

THETOASTMASTER

FOR BETTER LISTENING, THINKING, SPEAKING

Icebreaker In Alaska

New State Welcomes TMI President

Outside Speaking

By Donald A. Hughes

You Can Preside

By Ernest S. Wooster

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. . . a nonprofit, nonpartisan, nonsectarian educational organization which has helped more than half a million men through its program of self-expression and self-improvement. There are now more than 2,800 clubs which are located in every state of the Union, every province of Canada and in 28 other countries.

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."—Publius Syrus, 43 B.C.

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TOASTMASTER

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Visiting America's newest state at the request of the Acting Governor and introducing themselves to Toastmasters in the Far North, Toastmasters International President Aubrey B. Hamilton and Mrs. Hamilton thoroughly enjoyed their . . .

Icebreaker In Alaska

"SITKA, ALASKA, calling Santa Ana. California."

It was an unusually hot November afternoon when the call came through to the Home Office in Santa Ana. In Sitka, snow was falling and at the Sitka Hotel, Toastmasters International President Au-

brey B. Hamilton had come to the conclusion that the shortest distance to Fairbanks, 700 miles away, was by way of Santa Ana, some 2.500 miles distant.

Hamilton was due in Fairbanks that evening for a joint meeting with the Aurora Borealis, Golden

Heart and Yukon Toastmasters clubs. But he was grounded in Sitka. To make matters worse, he couldn't get a call through to Fairbanks to tell them his troubles. In desperation, he called the Home Office. From Santa Ana, Executive Director Maurice Forley called Toastmaster Ross Simpson in Fairbanks. He explained Hamilton's predicament. Although disappointed, Simpson, a veteran of the Far North, was not surprised. Travel plans, he said, are frequently altered in Alaska. Members of the three clubs would understand.

Forley then called Hamilton, explained that he had talked with Fairbanks and suggested that to maintain their tight schedule, the Hamiltons skip Fairbanks and continue on to Anchorage as soon as the weather permitted.

The series of calls proved once again that when it comes to communicating, Toastmasters seldom fail.

By-passing Fairbanks was the only disappointment experienced by the Hamiltons during their two-week tour of America's newest state—a tour which was made at the request of Alaska's Acting Governor Waino E. Hendrickson. Governor Hendrickson, a former Toastmaster who was forced to give up his club activities because of official duties, felt that if properly informed, Toastmasters could be of tremendous help in telling the rest of the nation about America's 49th state.

The Hamiltons' Alaskan adventure began Nov. 16, following a meeting in Santa Ana of Toastmasters International's Board of Directors. Accompanying them on the

first leg of their journey were Mr. and Mrs. Evans T. Hamilton who were returning to their Portland, Oregon, home after attending the Santa Ana meeting.

George C. Loney and Bill Dudley, both past Governors of District 7, met the party at the Portland Airport and whisked them away to the Multnomah Hotel where a reception was held with present District Governor Charles Ross presiding.

While in Portland, President Hamilton attended a meeting of Beyond Basic Club 1360—his first Toastmasters breakfast meeting. Although the club meets at 6:45 a.m., he was told by Area Governor Floyd Day that it has a waiting list for membership. Hamilton learned that 18 of the 31 Toastmasters clubs in the Portland area hold breakfast meetings.

The Hamiltons flew from Portland to Seattle and from Seattle up the Inland Passage to Annette Island, where they transferred to an Ellis Airlines plane for the flight to Ketchikan and Juneau.

President Douglas Gray of Taku Club 724 and Taku Club members Mark Jensen and Paul Gagnon met the Hamiltons at the Juneau Airport. Juneau, Alaska's capital city, is nestled on the seacoast at the foot of towering mountains. Gray, who has been a member of the Alaska Territorial Assembly and a former member of Alaska's Constitution Convention, showed the visitors the famous Mendenhall Glacier and the Alaska Historical Library and Museum. Hamilton was fascinated by the glacier which constantly changes color depending on cloud formations and the time of day.



President and Mrs. Aubrey B. Hamilton embark on the first lap of their Alaskan adventure

In Juneau, a conference in the office of the Governor of Alaska: left to right, Don Bullock, Special Assistant to the Governor, Hamilton, Acting Governor Waino E. Hendrickson and Douglas Gray, President of Taku Toastmasters in Juneau



The charm and friendliness of Juneau, he later said, reminded him of a small state capital. He found the climate comparable to the weather in Oregon and Washington.

Hamilton and Acting Governor Hendrickson held a press conference in the Governor's office where they outlined the information program which Toastmasters will be asked to follow to help publicize the new state.

After the press conference, the Hamiltons received further consideration at a Taku Club meeting. While the members ate steak, Mr. and Mrs. Hamilton were served venison which had been killed and specially prepared by member Mark Jensen, a professional hunter and guide. Jensen served as Toastmaster for the club program which included talks by Don Bullock, the Governor's assistant (a Toastmaster), and Mal Greany. Hamilton explained the educational program on Alaska planned by Toastmasters International. At the conclusion of his talk, Greany presented the Hamiltons with a souvenir totem.

Before leaving Juneau for Sitka, Hamilton was interviewed on the Juneau radio station.

In Sitka, the Hamiltons were guests of Dr. Walter Massey, president of Totem Club 2133. Members of the club added to the Hamiltons' souvenir collection with the presentation of a totem carved in slate.

Sitka was the capital of Russian America when the Russians sold Alaska to the United States in 1867. After the American purchase, the town served as the Territorial capital until 1906. A highlight of the Hamiltons' visit to Sitka was a tour of St. Michael's Cathedral. Dedicated in 1848, the cathedral, under Russian rule, was the seat of the Russian Orthodox Church. Despite changes in government, it has remained an active parish since its dedication.

The bishop of St. Michael's expressed a keen interest in Toastmasters clubs. Toastmasters, he told the Hamiltons, can use their training to speak for democracy. A strong anti-communist, the bishop was ousted from the church hierarchy by Russian political leaders in 1919.

The flying boat service between Sitka, Juneau, and Ketchikan is the busiest seaplane passenger service in the world, but all planes at Sitka were grounded on the afternoon of Nov. 20. This was not unusual since much of the world's weather begins in the Sitka area. It caused the Hamiltons to eliminate Fairbanks from their itinerary. During their brief stay in Sitka they experienced rain, snow, hail and sleet.

The Hamiltons left Sitka in clear weather, which permitted them to view the breathtaking scenery on the 700-mile trip to Anchorage. Like most visitors to the Far North, they were surprised to learn that Anchorage is nearly as far west as Hawaii.

Kip Hiddleston, president of the Anchorage Chamber of Commerce, and Colonel Marston, known throughout the area as "Mr. Alaska," met the Hamiltons at the Anchorage Airport. An early arrival upset plans for the Red Carpet Welcome which the Anchorage Chamber of Commerce normally provides for distinguished visitors. Most of the ceremony was presented later, however, including an elaborate rolling of drums and the traditional Anchorage welcoming yell.

Sewell Faulkner, president, Ptarmigan Club 979, and Jack S. Scavenius, president, Anchorage Club 877, served as hosts to the Hamiltons during their visit in Anchorage. Scavenius chartered a private plane to show the Hamiltons the area. Anchorage, they learned, has more small planes per capita than any other city in the world. It is also an international airport on the polar route to the Scandinavian countries, and on the direct route from the United States to the Orient. Flying over the Matanuska Valley—the agricultural center of Alaska-the Hamiltons were awed at the sight of 20,000-foot Mt. Mc-Kinley, North America's highest mountain. They looked down on picturesque Eskimo villages and when Scavenius landed on a frozen lake and taxied up to a lodge, they learned that even a coffee break can be a new experience in Alaska.

M/Sgt Neil Freaney, president, and M/Sgt Cyril M. Biros, educational vice-president of a newly formed Toastmasters Club at Elmendorf Air Force Base, were hosts for the Hamiltons at a luncheon which was followed by a tour of the base and a visit to nearby Fort Richardson. Elemendorf is the headquarters for the Alaska Air Force Command and Fort Richardson is Command headquarters for the Army. Both installations are on a 24-hour alert basis.

Before attending a joint meeting of the Anchorage, Ptarmigan, Elmendorf and three Toastmistress clubs, Hamilton was interviewed on the Anchorage TV station. The table topic at the joint meeting-"Why I Stay in Alaska"-was obviously chosen to inform and entertain the Hamiltons. Hamilton spoke on the subject of District organization and expressed the hope that a District and Area organization for Alaska would be realized in the not too distant future. At the conclusion of the meeting, the International president was given an example of native handicraft carved in ivory.

From Anchorage, the Hamiltons

flew to Edmonton, Alberta, where they were met by Lieut. Governor Don Brandell and Area Governor Jack Jackson. Past Lieut. Governor Bill Anderson and Mrs. Anderson escorted the Hamiltons on a tour of the booming Canadian oil center, after which they attended a meeting of District 42. As a reminder of their Edmonton visit, the Hamiltons were presented with a mounted oil core.

The Hamiltons completed their trip on Nov. 25, with a flight from Edmonton to their home in St. Louis.

Hamilton believes that his trip to Alaska identified Toastmasters International in a unique way with the newest state in the Union. He describes Alaska as a vast country with a great diversity of people, resources, scenery and weather. It is a last frontier and the people exemplify the spirit of adventure. The residents, he reports, are anxious to share their knowledge of Alaska with the rest of the country. Since most of the leading citizens in the cities he visited are members of Toastmasters clubs, he feels that Toastmasters International can create a forum to develop leadership for the new state. He believes that Toastmasters clubs

in the other 48 states can disseminate facts to communities across the nation which will encourage persons who can contribute to the growth of Alaska to travel there and become a part of the new state. Toastmasters can also discourage persons without adequate preparation from making the long journey.

Aubrey Hamilton's "Icebreaker" in Alaska officially opened an information program which offers Toastmasters an unusual opportunity to both welcome and give service to the newest state of the United States of America.

Acting Governor Hendrickson and TMI President Hamilton discuss the role of Toastmasters in presenting the Alaska story to the world



Addressing the combined Toastmasters-Toastmistress clubs of Anchorage: left to right, Al Johnson, Past Pres. of Ptarmigan Toastmasters, and Mrs. Johnson; President and Mrs. Hamilton; Elmer Sellin, Past President, Anchorage Toastmasters



THE TOASTMASTER

Word Of The Week

By JOHN KERN

Suppose you were suddenly commanded to stand up before 30 gleeful table topic watchers and define the word factitious—could you do it?

Chances are you couldn't.

Neither could Michael James Hayes, and his obvious want of words led to one of the finest innovations Mobile Toastmasters No. 226 has

adopted in recent years.

Our Topicmaster that evening was Jules Reese, past president, trigger-quick Toastmaster of long experience. Lining five men up in front of the club, he instructed the first one to define factious. The hapless member could not do so. Neither could his four associates, where upon Mike Hayes jumped up, yelling "Foul!" The word, he said, should have been factitious. Topicmaster Reese immediately shot back, "O.K., Mike, you define factitious!"

Mike froze, searching frantically for words, trapped into disclosing a fact most Toastmasters have been prone to dodge. He knew many

words, but few meanings!

Facing up to his deficiency in typical Toastmasters manner, Mike that very moment proposed to do something about it. He proposed that the club establish as standard procedure a "Word of the Week," complete with pronunciation and definition, to be chalked on the blackboard. The suggestion was received with enthusiasm and forthwith adopted as part of the regular order of business. The responsibility for providing and presenting the word was promptly placed in the hands of—who else? Michael James Hayes, of course.

Since the adoption of the "Word of the Week," Mobile Toastmasters have been firmly exposed to the definitions of such words as *lethargy*, *permeate*, *atmosphere*, *pervade*, *erudite* and others of equally practical value.

Our prize word to date is one taken from a letter written by Dr. Ralph C. Smedley to Club No. 226, in which there appeared the choice adjective *esoteric*.

It goes without saying that upon the night the letter was read to the members, there appeared on our blackboard that same fine gem, syllabified, marked for pronunciation, and fully defined.

If your club does not have a "Word of the Week" or similar vocabulary exercise, it would be well worth the one minute or so a week it takes to provide one. You may then shake out any lethargy that might permeate the esoteric atmosphere which pervades the erudite!

By RALPH C. SMEDLEY

THERE ARE FOUR THINGS which every speaker needs to know about his speech, as the audience heard it. To give him information on these points is the purpose of evaluation as practiced in the Toastmasters Club.

First, the speaker would like to know what was good about his speech. How did it sound to the listeners? How did he, the speaker, look to them? The evaluator has the chance right here to sprinkle a bit of sugar where it will do the most good. He may have to apply some salt or vinegar also, but he should not overdo this.

Second, he needs to know (although he may not be eager to hear it) just what was not so good about the speech. Was there trouble with his material, as to organization, logic, phrasing, or otherwise? Did undesirable mannerisms appear, either visible or audible? How did he sound to the listener, and how did he look?

Third, and this is very important, did he accomplish his purpose? Did he make that purpose clear, and did he achieve it? Did he stir the audience to action, or add to their information, or win their votes, or entertain them? The accomplishment of purpose is the fundamental test of the speech. He needs to be told frankly that he did or did not do this.

Fourth, the speaker definitely wants some suggestions for improvement. Here the evaluator has the chance to give a pat on the back, and perhaps a little push forward. Tell him how he can make his next speech more enjoyable and acceptable to you, individually and personally.

Use these four points the next time you act as evaluator, and see how much good advice you can give in a few words, to help the speaker in his effort to do better. Imagine that he is asking you the questions. He says: 1. What, if anything, was good about my speech?

2. What was unsatisfactory about my speech, in your judgment?

3. Did I get the point across? Did I accomplish my purpose?

4. What do you suggest by way of helping me to improve?

The Speaker Can Find Out

You, as his evaluator, will tell him what he wants to know.

In a short, snappy little speech, you may say something like this:

"I especially liked your speech because you had a purpose. You made the purpose clear at the start, and you emphasized it in your conclusion. You really sold me on the proposition. But I did not like the way you stood, shuffling your feet, nor the way you used your voice, which was harsh and unappealing. Your speech content was better than your delivery.

"For improvement, I advise you to put a friendly note into your voice. Don't scold. Stand on both feet, using your full stature, and occasionally bring one or two hands out of exile and let them have a part in the speech.

"There are some other things you need to work on, including organization of material, but these are the most obvious ones to me. Correct yourself on these points, and then we will tackle the others."

Almost any speaker will appreciate and profit by evaluation such as this. You would like it yourself.

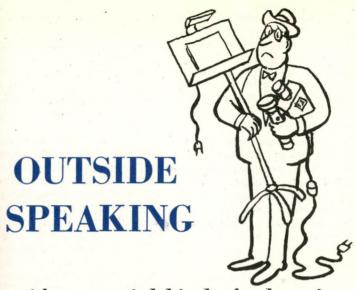
OFFICIAL CONVENTION CALL

TO ALL CLUBS:

In accordance with Article V, Section 4 (b) of the Bylaws of Toastmasters International, you are hereby notified that the twenty-eighth annual convention of Toastmasters International will be held at San Francisco, California, on the 27th, 28th and 29th of August, 1959, at the Sheraton-Palace Hotel.

All Toastmasters are earnestly urged to attend.

Board of Directors, Toastmasters International By Aubrey B. Hamilton, Chairman



... it's a special kind of education

By DONALD A. HUGHES

The last time I volunteered, I spent the day shaking hands with a carload of Idaho potatoes.

This unhappy recollection of army days raced through my mind when Nort Dunn, then our Area Governor, first called me about the Volunteer Bureau. This group, it seemed, needed some Toastmasters to help on its Speakers Bureau, publicizing Cincinnati's need for volunteer workers.

Exercising that happy human faculty of forgetting unpleasant incidents, I wiped potatoes from my mind and agreed at least to see what volunteers did in this age of expanded governmental welfare

services. Little did I realize that I was walking straight into an experience which should be included in the education of every Toastmaster.

I learned that not all charities are provided with tax funds or drives like the United Appeal or Community Chest. I learned also that people give their time as well as money. In Cincinnati last year volunteer workers donated over 180,000 hours of their spare time to help others in need. No matter what your hobby or talent—be it knitting, piano playing or public speaking—some organization not too far from you needs your help.

This is where a Volunteer Bureau fits in. It recruits workers and refers them to the agency which can best use their talents and where they will be the happiest. My talents were reserved for the Volunteer Speakers Bureau—and there started the education of one Donald A. Hughes.

Long accustomed to the protection afforded by the ever-present club lectern, I was dismayed to be ushered into my first meeting place and planted in a spot at least 15 feet from the nearest piece of furniture. Before I finished, my homelessand heavily annotated—three by five cards were flying about like a flock of startled pigeons. Only devotion to duty-and Toastmasters training-helped me through that night. By the time I had concluded my talk, I had learned that continuous use of the club crutch—the lectern—can create hazards. The next time you speak at your club, try it sans lectern and see what you can do if thrown into a similar situation on the outside.

Preparation was another area where the Volunteer Bureau gave me some practical (but admittedly unsolicited) training. Of course, I've prepared well in Toastmasters, just as you have. But with the old reliable Sergeant-at-Arms to see that everything is in order, we usually confine our preparations to our speech and let physical surroundings be the worry of someone else.

My speeches for the Volunteer Board, however, often required showing slides. I am not a 35 mm fan; this was my first experience with slides. I knew in a vague sort of way, without being unduly concerned, that slide projectors need electricity in order to operate at peak performance. This fact was brought home to me very forcefully one evening when I found myself in the center of a large hall, holding an extension cord barely four feet long.

No sooner had this crisis been overcome than another arose. The pencil flashlight with which I was providing light for an occasional glance at my notes suddenly went from bright beam to dull glow, then faded to complete and utter darkness. A modicum of light escaping from the rear of the projector, plus Toastmasters training (again) finally helped me over that hurdle.

One thing a speaker should always keep in mind is the necessity of tailoring his material to his audience. If he is not completely sure of the elements of that audience, it is wise—even essential—to have available an alternate route home. This requirement was never better demonstrated to me than one evening at a women's club. The opening of my talk depended upon some humorous and exaggerated stories about life among the Eskimos.

Everything was going fine until my eyes roved to the fifth aisle, third seat from the left. Then it hit me—hard. "There can't be more than one Eskimo war bride in the entire state of Ohio, and I've got her right in the middle of my audience!" I was too far along to alter course that night, but since then I have carried two sets of openings for that talk—"Eskimos" and "others."

Notes have probably been the cause of more ruined speeches than any other one thing. One sometimes wonders why so many Toastmasters are so insistent in their use of them. Two incidents during my "outside" speaking career have just about cooled me on notes for life.

On one occasion I sat bending my little note cards back and forth in my hands while waiting to be called upon to speak. This little trick was fine for the release of nervous energy, but it certainly played hob with my talk. When I got up to talk I found that the cards were so curled that they wouldn't stand on the shelf of the lectern, which on that particular night seemed to be about one-sixteenth of an inch in depth. After struggling with the problem for what seemed like ages, I finally laid my notes quietly to rest and finished up without them, in fine style.

Another unhappy incident—and similar ones have undoubtedly plagued thousands of other amateurs—was the time I went through half my speech without once referring to a mountainous pile of notefilled cards. This unprecedented

display of confidence worked perfectly, until I suddenly needed a refresher for my memory. I had to stop and dig through a stack of unused cards before I found my place again.

These educational—but admittedly unnerving—experiences would probably never have been mine had I clung to the comparative protection of my Toastmasters club. I would have been like the golfer who spends all his time on the driving range and the putting green, with never a trip around the golf course. How we would we all laugh at him! Yet thousands of Toastmasters practice speaking before their clubs month after month and never once expose themselves to the sand traps of outside speaking.

One way you personally can bring this unhappy situation to an end is to contact one of the 80 Volunteer Bureaus in this country. There is a good chance that one is as close as your telephone. Check the phone book and start dialing—today!

And—oh, yes—don't forget extra flashlight batteries, alternate openings, long extension cords and portable lecterns. Happy talking!

Don Hughes is Market Research Specialist for the General Electric Company of Cincinnati, Ohio. He is a past president of his Club, Valley Toastmasters 1162, and Assistant Governor of Area 5, District 40.



You Can Preside!



When the soldierly and scholarly General Henry Martyn Robert concocted his famous Rules of Order, he loaded them with an appalling abundance of detail.

Starting with a main motion—the one that the mover wants passed—the meticulous General mires us down in subsidiary, privileged and incidental motions. Then, to make it even more confusing, he adds the question of privilege.

Trying to untangle these terms seems to most of us much like attempting to take the kinks out of a spaghetti stew.

By ERNEST S. WOOSTER

How necessary is this careful classifying of the various species of motions?

For all practical purposes, these perplexing ramifications will take care of themselves.

A subsidiary motion, for the benefit of the curious, is one used to refer a main question to a committee; to postpone action; to limit or close debate; to lay the main question aside temporarily. Almost any chairman will handle these variations of the subsidiary motion and never know it.

The privileged motion is also something the eminent father of parliamentary order introduced which makes chairmanship more bewildering. Most chairmen will not discriminate between a motion of this privileged class and one that originates from across the tracks and has no more culture than an Al Capone gangster.

These privileged destroyers of parliamentary composure are merely such ideas as: taking a recess, appointing a time for adjournment, closing a meeting, or the rights and privileges of the assembly or of a member of it. Any chairman who can keep himself right side up, will probably not even realize that he has been monkeying with a privileged motion. He'll just handle it in his stride and remain in comfortable but efficient ignorance.

Incidental motions, in case any student wants to remember what they are and whether they are blood relatives of other branches of the motion family, can also help to make chairmanship seem a sort of mystic rite.

These incidental motions, however, are merely questions of order, appeals from decisions of the chair, motions to divide questions into two or more questions, inquiries on points of law, and similar obscurities. Those who take part in general gatherings should be acquainted with them, but they don't have to make them bosom pals. Chairmen can live long and happy parliamentary lives without discovering that some motions are purely incidental.

General Robert in his enthusiasm put one more confusing element into what seems to be already sufficiently confusing. This is the question of privilege, which, he warns us, is not the same as a privileged motion. Wonder why he couldn't have found some other word!

It is really very simple. If the irascible Dr. Bounce jumps up and explodes: "It's so blankety hot in here, I'm standing ankle deep in melted-down members; can't we have a window open?" he is merely using a question of privilege. He has a right to maintain his customary physical comforts and he is only vehemently and picturesquely demanding consideration for this right. No chairman need scurry through Robert's "Rules" to identify this as a question of privilege. Just open the window.

All of this does not mean that the Robert geneology of motions is useless. Far from it. But the average meeting need not be too deeply concerned. However, when called upon to harness a larger assemblage into harmony, where procedural sharpies may be present, the chairman should know something about the precedence of these motions. This is also true when the assembly demonstrates an uncontrolled enthusiasm for almost perpetual motions.

There is an alternative. This is to have on hand a learned parliamentarian armed with a Robert's Rules machete with which to blaze a trail through the wordy jungle. It is preferable to have a solemn, taciturn parliamentarian who wears an air of indomitable authority. Such a one can usually cow a convention into silent submission, even when he is wrong.

Inability to identify by name the motions which we have discussed need not make a chairman believe that he is a parliamentary delinquent. If he cannot pick his way through them at a dead run, he need not hang his head in shame. He has plenty of company.

Being a chairman has some compensations besides standing before an audience and directing the show. By exercising discretion, the chairman can subtly, and without detection, influence results. Moreover, he can do it without being a parliamentary outlaw.

Ignorance is not a substitute for knowledge, but a chairman with a low parliamentary I. Q. and high C. S. (common sense) can get along pretty well. A spotty education is helpful if you have the right spots. It can pave a highway to greater ability and agility in acting as chairman of a meeting. With it, you, too, can preside.

It's hard to shake a dedicated Toastmaster, as proved in . . .

THE IOWA CASE

By ELLIS ARNOLD

MY NAME'S ELLIS ARNOLD. I'm a Toastmaster. Member of Commodore Club 654, Decatur, Illinois. Like to visit other Toastmasters clubs. Like the table topics and the speeches. Like to meet other Toastmasters and see how they run their meetings. Was trying to get the facts on some other Toastmasters clubs when I got involved in the Iowa case.

My partner, Mrs. Arnold, and I were in Des Moines. She was attending a church convention when I decided to case Toastmasters clubs in the area.

Tuesday, the 17th, 3:30 p.m. Checked into the Brown Hotel. Toastmasters Directory listed Opportunity Club 451 meeting in coffee shop at 6:00 p.m. Arrived according to schedule. Found meeting already in session. Talked with several witnesses. Learned meeting time had been changed months before to 5:30 p.m. Excellent meeting. One of the best I have ever attended.

Wednesday, the 18th. Made routine check of Ames and Iowa State College campus and Ledges State Park. Checked Toastmasters Directory for facts on Boone Club 184. Bon Appetite Cafe listed as meeting place. Arrived early and had cup of coffee to kill time. Waited. Had second cup of coffee. Got hot tip from waitress. Boone Club, she said, had moved months before to Holtz Hotel. Trailed club to new meeting place, observed induction of four new members. In addition to materials from International and usual pin, club presents new members with plaque containing seven or eight reminders of Toastmasters duties and privileges. Good idea. Made note for further investigation.

Thursday, the 19th. Drove 60 or 70 miles through Iowa countryside. Beautiful scenery. Discovered an unsuspected strip-mining area. As a coal dealer, this interested me. Drove on to Oskaloosa

to attend 6:00 p.m. meeting of Club 1339. No trace of club at Downing Hotel. Talked with local residents. Investigation uncovered fact that club has been meeting on Wednesdays for the past three years. Had left Directory in hotel room, so had no evidence on Cornpicker Club 638 at Ottumwa. Did not enjoy long drive back to Des Moines.

Friday, the 20th. Leads running out. Decided to investigate one more club. Red Oak Club 1462 looked like good bet. Scale on map indicated trip to be about 85 miles. Map wasn't telling the truth. Distance proved to be closer to 130 miles. Red Oak Club also missing. Had disbanded for summer vacation. Even so, clues in Directory were wrong. Would have missed club anyway since it meets on Thursdays instead of Fridays as listed.

Returned to headquarters in Decatur to study Iowa case. Carefully sifted evidence. Decided Home Office not guilty since it had everything to lose and nothing to gain by false listings in Directory. No motive.

Evidence pointed at Area and District officers as accomplices. They were a party to the crime because they didn't check false testi-

Ellis Arnold, long-time member of Commodore Toastmasters No. 654, is owner of the Arnold Coal Company of Decatur, Illinois.

Commenting on his summer experience, he says: "No trip is entirely waste, but to be cheated of the dessert of culminating a trip with a Toastmasters meeting twice in two days left a sour taste. I have always contended that everything connected with Toastmasters is of the highest quality. I offer the statement that everything could be of that high level, including the material for the Club Directory, if facts are correct when material is submitted by club secretaries. Some other poor weary traveler will be grateful if he is spared inaccuracies such as I encountered."

mony of clubs and failed to encourage clubs to surrender true evidence of meeting time and place to Home Office.

Charges should be brought against clubs as principals in the crime. Recommend shakedown of club secretaries to force them to level with the Home Office. Realize that after annual Directory has gone to press, some clubs may change meeting time and place without criminal intent. Suggest leniency in such cases.

Iowa case closed.

Conductors of great symphony orchestras do not play every musical instrument; yet through leadership the ultimate production is an expressive and unified combination of tones.

—Thomas D. Bailey

Notes from the Home Office

"TM Topics," a monthly newsletter for District and club officers, was inaugurated last month by the Home Office. Purpose of the newsletter is to keep officers informed on Toastmasters International policy, provide program suggestions and offer information on various phases of speech education. It will also list ideas which have been used successfully by clubs, and will carry other educational material.

"TM Topics" is an experiment. If it proves to be helpful, it will re-

place quarterly mailings.

How to improve the club bulletin and suggestions for more effective evaluation were among the subjects covered in the initial issue.

Have you properly introduced Toastmasters to your community? To help you, the Home Office has given "Introducing Toastmasters" a new look. The pamphlet, which is designed to do exactly what the name implies, has been enlarged from a two-fold to a three-fold brochure. New art work and revised copy make it an attractive promotion piece for club use.

"Introducing Toastmasters" can be used in two ways: It can help you enlist new members and it can acquaint civic leaders with the activities and objectives of Toastmasters clubs. Send it with a brief cover note to newspaper editors, radio and TV commentators and other community leaders.

Clubs may order 50 copies of the new "Introducing Toastmasters" brochure from the Home Office without charge. Additional copies may be purchased for one cent per copy.

How have you promoted "Beyond Basic Training"? That's the question V Johnson of Club 316, Kennewick, Washington, would like answered. If you have some suggestions that will help him, send them to him at 826 S. Hartford, Kennewick.

Incidentally, Mr. Johnson's first name is just plain "V". He was the fifth child in the family, so his parents gave him the Roman numeral V for a name. A child who preceded him was named IV, pronounced IVY, and a sister who followed was named VI. Well, it makes more sense than the Texan we once knew named Diesel and a girl we went to school with named California Poppe, who now lives in Florida and is probably extremely bitter about the whole thing.

Jonathan Swift once said, "No wise man ever wished to be younger," and these words certainly fit Toastmasters Founder Ralph C. Smedley who celebrates his 81st birthday February 22. Dr. Smedley keeps young by remaining just as interested and active in Toastmasters affairs today as he was 35 years ago when he organized the first club in Santa Ana.

Dr. Smedley recently completed a book which explains his philosophy and describes his experiences with Toastmasters. The book is now being printed by the Home Office and will be available in the near future. In one of its early chapters, he unwittingly gives the secret of his long and useful life. Answering those who have suggested that he has been foolish in not using Toastmasters for personal gain, Dr. Smedley says, "I would rather be rich in friendship than in money. It is a privilege to make a contribution to the welfare of my fellow man . . ."

This month, Toastmasters everywhere say Happy Birthday to Dr. Ralph C. Smedley.

It has been said that a camel looks like an animal put together by a committee. Toastmasters, however, recognize that properly run committees can be extremely helpful. They also realize that too many committees can complicate the job of planning. To facilitate plans for the 1959 convention in San Francisco next August, the host districts have dispensed with a

local activities committee. Instead, District 4 Governor John Mackesy, District 57 Governor Conrad T. Wingefeld and other District officers will work directly with the Home Office in the development of special convention activities.

"Unaccustomed as I Am," was the title of an excellent feature on Toastmasters International in the December 7 issue of "Family Weekly," a Sunday magazine supplement which appears in 138 newspapers throughout the United States and Canada.

Written by Peer J. Oppenheimer, the article told how a Toastmasters Club in San Francisco improved relations between Italians and Chinese. Oppenheimer also gave an illustration of the size of the Toastmasters International operation by mentioning that the organization has sold more than 600,000 copies of Dr. Smedley's "The Amateur Chairman," a sales volume which would make any publisher drool.

Since their state is no longer the largest in the nation, Texans have become extremely sensitive. And perhaps it's because Toastmasters International President Aubrey B. Hamilton visited Alaska last year that the officers of Toastmasters decided to make things even by holding their directors' meeting this month in the Lone Star state. Anyway, the Board will be in session at the Shamrock-Hilton Hotel in Houston, Friday and Saturday, February 13 and 14.



NEW MEXICO: New hands reach for gavel at Walker AFB NCO Club 907. Hands belong to: Bob Troutman, T; Paul Webb, Ed V-P; Ray Dunwoody, P; Ernest Mayfield, Ad V-P; John Madden, S; Clyde Morris, Sgt-at-Arms



TEXAS: Officers of new Canyon Club 2414 survey Toastmasters goals. (L-R) Ad V-P Dr. C. R. Nester, Pres. Rev. Wear, Ed V-P Col. Ed. K. Linsey, Sgt-at-Arms Guy Knowles, Treas. Mike Morris

New Orleans) Club 2806 honors visiting dignitaries as new officers are installed. Ist row: William Grieve, Area 2 Gov.; Lionel Addamus, D.G. 29; Rear Adm. Walter Schindler USN, Robert Cruice, Pres.; Paul de la Bretonne, Gov. Area 5; Emmit Holmes, TMI Int. Dir.

2nd row: Sgt-at-Arms James Quinn, Ed V-P George Trosclair, Treas. Allen Duplantis, Ad V-P Commander Jerry Taylor, Sec. Godfrey Boudreaux



NEW CLUB OFFICERS IN OASTMASTERS SPOTLIGHT



ITALY: New officers take over at 2nd anniversary of Tuscany Club 2194 (Livorno). (L-R) Ed V-P J. E. Bardwell, Ad V-P R. H. Holmes, Pres. Elton R. Leitner, Col. Dale D. Dixon, Comm. Off. USA SETAF Logistical Command, Sec. Walter L. Buote, Treas. John McKay.



MISSOURI: St. Louis Tyro Club 194 hp new officers (seated, L-R) William Menke, Editor; John Combest, Sec.; Ji teckman, installing officer (St. Louis 170); Charles Woohner, Pres.; Willia Yoehler, Sgt-at-Arms; George Long, Ad V-P; Richard Lampertz, Ed V-P; Emo?! Sutter, Treas.

WASHINGTON, D. C.: Charles C. Shinn, new president of HHFA Club 1795, receives gavel from outgoing Pres. Douglas E. Chaffin as guest Albert M. Cole, US Housing Administrator, observes.



SOUTH DAKOTA: New office of Yankton Club 1294 relax as D. G. (41) George Kunkle (4th n left) hands gavel to Ed Vinatieri, new pres. Other officers, 3) Sgt-at-Arms Ray Padgett, Treas. Chuck Peterson, Adm. V-P re Andrews, Ed V-P Cecil Bauer, Sec. Howard Combs





MARYLAND: Brig. Gen. John W. Carpenter III (rt) Asst. Vice-Commander Air Research & Development Command of Washington, congratulates new Pres. Lt. Col. W. C. Marcus of ARDC 2184. Also installed, left to right, Maj. A. G. Brozena, Sgt-at-Arms; Capt. Geo. Honold, Sec.; Hal Luker, Ad V-P; Harry Bernat, Ed V-P

ALABAMA: Oldest club in Birmingham area, Birmingham TM's 512, selects new officers: Charles Malonee, Treas.; William Monfort, Sgt-at-Arms; Fred Downing, Ad V-P; Orrin Hinrichs. Pres.; Max Baggett, Ed V-P





IEBRASKA: John C. Brockway Club 2393 selects new fficers. Left to right, seated: Ad V-P Frank Weimer, Pres. Vincent Lozito, Ed V-P Arnold Kane. Standing: 1gt-at-Arms Jack Breininger, Sec. Delbert Wayne, Preas, George Garrison



TEXAS: Major C. G. Rocky (r) new president of Harlingen AFB Toastmasters, receives gavel from outgoing Pres. Lt. Col. H. A. Dolph as Fritz Tetsch, installing officer, looks on USAF Photo



FLORIDA: New officers assume command of Navy Lab. TM Club 2821, Orlando. (L-R) Jack Donovan, Adm. V-P; Bob Bobber, Ed V-P; Jim Trott, Pres.; Jim Mansfield, Sgt-at-Arms; Bill Maxwell, Treas.; John Hull, Sec.



ALABAMA: New officers of Dothan Toastmasters display club charter. (L-R) Sec. Ray Maxwell, Pres. Nick Saad, Ed V-P Van Baldwin, Sgt-at-Arms Truman Duckett, Treas. Clay Smith, Ad V-P Ed Driggers

BERMUDA: Col. Ray M. Cole, Kindley AFB Commander, installs first officers of new NCO club. Receiving gavel is Pres. Joseph LaLiberte, accompanied by Ed V-P Nelson Longee, Ad V-P Dale Nelson, Sec. Arthur Kircher, Treas. Merle Lype and TM Robert Labahn standing in for Sgt-at-Arms Fred Hayes



CLUB TO CLUB

Sydney Toastmasters 1921 Sydney, Australia:

Our club, the fourth to be established in Australia, recently held a most successful and enthusiastic charter party, at which our club charter No. 1921 was presented to President Leslie Planta by Mr. Orray Taft, U. S. Consul in Sydney.

The progress of our club has been astonishing. We have almost reached the maximum of 40 members, and have nine applications pending. At our last dinner meeting we had an attendance of 36—an encouraging number since we generally have many members interstate or overseas. Many members are now on their third Basic Training speech. We feel that it will be only a matter of weeks until a new club is formed in Sydney, as interest continues to grow. Educational programmes have been mapped out for the next 13 weeks.

We would be happy to entertain visiting Toastmasters from the United States at any time.

Douglas Long Beach Toastmasters 1201 Long Beach, California:

At a recent Officer Installation-Ladies Night dinner, the program committee planned a surprise. Only the last names of the speakers were given in the program, so when the toastmaster of the evening made his introductions, in two of



Am. Consul Orray Tast addresses Sydney Toastmasters at charter party

the speeches the wives responded in lieu of the husbands. In addition, Mrs. George Kaufmes, wife of the newly-installed club president, walked off with the best speech award!

President Kaufmes, however, had no cause for worry about his laurels, since he had just completed an outside speaking engagement for the Douglas Aircraft Company of Long Beach, extemporizing on the DC-8 before the Optimist Club of Lakewood.

Much credit was given to out-going President Ed Hendry for the many accomplishments of his term. One of his outstanding achievements was the preparation and presentation of a club manual outlining the functions of the various club officers.



Nevada Governor Russell presents proclamation to District Governor Joseph

Sandpipers Toastmasters 1131 Seal Beach, California:

A 300% increase in membership and an average attendance of 95% is the record established by the Seal Beach Sandpipers after a recent intensive campaign.

Club officers, headed by President Vic Selman, state that the success of the drive was due to a Speechcraft program, formal, carefully planned meetings, close timing and a conscientious effort to welcome all guests and members each meeting.

Since its start seven years ago Club 1131 has had almost a 100% turnover in membership. Recently all former club members held a get-together meeting and planned to hold a reunion each year in spring and a joint meeting with the active club in the fall. The first joint meeting was held in October with a total of 18 members, four guests, and 12 former members present.

Included in the evening's entertainment was a parliamentary drill and an evaluation panel using former members.

District 59, Nevada:

Through the efforts of Roger Joseph, Governor of District 59, October 1958 was proclaimed as "Toastmasters Month" throughout the State of Nevada. Charles H. Russell, Governor of Nevada, issued the proclamation, and urged that all interested citizens observe the month by showing interest in the activities of all Toastmasters Clubs.

Following the proclamation there was considerable publicity in the newspapers of the state. Individual clubs observed Toastmasters Month with Ladies' Nights, officer installations, joint meetings and old-timers' nights. The Kit Carson Toastmasters of Carson City entered a Toastmasters float in the Admission Day parade.

River Raisin Club 1551 Adrian, Michigan:

Charles Laughton, famous actor and lecturer, was guest speaker at a recent meeting of our club—and here's the story:

We were able to obtain from a film library a 35mm version of Mr. Laughton delivering one of his famous lectures. Our toastmaster of the evening, Howard Foust, introduced our "guest" speaker as giving a Number 7 "reading" speech, not mentioning that the speech was on film. As he finished the introduction, lights were turned off and the projector started.

We carried the gag farther when evaluator Blair Coutant gave an excellent evaluation of Mr. Laughton's efforts, including some hints on how to improve future speeches. Grammarian Otis Stroud included our guest in his word critic report, and Timer Don Nyhuis commented that he ran overtime.

We feel sure that Mr. Laughton would have enjoyed the fun had he been present in person.

Lafayette Toastmasters 1998 Lafayette, Louisiana:

A new look in lecterns was displayed at the recent charter party of the Lafayette Toastmasters. Designed by club member Emile Sturm, the lectern folds into a carrying case in which all club property can be transported. It also doubles as a timer, being equipped with lights and switch for time signal.

Charter 1998 was presented to President Shelby Davis by District Governor (29) Lionel Addamus. Mr. C. Alvin Bertel, Jr., President of Columbia Paper Co., New Orleans, was guest toastmaster of the evening. Among the honored guests at the meeting was Emmit L. Holmes, member of the Board of Directors, Toastmasters International.

Decorah Toastmasters 1428 Decorah, Iowa:

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Here's a Toastmasters 'success story with a switch.

After several members had tried to sneak by Basic Training speech No. 5 (Reading a Speech) by reading Robert W. Service poetry, Club 1428 decreed that only original material could be used thereafter. This started Toastmaster C. O. Lamp writing—and he's been at it ever since. His novel, "Journey to a Star" has just been published.

The story concerns a young man trying to win a speech contest, who finds



C. Alvin Bertel, Jr., uses new lectern at Lafayette TM's charter meeting

himself in a current of civic activities leading to involvement in ruthless convention politics.

"Journey to a Star" is available at book stores, or by applying to the author at Decorah, Ia.

Alton C. Clark, Governor of District 6, (Minnesota) recently received one of the highest honors bestowed by the city of Minneapolis when he was featured in the "Town Toppers" column of *The Minneapolis Star*. This column publishes biographies and pictures of leading citizens who have contributed to community betterment.

A 10-year member of the Royal Arcanum Club 320, Toastmaster Clark has been area governor, lieutenant governor and district educational director (2 years each) of District 6. He has been active in Community Chest campaigns for nine years, and more recently in the United Appeal and United Hospital fund drives.

Governor Clark is superintendent for buildings, equipment and maintenance for Coast-to-Coast stores, and is a member of the Minnesota Society of Material Handling Engineers.

Past and present members of Sandpipers gather for joint meeting



PERSONALLY SPEAKING

By RALPH C. SMEDLEY

We Do Not "Endorse"

From the beginning, it has been the rule that Toastmasters Clubs and Toastmasters International do not officially endorse or sponsor activities outside their own special field. Rather, it has been the policy to train and inspire our members so that they will be ready, as individuals, to enter into service as promoters of causes which they consider worthy. Their training as speakers, planners, leaders, fits them to help effectively in many directions, and they are encouraged to do this. Their participation does not in any way reflect an official action of the club. It is a result, and a proper one, of the training they have had in the Toastmasters Club, by which they have been prepared to help. Thus, a great number of our members are enlisted each year in support of all kinds of movements and projects for the general good. The Community Chest, the Red Cross, the March of Dimes, the Tuberculosis and Health Association and many other such organizations are glad to have the help of our members in presenting their needs to the public, and in working on financial campaigns.

There seems to have been a mistaken impression in some quarters, resulting from our announcement of our "Speech Topic Service." This is intended to provide data concerning the work of several organizations. The service is a result

of requests for help coming to us from various organizations who wish to take advantage of our willingness and ability to assist by helping them to obtain speakers.

The historic policy of non-endorsement still stands. The aid is given by our members as individuals, trained in the Toastmasters Clubs. Be careful about giving any impression of "endorsement" by our organization or any of its local chapters.

Is It Worth the Time It Takes?

Consider the meeting of your Toastmasters Club which you attended the other evening. Review in your mind the speeches you heard, the things you learned, the fellowship you enjoyed, the dinner you ate. Suppose it required, altogether, two hours of your time. That is the normal duration of a good, well-planned Toastmasters Club meeting. Was it worth your time?

How much is your time worth by the hour? Did you get sufficient value from the meeting to make it worth the cost in time, plus the price of the dinner? Count up the total number of man-hours spent in the meeting. Suppose there were 25 men present for the two hours. That means a total of 50 man-hours. Was the quality of the program such that these men could count the time profitably spent?

If you count the meeting as be-

ing worth the time it cost, what made it so? Allowing for good fellowship and good food as being worth while, it was the program of speaking and evaluation which constituted the principal value and which paid you the most for your time. If the program was well planned, purposeful, informative, inspiring, stimulating, it was worth all it cost. If it was poorly planned and carelessly presented, with no clear purpose in view, probably you will not be far wrong in counting it as time pretty largely wasted. You could hardly be blamed for staying home next meeting night, reading a good book or watching TV, or enjoying your family.

But if that meeting was disappointing, time-wasting, it is your privilege as a member to help correct the situation by volunteering your aid in getting better programs, more purposeful and better planned, with more useful material in them. It is to your own interest to help promote programs of higher grade, and thus to make your attendance really worth what it cost. Make it your rule, as you leave the club meeting, to ask yourself: "Just what did I learn from this meeting? Was it really worth my time?"

If your answer is negative, you may be justified in telling the Educational V-P, tactfully and in a friendly manner, that such is the case. He and his committee are charged with the responsibility for planning programs which will provide profitable occupation for the time the members spend in the meeting. You can help by making your own participation as good as

it can be, so that others will gain from your contribution.

In This Month of February

There are several notable birth-days in February, most of which have been discussed until there is little more to be said about them. Of course we can always talk about Washington and Lincoln with profit, for we can learn interesting facts for ourselves, and we can always be sure that what is familiar to us may be new to many of our hearers. But there are other events, not commonly known, which furnish excellent speech material.

For example, ethyl gasoline was first put on the market on February 2, 1933. Can you remember your first experience with this new power producer? Do you know what makes it powerful?

In a similar field, we are reminded that February 3, 1853, was the birth date of Hiram Maxim, who invented smokeless powder.

On February 1, 1893, Hawaii became a protectorate of the United States, thus starting the chain of events which brings the Islands near to the point of becoming a state.

On February 25, 1913, the states completed ratification of the 16th Amendment, establishing the Federal Income Tax. On February 21, 1878, the first telephone directory was issued at New Haven, Conn.

Excellent speech material is to be found all around us, and history is one of the most attractive sources for the one who wants to study and think. Make this month of February the occasion for some constructive, productive work.

On preparing a Speech

This is Part II of a two-part article on speech preparation. Part I appeared in the December, 1958, issue of The Toastmaster.

IN WRITING A SPEECH there are perhaps a half dozen desirable qualities to have in mind: simplicity, good language, brightness, accuracy and honesty.

Don't write your speech to display your scholarship. If your audience doesn't understand what you seek to convey, your effort is futile and you look rather foolish. Ask yourself many times during your writing: what does that mean?

It is not the outer sparkle that is the sign of a good speech, but the inner heat that kindles the sympathy of hearers.

Use the King's English. Dr. W. E. McNeill of Oueen's University described it as "English at its best, such as one would expect a king to use, clear and dignified, pure and undefiled, graceful, powerful."

Not all the tricks of oratory or flamboyancies of staging can do as much to present a truth as can simple statement.

Brightness cannot be given a talk by dipping into a ragbag of cliches

and threadbare thoughts and passing them out to an audience. Your address needs to contain clear-cut ideas that you will impress on people's memory by your use of appropriate language and well-timed illustration.

Plan to have at least one good fact and one good illustration under each head of your speech. The fact may be from your own experience or from a book: but it must be brief, clear and pertinent. The illustration may be grave or gay, from poetry or the daily paper, but it must be fitting.

Accuracy should not be sacrificed to figure of speech or any other desirable accessory of your speech. Be sure that you know all you should know about your subject. When you analyze your subject in a competent manner you set up a safeguard against vagueness and ambiguity, the great enemies of the communication of ideas.

It is a good plan to be continually taking your soundings during

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the writing of your speech. Test what you have written: Does it correspond with the facts?

Check what you have written against your sources. You can make it easier to do this if you jot down in the margin of your manuscript a note telling where you found quotations, ideas and facts. Abbreviations are handy: for example, "CYB 126" means "I found this in Canada Year Book at page 126"; "ML Jun '58 3" means "I saw this in the Monthly Letter of June 1958 at page 3."

On being persuasive

Persuasiveness must be built into the speech when you are writing it. Unless the matter is there to win people's support, the manner of presentation will largely fail. You are attempting to reach the mind of your audience, not only its ear.

Your speech should go beyond merely describing the course of action you advocate: it should arouse desire to follow that course. You can achieve this by expressing the purpose positively, creatively, and with enthusiasm.

Here is a skeleton upon which you may erect an address: (1) show that a problem exists or that a situation needs correction; (2) explain the essential elements of the problem or the various aspects of the situation; (3) tell about the failure of previous attempts; (4) show why your solution is the best one; (5) picture your solution in operation, including the benefits it will give to others and the satisfaction it will give to those who join in reaching it.

Don't forget to include a specific

suggestion in your conclusion. Tell in definite terms the nature, place, time and method of the response you desire from the audience.

It goes without saying that persuasiveness should be honest. In whatever area of business and society communication of ideas takes place there always arises the question of truth and validity.

From earliest times the eloquence of persuasion has tended to turn men toward striving for victory at any price; it often falsifies directly or by innuendo or by omission; it often operates without reference to principles. We shall find it worth while in the interest of wide understanding among people to attack any speechmaking that plays fast and loose with men's minds.

And now, to work

Some persons can dictate or write a speech without effort, but most of us are not so fortunate; we have to work at it.

The easiest way to start is by blocking out roughly what your thoughts are on your topic. Make notes of ideas as you come across them. Don't wait till the subject is ripe before you pluck it; pluck it and then ripen it.

Get something down in black and white at once. Make an outline, if you wish, around the main headings: problem, cause, extent, cure.

From that point you will find these six steps useful: (1) Think about the subject selected. Consider the audience and its previous knowledge. Make a list of all the qualities that will tend to touch upon the vital interests of your audience: profit, parental love, ambition, comfort, self-preservation, and other motives. How can you relate these to the topic so as to illustrate your viewpoint and strengthen your arguments?

- (2) Consider what you should cover in your introduction, in which you make your points in an orderly and progressive way; and in your conclusion, in which you focus and re-emphasize the important points you made and appeal for the desired action.
- (3) Read widely to amplify your ideas. Read all sides of a question; only by doing so can you be qualified to answer in your address any objections that may arise in the minds of your audience.
 - (4) Write your speech.
- (5) Revise your script. Is it complete, clear and convincing? Has it character?
- (6) Practice your speech on your feet against time, and make the necessary cuts.

About building material

Step three is most important. It is an essential condition of a good and fine speech that the mind of the speaker be acquainted with the truths of the matter he is discussing.

By what standards should building material be judged, and where are the materials to be found?

One point of judgment is accuracy. Is your material correct technically? Is it up to date? Is it true not only in itself but in this application of it? Is it understandable by this audience?

When you come to the point of consulting books, pick a few of the

most promising authoritative texts, skim through them until you find the best for your purpose, and concentrate on that. If there are gaps between what you have at hand and what your outline calls for, fill them in from other books without allowing yourself to be lured into bypaths. If the subject is a progressing one, check the latest periodicals for developments more recent than those recorded in your books.

Writing the speech

You must put your notes into order so that as you talk your way through them the audience will be able to follow easily. Your speech needs composition as well as substance.

If you have jotted down facts, points and illustrations on separate pieces of paper, all you need do is arrange these slips in an intelligible sequence.

Then start writing. Use a free manner: get your thoughts down on paper and leave the spit and polish until later. Write as you would talk, for after all your written speech is merely an advance report of the real talk.

How much you should write depends upon the speaking time allowed you, what you have to say, the nature of your subject, and your accustomed speed of talking. A generally accepted good rate for platform speaking is 125 words a minute. If you are allowed 25 minutes, and have enough pertinent material, you can use 3,125 words—about the length of this Monthly Letter.

You don't need to feel ashamed

of having a script in front of you when you are speaking. Your audience will not object, because your thoughtfulness in preparation makes it easier for them to follow your address.

Even Cicero, the great Roman orator, made it his custom to prepare his speeches with care, and to deliver the important ones from manuscript. Those who watched the political leaders on television during this spring's election campaign saw men thoroughly practiced in public speaking using written speeches, even though they said the same things night after night. They know the virtue of staying on the beam, and of making sure the right words are used to carry their meaning to their audiences.

If you are to be an effective pub-

lic speaker you must prepare your speech with the rules of speech delivery in mind. Some of these rules are: don't speak in a monotone; never make the audience feel inferior; give an effect of rhythmic movement to your words; let your speech march.

How are you going to do these things unless you have built them into your written speech as an integral part of the way you put your words and sentences together?

The preparation of a speech is simple, when it is done in this orderly way. Compared with the elaborate counsels of the books on rhetoric, how trivial these hints are! But for most men and women not seeking to be orators but to communicate their ideas, they are enough.

POSTSCRIPT ON ALASKA

When Toastmasters International President Aubrey Hamilton was unable to include Kodiak Island on his recent Alaskan tour, members of Kodiak Island Toastmasters Club 1968 found another way of introducing themselves and their new state to their fellow Toastmasters. The club devoted an entire meeting to a series of short speeches on Kodiak. The proceedings were tape recorded. From the recording, typed copies of the speeches were assembled and sent to the Home Office. These have been reproduced and are available without charge to clubs wishing to devote a program to the nation's newest state.

The Home Office has other material on Alaska which has been provided as a result of President Hamilton's trip. It is hoped that clubs will avail themselves of this information so that they may acquaint their members and their communities with America's 49th state. The Home Office would be interested in hearing from clubs which participate in this project.

Toastmasters Help Build a Hospital



By ERICK KENDALL

Have you ever faced a hostile audience of dock workers during their lunch hour? Or a skeptical group of railroadmen as they changed shifts? Tried to command attention and get a message across at an outdoor picnic? Or pulled yourself together for a 3:00 a.m. appearance before a factory graveyard shift?

These are some of the experiences a Toastmaster encounters when his club turns out to help its community in a worthwhile project for civic welfare, such as building a much-needed hospital. Furthermore, it's fun, say the members of the Superior Toastmasters Club 2670 of Superior, Wisconsin. And in addition to making a contribution to your community, it helps to create an active, alert, enthusiastic club.

The Superior Toastmasters know what they're talking about. Last summer they engaged in just such a project for their city. The primary result is the Superior Memorial Hospital, a modern, non-denominational institution. A secondary result is "the most enthusiastic and best all-around club in

the entire District," according to Mel Jossi, immediate past president of the club. And Mel should know, as he and the Club's founding father and first president, Tom Larson, are a part of the core of enthusiasts who have infected the entire membership with their energy and their desire to use their Toastmasters training for the benefit of their home town.

Superior is an iron ore and grain port located at the extreme west end of Lake Superior. A town of 35,000 people, it is a railroad center, lake transportation terminus, grain center and shipping point for iron and copper ore. It has had more than its share of civic strife, including periodic struggles over the form of city government.

Last summer, however, for the first time in many years, the community united in a drive for a modern, non-denominational hospital. Total cost of building the institution was estimated at \$2,000,000. Of this sum the community had to raise \$750,000, in order to qualify for a Federal grant under the Hill-Burton Act.

Club 2670 is, relatively speaking, still in its infancy; at that time it was less than a year old. Most of the members had not even reached Speech No. 6 in the Basic Training Manual. They were, however, anxious to apply their Toastmasters training to the improvement of civic conditions. When the call came for speakers to help further the hospital project, they did not hesitate a moment in their response.

President Mel Jossi immediately formed and headed a stable of ten speakers from the club, and volunteered their services to Fund Drive Chairman Roland ("Whitey") Amundson. They set about preparing convincing speeches which would persuade Superior's citizens to contribute to the fund.

Making the speeches was not an easy task. The volunteer speakers went out on Sundays, holidays, at lunch hour and even in the small hours of the morning to talk to different groups of people. It was a case of "grab them where you find them." The Toastmasters made speeches at outdoor picnics, under circumstances which call for extraordinary attention-getting skill. They talked before local luncheon and service clubs, or met with dock workers and railroad men at their lunch hour, when the customary poker game was temporarily suspended while the hospital's needs were presented. In short, they went to speak wherever and whenever duty called, regardless of the day, the hour, or the number of people in the audience. President Jossi has estimated that they spoke to a combined audience of between three and four thousand people.

What were the results?

"Wonderful!" cries Fund Chairman Whitey Amundson, enthusiastically. "Without groups such as yours," he adds, "groups which brought the hospital story to the people concisely and clearly, the drive could not have been such a success. The pledges now total \$938,000, and before your article appears in print, the total should be over \$1,000,000."

What of the participating Toast-masters?

They all agreed that it was tremendous fun, and a wonderful chance to put their Toastmasters training to the acid test.

"Some of the audiences were a bit hostile at the start of my speeches," reports Toastmaster Leon Larson, who made a number of talks. "Most of them were extremely skeptical. But we managed to allay all suspicions and to create genuine community feeling—thanks to our training in the Superior Toastmasters Club!"

Erick Kendall, member of Superior Toastmasters 2670, is managing editor of two weekly tabloids, and media relations man for Central Cooperatives, Inc., which operates in five North Central States. As President of the Cooperative Editorial Association of America he has made many public speeches, in English and in Spanish. "But now, with my one year of training in Toastmasters, I'm a bit ashamed of my former talks," he says. "If it were possible, I'd cancel them out and give them all over again."

For the 1959 Convention, the entire family will want to . . .

WATCH YOUR LANGUAGE, by Theodore M. Bernstein. Published by the Channel Press, Great Neck, New York. (May be purchased from Toastmasters International, Santa Ana, California.) Price \$3.95.

If you think the man who represents you in court is your attorney, that he works for a law concern, and that he is slightly balding—you're wrong.

A lawyer is a practitioner of law. An attorney may be anyone you designate to transact business for you. A business or an industry is a concern. A professional organization is a firm or an office. And "balding" is not a word.

These are a few of the hundreds of examples Theodore M. Bernstein uses to emphasize the importance of proper word usage in his fascinating and witty book, "Watch Your Language."

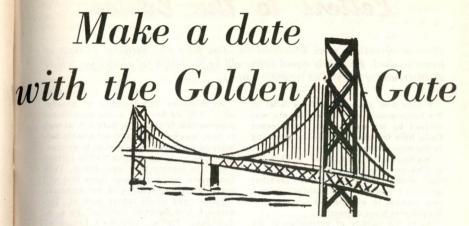
Mr. Bernstein is assistant managing editor of *The New York Times*. "Watch Your Language" is a compilation of the "Winners and Sinners" bulletins he issues from time to time to the editorial staff of *The Times*. Collecting his material from the news columns of *The Times*, he publishes "Winners and Sinners" to applaud and more often to evaluate the journalistic efforts of his staff.

As an editor, the author is chiefly concerned with news writers who misuse the English language. His book is a valuable guide for all who believe that the proper use of language enhances all forms of communication. It is not a textbook and it is more than a dictionary or a grammar, for it guides by specific example.

Toastmasters will be particularly interested in Mr. Bernstein's collection of "Words That Need Watching." Although they may feel that he is splitting hairs when he says a groom is one who makes his living caring for horses and that the principal male at a wedding must always be the bridegroom, there can be no argument when he points out that it is never correct to say "The ship foundered and apparently sank." Foundered, of course, means to sink.

You can't "zoom down a hill" with Mr. Bernstein, nor can you discuss the "true facts." Zoom, he explains, is an aviation term referring to upward motion, and facts must always be true.

Theodore Bernstein does not preach, but in his often amusing comments he transmits a great respect for the language. He is crusading to preserve the clarity and beauty of words against a growing tendency to destroy the effectiveness of the English language through slovenly writing and speaking. Toastmasters will find his book extremely helpful in developing better speech habits. And after reading "Watch Your Language," they will discover that Mr. Bernstein has slyly but convincingly enlisted them in his great crusade.



It's cable cars and sidewalk flower stands . . . It's Fisherman's Wharf . . . It's Chinatown . . . It's the night life in the International Settlement . . . It's Nob Hill and "crazy old, lazy old Telegraph Hill" . . . It's Golden Gate Park . . . It's the barking seals on the rocks at Cliff House . . . It's the Top of the Mark . . . It's the grim outline of Alcatraz on its lonely island in the bay . . . It's the fog that silently steals in to caress the hills and gently wipe the face of the city . . . It's sunset on the Golden Gate . . . It's the bridges, stretching their long spans across the bay, inviting the traveler to the door of the city . . . It's "Baghdad on the Bay" . . . It's San Francisco, scene of the 1959 Toastmasters International Convention!

Few cities in the world can match the tourist attractions of San Francisco. Toastmasters who attend the 28th Annual Convention at the Sheraton-Palace Hotel, August 27 to 29, will find that all they've heard about San Francisco is true. The cable cars do clang, the hills are steep, the policemen are friendly, and the fog does roll in in the late afternoon. They'll find, too, that San Francisco is a cosmopolitan city with a touch of old world charm, where the women are among the best dressed in America and the men shy away from the flamboyant sport shirts which are so popular among the natives of their noisy southern rival, Los Angeles. Within a few short miles of San Francisco (and please, don't call it 'Frisco) Toastmasters can visit the giant redwoods, historic Monterey and the Bohemian art colony at Carmel. Those with extra time might want to travel the 450 miles to Southern California where, just a few short miles from Disneyland, they will find the Home Office of Toastmasters International.

There's going to be fun for the whole family at the 1959 Convention. It's not too early to plan your date with the Golden Gate.

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 read with much interest the letter to the Editor asking what benefit, if any, was derived by the members of Toastmasters Clubs from the charter members remaining in the organization.

We have a few "old timers" in Club 678 and we are very happy to have them. They don't always win the cup with their speeches and it is a real feeling of satisfaction for a new member to win the cup when one of the old pros gives a speech.

As to the validity of evaluation of the old timers, they make mistakes too, and sometimes do not prepare their speeches as they should. A little criticism of their speaking habits keeps them from making mistakes which they may have acquired from lack of criticism because they are old timers.

Not only do these facts hold in our club, but those old timers can show some of us newcomers a thing or two on how to give an effective speech . . . And if the club needs a shot in the arm, they can come up with some gimmicks which were used some time ago which can really be of help . . .

William T. Jessett Ed. V-P Club 678 Camas, Washington

Although I am a member of the Kemano Valley Toastmasters Club for only one and a half years, I have been elected Educational Vice President for this term. For a naturalized Canadian who immigrated from Germany without any knowledge of the English language six years ago, this is a great honor indeed.

I am very grateful to the members of our club and also Toastmasters International for all their help.

George Simon Ed. V-P Club 2158 Kemano, B.C. As Executive Vice-President of Brandywine Club, we have an active educational program that is geared to both old, as well as new, members. We send out weekly bulletins to our members and plan to enclose, from time to time, some worthwhile printed matter. In looking over your March, 1958 Toastmaster we spied some items that will prove interesting reading to our members.

Please send us 30 copies each of "Science—A Link Between Nations," by L. A. DuBridge; "Profile: Tomorrow's Executive" by Wallace Jamie; "Getting Across With Teenagers" by L. J. Z. White. We feel that these enclosures (one at a time) with our weekly newsletter will be both educational and serve to make a closer bond between our members and TMI.

Karl T. Kraner Brandywine Toastmasters No. 359 Wilmington, Delaware

Thank you very much indeed for sending me the author's copies of the November Toastmaster. Reading the article after several months have passed, it comes off fairly well.

You will be interested to know that as a result of the article, we will probably have a very good new member for our club, David Holmes, who was the International Speech Winner of 1956...

Jules B. Singer Past Pres. Club 1876 New York, New York

I enjoy every issue of The Toastmaster. Best wishes—

> Russel B. Troxel Exec. Sec. Alumni Office, Illinois Wesleyan University, Bloomington, Ill.

Just how satisfying "Club to Club" can be was illustrated by the November Toastmaster. The article on Vigo Toastmasters was like a letter from home. Although not a member of the Vigo Club, the club maintained close contact with the Bloomington, Indiana, club in which Kerele Keller, then Area 3 Governor, installed me as treasurer. Ben Munsie was also on the program and inducted new members.

R. D. Jennings Pres. Club 2766 Waverly, Ohio

Just recently I received a promotion from Branch Manager to Promotion and Public Relations work in the First Federal Main Office. It is a conviction of mine that the association of five years duration with the Dan Patch Toastmasters Club 1280 has certainly been a strong contributing factor in the progress I have made in the Savings and Loan business. It has made possible a feeling of confidence that I never had before and has been invaluable in contacts for the promotion of business.

October 11th, a nine-state conference was held in St. Paul (Midwest Regional Conference of the American Savings and Loan Institute). As program chairman I was responsible for organization of the program and was chairman for the morning and evening sessions. Before Toastmasters training this would have been relatively impossible. These things I do not mention in a manner of boasting, but rather as an endorsement of the fine training and help received at the hands of my fellow Toastmasters and the training aids of Toastmasters International.

Through Toastmasters activities I have made some wonderful friends, learned many worthwhile things, and spent so many enjoyable evenings, that it would be impossible to estimate the worth of such an association.

Keith R. Frost Club 1280 Minneapolis, Minn.

I truly enjoy each and every issue of The Toastmaster and wouldn't want to miss an issue for anything.

William T. Chitwood Santa Margarita Club 153 Camp Pendleton, Calif. At the regular monthly meeting of the Activities Committee of the Los Angeles Area Council, Boy Scouts of America, a motion was presented and unanimously accepted that our committee go on official record in commendation to Toastmasters International and specifically those chapters in the immediate vicinity of Los Angeles for their outstanding service to our council Boy Scouts in the Boy Speaker program.

John H. Walgren Director of Activities, Boy Scouts of America, Los Angeles Area Council

At a recent regular Monday morning meeting of our Club, a novel way of introducing the formal speaking was achieved. At the head table, a crew of "dummy" speakers was placed. The Toastmaster of the morning introduced a "speaker", who in turn made some flimsy excuse as to why he was not prepared that morning, and then proceeded to delegate some other member in the audience to give an impromptu five-minute speech on some subject assigned by the "dummy" speaker. The "dummy" speaker then acted as evaluator for that speaker.

This deviation from a regular program resulted in certain definite benefits to our club and its membership. For one thing, it gave five more of our members experience in impromptu speeches, it gave the membership some mighty fine talks which were not hampered by mechanical stumbling blocks, and most of all, it provided a welcome deviation from the routine which is so detrimental to membership and attendance.

This was an idea of our Educational Vice-President, and we are happy to report that at least for our club, it was a huge success.

> A. J. Davoren Yawn Patrol #1852 Omaha, Nebraska

A Pictorial Evaluation of Speakers



"HE'S A MASTOID OF CEREMONIES - OR A PAIN IN THE EAR !"



"I MIGHT LIKE HIM AS A FRIEND - NEVER AS A SPEAKING ACQUAINTANCE."



"HIS SPEECH IS APPROPRIATE -FROM WHOM HE APPROPRIATED IT IS THE QUESTION."

Toastmaster Jerry Erdahl, a member of the faculty of North Carolina State College at Raleigh, was one of the founders of the first all-faculty Toastmasters group—the North Carolina State College Faculty Club 2487, and has recently assisted in the launching of a second faculty club—The States Men Club 2794. His graphic evaluations of speakers we have all met are part of a daily series published in a number of newspapers under the title "The Family Doctor."



One way to tell a top executive today is to see whether he gets out his overcoat or his suitcase when the snow begins to fly.

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

Still on the hassle about the biggest there was an editor in Texas who sent an 8-lb. cucumber to the editor of an Alaska newspaper.

"The big ones are too heavy," he wrote, "but I thought you would like to see a Texas gherkin."

In a few days the Alaska editor replied with a 40-lb. cabbage. "The same is true of our cabbages," he wrote, "but I thought you might like to see an Alaska brussels sprout!"

If at first you succeed, chances are you probably haven't accomplished much.

"The weather here in Florida is so wonderful," gushed the little old lady to the hotel clerk, "how do you ever tell summer from winter?"

Maybe grandma worked harder than today's housewife, but her spring cleaning didn't include sweeping out the swimming pool.

Experience is what you have left after you've lost everything else.

Patient to psychiatrist: "Look, doc, I just can't see this spending \$40 an hour just to squeal on my father!"

♦•

This is positively our last space-man joke: It seems a man from Mars descended on New York recently and came face to face with a piano in a music store window.

"Okay, you," he snarled. "Wipe that nasty grin off your face!"

♦-**♦**-**♦**

A husband is a curious animal who buys his football tickets in June and his wife's Christmas present on December 24.

"My boss is the fairest man on earth," boasted the junior executive. "Yesterday at a conference, he put a bunch of ideas before us, and said: 'If any of you find yourself in disagreement with these suggestions, kindly signify by saying, "I resign?"

To meet the challenge of hard times a Frenchman changes his government, an Englishman votes new taxes, the Russian switches his propaganda line, but an American just trades in his old car on a new model.

"Do you think I should put more fire in my speeches?" asked the discouraged Toastmaster.

"Well, no," replied the kindly evaluator. "But you might try it the other way around."

New Clubs

(As of December 15, 1958)

- 342 BOWBELLS, North Dakota, (D-20), Bowbells, 2nd & 4th Mon., 6:15 p.m., Bowbells Memorial Hall, Bowbells.
- 1346 CUSTER, South Dakota, (D-41), Custers, Alt. Mon., 6:15 p.m., Frontier Room—General Custer Hotel.
- 1359 JESUP, Georgia, (D-14), Jesup, Mon., 6:30 p.m., Bon Air Motel Restaurant, Jesup, Ga.
- 1481 FAIR OAKS, California, (D-39), Fair Oaks, Thurs., 7:30 p.m., Fair Oaks School.
- 1673 BOSTON, Massachusetts, (D-31), Boston Naval Shipyard, 1st & 3rd Tues., 5:15 p.m., Restaurant Bldg., 36—2nd Floor, Boston Naval Shipyard.
- 1856 PHILADELPHIA, Pennsylvania, (D-38), Orbiteers, 1st & 3rd Mon., 5:30 p.m., Jesse's Restaurant.
- 2039 LOS ANGELES, California, (D-52), Sunrise, Mon., 7:00 a.m., The Mayfair Hotel.
- 2126 FORT WAYNE, Indiana, (D-11), Tech, Thurs., 6:00 p.m., Indiana Technical College Cafeteria, Fort Wayne, Indiana.
- 2141 BALDWIN PARK, California, (D-F), South Hills, Thurs., 7:00 p.m., Longworth's Cafe, 140 N. Citrus, Covina, California.
- 2402 GLENDALE, Arizona, (D-3), Sundowners, Tues., 6:30 p.m., B & B Cafe, 37 North Second Avenue, Glendale, Arizona.
- 2721 YONKERS, New York, (D-46), Yonkers, 1st & 3rd Mon., 8:00 p.m., Park Central Restaurant, 30 South Broadway, Yonkers, New York.
- 2774 FORTUNA, California, (D-57), Fortuna, Tues., 6:30 a.m., Tommy's Cafe, Fortuna, California.
- 2800 VISTA, California, (D-5), Vista, Mon., 7:00 p.m., The Vista Inn.
- 2827 MONTREAL, Quebec, Canada, (D-61), University Speaking, Alt. Thurs., 6:00 p.m., The Berkeley Hotel, Sherbrooke St. W., Montreal.
- 2844 FT. PIERCE, Florida, (D-47), Fort Pierce, Thurs., (except 3rd) 7:00 p.m., Southland Cafeteria.
- 2854 JACKSONVILLE, Florida, (D-47), Lakeshore, Thurs., 7:00 p.m., Lakeshore Methodist Church, 2303 Blanding Blvd., Jacksonville, Fla.

- 2857 BURLINGTON, Wisconsin, (D-35), Burlington, 1st & 3rd Tues., 6:00 p.m., Club 11.
- 2858 SUMTER, Shaw AFB, South Carolina, (D-58), Voodoo, Thurs., 6:30 p.m., Non-Commissioned Officers Club, Shaw AFB.
- 2861 GREENVILLE, Mississippi, (D-43), Greenville, 2nd & 4th Tues., 7:30 p.m., Alamatt Motel, Greenville, Mississippi.
- 2862 SIDNEY, New York, (D-34), Tri-Town, Mon., 5:15 p.m., Scintilla Division, Bendix Aviation Corporation Cafeteria.
- 2863 KANSAS CITY, Missouri, (D-22), Bootstraps, Wed., 11:30 a.m., Y.W.C.A. 1020 McGee St., Kansas City, Mo.
- 2865 NORFOLK, Virginia, (D-36), Armed Forces Staff College, 2nd & 4th Mon., 6:30 p.m., AFSC Officers Club.
- 2866 DETROIT, Michigan, (D-28), Parke Davis, Alt. Wed., 4:40 p.m., Parke Davis & Co., Jos Campau at the River.
- 2867 FARMINGTON, New Mexico, (D-23), Farmington, Mon., 6:30 a.m., Avery Hotel, Farmington, New Mexico.
- 2870 PORTLAND, Oregon, (D-7), Weekenders, Sat., 8:00 a.m., Cedar Hills School.
- 2873 SAN JOSE, California, (D-4), FMC, Wed., 6:30 a.m., Tiny's Drive-In (The Alameda & Martin Avenues).
- 2860 HIALEAH, Florida, (D-47), NORHI Telephone, 2nd & 4th Mon., 7:00 p.m., Park Lane Cafeteria, Hialeah, Florida.
- 2864 WINSTON-SALEM, North Carolina, (D-37), Mercury, Mon., 6:00 p.m., Town Steak House No. 2, Winston-Salem, N. C.
- 2871 WHITEMAN AFB, Missouri, (D-22), Whiteman, Alt. Mon., 6:00 p.m., Officer's Club, Whiteman Air Force Base.
- 2872 GLOUCESTER, Massachsetts, (D-31), Cape Ann, Wed., 6:00 p.m., Cedarwood Restaurant, Magnolia, Massachusetts.
- 2875 BRADY AIR BASE, Japan, (D-U), Brady, Alt. Wed., 7:00 p.m., Brady Officers Club, Brady Air Base.
- 2876 LA VERNE, California, (D-F), Communicators, Thurs., 7:30 p.m., Gentlemen Club, La Verne.
- 2877 GLENDORA, California, (D-F), Glendora, Alt. Wed., 7:00 p.m., Michaels Restaurant, Glendora, California.

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