of human nature. On the other hand, common interests often bring us together with those who inspire us to live up to our potential. Think of your interactions with others as mining for the gold of your commonality. You will never be bored – and excitement is contagious.

■ **“Others will ridicule my ideas.”** So what? Who appointed them judge? Let them laugh. Join in. Nothing brings out the best in people like laughter. And listen too. A different perspective might turn your good idea into a great one.

■ **“Who am I to speak out? People will think I’m arrogant.”** Your truth is simply that – your truth. It is not necessary to convince anyone of its validity. It’s also not necessary to feel any pride about it. When your opinion is offered humbly and openly, if others think you are “putting on airs,” that is their problem, not yours.

■ **“What if I lose my point halfway through making it?”** There probably isn’t a person who this hasn’t happened to at least once. If you get muddled, take a deep breath. Smile. Ask a question about what you have just said. Say the first thing that pops into your head. It may lead to an even more powerful statement. Or go on to something else. There is a reason for everything. Perhaps the point you forgot was not supposed to be offered.

■ **“Will I really be able to walk my talk?”** This is a great fear for most public speakers (or writers, for that matter). What if you put yourself out as a voice of authority and find that you cannot live up to that ideal? The secret to overcoming this fear is to realize that an ideal is just that – something to aspire to. If you slip, pick yourself up and go on. There is no disgrace in failing; disgrace comes from staying on the ground.

By proving my fears invalid, I have experienced a giant paradigm shift that has affected every area of my life. I invite you to explore – and explode – your own fears. Soaring confidence and greater freedom and happiness are the rewards. **T**

Karen Hicks, CTM, is a member of Windjammers Club 2628-33 in Las Vegas, Nevada.

Eliminating Stage Fright - Really!

Take a deep breath, shake your legs, imagine the audience naked – these are all tips I have heard to help a nervous speaker deal with stage fright. It's like taking an aspirin when you have a headache, or turning up the TV so you can't hear someone shouting at you – it may relieve the symptoms, but it doesn't solve the problem. If you would like to get to the root of the problem and really solve it once and for all, then read on.

Why do we fear speaking in front of a group of people? Many people say stage fright is a natural reaction. It's definitely very common, but it's not natural. Can you imagine a dog naturally being afraid to bark? Of course not. Dogs bark, people speak. Now what if that dog was hit every time it barked? It would soon associate barking with pain and try to suppress the urge to bark. Barking would create fear. How does this work with us? Can we associate words with pain? Of course, that's what we try to avoid when we're at the lectern – the pain of words. Feeling stupid, feeling rejected, feeling inferior. Is that not what you are afraid of?

This brings me to the No. 1 method for eliminating stage fright. Read this through and then do the exercise through (with your eyes closed if that helps make it more real for you). Just reading it and thinking "that's a good idea" and not doing it won't help you at all. If you want to change, you have to take action – now!

THE BEST TIP FOR ERASING STAGE FRIGHT

Think of a worst-case scenario happening while you are on the podium. It could be saying something stupid, being laughed at, your pants falling down, or your letting slip the family secret. Imagine this absolute worst-case scenario coming true in full detail as if you are actually living it, with all your feelings, perceptions, consequences and senses – sight, sound, touch, smell, taste. What is the light in the room

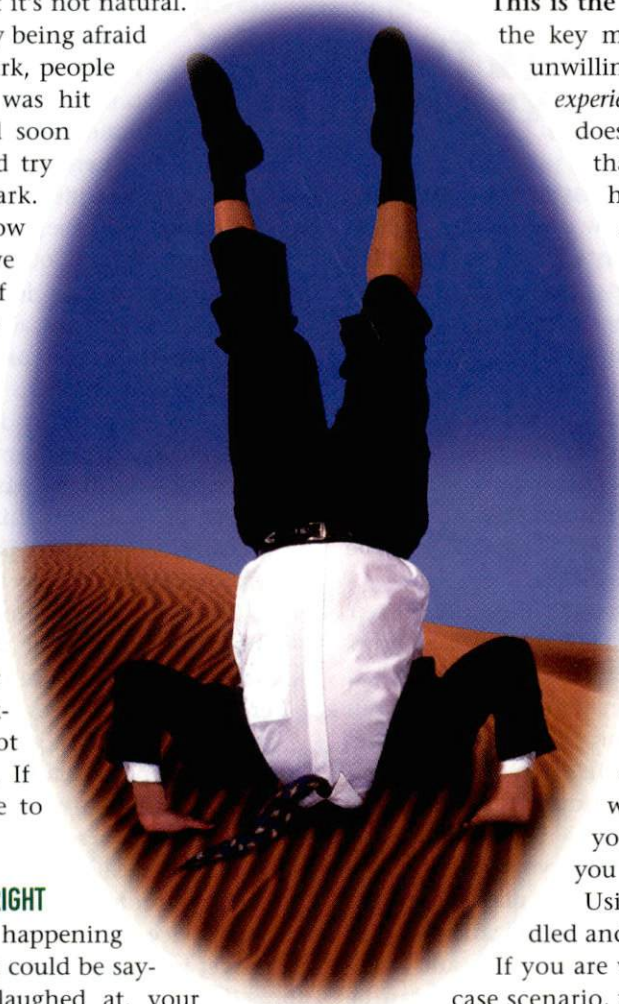
like, what are the people around you doing, what smells are there, what can you hear?

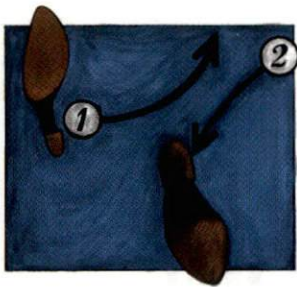
Now here's the interesting part. In that dreaded situation, what mood or emotion is it that makes you want to run out the door or hide under the table? Is it feeling rejected, feeling stupid, feeling alone? Find the exact emotion, whatever it is. Note that "people laughing at me" is not an emotion, it is an action, something that happens. Comedians love it, you don't. Why not? What mood or emotion does it create in you that you resist?

This is the fun part: Once you have found the key mood that you really, really are unwilling to experience, you must *fully experience* that unwanted mood. What does it feel like exactly? What is it that you don't like about it? Is it hard and bright, or is it soft and squishy? Play with it in your mind, wallow in it – remember this is just your imagination so why not? Allow yourself to fully experience the moods and you will probably find that the experience is not so terrible after all. You won't dread it as much as before you "experienced" it. That means that when you stand up to talk, your attention will be on giving a good speech, rather than on 'what ifs' and preventing the worst-case scenario from happening. Since you are putting more energy into creating what you want – rather than stopping what you don't want from happening – you will be more likely to succeed.

Using this method the fear is handled and erased, rather than suppressed. If you are willing to experience the worst-case scenario, you are guaranteed to be totally relaxed and natural the next time you step up to the podium. **T**

Paul Drayton, CTM, is a member of TNT Toastmasters Club 4533-30 in Frisco, Texas.





HOW TO

By Sylvia A. Zitek

How to be prepared to speak at the last minute.

Creating 'Pocket Speeches'

There will come a time in any Toastmasters club when a scheduled speaker won't show up – for any number of reasons. The club's Toastmaster for the evening has two choices: Forget the planned third speech, or have someone who has a "pocket speech" ready to fill in.

If you are trying to fulfill your quota of speeches and reach Competent Toastmaster or Advanced Toastmaster status, pocket speeches can help you realize your goal more quickly. Besides, you joined Toastmasters to make speeches! If you can make your pocket speeches fit any of the required speeches in your current manual, all the better. Making a speech fit can be easy – especially if you have a stable of speeches in your "pocket."

Get a big three-ring binder – mine is three inches deep. Make sure it has pockets inside both the front and back covers.

Get several packages of index dividers with pockets and also a few clear plastic sheet protectors to fit your binder. Assemble several of your favorite magazines and/or newspapers and a pair of scissors to cut out articles that interest you. Have a stapler handy to clip together all the sheets of a particular article.

On a sheet of paper, list the things you need to cover in your speeches. For instance, the CTM manual requires speeches that demonstrate sincerity, organizational skills, appropriate body movements, vocal variety and command of language, among other skills. Your list can be based on those requirements.

Or you can base your list on subjects: life experiences, opinions, health... You get the idea. Never mind that you have no material for any of these subjects right now. Just make your list.

Create the list with an eye toward various meeting roles you will be asked to fill – Toastmaster, Joke Master, Grammarian, "Inspirator" and Topics Master. Other parts of the meeting, such as evaluations, tend to take care of themselves.

As **Toastmaster**, you can make your meeting more interesting by tying it to a theme.

Place theme ideas in your pocket for "Toastmaster." Genealogy was the theme of one of our club's recent meetings. Many of our members have an Irish or Scottish background, which led to a "plaids of our ancestors" theme. The theme also provided an opportunity for members to bring – or share information about – their families' coat of arms.

As **Joke Master**, or in case the assigned Joke Master doesn't show up, you will need some appropriate, clean jokes. Collect them. Also don't forget funny things you notice daily. If you think it's funny and appropriate – fellow club members probably will too. Just keep your jokes clean.

The **Grammarian** must be ready to share a "word of the day." Here's your chance to help others learn new words and how to use them. In this pocket of your folder, you can have several words of the day printed on paper and ready to go. In our club, we have found that making two copies of the word of the day helps others remember to use it. We place one copy on the front of the lectern for all to see, and the other on top of the lectern – to remind speakers to use the word. This would also be a good pocket for those tidbits of speaking-style and grammar advice that come our way. Remember though, your pocket is not your brain. You need to read the stuff too.

If the assigned Grammarian isn't present, or has forgotten to bring a word of the day, you'll be prepared – with a word, definition, and an example of how to use the word in your pocket.

The **Inspirator** (person offering the invocation) may be satisfied to offer a simple prayer. And that is fine.

But you may sometimes want to use an inspiring short story, poem or quote. These, of course, should go in your Inspiration pocket.

Serving as Topics Master can be knee-knocking if you can't figure out what questions to ask. So in your Table Topics section, include things like lists, survey questions, tips. Select a topic and ask fellow club members a question like "What is your favorite color, television show, book, hobby" – or whatever. The question could pertain to their work. You might ask something like "What is your favorite bookkeeping method? Or way to collect outstanding debt? Another idea: Have members select something from a bag of toy animals and talk about what the animal reminds them of. All of these possibilities can go in your notebook's Table Topics pocket.

The easy part is done. Now comes the fun – your own speeches. Look through those magazines and newspapers for articles or ads that inspire, teach or encourage you. As you do, you will remember other things concerning the same subjects that you have heard or read about. You can thus add to what you find in your research to build a solid basis for a speech.

In women's magazines, you'll find articles on subjects such as health and fitness, family, how to handle stress, people who have overcome handicaps and learned to live with them, and a host of other topics. In men's magazines, you'll find articles on some of those same subjects plus information about sports, animals and cars, among others. Current events and feature stories – ranging from local to international, and even space – can be found in newspapers, as well as news and various other magazines. Any of these articles can be broadened or condensed – with appropriate attributes to the original sources, of course – to create interesting speeches.

Remember to include a pocket about people who have inspired you to reach greater heights: a parent, teacher, friend or someone you never really knew but read or learned about from others. As I write this article, I am preparing a speech about a person I never knew. She came to America from

Germany, seeking freedom, just before World War II. I have her piano we bought from her second husband after she died. More important, I have the story of her life, her reasons for leaving home, the knowledge of what she gave up, and why she thought freedom was worth it. It's going to make a great speech.

Use the pocket in the back of your binder for current club schedules, members' phone numbers or interesting handouts. Use the front pocket for the current speech you are prepared to give at a moment's notice. And use plastic pockets for *The Toastmaster* magazine – and other magazines you want to save.

Once you have completed all the organizing, outline the topic you are most interested in presenting next. It can be the next speech required to meet your CTM or ATM goal. Practice it, so you can give it at a moment's notice. And have a second, or even third, speech cooking in your brain. You already have all the research you need at your fingertips – in a pocket, or at least a good enough base that little needs to be added to it.

When you make that first speech, you are well on your way to readying the second speech. Even if you aren't a scheduled speaker, you can always have a speech ready. 1

Sylvia A. Zitek is a member of Payette Club 1508-15 in Payette, Idaho.

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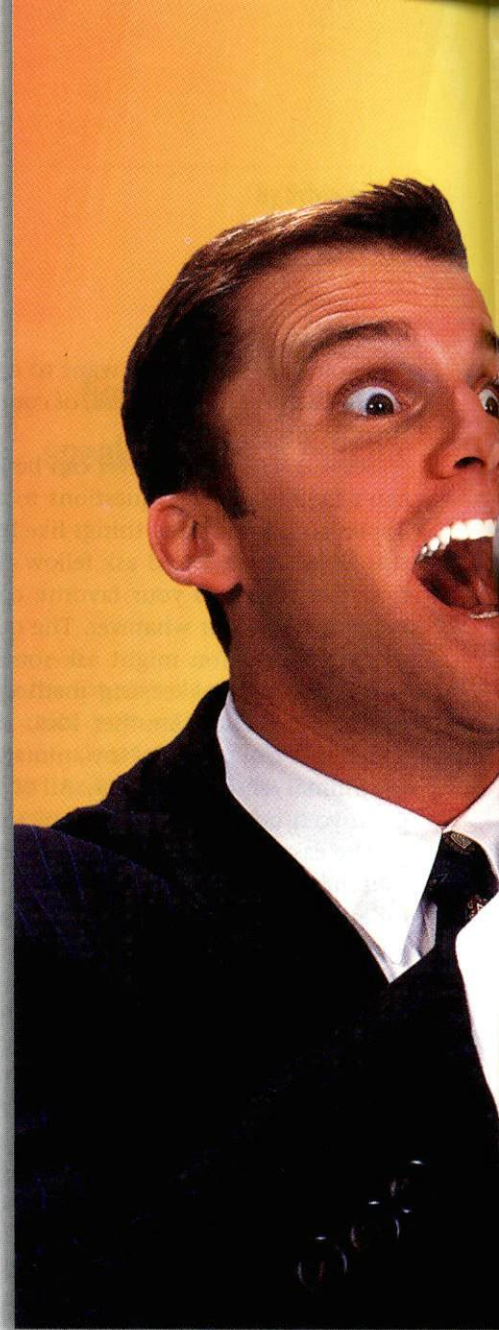
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In what other language do people drive
in a parkway and park in a driveway?

English is a Crazy Language



English is the most widely used language in the history of our planet, understood in some way by at least one out of every seven human beings around the globe. Half of the world's books are written in English, and the majority of international telephone calls are made in English. Sixty percent of the world's radio programs are beamed in English, and more than 70 percent of international mail is written and addressed in English. Eighty percent of all computer texts, including all web sites, are stored in English.

English has acquired the largest vocabulary of all the world's languages, perhaps as many as two million words, and has generated one of the noblest bodies of literature in the annals of the human race. Nonetheless, it is now time to face the fact that English is a crazy language – the most loopy and wiggly of all tongues.

In what other language do people drive in a parkway and park in a driveway? In what other language do people play at a recital and recite at a play? Why does night fall but never break and day break but never fall? Why is it that when we transport something by car, it's called a *shipment*, but when we transport something by ship, it's called *cargo*? Why do we pack suits in a garment bag and garments in a suitcase? Why do we call it *newsprint* when it contains no printing but when we put print on it, we call it a *newspaper*? Why are people who ride motorcycles called *bikers* and people who ride bikes called *cyclists*?

BY RICHARD FEDERER | ILLUSTRATION BY DIGITAL STOCK



Why – in our crazy language – can your nose run and your feet smell?

Language is like the air we breathe. It's invisible, inescapable, indispensable and we take it for granted. But, when we take the time to step back and listen to the sounds that escape from the holes in people's faces and to explore the paradoxes and vagaries of English, we find that hot dogs can be cold, darkrooms can be lit, homework can be done in school, nightmares can take place in broad daylight while morning sickness and daydreaming can take place at night, tomboys are girls and midwives can be men, hours – especially happy hours and rush hours – often last longer than 60 minutes, quicksand works *very* slowly, boxing rings are square, silverware and glasses can be made of plastic and tablecloths of paper, most telephones are dialed by being punched (or pushed?), and most bathrooms don't have any baths in them. In fact, a dog can go to the bathroom under a tree – no bath, no room; it's still going to the bathroom. And

doesn't it seem a little bizarre that we go to the bathroom in order to go to the bathroom?

Why is it that a woman can man a station but a man can't woman one, that a man can father a movement but a woman can't mother one, and that a king rules a kingdom but a queen doesn't rule a queendom? How did all those Renaissance men reproduce when there don't seem to have been any Renaissance women?

Sometimes you have to believe that all English speakers should be committed to an asylum for the verbally insane:

In what other language do they call the third hand on the clock the second hand? Why do they call them *apartments* when they're all together? Why do we call them *buildings*, when they're already built? Why is it called a *TV set* when you get only one? Why is *phonetic* not spelled phonetically? Why is it so hard to remember how to spell *mnemonic*? Why doesn't *onomatopoeia* sound like what it is? Why is the word *abbreviation* so long? Why is

diminutive so undiminutive? Why does *monosyllabic* have five syllables? Why is there no synonym for *synonym* or *thesaurus*? And why, pray tell, does *lisp* have an *s* in it?

English is crazy.

If adults commit adultery, do infants commit infantry? If olive oil is made from olives, what do they make baby oil from? If a vegetarian eats vegetables, what does a humanitarian consume? If pro and con are opposites, is congress the opposite of progress?

A writer is someone who writes, and a stinger is something that stings. But fingers don't fing, grocers don't groce, hammers don't ham, humdingers don't humding, ushers don't ush, and haberdashers do not haberdash.

If the plural of *tooth* is *teeth*, shouldn't the plural of *booth* be *beeth*? One goose, two geese – so one moose, two meese? One index, two indices – one Kleenex, two Kleenices? If the teacher taught, why isn't it also true that the preacher praught? Why is it that the sun shone yesterday while I shined my shoes, that I treaded water and then trod on the beach, and that I flew out to see a World Series game in which my favorite player flied out?

If we conceive a conception and receive at a reception, why don't we grieve a greption and believe a beleption? If a firefighter fights fire, what does a freedom fighter fight? If a horsehair mat is made from the hair of horses, from what is a mohair coat made?

A *slim chance* and a *fat chance* are the same, as are a *caregiver* and a *caretaker*, and a *bad licking* and a *good licking*. But a *wise man* and a *wise guy* are opposites. How can *sharp speech* and *blunt speech*, and *quite a lot* and *quite a few* be the same, while *overlook* and *oversee* are opposites? How can the weather be *hot as hell* one day and *cold as hell* the next?

If *button* and *unbutton* and *tie* and *untie* are opposites, why are *loosen* and *unloosen* and *ravel* and *unravel* the same? If *bad* is the opposite of *good*, *hard* the opposite of *soft*, and *up* the opposite of *down*, why are *badly* and *goodly*, *hardly* and *softly*, and *upright* and *downright* not opposing pairs? If harmless actions are the opposite of harmful actions, why are shameful and shameless behavior the same and pricey objects less expensive than priceless ones? If appropriate and inappropriate remarks and passable and impassable mountain trails are opposites, why are flammable and inflammable materials, heritable and inheritable property, and passive and impassive people the same? How can valuable objects be less valuable than invaluable ones? If *uplift* is the same as *lift up*, why are *upset* and *set up* different in meaning? Why are *pertinent* and *impertinent*, *canny* and *uncanny*, and *famous* and *infamous* neither opposites nor the same?

Why is it that when the sun, moon or the stars are out, they are visible, but when the lights are out, they are invisible; and that when I wind up my watch, I start it, but when I wind up this essay, I shall end it?

English is a crazy language.

How can it be easier to assent than to dissent but harder to ascend than to descend? Why is it that if you decide to be bad forever, you choose to be bad for good; or that if you choose to wear only your left shoe, then your left one is right and your right one is left? Right?

Small wonder that English users are constantly standing meaning on its head. Let's look at a number of familiar English words and phrases that turn out to mean the opposite or something very different from what we think they mean:

- **A waiter.** Why do they call those food servers *waiters*, when it's the customers who do the waiting?
- **A non-stop flight.** Never get on one of these. You'll never get down.
- **A near miss.** A *near miss* is, in reality, a collision. A close call is actually a *near hit*.
- **My idea fell between the cracks.** If something *fell between the cracks*, didn't it land smack on the planks or the concrete? Shouldn't that be *my idea fell into the cracks* (or *between the boards*)?
- **A hot water heater.** Who heats hot water? This is similar to **garbage disposal**. Actually, the stuff isn't garbage until after you dispose of it.
- **A hot cup of coffee.** Here again the English language gets us in hot water. Who cares if the cup is hot? Surely we mean a *cup of hot coffee*.
- **I want to have my cake and eat it too.** Shouldn't this timeworn cliché be *I want to eat my cake and have it too*? Isn't the logical sequence that one hopes to eat the cake and then still possess it?
- **A one-night stand.** So who's standing? Similarly, **to sleep with someone.** Who's sleeping?
- **It's neither here nor there.** Then where is it?
- **Extraordinary.** If *extra-fine* means "even finer than fine" and *extra-large* "even larger than large," why doesn't *extraordinary* mean "even more ordinary than ordinary"?
- **The first century B.C.** These hundred years occurred much longer ago than people imagined. What we call *the first century B.C.* was, in fact *the last century B.C.*
- **Daylight saving time.** Not a single second of daylight is saved by this ploy.
- **The announcement was made by a nameless official.** Just about everyone has a name, even officials. Surely what is meant is "The announcement was made by an unnamed official."
- **Preplan, preboard, preheat and prerecord.** Aren't people who do this simply planning, boarding, heating and recording? Who needs the pretentious prefix? I have even seen shows "prerecorded before a live audience," certainly preferable to prerecording before a dead audience.
- **The bus goes back and forth between the terminal and the airport.** Again we find mass confusion about

the order of events. You have to go forth before you can go back.

- **I got caught in one of the biggest traffic bottlenecks of the year.** The bigger the bottleneck, the more freely the contents of the bottle flow through it. To be true to the metaphor, we should say, *I got caught in one of the smallest traffic bottlenecks of the year.*
- **Underwater and underground.** Things that we claim are *underwater* and *underground* are obviously surrounded by, not under the water and ground.
- **I lucked out.** *To luck out* sounds as if you're out of luck. Don't you mean *I lucked in*?

Because we speakers and writers of English seem to have our heads screwed on backwards, we constantly misperceive our bodies, often saying just the opposite of what we mean:

- **Watch your head.** I keep seeing this sign on low doorways, but I haven't figured out how to follow the instructions. Trying to watch your head is like trying to bite your teeth.
- **They're head over heels in love.** That's nice, but all of us do almost everything *head over heels*. If we are trying to create an image of people doing cartwheels and somersaults, why don't we say, *They're heels over head in love*?
- **Put your best foot forward.** Now let's see... We have a good foot and a better foot – but we don't have a third – and best – foot. It's our better foot we want to put forward. This grammar atrocity is akin to **May the best team win**. Usually there are only two teams in the contest. Similarly, in any list of **bestsellers** only the most popular book is genuinely a bestseller. All the rest are *betersellers*.
- **Keep a stiff upper lip.** When we are disappointed or afraid, which lip do we try to control? The lower lip, of course, is the one we are trying to keep from quivering.
- **I'm speaking tongue in cheek.** So how can anyone understand you?
- **Skinny.** If *fatty* means "full of fat," shouldn't *skinny* mean "full of skin"?

English is weird.

In the rigid expressions that wear tonal grooves in the record of our language, *beck* can appear only with *call*, *cranny* with *nook*, *aback* with *taken*, *caboodle* with *kit*, and *spick* and *span* only with each other. Why must all shrifts be short, all lucre filthy, all bystanders innocent, and all bedfellows strange? I'm convinced that some shrifts are lengthy and that some lucre is squeaky clean, and I've certainly met guilty bystanders and perfectly normal bedfellows.

Doesn't it seem just a little wifty that we can make amends but never just one amend; that no matter how carefully we comb through the annals of history, we can

never discover just one annal; that we can never pull a shenanigan, be in a doldrum, eat an egg Benedict, or get just one jitter, a willy, or a heebie-jeebie?

Indeed, this whole business of plurals that don't have matching singulars reminds me to ask this burning question, one that has puzzled scholars for decades: If you have a bunch of odds and ends and you get rid of all but one of them, what do you call that doohickey with which you're left?

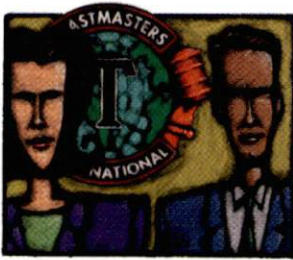
What do you make of the fact that we can talk about certain things and ideas only when they are absent? Once they appear, our blessed English doesn't allow us to describe them. Have you ever seen a horseful carriage or a strapful gown? Have you ever run into someone who was combobulated, sheveled, grunted, chalant, plussed, ruly, gainly, maculate, pecunious, or peccable? Have you ever met a sung hero or experienced requited love? I know people who are no spring chickens, but where, pray tell, are the people who *are* spring chickens? Where are the people who actually *would* hurt a fly? All the time I meet people who *are* great shakes, who *can* cut the mustard, who *are* my cup of tea, who *would* lift a finger to help, who *would* give you the time of day, and whom *would* I touch with a ten-foot pole, but I can't talk about them in English – and that *is* a laughing matter.

If the truth be told, all languages are a little crazy. As Walt Whitman might proclaim, they contradict themselves. That's because language is invented, not discovered, by boys and girls and men and women, not computers. As such, language reflects the creative and fearful asymmetry of the human race, which, of course, isn't really a race at all.

That's why we wear a pair of pants but, except on very cold days, not a pair of shirts. That's why first-degree murder is more serious than third-degree murder, but a third-degree burn is more serious than a first-degree burn.

Still, you have to marvel at the unique lunacy of the English language, in which you can turn a light on, turn a light off and turn a light out, but you can't turn a light in; in which the sun comes up and goes down, but prices go up and come down – a gloriously wiggly tongue in which your house can simultaneously burn up and burn down and your car can slow up and slow down, in which you fill in a form by filling out a form, in which your alarm clock goes off by going on, in which you are inoculated for measles by being inoculated against measles, and in which you first chop a tree down – and then you chop it up. 1

Richard Lederer, Ph.D. is the author of many books and articles about language and humor, including his best-selling *Crazy English* and his current book, *The Bride of Anguished English*, a Book-of-the-Month Club selection. He is usage editor of *The Random House Webster's Unabridged Dictionary of the English Language, Third Edition*.



TI BOARD REPORT

Helping Friends Succeed

At the August Board of Directors meeting in Anaheim, California, 2000-2001 International President Jo Anna McWilliams, DTM, reported on the organization's progress during her year in office. "We experienced one of the best years in recent history," she said. "All our volunteer leaders deserve our heartiest congratulations."

McWilliams reported that the new Distinguished Club Program had a positive impact by recognizing and rewarding key activities, such as membership building and educational completions, that make a club successful. Thus, the year had a 3 percent growth in membership and a record number of CTM and ATM completions – 16,051 and 6,824, respectively.

Moreover, during the 2000-2001 Toastmasters year, 37 districts reached Distinguished status, compared to 25 Distinguished Districts the year before. McWilliams especially commended Region VIII for its performance in having all its districts achieve Distinguished District or better. The three provisional districts were very successful as well, with District 67P (Taiwan) achieving President's Distinguished, District 59P (Europe) becoming Select Distinguished, and District 76P (Japan) earning Distinguished status.

"The highlight of every Presidential year is visiting districts and the wonderful experience of meeting Toastmasters," McWilliams said. She visited 12 districts, where she met with corporate and government leaders and promoted the organization through community presentations and in media interviews. "It's humbling to see what we can accomplish when we work together and focus on our mission," she said. "Let's keep the spirit of 'Friends Helping Friends Succeed' alive and well in Toastmasters International."



2000-2001 International President Jo Anna McWilliams, DTM, presides over August Board of Directors meeting.

BOARD ACTION:

- Continued review of the TI web site and the enhancements made to it, including the upgrades made to the online Supply Catalog and club locator. Proposed future additions include a search feature and a "Frequently Asked Questions" section. The site will soon be updated graphically.

- Conducted the mandatory 2001 three-year review of the assignment of Toastmasters clubs to the eight geographic regions to determine whether any region has more than 15 percent of the total number of Toastmasters clubs in the organization. Reviewed the regional distribution of districts and determined it is within the requirements as stated in the Bylaws of Toastmasters International. Assigned undistricted clubs to regions for voting purposes.

■ Consolidated, updated and clarified policies and procedures governing Gavel Clubs.

■ Updated and revised policy covering the organization's corporate attorneys.

■ Updated policy covering Executive Director's authority and compensation to comply with Internal Revenue Service Code Section 4958.

■ Approved a boundary change removing Escambia County, Alabama, from District 48 and adding it to District 29.

■ Reviewed and modified a statement regarding expense reimbursement for club officers. The statement will be included in each club officer manual.

■ Reviewed the policy on Toastmasters clubs within other organizations and updated the wording to clarify that all clubs are required to abide by the Toastmasters International governing documents and policies.

■ Discussed ideas for encouraging all clubs to conduct annual audits and made recommendations to World Headquarters for changes and additions to club officer manuals.

■ Discussed promotion of the CTM award and made suggestions to World Headquarters for inclusion in manuals, training programs, *The Toastmaster* magazine, and newsletters.

■ Reviewed Toastmasters' evaluation materials and made recommendations to the World Headquarters staff for enhancements and promotion of the excellent existing materials. The Board also brainstormed ways to incorporate better evaluation processes in clubs and districts.

IN ADDITION, THE BOARD:

■ Changed policy on the financing of regional conferences to allow funds from a region's account at World Headquarters to be used as a deposit to secure a venue for the Midyear Regional Meeting. After the meeting, the deposit must be returned to World Headquarters and placed back in that region's account.

■ Revised procedures for the election of area governors by Area Councils to include guidance in the areas of

notice, quorum, proxies, voting members and area governor qualifications, as well as nomination and election procedures.

■ Reviewed progress of districts with fewer than 60 clubs and developed a list of resources and ideas to help these districts build clubs.

■ Discussed district officers' commitment to being Distinguished, reviewed performance in the Distinguished District Program and made suggestions to help more districts become Distinguished. Suggestions will be incorporated into Board of Directors orientation, field materials, and district management and officer training resources.

■ Revised policy on expense payments to district officers, so that if an officer moves outside the geographic boundaries of the district from which he or she is elected, reimbursement is made based on residence at the time of election or current residence, whichever is less. Previously, this condition applied only to air travel, but now it applies to any mode of travel.

■ Discussed district conference programming and attendance, examined three areas of concern – location, programming and pricing/value – and made suggestions for incorporation into district management and training materials.

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By Ed Leefeldt

That's the Ticket

When we speak at our Toastmasters clubs, we are usually fortunate enough to have an appreciative audience. In the outside world, sometimes just the opposite is true. My greatest challenge as a Toastmaster came when I defended myself in court against a traffic ticket.

Most of us have received traffic tickets at some time or another and, frankly, we often deserve them. But this time was different. I was driving to work down a frequently flood-

Speaking up in traffic court takes courage, but offers rewards.

ed road in my township when I noticed a sign on a barricade by the side of the road: "Road Closed Due to Flooding." But the previous night had offered only a brief shower, so there was no chance of flooding, and the barricade wasn't blocking the road. I assumed the sign had been left there for many days cautiously went up the road. Hidden from view was a local police officer. He flipped on his lights and pulled me over. And he continued to play this hide-and-seek game with others: A co-worker of mine, a radio reporter checking traffic conditions and finally, a white-haired 75-year-old woman. We all got tickets.

All day, I sat at my desk staring at the ticket, getting angry. Finally, I decided to do a little research in the news-

paper. I discovered that our township has a ticket quota. In fact, the police chief had publicly ordered his officers to issue 20 tickets a month or they would be "disciplined."

But our township wasn't alone. Municipalities throughout New Jersey that were short on funds used their police departments as tax collectors. This had become so prevalent that state legislators were trying to pass laws against it. Knowing that I wasn't the only victim made me even angrier.

I went to the state law library to look up the violation I'd been charged with: Driving on a closed road. I discovered that a road could be closed only by a township ordinance, not by a police officer. I talked to the other people charged that day and suggested we fight our tickets. We hadn't done anything wrong! But they said "You can't beat City Hall," and "The judge always believes the cop."

But I'd just joined Toastmasters, and I guess I was a bit cocky. I had to go to court anyway, and presenting my case offered good public speaking practice.

When I arrived in municipal court that morning, I understood why they were intimidated. A hundred people were milling about, and the discomfort was contagious. It was obvious we weren't there to plead our cases or find justice. We were supposed to pay our fines and get out.

At the front – orchestrating the proceedings – was the municipal prosecutor, a stern-looking man in an expensive suit. He told everyone they were entitled to plead "not guilty," but would probably be found guilty anyway – and might face even more severe penalties.

Then – with no introduction – the judge rushed up to the podium, sat down and began taking guilty pleas. The three people charged with the same offense as I asked the prosecutor to help them plead guilty. I would get no help from them. They would be long gone by the time my not-guilty plea was heard.

I watched the municipal prosecutor work. Some defendants had lawyers who joked with the police officers and the prosecutor. They were all playing "Lets Make a Deal:" Drunk driving was reduced to speeding, speeding reduced to driving without a license. Bigger charges became lesser charges, but everyone pleaded guilty. The judge rapped his gavel – and the "guilty" paid.

Then the prosecutor eyed me. He crooked his finger for me to come forward. "Well, Mr. Leefeldt, the other three pleaded guilty. Why don't you?"

I explained the circumstances and showed him the law. He was annoyed. "We can amend the charge!" he snapped. "Go back to your seat." I watched him walk over to the police officer who had ticketed me, giving him a law book.

Finally the judge heard all the guilty pleas and called a recess. I waited. Suddenly I realized that I was the only person left in the courtroom except for the officer, who didn't appear very friendly. After a short eternity, the judge, prosecutor and court personnel returned. The clerk called my name and I stood ... reluctantly.

"How do you plead?"

"Not guilty."

The prosecutor spoke. "Mr. Leefeldt's defense, his sole defense, apparently, is that the law doesn't allow us to prosecute him under Statute 39-4."

The judge looked down at me from the podium as if I were just trying to get out of paying for my crime, even though I have a spotless driving record. "Do you have anything to say?"

I gulped hard and said that the sign on the barricade said "Flooding" when there wasn't any, that the barricade wasn't across the road, and if it had been, why were so many people traveling on it?

The judge hesitated, looking for the prosecutor or officer to speak. They didn't. Then he pointed a finger at me. "I'm letting you go," he thundered, "but I'm not happy about it!"

As I walked out, I felt their animosity boring a hole in my back. And I wondered, "Did I do something wrong? Was I really guilty?"

Then, as I left the dark courtroom and felt the fresh air, I realized that what I had done wrong was challenge them. And it wasn't my speaking ability that won the case; it was the fact that I got up to speak at all. Once I did, the law was on my side. But if they had been able to intimidate me into silence, they would have won.

This story is not about beating a traffic ticket. It's about standing up for yourself when you're right. I wondered why more people didn't speak up. And then I realized: It was for the same reason that no one else stood up in the courtroom that day – they were intimidated.

Well, I was scared and intimidated too. So why did I speak up while the others pleaded guilty? Because of Toastmasters. We join to be better at our jobs, to gain self-esteem or advance toward our Competent Toastmaster award. But there's also a larger purpose. We get a gift of courage from our fellow Toastmasters, the knowledge that it's all right to get up and defend our beliefs.

Evil relies on the silence of its victims. So when we see something wrong, it's up to each of us to stand up and say it's wrong, whether at a town meeting, a school meeting, or in a court of law. If we don't, who will? **T**

Ed Leefeldt is a member of Princeton Club 3954-38 in Princeton, New Jersey.

"I had to go to court anyway, and presenting my case offered good public speaking practice."

The Fine Art of Friendship

Friends multiply our joy and divide our grief.

While still a student at Oxford University and long before he became a world-famous author, C. S. Lewis made a number of friends. Many of them became lifelong companions. Several in Lewis' circle of friends became authors like himself. Over the years, Lewis and his friends loved getting together to talk and read to each other from some of their works in progress. These sessions

not only strengthened their friendships but also clarified their thinking and improved their books. Among that group were Nevill Coghill and Owen Barfield, men who were establishing themselves as authors but who were not nearly as prolific or as profound as their friend C. S. Lewis. He wrote more rapidly than they did and his books were appearing on best-seller lists in many countries. Lewis' success could have become a wedge between the friends.

However, the more his books gained in popularity, the more Lewis seemed to value his long-standing friends. At no time did Lewis' fame cause him to feel superior or better than his friends. In fact, Owen Barfield once declared: "I never recall a single remark, a single word or silence, a single look...which would go to suggest that he felt his opinion was entitled to more respect than that of old friends. I wonder how many famous men there have been of whom this could truthfully be said."

That brief vignette shows the great value C. S. Lewis placed on friendship. He did not allow his success to erode friendships made many years earlier. Over the course of his life, Lewis demonstrated that he knew how

to maintain old friendships and establish new ones. Like Lewis, most of us know that friends enrich our lives and keep us grounded. The reality is that friends multiply our joy and divide our grief. However, in our crowded schedules of tasks and activities that must be done, finding the time to sustain old friendships and cultivate new ones seems more difficult than ever.

Yet, if our lives are to be infused with greater meaning and fulfillment, friendship must be placed near the top of our priorities. "The world is so empty if one thinks only of mountains, rivers, and cities, but to know someone here and there who thinks and feels with us and who, though distant, is close to us in spirit, makes the earth a garden," observed Johann Wolfgang Von Goethe. Here are some ways to practice the fine art of friendship:

■ **Reach out.** Shortly after writer Dianne Hales moved to a small town in northern California, she was surprised to find a note in her mailbox from a neighbor who had noticed the swing set in Hales' yard. "We're so happy to have more children in the neighborhood. Please come for tea." The note was signed "Rhonda Anderson, neighbor."



"A few days later my two-year-old daughter, Julia, and I made our way down a brick-lined path into a brand-new friendship," Hales says. "At first, we seemed unlikely candidates for such an enduring relationship. She's a full-time, hands-on, cookie-baking mom; I'm a confessed workaholic. She's a natural athlete; I love opera and ballet," Hales recalls. Yet, the two women have become close and found their friendship growing over the decade

since Anderson first wrote the note. The lesson is clear: To make a friend, be a friend. Reach out to someone you are interested in getting to know better. You can transform strangers and acquaintances into friends by organizing a potluck at your home, offering an extra ticket for a sporting event, meeting for a morning walk or jog, or extending an invitation for coffee or tea at home or at a mall.

■ **Make friendship a priority.** Even though you are very busy, schedule friends on your calendar just as you would a medical appointment or romantic date. Make that time sacred. Don't cancel unless there is a true emergency. If scheduling just won't work, then combine visits with friends along with other activities. That is the advice of relationship authority Florence Isaacs, author of the book *Toxic Friends, True Friends*. "Go to the movies or the gym together," she says. "Meet at your kids' soccer practice. Have coffee together before you do your weekend grocery shopping – many supermarkets now have sit-down delis or cafés that make this easier."

■ **Show friends that you care.** "There is a magnet in your heart that will attract true friends. That magnet is unselfishness, thinking of others first...when you learn to live for others, they will live for you," says author Paramahansa Yogananda. Be there when you learn that a friend is sick, hospitalized, separating, unemployed or has experienced a death in the family. Show friends that you truly and deeply care about them and their well-being.

■ **Curb criticism.** It's tough to have and keep friends if you are overly critical and negative. The famous American naval commander John Paul Jones once confided

A Shattering Silence

By John Corley, ATM-B

As we wander through this great, magnificent maze called life, we are often confronted with situations that not only beg, but actually demand, our encouragement. In matters of the heart, when emotions run high and people brought together by circumstances look to one another for support and inspiration, it's an offense against human sensitivity to be unable to provide such fulfillment. Feelings should never be left unspoken. A few simple words can make all the difference in the world to one who needs to hear them.

We had no way of knowing exactly when my grandfather contracted the malady. By the same token, we didn't ask how it could have happened; Granddaddy smoked all his life, and in those days the Surgeon General's warnings were simply novelty print on the side of a pack.

Granddaddy refused to stay in the hospital, choosing instead to spend his remaining time on a bed he had my grandmother move into the front room so he wouldn't feel isolated. I guess he wanted to see his loved ones as they moved through the house.

And there he lay, this man who'd formed an integral part of my life since the day I was born. I didn't know how to talk to him anymore. All the many fishing trips, the countless bales of hay we'd tossed together, the breakfasts and coffees and stories; all these paled in the face of a shattering silence that found my tongue inoperable. I would pass through the room where he lay quietly, staring at the ceiling, and I couldn't say a word. What do you say to someone who is dying? "Wanna walk down to the creek?" "How 'bout those Saints?" "So, how're you doing?"

Sometimes I would sit with him, but I couldn't summon the words to tell him how much I loved him. They lodged

somewhere between my heart and my anger – my heart that weeps mighty tears over its loss, and my anger aroused by nature's arrogant certainties.

For these many years since my grandfather's passing, I have lived in the shadow of my inexpression. I console myself by rationalizing that Granddaddy knew how I felt, that words were not really necessary. But deep down inside, I know that's not true.

Abraham Lincoln once said, "To ease another's heartache is to forget one's own." Toastmasters gives us the depth of thought, the confidence, and the expression of compassion we need to do just that. We learn how to speak with sincerity, how to relay our heart's message exactly as it has been conceived there. We learn the importance of communication and its influence on the lives around us. We learn to ease the heartaches we inevitably encounter and, hopefully, create peace with our words.

Toastmasters isn't just about prepared speeches, Table Topics and evaluations. It isn't just about leadership skills. It's a program designed to give the member an ability he or she can take beyond the meeting room and into the world: the ability to express oneself no matter what situation may be encountered. I wish I had been a Toastmaster in 1981. If I had, I would have been able to tell Granddaddy that I loved him, and that he shouldn't be sad or afraid but take comfort in knowing that he has made a positive impact on so many lives.

Back then I didn't know how to say what needed to be said. Now I do. And I'm saying it. **T**

"To ease another's heartache is to forget one's own."

– ABRAHAM LINCOLN

John Corley, ATM-B, is a member of Forgotten Voices Club 6571-68 in Angola, Louisiana.

to Ben Franklin about being abandoned by his friends. Franklin wrote to him with this advice: "On occasion give your officers and friends a little more praise than is their due. Criticizing and censuring almost everyone you have to do with will diminish friends, increase enemies and thereby hurt your affairs."

Remember: Small gestures make big differences. After reading a book that he particularly enjoyed, American author Gelett Burgess thought of a friend who might also like to read the book. He sent her a copy and the friend promptly acknowledged the gift. However, two months later, the woman wrote another letter to Gelett, this time expressing additional appreciation for the gift and explaining how much she enjoyed the book. In her letter the woman cited passages and sections that she found especially interesting, thereby demonstrating she had read the book. Gelett was deeply touched by his friend's double response to the gift, saying: "She had the educated heart, for to such persons thanks are something like mortgages, to be paid in installments." Clearly, that woman knew the power of small, kind gestures to further solidify a friendship.

■ **Assess before you invest.** That advice is offered by author Letty Cottin Pogrebin who says: "Adding someone new to a busy life represents an investment of time, energy and spirit – three things that are in short supply for most of us." For that reason, Cottin Pogrebin advises asking yourself these kinds of questions before you commit to a friendship:

- Are you always eager to see this person or do you sometimes get together out of obligation or social climbing?
- Do you respect him? Care about his well-being?
- Are you interested in her mind, experiences, problems?

■ **Never gossip about a friend.** A major friendship killer to avoid is gossip. The one being talked about will view gossip as betrayal. Whenever someone learns he or she has been the object of gossip, that person feels confidences have been broken. The result is always a sense of public humiliation. Once gossip has been spread, it is almost impossible to restore the friendship to previous levels of trust. A 19th-century Hasidic folktale tells of a man who, for months, went about slandering the rabbi of his village. When the High Holy Days approached, the man realized the enormous evil he had committed and, overcome with remorse, sought out the rabbi, begging forgiveness.

The rabbi told the man he would forgive him on one condition: That he go back to his house, cut up a feather pillow, scatter the feathers to the wind, and then

return. The man raced home, followed the rabbi's instruction, and then returned to the rabbi's residence. "Am I forgiven now?" he asked eagerly. "One more thing," the rabbi answered. "Now I want you to go out and gather up all the feathers." The astonished man responded: "That's impossible! The feathers are all scattered." Then, the rabbi simply said: "Precisely. Though you truly wish to correct the evil you have done, it is as impossible to repair the damage done by your words as it is to recover the feathers."

■ **Practice loyalty.** British novelist E. M. Forster set this high bar for friendship when he declared: "If I had to choose between betraying my country and betraying my friend, I hope I should have the guts to betray my country." Loyalty is an essential ingredient for friendship.

■ **Be a foul-weather friend.** "A friend is one who walks in when others walk out," noted American journalist Walter Winchell. Be a foul-weather friend when someone you know is passing through a hard time. Advice columnist Ann Landers recently received a glowing letter from a writer who explained: "I am a 55-year-old woman with amyotrophic lateral sclerosis, also known as Lou Gehrig's disease." Because of the illness she lost the use of both arms and legs, could not speak or eat solid foods and could not breathe normally. "This difficult time has been made bearable by the love and support of my mother and amazing group of friends," she wrote.

Then, she outlined this litany of friendship that was extended to her: "Mary stepped in when my first two caregivers quit on short notice. She came to my apartment every night at 2 a.m. to turn me over. Lil assisted in my care and kept me company on many occasions. Mary Lee brought gifts to brighten my sickroom and read me books when I could no longer turn the pages. Bonnie brought special treats, shared her video collection and brought arrangements of lilacs from her garden. Maria cooked my favorite meals."

That woman's letter bears a double testimony about the power of friendship. One is the fact that some wonderfully generous, loyal and loving friends surround her. But the other is that she, the letter writer, must have been an equally generous, loyal and loving person to have earned such devotion from her friends. **T**

Victor M. Parachin is a minister, freelance writer and frequent contributor to this magazine. He lives in Tulsa, Oklahoma.

"A friend is one who walks in when others walk out."

— WALTER WINCHELL.

I N T E R N A T I O N A L

Speech Contest Rules



Before entering the International Speech Contest, study the rules, especially those pertaining to eligibility, speech length, originality, timing and protests.

In addition, attend the pre-contest briefing for all contestants, held by the contest chairman, who will tell you the rules and procedures. During the briefing, contestants also draw for speaking positions and become familiar with the speaking area. This is your opportunity to ask any questions about the contest.

Familiarity with contest rules and procedures often makes the difference between winning and losing. Be a winner – know the rules and procedures.

1. PURPOSE

- A. To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all.
- B. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.

2. APPLICABILITY

These rules, unless otherwise noted, apply to all Toastmasters speech contests which select contestants for the annual International Speech Contest, which is conducted in English only. These rules may not be supplanted or modified, and no exceptions may be made.

3. SELECTION SEQUENCE

- A. Club, Area, District. Each Club in good standing may select a contestant to compete in the Area contest. A Club may choose its contestant by whatever means the Club desires. If a contest is held, it must comply with all these rules and the contest result is final. The Area speech contest winner then proceeds to the Division contest (if applicable). The Division winner then proceeds to the District contest. Should an Area or Division contest winner be unable to participate in the next level contest, the highest placed available contestant will advance to that level. NOTE: The District contest chairman informs World Headquarters of the name and address of the winner and alternate in the District contest. Information concerning the Regional contest is then mailed to the winner and alternate.
- B. In those Areas with four assigned Clubs or less eight weeks prior to the Area contest, Districts have the option to allow the two highest placed available contestants from each Club to compete in the Area contest.

Should additional Clubs charter prior to the Area contest, the two highest placed available contestants from each Club may compete. In those Divisions with four assigned Areas or less, Districts have the option to allow the two highest placed available contestants from each Area to compete. In Districts with four assigned Divisions or less, Districts have the option to allow the two highest placed available contestants from each Division to participate in the District contest.

The decision whether or not to allow two contestants to advance from Club to Area, from Area to Division, and/or from Division to District must be made and communicated throughout the District prior to the commencement of the contest cycle – i.e. prior to any Club contests being held. Once the decision is made, it must be implemented consistently throughout the District in all Areas and Divisions affected. If a District decides to allow two contestants to advance from Club to Area, its decisions regarding the number to advance from Area to Division and/or from Division to District need not be the same.

- C. Each Region shall select a winner and an alternate. The contest chairman, usually the first-year Director, informs World Headquarters of the name and address of the winner and alternate in the Regional contest. Information concerning the International Speech Contest is then mailed to the winner and alternate. Eight speakers, one from each Region, compete in the International contest. A ninth speaker, selected in a special speech contest among Districts outside of North America, also competes in the International contest.

4. ELIGIBILITY

- A. To be eligible to compete at any level of

the International Speech Contest, an individual must:

1. Be a Toastmaster in good standing of a Club in good standing.
2. Have completed at least six manual speeches in the Communication and Leadership Program manual prior to the Club contest.
3. If a new, dual, or reinstated member, have dues current with Toastmasters International.
4. A member must maintain eligibility at all levels of any contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.
- B. Only one kind of exception may be made to the requirements listed above. A charter member of a Club chartered since the previous July 1 is eligible to compete. (The Club must be officially chartered prior to the Area contest.)
- C. The following are ineligible for competition in any contest: incumbent International Officers and Directors; District Officers (Governor, any Lieutenant Governor, Division Governor, Area Governor, Secretary, Treasurer, or Public Relations Officer) whose terms expire June 30; International Officer and Director candidates; Immediate Past District Governors; District Officers or announced candidates for the term beginning the upcoming July 1.
- D. The winner of the contest finals held each August during the International Convention is not eligible to compete again at any level.
- E. Toastmasters who are members in more than one Club and who meet all other eligibility requirements may compete in

each Club contest in which membership in good standing is held. However, should they win more than one Club International Speech Contest, the contestant may represent only one of the Clubs at the Area level. No contestant can compete in more than one Area International Speech Contest, even if the two Areas are in different Divisions or different Districts.

- F. A contestant must be a member in good standing of the Club, Area, Division, District, or Region being represented when competing in a speech contest at the next level.
- G. Each contestant must complete the Speaker's Certification of Eligibility and Originality (form 1183) and submit it to the chief judge prior to the contest.

5. SPEECH SUBJECT AND PREPARATION

- A. Subject for the prepared speech shall be selected by the contestant.
- B. Contestants must prepare their own five- to seven-minute speeches, which must be substantially original and certified as such in writing to the chief judge by the contestants prior to the presentation of the speeches (on form 1183, Speaker's Certification of Eligibility and Originality). Any quoted material must be so identified during the speech presentation.
- C. All contestants will speak from the same platform or area designated by the contest chairman with prior knowledge of all the judges and all the contestants. The contestants may speak from any position within the designated area and are not limited to standing at the lectern/podium.
 - 1. A lectern/podium will be available. However, the use of the lectern/podium is optional.
 - 2. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone should be made available, if possible. It is suggested that the fixed-mounted microphone be nondirectional. The selection and use of a microphone is optional for each contestant.
 - 3. All equipment will be available for contestants to practice prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced by the Toastmaster.
- D. Every participant must present an entirely new and different speech for the Regional and for the International contests than given in any contest that same year. Up to and including the District contest, contestants may use the same speech, but are not required to do so.
- E. Winners of each District contest shall present a detailed outline of their winning speech in the District contest to the chief judge of the Regional contest. Winners of the Regional contest will prepare and mail to World Headquarters outlines of their District and Regional winning speeches, which will be given to the chief judge at the International contest.

6. GENERAL PROCEDURE

- A. At the Club or Area level contests, a contest chairman, chief judge, at least five judges, three counters, and two timers are appointed. These appointments will be as far as practical at the Club level, but required for the Area level.

At the Division or District level contests, there should be at least seven judges or equal representation from the Areas composing the Division or District in addition to a contest chairman, chief judge, three counters, and two timers.

At the Regional or International contest, there should be at least nine judges or equal representation from the Districts or Regions respectively; no judge shall be a member of the Club represented by a contestant. In addition to these judges, five qualifying judges, a contest chairman, chief judge, three counters, and two timers are appointed.

All judges will judge all contestants.

- B. Before the contest, contestants are briefed on the rules by the contest chairman. Judges, counters, and timers are briefed on their duties by the chief judge. Contestants will then draw for their speaking position with the contest chairman.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, may be included in place of the primary contestant. When the contest Toastmaster is introduced, if not present, the primary contestant is disqualified and the alternate officially becomes the contestant. Where the primary contestant arrives and makes this known to the contest chairman and has all required paperwork in good order prior to the introduction, and missed the briefing, disqualification shall not occur and the primary contestant may speak in the drawn order, but waives the opportunity of a briefing.
- D. Introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.
- E. There will be one minute of silence between contestants, during which the judges will mark their ballots.
- F. Contestants may remain in the same room throughout the duration of the contest.
- G. In contests with five or more participants, a third place winner (if wanted), a second place winner, and a first place winner will be announced. In contests with four or fewer participants, a second place and first place winner will be announced.
- H. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers may immediately interrupt to correct the error.

7. TIMING OF THE SPEECHES

- A. Speeches will be five to seven minutes. A contestant will be disqualified from the

contest if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds.

- B. Upon being introduced, the contestant shall proceed immediately to the speaking position. Timing will begin with the contestant's first definite verbal or non-verbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.
- C. Timers shall provide warning signal lights to the contestants, which shall be clearly visible to the speakers but not obvious to the audience.
 - 1. A green light will be turned on at five minutes and remain on for one minute.
 - 2. An amber light will be turned on at six minutes and remain on for one minute.
 - 3. A red light will be turned on at seven minutes and remain on until the conclusion of the speech.
 - 4. No signal shall be given for the overtime period.
 - 5. Any sightless contestant may request and must be granted a form of warning signal of his or her own choosing. Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the times at five, six, and seven minutes. If any special device and/or specific instructions for such signal is/are required, the contestant must provide same.
 - 6. In the event of technical failure of the signal, a speaker is allowed 30 seconds extra overtime before being disqualified.
- D. Prior to announcing results, the chairman should announce if time disqualification(s) occurred, but not name the contestant(s) involved.

8. PROTESTS AND DISQUALIFICATIONS

- A. Protests will be limited to judges and contestants. Any protest will be lodged with the chief judge and/or contest chairman prior to the announcement of the winner and alternate(s). The contest chairman shall notify the contestant of a disqualification regarding originality or eligibility prior to that announcement before the meeting at which the contest took place is adjourned.
- B. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the judges. A majority of the judges must concur in the decision to disqualify.

The contest chairman can disqualify a contestant on the basis of eligibility.

- C. All decisions of the judges are final.



Toastmasters Share Their Lessons Learned

Full Disclosure

When we hear the term “full disclosure,” we usually think of consumer protection laws. But those words can apply to Toastmasters too.

Toastmasters may sometimes hesitate to participate in an activity or to accept an assignment because we fear full disclosure of what we perceive to be our shortfall in certain skills. When that happens, we must remind ourselves that our Toastmasters environment is THE place to try out new roles and ways of expressing ourselves. In Toastmasters, we're among friends who will provide a supportive atmosphere.

Here are some tips fellow Toastmasters want to share with you:

■ *To sharpen communication skills, attend and sign up to speak at Toastmasters meetings regularly. Pay attention to other speakers' techniques. And read as much as you can – both to expand your knowledge and to unearth speech topics.*
REGGIE SMITH, ATM-S • McLEAN, VIRGINIA

■ *Place a copy of the graphics you'll be using for your speech in front of you. This will make it unnecessary for you to look at the projection screen – and away from the audience – to see the graphics.*
RAY KENT • MCCLEAN, VIRGINIA

■ *When guests or new members are present, we start club meetings by going around the room with self-introductions. To keep these from becoming monotonous, our president provides a theme. Some examples are: What is your middle name? What is your full name, but what do you prefer to be called? What is your line of work? What are your hobbies? How long have you been a Toastmaster? How long have you been a member of this club? What are your goals in Toastmasters? This procedure livens up the meeting and produces some interesting answers. Be creative, and come up with unique themes for your own meetings.*
RICHARD A. FREEDMAN, DTM • SAN DIEGO, CALIFORNIA

■ *Many groups outside Toastmasters turn to our clubs to find speakers for their meetings. They prefer talks about communi-*

cation techniques rather than a direct membership pitch about Toastmasters. I use Toastmasters involvement to build my credibility and examples from Toastmasters meetings to support my points.

The audience thus gains an awareness of our organization and its benefits, without the pressure of a hard sell. This cultivation of interest often leads to favorable membership decisions.
STEVE E. WATKINS, DTM • ROLLA, MISSOURI

■ *When planning to make a speech using Microsoft PowerPoint or Corel Presentations on your laptop computer, and the facility where you'll be speaking will provide the LCD (liquid crystal display) projector, be sure to arrive early. The reason: to allow time for troubleshooting. These presentations look great when everything works together, but often glitches need to be worked out at the site in order for the laptop and projector to properly communicate. I like to arrive early for a presentation anyway, but I allow an extra 30 minutes for a laptop-and-LCD projector presentation.*
DAWN DE GRAZIO, ATM-B • MINNEAPOLIS, MINNESOTA

■ *I've learned that not taking things personally is important to achieving my Toastmasters goals. A member in our group gives honest – and sometimes harsh – speech evaluations and didn't give me high reviews when evaluating one of my speeches. But, by not taking the member's choice of words personally, I grew and improved as a speaker much more than had I received a “rave review.” I remind myself that these evaluations aren't singling me out by pointing out how I could do better. And I know this evaluator was trying to be helpful – not mean or rude – when judging my speech.*
JULES HOWE • DANVILLE, CALIFORNIA

Share with us that favorite tip, strategy or action that has made you a more effective communicator. Entries may be edited for clarity and length.

Send to: Mark Majcher
“Topical Tips”
1255 Walnut Court
Rockledge, FL 32955
or e-mail: majcher@spacey.net



Anniversaries

OCTOBER

65 years

Downtown 65-4, San Francisco, California

45 years

Littleton 2177-26, Littleton, Colorado
Sunrisers 2205-32, Tacoma, Washington
Carmichael 2213-39, Sacramento, California
Kettering 2120-40, Kettering, Ohio
Sarasota 1958-47, Sarasota, Florida

40 years

Covina Breakfast Club 2387-F, Covina, California
Aerospace 3368-14, Robins AFB, Georgia
Town and Gown 3337-39, Davis, California
Pompano Beach 3003-47, Pompano Beach, Florida

35 years

Yorba Linda-Placentia 3425-F, Yorba Linda, California
Edmond 170-16, Edmond, Oklahoma
Harco 1914-18, Edgewood, Maryland
Whirlpool 202-62, St. Joseph, Michigan
St. George 2982-70, Sydney, Australia
Professional Speakers 3340-70, Sydney, Australia

30 years

Downtown 2815-29, Mobile, Alabama
Tri City 1332-64, Winnipeg, Canada
Ashburton 3080-72, Ashburton, New Zealand
Tambuli 2160-75, Makati, Philippines

25 years

Rocky Flats 2626-26, Golden, Colorado
Hooker Oak 662-39, Chico, California
GTE 2089-53, Stamford, Connecticut
Sunrise 362-57, Walnut Creek, California
Liberty 1365-58, Greenville, South Carolina
Hakoah 3460-70, Bondi, Australia

20 years

Attention Getters 987-6, Edina, Minnesota
Ozark Orators 1056-8, Rolla, Missouri
Sunrise Marion 3515-19, Cedar Rapids, Iowa
Positive Thinkers 3922-21, Vancouver, Canada
Cherry Creek 2977-26, Denver, Colorado
Sol 4732-34, Mexicali, Baja, California
Lilydale 4731-73, Lilydale, Canada
Wingfoot 3377-75, Las Pinas, Philippines

NOVEMBER

60 years

King Boreas 308-6, St. Paul, Minnesota

25 years

Los Adventureros 420-7, Tillamook, Oregon
Oregon 424-7, Portland, Oregon
Boot Hill 429-17, Billing, Montana
Grand Rapids 404-62, Grand Rapids, Michigan

50 years

Evergreen 973-21, Vancouver, Canada
State Farm Windjammers 995-54, Bloomington, Illinois

45 years

Daybreak 2228-26, Denver, Colorado
Aquinas 2159-40, Springfield, Ohio
Venio Dictum 2170-64, Winnipeg, Canada

40 years

Toast Breakers 3389-33, Modesto, California
Seven A M 3391-58, Columbia, South Carolina

35 years

Reveille 2971-25, Ft. Worth, Texas
Postprandial 3259-65, Rochester, New York

30 years

Comm Chrtns Brndywine 265-30, Villa Park, Illinois
Aesop's Fables 2591-39, Sacramento, California
Ross 3912-40, Columbus, Ohio
Caterpillar Employees 79-54, East Peoria, Illinois
Brussels 3286-59, Brussels, Belgium
Stuttgart Int'l 3658-59, Stuttgart, Germany
Lower Waikato 3157-72, Taupiro, New Zealand

25 years

Mesa Messengers 691-F, Costa Mesa, California
Green Valley 3582-3, Green Valley, Arizona
Greenlight-Old Town 886-27, Alexandria, Virginia
Speakeasy 642-29, Stennis Space Center, Mississippi
Delta 3372-39, Stockton, California
MBL 2616-46, Rutherford, New Jersey

20 years

Eclectic Dialectics 3828-F, Artesia, California
Sea-Masters 4739-2, Sea Tac, Washington
GPC-KFI 4737-19, Muscatine, Iowa
Quicksilver Express 2008-25, Ft. Worth, Texas
Riverside 4734-29, Mobile, Alabama
Boston West 4735-31, Needham, Massachusetts
Morning Peninsula 4738-73, Mt. Eliza, Canada
Sinulog 2395-75, Cebu City, Philippines

Ralph C. Smedley Memorial Fund

Benefactor

The Estate of Mary Louise Conn

Associate

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Loveland Sweet Talkers Toastmasters Club No. 3975-26, in memory of Richard E. Dawes, District 26 Governor 1999-2000

Conestoga Toastmasters Club No. 1090-38, in memory of John "Jack" Fish, DTM

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Erich P. René, in memory of Ivy Mercé, CTM, and Paula Whitfield

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Past International Director Gregory D. Scott, DTM, in memory of Irene Monroe, DTM

Immediate Past District 52 Governor Toni Berkowitz, DTM, and David A. Berkowitz, in memory of Lisa Frost

John A. Feudo, in honor of my friend and mentor, Terry McCann, for his many years of dedicated service to Toastmasters

Bill Baxter, in memory of Toastmasters, Relatives and Friends lost at the World Trade Center, New York City, September 11, 2001

Friends and Toastmaster Members, in memory of Irene Monroe, DTM

District 76P Governor Keiko Omachi, DTM

Past International Presidents, in honor of Terry McCann, for his outstanding service to Toastmasters International

Contributing Club

Marquette Toastmasters Club No. 509-41, in memory of Tom Coughlin

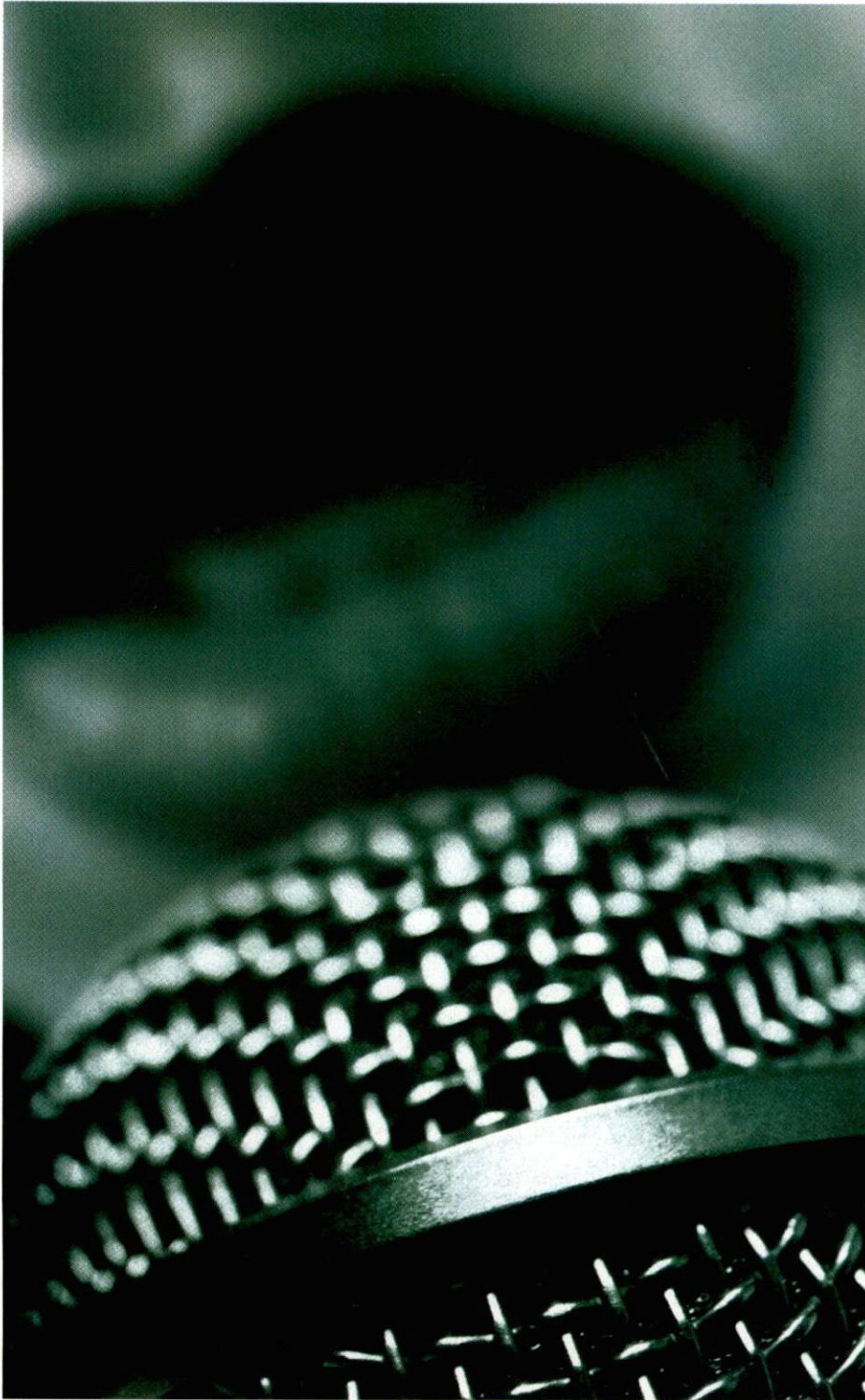
Talk of the Town Toastmasters Club, in memory of Richard E. Dawes, District 26 Governor 1999-2000

Contributor

Patricia J. Jepsen, in memory of Fran Rucker
Past International Director Pat Kirk, DTM, and Noel Kirk, in memory of Dewey Brokofsky, DTM, District 6 Governor 1979-80

Dr. Bonnie Hunt, in memory of Dick Schenck

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