

February 1955

The TOASTMASTER

PERSISTENCE
DETERMINATION
IDEALS
IDEAS

*MAGNIFICENT
OBSESSIONS!*



Milton Levy

For Better Thinking—Speaking—Listening

The TOASTMASTER

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Editorially Speaking

Magnificent Obsessions

Men of power are all possessed with obsessions, some good, some bad. But the man who acquires true greatness is the one that finds within his being an all-pervading, all-compelling conviction that must find expression through his thoughts and actions.

Despite the unfortunate connotation of the word, an obsession—particularly a magnificent one—may become of vital importance in our onward progress.

According to the American College Dictionary, the term obsession means: "the besetting or dominating action or influence of a persistent feeling, idea or the like, which the person cannot escape."

Florence Nightingale was magnificently obsessed with the idea of bringing effective medical care and hospitalization to all who needed it. Her persistent work in sanitation and sterilization brought her world renown.

Lincoln became obsessed with the idea that a country could not long endure half slave and half free. For many years this obsession lay dormant—but when it was once discovered it became the motivating influence of his life.

We too may have a slumbering giant within, waiting to be released. Because of its very nature, our Toastmasters club is an ideal medium through which this latent power may be discovered and sparked into the *magnificent obsession* that will propel us on toward our high destiny.

WORDS CAN SHAKE A WORLD

THE times are dark and troubled; people are restless, unhappy, grumbling. A sense of fear pervades the air. The forces of democracy and the forces of dictatorship are sharply arraigned against each other, and no man can predict the outcome. In the antechamber of the Senate a man lies dead, murdered. Was he a great leader, as some assert, or a potential dictator and destroyer, as others contend? How will the people react under the stunning influence of this blow?

Then out of the confusion emerges a man—not an orator, not a politician, not (so he says) a polished speaker. He gains the attention of the crowd, he speaks, he plays upon their emotions and rouses them to action—and suddenly, in an instant, the course of history has been changed. For good or evil, Mark Antony has in a single speech destroyed the Rome that was, and paved the way for the Rome of the Augustan Age and its ultimate fall.

Shift the scene, turn the pages, and focus the spotlight on a room in a small tavern in Virginia. The time is 1775. In this room have assembled a group of men, meeting to discuss common grievances and seek a possible remedy. But their attitude is one of doubt and timidity. "Let us wait," they say. "We can do nothing," they mur-

mur. Then suddenly there springs to his feet a young, red-headed lawyer, awkward, dressed in ill-fitting clothes, but a man angry and bursting with the force of the words pent up inside him. Those teeming words he now releases and they cut across the apathetic air like the crack of a whip.

"Is life so dear, or peace so sweet, as to be purchased at the price of chains and slavery? Forbid it, Almighty God! I know not what course others may take, but as for me, give me liberty or give me death!"

So Patrick Henry lights the spark of the American Revolution, a spark that grows into a bright, enduring flame, and so in an instant millions of lives are affected, your life, my life, and countless lives still unborn.

History is full of instances wherein a single speech has changed the entire course of events, as a river may suddenly be diverted from its course by a dam flung across the channel. The Republican party was born when a shambling, homely, backwoods politician faced an audience at Cooper Institute in New York, an audience that had come originally to smile superciliously at this crude specimen from the West. But the smiles faded as the high-pitched voice deepened with sincerity, the homely face began to

glow with an inner light, and the words came. Those powerful words! "This nation cannot long endure half-slave and half-free. A house divided against itself cannot stand."

Men have risen overnight to national prominence and eminent careers on the strength of a single speech. Others have plummeted to oblivion. Think of William Jennings Bryan and his famous "Cross of Gold" speech, or for a look at the opposite side, hunt in your old history book for an account of James G. Blaine, who in fifteen minutes lost his senatorial career, his chance at the Presidency, and the love of the people through one ill chosen speech. (He didn't even make it himself; one of his supporters made it at a campaign dinner.)

Even in our time, many of us have heard speeches which have changed the course of nations. Remember a high, cultured, English voice declaring in troubled tones that he could no longer go on with his heavy responsibilities without the presence at his side of the woman he loved? You can recall the calm, measured tones of a president giving assurance to a panic-stricken country that the only thing to fear was fear itself.

Make no mistake; words not only have power; words are power. And when the unbeatable combination occurs of the words that must be spoken, the man who must speak them and the time when they must be heard, then a single speech not only can shape, but actually can create destiny.



Victor Hugo said many years ago: "There is a power mightier than the armies of men; it is an idea whose time has come."

Ideas are the source of all action. Everything that we do in our daily work is the result of someone's thinking. Through speech and writing we provide the means of idea communication.

—From the Newsmaster, Franklin Toastmasters, Columbus, Ohio.

One may go wrong in many different ways, but right only in one, which is why it is easy to fail and difficult to succeed—easy to miss the target and difficult to hit it.

—Aristotle.

When speech is given to a soul holy and true, time, and its dome of ages, becomes as a mighty whispering gallery round which the imprisoned utterance runs, and reverberates forever.

—James Martineau.

Fellowship of Improvement



Charles H. Griffith
President, Toastmasters International

LIKE to think of the Toastmasters Club as a fellowship—a fellowship of improvement.

The entire structure of the organization is built on that idea. It began in an attempt to help men in the line of speaking, but it has developed into plans to help the members improve in all phases of their living; and the help in improving is given by all the members to all the other members. That is what creates such an atmosphere of fellowship.

The dictionary says that *fellow* originally meant a comrade or a partner, and that *fellowship* means a "state of being together; community of interest, activity, feeling." That seems to describe a Toastmasters Club.

The established routines of our work support this theory. When a man makes his first speech, his "Ice-breaker" before the club, he makes himself a part of the group. He tells about his experiences, his work, his aspirations, and his fellow members feel that they know him, and want to help him. He soon senses this feeling, and responds in kind.

As the members present their talks before the club, and as they offer their comments to each other, the sense of community of interest grows. Each man finds satisfaction in the consciousness that he has helped another to improve. Working together, evaluating and being evaluated, they enter into a new and most desirable relationship of partners, companions on the upward road.

This leads to helpful friendship outside the sphere of the club's activity. It opens new channels of social contact, and often it leads to mutual helpfulness in business or professional advancement. It all helps to that enlargement of life which is one of the benefits of Toastmasters training.

I wish that every one of our clubs might fully realize the great privilege which is ours in this constructive fellowship. Far beyond the limits of the speech training gained in the club meeting, this partnership in improvement carries its influence for good.

The fellowship in the club meeting, the atmosphere of friendship and good will, must always be cultivated. There can be no wallflowers in a Toastmasters Club. The members should know each other well, and their contacts should be such as will build mutual respect. The Social and Reception Committee, headed by the Sergeant-at-Arms, is directly responsible for integrating new members, and making sure that every man knows his associates in training, but all the other members are responsible, as well as the committee.

Will you join me in placing special emphasis on this element of our work during coming months and years?

Let us make the Toastmasters Club an organization of such friendly atmosphere, such constructive fellowship, that men will look to it as one of the most stimulating, heart-warming experiences of their lives.



Let your voice say to your audience, "I like you; I am glad that I have this opportunity to speak to you," while your words bring them the speech you have prepared.

If you think "old soldiers just fade away," try getting into the uniform you wore in the last war.

We know that a fool and his money are soon parted but what would be interesting to learn is how they got together in the first place.

Uprooting a bad habit isn't effective unless you stick a good one in the hole.

APOLOGY

Sometimes a little old subject like fourth-grade geography can jump up and kick an editor right in the teeth. Recently we published an item about the founding of a Toastmasters Club in Venezuela, and stated that it was the first club to be established "south of the border." Mr. Paul Haeblerlin, International Secretary of Toastmasters and an ardent member of the Windsor (Ontario, Canada) Club, is not a man to let such a statement go by. He writes: "You mention that this is the first club 'south of the border.' I must take issue with you on this point because the Windsor Toastmasters Club 299 was the very first club to receive its charter south of the United States border. We are very proud of this fact and the fact that we carried the spirit of Toastmasters north to Detroit and thus established the first Toastmasters club north of the Canadian border in the United States."

It's all because of the meanderings of the Detroit River, which marks the Canada-United States border and places Windsor actually south of the city of Detroit. Our face is properly crimson, and the next time we mention a club south of the border (the southern border, that is) we will borrow a line from Tin Pan Alley and add "Down Me-hi-co way."

Write for

EXACTNESS

"READING maketh a full man, conference a ready man, and writing an exact man."

Thus wrote Francis Bacon, in his essay on "Studies", and he never wrote a truer word.

The disadvantage about our extemporaneous style of speaking is that there is danger of carelessness both in thinking and in wording. The extempore quality often interferes with our exactness. But the speaker who talks "off the cuff" should make sure that the material "on his cuff" is well studied and thoughtfully arranged before he starts talking.

One of the best ways to discipline one's thinking is to put it in writing.

This is not to say that every speech should be written in full. That would cripple our extemporaneous style. But an occasional speech should be placed on paper in complete detail, so that the speaker can study and evaluate and revise it at his convenience, with care and severity. By this method, one discovers many a weakness and error which would get by unnoticed in ordinary speech, but which definitely needs correction.

Writing promotes exactness of expression, which is a desirable quality for every speaker.

It is more trouble to write a speech in full than to make a sketchy outline and then depend

upon the inspiration of the moment, but the results are an ample reward for one's extra trouble.

Self evaluation is very helpful to the speaker. If you are to be a good judge of your own ability, you need to listen to yourself. That can be done by means of a recording machine; but listening in this fashion is less helpful in making you "exact" than is the reading of the speech you have written. Not only do you need to hear yourself, but you need to study your use of language and your habits of composition.

Here is how to go about giving yourself the treatment:

Begin by selecting a subject which will repay you for the effort you are to make. If the speech is to be put on paper and preserved, make it worth preserving.

Next, plan the speech as though you were to give it in extempore fashion. Make careful notes of the principal points to be covered.

Now, set to work writing the speech just as you would deliver it if you were speaking from the notes. After you have written it in full, read it over to see whether it strikes you as being pretty good, or less than that.

The next step is to lay the whole thing aside for several days. Don't permit yourself even to look at it. Forget what you have written.

After the interval of a week or more has enabled you to forget, pick it up and read it as though you were seeing it for the first time. Watch it for wording, for sentence structure, for logic of argument, for clarity of illustration; and do not overlook errors in spelling!

Imagine yourself an editor, considering this article for publication. Put yourself in the place of a teacher of English, studying a pupil's composition. Read it as if it were the work of some other person rather than your own. Use your blue pencil freely to indicate bad spots and to make improvements. Be very severe and honest in your criticisms.

Lay the script aside for a day or two and then read it again, watching the corrections you have made, and making additional ones.

With all this in mind, rewrite the whole paper, incorporating corrections and improvements. Try to make it as nearly perfect as you can. Then read it aloud to yourself. If you have a patient, cooperative friend, ask him to read it and tell you his impression.

After another interval of a few days, take up the script for a semi-final review. Watch carefully for errors which have persisted. Are there any complicated, difficult sentences? Are there sentences which have to be read the second time to get the real meaning? Does the whole composition move smoothly toward a compelling conclusion?

Once more, consider it objectively, as though it had been written by someone whom you would

like to help — someone besides yourself. Keep asking yourself two questions: Is it clear and convincing? How can it be still further improved?

Now you are ready for the third writing.

This time, you are to get results. Seek perfection. Give it your very best. This third writing should be put into such shape that you can be proud of it. But be sure to keep the original script for comparison with the third one. Study it to find the mistakes and bad habits which need further work.

All this work and study will be worth while if the product shows substantial improvement in your style of writing and speaking. If it does not lead to such improvement, perhaps your time has been wasted.

Successful writers and speakers fully understand the technique of revising and correcting and improving. Most of the articles which appear in THE TOASTMASTER have gone through at least three writings. The work of revision is as good for the writers as for the articles and the readers.

Sir Francis Bacon wrote another sentence full of meaning for the man who honestly wants to get ahead and desires it so greatly that he is willing to work. Bacon's word is: "Chiefly the mould of a man's fortune is in his own hands."

Your improvement is in your own hands. Don't blame another for the way you treat it. If improvement is worth while for you, then the work it takes is worth all the effort it requires.

They also wrote

Fairy Tales

By Ralph C. Smedley

THE name of Grimm is best known to most of us by the fairy tales which delighted us in childhood. In common with children of the past century, we enjoyed the charming fantasies which we knew as "Grimm's Fairy Tales" without any concern as to authorship.

We might have been surprised to learn that these tales were the product of two great German philosophers and philologists of the early nineteenth century. These men found relief from their profound studies by permitting their minds to range the fields of fancy. Their contributions to the study of philology appealed to the mature, scholarly mind, while their tales of never-never land led juveniles into realms of delight.

Jakob Ludwig Karl Grimm and his younger brother, Wilhelm Karl, were born in 1785 and 1786 respectively. They were university trained, and their lives were spent in research and teaching in the universities of Germany. Jakob's work is considered, by some authorities, to have laid the foundations for the historical investigation of language.

His most distinctive contribution to the science of philology is

known as Grimm's Law, which presents the reasons and principles involved in the changes of consonant sounds as words have gone from one language to another, a process technically known as the Transition of Consonants.

Every student of language is familiar with these changes. For example, our word *father* has its roots in the Sanskrit *pitṛ*, which became *pater* in Latin but changed to *fadar* in the Gothic. The German made it *vater*, and it came into English as *fader*, which later changed to our word *father*. A study of many instances like this led Jakob Grimm to the conclusion that there is a consistent change in words beginning with *f*. The Latin and Greek forms generally follow the Sanskrit root, but when the word is transplanted into a Northern language, it changes.

The careful studies of the Brothers Grimm resulted in reducing these changes and several others to a systematic basis. The exact reasons for the changes have never been completely explained, although differences in articulation due to climate, customs and environment may have contributed, just as our Bostonian of today differs in speech from a Texan.

Think of the infinitely painstaking study which went into the work of the Grimm brothers, the vast number of words in so many languages to be identified and verified, before they were able to formulate an authoritative statement of this law of change, involving nine or ten consonants. It must have been a relief to turn to stories of *Rumpelstilzkin*, *Hansel and Gretel* and the rest.

This sketchy introduction to Grimm's Law of Consonantal Transition is given here for two purposes.

First, it should help the reader to understand a problem which has confronted every student of language, as to why the Romance, or South European languages differ in certain consonant sounds from the Nordic tongues. It is not the intention to force any reader to memorize Grimm's Law in detail, nor to become expert in it, but simply to help him to the understanding of a fact which may add to his cultural breadth.

Second, there is the demonstration of the importance of mental relaxation for the one who studies hard and deeply. The Grimms are not the only scholars who found relief in fantasy. Charles Kingsley, the eminent English clergyman, wrote several important novels which contrib-

uted to the study of social and economic problems, and then he found relief from theology and sociology in his romps with *The Water Babies*. Charles Dodgson, better known to us as Lewis Carroll, was also a clergyman and a mathematician, who relaxed with his tales of *Alice in Wonderland*.

The man of today who works hard with his mind may take a lesson from these and a multitude of others who have increased their creative ability by relaxing brain toil with lighter subjects. In the case of the public speaker, there may be an analogy when we consider the strenuous study that goes into the preparation of a speech, and the relief which comes when he shares the results with his audience. Just as the man of sedentary habits needs physical relaxation in outdoor sports, so the mental worker needs mental and spiritual recreation in some different and lighter field of work.

The by-products of a man's mind may be as valuable as the products of his profession, and time may prove them the more lasting. It follows, then, that an avocation should be chosen as seriously as a lifework. For only the scientist or hobbyist in languages today remembers the tremendous work of the Grimm brothers as philologists, but everyone knows their fairy tales!

"Neither praise nor blame is the object of true criticism. Justly to discriminate, firmly to establish, wisely to prescribe and honestly to award—these are the true aims and duties of criticism."
—Simms

The condition a man is in can best be judged from what he takes two of at a time — stairs or pills.

Bake Your CAKE FIRST

By Herman E. Hoche

WHICH is extra? The cake or the frosting? As kids, we knew the frosting was the extra. We lingered in mother's kitchen with eager and covetous eyes to lick the frosting bowl. That was an extra. Even as we have matured, the frosting has always remained extra.

It has been said many times in Toastmasters circles that leadership and executive ability are the "frosting on the cake" of our Toastmasters training. They are the extras that can be sought as by-products. However, sometimes in our enthusiasm, we may overemphasize the frosting. We may overlook the essential, the cake itself. In order for frosting to serve its real purpose there must be something underneath.

Are we losing sight of the unpretentious, basic and simple objectives of better thinking, better listening and better speaking? Too often our perspective is distorted by being focused too soon on the frosting of great achievement. Our training helps achieve these ends. But are they the primary goals of the Toastmasters organization? What is it that we really seek in our club programs? The cake—or the frosting?

Years back, I remember when mother pulled the delicious looking cake from the oven. The frosting just had to go on. It was a natural procedure. But the cake had to be baked properly—first.

Fifty years ago, Dr. Ralph Smedley put an idea to work. It had a high purpose, characterized by its simplicity. That purpose was and is the personal development into the best of which a man is capable. All of us may not have executive ability. But most of us are capable of being more useful citizens. As Dr. Smedley stated in a recent article in *THE TOASTMASTER*, some do not possess the qualities necessary to become great leaders, but most of us are capable of better leadership in our own families. By the sheer nature of our personal make-up, many do not have administrative capacity. But most of us are capable of better administration of our own affairs. It is improvement of what we are capable of doing that Ralph Smedley had in mind. That is why he set forth the objectives of Toastmasters in clear, plain and modest terms: better thinking, better listening, better speaking.

There are many simple, yet distinctive by-products of Toastmasters training. As examples, I ask you three questions. Determine whether they are worth thinking about. Then answer the questions—to yourself.

1. Do I *think* with reason and logic in matters of local, national and international interest?
2. Do I *listen* with courteous attention to the opinions expressed by my fellows?

3. Do kind and friendly words characterize my speech?

Try these questions on your daily record. Then resolve to use the simple by-products of your Toastmasters training. They are the cake. Develop these traits and you need not be concerned with the glamorous frosting of leadership or executive ability. Such results will come naturally. But the foundation must come first. If you strive for leadership, it must always rest on a firm basis, for, among other things, it means dealing with people. And most of the time, people will not be fooled.

In Toastmasters, let the secondary aims and by-products come as they will. The crux, the core of our training, centers on a pattern of better thinking, better listening, and better speaking. That is the pattern for personal improvement. Then, if your ultimate goal is leadership, the words of Vince McIntire, our Vice-President, are most timely. "The Toastmasters Club can be a testing ground for leadership in its basic form." Ralph Updegraff, an eminent Toastmaster of many years standing, put the entire idea in a nutshell when he said, "Stand up, speak up, move up." Note well the sequence. "Stand up, speak up, move up."

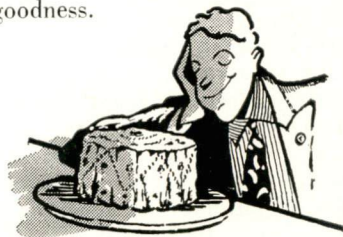
I say to you most sincerely, fix your sights on the true objective. Take first things first. The theme of our 23rd annual convention was "Progress through Leadership." May I have the temerity to suggest that, to the individual, the theme could well have been "Leadership through Progress." Progress in the management of

our individual selves, our times, our business and our lives. Not long ago I heard Bishop G. Bromley Oxnam state how badly this world needs "fixity of purpose." Our fixed purpose, as Toastmasters, should always be the elements necessary to help build a solid foundation for increased personal usefulness.

What are those elements? They can be found at the top of the inside cover of every copy of THE TOASTMASTER. Better thinking, better listening, better speaking.

Leadership, administrative capacity and executive ability are the frosting on our Toastmasters cake of increased personal usefulness. It makes simple common sense that we should bake the cake first. Better thinking is basic and fundamental. It is likened to the flour or batter of our cake. Sharp and critical listening is the leavening agent for our cake. It gives rise to our basic thinking and helps expand it to broader levels. Better speech is the flavoring agent of our broader thinking and makes it more palatable to others.

When such a cake is properly baked the frosting goes on in natural sequence and the end product brings a feeling of satisfaction to the baker as well as a sense of appreciation and enjoyment to those who partake of its goodness.



THE TOASTMASTER

LAFF LINES

HEARD IN BROOKLYN

Teacher in geography class: "Johnny, where is Pittsburgh?"
Johnny: "They're in Chicago for a double header."

—G. Vernon Getchell.

DEFINITIONS

Inebriate—an animal with no backbone.

Futility—skywriting in Los Angeles.

Goblet—a small sailor.

Hobo—a road's scholar.

Ice—one of the few things which really is what it was cracked up to be.

Miser—a dough nut.

Traffic—where you sit in your car and watch the pedestrians whiz by.

W. C. Fields was once asked if he believed in clubs for women. "Yes," was his hesitating reply, "if all else fails."

Adam was the first to discover what a young chicken can do to a new garden.

'Twas there in the Garden of Eden
When Eve met the snake in his
prime,

That she whispered, "Hello, slim
and wriggly—

You must corrupt and sin me
some time."

—From Voice of Columbine
(Denver) Toastmasters.

The Constitution guarantees only the pursuit of happiness. It's up to you to catch up with it.

Some men with ideas on how to run the ship of state can't even paddle their own canoe.

Two Toastmasters, visiting Washington, D. C. for the first time during the Toastmasters International Convention of 1954, were riding down Constitution Avenue in a taxi. As they passed the National Archives building, they noticed an inscription, "What is past is prologue" written across the building. One of the Toastmasters asked the driver what it meant.

"That," said the cab man, "is government language. It means, 'Brother, you ain't seen nothin' yet!'"

—La Canada (Calif.) Toastmasters.

RECOMMENDED

**Marriage is a trying state
And though it seems like tempting
fate,**

**It is a thing, without a doubt,
No family should be without.**

—W. A. D.

One woman talking—monologue.
More than one woman talking—
catalogue.

**Baby Sardine was happily swimming
in the ocean near his mother
when he saw his first submarine.
He was so frightened.**

"Don't worry, honey," assured
Mama Sardine, "it's just a can of
people."

—Temmler Werke publication, Hamburg
(Quote Translation)

Teacher—"Is it wrong to say 'I
have went?'"

Johnny—"Yes, Ma'am."

Teacher—"Why is it wrong?"

Johnny—"Because you haven't went
yet."

It's a Good Idea ■ ■ ■

■ Toastmasters Philosophy

If a man owned a diamond in the rough and offered it for sale after cutting and polishing only one facet, he would demonstrate poor business sense and judgment. People, like gems, are more valuable and give more pleasure and satisfaction in that they have many facets—observing and reflecting life's many features.

Toastmasters training has proven to be the means of cutting and polishing new facets for thousands. The cutting is done in twelve basic steps, basic training. The polishing need never cease.

—Glendale (Calif.) Toastmasters Bulletin.

■ Speaker Brings a Guest

Toastmaster Harvey Wertz of the Encino (Calif.) Club, recently made the following suggestion:

"Whenever a Toastmaster has a speaking assignment he ought to make it his responsibility to bring a guest that night. It ought to be a club policy."

Harvey's plan would serve two purposes. It would bring interested visitors, who are all potential members, to the meeting. And it would encourage the speaker to plan his best talk, if he knew a friend of his would be watching and listening.

■ A Horse on Them

Some clubs are plagued by the members who start to prepare their formal speeches at the club meeting, or, to be charitable, on the way to the meeting. Herb Bothee, of Grand Rapids (Mich.) Toastmasters, felt that this was becoming too much of a set routine, so one evening he, as President, called on the speakers for the following week to give the first lines of their speeches. Since he marked these down, the speakers were "stuck with" that much of their talk. It goes without saying that repeating this once in a while produces better prepared speeches. At least that is his experience.

■ Toastmasters Pledge

According to President Ralph Stephens of Capitol Hill Toastmasters, Oklahoma City, his club has made its induction ceremony for new members more impressive and more meaningful, by causing candidates to take the Toastmasters Pledge as given below:

"I shall endeavor to train myself—by diligent study and ardent practice—to become a good Toastmaster—whose service shall be recognized as honorable wherever disbursed—I shall at all times respect the rules and honor fellow members of this organization—and help to build our community—I shall spare no effort in upholding the ideals of Toastmasters International—I pledge this upon my honor."

■ Toastmasters Connotations

Hal Gibbs of the High Ridge (Chicago) Toastmasters, proposes a novel table topic procedure. He suggests that each member, beginning at one end of the table, take a letter from the word "Toastmasters" in proper order, and use the letter as the beginning of a word describing what Toastmasters means to him, with an explanation. Here are the words chosen the first time it was tried in his club:

T—Threat	A—Active
O—Outstanding	S—Self Confidence
A—Added	T—Thought
S—Security	E—Education
T—Total	R—Rid
M—Motive	S—Success

■ Charm

"A glance of the eye, a pressure of the hand and a word from the lips, has had the charm to sway the potentates of the earth and many a wayfarer of a lesser cast."

—Edmund Shaftesbury.

This quotation, the theme of Table Topics at a recent meeting of Connecticut Yankee Toastmasters of New Haven, brought forth some of the best extemporaneous speeches the club has heard in a long time.

■ Might Work

Far-off Anchorage (Alaska) Toastmasters report a "Good Idea" which they used to good advantage recently.

Each principal speaker was instructed to bring a guest and his talk was to consist of a three minute actual introduction of this guest. The guest was asked to stand, acknowledge the introduction and then to tell how the member had convinced him he should attend a Toastmasters meeting. The idea was conceived by Toastmaster Cecil Abbott and submitted by Club Secretary Jim Hurley.

■ Procrastination

First, cogitate a while on this gem: "In the book of Success, the revised spelling for the word *Failure* is p-r-o-c-r-a-s-t-i-n-a-t-i-o-n."

Tie that one in with getting anything done in your club or area—*procrastination* spells failure in any human endeavor, and more leaders have failed because of it than because of a lack of leadership ability. And when leadership fails, the club fails! Good intentions do not make good leaders! Also, leadership benefits those entrusted with it only in so far as they perform the functions of good leadership.

"But," said James G. Everhart of Zanesville, Ohio, "good leadership implies good followers. Good followers are just as rare as good leaders."

—Norman C. Gavette, Secretary, District 3.

■ An Observation

Those of you who belong to service clubs will appreciate the gripe of Oren Arnold of Phoenix, Arizona, writing about club speakers in the August *Kiwanis Magazine*.

"We had a big shot from Washington speak to us a while back, and right there before our eyes he dwindled in caliber. In the first place he read his speech. In the second place, he didn't read it well. In the third place, it wasn't worth reading."

It has long been our observation that even the best speech, if read, is only

about half as good as a poor speech given as if extemporaneously with infrequent use of notes. Note we said "as if" extemporaneously. Don't be fooled by the speaker who gets up and talks to you almost casually. Some of those talks are as skillfully planned and delivered as the climax scene in a good play.

■ Mood vs. News

Can your voice express a mood? This was the challenge given by Don Jensen, Topicmaster at a recent meeting of the Queen City (Springfield, Mo.) Toastmasters. Each member was given a page of newspaper, and instructed to read from it at random in each of three moods, sad, angry and funny. Thirty seconds was allotted to each mood. Since the material read and the voice expression of the reader rarely corresponded, the result provided not only excellent practice for the reader, but also hilarious listening for the audience.

■ Parliamentary Joust

Bob Atherton, Educational Chairman of the Uptown Toastmasters of Chicago has found a new and interesting twist for Parliamentary drill. The President or Chairman starts off the proceedings as though the club were engaged in a business session. All members use their wiles to trip him up. The one who is successful becomes chairman and carries on until he is dethroned. The Chairman who holds on to the gavel the longest is rewarded with a special trophy. Result—a sudden, growing interest in parliamentary procedure.

■ Visitor Getter

Do your members bring in visitors, or just an excuse? Royal Oak (Mich.) Toastmasters got too many excuses and not enough visitors. President Fred Lyon changed the order of things by appointing an official "visitor getter" each week, whose duty was to bring a visitor, or else. They got the visitors, and signed them up.

HOW TO

Handle a Formal Resolution

THE business of an assembly is carried on, as a rule, by means of motions. When greater formality becomes desirable, it may be phrased in the form of a resolution.

When action is to be taken expressing thanks, or paying honor to some person, or effecting a change in policy, the written resolution is the better usage.

In presenting a matter by means of a motion, the member may simply say: "I move that so and so be done."

In presenting a resolution, if it is a simple one, without qualifications, he can "move that the following resolution be adopted: Resolved, That the income tax should be abolished."

Sometimes it appears desirable to include a formal preamble, setting forth reasons for the resolution. This contains some of the reasons for presentation of the resolution, and the use of correct form is important to make the meaning clear, and possibly, to show that the framer of the resolution knows how to do it.

Modern practice tends to leave out the preamble, giving the simple statement of the matter to be resolved, but it is still proper to use the complete formality if the assembly wishes to do so. In that case, there may be one or more

"whereases" in the preamble, each "whereas" introducing a separate paragraph. Here is an example:

Whereas, Traffic conditions in our city have reached the point where the streets are a constant hazard to all; and

Whereas, The City Council has been unable to devise any acceptable system of traffic controls; therefore be it

Resolved, that we call upon the City Council to employ a competent Traffic Engineer to prepare a system of traffic control which will make our streets safe.

After the proponent of the resolution has read it, he may then say: "I move the adoption of this resolution." When it has been seconded, it is open for discussion before the vote is taken. This motion to adopt is subject to the usual regulations for a main motion.

In American practice, the distinction between a motion and a resolution is quite clear. It must be remembered that it takes a motion to bring about the adoption of a resolution.

In Great Britain, the practice appears to be different. A motion, when adopted, becomes a resolution of the assembly.

Since the American custom as to resolutions is largely a matter of form in the statement, the careful parliamentarian will make sure that he knows how to word and how to punctuate the document before he brings it up for action. The president will remember that he should handle the motion to adopt just as he would deal with any other main motion.

YOUR VOCABULARY

YOUR vocabulary is the stock of words which you commonly use to express your thoughts. There are plenty of words. You need not be stingy with them.

If you have an idea worth sharing with others, you ought to phrase it in language worthy of the thought. Ideas without words are as useless as words without ideas.

If you will watch yourself in ordinary conversation you will observe that you draw very lightly upon the vast resources of the language. Most people use a very limited range of words, and overwork these. Set yourself to the task of building up your stock of words. Start with these simple methods:

1. Stop overworking certain favorite words. Everyone has a list of "pet" words which he uses to excess. Thus he not only weakens his speech, but tires those who hear him.

Any word becomes a bad word when used too often.

2. Get acquainted with new words. You encounter them daily—on the radio, in newspapers and magazines, in conversation. When you hear a new word which sounds promising, make it your own. Use it. A word does not belong to you until you can use it without feeling self-conscious.

3. See how many words you can find to express the same thought. For example, list all the words which suggest to you the thought of a house, such as residence, shelter, shack, etc. Don't stop until you have listed twelve or fifteen words.

4. Refer to the sports pages in a newspaper. Observe how many different ways the sports writer finds to say that the batter hit the ball, or the runner made his base. Note the use of lively words, picture words, exciting words. Learn to choose vigorous, vital words, which carry their own "punch."

5. As you add new words, be careful how you use them. There are three things you must know about a word before you can safely make use of it.

(a) How is it pronounced?

(b) What does it mean?

(c) Where should it be used?

Apply these three tests to a word before you start using it.

Attention makes the genius; all learning, fancy, science and skill depend upon it. Newton traced his discoveries to it. It builds bridges, opens new worlds, heals diseases, carries on the business of the world. Without it taste is useless, and the beauties of literature unobserved.

—Willmott.

And So It Is!

Advertising Age magazine, one of the "Bibles" of the advertising industry, had an article by an advertising agency executive in a recent issue, which commented on the speeches given by *Red Motley*, of Parade Magazine. This agency executive said that after hearing *Motley*, who is one of the nation's better speakers, hold forth at an advertising executives' meeting, he discovered the reason for *Motley's* tremendous success as a speaker: *He puts his whole heart and soul into his talks, he prepares for each talk as though it were the greatest talk he ever hoped to give, and when he presents his talks, he presents them as though the group he was talking to were the only important group of men in the whole United States!* That's the spirit that will make better Toastmasters of every one of us in this club!

—From the Madison Toastmasters Bulletin.

SERENDIPITY

There is a chance that you may be a serendipitist and not know it. As a matter of fact, it is amazing how many people have practiced serendipity in complete ignorance. It is just a little arrangement of alphabetical characters meaning the art of being bailed out of difficulties by the stroke of luck.

Take the case of the fisherman who was having no luck whatsoever and fell in the lake and scrambled to shore with his boots full of fish. He was a serendipitist, although it is hardly likely that he ever would have identified himself as such.

There's a fellow in Texas who was so broke he was thinking of selling his ranch in order to satisfy his creditors. In a desperate frame of mind, he went out in the back yard to think the thing out and absent-mindedly began playing mumblety-peg by himself. Well, sir, the first time the knife hit the ground, up came a trickle of oil. The first thing he knew he was a millionaire, busy foreclosing mortgages on people who owed him money . . . a clear case of serendipity.

—From Lock City Toastmasters Bulletin.

Thoughts lead on to purposes; purposes go forth in action; actions form habits; habits decide character; and character fixes our destiny.

—Tryon Edwards.

Any anecdote worth while is strengthened by attachment to some well-known name. Many homely stories hold their place by being attributed to Lincoln or Will Rogers or Mark Twain. If Oscar Wilde really said all the bright things attributed to him, he must have kept late hours and talked incessantly.

Editor's Note to Editors

We find it quite annoying in some club bulletins to read a paragraph given which we are certain must have been lifted from some book or other publication but without any indication that it is not original. Often the paragraph is good enough to borrow for the magazine, but we are afraid to use it without knowing the source.

Tricks of the Trade

Sirs:

Here is an unanswered problem in Toastmasters training. When one becomes proficient in expressing himself in a meeting, he is inclined to make suggestions and recommendations—and bang! He suddenly finds himself chairman of a committee, or more often a committee of one, to investigate the problem and come up with detailed plans.

It is getting so that I just keep still, because I am a busy man and have but a limited time for Toastmasters activity. Surely there is an answer, but as yet I have not been able to figure it out.

—G. G.

Dear G. G.:

Here is a suggestion: The next time you feel the urge to speak up with the suggestion that something be done for the good of the cause, try prefacing your suggestion with a statement to the effect that the demands upon your time are such that it would be impossible for you to become involved with additional club activity, but here is an idea you would like the club to investigate.

It would be even more desirable if you would extend your statement to suggest some other member of the club to pursue the investigation of the merits of your suggestion—a member who you feel is especially qualified because of his experience in (and specify what).

Your comment is a timely and important one, G. G., as without a doubt there are many other Toastmasters who find themselves in your position and likewise are inclined to remain silent instead of offering constructive suggestions for club betterment. Our suggestion should both solve your problem and at the same time give valuable training opportunity to less vocal members who would welcome a chance to be of service.

—The Editors

Official Convention Call

By virtue of the authority vested in me by the Board of Directors of Toastmasters International, and in accordance with Section 1, Article V of the Bylaws of Toastmasters International, I take pleasure in notifying you that the twenty-fourth Convention of Toastmasters International shall be held at Los Angeles, California, on the 17th, 18th, 19th and 20th of August, 1955.

All Toastmasters are earnestly urged to attend.

—Charles H. Griffith, President

What's Going On

● Quite Naturally

A. W. Aitken, of New York, was moved to Hong Kong by his company, the American International Assurance Company, and there he found no Toastmasters Club. Quite naturally, he set about establishing one which he might attend. Now comes the request for a charter. He reports: "We have five different nationalities in our group—Chinese, British, Indian, American, Portuguese—and a total at present of 17 members. Each individual is of high caliber, as selection has been carefully made. We shall soon have 25 members enrolled."

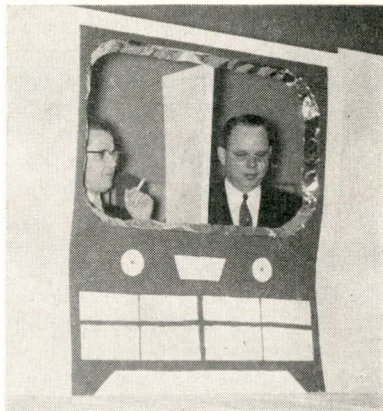
That is the way the Toastmasters idea spreads. That is why we now have clubs in nearly twenty countries outside the United States. The training appeals in Hong Kong as it does in Manila or Caracas. Watch for further developments in the Far East. The Toastmasters Club has great possibilities as a builder of international understanding and good will.

● Tug of War

Everything in the Miracle Mile (Los Angeles, Calif.) Toastmasters Club is a tug of war. Every phase of the club's operation has been placed on a competitive basis. Every officer must function, and he knows it. Every committeeman must serve effectively or off the committee he goes. In fact, every member must guard his membership well and be faithful in attendance or some associate member (and there is usually quite a list of them) will step into his place and he will be relegated to the associate roster.

Even in play the club engages in a tug of war as evidenced by the accompanying photograph taken at a recent picnic. Those participating are: Jesse Stern, Jerry Windfill, Mrs. Windfill, Mrs. Stern, Sam Dodd, Jr. (President), Miss Edna Shankman, Mrs. Salmon, Mrs. Stimpfig, Wallace Salmon (Deputy Governor), Mrs. Funk, Jack Carter (Immediate Past President), Fred Stimpfig, Jack Funk. Wives and sweethearts formed an enthusiastic rooting section.

● Person to Person



The Cedar Falls (Iowa) Toastmasters carried out a novel and entertaining program at a recent guest night meeting, patterned after the Edward R. Murrow "Person to Person" show.

A large T.V. screen was constructed out of cardboard, complete with painted dials. The screen appearance was achieved by cutting away a section of the cardboard and using a tinfoil facing, and a sliding divider gave the two-picture effect. Each of the four speakers was introduced appearing on one side of the divider and taking over the whole screen as the Toastmaster finished his introduction. To complete the illusion, at one point one of the speakers jumped up and down, and a sign appeared on the screen announcing a disturbance in the network. Instead of table topics, one-minute humorous commercials were given between speeches.

Pictured above as they appeared on the simulated screen are Marvin E. Diemer, Toastmaster of the evening, and Alex Buchanan.

● Good Work!

Complimentary subscriptions to THE TOASTMASTER, official publication of Toastmasters International, have been presented to the libraries of North Dakota Agricultural College at Fargo, the Moorhead State Teachers College and Concordia College, Moorhead, by Lincoln Toastmasters of Fargo, North Dakota.

● Foreign Recording

Greensburg (Pa.) Toastmasters, in a gesture of international goodwill, recorded its December 7th club meeting and sent the tape to the Melbourne, Australia, club for playback. The scheduled participants were: Unger as Toastmaster, Smith as Topicmaster, Williams as General Evaluator, and Bandrofcheck to offer grace. Speakers included Harmon, Hepler, Wilcox, Leatherberry and Rowe—Editor, Al Lewis.

● Concours de l'Art Oratoire

Trois Rivieres, Quebec, was recently the scene of a bilingual speech contest. Clubs from Montreal, Joliette, Valleyfield and Trois Rivieres participated. A beautiful trophy, made of aluminum, was donated by the Aluminum Rolling Mills and was presented by M. Andre Piche, manager of the mills, to M. Claude Dugas, the winner. His speech was titled, "Une suggestion pour enrayer le crime au Canada."

Area Governor Farrell Voicelle has the distinction of having presided over the first foreign-language speech contest ever to be reported in Toastmasters.

● Officially Recognized

When Toastmasters of District 43 met in Memphis, the event was given official recognition. Mayor Frank Tobey presented the key of the city to Ralph Smedley, and proclaimed the day of the conference as Toastmasters Day. In the picture below the mayor is seen making the presentation.

It was a great day for the District, with men present from all over Tennessee, Arkansas and Mississippi. The program was of the highest caliber, inspiring to all.

Governor Hartz predicts 20 new clubs in the district during the year.



● At Ease!

President Twain Brewer of Bellflower (Calif.) Toastmasters, holds his head as several graduates of a recently conducted Speechcraft course attempt to impress him with their vocal variety and their gesturing proclivity. Appearing in photo are Dick Hodges, Arden Clarke, Allen Clanton, Brewer, Don Nellis, Gordon McCrane and Toby Wing.

● Texaco Voices

Toastmasters from four Seattle clubs who work for the Texas Company recently got together to put on a sample meeting for Fred C. Collins and A. R. Playle, assistant division managers of the company, and George Slater, reporter for the firm's employee paper. The meeting was a complete success and drew national attention in the "Texaco Topics."

Toastmasters who planned the meeting are: Howard Stengl of University Toastmasters, Warren Elmer, Jim Rubart and Tom O'Brien of Downtown Transportation Toastmasters and Tony Franklin of Monday Noon Toastmasters. There are twenty Toastmasters in the Texas Company's Seattle office.



Through the thoughtfulness of the Lincoln agency, a beautiful car was made available to Ralph Smedley during his stay. Here we see the Lincoln "Gapri" flanked by Toastmasters. They are Captain Ed McLarney, of the Naval Air Station, William C. Rucker, Public Relations Chairman, and Odell Hartz, Governor of District 43, in conference with Dr Smedley.

Covered Wagons Will Roll Again

There is no other spot in the world just like it. We are speaking of Knott's Berry Farm, where you will spend an evening next August, provided you are in attendance at the 24th Annual Convention of Toastmasters International in Los Angeles, and where you will dine and then explore an Old West Ghost Town, reactivated with all its color and hilarity.

The high point of the occasion will be the International Speech Contest under the stars in an open air arena rimmed about by a wagon train encamped for the night. It will be an experience you will never forget.

1. *THE WAGON CAMP ARENA* where the International Speech Contest will be held. Seats a thousand or more.
2. *MAIN STREET* in Ghost Town, California, where desperadoes and bank robbers still shoot up the town. No deaths have been reported recently.
3. Visit *SAD EYE JOE* in jail and get the surprise of your life. Avoid this stop if you have a "past."
4. Young and old will enjoy a ride on the *GHOST TOWN & CALICO RAILROAD*, a narrow gauge train of D. & R. G. fame.
5. After a trip through the *GOLD MINE*, Old Timer will help you pan real gold in the sluice box, gold which you may keep for a souvenir.
6. *THE BUTTERFIELD STAGE LINE* still operates in Ghost Town. There is never a dull moment at Knott's.

Your local committee is going all out to make this convention unique and different as well as the most successful convention ever.

SPEECH IS A MEANS —not an end

By Ralph C. Smedley

THE statement of the subject is rather dogmatic. It may open the way to argument. We could spend some time on definitions or on a philosophical discussion of purposes and of volition in general. But we shall get further if we confine ourselves to discussion of the plain and practical issues involved, which may be bluntly stated: Why did you join a Toastmasters Club?

If it were possible to take a poll of our members, it is safe to assume that four out of five of them would say that they came into Toastmasters for speech improvement. Is there anything wrong in that?

Training in speech is the obvious purpose, the motivation of our clubs. It is something tangible, like the foothill you must climb before you start to ascend the high mountain. Certainly it is a means; in some cases, short-sighted people mistake the means for the end.

Just what do we mean by "means"?

It is the method or procedure by which we work toward some purpose. It is part of the foundation on which our enterprise is built.

Consider the child learning the alphabet, or the multiplication table. It is a real achievement when the youngster becomes able to recite the A-B-C's from A to Z,

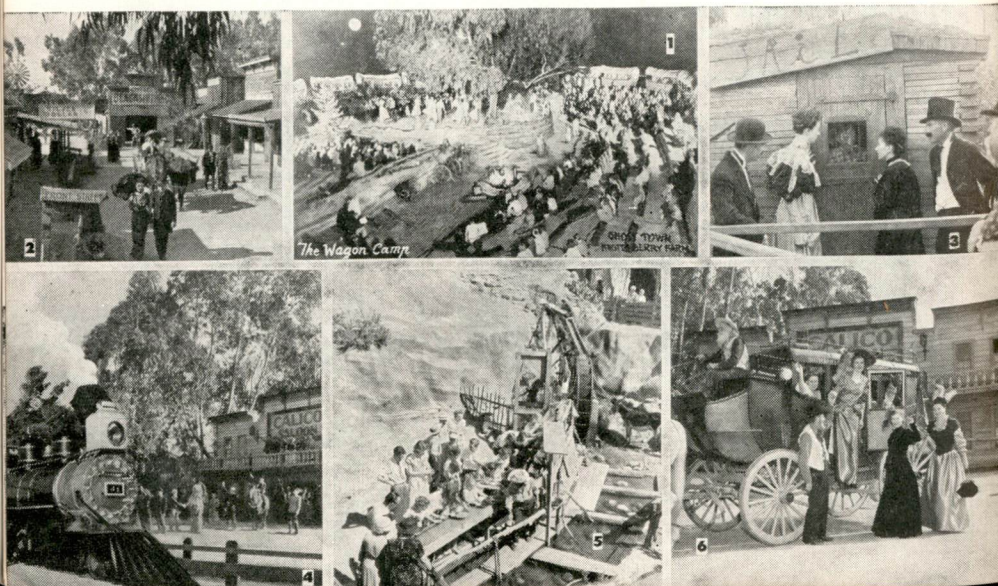
but if he stopped there, his accomplishment would be meaningless. He learns the alphabet in order that he may learn to read and write. If he stops short of that goal, he does not get far.

If we were to continue our polling of this audience, we would find that while all, or most of us, joined up for training in speech, most of us have gained far more than just the ability to make speeches. We have found speech training to be a means, or an instrumentality, by which we have made great gains—unforeseen gains—in our capacity to live and serve. Some of these unexpected gains have proved to be more valuable than the speech ability which was the primary incentive. Each step we have taken has brought us in sight of other steps which would not have been in our reach without the preliminary work, the means by which we have climbed.

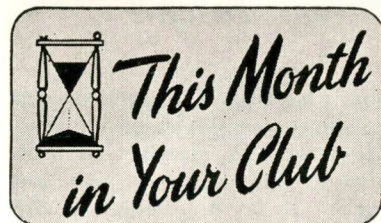
In the Toastmasters Club, as in all other worthy enterprises, we find that progress leads to further progress. Understanding leads to the revealing of new ideas to be understood and used.

Men join our clubs for a variety of purposes, all of which are related to public speaking. One man joins to prepare himself

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PROGRESSIVE



This is our month to check up on speech delivery.

Mannerisms good and bad come in for special attention. We watch "how we say it" and try to improve our techniques.

It is a good time to remind ourselves that we are interested in public talking rather than in oratory. The informal, conversational type of speech practiced in the Toastmasters Club is so widely accepted and used nowadays that we do not need to apologize for it or explain it. Most speakers use it, with the exception of some political spellbinders, who can't get away from the flamboyant, emotional appeal. We need not imitate them.

The Old-Fashioned Type

Bill Henry, veteran Washington correspondent, recently took occasion to pay his respects to some of these "orators" in his column. He spoke of Senator Dirksen, of Illinois, a purveyor of "florid phrases, flamboyant gestures and elocutionary phenomena." He said, "Senator Dirksen is, to my knowledge at least, the last of the old-school Chautauqua type orators.

They are an American institution fast fading from the scene."

In the Toastmasters Club we emphasize the substance of what is said, trying to make sure that it is spoken clearly and convincingly. Straight, plain speaking, well phrased and well delivered, is our goal.

Patriotic Themes

February is full of inspiring speech themes. Great men were born in this month, and great events took place. Pay attention to these in your speech programs. Give the members a chance to do some research work on worthy subjects as they prepare their talks.

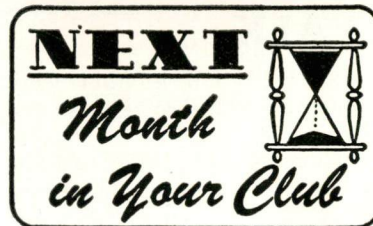
There may be a good idea in the fact that the first publication of Robert's "Rules of Order" was on February 19, 1876, just 88 years ago. You might at least stage a parliamentary practice in honor of the General.

Elections are Coming

Hard to believe, isn't it, that it is nearing time for the next election of club officers, but it is true. The nominating committee must be named in February, and plans must be made for the election. This reminds us that every officer and committee should check up on the work that should have been done.

Plan to make the election an exemplary event. It is good practice. You can learn from it.

PROGRAMING



Words are an important item in the speaker's tool chest. Ideas must be clothed in words before they are presentable.

To use these tools, the speaker must know both the meaning and the pronunciation. Your club can serve its members well by helping them to add more words to their vocabularies, and then making sure that they know how to use them.

It is worth while to appoint a man or a committee to select and present useful words, two or three at a time. These should not be unusual words, but words such as can be used daily by almost anyone.

How will you find these words?

Here is a simple way: Open your dictionary at any page and run down the columns. Before you have gone far, you will find words which are strangers to you. Some of them are not needed in your vocabulary, but others are desirable. For example, let's open to a page in the "B" section. Here are four words, closely related, but with some trickery in pronunciation and spelling. Look at *beneficent*, *beneficial*, *beneficiary* and *benefit*. All of them stem from the Latin *bene*, well, plus *ficium*, a doing.

Watch the variations in accent. Especially note that *benefit*, in its past form, does not double the final *t*, but is spelled *benefited*. Observe the difference in meaning between *beneficent* and *beneficial*.

Club Business

Why do we have a nominating committee? So that careful study may be made to secure qualified leaders.

Why does the election come the first of March, while installation of new officers comes in April? This is to give a month's time for the new officers to study their duties and prepare to discharge them.

Why are nominations from the floor permitted, after the nominating committee has made its choices? So as to preserve the rights of the members in a democratic assembly. There is no autocracy, no dictatorship, in a Toastmasters Club.

Why is it so important that the officers be trained? Because the success of the club depends upon good leadership, and well trained, fully informed officers are prepared for effective performance.

Your club's welfare for the coming term will depend largely on the quality and training of its new officers. Make the most of this election.

HOW WE TALK

One result of the special session of the Senate last November was to bring to the attention of the public the word *censure*. This was promptly confused with *ensor*. Two words were thus put into popular use.

Pages beyond number were printed about the correct use and meaning of these two words, but to the bitter end, about half the people were making the wrong use of them. Even the dignified senators themselves were confused. Some of them thought that all the teeth had been taken out of the much discussed resolution when the word *condemnation* was substituted for the troublesome *censure*.

One is impelled to suggest that our senators send over to the Library of Congress for a dictionary, or for a copy of Roget's Thesaurus, so as to see for themselves that the two words, *condemnation* and *censure*, are counted as synonyms. If there is a difference, *condemnation* carries a stronger implication of disapproval, so that the substitution really strengthened the wording.

In the interest of clarity of communication, let us discourage the use of the words which have caused so much confusion. If we disapprove of something, let us condemn it, criticize it adversely, express our disapproval, impeach, denounce, reprehend, chide, scold, recriminate, frown upon it, be scandalized at it, reproach, impugn, or castigate; but let us never again attempt to censor—no, *censure*—any person in public life. It takes too much explaining.

Adversity—Adversary

Here are two words which are occasionally confused in talking because of their similarity in sound and spelling. *Adversity* means hardship, trouble, suffering; and it is pronounced with the accent on the second syllable. *Adversary* gets the accent on the first syllable (*ad ver sa ry*) and it means an enemy, an opponent, an antagonist.

Affect and effect are another cause of trouble. *Affect*, when used as a verb, is accented on the second syllable, and means to influence, as in "Exposure to the cold affected his general health."

Effect, used as a verb, is also accented on the second syllable, and it means to accomplish, or cause to happen.

A common fault in daily speech is the addition of extra and unnecessary prepositional adverbs, or adverbial prepositions. Here are samples:

"He went up around the corner."

"The meeting was over with at ten o'clock."

"He got up out of bed."

Leave out the *up* in the first sentence, the *with* in the second, and the *up* in the third, and see if the sense is impaired.

We waste a tremendous amount of energy in speaking unnecessary words, and in choosing the wrong words to express our meaning.

HAVE YOU READ?



Parliamentary Law

General Henry Martyn Robert is known to all by his "Rules of Order", but this is not his only book on the subject. Attention is called to his other work, *Parliamentary Law*, which was published by Century in 1923.

This volume of nearly 600 pages is a veritable encyclopedia of information on parliamentary law. It occupied the attention of General Robert during the years following the completion of his revision of the "Rules", which was published in 1915. It covers in great detail the many points involved in the transaction of business.

Chapters on Motions, Debate, Voting, Boards and Committees, Officers, Members, Bylaws and other matters present complete explanations of all these problems in procedure. Of exceptional interest is the chapter on "Questions and Answers" compiled from General Robert's correspondence with a multitude of inquirers. In a section which covers more than 100 pages, he has given a digest of the questions asked him and of his replies to them, in which one can find the answer to almost any question of procedure.

There is a special index to this chapter, reference to which will enable the perplexed parliamentarian to locate the information he needs. Not only is the definite

reply given to each question, but there are references to the "Rules" for further discussion of the reasons for the answer.

This book is not intended for the novice, just starting to learn how to conduct business in a meeting. Rather, it is for the one who has gone far enough to realize the need for help on specific situations. It is for reference rather than for general reading.

The product of the author's mature thinking, based on forty years of observation and experience, this is a book needed in the personal library of every person who has an interest in chairmanship and the handling of assemblies.

Its circulation has been limited, perhaps for lack of good publicity. It is to be found in most public libraries, but not so generally in personal collections, and yet it is one of the most useful books on the subject now available.

The book may be ordered from Toastmasters International. The price is \$5.00, plus 50c for packing and shipping.

The closing words of the author's Preface read almost like a benediction from the man who did so much to promote peaceful cooperation: "That this book may be helpful to those who wish to learn how to carry on the business of societies with the greatest efficiency is the earnest wish of the author."

to become president of his lodge or his service club. Another wants to be a better salesman. Another is fitting himself for promotion in his business. Another comes in to find how to overcome his self-consciousness and his inability to deal with other people.

We have seen a man come into our club whose self-consciousness was an affliction—almost a mental disease. He could not talk comfortably to anyone. He was afraid to meet people. He could not communicate intelligently. His fear of other people was an obsession. His lalophobia, or fear of speaking, had literally become a phobophobia, or fear of being afraid. He was just scared when he was with others, and he was handicapped by his fears.

We have seen this man develop, in the friendly, helpful atmosphere of his club, so that he could feel at ease in meeting and talking with other people. Thus he had accomplished the end for which he joined us. But he did not stop there. We have seen him discovering unsuspected abilities and bringing them into use, a new man in his personality, taking a new place in his community, and making amazing contributions to his environment. Speech was a means to this end, but accomplishment of his first purpose opened up so many new avenues for improvement that life took on a new aspect for him. He has not yet reached an end.

Man is born with the faculty of speech. Who gives it to him? He who gives the bird its song.

Perhaps we shall not be taking in too much territory if we say that the speech training, the training which is available in the Toastmasters Club, has values both psychological and pathological in addition to the obvious advantages which come with improvement in communication. Some of these values are coming to be recognized. Others are yet in the stages of discovery and exploration.

In the final analysis, although many men do not realize it, the end of our training is better communication. In the process of learning to communicate better, we get the other benefits, which come as extra dividends. As we gain speech facility, we gain in our thinking and in our listening powers. We extend our horizons and enlarge our interests. We become better neighbors. We help in the cause of human progress.

All civilization, all progress, depends on communication of ideas. As we learn to share our thoughts with others, and compare our own thinking with theirs, we make possible that cooperative action without there can be no progress. We promote better understanding, on which human relations are based.

Thus we see that while most of us may have entered Toastmasters to learn to make speeches, that benefit is but the beginning of the good which may come to us, and the good which we may do for mankind.

READ
A
SPEECH

READING aloud is excellent practice for the speaker.

Occasional delivery of a speech from the script is desirable, for some speeches must be read, and good reading is a rare accomplishment. To read the words of some other speaker is good practice, in that it extends one's acquaintance with the work of great orators, and gives one the opportunity to devote close attention to delivery.

St. Paul, the missionary to the Gentiles, was an able speaker and his words deserve study by the modern student of speech. It is suggested that his address at Athens, delivered on Mars Hill, before a casual group of citizens, be given a place on the program of your Toastmasters Club. Let one of your experienced speakers read it in place of an original speech.

The text given below is from *The Twentieth Century New Testament*, one of the earliest of the versions in modern speech, which was published by the Fleming H. Revell Company in the year 1900, and which has been replaced by several more recent versions.

Study the informal, friendly approach. Consider the way that Paul tied his thought in with the surroundings, and then led into

his own message. Note his quotation from one of the Greek poets, which leads into the heart of his argument.

Observe that the conclusion is interrupted by the opposition of some members of the audience, which left the speech unfinished. Even so, the record is that "there were some men, however, who joined him."

Consider how you would deliver this speech in circumstances like those of Paul, a stranger with a message, and an audience indifferent, if not actively in opposition. Try it in your own club's program.

Introductory

While Paul was waiting for them (Silas and Timothy) at Athens, his indignation was roused at seeing the whole city full of idols. So he argued in the Synagogue with the Jews and with those who joined their worship there, and also every day in the public square with those who came up to him. Among others, some of the Epicurean and Stoic Philosophers encountered him; and some would ask, "What is this tattler wanting to make out?" while others would say, "He seems to be a Preacher of some foreign Deities." (This was because he was telling the Good News about Jesus and the Resurrection.) So they laid hold of him and took him to the Court of Areopagus.

"Would you tell us," they asked, "what new teaching this is which you are giving? For you are bringing some strange things to our notice, and we should like to know what they mean."

So Paul took his stand in the middle of the Court, and this is what he said—

The Speech

“Men of Athens, on every hand I see signs of your being very religious. Indeed as I was going about and looking at the objects that you worship, I observed an altar on which the dedication was inscribed ‘To An Unknown God.’ What then you are worshipping without knowledge, is what I am now preaching to you. The God who made the world and all things in it—he, I say, Lord, from the first, of Heaven and Earth, does not dwell in Temples made by hands, nor yet do human hands minister to his wants, as though he could need anything, since he is himself the giver to every one of life, breath, and everything else. He made every race of men from one stock, and caused them to settle on all parts of the earth’s surface—first fixing a duration for their Day, and the limits of their settlement—so that they might search for God, if after all they might feel their way to him and find him. And yet he is never really far from any one of us; for it is in him that we live and move and

*The statesman throws his shoulders back, and straightens out his tie,
And says, “My friends, unless it rains, the weather will be dry.”
And when this thought into our brains has percolated through,
We common people nod our heads and loudly cry, “How true!”*

—Walt Mason.

**Do you argue to win, or to clarify your thinking?
To the average man, his opinion is like the moon—he can see
only one side.**

are. To use the words of one of your own poets—

‘His offspring, too, are we’.

As the offspring, then, of God, we ought not to think that the divine nature has any resemblance to anything made of gold, or silver, or stone—a work of human art and imagination. True, God looked with indulgence on the days of men’s ignorance, but now he is announcing to every one everywhere the need for repentance, because he has fixed a day on which he intends to judge the world righteously, by a man whom he has appointed—and of this he has given everyone a pledge by raising this man from the dead.”

The Reaction

On hearing of a resurrection of the dead, some began jeering, but others said that they would hear what he had to say about that another time. Under these circumstances Paul left the Court. There were some men, however, who joined him, and became believers in Christ, and among them were Dionysius, a member of the Court of Areopagus, and a woman named Damaris, and several other persons.



Question:

We had quite a discussion at our club last meeting as to whether or not we should acknowledge remarks of the Toastmaster in our introduction, or go into the main body of our speech, ignoring any remarks he may have made even though they might need clarifying.

Answer:

There is no set rule or established practice in acknowledging an introduction. Courtesy and simplicity should be the guiding factor. If the occasion seems to require and the time to warrant, go ahead and make a brief pleasantry or a witty remark, but keep it short and to the point. Good taste and judgment will determine one’s procedure, in this as in nearly all things, including clarification of a statement by the chairman.

Question:

Some of our members claim that controversial matters should not be discussed in speeches before the club. They want to rule out all matters of politics and religion. Is that the right way?

Answer:

If you leave out all controversial matters, you will have a pretty small and insipid list of things to talk about. Certainly the members of a Toastmasters Club should be mature enough in their thinking to realize that every question has at least two sides, and that any matter of sufficient interest to be argued about should be observed from all angles. The Toastmasters Club is one place where men should be able to disagree without being disagreeable. Any matter of common interest and of real importance to the members and the public should be a proper subject for intelligent and constructive discussion.

Question:

How can we have better evaluation in our Club?

Answer:

Persuade each member to study the book, *Speech Evaluation*. Have someone answer at each meeting one of the questions listed on page 3 of the book. The facts are all there. Put them to use.

Question:

Our executive committee has recently been discussing the subject of “Program,” and trying to decide whether we ought to make greater use of the Progressive Programing bulletins.

We recognize that planned programs, involving assigned subjects on a central theme, give purpose to our meetings. On the other hand, we think that assigning subjects to speakers limits members unnecessarily, and that a program consisting of varied subjects is more interesting.

Will you tell us just what we are missing by not using Progressive Programing? Do we give up something in the way of variety in speech subjects when we try to assign subjects around a central theme?

Answer:

The suggestions known as "Progressive Programing" are sent with the thought of helping you to design purposeful, interesting and varied club programs. There is a master plan for an entire year, which is divided into twelve months, so as to include a dozen variations on points of emphasis. An outline is available, to help you see the pattern of the year's work. Such a plan is certainly preferable to the hit-or-miss speaking schedule.

There are several advantages in the use of assigned subjects, one of them being that it keeps a speaker from postponing preparation until the last minute. Any man who desires to get the most out of his Toastmasters training should be willing to spend a little time in study, and certainly he would prefer to speak about subjects on which some study was needed.

Indeed you do not give up anything in the way of variety when you assign subjects around a central theme. On the contrary, you assure variety by encouraging men to speak on subjects other than the ones they habitually use.

Question:

I have been criticized for weaving. What does the critic mean? I hate to ask because, apparently, I am supposed to know. What is it that I do that I shouldn't?

Answer:

The critic means that you sway from side to side. It has other forms, this foot-nervousness. Some walk about, like a caged lion. It distresses listeners, just as any other meaningless motion does. Some "teeter" up and down as they talk, as though on a springboard.

Set your feet a little apart and you won't weave much and you won't teeter. Try putting one heel just ahead of the instep of the other foot. It is an easy position and helps you to be steady on your feet.



An Irishman, seeing his son about to join a Toastmasters Club, said: "Michael, my boy, remember the three bones, and you'll get along in Toastmasters."

"Yes, father," the son replied, "but what three bones do you mean?"

"Sure, now," said the father, "it's the wishbone that gives you the desire to be a good speaker; it's the jawbone that gives you the means of expressing yourself, and it's the backbone that helps you benefit by the training. Remember these bones, and be a success."

—Elmer M. Amundson.

Thought For The Month

"If all my possessions and powers were taken from me with one exception, I would choose to keep the power of speech, for by it I could recover all the rest."

—Daniel Webster.



New Clubs

- 162 SAN DIEGO, Naval Air Station, California, (D 5), *CPO*, Tuesday, 11:45 a.m., CPO Club, NAS.
- 614 OAK PARK, Illinois, (D 30), *Oak Park*, 2nd & 4th Thursdays, 6:30 p.m., Oak Park Y.M.C.A.
- 857 LUDINGTON, Michigan, (D 28), *Ludington*, Thursday, 8:30 p.m., Stearns Hotel.
- 1333 TACHIKAWA, Tachikawa Air Base, Honshu, Japan, (D U), *TACHI*, Tuesday, 6:30 p.m., Tachikawa Officers Club.
- 1422 SAN ANTONIO, Texas, (D 25), *Public Service*, 2nd & 4th Mondays, 7:30 p.m., 201 North St. Mary's Street.
- 1695 CORAL GABLES, Florida, (D U), *Coral Gables*, 1st & 3rd Tuesdays, 6:00 p.m., Coral Gables Country Club.
- 1696 MINNEAPOLIS, Minnesota, (D 6), *Metropolitan*, Thursdays, 5:30 p.m., The Turf Club, University and Snelling Avenues.
- 1697 WOODLAND, Maine, (D 31), *St. Croix Valley*, Friday, 7:00 p.m., Conference Room, St. Croix Paper Company.
- 1698 MARQUETTE, Michigan, (D 35), *Hiawatha*, 2nd & 4th Thursdays, 6:00 p.m., Northern Michigan College of Education.
- 1699 GOOSE BAY, Goose Air Base, Labrador, Canada, (D U), *Goose*, 1st & 3rd Wednesdays, 6:30 p.m., The Officers Club.
- 1700 EAST KILBRIDE, Scotland, (D 18), *East Kilbride*, 1st & 3rd Thursdays, 7:30 p.m., The Willow Cafe, Kirkton Park.
- 1701 CLEVELAND, Ohio, (D 10), *Thompson Products*, Tuesday, 5:20 p.m., Thompson Products, Inc., 2196 Clarkwood Road.
- 1702 LUBBOCK, Texas, (D 44), *Will Rogers*, Thursday, 6:30 p.m., Cactus Inn.
- 1703 KANEHOE BAY, Oahu, Hawaii, (D U), *Kanehoe Bay*, Monday, 6:00 p.m., Commissioned Officers Mess, MCAS.
- 1704 EL CAJON, California, (D 5), *El Cajon Valley*, Thursday, 6:30 p.m., Lariat Cafe, Highway 80.
- 1705 HETTINGER, North Dakota, (D 20), *Hettinger*, every other Friday, 6:30 p.m., City Cafe Banquet Room.
- 1706 WINNIPEG, Manitoba, Canada, (D 42), *Kiwanis*, Wednesday, 5:30 p.m., Airport Hotel.
- 1707 AKRON, Ohio, (D 10), *Tadmor Shrine*, every other Monday, 6:30 p.m., Sanginiti's Restaurant.
- 1708 CLINTON, Indiana, (D 11), *Clinton*, Monday, 6:30 p.m., Dagleys Coffee Shop, 321 South Main.
- 1709 NILES, Michigan, (D 11), *Niles*.
- 1710 SHERMAN, Perrin AFB, Texas, (D 25), *Texoma*, Tuesday, 7:00 p.m., Officers Open Mess.
- 1711 GLENS FALLS, New York, (D 34), *Glens Falls*.
- 1712 NOVATO, California, (D 4), *Novato*, Thursday, 7:00 p.m., Rancho Rafael.
- 1713 CLEVELAND, Ohio, (D 10), *Cleveland*.
- 1714 CANON CITY, Colorado, (D 26), *Canon City*.

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In the Mill

NOW LISTEN!

... It's as important as talking

SO YOU HAVE A VISITOR—

... Make him glad he came

CHOOSE THE RIGHT WORD

... if you would be understood

SIR—

... your attitude is showing

BEFORE WE ADJOURN

When I was a boy of 14, my father was so ignorant I could hardly stand to have the old man around. But when I got to be 21, I was astonished at how much he had learned in seven years.

—Mark Twain

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