WASHINGTON
The Bicentennial City

LETTERS TO THE EDITOR



Who's to Blame?

We frequently hear comments from clubs concerning the effectiveness of World Headquarters. Either their new members do not receive their kits promptly or the material they have ordered doesn't arrive for weeks. In addition, there always seems to be a club at semiannual dues time that can't get its books synchronized with World Headquarters.

In my club, after three new members had waited an unreasonable time for their kits, a letter was sent to Santa Ana. After WHQ responded that the new member applications had not been received, further investigation revealed that we had never sent the new member applications to them.

To really put Santa Ana to the test, I joined another Toastmasters club, posing as a brand new member. I carefully followed through with the treasurer to verify when my application was forwarded. About three weeks later, my new member manual was delivered to the door, having passed the Canadian customs without question and gotten the best of treatment by the United States Post Office and Her Majesty's Postal Service.

Is Santa Ana a bumbling, inefficient office bureaucracy? To err is human and the staff at World Headquarters is not infallible. However, in every instance of a complaint, the inevitable result is that

someone in the club has dropped the ball. In a non-profit, cooperative organization, it is important that every officer in the organization fulfill his responsibilities. Efficient communication requires efficient paper work.

There will be exceptions, but when I hear a complaint about World Head-quarters, I start my checking where it all began.

Don Plaskett, DTM International Director Thunder Bay, Ontario

Speechcraft

We must compliment World Headquarters and thank them for such a well laid-out program as Speechcraft. These sessions not only got new members into our club, but also stimulated and enthused our present members. Several of our members were "running scared" during our planning sessions in December and January, but heartily endorsed and participated in the program once it was started. We hope that World Headquarters can give us more programs like Speechcraft.

> Robert J. Parnell St. Paul, Minnesota

Handling the Interview

The executives and members of the Quaymen Toastmasters Club 1791-69, Rockhampton, Queensland, Australia,

would appreciate your mentioning pleasure at receiving each of your; lications.

For the benefit of all Toastmas would you suggest a way that we attract people from radio and televistations to instruct us at our meeting the correct way to handle micropi and camera interviews?

David Box Queensland, Aust

Any ideas?-Ed.

Back to the Fundamentals

At our recently concluded District Conference, we received very entrastic responses to a new educate session we put on. Entitled "Fut With Fundamentals," this back-to basics type program took every of the several hundred Toastmaster attendance back to the very fundate tals of the Toastmasters program.

You will be happy to know that the course of the educational properties of the educational properties. THE TOASTMASTER magazine singled out as having improved so siderably (particularly in the last for five issues), that it is a joy to be Recent issues that concentrate or theme such as leadership or motivated in the such as leadership or motivated as a long way towards helping masters in their club meetings. After that's what it's all about.

George P. Gallagher District 25 Gov Dallas

"Letters to the Editor" are pronted to the basis of their general reinterest and constructive suggestall letters are subject to editing reasons of space and clarity and include the writer's name and additional to the suggest that is not the suggest that it is not the su

TOASTMASTERS INTERNATIONAL is a non-profit, educational organization of Toastmasters clubs throughout the war First Toastmasters club established October 22, 1924. Toastmasters International was organized October 4, 1930 and rated December 19, 1932.

A Toastmasters club is an organized group, meeting regularly, which provides its members a professionally-designed to improve their abilities in communication and to develop their leadership and executive potential. The club meetings are comby the members themselves, in an atmosphere of friendliness and self-improvement. Members have the opportunity to deliver procedure, and impromptually, learn parliamentary procedure, conference and committee leadership and participation test and then to be evaluated in detail by fellow Toastmasters.

Each club is a member of Toastmasters International. The club and its members receive services, supplies, and or guidance from World Headquarters, 2200 N. Grand Ave., Santa Ana, California, U.S.A. 92711.

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- When Persuasion Requires a Fight by Robert T. Oliver, Ph.D.



When you attempt to persuade someone to accept your point of view, a friendly approach is, generally, the one to use. But there are times when you and your listeners are distinctly, clearly and unmistakably on opposite sides of a question. And this is where your persuasive strategy has to change—you now have to fight to get them on vour side.

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Set Your Sights High

by John F. Diaz, DTM International President

For the past year, it has been my pleasure to serve you as President of Toastmasters International. And believe me, it has been an experience that I will never forget. But it has occurred to me that you might like to know how I viewed the opportunity of holding TI's highest elected office. Since my final report to the delegates at the Washington Convention will cover the progress of the orgnization, I'll confine my remarks to my personal feelings.

When I first joined Toastmasters, I viewed it as an opportunity for personal growth—a chance to develop my communication skills and meet people with similar needs in a friendly environment. But I must confess that it developed into something much greater than that.

It offered me a chance to develop my leadership skills in such a manner that my mistakes would not result in a major disaster, but rather an evaluation by my peers on how I might improve. I decided to run for club president and soon found that something was beginning to happen. I had been hit with the "leadership syndrome" and found that I couldn't stop seeking other Toastmasters offices... and didn't want to.

I progressed through the various area and district offices, was elected as a member of the Board of Directors and, finally, became President of Toastmasters International. It was at this point that I found out that how you act and what you learn as TI's International President is somewhat different than in the preceding offices, although the fundamental concepts still apply.

Since the President is the number one public relations man, he must be eager to tell the Toastmasters story. I feel that I accomplished that. Through the Presidential Visits planned by World Headquarters, Sharon and I visited eleven districts and, in each case, were greeted with outstanding hospitality. We talked to heads of universities, banks, large corporations, and thousands of Toastmasters. We attended football games, did a "do-it-yourself" TV show, saw DC-10 wings being built (and almost bought a Beech airplane), met the Queen's representative to a Canadian Province, were

treated like celebrities on a number of radio and TVs and accumulated hundreds of gifts from good friends. was the most enjoyable part of my presidency: the opposition in the most the fraternal atmosphere that Toastme exhibit towards each other—that feeling of genuine low makes Toastmasters unique.

As the Chairman of the Board of Directors, my laship education was brought to the forefront. Our laship education was brought to the forefront. Our lands grounds, geographical interests and different job grounds, geographical interests and different philosomabout the Toastmasters orgnization. The opportunity 21 people work together toward a common goal of adopolicies for the good of all Toastmasters is one that I will soon forget. From this unique experience, I have learned honest men can disagree, that no single person can in his will on a group, that persuasion is the most sensible effective means of securing action and, perhaps most in tant, that compromise is not a dirty word.

There have been, and will continue to be, some proin any organization such as Toastmasters. But the most strating thing about this is finding out that the probisimply a result of some lack of or breakdown in commution. But this has also proven to be an invaluable less me. No one ever becomes a perfect communicator of He must constantly strive to improve that skill...and

All in all, I'm saying that this past year has been the enjoyable learning experience of my life and I thanky the opportunity to serve as your President. I know that made me a better businessman and a better citizen, as a better husband and father.

Every Toastmaster owes it to himself to run for a and take full advantage of the leadership education vides. I encourage you to set your sights high—to he President of Toastmasters International—because the sonal growth is well worth the price you must pay.

And what is the price? It's the same that any other while endeavor demands . . . EFFORT. □







the president's travels

A look at some of the visits made by 1974-75 International President John F. Diaz, DTM, during his term of office.



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When Persuasion
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Robert T. Oliver, PhD

venty-five years ago, when I was ing the quarterly magazine Today's wh, I solicited an article from a dof mine who, in day-by-day conation, was notably successful in pering acquaintances to accept her s. What I had in mind was that men, by and large, are much better waders than men are—chiefly for the on that women are more willing to eredit to the person they want to suade for more knowledge, better ment, and a clearer understanding of subject. What women (or so I thought) nto know instinctively is that to get they want, they must give all possicredit to the one who can grant it. In

the friendly approach is, generally, the one to use, there are occasions when you and your listeners are distinctly, clearly, and unmistakably on opposite sides of the question. So far as *they* are concerned, the views you represent are just simply wrong. So far as *you* are concerned, they are deeply in error and it is your challenge to lead them out of darkness into enlightenment. Or, as one speaker phrased it, your job is to lead your audience from *nonsense* to *sense*.

Your Main Opponent

A direct clash of this nature is commonplace in the courtroom, where defense and prosecution lawyers often meet head-on. It is also common in politics, with contending candidates trying to get elected. But these are situations in which two speakers challenge each other before an audience (jury or voters), who must decide between them. There are, how-

In this third in a series of articles on persuasion,
Dr. Robert T. Oliver, author of the Communication
and Leadership Program, takes a look at the
"FIGHT" Method and offers some suggestions on how
it can help you become a more persuasive speaker.

nt, they willingly surrender their own in order to win particular points. is was the kind of article I expected friend, Flora Perkins, to write.

Instead, she sent in an article entitled, low to Argue with a Red-Headed oman." Her theme was that tempesous, self-willed individuals (the redadstereotype) get what they want by manding it—provided they know how dress up the demand so that it seems be a high compliment to the person dressed. I think she made her point ten she cited the example of the cooled young woman who snuggled up to tardent boy friend while discussing arriage and said: "What I want is inme enough to live in luxury—and I towyou are going to earn it."

In the May issue of THE TOASTMASTER Ascribed one particular method of perasion: the SMILE method. Although

ever, occasions when the speaker's audience is, in itself, his direct opponent—as, for example, the speaker who tries to disband a lynch mob or the college dean who attempts to calm the feelings of a crowd of angry students.

In short, situations do arise in which the appropriate way to persuade listeners is to fight to win acceptance for a proposition that is distinctly distasteful to them. Like the old reminder that tells us you can lead a horse to water but can't make him drink, your problem is to persuade your audience against its will.

No matter how hard this may be for you to believe, the truth is that they are strongly inclined to resist. If it were not so, the movements for civil rights, racial justice, and equality for women would not have attained even their present degree of success. Civilization itself is a process of our rising above our own limi-

tations. And since it is sometimes necessary to put unpleasant and unpalatable solutions into effect, there is a great need for persuasive speakers who are able to win support for them. This is why there has to be not only a SMILE method of persuasion, but a FIGHT method as well.

The purpose of this article is to suggest how you might proceed when you confront an audience that is as fully convinced of your being in the wrong as you are of them. The method is neither foolproof nor guaranteed to succeed, but it consists of guidelines which, if followed with skill and with imaginative insight, should and probably will increase your chances of success.

It is a method you may try out in your Toastmasters meetings and, as you gain confidence and mastery in its use, may find it of incalculable benefit in some of your areas of responsibility. You don't always want to go with the crowd nor can you expect the crowd always to go along with you. When you must fight, here are some suggestions on how to do it.

The FIGHT Method

The method involves a series of related factors, as follows:

- F—Approach through the fundamentals
- I —Stress that your method is *informative*, not argumentative
- G—Generalize your analysis and your appeals
- *H*—Stress the *helpfulness*
- T—Compliment your listeners for being *tough* enough to face facts.

Fundamentals are underlying theories, facts, or goals which are well behind or beyond the touchy issues of controversy. People seldom disagree on fundamentals, no matter how strong their feelings about immediate issues are. When two Australian sheep ranchers met after years of quarreling over range and boundary problems, one of them proposed, "Let's talk over our differences." The other more wisely suggested, "Instead, let's talk about our agreements." While this is sometimes called the "common-ground"

(please turn to page 10)

WASHINGTON, D.C.

HEN American colonists revolted against King George III and his British Empire some 200 years ago, there was no need for a city like Washington, D.C. But after the colonists gained their independence, the leaders of the new nation felt they should create a special city, a truly magnificent city to accommodate their capital—and they did just that.

Today, Washington is a thriving city of 850,000 people and a virtual storehouse of arts and artifacts associated with the entire history of the United States. Because of its beautiful landscape and historical significance it will, undoubtedly, be one of the main centers of the American Revolution Bicentennial celebration, which will be observed by the entire nation in 1976.

But the Capital City, which is located on the banks of the Potomac River and is the site of Toastmasters 44th Annual

Photographs: American Airlines. Reprinted from the The Compass magazine, Savers Convention, was not always so beautiful ... nor so historical.

Washington's early history was merely a chronicle of its Presidents. The city itself was either muddy or dusty, depending upon the season, and was often the object of savage jokes. There were few houses, still fewer buildings, and the residents' lives centered on the few saloons.

Constitution Avenue, the nation's most famous parade route, was a foul, stinking canal; the Capitol Mall sported bawdy houses; the site of the Department of Labor used to be known as "Murder Bay"; and President Taft's cow Pauline could often be seen grazing behind the White House.

That little drug store where you buy a candy bar may be situated on the site of the former home of Peggy Eaton, who scandalized Washington during Andrew Jackson's administration. Or that little neighborhood store on H Street might be the infamous Surratt boarding house. All in all, there's history on every street, in

every park, in every old building Nation's Capital.

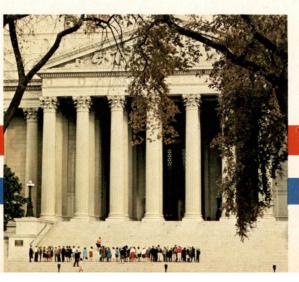
To the avid historian, a leisurelyth through the city's wide streets is at let history itself. If you desire to stan historical tour at the most logical the U.S. Capitol would be the spot,

The structure was originally ou in 1800 when the Senate and the lde left Philadelphia and jammed intad one completed segment, the rela tiny and insignificant component jar the north of the present dome. It until 1811 that the corresponding identical south building was companied and occupied by the House of Reprete atives, connected to the Senate bu by a wooden runway that traverstal area where the dome now glistens. no

A MERICANS were proud of little Capitol, but it was a short emotion; the invading British burned along with the White House, in 181

The Capitol grew slowly, follow vh restoration in 1819. By 1829, there small dome in lieu of the wooden paper

Clubs of America.



The National Archives



The Smithsonian Institution

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Senate and House had been added to be end. The present dome was comated in 1863, shortly before the surater of the Confederacy.

As you continue your pilgrimage mugh the Capital City, you will, unabtedly, want to see what many conterto be Washington's most famous dress (1600 Pennsylvanis Ave., N.W.)

The White House, or given its formal me, the Executive Mansion.

The cornerstone of the 18th century unsion was laid in 1792 and the structure was completed in 1800, one year for George Washington died.

Ithad been labeled the Presidential lace when John Adams, grumbling mireluctant, first occupied it in 1800. Rearistocratic second President premedthe elegant confines of the nation's impresapital, Philadelphia.

following the burning of the building at the withdrawal of the British, only texterior walls of the palace remained. White paint was applied to cover the fire through and the White House got its ammon name. The famed Gilbert Stu-

art painting of George Washington, saved during the invasion by President James Madison's wife, Dolley, still hangs in the White House East Room. While it's not usually remembered, Dolley also saved one other portrait from the burning White House—her own—and it still hangs there for visitors to see.

architect, provided for a grand avenue to connect the Capitol and Presidential Palace in his original design for the city. The avenue, of course, turned out to be Pennsylvania Avenue, a wide, flood-prone mudhole for many years.

Today, however, after leaving Capitol Hill, you can walk down Pennsylvania Avenue and not see a single 100 year-old building. But knowledgeable historians tell us that the Center Market, where slaves were auctioned until 1853, has been replaced by the National Archives; that the National Gallery of Art property was once part of the infamous canal; that the District's unemployment office has replaced the National Hotel (where

John Wilkes Booth and other Confederate sympathizers lived); and that the grassy expanse of the Mall across from the U.S. Court House was once the bawdy house area.

At 14th and Pennsylvania stands the empty Willard Hotel—once the epitome of Washington society. (Julia Ward Howe wrote the Battle Hymn of the Republic in the Willard after watching a parade of Union troops.) Nearby, at 15th and Constitution, stands the colossal U.S. Department of Commerce, upon whose grounds Washington's first baseball game was played in 1860. The huge U.S. Department of Labor which rises on Constitution between 12th and 14th was known during the Civil War as "Murder Bay" (for appropriate reasons) and was the city's worst slum.

Several Presidents took special interest in renovating Pennsylvania Avenue and, consequently, none of the original structures remain. Nearby, however, is historic Ford's Theatre, scene of the

(please turn to page 24)

CONVENTION '75

(continued from page 7)

approach, it must, in order to be effective, deal with fundamentals. When people really get down to the basics—to what really matters—they find that they are seldom in disagreement.

Don't ask your listeners to surrender their excited or exaggerated views about the immediate issue (for example, whether or not former President Nixon was hounded out of office by unfair criticism). Instead, tell them you are going to surrender yours. In the presidential campaign of 1858, when the burning issue was whether the southern states should be forced to give up slavery, Abraham Lincoln did not ask the northern liberals to surrender their devotion to abolitionism. Rather, in his famous speech at Cooper Union in New York, he said (in effect), "Let us leave this agitated question on which you may be right and I may be wrong. Let us look back at the views of the founding fathers when they drew up the Constitution and see what they thought about the matter."

Focus on Basic Beliefs

The more determined and angry the listeners are about the matter on which you wish to persuade them, the wiser it is to draw their attention away from it and focus on some basic beliefs which you and they share together. Since you are the one who appears to be retreating from the conflict, their excitement and opposition will be more readily allayed. In addition, it is wonderfully calming to enter into a discussion of factors on which you all are in full and happy agreement. (To extend the Nixon example, you might say to the audience, "What we all want, what America stands for, is a genuinely representative government that is neither irresponsible nor responsible to the news media, but dependably and finally responsible to the people themselves.")

The "I" in the FIGHT method of persuasion stands for *information*. To provide a broad and fair assessment of the

facts of the matter is your next responsibility.

Persuasion is very seldom argumentative, because argument attempts to batter down opposition. Because your listeners will naturally argue back (even if they must do so silently), this type of persuasion will only invite controversy. Very often, the most persuasive approach is simply to set forth an explanation of the relevant facts. The question, then, is not whether you or the listeners who oppose you are right, but simply whether the facts are correct as you state them. This you can insure by careful research and by declaring the sources to your

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When people really get down to the basics—to what really matters—they find that they are seldom in disagreement.

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listeners. From the facts you present, they will make up their own minds.

"Let's look at the facts" is a tremendously persuasive invitation. When opposition to your proposal is strong, however, it is an invitation that needs to be handled with great care. Be sure that you play fair with your listeners—and that they know you are being fair. Preferably, begin by reviewing the facts that support *their* point of view. Show them that the facts themselves are neutral and then lead them gradually to consider the evidence which demonstrates the rightness of the proposition you are advocating. If you are honestly willing and,

indeed, determined to follow whilly the facts actually lead, to whatever H' clusion logically and properly enelp from the data, you have a good day to lead the minds of your audience ett this same trail to the "right" condilit However, if you select only exampleous tatistics which support your view, ur ignoring relevant information that regavor their own views, your oppoon will, of course, be strengthened issue than alleviated.

Persuasion that is informative act than argumentative only works who significant data really does suppor F proposal the speaker is advocating why should you ever advocate and country that the facts do not support?

The "G" in the FIGHT metal asks you to generalize your analyse as reasoning. In the SMILE methode were advised to be very specific in soming what you advocate to your partisic listeners. But the situation is different when they are in open and acknowly opposition to what you are proposit this circumstance, there is a decided chological advantage in not being personal.

"I know you are opposed to the e agant press attacks upon Nixon," may tell your listeners. "As a mat fact, the press and TV have many nesses. News reporting always lack torical perspective. No one can tell history will decide about any controversy until long after the parabave calmed and personal animo are forgotten. This is why I hope wall look at the fundamental issues, er than the day-by-day sensationalis

Reducing the Confrontation Factor

The great advantage of general the discussion is that it reduces the frontation factor. Try to direct the ting of the listeners away from "you see this differently" to "let's consideracts that everyone must take account."

As in the SMILE method at fact, in all communication and le ship efforts, little can be accomplunless the listeners are assured that you are saying and advocating will

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l, in dershed what ctuthe helpful to them. This is why the in the FIGHT method stresses stulness. "What we all want," you stell them, "is whatever makes this a ternation—whatever promotes state and public welfare. Your livelied, your pride in your country, and rommon security in a troubled world speaks we all seek. Let's find a solution our political difficulties that will safe the greatest good to the greatest meter of the nation's people, including the dots in the street of the nation's people, including the street of th

Respect Your Audience

finally, in your conclusion, be fully are that it is not easy for your listeners thange their minds on matters deeply and in their convictions and emotions. We it clear that you respect their hardaded ability to put aside personal contrations for the good of the general muunity. "You have faced hard desons many times in your lives," you

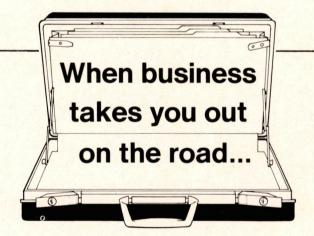
may tell them. "This is one of those times. What we, the people, decide now and how well we unite in supporting a general decision, will make a vast difference in how well our country can survive the troubles which beset us. The decision is difficult—just as an operation is difficult. But the surgeon doesn't ask us whether we would like to have a tumor removed. He tells us it must be done. Fortunately, what we have to do, we are tough enough to do." This is the "T" in FIGHT method, a factor no less important than the others.

When Aristotle, in his *Rhetoric* some twenty-three centuries ago, undertook the first systematic analysis of persuasion, he pointed out that facts and logic are not the servants to our personal desires. What we would like to believe is not necessarily what the truth and justice of the matter demand that we believe. The one great advantage human beings

have over all other creation is that we are endowed with minds that are capable of assessing facts objectively and of adjusting our wishes and behavior to accord with what is everlastingly true—whether we like it or not.

This is the kind of toughness that distinguishes human nature and sets us apart. It is the quality we must possess if we want our listeners to accept what we propose and, ultimately, to act upon it. And action is the only worthwhile goal for any audience.

Dr. Robert T. Oliver is a member of Toastmasters International's Education Advisory Committee and author of the Communication and Leadership Program. A former professor and chairman of the Speech Department at Pennsylvania State University, he is the author of 30 books, including *The Psychology of Persuasive Speech*.



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REFLECTIONS of a Speech Contestant



by Garry C. Porter

As we approach this year's International Speech Contest in Washington, D.C., I find my thoughts returning to last year's contest in Anaheim, California—to the joy, the heartache, and extreme excitement that comes with competing for the highest speaking honors in Toastmasters.

I remember my first and utmost concern as being, obviously, the preparation of the speech (what would I say and how would I say it?). This did much to reinforce my belief that most Toastmasters speeches are not spontaneous, but are agonizingly conceived, tediously developed over a prolonged period of time, and finally readied for the listening public.

From the tape recordings of previous International Speech Contests, I realized that this speech must be developed on a positive issue—an issue on which my beliefs were very strong. Perhaps for the first time in years, I began to meditate on a subject. "Okay," I would ask

myself, "what do I believe—I mean really believe?"

Finally, on an airplane flight from Washington, D.C., with the lonesome but simple beauty of the Wyoming prairie passing below, my thoughts started to gel and the main points of the speech began to form. It was now time to do some serious speech writing...or so I thought.

I threw away my first draft, declared the second to be "no good" and the third as "marginal." This went on for many nights. Finally, with less than 60 days to go, I came up with a rough draft that I thought might do and decided to make a "dry run" of the speech before a few members of my Toastmasters club.

Back to the Drawing Board

Although I did receive encouragement from them, I noted a slight break-up of the thought pattern in the speech and decided to take it back to the drawing board for more work (and more late nights brooding over a cup of coffee). After receiving additional consultation from my chief speech advisor (my wife),

another dry run with the same me of my club, and another return t drawing board, I finally felt I hada well-developed speech skeleton.

Next, I converted the speech to cards for memorization. Althoug speech would continue to change the out the next 30 days, I took the with me wherever I went so that extra five minute breaks in my day mean one more card memorized more adjustment incorporated.

With just two weeks to go before big contest, the pressure was on as usual, when it rains, it pours housing contractor wanted to final plans on our first new house, my mand father-in-law were coming Nebraska, and somewhere in the fusion I remembered that I should made reservations at the Disne Hotel six weeks ago. With all of the pening, I still had to be totally prefor the International Speech Conte

With one week to go, I was dr ning my speech before various sters clubs in District 32, receiving often and oral evaluations from not at one or two individuals but from the tire club. While some of the evaluations were good, some were not so good, at all were helpful in getting me ready the contest.

Within this last week, I began speakgbefore Toastmasters clubs both
ming and night, stopping occasiony to communicate with my patient
le by passing notes back and forth
low did it go tonight? Where are you
eaking tomorrow morning?). It took
this extra speaking and extra time to
sure myself that I wouldn't become
eachanical in my presentation. The
mech must always be convincing.

I was now into the "fine tuning" of myspeech, using a microphone in the mmunity hall and at work and, finally, the stage equipment so I could see myself as others did. Finally, the speech was adv. The only thing left to do was pack esuitcase, my good luck charm, ten at of optimism, my chief judge and this or (my wife) and head for the air-

After arriving in Los Angeles, trying make the 4:30 meeting for all the untestants was an adventure in itself. That not allowed enough time for the infrom the airport to the hotel and, as sual for a Friday night on the Los largeles freeways, encountered two accients that slowed traffic to a virtual halt.

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Where's the Meeting?

Amid the Friday night traffic and my wn confusion, I couldn't seem to find be Disneyland Hotel. I missed a turn adended up in the Disneyland parking at with 15,000 other cars and, finally, arrived at the hotel ten minutes late.

To make matters worse, I had no idea where the meeting was to be held and ad never realized how big the Disneyand Hotel actually was. But out of the unfusion and mass of people that were milling around the hotel lobby, I sometow found the extended hand and warm mile of my district governor, Rolli lones. "C'mon," he said. "They're lookage for you."

Before I actually met the other constants, I already had a preconceived

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idea what they would look like. I knew they would all stand about seven feet tall and resemble either John Wayne or Billy Graham—but they didn't. They looked just like any other Toastmasters. Of course, as the contest rules were explained in excruciating detail, there was one contestant who acted as if he was a Philadelphia lawyer by nit-picking every detail of the contest rules. But those of us who had come to speak paid him no attention; we all had other things on our minds.

On Saturday morning, our breakfast was served but, needless to say, went unnoticed (after all, only in the movies do the condemned eat a hearty meal before the order!). My wife and I were seated at a table with the other contestants and their families. Soon, a funny thing started to happen. A strange bond began to form between everyone sitting at the table, particularly among the wives. It seemed as if no one was interested who won, only that the man they'd watched agonize and grow during the past two months of preparation represented himself, his club, and his district to the best of his ability. This common sharing of concern was overwhelming.

The Final Step

As the first, second, and third speakers took to the podium and made their presentations, I scarcely heard them; my concentration was on my last-minute mental preparation. I glanced at my hands and noted that, for the first time in four years, they were not trembling. This was unbelievable. There were 1,100

Toastmasters in the audience and, somehow, my nerves were under control.

Before I knew it, the applause was for me. I made my way to the lectern and began. Much to my delight, the presentation felt good—really good. The audience was reacting as planned. I was using the right pauses, the right gestures and, somehow, knew that the months of preparation were paying off. When the yellow light blinked on, I knew everything was going just as planned. Then the red litit was time to hit them with the punch line, address the Toastmaster, and sit down. And all too soon—it was over.

A Personal Victory

I'd given it my best shot and had produced a speech far beyond my own expectations. Victory was mine, but not in the traditional judges' count. It was a personal victory, shared by a husband, a wife, and a few close friends.

Who would have dreamt that I would be competing in a district contest, let alone an International contest, after struggling for three years just to win my own club's contest? But that fact only reinforces my belief that any Toastmaster is capable of competing at *any* level of competition. I suppose that's one of the many wonders of Toastmasters: it's all possible if you try.

Garry C. Porter is a member of the Kla-How-Ya Toastmasters Club 1181-32 in Port Orchard, Washington. A contestant in last year's International Speech Contest, he is a marketing manager with the Boeing Company.



This may be of no consolation, but try to keep in mind that each time you step to a lectern to speak and spot a "MIKE" waiting for you, you have a friend there to help you give an effective talk.

When you really think about it, MIKE is very human. He comes in all shapes and colors, has an even disposition (when handled properly), and can help you be a very successful speaker. Since it would be impossible to name each type of MIKE and its individual characteristics, let's just discuss what you should do as a speaker to get MIKE to work for you in the best possible way.

First of all, when you enter an auditorium to speak, note MIKE's location, determine if he is adjustable (volume and height) and, if he has an "on and off" switch, that it is on. Try to get there early (a good Toastmasters habit) to inspect

MIKE and his ability to assist you.

Next, experiment a little. Have a friend stand in the back of the room while you speak into MIKE in a low monotone and at different distances from him, until you hit on the ideal working area around him. If you can't do this, watch all of the speakers before you.

ADJUST YOUR VOLUME





ADJUST TO YOUR HEIGHT

What distance from their lips to N seems to give the best clarity? An shouting or speaking in a normal to voice?

If you can, arrange with the I master to adjust MIKE to your be vantage before the program start don't be disturbed if he forgets or it wrong. You'll still have a char do it.

Remember that the only time to MIKE is before you talk. He show heard from and not seen, so try to MIKE but keep him below your lisight. He must be unobtrusive at hide your facial expressions. Adjust to your height and, from the HANDS OFF.

Although you should help your ence forget MIKE by making he doesn't exist, by all means keen in mind with every move you make member, MIKE can do a heck of of things for you if you just us properly. He can help in your variety, give you vocal power, he whisper to thousands and thunders same group without strain, and re your natural resonance—all with little study and practice on your pa

If you use MIKE properly, he w make your speech a winner. But ignore or mistreat him, you'll fit your speech will lack the present you'll brilliance it should contain.

There are a lot of things that can do for you. But there is on that he cannot do: He cannot creaspeech. That part is left up to you.

the action people

For Bobby...It's Been A Very Good Year

It was exactly a year ago this month that former Yankee great Bobby Richardson accepted TI's Golden Gavel Award at the 50th Anniversary Convention in Anaheim, California, and thoroughly impressed convention delegates with his exceptional speaking ability. But a lot has happened to Bobby since then.

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In addition to receiving the news that his contract as head baseball coach at the University of South Carolina had been extended, he led his Gamecocks to the College World Series in Omaha, Nebraska, only to lose in the championship game to Texas by a score of 5-1. He was also the subject of a nationwide broadcast of Joe Garagiola's "Baseball Today," a weekly prelude to NBC's "Game of the Week," which looked at the recent success in the college ranks of former professional baseball players.

But even with all of his other activities, he has somehow managed to stay active on the "speaking circuit."

At the recent breakfast for the Fellowship of Christian Athletes, he told the 500 people attending a story about Tom Lasorda, the fiery coach of the Los Angeles Dodgers.

"In 1955, Tony Kubek and I were playing with the Yankees' team at Denver Lasorda was our first base coach.

"We played in Omaha one afternoon and their pitcher—I remember his name was Frank Barnes—nearly hit Tony with two inside pitches early in the game and we were all a little hot about it.

"Late in the game, Tony bunted fouldown the first base line. Barnes

had run over to field the ball, but Lasorda picked it up 15 feet away. He threw the ball as hard as he could at Barnes and it went right past his ear. Both benches came on the field and there was a terrific melee.

"When it was all over, we noticed Lasorda was the only guy not around. We found him in the clubhouse. He started the whole thing and then disappeared. We didn't let him forget about that all year."

Toastmaster Aids Jobless Handicapped

Dr. Dennis R. Wyant, DTM, a 31-year old blinded Vietnam veteran and member of the Veteran's Administration Gaveleers Club 2920-36 in Washington, D.C., has been appointed to the staff of the President's Committee on Employment of the Handicapped.

Wyant will be working with national voluntary health organizations and other groups serving handicapped persons on special programs aimed at gaining greater acceptance for handicapped people in the labor force.

"Blindness is not the first obstacle which Dr. Wyant has successfully overcome," said Harold Russell, chairman of the Committee. "He comes from a broken home in rural Kansas where he lived with his father. At fourteen, his father died and, after several scrapes with the law, Wyant worked his way through high school and college. While a Naval officer in flight training, an unexplained sudden blindness in one eye ended his career as a naval avi-

ator. He launched a new career as a computer salesman for the National Cash Register Company, when his sight in his second eye suddenly diminished, leaving him legally blind."

Wyant is no stranger to helping other handicapped people. Before joining the President's Committee, he served as the National Field Service Director for the Blinded Veterans Association. While there, he supervised a staff of seven blinded veterans who traveled throughout the country visiting other blinded veterans. The purpose of these visits was to motivate their blinded peers to participate in rehabilitation and employment. While serving with the BVA, he also published several articles and made numerous public appearances concerned with the problems of blindness and the employment of the handicapped.

There are few people who can learn to overcome a handicap. There are still fewer who can help others overcome theirs—and this one's a Toastmaster.

District 72 to Get \$1,250 Grant

Thanks to Peter Cooper, DTM, District 72 is now \$1,250 richer.

Cooper, the newly-elected District 72 Governor, recently filed an application for financial assistance with New Zealand's Minister of Recreation and Sport, J. A. Walding, to go towards the cost of running Youth Leadership Programs and establishing additional Gavel Clubs in New Zealand.

After the application was investigated, the Council for Recreation and Sport recommended that a grant of \$1,000 be made towards the cost of Youth Leadership Programs and \$250 to the Gavel Clubs.

"Motivation being the name of the game," says Cooper, "District 72 will now conduct ten YLP courses and form two new Gavel Clubs... and all this year." □

SPEAKING When the Heat Is On

by Barney Kingston, ATM

How you react to pressure depends on how you approach it. If you meet it head-on instead of simply avoiding it, you'll find that you'll develop a "feel" for pressure, as well as the ability necessary to do something about it.

Let's face it. To most people the challenge of speaking under pressure is something to avoid. Want proof? Every year, Toastmasters offers exactly that challenge to its members in the form of annual speech contests, which range from club, area, and district levels to the Regionals and, finally, to the International Speech Contest for the championship. But amazingly, most of the Toastmasters who are eligible don't even bother to enter their club contest. Why?

The Main Eventer

To find the answer, I suppose you'd have to study the fellow who looks like a million dollars fighting in the friendly confines of his boxing club, but folds like an accordion the moment he faces an opponent under the spotlight of a main event. He simply can't stand the pressure of fighting outside his club. And believe me, you'll never be a "main eventer" if all you want out of Toastmasters is merely the training necessary to speak effectively before the same audience meeting after meeting.

Like the boxer, you must learn to "feel" the pressure and have the ability

necessary to do something about it and the only way you're going to develop your ability to speak under pressure is to accept the challenge offered in your club speech contest.

The pressure of knowing you are competing against the best speakers in your club, while facing the requirements of time, delivery, gestures, content, and organization, is a real test of your talents. But this is nothing compared to the pressure you will face when you compete in the area contest, the district contest, and so on. The higher you go, the more pressure you are going to feel. It's that simple.

I've had the pleasure of being a contestant in about 55 Toastmasters speech contests and have been fortunate to win a number of them, including four district titles. You would think that after all these years and contests, I would have long since laughed at pressure. But, unfortunately, it's not true.

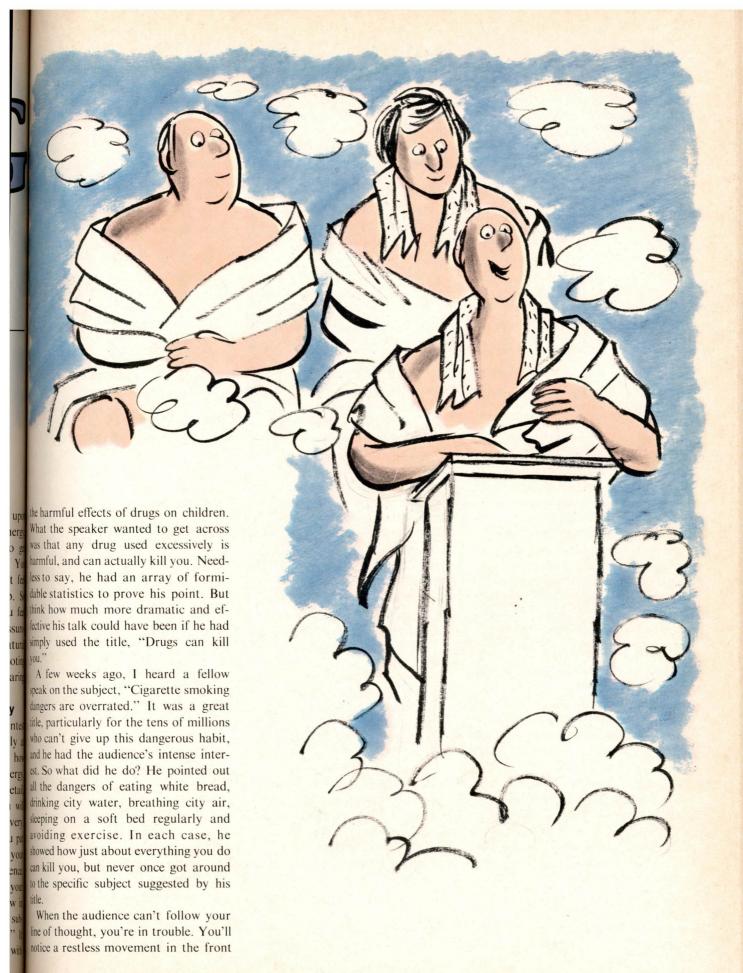
Every time the Toastmaster announces your name and title and you walk "the long mile" (it really seems that long) to the podium, you can just

feel the pressure that has been you. But pressure is like nerve you must feel nervous in or keyed up for your presents can't move an audience if you nervous—you'll put them to don't worry about how nervous before you give a talk under packed conditions. It's simply by-product of the old adrenathrough you; it's what make to go, like a winning thorough

Using Your Nervous

What separates the spewinners from the losers, pathe higher levels of competithe champs utilize this new We'll go into this a bit measure this is essentially face in any "main event" specification.

Pick a title that has mea yourself under a handica title has little meaning to The title should be indic point of view. I once hea a speech contest giving a t ject, "Drugs are not for turned out the talk had not



rows and a loss of interest on the part of the audience as a whole. Of course, this will be communicated back to you and add that unwanted extra pressure.

Sodon't pick a title as an afterthought; spend as much time on choosing the right title as you would on any other part of your talk. But, above all, make sure everything in your talk amplifies the message conveyed in the title. That's one good way of getting the audience interested in what you're saying right from the start.

Work to avoid the opening "jitters." Many speakers who don't know how to handle pressure lose their audience right at the start because of a poor delivery. As soon as they are introduced, they become so worried about how they look andhow they will go over that they step to the lectern tied in knots. Their voices sound like Mickey Mouse, they're perspiring freely, and they stand as rigid as robots. They become the victims of their own nervousness.

There is, however, a simple way to relieve the pressure that is particularly effective when you are the "main eventer" and have to sit around for an hour or more before you are called to the podium. A few minutes before you are called, start breathing slowly and deeply, in and out. This will insure that you will get more air into your diaphragm and your voice will come across in a natural way, with maximum resonance.

Try Smiling

I'm sure you have noticed the way many speakers, at the start of their presentations, look stiff and act as if they are in a catatonic trance. This is due to excessive nerves. To make sure you don't look like the "Great Stoneface" when you are called to speak, do this: As you are walking to the podium, even a minute or two before, force yourself to smile. Try to do this a few times as you walk to the podium and then as you step to face the audience your face will show a natural-looking smile.

Another manifestation of this opening pressure is the "dry mouth" which all of us have experienced at one time or another. About five minutes before I'm due to speak, I always pop a peppermint

into my mouth. This tends to keep my lips moist and my throat relaxed. Before I began doing this, I used to get so nervous that my lips and mouth would dry up and I would stutter at the beginning of my speech. I don't have these troubles any more—and you won't either if you follow my "secret" of relaxing at the start.

Don't memorize your speech. You can get away with this when you are giving the same five to seven minute talk over and over again. But when you are scheduled to be a "main eventer" and try to memorize a 20-, 30-, or 60-minute talk, you are inviting the worst kind of pressure; you'll worry yourself sick wondering what you may forget. The best way to give a talk of any length, any time, anywhere, is through the skillful use of notes.

I don't know what it is, but many speakers somehow feel that if they use notes it's a reflection on their abilities and they go out of their way to show the audience, "Look, everybody, I'm speaking without notes!" This reminds me of the little boy who wanted to show his mother that he could ride a bike without using his hands. As he was peddling furiously past his mother and his house, proudly holding his hands high in the air, he crashed into a nearby tree. He was heard to remark, "Look Ma, no teeth!" It's a good bet that if you try to deliver a memorized "main eventer" speech, you may not lose your teeth, but you're almost sure to lose your audience.

Don't let dishes rattle you. People who don't have much experience delivering after-dinner speeches are usually stopped cold when they hear the sound of dishes crashing.

After the Crash

The best thing to do in such an instance is NOT to continue speaking while all eyes are directed at the poor waitress. The audience won't hear you anyway, because they are more interested in what happened at the sound of the crash. Wait until the dishes are picked up and taken away, or at least until the audience has returned to you. Then, don't continue the speech as you planned; you must make some comment about the distraction.

You need to do this to return your a ence to the thread of your talk.

If you can pull something like this of your hat, you'll turn a potential cat trophe into a triumph. Just smile a say, "Well I had hoped my talk tone would be a hit; but I never dreamed would be such a smash!" And then go with your talk. Your comment ont crash is necessary to relieve not or your pressure, but the pressure of your dience; they've been distracted a you need to get them on the track again

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Beware of following an entertain Nothing can add more to a speake doubts about himself than being for to follow a speaker who has just "them in the aisles" with his brand humor. Most speakers are simply good at telling jokes and would be he off just sticking to their own speech But the temptation is strong, as you the laughs the "entertainer" is getting think of some jokes to start off will be be some jokes to start off will be some jokes to start off will be be some

Be Yourself

Nobody wants to hear a long-win joke. If you don't believe this, got any book store and buy a joke bo You'll find that virtually none go parhundred words; 90 percent of them from 50 to 75 words.

The point is: if you follow such entertainer or speaker, the worst the you could do is try to emulate his unless you truly do possess the community of a Hope or a Rickles. But lowing such an act does require a promise to get the audience with you and to get them in a receptive frame mind for your talk.

You should make a comment law the entertainer. You might say, "We Bob Hope terrific?" and lead the apple Then say something like, "That's a act to follow but I'll try." And do know something? The audience will you to succeed. They've had eno comedy and now they're in the mood a talk with substance.

You must make a "dry run." A time you are the "main eventer" or

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alled upon to give a major talk, it is mortant you prepare properly for the ment itself. And I am not speaking only bout the talk, but everything else conexted with the affair.

Whatever you do, don't ever give a alk without practicing it before a LIVE udience of critics—even if it's your ife and children. You need to know that can be improved and you can't earn this by talking to yourself. The ime to have this "dry run" is not 24 burs before you deliver the speech, but s soon as you have written your final traft. What may seem like "dynamite" byou may turn out to be feathers to wur audience.

Test the Acoustics

Another thing you'll find most helpful relieving the pressures of a major adtress is to visit the meeting room or hall where you will speak. It's important to list the acoustics and the public address system (if there is one), and to get familar with your speaking surroundings. You'll be far more relaxed if you have ome familiarity with the precise place where you will speak.

Incidentally, if you discover that there s no public address system, don't panic. The chances are that the acoustics are good. You can be sure that if they weren't, our host would long since have installed such a system. Just plan to talk in a natural voice; the only concession you should have to make is to talk a little slower than normal. You'll be surprised at how far a normal speaking voice can he heard in a closed-door room.

The Answer to Pressure! If you've been following me this far, you may begin to wonder if the effort is worthwhile. How can you learn to do all these things to speak under pressure? Well, I've got some good news. If you're a Toastmaster, you're in luck.

The Speech Contest

All you have to do to learn how to speak under pressure is to enter a Toastmasters speech contest — and that means starting right in your club. Almost everything we've been discussing here can be, and is, simulated in a Toastmasters speech contest.

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ing before hundreds of Toastmasters, their wives and guests, with distinguished luminaries present at the head table, you couldn't possibly find a speaking situation of greater pressure. But when you find that you can rise above these conditions, you can accept the pressure of speaking anywhere — and with complete confidence.

When I started in my Toastmasters club many years ago, I was so nervous that I stuttered all the way through my first talk. A few years ago, I addressed a state convention of about 450 people and loved every minute of it. You can do the same if you learn to speak under pressure. The opportunity is yours.

Barney Kingston, ATM, is merchandising director for Salesman's Opportunity magazine. He is a member of Speakers Forum Club 371-30 in Chicago, III., and is a frequent contributor to THE TOASTMASTER.

new clubs

1677-F RANCHO CALIFORNIA CLUB

Temecula, Calif.—Thur., 12:10 p.m., Homestead Restaurant, 27511 Ynez Road (676-5641).

1823-5 FEDERALES CLUB

San Diego, Calif.—Fri., 11:30 a.m., DCAS Conference Room 4297 Pacific Hwy. (225-4276). Sponsored by Cal State Club 1733-5.

3646-6 EARLYRISERS CLUB

Robbinsdale, Minn.—Sat. 8:00 a.m., North Memorial Hospital, 3220 Lowry Ave. (537-5333). Sponsored by Sunrisers Club 2140-6.

3287-8 SOUTHWESTERN BELL CLUB

St. Louis, Mo.—Tues., 11:30 a.m., Crest House, Broadway & Chestnut (247-5078). Sponsored by Metropolitan Club 348-8.

1433-14 MARTA CLUB

Atlanta, Georgia—Tues., 12:15 p.m., Equitable Bldg., 100 Peachtree Street, 12th Floor Board Room (586-5259). Sponsored by Alexander H. Stevens Club 298-14.

1130-16 SPEAK E-Z CLUB

Tulsa, Okla.—Mon., 7:30 a.m., Resource Sciences Center, 6600 So. Yale (664-4320). Sponsored by Tulsa Club 148-16.

1678-16 DELTA CLUB

Tulsa, Okla.—Thur., 7:45 a.m., Cities Service Bldg., 110 W. 7th St. (586-3826). Sponsored by Keystone Club 3139-16.

1971-16 ADA CLUB

Ada, Okla. —Thur., 7:30 p.m., Serloin Stockade, Arlington Center (332-8359). Sponsored by U.S. NAD Club 746-16.

3298-19 DIPLOMATS CLUB

Des Moines, Iowa—Tues., 6:45 a.m., Federal Bldg., 210 Walnut Street (284-4392). Sponsored by Statesmen Club 1937-19.

925-21 PRINCETON CLUB

Princeton, B.C., Canada—Wed., 7:00 p.m., Sandman Inn (295-6520). Sponsored by Penticton Club 2392-21.

2516-22 NCR-ACD CLUB

Wichita, Kan.—Tues., 12:00 noon, NCR-ACD Auditorium, 3718 N. Rock Road (687-6149). Sponsored by Beechmasters Club 1279-22.

222-36 BECHTEL POWER CLUB

Gaitherburg, Maryland—Wed., 12:00 noon, Bechtel Power Conference Room, 15740 Shady Grove Rd. (948-2700). Sponsored by Atomic Energy Comm. Club 2901-36.

1260-36 FEDERAL CENTER CLUB

Hyattsville, Maryland—Thur., 12:00 noon, Federal Center Bldg., Rm. 643A (436-8004). Sponsored by Plaza Club 3776-36.

3900-36 FANNIE MAE WEDNESDAY CLUB

Washington, D.C.—Wed., 12:00 noon, Federal National Mortgage Association, 1133 15th St., N.W. (293-6050).



TURKISH-AMERICAN FIRST—Major Ralph Dorris (center), an intelligence of with the Sixth Allied Tactical Air Force (SIXATAF) in Izmir, Turkey, and president of Izmir Club 3459-U, receives his club's charter from SIXATAF Commander Lieuten General Sanford K. Moats (right) and Major General Vector Ozgul (left), chief of staff.

The charter is the first granted by Toastmasters International to NATO Representives in Turkey.

"The formation of our club at this time is especially significant," says Presidence of the Courter of the Court

3905-36 FANNIE MAE FRIDAY CLUB

Washington, D.C.—Fri., 12:00 noon, Federal National Mortgage Association, 1125 15th Street, N.W. (293-6043).

1818-38 RIDGE RUNNERS CLUB

Montgomery, Penn.—Fri., 8:00 p.m., Dining Room, Allenwood Prison Camp. Sponsored by Greater Williamsport Club 2960-38.

2324-43 GUSTO CLUB

Memphis, Tenn.—Thur., 12:00 noon, The Schlitz Belle, 5151 East Raines Rd. (362-5450). Sponsored by Sunrise Club 3035-43.

3382-46 MACARTHUR AIRPORT CLUB

Islip, New York—Mon., 5:30 p.m., Dutch Inn, 3845 Veterans Memorial Hwy., Rankonkoma (981-1100). Sponsored by Northern Brookhaven Club 2413-46.

1162-49 PRINCE KUHIO CLUB

Honolulu, Hawaii—Thur., 7:05 a.m., Red Fox Restaurant, 745 Fort Street (525-8455). Sponsored by Ala Moana Club 3701-49.

3190-54 DE KALB AREA CLUB

DeKalb, III.—Mon., 7:30 p.m., DeKalb Savings & Loan, Third & Locust (758-3461).

877-56 NOONERS CLUB

Houston, Tex.—Thur., 11:30 a.m., La Quinta Motor Inn, Southwest Frwy. (221-5869). Sponsored by Greenway Club 2280-56.

2900-65 INGERSOLL-RAND CLUB

Painted Post, New York—Mon., 6:00 p Sorges Restaurant, 68 Market Street, Cor (937-2546). Sponsored by Elmira 0 1498-65

1726-69 BLACKWATER CLUB

Blackwater, Qld., Australia—Thur., 7:30; CWA Hall, Railway Square (Blackwater), Sponsored by Rockhampton 1 3732-69.

2129-69 TEN-PIN CLUB

Brisbane, Qld., Australia—Thur., 6:30; Brisbane Ten-Pin Club, 25 Allison (52-4017).

3163-69 BURDEKIN CLUB

Ayr, Qld., Australia — Thur., 7:00; Ayr Hotel, Queen Street (077-832363). § sored by Gaveliers Club 2323-69.

3805-70 RINGWOOD CLUB

Ringwood, Victoria, Australia—Mon. p.m., Aquinas College Auditorium, Street (03 870-9658). Sponsored by Club 1179-70.

3830-72 PAKURANGA CLUB

Pakuranga, Auckland, New Zealand-6:00 p.m., White Horse Inn (569542 land). Sponsored by Waitemata 2017-72.

How to Feature

Toastmasters in Russian

by Lionel R. Simard Club 3027-65

As a college teacher of Russian at the sate University of New York at Oswego, recently experimented with the Toastasters format in my advanced Russian was and found it to be an ideal teachagtechnique. Although the class was mall (only four students), they did prove exceptive to the idea and agreed that this tw approach was, indeed, successful.

Since two of the goals of the advanced Russian course were to give a three minter oral report on a previously studied ext (either a short story or a chapter of a longer work) and a one or two minute impromptu speech, adapting these goals to the Toastmasters framework proved to be relatively easy. I say "relatively" exause there were some problems.

One of the first, since the class is conducted entirely in Russian, was to come up with a Toastmasters terminology. There were long-standing equivalents in Russian for "evaluation," "grammarian" and "impromptu speech." However, such words as "topicmaster" and "ahounter" required paraphrasing.

Another problem common to all new Toastmasters, but more pronounced in this instance, is nervousness. College students, many of whom have never been exposed to courses in public speaking, and to become nervous when asked to stand before their fellow classmates and deliver any kind of speech. To stand up and speak in Russian, a language they still haven't mastered, made them even more nervous.

Having drawn up a vocabulary of terms to be used and having explained in thorough detail the mechanics of a Toastmasters meeting, I decided to try a session consisting only of Table Topics. One

of the first such sessions included the four seasons as the topics—one for each student. During these early sessions I played the roles of toastmaster, topicmaster, grammarian, timer, ah-counter and evaluator. Little by little, I was able to parcel out some of these duties to the students, while retaining for myself the part of general evaluator.

The first session that included prepared speeches, reduced for our purpose to a three to five minute time limit, consisted of four "ice breakers" (a term which also required paraphrasing). As general evaluator, I found myself overlooking such things as minor grammatical mistakes, nervous "ah's," posture and the use of gestures. I tried to point out only the more serious grammatical errors and more or less ignored the mechanics of public speaking. After all, the experiment was more of a language-learning experience than a course in public speaking.

Further sessions included prepared

speeches of three to five minutes dealing with our class reader. I found that with every session I was able to spend a little more time on the mechanics of public speaking, as well as on some of the less serious grammatical errors. As always, the problem of nervousness dwindled with the passing of time.

One of the problems inherent in this experiment is that the Toastmasters format must be used within an academic environment, a classroom situation, which is not its natural habitat. It is difficult to give it the air of informality that exists at a dinner meeting. We were lucky enough to hold our last meeting during lunch in a small room of the student union building. This year, I may attempt an evening dinner meeting in a restaurant.

Whether you teach in a high school or college classroom, you'll find that your students gain more fluency in the language they are studying; develop more poise while learning the fundamentals of public speaking; learn to evaluate one another within the Toastmasters framework; and, perhaps most important of all, become "Toastmasters conscious."

Hopefully, when these students graduate and begin their various careers, they will think of Toastmasters and try to join a club in their community. After all, if students can conduct a Toastmasters meeting in Russian, there's no reason they can't do it in English. □

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People Are Worth Listening To

by Gloria Hoffman and Pauline Graivier

Listen for a moment to this detective. He's a bit of fiction, but he speaks a world of truth.

I was sitting at my desk the other day, tidying up the paper clips on my latest report, when the intercom buzzed. It was the chief.

"Charles, come up right away. This is an emergency."

Something in his voice cued me that the matter was of some importance, so I dashed up to the chief's office. When I got there, the chief was pacing up and down the room, occasionally patting into place bits of hair from his toupee. I wondered if he were perhaps a little nervous. A man I had never seen before was standing in the corner, trying to say something, but the chief wasn't listening.

"Charles, we've just had a tip that a bomb is planted somewhere in the building."

"I planted it," interrupted the man in the corner.

"Don't interrupt," said the chief.
"We've got to find it. It's due to go off in seven minutes."

"It's in the basement," said the man in the corner, and the chief turned on him.

"I told you to be quiet," he said. Turn-

ing back to me, "You're the only man who can help us."

"It's under the Pepsi machine," said the man, running out of the office.

"I hate people who interrupt me when I am getting hysterical," the chief said.

I spoke up, "Chief, I think I know where the bomb is."

"Where?"

"Try the basement, just under the Pepsi machine."

Five minutes later, everything was smooth again.

"How in the world did you know where the bomb was?" asked the chief.

"Oh, just a hunch," I replied.

In my business, it's important to listen to what people say. If one does not listen carefully he is liable to miss an important detail.

However, there is much more to listening than merely getting information. Listening is a courtesy—think about it. Aren't you irritated when you find that you are not being listened to? Most people react the same way.

The truth is that listening is an art form.

Unfortunately, the chief is not a good listener. He was not only discourteous to the individual in the corner, but he missed out simply by not listening.

Some people have a natural propensity for listening, but it can also be an ac-

quired talent. The important step is a decide for yourself that people are won listening to. As one listens to more puple, one realizes that, even if what the speaker has to say is uninteresting, the way in which he says it can be scint lating.

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This is perhaps the most importate point about listening. It helps you get know other people. You have probability already learned to discern some thin about some people by how they talkers very often have an inferior complex, people with soft voices a sometimes timid and afraid. In any knowledge is important.

Listening to people often gives them needed boost in the ego. In fact, a groin Arkansas has recently capitalized this by forming The Southern Listen Bureau of Little Rock. Their advertisement reads:

"We offer well-trained and expended listeners who will hear you as a as you wish to talk, without intentions, for nominal fee. As our listen listen, their faces portray interest, p fellow feeling, understanding; whe called for, they express hate, hope, a pair, sorrow or joy. Lawyers, political club leaders, reformers can try the speeches on us. You may talk for

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thout fear of having any confidence trayed. Just let off steam into the distrate ars of our experts and feel better." In his book, *Games People Play*, Eric kine discusses the notion of "stroking," a conversation as an attention getting and giving pastime where each player also his turn. A person who is not being stened to subconsciously feels he is tring cheated out of strokes and soon regins to resent the nonlistener. This sentment, though sometimes on a comtetely subconscious level, can have imputant manifestations.

Some of the dire consequences of nonstening are obvious: failure to listen to an instructor can result in serious trors; failure to listen to a business contact can result in loss of his business; failure to listen to an employer can result attemployment.

On a more subtle level, not listening an cost you friends and damage your social reputation.

Some people think they can outsmart berybody and succeed in seeming as if they are listening when actually they are but. This is dangerous, as most people can see through this sort of facade, and their resentment of the nonlistener is only increased.

Remember, all you have to do to be a successful listener is to follow these three

l. Convince yourself that what the ther person has to say is important.

2. Grant the other person the same wurtesy that you expect from him.

3. Concentrate on what the other person is saying.

This is the same advice I have given to detectives for years. Those who heed it are successful. The others—well, let's just say that their files have been closed.

To illustrate it all, let me tell you what tappened to me the other day. I walked no a grocery store and said to the man behind the counter, "Three oranges, please,"

"Three what, Mac?"

"Oranges."

He handed me two apples.

I shrugged and walked away. Some people simply don't know how to listen and probably never will.

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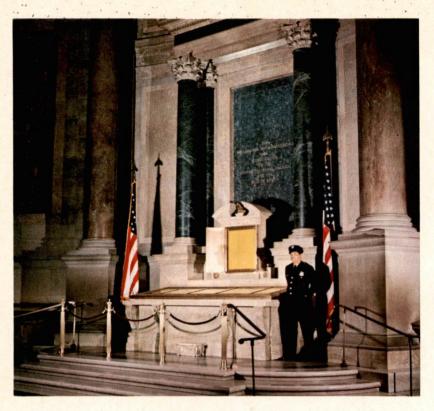
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Do you say "good" when you mean "well"? Ever wonder if "none" is singular or plural? Are you looking for another way to say "due to the fact that"?

If so, the new *Dictionary of Problem Words and Expressions* (McGraw-Hill, \$10.95) will supply the answers. Written by Harry Shaw, whose involvement with the English language ranges from New York University to *Look* magazine, this 262-page book contains an A-to-Z listing of 1500 of themost common language errors in speaking and writing, along with more than a thousand overused, trite, and ineffective words and expressions.

Designed with the user's convenience in mind, the book skips complicated discussions and lists of rules, and just tells you if the word you are looking for is right or wrong. This handy reference will help make your speaking and writing precise and confident (or is it confident?).



The Declaration of Independence, the Constitution of the United States and the Bill of Rights.

WASHINGTON, D.G. continued

tragic April 14, 1865, shooting of President Abraham Lincoln. Since then, Ford's has been completely restored to its original appearance and in 1968 resumed theatrical performances under the auspices of the National Park Service.

The murder pistol is among the Lincoln memorabilia in the fine Lincoln Museum in the theatre's basement. As if Ford's does not carry enough historical significance, just across the street is the Petersen house, where Lincoln died the morning following the fatal shot.

But despite the major renovations that have been undertaken by various Washington officials, a few of the original buildings still stand. The old Patent Office, for example, known as Washington's most exquisite example of bureaucratic architecture, has survived and is now the home of the National Portrait Gallery and the National Collection of Fine Arts.

Across the Mall, the Smithsonian Institution's famed red-brick castle still stands, looking just as it did in 1846.

Only the grounds outside and exhibits inside have changed. (Who, a century ago, could have imagined that a Lunar Landing Module or even the Wright Brothers' plane would one day be exhibited?)

The most obvious landmark in the District of Columbia is the 555-foot Washington Monument (pictured on the cover), located on the Mall, halfway between and in perfect alignment with the Capitol and the Lincoln Memorial.

HE monument was started in 1848, but work stopped in 1854, leaving a 152-foot stump which stood in disgrace for a quarter-century. Since the monument committee was traditionally short of funds, the most ignominious blow came the night of March 6, 1854, when thieves stole Pope Pius IX's marble-slab gift, overpowering the monument watchman and rowing away with the booty, It was never recovered.

Work on the monument resumed in 1880 and was completed in 1884 without the loss of a single life. However, another

daring thief struck in 1935. He sake scaffold erected during a monum cleaning operation and made off with platinum-tipped lightning rodsafter-dark climb of 555 feet.

The Lincoln and Jefferson Memor both of which stand out majestic against the city skyline, are two of local points of historical interest. It cated on Memorial Day (then Dection Day) in 1922, the 21-foot state the seated Lincoln, 16th President of United States, is surrounded by 36 n ble columns, one for each state in Union when the great Emancipator Fifty-six steps, one for every year of life, lead up to the inner chamber whis imposing statue stands.

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The Jefferson Memorial, honoring third U.S. President, reflects the destyle Thomas Jefferson used in design the rotunda of the University of Virgand his home, Monticello. In the dof the circular Memorial Room state of the 19-foot Rudolph Evans statue of man who drafted the Declaration Independence.

But if one building must be singled as the most important stop in Wast ton for the history buff, it must be National Archives, the site of the slave market. The original Declar of Independence, the Constitution, the Bill of Rights are displayed to Washington's many visitors to see

America, however, wasn't alway conscious of its unique heritage: especially, its invaluable documents example, the Declaration of Inde dence hung on the wall of the War partment for many years, finally being so bleached and scorched by the from a nearby window that archivad a difficult time saving the document today, although not in as good a dition as the other documents. Declaration is displayed in a hel filled case for all to see.

Washington, D.C., then, is much than simply the Nation's Capital. It beautiful city with an interesting and toric background. But, perhaps important to the 60,000 Toastma around the world, it is the site of year's 44th Annual Convention. □

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Looking for a Speech Topic?

Beginning next month, speakers and riters all over America will be celerating the Bicentennial by discussing topics outlined by the American Iswes Forum. You are encouraged to join hem by speaking on these subjects in our club meeting, as part of Bicentenial speaking engagements, or before any roup that might be receptive.

Based on a concept by television news madcaster Walter Cronkite, the Amerian Issues Forum recommends a major heme each month, between August 31, 975, and May 29, 1976. These themes re each divided into subtopics, with a ifferent subtopic each week. As part of s official involvement in the Forum, HETOASTMASTER will briefly outline the forum topic for the following month, in order to give you time to prepare whatever talks interest you for that month.

The first topic is "A Nation of Nations," for August 31 through Sepember 27, 1975. The idea behind this while most nations were rganized around a single people or a articular piece of real estate, the United States was based on an idea, a dream of freedom and well-being that was embraced by men and women of varying backgrounds.

The four weeks of the month are divided as follows:

Aug. 31-Sept. 6: The Founding Peoples. Who were these early Americans? They were Indians, slaves, indentured serrants, explorers, colonizers, criminals, dventurers, rebels, freedom-lovers ligether settling a new world and forging new nation.

Sept. 7-Sept. 13: Two Centuries of Immigrants. Most Americans are closer to he immigrants of the 19th and 20th unturies than to the Founding Fathers.



How did their hopes compare to their realities? How do we treat newcomers

Sept. 14-Sept. 20: Out of Many, One. What is the American character and how did the many different groups making up America establish this character? Should we emphasize our similarities or our differences today?

Sept. 21-Sept. 27: We Pledge Allegiance.

Americans have long owed multiple loyalties: to family, community, religion, country. What happens when these loyalties conflict? How much civil disobedience can a society tolerate?

Join the other communicators in America each month by speaking on topics that will help everyone appreciate what America's 200th birthday means to them.

Your 1975-76 DISTRICT GOVERNORS



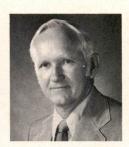
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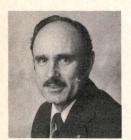
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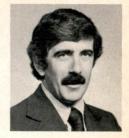
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