

December

1954

the
Goastmaster



Off Beat

-a few notes off the record

The Toastmaster who brags, "I run things in my house," usually refers to the lawn mower, the washing machine, vacuum cleaner, baby carriage and the errands.



Toastmaster (attacking his dinner): "This must be an incubator chicken."

President: "Why?"

Toastmaster: "A chicken with a mother couldn't be so tough."



"Lay down, pup, lay down!" ordered the mailman. "Good doggie lay down, I say!"

"You'll have to say, 'Lie down,' Mister," declared the small son of the household. "That's a Boston bull terrier."



**Don't worry if your job is small
And your rewards are few;
Remember that the mighty oak
Was once a nut like you.**



Small Boy: "I'm not afraid of going to the hospital, Mother. I'll be brave and take my medicine, but I ain't going to let them palm off a baby girl on me like they did on you. I want a pup."



An old timer is one who can remember when bologna was a food and not a political promise.

Long winded Toastmaster: "Now gentlemen, I don't mind your looking at your watches, but please be courteous enough not to shake them as if they might have stopped running."



The difference between a little girl and a big girl is that a little girl wants an all day sucker—and a big girl wants one for the evening.



Son: "What does it mean when the paper says he went to the convention, 'A delegate at large'?"

Father: "It means that his wife didn't go with him, son."



Many gals who buy a gown at a ridiculous price, really get it for an absurd figure.



A little nonsense now and then,
Is relished by the best of men;
But a barb of truth, to be a gem,
Must point to everyone but them.



You don't get ulcers from what you eat, but from what's eating you.



When you feel dog tired at night it may be because you growled all day.



It's easy to stick to a diet these days: just eat what you can afford.

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Christmas Story

By John Pearson

(as told to the Salt Lake Toastmasters)

TONIGHT, as you came into this place, you heard the bells of Christmas. It is appropriate, therefore, that I begin by reading to you a few familiar words from a story written by a physician called Luke:

"And it came to pass in those days, that there went out a decree from Caesar Augustus, that all the world should be taxed.

"And all went to be taxed, everyone into his own city.

"And Joseph also went up from Galilee, out of the city of Nazareth, into Judea, unto the city of David, which is called Bethlehem: (because he was of the house and lineage of David):

"To be taxed with Mary, his espoused wife, being great with child.

"And so it was, that, while they were there, the days were accomplished that she should be delivered.

"And she brought forth her firstborn son, and wrapped him in swaddling clothes, and laid him in a manger; because there was no room for them in the inn."

There, in about 130 words, is a great part of one of the most beautiful stories ever told. It is a miracle, not in the sense of a babe

being born of a virgin — whether or not you believe that is of no consequence here. It is a miracle in the sense that out of a world of militant politics should come a message of peace without guile; that out of a time of cruel cynicism should come a simple, gentle tale; that out of a profligate Roman empire should come the story everlasting of an innocent babe.

It is a story that makes us think of the simple, good things of life. The memories rush in a flood — and the flood is golden. We hear the Christmas carols and think of the kind, encouraging words of a friend, spoken in a time of need, when our hearts were heavy and the hour was dark.

And we think of music. It may be some mighty work that must have been of divine inspiration, or it may be some melody in a minor key — blue, disconsolate. It may be some happy, gay, lilting tune, or it may be some throbbing, compelling rhythm, so primitive that even the blood remembers.

It is a story that is part of the incredible beauty in our lives, along with the moments when time stands still as we watch the clouds in a summer sky, or see the snow in the moonlight, stealing and shattering the light from the pale moon, only to throw it back as a

million, million stars; along with the moments when we watch the setting sun leave the mountain top a majesty of rose and gold and mauve disembodied from the dark, smoky blue valley below, and we think that we are very close to God. Or when we see the serene beauty in a mother's face as she suckles a tiny babe, even as Miriam of Nazareth — and we *know* that we are very close to Divinity.

It is a story that makes us think of loved ones. There are the happy little ones, bursting at the seams with joyous, noisy excitement. We recall with a smile that they have been very good for almost a week in spite of all the anticipation. We think of these, and the wives, and sweethearts, and the good souls whom we call "the folks," and remembering, we suddenly find that in Paradise we are not strangers.

Yet we find that there are shad-

ows on the walls, for we have the poignant, wistful memories of the others who were once with us, who once laughed and sang, who come not home again — these others for whom the gentle Babe has sent the Kind Messenger of Eternity — and there is an empty place in our arms.

But we remember, too, a comforting hope, and our hearts are stilled from sorrowing, for we know that all is as it should be, and we are at peace, and content.

The Rome of Caesar Augustus moulders in the dust of yesterday's two thousand years, yet the story of the tiny Babe of Galilee in the arms of gentle Mary with Joseph at her side, still whispers across the centuries its message of peace and good will.

And we hear the bells of Christmas — and deep in our hearts is a message — and deep in our hearts is a song!

Forty Thousand Roses

To make one ounce of Attar of Roses requires forty thousand roses. For each drop eight full-blown roses are needed. What a tremendous amount of concentrated fragrance an ounce of this exquisite perfume contains! It fills the air with its magic!

Creating a fine personality is much like making an ounce of Attar of Roses. It calls for concentrating in our lives the essence of the best life has to offer. Forty thousand beautiful thoughts! Forty thousand acts of kindness! Forty thousand smiles!

Such personalities fill their spheres of influence with a radiance that makes this a happier world in which to live.

—The Friendly Adventurer

A Challenge

We have committed the golden rule to memory; let us now commit it to life.

How to use reference works in

Building a Speech

GOOD speeches are *built*. And in the process of construction, you will require a few basic tools. The "tools" are certain time-tested reference works. As a public speaker you should familiarize yourself with these sources. Learn to use them with the greatest ease and effectiveness.

Some books you can borrow or consult at your local library. But reference works present a somewhat different classification. If you are serious concerning your speech career, you will find frequent occasion to consult authoritative sources. You should own a few basic books and take the same pride in them a carpenter has in the tools of his craft.

First on our list of essential reference volumes is a good dictionary. If you can afford a copy of *Webster's New International*, in the unabridged Library Edition (G. & C. Merriam Company) that is fine. But there are several excellent desk dictionaries (some for as little as \$5.00) that should serve your purpose adequately. Be sure, however, to get a *recently edited* volume containing all of the newer terms and definitions.

Remember that a dictionary is

not limited in its usefulness to providing the proper spelling for familiar words. Use it to check on new words that cross your path. And when you have the slightest doubt as to the precise meaning of a word, *look it up*. You may get some surprises! Far too many words have gained common currency in a sense that is fantastically inaccurate. As an example, we might cite the term "fulsome praise." Webster will tell you that "fulsome" means offensive, gross, coarse and sickening!

If a speaker could own only two books (aside from a good Reference Bible, which should be counted the one indispensable) the next suggestion would be a copy of *Roget's Thesaurus*. (Pick up a low priced edition in any book store.) You will find it of great assistance in your search for out-of-the-rut synonyms and colorful figures of speech.

If you can afford a library edition of the *Encyclopedia Britannica* you are in luck. (You can buy a set on the installment plan, of course.) An acceptable substitute is *The Columbia Encyclopedia*, published by Columbia University Press, in a single volume.

Then, you should purchase each year a copy of *The World Almanac*, obtainable at any stationer's. You can get a serviceable paper-bound edition for less than a dollar. This is valuable as a reference source for all manner of current statistics and odd, useful facts.

"Next to the originator of a good sentiment," someone has said, "is the quoter of it." So you will need a comprehensive quotation book. *The Home Book of Quotations*, edited by Burton Stevenson, is the standard work. It is a massive volume of 2,500 pages. Material is classified by subject, and there are adequate indices. Dodd, Mead is the publisher. You can examine a copy in your local library, but you'll need one of your own. Any bookseller can order it for you.

A reference book to serve a somewhat different purpose is *Bartlett's Familiar Quotations* (published by Little, Brown). This is a classic source first issued a hundred years ago, and continually revised. Occasionally you can pick up a copy in a used-book store. But be sure to get a recent edition, edited by Christopher Morley. In *Bartlett's* material is grouped by author, rather than subject. However, there is a good Subject Index in the back, which you will often find useful.

You employ *Bartlett's* primarily when you have occasion to refer to some historic character and want to quote something he has said or written, or when you want to trace down a classic quotation, the source of which eludes you.

The Home Book, to which we have previously referred, is used to better advantage when you seek an apt reference to some theme, such as Ambition, Character, Love, etc. A further advantage of *Bartlett's* is that authors are presented in the order of their birth dates. Thus you can quickly note those who are observing a centennial in the current year. It adds interest at times to say, "In the words of Ella Wheeler Wilcox, who was born a hundred years ago this month . . ."

If you quote poetry, as indeed who does not at times, you should have a good anthology. *The Oxford Book of English Verse* (Oxford University Press) is suggested. For selections in the lighter vein, turn to *The Book of Humorous Verse*, edited by Carolyn Wells. (Garden City Publishing Co. has a moderate priced edition.)

When you require a funny story to illustrate or emphasize some point in your speech we suggest *The Treasury of Modern Humor* (Droke House). This standard reference contains not only 2,500 anecdotes but also toasts, epigrams, definitions, humorous introductions and responses, etc. This publishing house, specializing in material for speakers, originated the idea of a Subject Index for anecdotes, so that you can quickly find a story to meet any specific situation. The book sells for \$5.00 and may be ordered through Toastmasters International.

In mentioning Droke House, we
(Continued on page 25)

the Chrysanthemum

is a Christmas Flower

AN early Christian legend places the advent of the chrysanthemum on earth as coinciding with the birth of Jesus. On the arrival of the Wise Men from the East at the spot where the star had guided them, there was no celebration or excitement among the people to suggest that a momentous event had taken place; no singing or dancing or merriment — no evidence of feasting.

This puzzled the Wise Men, but as they paused to counsel among themselves, King Malcher spied a golden chrysanthemum growing in the snow over against a low stable.

"It is the place!" he cried. "For here is a flower rayed like the star which guided us." As Malcher bent to pick it, the doors of the stable opened of their own accord and he and his companions were made welcome to the Holy Place where the small Babe lay. Gently the flower was laid in the Manger by His side and all went to their knees in adoration.

The chrysanthemum first came to Germany in a most significant manner. It was a cold and blustery Christmas Eve. A peasant family huddled about their small fire, munching their scant black bread and drinking their thin onion soup. The wind was howling outside, and as poor as was their hovel, the family was very happy to be inside on such a night.

Just then they heard a cry above the moaning of the wind and hurrying to the door, they found a ragged urchin crouching there. Quickly they brought him inside, warmed him, and then set for him a small table near the fire — each child giving him a piece of his bread and a portion of his soup, so that the small visitor would be properly fed.

As the last child brought his portion and placed it on the stranger's plate, a transformation occurred; His rags disappeared and He stood clothed in a shining robe — a halo around His head.

"I am the Christ Child," He said. "As ye have done it unto one of the least of these, ye have done it unto Me!" The golden light faded and He was gone.

Next morning, they found two white chrysanthemums growing in the snow where His two feet had rested. So to this day, in the Black Forest of Germany, the humble folk strive to have white chrysanthemums blooming in their huts on Christmas Eve, hoping that perhaps they may be sheltering the Christ Child.

Editor's Note:

Successful storytelling to children is an accomplishment worth striving for. Christmas is an ideal time for practice and there is little doubt that you will immediately know whether you are a success or failure—the kiddies will see to that.

A Toastmasters Invocation

Our heavenly Father, we give thanks for this brief period of fellowship wherein we break bread, visit in congenial manner, and study to improve our minds. By Thy grace may our words clothe constructive thoughts worthy of our better selves. May clarity and charity both temper our evaluations, even as we ourselves would be criticized objectively and impartially. Let our humor be spontaneous, wholesome and abundant, but never to injure, offend or embarrass. Of silence, let us heed Benjamin Franklin's advice to speak not but what may benefit others or ourselves and avoid trifling conversations. In His name, Amen.

By George Kunkle

No Words Needed

A test of true friendship is whether we can enjoy the presence of a friend without feeling the necessity to talk or without the friend feeling the need of talking with us.

When two people keep up a steady exchange of conversation, it is usually because they are not comfortable in each other's presence.

When we are happy merely to be with a friend, when a sense of communion is experienced without words, when another understands our desire for quietness, and we in turn sense our friend's need, when we are spiritually renewed merely by being with some one, though few or no words are spoken, then we may glory in the possession of an understanding friend.

—The Scrap Book

Still A Treasure

When her ports were for the first time in 1858 opened to foreign commerce, there were in Japan very few people acquainted with foreign languages. Whenever such a person was needed, it was necessary to send to Nagasaki for him.

It happened that about this time the services of such an interpreter were needed in Satsuma, and a messenger was dispatched to Nagasaki. He succeeded in engaging Maejima, one of the very best linguists in that place.

After long service, he was graciously permitted to peruse the "sacred volume" of the Lord of Satsuma. This priceless volume the feudal baron esteemed his chief treasure; ordinary people were never permitted to look at it. But Maejima, after becoming tutor to the Satsuma family, and being treated with extraordinary courtesy, finally had this exceptional favor shown him. Greatly affected by this, he purified himself, bathed and changed his garments, and then sat down before the treasure. This was kept in two boxes, one fitting into the other. One of these was lacquered, while the other was made of plain Paulownia wood. Both boxes were wrapped in a covering of purple silk. Bowing profoundly, Maejima proceeded to untie the wrapper and open the boxes. And what was his surprise to find therein a *Merriam-Webster Dictionary!

* Official dictionary of Toastmasters International

—Webster's Circle and Monogram



THE ROMAN FORUM

By Ralph C. Smedley

THE Forum Romanum began as a market place, where farmers and tradesmen assembled to sell or exchange their wares.

Prior to that time, which was more than twenty centuries ago, it was just a piece of marshy land lying between the Capitoline and Palatine Hills. The Cloaca Maxima (the great sewer) was constructed during the days of Tarquinian rule, perhaps about five or six centuries before the Christian era, and by this means the field was drained. Its location made it convenient for a market place.

The word *forum* in Latin means an open space. It is related to *foras*, meaning out of doors. The Forum was an open-air market.

The crowd which gathered in this market place furnished an audience for anyone who had a

speech to make. Politicians and others who had ideas to sell found listeners here. Presently the place became more notable for speech making than for selling commodities. It was the natural center for a group of buildings to provide for governmental and religious activities.

Today, the visitor to Rome sees the vast group of ruins which mark the spot where were enacted some of the greatest events of human history. Here the fate of mankind was discussed and decided by leaders who for centuries directed the destinies of the world. Here some of the most notable orations were delivered, and some of the most tragic crimes committed.

Although now in ruins, the Forum still shows traces of its ancient splendor. Your guide will

assure you that this triumph of Roman architecture was never surpassed by the works of any other age or civilization. He will point out for you the very places where many historic events took place, so that you may read, as in an immense book of marble, the history of Rome as chronicled in monumental works.

He will show you the place where Mark Antony stood when he delivered the funeral oration over Caesar's body, the oration so competently reported by Shakespeare. He will point out the spot where Caesar's body was burned by the enthusiastic populace, after Antony had read them the will.

You may see the ruins of the Temple of Julius Caesar, built by Augustus in 29 B.C. in honor of the murdered Caesar. At the front of this temple was an "oratorical platform" which was decorated by Augustus with the prows which he carried away from the warships of Antony and Cleopatra after the battle of Actium.

The guide, if sufficiently imaginative, will show you the holes in the ruined temple walls where these prows or *rostra* were attached, and he will tell you of other conquerors returning in triumph, who followed the example of Augustus in bringing home the figureheads of captured vessels. These trophies were used to decorate the platform from which the victorious warrior made his speech, proclaiming his victory and perhaps claiming the rewards to which he felt himself entitled.

From this custom, we have come to use "rostrum" as one of the names for a speaker's platform.

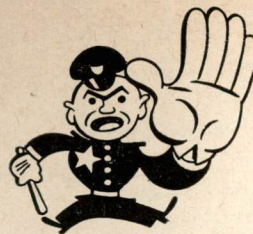
As in the case of "forum," the original meaning of the word was far removed from that which we have given it.

The Latin *rostrum* meant a beak. Thus a bird has a rostrum. The word was derived from the verb *rodere*, to gnaw. You can recognize our "rodent" in that source, and etymologists have gone so far as to find an ancient connection with our word "rat." Make your own comment on the appropriateness of that relationship in connection with some of the people who have occupied the rostrum.

Thus the *Forum Romanum* has given us several words inseparably connected with public speaking, even as these same words reflect for us "the grandeur that was Rome."

A forum is a place where public discussions are held, or the term may be applied to a certain form of discussion. The adjective forensic applies to matters used in courts of justice or in public debate. Thus we have forensic medicine and forensic chemistry and forensic psychiatry, and in American education we have forensic or forensics used as a name for argumentative exercises in the form of speech.

For the student of speech there is an especial thrill in walking the streets where Cicero and Caesar and Cato and Pompey, Tiberius Gracchus and Mark Antony and Hortensium and a host of others must have walked and talked ages ago. No matter how long you may stay, you will never exhaust the resources of Rome.



Don't Say That!

LET us agree at once that positive statements or admonitions are better than negative ones; the fact remains that we must, in some cases, use the negative and say, quite positively: *Don't.*

When we say *don't*, let us be sure that we don't misuse it.

Some folks persist in saying, "It don't make any difference," or, "He don't seem to understand."

If we unscramble the contracted forms, we find that we have just said, "It do not make any difference," and "He do not seem to understand." If we must use the contraction with a singular subject, let us say, "It doesn't," or "He doesn't."

Don't confuse *ensor* with *censure*. That has been a favorite sport in recent months. Should a certain Senator be *censored* or *censured*?

To censor is to examine books, plays, news items, performances, to see whether there is anything harmful or offensive in them. To censure is to find fault with, to condemn, to rebuke, to criticize adversely.

It ought not to be difficult to distinguish between *sure* and *sor*.

There is another word which sounds like these; *censer*. This is a covered vessel in which incense is burned.

Don't say, "I can't hardly see you." That is a double negative, which is twice as bad as a single negative. Say, "I can hardly see you," or "I can't see you."

Don't get into the habit of saying "on the other hand" or "in other words" or "as you might say." Also,

please omit from your vocabulary such stale and unprofitable phrases as:

last but not least
we do not see eye to eye
the last straw
without further ado
at this time
it gives me great pleasure to introduce

Don't let yourself get the "got" habit too firmly fixed on you. Don't say "I gotta go home" and don't say "I've gotta get out of here." The excessive use of *got* in the wrong places is bad. In the first example, what is really meant is "I have to go home." You don't "got" to go home. In the second, you are literally saying, "I have got to get out of here." Try omitting the "got" and say "I have to get out of here." That sounds better, doesn't it?

While it is not a crime to split an infinitive, try to split it without great violence. For example, "To accurately and definitely predict the weather is difficult." That usage is not approved by good users of English. Neither is this: "I now proceed to thoroughly and without reservation and with the best of intentions, split an infinitive."

Don't get your verbs mixed up by too much combining and suspense in the construction of the sentence. Don't say such things as "I never have and I never will understand algebra." Break this into two clauses, and see how silly it would be to say, "I never have understood algebra."

To win respect as a careful user of good English, *don't be careless* in your speech. Talk as well as you can, and your talking will be notably improved.

It's a Good Idea

■ Strike it Rich

Topicmaster Ollie Baker of the Bert Mann Toastmasters, St. Louis, Mo., developed an unusually interesting table topic session recently. With the aid of fellow club member Bill Winkelman, he introduced a simulated "Strike It Rich" broadcast. Each participant told why he considered himself the man most worthy to receive a new Cadillac. The broadcast was carried on in full detail, with red lights signifying "on the air" and microphones carried about the room by Baker. Engineer Winkelman raised cards asking for applause or sobs at the proper moment. Since no one won the Cadillac, two Cadillacs will be given as prizes next time.

■ Calling Strikes

A big league umpire once remarked that he could never understand how crowds in the grandstand, hundreds of feet from the plate, could see better and judge more accurately than he, when he was never more than seven feet away.

Another man commented that in life, too, we call strikes on a chap when we are too far away to understand. Perhaps if we had a closer view of the man and his problems, we would reverse our decisions.

■ Gloomy Citation

We have mentioned it before and now we say it again — why not have a "gloomy badge" and present it to the speaker voted most worthy; the man who fails to smile and bring a "you are my pals" feeling to the audience, regardless of how serious the context of his speech?

All is not music and flowers in the world, but we can still be joyous in our personal relations.

■ Caution

A man all wrapped up in himself is a mighty small package.

■ Conversationally Sharp

When new ideas for table topics run out and you are tempted to coast — try the conversational approach.

Give a subject to two speakers and ask them to discuss it (not debate it) between themselves for two minutes. It is practice we all need whether we realize it or not. Success in becoming a good conversationalist is even more important to the average person than acquiring a platform effectiveness, although both are desirable.

■ Variation

Sometimes when your whole club gets into a rut and can't seem to get out of it, try advance recording of the formal speaking program.

This gives the Toastmaster and the speakers a fine chance to hear themselves as others hear them. At the conclusion of the recording, each speaker is given a chance to evaluate his own speech, before his appointed critic is called upon for his comments.



Make it
A
Merry
Christmas
in your
club

THE TOASTMASTER

■ Alibis

IF I had a good education
IF I had money
IF I could get a good job
IF other people understood me
IF I did not fear what they would say
IF I had been given a chance
IF I now had the chance
IF I were only younger
IF I could meet the right people
IF I had the talent some people have
IF I dared assert myself
IF the boss only appreciated me
IF I could just get started
IF I had the personality of some people
IF my talents were known
IF I could just get a break
IF I only knew how
IF everybody didn't oppose me
IF luck were not against me
IF I were sure of myself
IF people would only listen to me
IF people didn't have it in for me
IF I had only embraced opportunities
IF YOU are using any of these alibis
BROTHER!
YOU NEED TOASTMASTERS!

■ A Secret

Hang up over your desk those wise words of Benjamin Franklin: "Dost thou love life? Then do not squander time, for that is the stuff that life is made of."

Book Worm

A book worm starts at page 1 of Book No. 1 of a set of six books, sitting in order on a library shelf, and bores straight through the last page of Book No. 6.

If the cover is one fourth of an inch thick and the page portion of each book is one inch, how far did the book worm bore?

Answer

Six and a half inches. You may have to actually demonstrate with six books, but it is really very simple.

■ Continued Story

When William S. Smith, newly elected Veep of the Harbor Area (Newport Beach, Calif.) Toastmasters, heard the criticism that table topics subjects were too important and too complex to be adequately discussed in 1½ minutes, he made a mental note to do something about it.

So, when his time came to be topicmaster, he selected several important subjects for presentation. The first speaker was told to start the discussion as though he were to speak 15 or 20 minutes. However, when he had talked exactly 1½ minutes, another speaker would be called upon to pick up the talk at that point and carry on.

After several speakers had thus spoken, another subject would be introduced.

■ Hospitality Plus

O. R. Dibblee of the San Joaquin (Fresno, Calif.) Toastmasters, has come up with an excellent idea for making guests feel welcome and at home during Toastmasters meetings.

He suggests that a supply of blank name cards bearing the Toastmasters emblem be kept on hand at all times. The card can be prepared on the spot for the guest to wear during the meeting and to keep as a souvenir afterwards. This procedure is not only in line with our Toastmasters spirit of hospitality, but also should stimulate guest attendance and return visits.

"Oh Little Town of Bethlehem"

SO deeply are most of our great hymns etched into our consciousness that it never occurs to us to wonder how they came to be written. Vaguely we may be aware of names on the corners of hymn book pages, but the tunes themselves are so universal that we rarely associate them with any particular man.

It was Christmas Eve, 1865. Earlier in the year, the war had come to an end. Phillips Brooks, one of the great clergymen of the day, thanking God that the bloodshed was over, had crossed the sea to compose his soul in the land of peace — the Holy Land. On horseback he had ridden down from Jerusalem to the scene of the Nativity. Phillips Brooks gazed at the town of Bethlehem, lying there as it had on the night, nearly two thousand years before, when a babe was born in a manger. In the myriad stars he seemed to see one star grow brighter than the rest and stand significantly over the town. Something within the clergyman was deeply stirred. That moment lived long in the heart of Phillips Brooks. But it was three years later before he found the words to express his emotions. They are the words which will be sung this Christmas Eve as they have been sung on Christmas Eve ever since they were composed, wherever Christians gather to pay homage to their Lord.



Five "Eyes" of Success

EVERY right-minded person wants to make a success of life. Most of us fail to win the success of which we are capable because we do not go at it right, or do not work hard enough at the task.

Here is a simple formula which may point the way and develop enthusiasm for the task. The title is based on the initial letters of the five qualities involved:

The first essential quality is **INDUSTRY**. Not much is accomplished by anyone who does not

have the power to go to work and stay with it. But that is only a start. The man who is industrious, and who has little capacity above that, can be a successful laborer, doing the hard work and following instructions. He can succeed to the limit of his ability.

Now add the second quality, **INTEGRITY**. The industrious man who is honest, dependable, thoroughly reliable, can step ahead. These two qualities alone can make one successful in a minor position of trust, such as watch-

man, messenger, clerk. He is a hard worker, and you can trust him.

The third quality is **INTELLIGENCE**. Now we are getting up in the scale. On the basis of industry and integrity, endow a man with intelligence and he is ready to rise to new heights. This man does not always have to be told what to do. He can see for himself what needs to be done. Assign him his work, and leave it to him to perform. He knows how to use his aptitudes, for he has the ability to think.

Fourth is **INITIATIVE**. This is getting near the top. Here is the man who can originate things. He tells other people what to do. He looks ahead, sees what is coming, and is ready for it. If he possesses the first three qualities in reasonable proportion, plus this great one of initiative, the world is his. His progress is limited only by his willingness to put himself to work. He is the executive, the leader, the one who steps out ahead.

The fifth quality is a rare one. It is **INSPIRATION**. Add inspira-

tion to the others and you have the genius, the inventor, the dreamer. He is the one who can set the world on fire.

Fortunately, the genius is not too common. It would be hard to live in a world of geniuses. Also fortunately, the five qualities are all bestowed in some degree on all people. Every normal person has some of each, but more of one or two. That is why it is possible for the man of smaller talents to go ahead of the genius, because he is willing to work harder to win.

It might pay you to take stock of your own equipment. Examine yourself to find how you stand on each of these five endowments. Then you can make full use of your strong points, and do something to build up the weak ones.

What does all this have to do with your speaking? Simply this: that one of the qualifications for success in any degree is to be able to express yourself in speech. Whatever your grade or position, if you know how and when to speak, and when to remain silent, your chances for real success are proportionately increased.



All things come to the other fellow if you but sit and wait.

A wise man reflects before he speaks.

A fool speaks and then reflects on what he has said.

A psychiatrist gets paid for asking the same questions your wife asks for nothing.
Coronado Toastmasters Bulletin

I never did anything worth doing by accident, nor did any of my inventions come by accident; they came by work.

—Thomas A. Edison

What's Going On

● A Helpful Service

The Toastmasters Club of National City, California, reports on an interesting project which gives good service to others while helping the members with useful practice. They have undertaken to produce a series of tape recordings of messages, articles, Bible readings, stories and other such material, which may be made available to blind persons, who can thus hear what they are unable to read. President William K. Hudson writes:

"Imagine blind children having fairy tales, Biblical stories, or if you please, Mickey Mouse, read to them by Toastmasters via pre-recorded tapes. Consider the inexhaustible joy that we can bring to so many for merely a few minutes of our time. But more than that, it is a new form of training for Toastmasters."

The National City Toastmasters are entering with enthusiasm on this service project. As they gain experience, they will be glad to share it with others who may wish to try the plan with benefits both to those who perform for their own training, and to those sightless people who may find help in listening to the recordings thus made available to them.

● Past Presidents

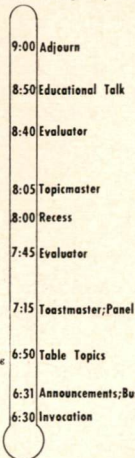
When a club demonstrates its consistent worth to the end that eight of its past presidents remain as active and enthusiastic members — that club warrants special mention.

The eight smiling gentlemen in the photograph all wear the past president's pin (when they have their coats on) and all of them are working members of Pontiac

(Mich.) "Y" Toastmasters. Reading from left to right they are: Arthur Canon, George Crabtree, Sidney Siegel, Anthony Renne, John Hirlinger, Arnold Whittaker, Floyd Levely, Harvey Perry.

● Sure Cure

Toastmaster's Thermometer for detecting Peripatetic Pyrexia*



*Peripatetic Pyrexia: An epidemic affliction characterized by moving and smiling about with strong desire to see other locations. Once symptoms appear there is little chance for cure. Best therapy is preventive.

FINISH ON TIME

John W. Keith, Educational Chairman of the Evergreen Toastmasters of Spokane, believes in action.

When his club got into the rut of paying no attention to the clock and in running overtime, he constructed a large thermometer as shown in the accompanying photograph and hung it up in front so members could check the meeting progress at any time. It worked. Why not make one for your club?

● Character Action

The Eli Lilly (Indianapolis) Toastmasters Club reports a table topic session which was not only a dandy for Columbus Day, when it was tried out, but one which could be advantageously adapted to any special celebration.

Upon arrival, each topic speaker was given a slip of paper designating him a specific individual in the time of Columbus and requesting him to comment in character upon the projected voyage. For example, one speaker was a financial adviser of Queen Isabella who felt that the Queen's agreement to underwrite Columbus was completely devoid of good judgment.

● An Ill Wind?

Last year for the first time, the Lewis Clark Toastmasters Club of Lewiston, Idaho, was invited to enter a float in the Christmas parade. It was short notice but the members decided that it was a rare opportunity to put the L.C.T. Club on the map. The Secretary fired a rush order to the home office for some insignia and several members spent all their spare time the next few days preparing a suitable placard. In this enterprise no little credit is due the president's wife who cheered, sympathized, and finally rolled up her sleeves and went to work.

The great day came. It was one of the worst in weeks. But chilling rain and blustering wind have little effect on enthusiastic Toastmasters; they went ahead on schedule.

Since the more elaborate but less hardy floats did not brave the storm, Toastmasters shared honors with Santa Claus himself in the hour-long parade where more than eight thousand bags of candy were handed out to as many excited children. Thousands of people read the Toastmasters placard. Good radio publicity was obtained. As Area Governor George Mouchet put it, "We could have spent a thousand dollars through the ordinary channels without getting as much publicity — or having as much fun."

● Lucky Guy

First Speaker: I'm never called upon to speak without getting butterflies in my stomach.

Second Speaker: You're lucky—I get seagulls in mine.



● Toastmasters Host to Underprivileged Boys

In a spirit of thanksgiving to God for the many blessings bestowed upon the members of Zephyrus Toastmasters Club of St. Paul, the final regular meeting of the year was forsaken to play Santa to twenty boys of the St. Joseph's Home for children.

Full of turkey dinner and primed by seeing adventure movies, the boys fell into the spirit of the occasion and regaled their toastmaster hosts with oratorical forays, witty riddles and knock-knock yarns.

After a hilarious two hour show the boys were presented with gifts of craft models, pens, candy and shiny red apples. One boy was overheard saying, "This gets better by the minute."

At the left are Ev Thompson and Ray Norstrom, co-chairmen; at right, president Walter Pehoski and Bob Campbell.

● So True

Outside of Toastmasters few business men can name good speakers among their friends. What a privilege we enjoy. Right?

From "The Spokesman,"
High Noon Toastmasters, New York

● Triple Threat

If Major "Skip" Swartley, U.S.M.C., new President of Commissioned Officers Toastmasters Club No. 244, El Toro Marine Base, California, conducts his club as he pilots his Olds-Allard JAX competition sports car or the famous MIG killer the F3D "Sky-knight," his club should be one of the most successful of the coming year.

Major Swartley follows, as president of the El Toro club, Colonel A. C. Koonce, Chief of Staff, Aircraft, Fleet Marine Force, Pacific, who was given a citation for distinguished service to his club.

Official U. S. Marine Corps Photograph



Evaluate the Christmas Program

Christmas festivities in the Toastmasters Clubs are meant to be enjoyed to the full, but there should be a serious evaluation of the entire program. Here is a guide which may be used to size up the performance of each participant in the club's Christmas holiday feature.

Note to the Evaluator: Read this form through before the speaker starts his speech. Be sure you understand just what you are to watch for. When your time comes to evaluate, be ready with a bright, snappy speech of two minutes or less, commenting on the speech as entertainment. Your speech of evaluation will, of course, be given without reference to this guide.

THE ENTERTAINING SPEECH

According to Webster, to *entertain* is to *divert, amuse, recreate, please, delight, gladden, gratify.*

The purpose of the speech you are to evaluate is to entertain. Keeping in mind the above definitions, decide which word best describes your reaction to the speech.

1. Did the speaker entertain you?
Did the others in the audience appear to be entertained?
2. What was in the speech that you found especially entertaining?
 - a. Humorous treatment
 - b. Novelty
 - c. Suspense
 - d. Stories and illustrations
 - e. Exaggeration
 - f. Parody or burlesque treatment
 - g. Costume of speaker
 - h. Style of delivery
3. As a general characterization would you say that it was —
Overdone? Underdone? Well done?
4. What was there, if anything, in material delivery, which interfered with your enjoyment of the entertainment as offered?
5. Would this speech be of interest to other groups than this?
Should it be lengthened, or kept to present length,
for such use before another audience?
To what audience would it be acceptable?
6. What is the best, most complimentary, most gracious thing you can say about the speaker and his speech?
7. His purpose was to entertain. Did he accomplish the purpose?

CHRISTMAS SPIRIT: *a mild form of insanity, characterized by delusions of grandeur, opulence and generosity, followed later by fits of despondency, and finally by extreme melancholy—as goodwill glands return to normal and payments begin coming due.*

Corn on the Cob

For

PERSONAL

GAIN

WHY did I join Toastmasters?

That is a good question. I'm glad you asked it. Take a chair and settle down and I'll tell you exactly why. I joined because I thought it would be good for my business. I am in the life insurance business and I need to know the right people. There seemed to be a good many of those "right people" in the local Toastmasters Club, and they appeared to like it. I wangled an invitation to attend, and they treated me as a friend, so I asked for a membership application, and the first thing I knew, I was inducted.

Among the members were a banker and two lawyers, a physician, several salesmen in various lines, and one other insurance underwriter. It was the kind of group in which I belonged. The men showed a friendly spirit and seemed eager to help me get on with my speaking. After we began to know each other, they asked me questions about insurance, and gave me some wonderful sales opportunities to follow up.

My speeches must have been pretty awful at first, but the fellows were kind in their criticism, and gave me more encouragement than

scolding. I had trouble in finding things to talk about that seemed worth while. My inclination was to get hold of some difficult subject, and then read up about it in the encyclopedia, and try to deliver a lecture on something about which I knew very little.

One day the chairman of the educational committee made a suggestion. He advised me to talk about what I knew, especially my business. He said that there were many things which he would like to know about insurance, and he asked me to talk on the subject. He said that I need not be afraid to talk shop, but that I must get at something which would arouse my enthusiasm and cause me to "be in earnest" as the Basic Training Number Two phrases it.

Rather hesitantly I followed his advice. I learned a lot about insurance as I studied for the speech, and before I knew it, I developed a new enthusiasm. When my time came to give the talk, I was full of good ideas, and I laid it on the line with all the earnestness I could muster. They said it was good, and after the meeting some of them gathered around to ask questions. A man could hardly ask for a better opportunity.

I tried not to presume too much on my Toastmasters relationships, but I did write three dandy policies on the strength of what I had said, and my "competitor" (or I should say my "colleague") told me afterward that he got two pieces of business for himself out of it. Pretty good pay, I called it, for doing a little studying and making a speech.

It has been like that all the way through these four years that I have been a member. I have kept on studying and speaking, increasing my acquaintance and my business. People found out that I could tell them about insurance all the way from Lloyds of London to the present day specialty coverages and I was invited to talk before a number of clubs.

I belong to a service club, and last year they elected me president, because they felt that I knew how to conduct a meeting and handle business. If I do say it myself, that was a rather successful year in the club. This year, I am a director of the Chamber of Commerce, another good chance to be of service and at the same time to build my business acquaintance and my business.

But it is not altogether a matter of money and position. My work in my Toastmasters Club has given me some new interests in life. It has opened some new lines of reading and study.

I am not a college graduate. After my first two years I went into the army, and when I got out I never found time to go back to school. I know that I missed a lot by that, but I am trying to make up for it by systematic reading. Not only that, but I learn a great deal from the speeches the other men make in our club. Some of them are bright, well educated men, and their talks are worth hearing, just for what they tell us. I figure that I am getting part of my neglected college education right there.

(A personal report from an unidentified Toastmaster)

So you see I am not ashamed to confess that I joined the Toastmasters Club for my own benefit, for personal gain, for business reasons. I got that, and a whole lot more. That is why I stay with it, although I know that I am a pretty fair speaker by now, and so far as that part is concerned, I might safely drop out.

But I want to keep on learning, and I know that I can improve myself as a talker, so I stay in the club. There is another reason which holds me. We keep on bringing in new members and these fellows need help. We more experienced members have a chance to show our appreciation by giving these new ones a good start. And there again, I find that I get good from it. When I help a new man over the bumps and rough spots, it makes me relive the early experiences which I had, and it leads me to review the fundamentals again.

I joined the Toastmasters Club for what I could get out of it, and I stay in it for the same reason. I am frankly selfish about it, for I know that however much I get out of it, there is plenty more in it for all the others who want it for themselves.

Yes, there is enough for you to have a part for yourself. Suppose you come around to the meeting with me next Tuesday evening. I'll buy your dinner. If you like it as well as I did, four years ago, you will want to join, and I'll be glad to propose you for membership. Is it a date?

A Culture For America

SOME persons think culture is something one has, rather than something one is. Others think of culture as being divided, as culture of the cultured, culture of the masses, culture of the educated, culture of the cloistered, and so on. To still others culture is fragmented into music, poetry, sculpture, painting, and many other arts and crafts.

Our culture will include arts, crafts and customs, reinforced by tradition and beliefs. It will take into account our material resources, our scientific knowledge, our religious practices, our family and social systems and our government; the practical things of life as well as the graces. Culture is a pattern of all these and the other ingredients of living expressing the present day life force of our people . . .

Basic to a lasting culture is the search for truth. Culture is opposed to bigotry and no one has a right to call himself cultured who cannot listen to both sides of an argument, who refuses to tolerate things merely because they are distasteful to him personally. . .

Unrest may not be altogether a bad thing. Every custom of today began as a broken precedent in some past day. Without occasional emotional shakeups we might run the risk of having life become desolately empty. Progress would cease and culture would wither. . .

There is no essential stability in a civilized way of life. Whenever civilization stagnates, something like nomadism steps in and stirs it to new efforts. A living culture is constantly changing and increasing in volume and complexity through the addition of new items. This is a natural phenomenon that must be accepted, though we may determine, perhaps rightly, that certain basic articles in our culture must be kept intact despite the hundred magnets that pull us away from them. . .

Cultured people are distinguished by the superiority of their thoughts, their enjoyment of beauty, their effort to improve themselves and their environment, and their willingness to look at something new.

Editor's Note: The above excerpts are from a recent monthly letter of the Royal Bank of Canada. It was titled "A Culture for Canada," but cultural needs of the entire continent so parallel those of Canada that we took the liberty of broadening the application to include all of America.

"The test of a man or an oak is: How sound is he at the heart?"

Red tape and red blood can't long exist in the same organization.
—Glen Buck

"Every production of genius must be the production of enthusiasm."
—Disraeli

HOW WE TALK

PERPLEXING PAIRS

There are several pairs of verbs in the English language which make trouble for the speaker and writer — more trouble, perhaps, than the words are worth. While there are certain accepted rules for the use of these words, common carelessness in speech tends to obscure the rules, so that the wrong uses appear to be becoming good practice.

Here are three of these pairs: Shall-Will; Sit-Set; Lay-Lie.

In the case of shall and will, the rule is simple. Use *will* to express determination in the first person, and *shall* in the second and third. Thus "I will see you tomorrow" is supposed to express a determined frame of mind, but in many cases it implies merely the intention.

"You shall come to me," or, "He shall follow my instructions," indicate determination on the part of the speaker, with the undercurrent of compulsion.

The reverse is true, according to the rule, as we change the persons. "I shall" is supposed to signify mere intention, and this is the case with "You will" and "He will." Putting it into graphic form we have:

Simple futurity

1st person — *I shall*
2nd person — *You will*
3rd person — *He will*

Determination or positive volition

I will
You shall
He shall

There are sound reasons back of this rule, but they are so far back of it that they seem to have lost their validity, and most of our talk ignores both the rules and the reasons. Our habit of using contractions complicates matters further. You may announce, "I'll see you later." Who is to decide whether you are contracting *will* or *shall* in that form?

Each of our verbs in this pair has another form when used in the past tense. These forms are *should* and *would*. These should follow the same rule as *shall* and *will*, but they are even more troublesome.

Should we say, "I would" or "I should" like to go with you? We know that "we should obey the laws" and it would be better for all concerned if we (would-should) do so.

The rule is simple, but the application of it is complex. Always use *will* in the first person to express determination, and *shall* to denote intention. Reverse this usage, with *shall* in the second and third persons to express determination and *will* to express intention.

No matter how well you know the rule, you will not always follow it. Perhaps this locution will follow the *who-whom* pair, and the words may gradually lose their distinction, except when used emphatically.

Will that be a calamity? Who shall tell? At any rate, the grammarians will (or shall) gradually learn to concentrate on more important points of usage, and we shall (or will) go happily on our way, abusing the English language.

Many things are opened by mistake — but none so frequently as one's mouth.

—From The Fourteener

The happiest life is that which constantly exercises and educates what is best in us.

—Hamerton

HAVE YOU READ?



Maxwell Droke, Indianapolis publisher, has come up with another original. He and his associates, the editors of *Quote*, have compiled *The Speakers Special Occasion Book*, a very unusual kind of reference book for speakers and all others who need appropriate quotations for use on special occasions.

This book is not a collection of "pieces" to speak, nor is it a conventional book of quotations. It carries material both ancient and modern dealing with themes emphasized on scores of "occasions," from Washington's Birthday to Boy Scout Week. These selections are both humorous and serious, sometimes in verse and sometimes in prose.

The whole collection is arranged by months, with the "occasions" presented in the appropriate calendar division.

What Is Freedom?

The *Saturday Evening Post* for October 24th carried an article which you should read. If you missed it, look it up and see what Dr. Mario Pei said, on page 17, as he discussed "The Question No Communist Can Answer."

Dr. Pei has written several notable books, but it is doubtful that he ever said so much in so few words as he has done in this article. He is Italian by birth, and is Professor of Romance Languages at Columbia University. He raises the question: What is Freedom?

His answer is that freedom is the right to leave, to get out, to quit, to change your work or your location. It is a thought-provoking answer. Read the article, and then propose that Dr. Pei's philosophy of freedom be used for your club's table topic.

It covers all of the nationally recognized holidays, and in addition presents ideas for the various special days and weeks observed in schools and by business and civic organizations.

For example, we take the month of February. In this classification we find listed the following days, weeks and events: American Heart Month, National Freedom Day, Ground Hog Day, Boy Scout Week, Lincoln's Birthday, Race Relations Sunday, National Defense Week, National Crime Prevention Week, Valentine's Day, Brotherhood Week, Washington's Birthday, Lent, World Day of Prayer.

That is the way it goes through the entire year. Each month presents a fresh outfit of useful material.

The book sells for \$4.95, and it may be ordered from Toastmasters International.

DRAGNUT

CLUB 1213

*Audit of books
at time of new
treasurer instal-
lation shows a
discrepancy*

THE story you are about to hear is true. Even the names haven't been changed to protect the innocent.

A call came in at 2:35 P.M. on April 7 on extension 207. Chief Baldwin was on the line. Didn't mince any words. Just gave us the dope, and said, "You run the show." We checked our Mug books for shots of the suspect, found him listed as UAL 6534. Decided on a stake-out at Club 1213. Got out an M.O. The chief had warned that the party might pull Mistaken Identity and dump books. Also warned "no rough stuff."

At 5 P. M. on April 13 all men available put in plain clothes and dispatched to Base Cafeteria. Not too much doing — the usual thing, table topics, dinner, listening to speeches. 6:25 we moved in on club treasurer Stu Bergen, alias Moneybags. Suspect looked relieved when taken into custody. Gave up books without a struggle, but at last minute put object in mouth. Laboratory analysis showed graphite—must have been

lead pencil. Suspect disclaimed knowledge of records, said he picked them out of old violin case at brother's house six months previous. Brother Al, put under light, finally admitted kinship, but would not identify entries in cash book.

Booked both Bergens for possession of books without permits or tax stamp. 6:30 P.M.—Fast-working mouthpiece Jim Hale obtained their release on writ of habeas corpus. Nothing to roll on, so the stake-out boys were released and we took records back to laboratory.

9:15 A.M. the next day. Checked all cash entries to membership lists. Many names listed were recognized as members of conversive organization. No evidence found of invisible ink. One page thoroughly spattered with what looked like blue blood. Laboratory analysis established stains as Parker 51. Deposits checked to books and club bank statements. Disbursements checked through. It all added up to "too much cash in bank."

9:30 A.M. Audit Chief Robertson called suspect Stu Bergen on phone monitored by special officer Hankland. Both heard suspect disclaim ownership of extra greenbacks. Put in call to McDonald, listed on club's roster as finger man. McDonald spilled some information on kick-back to International pals downstate.

9:45 A.M. Got Stu Bergen on hook again to see if he'd talk without a warrant. Said he had no interest in the extra cash. Just like that.

Checked McDonald's story with suspect's brother Al. Both agreed on details of downstate payoff. Extra greenbacks still unaccounted for.

10:10 A.M. We went out for coffee. Coffee was O.K. but hot. Made it hard to drink. Spilled some on suits—made us mad.

Thought hard about case. Didn't help. Needed a real break to boil excess cash down for final report to Chief Baldwin. 10:20 A. M.—Went back to office. Checked again. Found cash balance still too high by 2 bucks.—12:15 P.M.—Decided to call it a day and issue warrant to Moneybags in amount of \$2.00 if Chief Baldwin and staff okayed.

Simple case. All receipts accounted for, all payoffs checked, only thing out of whack was bank balance. Suspect Bergen stands accused of depositing \$2.00 of his own money to credit of gang. No evidence of malicious intent. Officers Robertson and Hankland recommend leniency.

The above audit report was submitted by International Director Joseph P. Williams, Jr., of San Francisco. It represents an actual report, presented to Club 1213, the Airport Club of that city. It seems that this report was put on tape and broadcast to the members a la Dragnet.

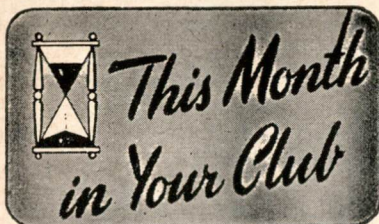
Reference Books | from _____
| page 6

may also note their digest for speakers, called *Quote*. This is a unique periodical now in its fifteenth year. The editors read virtually every American magazine of consequence, and translate also from French, German, Spanish and Italian sources. They glean illustrative stories, inspirational and humorous bits, and present these under appropriate subject headings, with a complete index provided subscribers each six months. The service is widely used by public speakers, ministers, educators and commentators. *Quote*, a week-

ly, is \$6.00 a year by subscription. If you will write Droke House, Post Office Box 611, Indianapolis 6, Indiana, mentioning *The Toastmaster*, they will gladly send you a free copy of the current issue.

There is no pretense that this is a complete list of reference works for the public speaker. Our intent has been merely to present a few of the more essential volumes. Others to meet your special requirements may be added. The point we seek to emphasize is that you must have good tools to build good speeches.

PROGRESSIVE



The end of the year is the time for taking stock.

What has your club accomplished this year? How much better is it than it was a year ago?

What have you, personally, done for yourself? How much more do you know, can you do, than you knew or could do last December? Unless you are definitely ahead, you are the worse off.

Perhaps you can do some things this month which will set you ahead in spite of failures during the year. A good businessman tries to make this year's record exceed that of the year before. It is good business for you to do likewise. The last month may swing the balance from minus to plus.

Programs for Progress

The programs presented at your regular weekly meetings are the principal attraction your club has to offer its members. Fifty-two times a year, if no holidays fall on your meeting day, your members assemble for approximately two hours of fellowship and training. That gives you about 104 hours of such benefits during the

year. Each hour counts; each minute is precious.

The value realized by your members depends on the planning which goes into each meeting and its program.

A program must be planned, much the same as a speech. Each member of the club should have a chance at program planning. That is part of the training.

Helps for the Committees

Each month, special helps in the way of suggestions for better programs are sent to the officers of your club. It is the duty of the officers to use these suggestions for the benefit of every member.

The information on this page and the next one is given to you, as a member, so that you may check up on your officers and make sure that they are giving you what you should receive.

December is a month of opportunity for the committees in their planning. Your meetings should be of exceptional interest and value if they are well planned.

Christmas is the time of giving, but you cannot give unless you get. You must have before you can give. Your Toastmasters Club helps you get, for yourself. In that way it may be called selfish. But when you have, and begin to give, the unselfish element is seen. The better your club is, the more you gain, and the more you can help others.

Demand the best of your officers, and help them deliver it.

PROGRAMING

Opportunity

The New Year begins by offering us new opportunities.

Actually, the first of January is not essentially different from the first of any other month, but since we all count it as the start of another year, a new year, we give it exceptional significance. It is a good starting point for business, and for the business of living.

In the Toastmasters Club, we start the year with a fundamental principle, the construction or building of a speech.

No matter what one has to say, he says it better if he has planned well just how to present his material. An unplanned speech is like an unplanned house or city. It may be better than none but it is far from being as good as a planned one.

Your officers have been advised to place very special emphasis for the month of January on speech engineering. The evaluators should give major attention to the planning and arrangement of each speech. It will do no harm if they note the manner in which the entire meeting has been planned, and then make suggestions for improved planning.

Your Officers

The new officers who were elected last September have now had three months in which to discover how to lead your club. By this time they should have things well under control. The next three months should be a time of



achievement for every member. You can help the officers lead the club to better accomplishments by accepting responsibility and filling your own place acceptably. As you help them make the club better, you will gain for yourself.

Your Speech

When you are assigned a place on the program, prepare, plan, make ready.

Plan the speech you are to give.

If you are to be toastmaster, plan the entire program of introductions for continuity, logic and climax. If you are to be chief evaluator, plan the evaluation method and inform your fellow evaluators as to the plan.

Let the committees plan the meeting programs. Then you can help by planning your own part, and performing according to plan. By this method you will make progress yourself, and you will help your fellow members.

Since we are all wishing each other a "Happy New Year" let's get ready to start 1955 so that happiness and success may be assured for each Toastmaster in his work of self-improvement.



New Clubs

- 71 SEATTLE, Wash., (D 2), Seattle Realtors, Tues., 6:30 p.m., Ben Franklin Hotel.
- 797 BOTHELL, Wash., (D 2), *Bothell*, Thurs., 7:00 a.m., First Methodist Church.
- 987 TUSCALOOSA, Ala., (D 29), *Druid*.
- 988 LOS ANGELES, Calif., (D 1), *Los Angeles*.
- 1650 BIRMINGHAM, Ala., (D 14), *Steel City*, Tues., 6:00 p.m., Highland Terrace Gardens.
- 1651 KIRKSVILLE, Mo., (D 8), *Kirksville*, Mon., 7:00 a.m., Travelers Hotel.
- 1652 MIAMI, Fla., (D U), *Officers*, Mon., 7:00 p.m., Commissioned Officers Mess, MCAS.
- 1653 BURBANK, Calif., (D 1), *Lockheed*, Tues., 5:30 p.m., The Dinner Party Restaurant.
- 1654 LANIKAI, Oahu, Hawaii, (D U), *Windward Oahu*, Mon., 6:30 p.m., Kailua Tavern.
- 1655 MIDLAND, Mich., (D 28), *Tittabawassee*, 2nd & 4th Mon., 6:15 p.m., Timber Trail Restaurant.
- 1656 ABERDEEN, Scotland, (D 18), *S.C.T.A. Aberdeen Branch*, Alt. Fri., 7:30 p.m., Douglas Hotel.
- 1657 BATHGATE, Scotland, (D 18), *Bathgate*, Alt. Wed. & Thurs. 7:30 p.m.
- 1658 NEWCASTLE, England, (D 18), *Newcastle-upon-Tyne*, Wed., 7:30 p.m., Crown Hotel.
- 1659 BIRMINGHAM, Ala., (D 14), *Hayes Executive*, Tues., 6:30 p.m., Home-wood Elks Lodge No. 1728.
- 1660 DETROIT, Mich., (D 28), *Motor City Speak Easy*, Alt. Mon., 6:30 p.m., Hillside Inn, Plymouth, Michigan.
- 1661 GENEVA, N. Y., Sampson Air Force Base, New York, (D 34), *Officers'* Wed., 6:15 p.m., The Officers' Mess.
- 1662 SAN BERNARDINO, Calif., (D F), *Harris Company*, Thurs., 7:00 a.m., Harris Co. Employees' Cafeteria.
- 1663 LONG BEACH, Calif., (D 1), *Nite Owls*, Fri., 1:00 p.m., Hoefly's Restaurant.
- 1664 CARBONDALE, Ill., (D 8), *Murdale*, Thurs., 6:30 p.m., University Drug.
- 1665 CARACAS, Venezuela, (D U), *Caracas*
- 1666 LANCASTER, CALIF., (D 12), *Lancaster*, Wed., 7:30 p.m., Young's Chinese Restaurant.
- 1667 GREENSBORO, N. C., (D 37), *Cone*, Mon., 5:30 p.m., White Oak YMCA, Fairview Street.
- 1668 HONOLULU, Hawaii, (D U), *Municipal*, Thurs., 5:15 p.m., YWCA.
- 1669 JOLIETTE, Quebec, Canada, (D 34), *Joliette*, Tues., 6:30 p.m., Chateau Windsor Hotel.
- 1670 VAN NUYS, Calif., (D 1), *Missile System Division*.

WHEN AND WHERE THEY MEET



Question:

When someone presents a motion in our meeting, and gets a second, the president always repeats it saying: "I move . . ." whatever the motion may be. Is there any authority for this?

Answer:

None whatever. The president never "moves a motion" while he is in the chair. When he brings the matter before the assembly for discussion or vote, he should say: "It has been moved and seconded that . . ." adding the rest of the motion as stated. If your president wants to "move" something, he should first of all "move" out of his chair, and let another take his place so that he may present his motion in regular form from the floor.

Question:

Can you recommend a good book on parliamentary procedure which will make me an expert?

Answer:

No. There is no such book. There are many good books which will help you, but the only way to become "an expert" is to practice and keep on practicing. We recommended the several parliamentary scripts published by the Educational Bureau, and obtainable at a very small cost from Santa Ana, as guides to profitable practice. The *Amateur Chairman*, which every Toastmaster should possess, is a sufficient guide for all ordinary purposes.

Question:

If a member does not like the subject proposed for table topics discussion, should he still be required to speak on it, or may he choose some other topic?

Answer:

The period of open discussion known as table topics is to be used for the greatest good of the members. There is no strict rule for it, except the timing. A wise Topicmaster provides more than one subject permitting the members to choose the one on which they will talk. Almost any theme is worn threadbare by the time twenty or more men have discussed it. Originality will help in planning the table topics, especially when aided by imagination; but never permit this useful feature to get into routines and ruts, and do not use it to limit the freedom of the members, except when such freedom on their part gives offense to the others.



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