AUGUST, 1962



# TOASTMASTER

FOR BETTER LISTENING, THINKING, SPEAKING



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A Toastmasters club is an organized group providing its members with opportunities to improve their abilities to speak in public, conduct meetings and develop their executive abilities. In congenial fellowship, ambitious men help each other through actual practice, mutual constructive criticism and the assumption of responsibilities within the organization.

Each club is a member of Toastmasters International. The club and its members receive services, supplies and continuing counsel from the Home Office.

"As a man speaks, so is he."—Publilius Syrus, 43 B.C.

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# Reading—with a Purpose

By LOTHAR SALIN

WE HAVE ALL SEEN the prize-winning national advertising campaign with the slogan "Send me a man who Reads!" To some extent this may be just the echo of a change in the national breeze, where reading has once again become as respectable as golf, or it may be due to a realization by industry in general that the man whose so-called "reading" is limited to memos and manuals is really illiterate except in a strictly mechanical sense, and hence of limited usefulness as an executive. Our own Toastmasters International has recognized the importance of stimulating productive reading by initiating the new Reading Plan.

Obviously by adding to our background of information we shall find it easier to prepare interesting talks. At the same time we may not be fully aware how deeply our own craft of speechmaking has been altered by the general level of reading over the last few hundred years. We can never hope to acquire the status of the speaker in the days before mass communications media, the speaker whose ideas fell upon largely ignorant minds lacking mental food. But this is only the frosting on the cake.

It may be that the resurgence of reading is simply due to a rediscovery by the public at large that life without the experience of the world of books barely scratches the surface of living. Whatever the reason, evidence is all around us that reading is at last coming into its own on a large scale. Enough people have been buying books during the last six years to make the stock of book-publishing concerns double in value. The number of serious titles published has tripled in that time. And satu-

ration is still far away. We are still surrounded by millions upon millions of people who hardly know what a book looks like. But where the bookstore was a dying business until just a few years ago, many thriving outlets

for quality paperbacks have been established in communities that never before had a bookstore.

Today for a hundred dollars or so, any of us can amass in paperback form a library that would have been worth a king's ransom not so long ago. Since publishing is a business which like all others depends upon demand, one can only conclude that the present bonanza in good books rolling off the presses has been caused by a persistent demand for better reading matter within the reach of the average family budget. It also indicates that people are again becoming interested in owning a book, not just reading it from a public library.

Why do we read? To anyone who loves books that's a silly question. Yet millions of people read nothing except the sports pages and stay glued nightly to the cyclops in the family room giving

off its lowest-common-denominator fare. Maybe we should thank the very inanity of television for having driven many people back to books.

Why do we read? Tell me a better way to learn facts. Aside from things we see happening, with our own eyes, our knowledge of the world beyond the horizon as well as that over the hill of history

depends on what we read, how well we read it, and the enjoyment we get out of it. "To like to read," says Montesquieu, "is to exchange hours of boredom . . . for hours of delight." Show me a child who knows how to unlock the secrets of

books and you have seen an adult who will never be bored with life. Show me a student who reads because he's interested and not because he has been told to, and you will see a graduate who is well educated, no matter what kind of teachers he has had.

To make a more personal statement—why do I read? Mainly because it stimulates me to think, and pure thought carries within itself the ecstasy of soaring through the air without need of a plane. You gain a view from the top of the world which leaves you as breathless as after the conquest of a high Alpine peak. And you suddenly know why men are men, and not ants.

But do we have time to read, what with jobs, children, P.T.A. meetings, bowling, barbecuing and doit-yourself-ing? You bet we do. Even the most efficient of us has

dead time on his hands every day. We sit on a train or bus, angry that it is ten minutes late. We wait in a doctor's office, leafing over dull, outdated trash. We sit in a launderette waiting for clothes to come out of the dryer. Life consists of just so many minutes, and we waste at least 30 of them every day in anger and boredom at being forced to wait. Unless we are capable of spontaneous productive thought on such occasions, why don't we have a book with us? Is it necessary for a salesman to stare at a door marked "Purchasing Agent" for 15 minutes until it finally opens? Wouldn't that same time spent in reading help him put his message across better, when the great man is finally ready to see him? The November 1961 issue of The Toastmaster magazine had an ingenious article on this subject. One of the things its author suggested was to read during television commercials, for a net gain of 15 minutes in an hour. Of course you can pick up the other 45 minutes simply by continuing to read when the commercial is over!

But apart from time dead in itself and beyond our control, we do an effective job in killing time, too -chasing the bluebird of happiness down the back alleys of "having something to do"-for no reason but that it keeps us from having to sit down and think. We dissipate what Charles F. Kettering, the great "Boss Ket" of General Motors. called "the one great wealth there is-time on our hands." How many of our daily activities represent things we either want to do or have no choice in doing? How many do we engage in because we lack the courage to say we have something better to do? Let the neighbors talk if your lawn is not quite as green and well-trimmed as theirs, and use the extra half hour to water your soul instead. Hectic as this modern world is, let no man say he cannot find time to read. It is only a matter of converting into productive time what is now frittered away.

There are many ways of effective reading. In the Confessions, St. Augustine speaks of his visit to the learned St. Ambrose in Milan, who was sitting in his study all by himself, reading in absolute silence. From Augustine's utter bafflement at this strange behavior and his attempts to explain it by referring to Ambrose's delicate voice, it is obvious that in antiquity, where literacy was rare, people shared their enjoyment with friends and clients by reading aloud. Some of us still read the Bible aloud to our families, but the shared experience of a book read aloud has been largely lost. It is worth trying, the more so as it is good experience for an aspiring speaker.

At the opposite end of the scale from this slow delight of reading aloud (which obviously calls for the selection of the best in reading material), is the current fashion of speed-reading. It serves a useful purpose, though few of us will ever reach the exorbitant rates claimed by proponents of the techniques. We need ways of absorbing important facts rapidly out of the great morass of largely valueless reading matter. A weekly magazine may not be worth more than 20 minutes to a half hour, or a best selling novel more than an hour or two.

Author Salin, left, receives Award for Informed Speaking from Dr. Ralph C. Smedley upon completion of TMI Reading Plan. The 3rd Toastmaster to receive the award, Salin now becomes only member of TMI Board of Directors who has completed BT, BBT, and reading project.

Line reading or zone reading or any other such specialty may help us get through our reading chores more rapidly so that we have more time for worthwhile subject matter —time to make reading a tool of

self-improvement. If you are serious about wanting to enrich your life, about enlarging your horizon within the capabilities of human imagination, I suggest a "multiple-track" selection of reading matter. Few people finish an entire book in one or two sittings; it's a matter of an hour today, half an hour tomorrow. Yesterday the book was fascinating. Today you have time to read, but somehow you're not in the mood for that particular subject or writer. One book will never catch you in the right frame of mind at all times. I usually read six or eight concurrently. and at that rate I can finish two or three a week. This does not require any unusual power of concentration.

I mentioned before the pride of owning a book rather than returning it to the library. This pays dividends in one important respect—it enables you to read actively and critically, with a pencil. The late Field-Marshall Earl Wavell, a great horseman, liked to say that a horse should be treated in the stable as if he were worth a thousand pounds, and ridden in the field as if he weren't worth a shilling. It is the same with books—they do no one any good standing on a shelf. When I



read, I do so with a ball point pen in hand, and when I come across an interesting thought, a happy phrase or a key suggestion, I underline it or outline it on the margin, for future reference. Thus I can always refresh my memory in a few minutes by checking the pencilled paragraphs, and find a partially-remembered quotation in seconds. Leather bound volumes or parchment editions of your best books are fine, but for heaven's sake, own another copy you can read and use. Like a child's favorite toy, a book shows its value to the scholar by being dog-eared and tattered.

We have left one major area entirely unprobed—what are we going to read? In the broadest sense, anything that produces enjoyment, information and stimulation: terms, incidentally, which have emotional as well as intellectual value. Above all, we must get away from just reading "shop," although of course we cannot afford to lose job competence through lack of specific reading. This is a major problem. I recall a conversation I had with a member of the U.S. Senate a few months ago. He complained that to do justice to his responsibilities as a senator he had to wade through so many bills and committee reports he had almost no time left for other reading, yet unless he read many things not connected with his job he would lose perspective, go stale, and be unable to use good judgment on the bills he had familiarized himself with. Industry recognizes that without a certain amount of pure, not immediately remunerative, research, the wheels of profitable experiments would quickly stop for want of lubrication. So it is with us as individuals.

In reading, as everywhere else in life, we should set our goals as high as possible. Let's not switch from the TV set to a book merely to replace a low-brow way of killing time with one bearing a higher status-symbol. The world of books is designed to lead us to a world of greater awareness. From there we may enter, if we wish, into the world of ideas. One of the most fascinating books exploring this world is Bertrand Russell's History of Western Philosophy, almost 900 pages available as a paperback for \$2.75. It is featured, incidentally. on the book list made up by TMI World Headquarters in connection with our new Reading Plan.

It is not my purpose here to comment on that list nor to give other specific suggestions. I feel it is useless ever to recommend more than a single book to someone else, for if he does not like your first suggestion he is not likely to try another on the list. If he does find the book enjoyable, he will select his own favorites from then on. Nor is it safe to give a blanket recommendation on authors, for each of my favorites has written at least one book I consider a complete turkey.

There is, however, a guiding line to help in our selection of reading matter. It is one which will, as a side effect, vitally increase the informative value of our speeches. Perhaps the most significant discovery you will make about serious reading is that each book you absorb will point, through references or descriptions, to three or four others. Instead of asking, "But what shall I read?" you'll find yourself falling farther and farther behind -the more you read, the more ideas you find that you want to make your own.

This is healthy in two ways: First, it teaches us a proper perspective of the human mind, which is incapable of ever grasping the infinite. Thus we learn intellectual humility. Second, by constantly adding to our storehouse of knowledge, reading turns each of us into a more completely rounded person, useful to ourselves, our families and our communities—an ideal of man in all ages, and one that lies at the very core of our organization, Toastmasters.

International Director Lothar Salin lives in San Rafael, Calif., where he is owner-manager of the Salin Printing Company, a printing and advertising firm which has twice received the national "Best Fifty" award from the Printing Industry of America. A member of Tamalpais Club 1755-57. he played an active part in the organization of the district and was its first governor. He is the third Toastmaster to receive the "Award for Informed Speaking" under the TMI Reading Plan. Toastmaster Salin will be chairman of the Friday afternoon educational session at the International Convention in the Twin Cities. August 9-11.

MUCH HAS BEEN WRITTEN and many speeches made about good speech technique and good speaking. But where can we find sound, practical advice on poor speaking? Some great scientists and philosophers actually do speak poorly, but often they are not able to explain just how they are able to obtain such remarkable results.

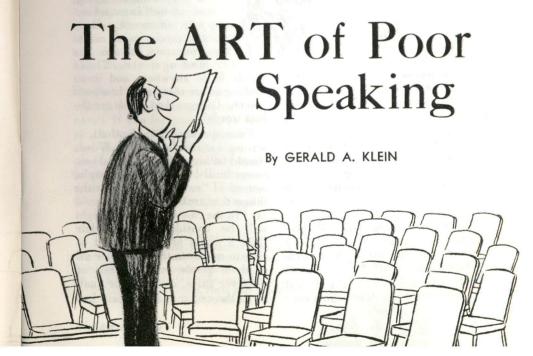
Many students of speech have found it surprisingly easy to acquire the usual tricks of poor speaking. However, to do a consistently sub-standard job, one must grasp a few main principles:

- 1. Ignore the audience.
- 2. Be wordy, vague and pompous.
- 3. Do not prepare your speech.

#### Ignore the Audience

Keep your thoughts entirely on your subject, never on the audience; never think of the listener—he makes a bad triangle. Any thought of the response of the audience is a serious menace to poor speaking; besides, it takes mental effort. A logical approach is that if you speak poorly enough, your audience will soon dwindle and be too few to merit any attention whatever.

Whenever you can, ignore the audience. Never establish any kind of eye contact. A fixed stare at the floor or at your notes is a good habit to get into. If your speech title means something to you, stop right there; think no more. A misleading or confusing title means you have won the first round. Be sure to repeat the title again as you



begin the speech. All the way through, think only of yourself. What will you order for dinner next meeting? Is your meal getting cold? Will the bank give you the loan you asked for? This enables the mind to wander at will. Your voice by this time should be nothing but a mumble. And if you haven't lost the audience by this time, don't worry-you soon will. Use many and-ah's and uh's to connect your ideas. Much clearing of throat and coughing is also effective. With practice, you can string many unrelated thoughts together without arousing suspicion that

you are saying anything. Never use a pause or words like nevertheless or because. This might give the audience a clue to your meaning. If you can't resist the temptation to give some signal for a change in thought, use however. Poor sentences may well begin with however, especially

if the listener has no idea what comes next or what you have been talking about. A good sentence begins with the subject or with a phrase which needs emphasis.

Another good trick of poor speaking to throw off some poor fish who is still trying to follow you, is to confuse pronouns. If you have been talking about a man, for example, use she for awhile or refer to it or them. This will give him the impression you are talking about someone two or three paragraphs back.

If you are giving a technical paper, omit a few items which your

audience needs to know. You had to discover these things the hard way; why make it easy for the listener? Never define terms or explain formulae. By omitting some of this, your paper may be too short. Lengthen it by explaining things which don't need explaining. Sprinkle in heavy, complicated terms and if you feel an explanation coming out, make it tedious and vague.

#### Be Wordy, Confused, and Pompous

The cardinal sin of poor speaking is to be concise and to the

point. Don't be specific: it ties you down. Use plenty of deadwood; include many useless words and phrases such as needless to say, now it goes without saying, as you well know, wherefore, inasmuch, slowly but surely, needs no introduction, in this day and age, etc. These

words fit in anywhere and mean nothing so are very useful in a poor speech. Over-worked words are the best words!

Poor speaking, like football, is strong on razzle-dazzle. Words should be big and flowery and sentences must be long. For example, instead of "render unto Caesar the things that are Caesar's" you would say "In the case of Caesar, it might well be considered appropriate from a moral or ethical point of view to render to that potentate all of those goods and materials of whatever value, character or quality as the case may be, to have had

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their original source in any portion of the domain of the latter.'

If you think you can finish a speech in five minutes, always ask for ten. This impresses the toastmaster and the audience. Let them know your speech is too important to trim down. If worse comes to worst and you find your speech is going to be too short, throw in some extra thoughts on the spur of the moment, preferably something off the subject. And don't forget the summary - some poor speakers have been known to repeat an entire speech twice without hesitation. Start saying and now in conclusion about halfway through the speech. This is sure to throw off any audience which is expecting a brief fiveminute speech.

Reading of long, monotonous quotations in the middle of a speech is an excellent technique to put your audience to sleep. Give no credit to the author of a quotation. If the audience isn't bright enough to know who wrote it, they'll probably think you wrote it yourself.

#### Do Not Prepare Your Speech

Most poor speeches are not prepared. If you feel you must be prepared, write your notes hurriedly -if possible when tired. Have no plan; put down items as they come to you. The speech will thus be spontaneous and poor. Then put the notes aside. Resist the temptation to go over them. If you do, it may lead to revision-which seldom if ever makes the speech worse. If you try out the speech on your wife or a friend, ignore any evaluation or correction. Be strong and infallible; don't let anyone break down your personality. The critic may be trying to help you or he may have an ulterior motive, but chance of his causing improvement in your speech is so great, it's not worth taking.

The poor speaker rarely thinks about his speech ahead of time. If you find you can't keep a blank mind, think about a number of subjects so that you are thoroughly confused by the time you speak. Notes should be avoided like the plague but if you do use them, scribble them out on large sheets of paper on both sides. Do not number the pages. This is an effective way to lose your place and your audience at the same time.

Finally, I advise you to ignore your Basic Training Manual. Do not read any of the helps Toastmasters International puts out or even glance at THE TOASTMASTER magazine. These documents are very dangerous and can easily improve a speech. Your own ideas are the best and poor speaking is a natural thing. Don't worry-without half trying, you may become the worst speaker in your club! &

Gerald A. Klein works at Vandenberg Air Force Base for General Dynamics Corporation, Astronautics Division. His job title is departmental assistant, and he is responsible for the organization and procedures function. He is past president of Santa Maria (Calif.) Club 89-12.



## **ENTHUSIASM**

# The Catapult of Speechmaking

By V. E. DAY

N ANCIENT DAYS, fighting men devised the catapult, a mechanical contrivance to multiply their powers in hurling arrows, spears, and stones. It is a device by which energy is stored up and then released suddenly. The slingshot, bow and gun are examples of catapults still in common use. In a much heavier, modern application, steam catapults launch aircraft at flying speed from our latest carriers.

Henry Ward Beecher once said, "The most successful speakers are men of great vitality and recuperative force, men who have preeminently the explosive power by which they can thrust their materials out. They are catapults, and men go down before them." The explosive power of these great speakers is enthusiasm, the catapult of speechmaking.

Let's make one point clear: enthusiasm in speaking is not necessarily the loud boom! of the gun, not yelling, shouting or banging the table. Sometimes it is the impulse of the silent bow. We recognize the enthusiasm of the cheering squad at a football game and the burst of approval when 25,000 fans stand and shout at a home run with the bases loaded. But did you ever notice two women with a

choice bit of gossip? Do they shout? No indeed. They whisper!

Both these catapults are effective because they are expressions of genuine emotions, nervous energy built up and suddenly released. All right, you say, it's easy enough to speak with enthusiasm when one is deeply moved, but how do I get that way when I am called upon to speak — especially when I don't want to?

Well, first of all, do you have to speak? If not, and you are not prepared, then don't. But if you have to, then it's time to get busy. Speaking at random, without orderly thinking and proper direction, is like shooting without aiming. You seldom hit anything.

How should one go about winding up and aiming his catapult, getting ready for the moment of release? There are many ways, but I know of none better than the one used by Dwight L. Moody. He used the envelope system—a subject for each envelope. Each time he heard or read a cogent idea or had a good, new, fresh idea of his own, he jotted it down and tucked it into the proper envelope. He said, "Perhaps I let it lie there for a year or more. When I want a new sermon, I take everything that has been accumulating."

Any number of authors and speakers have explained their success in terms of keeping a notebook or pad and using it, day or night. I use this method myself, and have even learned to write in the dark. When we fail to make notes of ideas as they come, the ideas have a way of slipping into oblivion.

If you are living a full, rich life and have resolved in your mind what life's experiences mean, singly and collectively, you may rely on your own experience for the proper words. Such living will crowd your preparation with words enough, and of most importance, the power to use them effectively, for they are your thoughts and words, not someone else's.

However, Herbert Spencer has warned, "When a man's knowledge is not in order, the more of it he has, the greater will be his confusion of thought." Therefore put your notes in order. Play solitaire with them. Sort out by suits and sequences the material in one envelope on the subject you have chosen or have been assigned to speak about. This will enable you to gather the power to shoot the arrow straight to the mark. When you are thus excited, your catapult of enthusiasm hurls out your words automatically. You don't have to memorize or pretend or act. You are enthusiastic because you are talking about ideas of your own creation. You're having a good time talking, and so are we, listening.

I admit it's hard to get steamed up over an assigned subject. Shakespeare offered some good advice on this: "Assume a virtue if you have it not." Enthusiasm is something which can be assumed, and must be if we are to prevail in the speaking battle.

Before he started in pursuit of the bad men of the jungle, Tarzan beat his chest and cried "Yah-eeah!", striking terror to the hearts of his enemies and stimulating his own adrenalin flow. A well-known artist was asked, "Which is your best painting?" He replied, "The next one."

After the toastmaster has introduced you, you may not be able to beat your chest and let go with a jungle vell, but you can do it mentally. So, take a deep breath as you stand up, and think your pepper-upper. Approach the lectern, pause, then ask yourself, "Which is my best speech?" Then answer, "This one, the one I'm going to make now." Thus you will rub Aladdin's lamp and we'll all be amazed at the unseen genie who has cocked your catapult. And because you have loaded it yourself, you may be sure it won't fire a blank. 🎄

Captain V. E. Day, USCG, is a career officer who entered the Coast Guard Academy from the State of Idaho. He is now commanding officer of the U. S. Coast Guard Yard, Baltimore, Md. Capt. Day is past president of Coastmasters Club 1926-36.



The Toastmasters club is a . . .

# Laboratory For Democracy

By EDMUND THELEN

THE PRESENT world struggle between democracy and totalitarianism will ultimately be won by the side which can prove to the world the superiority of its principles.

Toastmasters clubs by their very nature are laboratories in which we can study the dynamics of democracy. Here we see how demo-

cratic principles can be applied in a variety of situations, and here we can experiment with and master the use of democratic methods. In these laboratories we may develop new methods of translating our principles into action; it is possible that we can

evolve new concepts of democracy which may endure when we are gone.

Moses, the ancient Greeks, Jesus of Nazareth and the Colt six-shooter each gave us a part of our democratic tradition. Moses laid down one of the cornerstones of

democracy: that laws, in particular the Ten Commandments, must be obeyed by all people, regardless of rank or wealth. The ancient Greeks extended the notion of equal responsibility under the law to the idea of political equality. Jesus, as a corollary to his glorious concept of the fatherhood of God, taught the brotherhood of man; to

the cold legal and political ideas of democracy he added the heartwarming concept of love for our fellow men.

Thomas Jefferson combined the Mosaic, Greek and Christian doctrines in the Declaration of Independence and thereby created one of

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the most moving documents of all time. He wrote, as you remember, that all men are created equal. They are endowed by their Creator with certain inalienable rights; among these rights are life, liberty and the pursuit of happiness. The purpose of a government is to secure these rights for its people, and the strength of America in the world today stems from its generally faithful adherence to this purpose.

It may seem somewhat whimsical to list Mr. Colt's famous "equalizer" among the sources of our modern ideas of democracy, but in a land and at a time when government did not exist, the six-shooter made it possible for all men who were reasonably quick on the draw to enforce their democratic rights. From our American Western frontier emerged the conviction that each man must do his share to defend his own rights and those of others, lest everyone's rights be forfeited.

To apply this doctrine today, we need only remember J. Edgar Hoover's warning that each member of an organized group, be it labor union, cultural or civic organization, political club or what have you, must insist upon representative leadership and majority rule. If this is done, the group will be safe from subversion and cannot be bent to the aims of communism or any other totalitarian ideology. Toastmasters training, probably better than any other similar experience, equips us as individuals to fight for democratic processes in the groups to which we belong. As Toastmasters, we are students and practitioners of democratic methods. We share the work, the decisions, and the business of our clubs. For instance:

1. A good Toastmasters club is run by committees. Each club member has the opportunity to belong to a committee and through it to perform his share of the work and participate in his share of the decisions. From the committees come concise proposals which can be acted upon efficiently by the club as a whole.

2. Club business meetings are run according to parliamentary principles. That all the nuances of parliamentary law be understood is less important than that the majority shall rule, and by handling only one subject at a time and by reaching a definite conclusion about each in turn, the business shall be conducted expeditiously.

3. A good club obeys its constitution and bylaws. This protects the club and its members against ill-considered or arbitrary actions, and guides the club officers in the performance of their jobs.

4. In a good club, every Toast-master has the right sooner or later to serve as an officer; this is part of his Toastmasters training. But before he is nominated he must promise to try seriously to learn his job and to perform his duties diligently. It is expected that he will study the World Headquarters instructions, confer with his predecessor and fellow officers, and participate in meetings set up by his area governor for the specific purpose of giving him insights into his job.

So much for the formal part of Toastmasters training for democracy. Let's turn now to an evolution within the movement which is tremendously significant at today's stage of the world's development.

As all Toastmasters know, each club is autonomous and sets its own rules for selecting members

ter who are 21 or older. A Toastmasters club is a group of likeminded men, and in the older days there was a perfectly human tendency in some clubs to limit membership to men of the same color. religion or walk of life, even though the International bylaws have never restricted membership on the basis of race, creed or color. The recent trend, however, is for more and more clubs to be formed within corporations, military groups or other units where such restrictions cannot exist. With the ferment in the world today, the Toastmasters movement, to fulfill its destiny, must be a classless, democratic fellowship. It is heartening to see that we are moving in this direction and finding it satisfying.

While no club can or should be coerced in this matter, its own members must decide on the membership policies which will contribute most for their own growth as citizens of their community and their country, and as men among all the peoples of the world.

Finally, we come to the factor of democracy inherent in our club procedures. This development more than any other opens the way ultimately to world peace. It reflects the philosophy of "better thinking, better listening." It is the enhancement, within each of us, of

a decent respect for the opinion of others.

As ambitious amateurs with no professional instructors, we are all students of equal standing. We seek to perfect our skills by studying and by observing the performance of others; we learn from the opinions and evaluations of others who are also students.

As Toastmasters, we have discovered that the worth of our evaluator's opinion does not depend upon his color, religion or social position any more than upon his height, weight or color of eyes. It depends solely upon his ability to listen perceptively and to think objectively. We learn to listen to the other man's opinion, to analyze it. We learn to accept what is helpful and discard what is not; even when we most violently disagree we know that any sincere opinion is entitled to study and respect.

Through Toastmasters training we learn to speak effectively, to conduct organizations democratically and well, and to listen analytically and without prejudice to other men's opinions. Let us use these skills to strengthen our own clubs, to perfect the democratic patterns in our communities and local associations, and by the success of these patterns to prove the value of our democratic way of life for all the world to see.

Although Edmund Thelen started his Toastmasters career in Santa Maria, Calif., in 1937, he now lives in Philadelphia and is a past governor of District 38. A member of Philadelphia's Pennypot Club 1202, he works at The Franklin Institute Laboratories for Research and Development, as manager of the Colloids and Polymers laboratory.



## PERSONALLY SPEAKING

By RALPH C. SMEDLEY, Founder

#### Conventionalities

This is Convention Month for Toastmasters. A great company of us will be assembling in Minneapolis and St. Paul for the week of August 6th, to renew acquaintance, exchange ideas and experiences, and gain inspiration for our further work in the promotion of better communication.

This is our second convention in the Twin Cities. We met there in August, 1947, just 15 years ago. It was a successful convention, accomplishing much good, but there was a sharp contrast with what we are to see there this year.

At the time of the convention of 1947, we had a total of 525 clubs, located in 32 states of the U.S., in three provinces of Canada, and in one foreign country, Great Britain. We had a total of approximately 13,000 members. This is quite a contrast with today's figures.

We had just moved into our new location in the Santa Ana Community Center, where we occupied five rooms, and had a staff of less than a dozen workers.

George Benson, of Minneapolis, was elected President, succeeding Joseph Rinnert, of Los Angeles, in that position. President Benson announced the theme, or objective, for the year as "Growth." Since the Founder was to reach his seventieth birthday in February, 1948, the new President announced the goal, "700 by 70" for his year's administration. That meant the addition of 175 clubs, a very ambitious undertaking.

Despite the best efforts of President Benson and his fellow directors, we did not quite reach the goal on time. In fact, Charter Number 700 was not issued until February of 1949, but we really did make it, even if late.

In Minneapolis, we shall find many men whose membership in Toastmasters dates back even more than 15 years. More recent members can learn much from these men as to the experiences and experiments of early days, while the old timers will find inspiration in the evidence of growth which they will see, and in the increasing benefits which are being realized by our members.

#### What Good Are Conventions?

When we consider the vast amount of work which goes into the planning and preparation of a great convention, such as ours, it is natural that we should raise the question as to whether all this is worth while, and what good comes from it.

We realize at once the inspiration which is found in meeting such a company of keen-minded, forward-looking men, renewing acquaintance with old friends, and meeting many new friends. We see how the trip can be made into a fine vacation excursion for families. There is relaxation and stimulation and pleasure in it for all of us. But that is not all.

As is customary, the convention program will carry space for brief notes on which the delegate may preserve some of his impressions, but every man should carry a notebook in his pocket in which to make fuller records of what he learns. The real value of the convention will depend on the "take home" ideas which every man carries away with him, to be shared later with his own club.

The essential purpose of our convention is to serve our members, in their own local clubs. The extent of that service will depend on the amount of helpful information which is carried to them by the members who have been so fortunate as to attend.

If every Toastmaster who attends the convention will take home at least two or three ideas which will benefit his own club, the value of the results will be beyond estimate. Every man can help to meet the challenge of President Herman Hoche: "Make Membership More Meaningful."

## Impromptu and Extemporaneous

16

Our use of the two words, im-

promptu and extemporaneous, is an outgrowth of experience in our clubs. In the dictionary, the two words are shown as being synonymous, and by derivation, this is correct. We have made a distinction between them because in our work, they cover two types of speech.

By "impromptu" we mean a speech given on the spur of the moment, "off the cuff," without previous preparation, except that one may have given thought to the subject in a general way. Our table topics feature is an example of impromptu speaking, as most of our conversation is.

By "extemporaneous" we mean a speech which is prepared as to outline, opening and conclusion, but which has not been put into definite form as to words. The speaker prepares a skeleton of his talk, and then clothes the skeleton with the flesh, the skin, the external integument, as he delivers the speech. By this, it is distinguished from the written speech, prepared in the exact words to be used in delivery.

Most of the prepared speeches given in our clubs thus fall into the "extemporaneous" category, and the same is true of those we give outside the club, except in case of something of such importance that it needs to be written in full.

We may sum up our use of the terms by saying that the impromptu speech is spoken without preparation, or with but a few minutes of thought on the subject, but the extemporaneous speech is given thoughtful preparation as to purpose and plan, without being prepared as to exact wording.

# INTRODUCTIONS

By REG DAVIS

OF ALL THE FACETS of public speaking, introductions are probably the most abused. This is because we fail to determine the object, the purpose and the desired result.

How seldom do we hear an introduction which is really much more than a partial biography, uninteresting, planless, stumbled through—merely going through the motions. Who cares whether the speaker was born in 1901 in Squeedunk, that he went to grammar school, high school and business college, that he married a classmate, has two children, a jeep, a bulldog, and moved to Twinkletown in 1960? So he's going to speak on "The Lone Hunter in Deepest Africa."

Exaggeration? Maybe, but not too far out. It recalls all the boring ritual of the average introduction.

It's too bad we don't have a term definitive of the proper objective of an introduction. So even if we use the phrase, "introduce the speaker," let's think of it as "conditioning the audience and introducing the speaker."

What is our duty here? Obviously, to increase the interest, attention and anticipation of the audience. It is only courtesy to the speaker to condition the audience to a pleased happy anticipation and insure attention.

What is a good introduction? It consists of several things:

1. It is brief. With a few rare exceptions, a good introduction should not go over two or three minutes. Don't hog the limited time of the speaker.

2. There should always be an "introduction of the introduction." Perhaps this is only a single sentence of attention-compelling nature. An introduction is a short speech and should follow the rules for good speech making. Some apropos side remark or comment might further increase the mood and anticipation if it is lightly humorous and in good taste.

3. The body of the introduction should point up the importance of

timeliness of the subject to be discussed. This is to increase the interest of the "so what" members of the audience. A short statement about the speaker should follow, restricted as far as possible to his accomplishments, especially those which add authority and weight to what he has to say.

4. Up to this point, the title of the talk, the business or professional connection or the title of the speaker and his name have not been given. The conclusion of the introduction consists of these three: title of speech, title of speaker and his name, in that order. The last words spoken are the name of the speaker.

All of this in three minutes? Yes, it takes some doing, but it is your duty. Try it, and you will be surprised at the good reception it will receive.

Rare indeed is the man who can give a good introduction if he is called upon only in the last few minutes before the speech. An introduction needs preparation, thought and ingenuity. The introducer needs to know the title of the speech, the slant the speaker will take, some pertinent facts about him and the type of audience he is addressing.

When you are the introducer, pay close attention to everything that happens prior to your part in the program. Often events occur that throw in your lap a comment

or bit of humor which, if grasped, establishes the easy liaison and happy anticipation which is a priceless background for the speaker.

What about introducing more than one speaker at the same meeting?

If this is your task, pay close attention to what the first speaker says. Use your ingenuity, and as he finishes, comment upon his speech. Pick out some statement or thought you can refer to, and in a logical or slightly humorous way connect his speech with the one which is to follow. Use such remarks as the "introduction to the introduction" for the next speaker.

Such a performance gives unity to the program and pleases the audience, which always reacts favorably to originality and ingenuity. It produces a far better impression than is produced if the toastmaster says to the audience—in effect if not actually — "Now, that one's done. Stick around, we're going to have to put up with another."

In making an introduction it is your duty not to bore the audience. It is your duty to increase your audience's attention and anticipation. Try it next time. Condition the audience as you introduce the speaker.

Here's to better and outstanding performances of Toastmasters as toastmasters!

Reg Davis is an honorary member of Capitol City Club 142-39, Sacramento, Calif. He has been an instructor in speech, a speech coach and lecturer and has been affiliated with Club 142 since 1947. At present he is semi-retired in the insurance and real estate brokerage busi-



# Toastmaster Town of the Month



Minnesota and the greatest flour-milling center in the world. Minneapolis is a city of lofty grain elevators, busy railroads, thriving business and industrial establishments, clear lakes and inviting parks—over 5,000 acres of them. It is the home of the famous Minneapolis Symphony, one of the world's finest orchestras, of the Walker Art Center, the Minneapolis Institute of Arts and the new Guthrie Repertory Theater. Attractions in Minneapolis are Broadway productions of top stage shows and musicals, and the annual spring visit of the Metropolitan Opera Company. The Minnesota Twins, major league ball club, and the Minnesota Vikings, professional football team, are shared by Minneapolis and St. Paul. The Twin Cities also share the new \$54 million International Airport.

Convention visitors will find many interesting things to see in Minneapolis. A panoramic view of the city from the observation balcony of the Foshay Tower is a sight not to be missed. Visitors will want to see the campus of the University of Minnesota, with its scores of academic buildings, Minnesota Museum of Natural History and Memorial Stadium, home of the famous Golden Gophers. Lovers of history will want to take the short drive to Minnehaha Falls to see the falls and the statue of Minnehaha and Hiawatha, to Fort Snelling for a glimpse of the old Round Tower, along Minnehaha Parkway to the Lake Harriet rose gardens, to the flower gardens at Lyndale and Kenwood Parkway, and to see the swans in Loring Park.

Minneapolis has been well acquainted with Toastmasters for many years. The city has 37 clubs; another club is located at the Minneapolis Naval Air Station. Minneapolis Toastmasters 75 was established early in 1937, and a few months later was joined by Russell H. Conwell, Club 82, named after the famous "Acres of Diamonds" speaker. Minneapolis is the home of International President Herman E. Hoche, of Past International Presidents Harry W. Mattison (1943-44) and George Benson (1947-48) and of Past International Director Helge G. Olson.

Toastmasters of Minneapolis this month are urging Toastmasters everywhere to "Come and see us" at the 31st International Convention, August 9-11. The welcome mat is out.

# DISTRICT GOVERNORS 1962-1963



F-John L. Martin Azusa, Calif.



2—Paul Barlow Seattle, Wash.



3—E. C. Friar Phoenix, Ariz.



5—Cy C. Campbell La Mesa, Calif.



6—Bjarne Buan Duluth, Minn.



7—John A. Mathews Portland, Ore.



8—J. R. Marrin Springfield, III.



9—James Sonstelie Spokane, Wash.



10—Paul W. Glass Warren, Ohio



11—Loring D. Dalton Indianapolis, Ind.



12—Paul Rush Oxnard, Calif.



13-L. W. Perce Bedford, Penn.



14—H. G. Chandler Warner Robins, Ga.



16-W. Don Buckner Bartlesville, Okla.



17—Clifton O. Monson Great Falls, Mont.



19—Melvin Thompson Des Moines, Iowa



20-G. Bromenschenkel Fargo, No. Dak.



enkel 21—A. R. D. Robertson Victoria, B.C.



22—H. J. Ellenberger Emporia, Kans.



23—Russell Bert Silver City, N.M.



24—Richard F. Martin Omaha, Neb.



25—Truman Thomas Shreveport, La.



27—O. R. Rooker Atwater, Calif.



28—William Langdon Blissfield, Mich.



29—A. C. Tricou New Orleans, La.



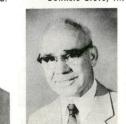
30—James E. Knowles Downers Grove, III.



31—F. O. Rathbun Warwick, R. I.



32—Everett R. Wolford Puyallup, Wash.



33—Walton H. Lloid 34—R. L. Jones, Jr. Syracuse, N. Y.



35—Gene Haluschak Milwaukee, Wis.



—Quentin R. Verdier Washington, D. C.



37-Max Samfield Durham, N. C.



38-Louis Rubenstein Philadelphia, Pa.



41-James E. Kirk Sacramento, Calif. Mitchell, So. Dak.



54-Tommy A. Campbell, Sr. Lyndon, III.



55-Cyrus Hall Chadron, Nebr.



56-T. N. Belew Houston, Tex.





42-P. Podmaroff Calgary, Alta.



43-Edward Lott Jackson, Tenn.



44-Wendell Heiny Amarillo, Tex.





45-Albert M. Garrett Waterville, Maine



48-S. R. Donaldson Fairfield, Ala.



49—George W. Pali Honolulu, Hawaii



62—Harvey Van Kampen 63—Mark E. Underwood Knoxville, Tenn.



67P-Walter E. Jerde

Spenard, Alaska



65—Guy Beach Rochester, N. Y.





T-1-Hamish D. Halley Dunfillan, Crieff, Scotland





58—James Hollingsworth 59—Joseph Cowperwaithe 60—Frank Hurst Sumter, S. C. Carson City, Nev. Georgetown, Georgetown, Ont.



61—W. Huggins Cap de la Madeleine, Que.





Not Pictured:

26-J. Donald Wagner Littleton, Colo.



64-Dan S. McNeill Winnipeg, Man.



53-Richard A. Smith Cheshire, Conn.



46-Cleve L. Campbell

50-Dr. Robert Seaman Manhattan Beach, Calif.



51-Lynn E. Frazier Torrance, Calif.



52-Richard E. Lucas Temple City, Calif.



66-V. T. Strickler

Hampton, Va.

# The Old Spoken

By RICHARD N. THOMPSON

TO, I DON'T MEAN the old oaken bucket which hung in the well. I know that is a thing of the past which went out with the old grey mare and her whiffle-tree.

The old spoken bucket is forever new and up to date. I refer to the spoken bucket which hangs in the well of memory. It is in everybody's back yard; in fact, it is nearer than that. Everyone carries a well of memory within himself, equipped with the spoken bucket and the ability to let down the bucket when the need arises.

Each of us who is called upon to speak in any but the most desultory kind of way must resort to the sometimes painful procedure of dropping his spoken bucket into the well of memory and bringing up whatever is there. "Ay, there's the rub," as Hamlet would say. Far too many of us find when we attempt to let down the bucket, the rope or chain is tangled or rusty, or the water in the well is pitifully scant and sometimes so cloudy and unpalatable that it shames us to offer it to our friends.

The old spoken bucket! How important it is to anyone today who desires economic, social or professional advancement! And if this be so, why not pay more attention to the spoken bucket and to that well of memory from which it must be

In Toastmasters we find the chance to practice letting down the bucket, to learn ways to let it down faster and pull it up more easily. But I sometimes feel we have neglected the well of memory from which it must be filled.

Some people have an excellent well of memory. Their background and training have given them a wealth of material and all they need is training in raising and lowering the bucket: in other words, how to deliver the product from the well. But by and large, most of us could do with more water in the well.

Well, why don't we do something about it? Why don't we spend some time and thought on being sure that when we let down the bucket, especially on the occasion of an extemporaneous speech, that there is something there to raise?

Years ago, when I was in the Diplomatic Service in a South American country, there was a scandal involving an oil company. Unsuccessful in finding oil and needing more money, they poured a large amount of oil into one of their dry wells. This was a crime for which an employee went to jail. Bucket



But if you have an empty or nearly empty well of memory and don't do something to fill it—that's a crime, too!

How does one fill the well of memory? Obviously, by putting more in it. You have to collect the material for your well before you can fill it. It won't descend like rain from heaven. Your material can best be collected by means of a card-file or a loose-leaf notebook in which you should persistently file everything which you can collect which you feel you could use

in a public speech.

I have a good friend, a Toastmaster. He is a jeweler by trade. I suggested to him that he should start collecting every item which pertains to his trade. He should collect jokes which have to do with jewels, watches, rings, etc. He should store up interesting facts about the most valuable jewels in the world, where they are, how much they cost, the origin of the custom of wearing rings; in short, every item which could be used in a speech on his vocation.

You can try this on your own vocation. In addition, you might collect similar material about your hobby. If you are a golfer, you should have a lot of good golfing jokes; if a fisherman, jokes about this are numerous. You can also accumulate material about your civic interest.

I have at least six loose-leaf notebooks filled with poems which are filed alphabetically by first lines. These have taken 40 years to collect. People say, "I don't see how you can remember so well." Actually, I don't remember at first. I have the sheet available to peep at. After a while, I can remember without more than an occasional glance. Some poems I now know by heart.

All persons should have available at least one, and preferably several opening paragraphs which can be used at short notice. Even more important will be a collection of closing paragraphs timed not to exceed half a minute and written in such a way as to be an effective close to almost any speech you can be called upon to make. As an illustration:

"Friends (or ladies and gentlemen), it has been a great pleasure for me to discuss with you the topic of the evening. It is one in which I am interested and I hope that I may have been able to bring to you some thoughts which were either new or interesting or perhaps both. I certainly hope that I

may be privileged to speak to you again."

This is, admittedly, the neutral type of close which will fit almost every type of speech and avoid a lame closing such as "Well, folks, I guess I'm through now."

Jokes are valuable, but not everyone can tell a joke well. If you can, collect jokes by punch lines and be sure that they can be told in any company. Many of the best speakers I know never resort to an improper joke or story and can still keep their audiences in stitches. I now have so many stories by heart that I don't set most of them down, but it has taken many years to arrive at that point. The beginner should collect them for future use.

I am beginning to collect pun-

gent short statements on topics I am likely to be called upon to discuss. Because I have been told that I need to use more illustrations in certain types of speeches which I often give, I am starting to collect illustrations to fit these speeches.

I have spent many years in acquiring an education, I have spoken many thousands of times. I still feel I need to pour material into my well of memory to replenish what is there.

Isn't it about time you started to fill your well? Isn't it about time you began to prepare for that time when you will be called upon to speak more than occasionally? When that busy time in life comes, you will not have the time to collect material. Why not start now?

Lt. Col. Richard N. Thompson, USAF (Ret.), is a former college professor and the author of numerous articles on speech and education. He has been coach of debate and speaking contests in Pennsylvania and California, and is a charter member and past national director of the National Forensic League. He is immediate past lieutenant governor of the western division of District 48 (Alabama).

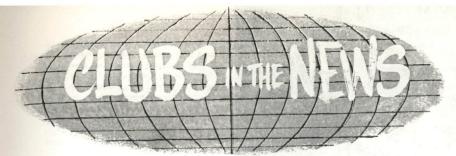


#### GEORGE W. S. REED

George W. S. Reed of Los Angeles, Calif., president of Toast-masters International during 1950-51, died June 14, 1962, after a long illness. He was 65 years old.

Mr. Reed was originally a member of Downtown Toastmasters Club 141-50 (now Hollywood Downtown), later transferring to Metropolitan Club 1570-52 of Los Angeles. For many years he was on the business staff of the Los Angeles *Examiner*, and subsequently an executive with the Downtown Shopping News, the Better Business Bureau, and promotion director of the Downtown Business Men's Association. He leave a widow and three sons.

Toastmasters who were privileged to know and work with Mr. Reed will long remember his splendid leadership and the many contributions he made to Toastmasters. He will be greatly missed.



#### "Certificate of Recognition"

Taxmasters Club 2531-38, whose members are employed by the Internal Revenue Service at Philadelphia, Pa., have devised what they consider to be a new technique in fostering inter-club relationships. They write:

"Whenever we have the exchange of a speaker-evaluator team it is customary to present the visiting Toastmasters with a 'Certificate of Recognition,' calling attention to their responsible role in fostering excellent inter-club relationships so vital to Toastmasters objectives and goals of self-development. So far all recipients of the Certificate have indicated their appreciation of this token of recognition and its benefits have been very encouraging."

The certificate is an attractively designed document on which the names of the participant and his club are inscribed. It is signed by the president and secretary of the Taxmasters club.

Taxmasters Club 2531-38 Philadelphia, Pa.

#### **Speech Contest Plus**

All districts hold speech contests, but the one recently held by the Southern Division of District 2 (Washington) displayed a number of unusual features.

The contest was held at the Highline High School Auditorium in Seattle, and was attended by more than 300 people. It featured a sample Toastmasters meeting with table topics, the contest, and

an address by the winner of last year's International Speech Contest, John Carver of Seattle. It concluded with an art exhibition by the Bateman Art Studios. Theme for the evening was "Expression through Art."

Winner of the contest was Henry Gimmer, Overlake Club 2889-2. He received his trophy from District 2 Governor Robert Murray.

District 2 Washington

#### **Sponsors High School Contest**

Filibusters (formerly Materiel Management) Club 3363 of Warner Robins Air Force Base, Georgia, recently sponsored a speech contest for students of the Warner Robins High School. Elimination contests were held at the school, and the three finalists met at a regular club meeting held at the base. First place was won by Linda Morin, with second and third place honors to James Nicholson and Charles Kelley. The finalists were made honorary members of the club and were given cash awards of \$15, \$10 and \$5. Each also received a certificate.

Gene Beeching, toastmaster of the meeting, and Club President Charles Heflin, commended the young speakers for their performances. Among the guests were Max Croft, speech instructor at the high school, and District 14 Governor H. G. Chandler.

Fillibusters Club 3363-14 Robins Air Base, Ga.



Steering committee of new Advanced Studies Group of Dist. 36 meets to consider problems of men working on BBT assignments. Left to right: Past D-36 Gov. Maurice Etzell, Col. Clifford A. Dougherty, Past D-36 Gov. L. Kenneth Wright, D-36 Gov. Quentin Verdier and Gardner P. Walker Jr., initial sparkplug of new program. John H. Stephenson was not present for the picture.

Outgoing President Larry Pope presents gavel to incoming President Fred Anhorn at bang-up officer installation ceremony of Lynwood (Calif.) Club 423-51



Victor Mamak, (center), founding member and past president of Hong Kong Club 1364-U, inspects model of new building with Dr. Smedley (right) and Executive Director Forley during visit to World Headquarters. While in Santa Ana, Toastmaster Mamak made three speeches, discussing India's foreign policy and the current situation in Hong Kong before the Rotary and Lions Clubs and Smedley Club No. 1.



Demosthenes Club 972-33, Yakima, Wash., returns from Dist. 33 Spring Conference happy with lion's share of the honors. Dale Bailey, winner of district serious speech contest, left, displays his trophy, while Club President Art Jenkins smiles behind area and district club achievement awards and district travel trophy for most "man miles." Dixon Murphy, governor of areas 1 and 2, and Del Trimble, lieutenant governor, look on.

Commander Jim Harrison (center) of the U. S. Coast Guard and president of Wings of Gold Club 1836-29 (Pensacola NAS, Florida) holds club's weekly "Outstanding Speaker" award. Don Mair, (left), runnerup in club's speech contest and Commander Jim Snelbaker, (right) winner, hold miniatures of the trophy, which are presented annually and become permanent possessions of club's contest representatives.



Yawn Patrol Club 1852-24 of Omaha, Neb., initiates National Transportation Week by devoting meeting to transportation and by the crowning of "Miss Transportation" A2C Marge Howell of Offurt Air Force Base by club President Mike Krug. Miss Transportation later reciprocated by rewarding Pres. Krug with a trophy as best speaker of the morning. Left to right: Maj. Taylor, Miss Robbins, Don Ducey, Miss Howell, Mike Krug and Ted Voet.





Hit of the recent District 14 (Alabama) Conference was the Toastmasters Teeny Tiny Theater, built and manned by members of Navy Glynco 2599 and Tongue-Tied Club 3408. With Astronauts Alan Sheepherder (Tim Galkenstein), Gus

Grizzly (Don Schwartz) and John Glump (Tom Pasternack) supplying head and feet and TM's John Brennan, Bernie Spano and Jim Smith supplying the hands, the trio shaved, sang songs, danced, ate and read road maps while hurtling through space.

Member of Seaway Club 2959-16, Cornwall, Ontario, and Massena (New York) Club 2110-34, hold International Night in joint Canadian-American meeting. Left to right: Clark Allebone, vice president of Cornwall club, George Corl, area governor from Massena, David Zimmerman and Grant Seeney, president and past president of Massena club.



#### **Club Honors Member**

Quadrangle Club 1922-56 of Fort Sam Houston, Texas, recently honored Toastmaster Sandford Sellers, Jr., a founding member of the club, at the regular meeting. The occasion was Toastmanster Sellers' retirement from Federal Civil Service. He had served as Fourth U.S. Army Educational Director since 1950.

Table topics concerned retirement problems anticipated by the assembled Toastmasters, and the three program speakers devoted their talks to some aspects of Sellers' relationships with the club. John Gates discussed "Sandford Sellers-Mr. Toastmaster," William N. Sholl spoke on "Sandford Sellers as a Critic," and Tolmer McKinley chose as his subject "Sandford Sellers-My Boss."

In his response, Mr. Sellers reminded all present of the many substantial benefits available to Toastmasters, which may be realized in direct proportion to the efforts extended.

> **Ouadrangle Club 1922-56** Fort Sam Houston, Texas

#### **Award Promotes Education**

The newly-formed Burnaby, British Columbia, Club 3425 has come up with a Speaker of the Evening award which is proving to be exceptionally popular.

A book on effective public speaking was donated to the club by one of the members. It is presented each week to the winning speaker. The following week the presentation is made by the holder of the book, who must tell in his speech of one valuable thing he has learned from his reading of the book.

The idea is not only educational; it gives the members the opportunity to make a purposeful presentation speech.

> Burnaby Club 3435-21 Burnaby, B. C.

#### **Gavel Club Holds Speech Contest**

The Kern County (Calif.) Gavel Club, which is composed of students in the county from the fifth grade through Junior High School, recently held a speech contest at the Caravan Inn, Bakersfield. The contest was well attended by townspeople, school officials and visitors from the World Headquarters Staff.

First place was won by Milton Charlton, a fifth grader from Wasco, while second place for boys was won by Richey Kellach, eighth grader from Maricopa and second place for girls by Natalie Black, sixth grader of Pondham. Trophies were presented by County Superintendent of Schools Jesse D. Stockton, an enthusiastic supporter of the Gavel Club program.

> **Kern County Gavel Club 53** Kern County, Calif.

#### **Tournaments Build Library**

In a concerted effort to assist other clubs as well as themselves, the Samurai Toastmasters 3033-U of Fuchu Air Station, Japan, recently initiated a Full Handicap Golf Tournament featuring a monthly award and a magnificent annual trophy to be permanently awarded to the individual winning the monthly trophy the greatest number of times during the year. Proceeds realized from these tournaments will be used to build a "Better Reading for Better Speaking" library, utilizing books recommended by the Toastmasters Reading Plan, which will benefit all Toastmasters as well as others who are interested in self-improvement.

"Develop Better Speech Between Tees," is the unusual and catchy slogan of this newest in golf tournaments held monthly at the Drake-Showa Golf Courses.

> Samurai Club 3033-U Fuchu Air Station, Japan

> > THE TOASTMASTER

#### **Club Sponsors Parade Entry**

Toastmasters of Hayward, (Calif.) Club 207-57 recently put themselves in the public eve when they sponsored an entry in the parade which opens the annual Hayward Rodeo.

Though the day was windy and chilly. intrepid Toastmasters who manned the car were: Pete Berman, driver, Bill Cole, A. G. Murphy, Claude Dungan, Bill Rodrigues, Dan Acus. Two young daughters of Claude Dungan held the banner which displayed the club's name.

> Hayward Club 207-57 Hayward, Calif.

#### **Air Force Club Charters**

"The purpose of an educational organization like Toastmasters comes down to just one thing, the communication of ideas," said Major General Frederick R. Terrell, 73rd Air Division commander, at the charter presentation of Tyndall Officers Club 2805-29, Tyndall Air Force Base, Florida. He added, "It is a great benefit for an Air Force Officer to be able to communicate an idea . . . clearly and briefly."

The charter was presented to Club President Vance E. Dunkelberger by Area Governor Edgar Pfeiffer. Joe Boland was voted the best table topics speaker and Jerome F. X. Carroll best speaker of the evening.

> **Tyndall Officers Club 2805-29** Tyndall Air Force Base, Fla.

#### Joint Meeting in Italy

Navy Lt. Harry Krukin and Mr. Alan D. Edick walked off with top honors as best speakers at the joint meeting of the Tuscany Toastmasters of Livorno and the Gentlemen of Verona, of Modena, Italy. This was the first joint meeting of Toastmasters clubs in Italy.

Lt. Krukin works for the United Na-



Hayward Toastmasters proudly advertise their club in annual rodeo parade.



Alan D. Edick, left, and Lt. Harry Krukin display their trophies as winning speakers at joint meeting of Verona and Tuscany clubs.

tions at the Military Airport at Pisa, and Mr. Edick is an employee of the Southern European Network, U. S. Army, Southern European Task Force. Other speakers on the program were Mr. Homer Conrow and Captain Vincent D'Angelo of the Gentlemen of Verona, and Mr. Jim Roy of the Tuscany Club.

The project was so successful that plans are underway for more joint meetings, the next one to be held with the club at Aviano Air Force Base, Aviano, Italy.

> Tuscany Club 2194-U, Livorno The Gentlemen of Verona Club 2396-U, Verona, Italy

# TOASTscripts

By the time you read this, the World Headquarters staff will be getting settled in its new headquarters building. The move was made Saturday, June 23, and production was resumed the following Monday. Of course, we're still going through packing boxes, but service is almost back to normal.

Because of the International Convention and to accommodate the Board of Directors at its fall meeting, formal dedication ceremonies will not be held until October. October, incidentally, will mark the 38th anniversary of the first Toastmasters club in Santa Ana.

Although the dedication will not take place until later in the year, Toastmasters are invited to visit the new World Headquarters at 2200 N. Grand Ave., Santa Ana. It's your building and we want you to be as proud of it as we are.

Club secretaries who have trouble maintaining financial records could take a lesson from David Adie, acting secretary of the Shuksan Gavel Club at the Shuksan Junior High School, Bellingham, Wash. Here is David's report to World Headquarters:

"This is a semi-annual report of Gavel Club No. 110 since our certification May 7, 1962.

The Cash on hand is \$2.98 Liabilities \$0.00 Assets \$2.98 "There are five active members.
"Per capita assets \$ .59-6/10

"The spring athletic and graduation program caused a drop in membership. We are looking forward to stepped-up activities."

And that's just about the neatest balance sheet ever received at World Headquarters.

Sometimes the best publicity ideas just don't work out. Carmichael (Calif.) Club 2213-39 thought it had a sure thing in "JATO." "JATO" was a frog and the club felt it could get maximum publicity by entering him in the



famous Calaveras Jumping Frog Contest. Enthusiasm in the club was running high. The members were confident "JATO" would win and bring fame to their club. But, alas, while in training, "JATO" made one final jump and dropped dead. Too bad, fellows. Next time, why not enter an elephant in the Orange County (Calif.) State College Elephant Race?

LAST CALL!

THE ROCHESTER MALE CHORUS has been added to the entertainment list for the 31st Annual Toast-masters International Convention at Minneapolis-St. Paul, August 9-11. The entertainment list also includes Bud Jackson, "The Gentleman Pickpocket," the Pop Concert and Ice Show at the St. Paul Auditorium, a ladies' tour of the Betty Crocker Kitchens at the General Mills plant, and a variety of teen-age activities.

The Rochester Male Chorus will appear at the President's Banquet Friday, August 10. Immediately following its appearance, the chorus will leave for performances at the Seattle World's Fair. Directed by Harold Cooke, the nationally famous men's singing group from Rochester, Minn., has appeared throughout the United States and has been featured on television and on records.

Bud Jackson, "The Gentleman Pickpocket," is guaranteed to delight the audience at the Thursday Fellowship Luncheon as he deftly steals from members of the audience.

Special numbers are being inserted into the Pop Concert and Ice Show which will highlight the International Night program on Thursday. The show at the St. Paul Auditorium will be preceded by a banquet.

The tour of the Betty Crocker Kitchens will be conducted Friday morning and will be limited to the first 150 ladies who sign up.

A theatre party and other activities have been arranged for the teenagers who will have their own center at the Radisson Hotel.

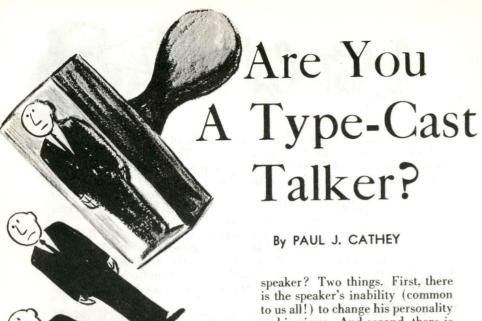
Although entertainment will be plentiful throughout the convention, Maurice Forley, executive director of Toastmasters International, has emphasized that the three-day meeting will stress education. Educational sessions, he said, have been planned to provide a maximum of delegate participation.

Everything's in readiness for the 31st Annual Convention of Toast-masters International in the Twin Cities. This is the last call!

Rochester (Minn.) Male Chorus, 50-member concert, radio, TV and recording group, will provide music at the President's Banquet.

Betty Crocker Kitchens, world-famous food research center, waits to welcome ladies of the convention on special tour.





THE MOVIES, the stage and television have a name for the actor -or actress-who becomes known for playing only one kind of role. Butler, badman, confidential friend —the minute he appears, you know exactly what he is going to be, say and do. It's called type casting.

If you stop to think about it, you'll find that many speakers fall into this same category. When they get up to speak you know exactly what you are going to hear. It's like hearing the same record or watching the same movie for the tenth or 50th time.

What makes a man a type cast

speaker? Two things. First, there is the speaker's inability (common to us all!) to change his personality or his views. And second, there is our own familiarity with him.

When a man first joins a Toastmasters club, he's an unknown quantity to the other members. But as he continues his membership, as he speaks in table topics, during his icebreaker and on through his Basic Training Manual speeches, he becomes well known. The other members learn all about him: his background, his education, occupation, interests, religious and political views, his hobbies, his pet likes and dislikes.

His speaking ability may take on quite a polish. Club members may grow to like him, personally, very well indeed. But after a time, all but a few speakers become an open book. They lose their power to startle, to entertain, or to surprise.

How often, when a speaker is introduced, do you groan inwardly? You know you're in for another six minutes or more of Joe's ideas about the Congo. Or maybe another talk-Bart's fifth-about his trip to Europe.

What can a speaker do when he is in a rut? How does he get back on the road? Well, if he is willing to try, there are a number of things which can help. Here are a few:

1. Deliberately try on another man's style and technique. Pick out a speaker you admire, preferably someone whose style is very different from your own. Then imitate him, deliberately. His style may not fit you very comfortably, but it's good for a change of pace. Perhaps in experimenting you may find a topic, a style, a gesture, that suits you very well indeed, and can be adapted to your own style.

2. Read, read, read. Nothing can broaden a man's horizons, keep him from growing stale, more than a wide range of reading. The world's books are crammed with fresh ideas, newly-minted facts, and dazzling concepts. For a few minutes' investment, this wealth is at every speaker's command. Investigate the new Toastmasters Reading Plan. Deliberately go outside of your customary spheres of interest. Read up on something brand new to you. The chances are that it will be brand new to your audience, too. And you'll be surprised how easily one new idea leads to another.

3. Let someone else pick your subject. One of the assignments in Beyond Basic Training-No. 2

-asks the Toastmaster to give a speech "when called on unexpectedly." It instructs the speaker to select another Toastmaster and request him to assign a speech topic not more than an hour before time for its delivery. Then, using this theme, the speaker speaks.

This isn't easy: in fact, it can be almost frightening. But it can make vou do some intensive, constructive thinking. It can set your mind going in a new direction.

So if you are having difficulty coming up with a new, fresh, sparkling subject, why not try this technique? It can be made even tougher by telling your assigner to stay away from certain speech areas. You might even instruct him to pick a subject which he knows you will have trouble handling.

4. Reverse English. The speaker who finds himself slipping into a rut can try turning his pet peeves inside out. He can look at things from the other fellow's point of view. If his club should be having a debate, he may arrange to argue the side he does not believe in. Who knows; he may even modify his own views!

Getting into a rut is easy. But if the speaker is conscious of his danger, and works to avoid it, he need never give type cast talks. Then when he is introduced his audience will be waiting—waiting to hear something new, something differeent, something worthy of a Toastmaster. 💠



Paul J. Cathey, administrative vice president of Liberty Bell 1010-38, Philadelphia, Pa., has been a Toastmaster nearly four years. He is one of the editors of the industrial magazine, "Iron Age."

### BOOK REVIEW

HOW TO CASH IN ON YOUR ABILITIES, By Dora Albert. 260 pages. Published by Prentice-Hall, Inc., Englewood Cliffs, N. J.

Dora Albert has written a book designed to inspire the misfits in the industrial and commercial world and our general economy. "Misfits" includes a large part of the population; most of us are thrust by circumstances into jobs which have little to do with our natural aptitudes. Most of us don't know what we are fitted to do and have no idea of our latent possibilities. Mrs. Albert gives us new ideas.

The author places much stress on developing an ability to communicate clearly, briefly and forcefully. She pays high tribute to Toastmasters International and quotes frequently from our founder, Dr. Ralph C. Smedley. There are many anecdotes telling of beneficial changes which have come to individuals who finally discovered their dormant capabilities.

"How to Cash in on Your Abilities" is inspirational in purpose and effect. While it does not pretend to be either original or profound, it expresses many truths not evident to the majority of us. It discusses a number of correctible personal weaknesses. Methods of improving memory are given, and there is a very valuable chapter on listening.

That we have more creative ability than we suspect is the theme carried through the entire book, and Mrs. Albert gives many examples of men who have harnessed their dreams and put them to work for a richer, fuller life. Yet she does not take a purely materialistic approach. In the chapter "Changing Your Attitude Toward Money," she points to the life of service as offering rewards far more satisfactory than the mere accumulation of money or status recognition.

Mrs. Albert's style is clear, swiftly paced and readable. Toastmasters who are interested in developing their personal potential to the highest possible degree will find the book stimulating and thought-provoking, and well worth an evening's exploration.

-E.S.W.

Public opinion is a weak tyrant compared with our own private opinion. What a man thinks of himself, that it is which determines, or rather indicates, his fate.

-Thoreau, "Walden"

THE TOASTMASTER



A refugee couple arrived in the U.S. After much red tape and years of study they were finally made citizens. The husband rushed into the kitchen with the long-awaited news.

"Anna, Anna," he shouted, "at last we're Americans!"

"Fine," replied the wife. "Now you wash the dishes."

-Quote

And then there was the mean Marine officer. He was rotten to the Corps. **♦** ♦

"Look, lady," said the sidewalk artist to a woman bystander, "would you like to buy this beautiful landscape?"

The woman glanced at the canvas and threw up her hands. "Why I never saw such an awful-looking painting," she exclaimed. "It's frightful."

"Lady," said the indignant artist, "I

only paint what I see.'

"Then," retorted the woman, "you shouldn't paint when you're in that condition."

The first thing a wife usually smells when her husband says it with flowers is a rat.

By the time a man learns to stand up for his rights, his arches have caved in. **♦**◆

The perennial scrambler was as usual churning up the golf course, leaving a trail of raw earth in his wake.

"I'd move heaven and earth to be able to break 100," he moaned to his caddy.

"You've moved all the earth there is." the caddy sadly answered, "so heaven is about all you have left."

When we were first married, we got along fine. But when we were leaving the church . . .

The mountain youth, a recent bridegroom, limped to the village one morning, an eye well blackened and his head skinned.

Chancing to meet the community's old pastor, the casualty said, "Rev, you can rest your eyes on what Lucy May did to me last night with a skillet. And you're the one who told me that if I'd get married I'd be at the end of my troubles.'

"Yes, I know, son," replied the kindly parson, "but if you recollect, I didn't say which end."

Poverty is the condition we try to conceal at the time and then brag about in our memoirs.

Flowers of speech are most attractive when cut.

And then there was the worried kangaroo that went to a psychiatrist to complain, "Doc, I don't feel jumpy any more."

The old family retainer was showing visitors around the castle, which had been thrown open to the public. Coming to the banquet hall, he said, "In this very hall, 200 years ago, the young countess was foully murdered."

All were impressed except one visitor who said, "I thought you told us last week that it happened in the anteroom?"

"I know that," snapped the guide, "but we can't go in there now-it's being redecorated!"

-Quote

## Letters to the Editor

(Because of obvious space limitations we often print only pertinent portions of letters received. While only signed letters will be considered for publication, names of writers will be withheld on request.—Editor)

I have just read the article, "The Ingredients for Leadership" by Eugene J. McNeely which was published in *The Toastmaster* of May 1962. I feel that this is an excellent article on leadership and I would like to make it available to employees of the Naval Weapons Laboratory.

Therefore, I am requesting your permission to reprint the article in our Station newspaper, The Laboratory Log. This is a governmental publication which is printed for personnel of the Naval Weapons Laboratory and contains no advertising . . .

R. V. Lowery,
Head, Employee Relations Division
U. S. Naval Weapons Laboratory
Dahlgren, Va.

(Permission granted.—Ed.)

My husband is too busy to write, but I thought you'd like to know that we received two copies of the May issue of The Toastmaster.

Now, I read every word of every issue, but I don't feel that we each need our own personal copy. I'm willing to take my turn while he's at work or at the Toastmasters receting.

Might as well fill up this page by expressing my appreciation for all the benefits my husband has received through his association with Toastmasters. I have enjoyed attending Ladies Nights and speech contests on the area, district and zone level.

> Mrs. J. S. Dighello Monterey, Calif.

Would like to take this opportunity to tell you we think The Toastmaster magazine is an informative and interesting one. It has a lot of good scoop that the new members especially enjoy because it gives them informative tips on how to be better Toastmasters. There are several persons in the club who were influenced to join by just reading the magazine. Keep up the good work.

Don Diel Club 2386-56 Beeville, Tex.

We people who work for the government are very pleased with Toastmasters International. Your magazine gives us a cross section of people around the world about their activities and inspiring wisdom.

Willard C. Johnson
Columbia Power TM Club 1086-7
Dept. of the Interior Bldg.
Portland, Ore.

Wood Colony Toastmasters No. 3248 has been in existence for a year and a half and already many of its members have stepped into positions of responsibility in our community. Four of our members are on the Grape Crush Advisory Committee, two are directors of the Diamond Walnut Growers Assn. and one is director of Allied Growers, the largest winery in the world.

Add to these achievements the fact that we have a Farm Bureau Center chairman,

a vice chairman, and a county president. Wood Colony is very proud that it has had the area winner in both the humorous speech contest and the 2nd place winner in the district contest. Pretty good progress for a bunch of country boys!

> Peter Menghetti, Past. Pres. Club 3248-27 Modesto, Calif.

Our club has been in a state of confusion due to our inability to interpret Mr. Webster's definition of a speaker's stand.

For some time it was officially named the podium, then it was changed to the rostrum, and just recently it was designated the lectern. This is a much-confused title in general . . . but Toastmasters should be better informed.

Our club will appreciate your clarification of this situation concerning these three little words.

> W. E. Butts Club 286-8 St. Louis, Mo.

(Well, you stand on a podium, in or at a rostrum, and put your notes on a lectern. so take your choice. A podium (from the Latin podus, a foot,) is a small platform. such as used by an orchestra conductor. A rostrum is a pulpit or speakers platform. Originally a rostrum was the curved prow of a ship: the Romans took these from captured vessels and decorated their Forum with them. A lectern (from the Latin, lectere, to read) is a stand with a ledge to hold manuscript or notes. If you want to be a purist about it, both a podium and a rostrum must be elevated from the floor. But a good speaker can manage with any or all of them—or even without them.—Ed.)

Recently I addressed a joint meeting of the Senior Staff of the District of Columbia Chapter of the American Red Cross and the key workers of this office on the subject of "Blood Donors." The purpose of this presentation was to stimulate the response of blood donors and to encourage the participation of other "potential" donors in the Red Cross Blood Program.

As you are aware, the number of voluntary blood donors is diminishing despite the increased demand for this vital substance. There are many reasons for this decline in blood donations. Some of these could be counteracted by a sound educational program for donors and prospective donors. It appears to me that Toastmasters represents an excellent outlet for communications which would implement the continuous campaign of the American Red Cross.

In my position, I am associated with research programs on blood preservation and related problems. For this and other reasons, I have a continued interest in the National Blood Program, And I would like to do as much as possible to encourage increased participation in it. Therefore, as a Toastmaster, it has occurred to me that our organization could provide very valuable assistance to the National Blood Program in many ways. Clubs could invite a representative of the local American Red Cross Chapter to address the club. Members could visit the ARC Blood Units to learn many details they could relate to the club membership. In fact, there are many members of Toastmasters International who could do an excellent job in this area right now. They have the background to do this adequately. Further, a wealth of material is available from which a Toastmaster could prepare effective speeches.

I sincerely hope that members will consider this suggestion favorably and that many of them will work toward a dynamic, public-spirited endeavor, invaluable to all.

Joseph F. Saunders, Ph.D.
Head, Medicine and
Dentistry Branch
Office of Naval Research
Department of the Navy
Washington, D. C.
(Club 2608-36)

## New Clubs

#### (As of June 15, 1961)

- 1330-31 PROVIDENCE, Rhode Island, Providence, Tues., 7 p.m., Victoria Diner.
- 1361-34 STEWART AFB, Newburgh, New York, Sergeants Organization for Speaking, Fri., noon, NCO Club.
- 1435-25 SHREVEPORT, Louisiana, Caddo, Wed., 6 p.m., Caddo Hotel Coffee Shop.
- 1450-12 PALMDALE, California, Palmdale, Mon., 7:30 p.m., various locations.
- 1659-48 BOAZ, Alabama, Boaz, Mon., 7 p.m., Dan's Restaurant.
- 1779-14 ATHENS, Georgia, Athens, Tues., noon, Holiday Inn.
- 1793-46 WHITE PLAINS, New York, White Plains, 2nd & 4th Thurs., 5:30 p.m., 400 Hamilton Avenue.
- 1814- 8 TAYLORVILLE, Illinois, Speakeasy, 2nd & 4th Thurs., 7 p.m., Center Restaurant.
- 2150-48 BIRMINGHAM, Alabama, Gaveliers, 2nd, 4th, 5th, Mon., 6 p.m., Britlings Cafeteria.
- 2294-37 CHAPEL HILL, North Carolina, Chapel Hill, Sat., 7:30 a.m., All-Star Restaurant, East Gate Shopping Center.
- 2695-28 DETROIT, Michigan, Spokesmen, Wed., 7 p.m., Vincenzo's.
- 2839-57 REQUA, Klamath AFS, California, Frontier, Tues., 7 a.m., Klamath AFS Dining Hall.
- 3300-42 EDMONTON, Alberta, Canada, Skyscraper, Wed., 5.45 p.m., Masonic Lodge.
- 3460-21 BEAVER COVE, B.C., Canada, Englewood, 2nd & 4th Wed., 8 p.m., Camp Woss.
- 3467-36 WASHINGTON, D. C., BuSandA, Wed., noon, Room 1035, Bldg. T-3, 17th and Constitution.
- 3479-40 NEWARK, Ohio, State Farm, Mon., 5:30 p.m., Center Cafe, 73 E. Main.
- 3480-U FUKUOKUA, Japan, Hakata, 1st & 3rd Tues., 6 p.m., Sol Air Club, Hakata Admin. Annex, Kyushu.
- 3481-20 BISMARCK, North Dakota, Columbian, Tues., 6 p.m., Light House Cafe, 708 E. Main.
- 3482-19 DAVENPORT, Iowa, Loras Council, Wed., 7 p.m., Knights of Columbus Hall, 6th & Main Streets.
- 3485-29 NEW ORLEANS, Louisiana, Suburban, 1st & 3rd Mon., 6:42 p.m., John Pauls Restaurant.
- 3489- U SPANGDAHLEM AB, Germany, "Forty-Niners", NCO, Wed., 12:15 p.m., NCO Club.
- 3490-35 MILWAUKEE, Wisconsin, Blue Cross-Blue Shield, 1st & 3rd Thurs., meeting place varies.
- 3492-41 BISON, South Dakota, Bison, 1st & 3rd Tues., 6:45 p.m., City Cafe.
- 3493-U MEXICO, D. F., Club Toastmasters De La Capital, Mexicana, 1st & 3rd Mon., 8 p.m., Hotel Vasco de Quiroga.
- 3498-27 TURLOCK, California, Turlock, Wed., 7 p.m., Devine Gardens.
- 3503-46 NEW YORK, New York, Standard Brands, Mon., 4:45 p.m., Standard Brands Inc., 625 Madison Avenue.
- 3507-46 NEW YORK, New York, Equitable, Tues., 5 p.m., Equitable Life, 1285 Ave. of Americas.
- 3508-U LANDSHUT, Germany, Landshut, Wed., 11:45 a.m., Landshut Officers' Open Mess.
- 3510-U TRIPOLI, Libya, Mellaha, 2nd & 4th Tues., noon & 7:30 p.m., respectively, Wheelus Air Base.

#### DISTRICT GOVERNORS

1962-1963

F.	John Leo Martin Paul Barlow	
2.	Paul Barlow	
3.	E. C. (Sid) Friar	
4.	Mark Rodman	
5.	Cy C. Campbell Bjarne Buan	
6.	John A Mathews	
7.	John A. Mathews Jerome R. Marrin	
9.	James Sonstelie	
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19.	Clifton O. Monson Melvin Thompson	
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22.	H. J. Ellenberger	
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39.	Louis Rubenstein Albert Burlingame	
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45.	Wendell Heiny Albert M. Garrett	
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50. 51.	Dr. Robert Seaman	
52.	Lynn E. Frazier	
53.	Richard E. Lucas Richard A. Smith	
54.	(Not Reported)	
55.	Cyrus Hall	
56.	T. N. (Tommy) Belew	
57.	Phil Horton	
58.	James Hollingsworth	
59.	Joseph Cowperwaithe	
60.	Frank Hurst	
61. 62.	W. Huggins	
63.	Harvey Van Kampen	
64.	Mark E. Underwood	
65.	Dan S. McNeill Guy Beach	6
66.	V T Strickler	

V. T. Strickler

67-P Walter E. Jerde

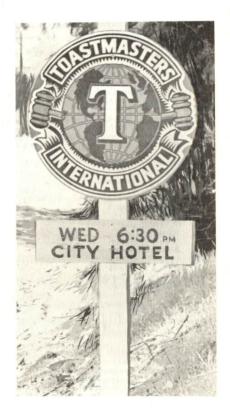
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