

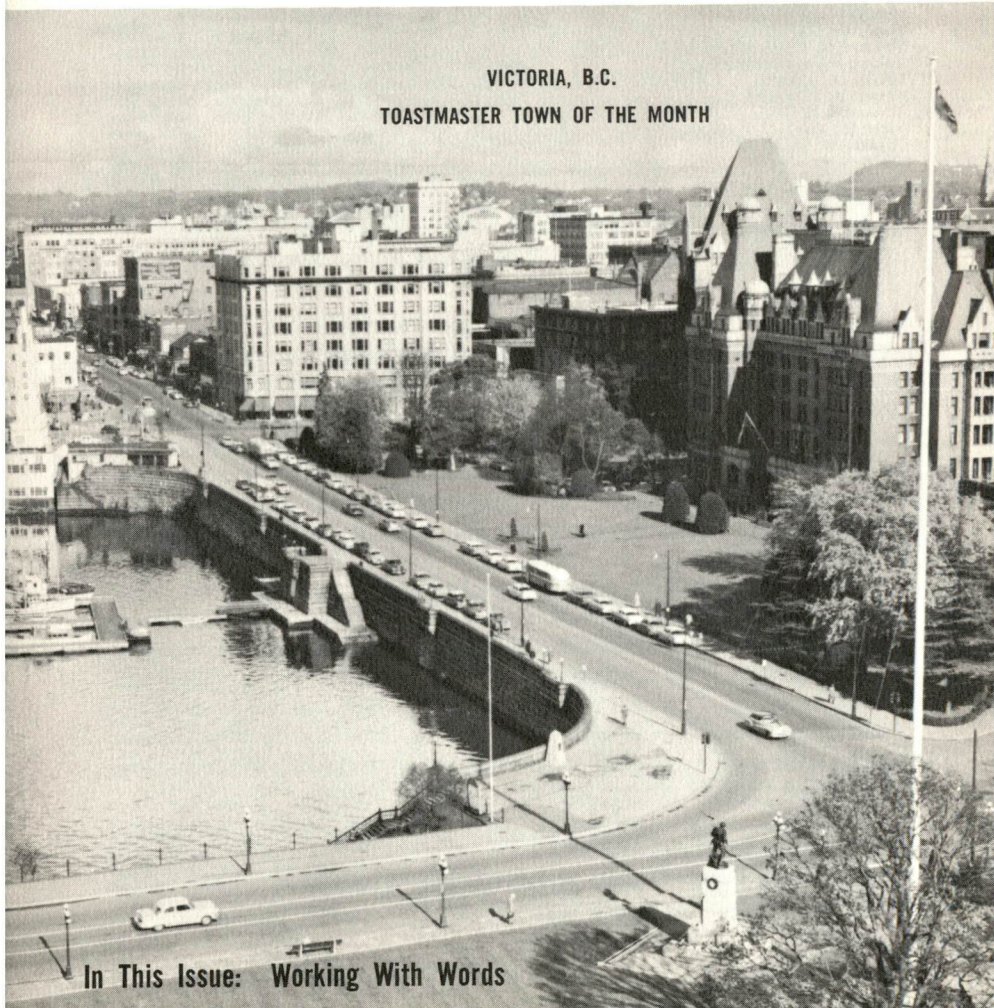


JANUARY, 1964

THE TOASTMASTER

FOR BETTER LISTENING, THINKING, SPEAKING

VICTORIA, B.C.
TOASTMASTER TOWN OF THE MONTH



In This Issue: Working With Words

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A Toastmasters club is an organized group providing its members with opportunities to improve their abilities to speak in public, conduct meetings and develop executive abilities. In congenial fellowship, ambitious men help each other through 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 World Headquarters.

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The TOASTMASTER

For Better Listening—Thinking—Speaking

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Working With Words

By RUSSELL V PUZEY

WHEN I STARTED A HOME workshop program there was, of necessity, a program of research and development to be undertaken as to which tools were needed and also which could be used if I had them. There was also an acquisition program for procurement of needed equipment and materials. It was necessary to study and examine tool displays, catalogs and instruction books.

As my skills progressed, the need grew for more specific tools to do special jobs to exacting standards. As I spent more and more hours in the workshop, my skills increased. I learned which tool would best do each specific task. In a few months I was using tools and processes never dreamed of before and which I would have been terrified to try

at the beginning.

So it is with working with words. We must learn the tools available and the words which will do the precise task we wish done. There is an exact word for each task even as there is an exact tool for each task in the workshop. Our endeavor must be to find these words.

In the procurement of tools for our working with words workshop, there are three great stores of knowledge and enjoyment: *etymology*, *semantics* and *vocabulary*. The first two have to do primarily with procurement of word tools and the last with word storage for available use as the occasion demands.

Etymology is the study of the history and development of words. It is concerned with the origins of words, their relation to

similar words in other languages (called *cognates*), and the way the meaning of words has changed with the passage of time.

Each word began with a certain form and usually an exact meaning. But when sufficient people gave it another meaning it would add a meaning or change completely.

For instance, I have always liked to use the word "recalcitrant." It originated from the Latin "re" meaning back or backward, and "calx," hoof. In Latin, they were put together as

"recalcitrare," meaning to kick back. Today, of course, a recalcitrant person is one who is stubbornly rebellious to established authority, who does not follow the party line or the edicts of his leader. As a farm boy, I well recall the stubborn or fractious horse who kicked over the traces. When I use the word "recalcitrant" I visualize a horse all tangled up in his harness or going off in a direction different from that of the rest of the team.

Thus we see that the history of a word helps to visualize it and utilize it in an exact situation. Here again is the analogy of the specific workshop to do the job perfectly.

The study of English words dovetails exactly into the pattern

of English history. Each invasion brought new words and new meanings. For example, the "caster" or "chester" added to so many English towns come from the Roman "castra," a fortified camp. Therefrom came such names as Lancaster and Manchester. The Danish invasion introduced the "by" into town names, as "by" was Danish for "town." Again, we have Whitby and Derby.

Original meanings change through usage. "Depart" once meant to separate or divide, "jig" was the fiddle rather than the dance, "imp" was first the young shoot of a plant, then a child, and now a mischievous person. Word tools are ever changing, and the history of each word adds to its charm and meaning. Through a knowledge of this history we find a word becoming a sharper, more precise tool for the particular job we wish it to perform.

Most of the languages of Europe are related to English and make up what is known as the Indo-European family of languages. If you are interested in the common ancestry of words in different languages, I recommend the study of *linguistics*, the scientific study of the origin, development, laws and relationships of language. It is recom-



mended for advance study of the skilled "working with words" craftsman. Incidentally, as a good example of word changing — linguistics was known until fairly recently as "philology."

A second wellspring of working word tools is the study of *semantics*. "Semantics" is derived from the Greek word "seman-tikos" — significant meaning, or literally, the science of meaning. It is the study of the exact meaning of words and the changes that take place in meanings, and how to convey the exact meaning. Its study assists the speaker to use words with meanings his listener can not mistake. Conversely, it helps the listener fully to understand and evaluate the thoughts expressed by the speaker. Let's state this in another way. Semantics is (1) the study of laws and conditions under which signs and symbols, including words, may be said to be meaningful, and (2) the study of the relation between words and things and also relations between language, thought and behavior, or how human action is influenced by words.

A word does not mean the same thing to one person as it does to another, and as we have seen, the meaning of a word may

change from country to country or with the passage of time. There are four main ways in which the meanings of words change. First, it may become more limited in meaning — i.e. "hound" from all dogs to a specific type of dog. Second, it may become more general in meaning, such as "thing" which was originally a king's court and is now a separate object. Third, a word may change for the worse, as "villain" was once a farm laborer, then a bumpkin, next a boor, now a scoundrel. And fourth, a word may change for the better, as "nice" went from ignorant, to foolish, then to pleasant or attractive.

Of concern to semanticists is the way a word influences the judgment of the hearer or reader. Some words have an emotional suggestion and thus provide far greater reactions than intended by their exact meanings. An example is the term "aggressor nation." The connotation gives a picture of peril rather than one of pure aggressiveness.

Probably the best way in which to explain the conveyance of thought principles of semantics is to visualize a triangle. The lower right end is the referent or topic; the top of the triangle is the thought caused by the re-



ferent in the mind of the observer. The other base is the word, phrase or symbol used to express the referent as a result of observing it. The objective of semantics is to describe the referent so that an exact image is expressed by the transmission of the observer's thoughts. Thus there are three problems: to start with a specific referent, to correctly identify that object in the mind and third, to use the correct thoughts to describe and identify that referent exactly as the speaker or writer sees it.

I have been explaining how to select and use word tools. Let's now turn our attention to building a handy-man shop full of exact words to fit each task they are called upon to fulfill. Do not look up each new word in the dictionary and memorize it — most of the time you will fail. Do look inside the word, familiarize yourself with it, relate it to something you already know so that you have a mental picture of it, as I have done with the horse out of harness for the word "recalcitrant."

Here are a few ways in which you may attain a greatly enlarged vocabulary:

1. *The company words keep.*

If you happen upon a strange word, study the context in which it is used to see if you can determine its meaning. If not, then list the word, look it up and fix it to something familiar.

2. *Divide and conquer.* Long words are usually easiest. Just break them down into recognizable units.

3. *Roots.* Learn the meaning of a word and then the root from which it came. This will give insight into the significance of the word and reveal its inner meaning.

4. *Learn short words.* These are usually the tollways or expressways to clarity of thought.

5. *Prefixes.* Learn the basic prefixes and the way is paved for understanding. There are less than a hundred important prefixes compared to thousands of roots; they are easily identified and have undergone few changes.

6. *Learn the attachable or detachable parts,* such as *quasi, neo, auto* and *psuedo*.

7. *Learn the history of the word.* This, to me, is the most fascinating of all word study and word building activities.

Working with words is the building of a structure of speech, just as working with tools is the creation of a physical structure. Speech built from working tools will result in a structure that is strong and beautiful. The tools are there. The work is fun — and rewarding. ♦

Past International President Russell V Puzey is a certified public accountant associated with the firm of Frazer and Torbet, Chicago, Illinois. He is a member of Wilson Avenue Club 169-30.

In Memoriam

THE TRAGIC DEATH of President John F. Kennedy was mourned by Toastmasters throughout the world. President Kennedy's warm personality and dedication to the cause of world peace won him the respect of free men everywhere. Toastmasters were particularly impressed with his mastery of the art of communication and they expressed their fraternal sympathies in letters and wires to World Headquarters.

In acknowledging the many messages from Toastmasters, Executive Director Maurice Forley said, "The ties that bind us to Toastmasters throughout the world are strengthened by thoughtful expressions such as yours. We have advised President Johnson that all Toastmasters are devoted to the cause of effective communications, which is essential to the mutual understanding and respect which our President seeks to foster."

Forley informed the clubs that their messages of sympathy were made known to President Lyndon Johnson. He also informed the new President that Toastmasters support him in his efforts for greater understanding among the peoples of the world.

In reply to Forley's message, President Johnson wired:

"Your thoughtful expression of interest was received with deep appreciation. I shall cherish your prayers and support in the days ahead."

Sincerely,
Lyndon B. Johnson

Among the many messages received at World Headquarters from Toastmasters were the following:

"Our thoughts are with you in this hour of sorrow. We will always remember him and think of him as a faithful friend."

Cronulla Club 3034-TCA, Cronulla, Australia

"I mourn with you and all Toastmasters the loss of a great statesman and one of international repute. Please convey my heartfelt condolences to all at Santa Ana and all Toastmasters throughout America."

Newlove Mamattah, University of Ghana, Accra, Ghana

"The tragic death of the late President Kennedy is an inestimable loss to the American people and to the whole world."

Silloth Club 3278-TCBI, Silloth, England

"Mutual respect between nations requires mutual understanding. There can be no understanding without communication. Truly effective communication depends upon articulate citizens as well as upon their official representatives. Therefore, in encouraging men to develop their ability to speak effectively and improve themselves to their fullest potential, Toastmasters International is contributing to a sound foundation for international relations between men and nations."

"The world-wide growth of your organization is assurance that sincere men of every race, creed and color hold in common the hope of a better world made up of better citizens. I commend your purpose: 'For better listening, thinking, speaking'..."

John Fitzgerald Kennedy



1917 - 1963

"We in this country had the highest respect for your President as a man dedicated to the cause of Peace and we are stunned and shocked at the brutal attack on his life. Our thoughts are with you in this hour of your National tragedy."

The Old Edwardian Society Toastmasters Club 2163-U
Johannesburg, South Africa

"In accordance with established custom, all club members observed one minute's silence at our meeting as a mark of respect to your late President."

Club 3632-TCA, Townsville, Queensland, Australia

"Strabane Toastmasters extend fraternal sympathy to you on the tragic loss of President Kennedy."

Strabane Toastmasters 3457-TCBI, Strabane, Ireland

"Deep condolence on the tragic death of President Kennedy."

Club 2687-U, Georgetown, British Guiana

"As a Toastmaster, listening critically to his many powerful speeches — to his impromptu and oftentimes humorous asides, I have been delighted and proud to have lived in the times of John Fitzgerald Kennedy."

Thomas D. J. Healy, President, Club 3090-60
Scarborough, Ontario, Canada

The long-time member can be . . .

The Precious Old Gold



By LEWIS K. LEVINSON

A FEW MONTHS AGO there was a sudden and seemingly unexplainable lag in the formerly enthusiastic and progressive attitude of our club. As educational vice president, I examined possible reasons for this hang-dog dullness that had fallen upon us.

Membership? No. The club had only recently gained three new and promising members. Officers? There had just been an election, and the new officers were doing as well as could be expected. Programs were being carried out, jobs were being done. But our meetings, despite all efforts, seemed to have a deadly dryness and lack of vitality.

It wasn't until a month later, with the return to the club of two old-timers, that the reason suddenly came to vivid and brilliant light.

In every club there is the pre-

vious gold of the slightly worn and venerable past president pins. In our club, over two very progressive administrations we had added a number of new men, men who needed to begin at the beginning of the manual, break down the initial barriers of stage fright, stammering and inexperience. In both administrations these men had, quite rightly, been given much attention. Stress was laid on sound evaluation and progress. The "old gold" membership willingly and efficiently sparked this training effort, serving as evaluators, topicmasters and toastmasters. According to sound club policy these old-timers were spaced with the newer speakers so as to set examples and goals for the novices.

Then gradually we began to lose these men. Our old gold began to drift away in a slow trickle. The reason for this was

a small but vital part of the psychology of men who join and become good Toastmasters. It is most easily explained as a "learning syndrome."

Men who become Toastmasters are men who seek improvement. In the case of our club — and perhaps in yours — there comes a time when it is easy to unintentionally stop offering what Toastmasters should offer to every man — a learning situation. There are a number of reasons why this happens. Let's look at Jim Williams. Jim is a Toastmaster of many years standing, a past president. As a speech contestant he rose to the top level, the International Speech Contest. It can easily become a habit to regard a man like Jim as an authority or a guide. With this club attitude, Jim was thrown into fewer and fewer situations of challenge and learning. No man enjoys being an unquestioned paragon when he knows deep inside that he, too, has a few things still to learn.

There is, happily, an answer to this problem of losing the very precious old gold of a club, and it does not mean disregarding the urgent needs of newer members.

World Headquarters offers a sound and practical program for those who have completed the Basic Training Manual. This is presented in two new advanced manuals, "Leadership Through

Speech" and "The Advanced Speaker." The first step for each club, and an essential one, is for the educational committee to send for these manuals as soon as a member nears the end of Basic. This avoids the unpleasant break in the learning situation.

But furnishing the man with an advanced manual is only a beginning. Each club member should be familiar with the techniques of the advanced training, the use of evaluation forms, the aims of the advanced speaker.

In addition, there are innumerable ways of keeping the level of challenge high for the most toughened and hard-shelled visitor to the lectern.

Among these is the forum evaluation, in which each of the four evaluators, in addition to his normal assignment, goes over a speech with a magnifying glass, seeking out the tiny imperfections, polishing even slightly rough edges vigorously. There is also the "brain-buster" speech, in which the veteran receives a title 35 seconds before beginning his speech. Even a veteran of eight years in the club is challenged to the point of a cold sweat when he discovers he must suddenly become an expert on higher education, electronics or social problems in India, all in just 30 short seconds.

Still another challenge to the superior speaker is the Forum

speech in which he delivers a carefully researched presentation and is then subject to questions from his audience. Another effective program is the "teamwork" debate in which two advanced speakers are each assigned a novice with whom to prepare opposing sides on a current controversial subject. This presents a richly rewarding training situation to everyone involved, including the evaluation team which must rate preparation, presentation and handling, as well as reach a decision on the winner.

The methods of coupling interests between the very old and the very new members of any club are limited only by the imagination and energy of the educational committee. The increasing effectiveness of the learning situation for the advanced speaker must keep pace with his progress.

Need, of course, varies with the individual. There are cases where if a senior member does not receive the aid he needs in continuing his training he retrogresses and loses efficiency and skill even though he consistently attends meetings. We are all familiar with the old-timer who no longer demands or performs in the manner of disciplined precision which indicates a sound club. This is the grand old man who, when toastmaster of the

meeting, is almost incredibly relaxed and has a ready string of anecdotes and jokes, semi-humorous introductions of his speakers, who runs overtime usually, often saunters into the meeting late, and, most important of all, probably speaks well but with only a casual regard for the timer or the evaluation which whitewashes a speech deserving a sharper scrutiny.

It is true that seniority deserves some privileges. But these are abuses, not privileges. Furthermore, they are symptoms of a lassitude that will eventually cost the club this valuable member. The effect of such abuses will be felt in the newer members who quite naturally misunderstand these casual errors or believe them to be the aim of their own speaking efforts.

The answer lies in *challenge*. There must always be a challenge every time a Toastmaster performs, whether it be his first or his 50th speech. It is the element of challenge which keeps the old gold from tarnishing and polishes the new gold to a better and brighter luster in every Toastmasters club. ♦

Lewis K. Levinson is educational vice president of Marietta (Ga.) Toastmasters 1047-14. He is a writer-photographer whose work has been published in many national magazines.

Want more publicity? Then ...

Make More News

By RUBEN L. YELVINGTON



WOULD YOU LIKE to see the name of your Hometown Toastmasters Club in headlines in your newspaper?

Your club publicity chairman and program chairman can put it there.

Good newspaper publicity for your Toastmasters club requires only two things: something newsworthy, and getting it to the newspaper in time.

Most towns across the country have half a dozen service clubs and (we hope) one or more Toastmasters clubs. To the newspaper editor in such a town, the fact that a club is going to have a meeting simply isn't very important. Why? Because such a story has little reader interest outside the club. And if a news story has no reader interest, it is of little value to the club. A good public relations program

must be geared to acquainting more people with Toastmasters, and sparking the interest of potential members.

So the first requirement for obtaining good newspaper publicity is to have something to publicize: a noteworthy event. This is where the cooperation of the publicity chairman and program chairman becomes so important.

One way of making even an ordinary event newsworthy is to capitalize on a current event of high interest. For instance, in our Toastmasters club (East St. Louis 845-8) to follow the space shot of John Glenn, Jr., we scheduled a program on space, featuring graduate engineers in the defense industries from our club and neighboring clubs. By happy fortune and because of postponements of the space shot,

Glenn's flight took place on our meeting day. Our space program story, with picture taken by a club member, won featured play because it related with high interest news.

An alert table topics chairman who capitalizes on something which happens the very day of his meeting — such as the Supreme Court's ruling on prayer in the public schools — can create such a tie-in. Your newspaper editor would like to have, the first thing the next morning, a local story on Hometown reaction to such a national event. The publicity chairman need only supply the facts: "Three fourths of the membership of Hometown Toastmasters Club No. Xteen agree with the Supreme Court ban on prayer in the public schools. During a table topic session, those agreeing advanced in impromptu speeches the following reasons, etc."

Every good newspaper editor likes to localize the national and international news. Occasionally, you can help him do it. But don't overdo. This won't work every week.

Another newsworthy program might be an active program devoted to a popular crusade of some sort. Schedule the entire program on the need for more playgrounds for children in Hometown, the need for a baseball league for juniors, or the

need for creating more voter interest. Then invite the people who can do something about the issue to the meeting. You have to be careful here not to violate Toastmasters principles about club endorsements. But short of this, you can create a good news event. Advise your editor about the program in advance and see if he can assign someone to cover the meeting. If he can't, then offer to cover it for him, and meet his deadline.

For photo coverage, do something that is different. For instance, our East St. Louis club chartered a bus for a meeting, installed a board over several seats for a rolling smorgasbord, and made a tour of several area plants and retail places where members worked. The Toastmasters spoke en route, ending each speech with arrival at the point of interest. After a quickie tour the members reboarded the bus, fixing sandwiches as they entered. The trip made a good feature story amply illustrated with pictures taken by a club member, and submitted the next morning.

From these examples you can see that there are two basic ways of making something newsworthy. One is to tie a club event to a national event or story of high interest. The other is to create a local event so different that others would be interested in reading about it.

When you have a newsworthy event, you are halfway toward having the name of Hometown Toastmasters in large type. The other half is to get the story to the newspaper *in time*.

No newspaper, weekly or daily, wants old news. The fresher the news, the more likely it is to be published. To put the necessary story in the hands of the proper editor in time, takes work. But Toastmasters are used to work, and if they are interested in the advancement of their club, will work willingly.

Photographs taken by a club member must be developed and printed to meet the newspaper's requirements *that night*. Offer the editor the negative as well as the print. He'll return it.

Copy also should be prepared the night of the meeting. It should be typewritten and double spaced. Eliminate adjectives. Give the editor the facts. Don't say, "The toastmaster presented a lovely program." Do say, "The toastmaster presented four speakers who hammered

away at the central theme, 'Our children are worth an investment.'" Be specific. Give plenty of facts. Spell names fully. Give occupations and addresses of members. And above all, be accurate.

By all means know your editor personally. Talk with him. Find out whether he wants your news in story form, or whether he will have the story re-written and would prefer just a factual listing. Find out *when* he wants your news. Give him advance notice of events you think may be newsworthy so that he may have the option of assigning a reporter or photographer to the meeting.

That's all there is to it. The Hometown Toastmasters Club program chairman and publicity chairman work together to create newsworthy events, the publicity chairman gets the story to the newspaper, and the members and citizens of Hometown read, in three-quarter inch type, "Hometown Toastmasters Make News." ♦



Ruben L. Yelvington is news editor of the *Evening and Sunday Journal*, published at East St. Louis, Ill. He is past president of East St. Louis Club 845-8, was recently the District 8, Area 6 representative in the district speech contest. He has served two years as co-chairman of publicity for his district.

PERSONALLY SPEAKING

By DR. RALPH C. SMEDLEY

This is Tough

The hardest job confronting the Home Office and the men who head our various committees—especially the Educational Bureau—is to get the clubs to make use of the materials and methods provided. There's a lot of such material, and it is furnished free of charge to the clubs which will use it. Surprising how many of them never ask for it. And it's foolish to send it to them if they don't want it, for then it is just wasted.

Take the new "Graphic" form for evaluation, for example. Yes, we wish a lot more of you would take it. This is a new type of critique sheet which is now being furnished to the clubs on request, for testing. As soon as the wrinkles are ironed out of it, this will be printed. But it is being used by about half as many clubs as ought to try it. The careless ones are missing a fine chance to get a new slant on criticism.

And the educational committees in the clubs—believe it or not, there are still a number of clubs which have not named their educational committees, or

at least have not reported them to headquarters.

And This is Tough, Also

Getting the clubs to adhere to the standard, time-tested methods of the organization is another toughie. Experience demonstrates that the club which operates with reasonable attention to our established plans gets along well, while the one which strikes off on tangents almost invariably winds up in distress. There's not necessarily any magic in the formulas, but it is a fact that they work, and that the club which fails to follow them automatically sets up hazards along its course.

In a word, use of the materials and methods worked out through the years is a reasonable guarantee of success, while neglect of them paves the road to failure.

NOTE: The above paragraphs are lifted from page 30 of *The Toastmaster* magazine for November, 1944. That was 19 years ago, and yet the sentiments expressed are quite as timely today as they were then. The general cause of failure in a Toastmasters club is the neglect of materials

and guides which are provided and available, but not used.

Shakespeare wrote wise words when he gave us: "If to do were as easy as to know what were good to do, chapels had been churches, and poor men's cottages princes' palaces."

You men who are officers in clubs or districts know what ought to be done to produce the best results.

Why don't you do it?

Listen!

The common, colloquial way of saying it would be "Say, listen!" but I am not asking you to say listen, but just to *listen*.

Listening is one of the vital parts of Toastmasters training, but we do not give it the attention it needs and requires. Listening, as we think of it, involves paying attention, constructive listening, analytical listening. We have a motto which is prominently displayed in our materials: "For better listening, thinking, speaking," in which the importance of listening is emphasized by its position in the sequence. But why is it so important?

In Toastmasters, we seek to promote and improve communication. Many people think of speaking as communication, forgetting that it is much more than just telling somebody something.

Real communication is impossible without listening. Unless there is a listening ear, the speaking mouth cannot communicate. The purpose of better communication is to improve understanding, and you cannot understand what you do not listen to.

Listening is a function of the eye as well as the ear. When we read, we "listen" with our eyes. But whether we read or hear, we gain little unless we are paying attention.

Our process of evaluation in the Toastmasters club gives us training in listening, for evaluation is essentially "analytical listening" or "critical listening." An effective way to improve our listening habits is to improve our work of evaluation. We must learn to evaluate more than the little, unimportant matters of hands in pockets, looking at the ceiling, clearing the throat. The speaker really needs to be told whether his speech got results—whether he "made the sale." It takes good listening to determine this.

In general, anything worth hearing is worth being listened to. Your time is valuable. When you listen to a speaker, or to a talker in conversation, or to a radio or television program, you have a right to expect to gain something from him. The way to gain is to *listen*. ♦



The Trophy Is Secondary

By JAMES E. ZUBEK

TWO AND A HALF YEARS ago I couldn't have written this article. It would have been a lie.

Even today it seems strange to me that I, of all people, should write on such a subject. Certainly nothing could be more opposite to my thinking when I first joined Toastmasters. But believe me, today when I say the trophy is secondary, that means secondary with a capital "S."

When I joined Club 32-3 of Kingman, Arizona, I was frankly thinking of the opportunity I would have to collect a few trophies. I would have some chances to make the headlines as a winner. It had always been that way with me—being first meant everything. It hurt so much to lose!

How narrow minded can you be? It never dawned on me that there were more important things in Toastmasters than just

trying to win the cup every time. I was completely oblivious to the numerous benefits one could receive and to the lessons to be learned from just being a good rank-and-file Toastmaster.

When I won both the humorous and serious speech contests of my area, my thoughts were only of the prestige that would now be mine. They should have been on how much I could help my club because of my experience and participation! When I became club president, my thoughts turned toward Phoenix because it meant I could go to the district contest as head of my club. What a selfish motive for becoming a leader!

I planned to quit Toastmasters after my term as club president because then my goals would have been reached. But when it came time to quit—well, I didn't! What's more, I found I couldn't quit. Why? I don't know why. Suddenly, I just woke

up! Some people never see the light, but thank God, for some strange reason, I did.

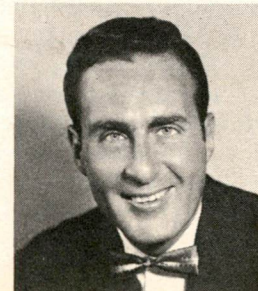
I spent the next six months holding no office and not winning a single speech event. Do you know what I was doing? I was helping others! Yes, I, the egotist, was spending my time planning programs and special events—and enjoying every minute of it. I found that in helping others I was helping myself more than I ever had when I was collecting trophies.

Somehow the trophies seemed artificial and cold compared to the warm friendships I was making. It gave me a good feeling when I could criticize a fellow Toastmaster's speech *constructively* and have my evaluation come from the heart. Realizing that my own speaking was too dramatic, I learned, with practice, to talk on a conversational level. What a relief it was not to be working just for a seven and a half minute contest speech. There were other things—far more important things—to be

working for. I was gaining confidence and ease in everyday speaking. Also, I began listening—really listening—to my fellow Toastmasters, and I found that they had material that was equal to if not better than mine. That was an amazing discovery for an egotist!

Doors began to be opened to me in the community and throughout the State. People were cooperative and wonderful. I discovered that I had learned a great lesson. I had learned that there was no place in Toastmasters—or for that matter in any other organization—for a loner or an egotist.

No, I didn't quit Toastmasters. Now I am an area governor—and I'm still helping others. It makes me very proud to know that my club recommended me for the area governor job. They didn't recommend an egotist. I am sure they gave me a vote of confidence and were behind me because I finally woke up and realized that *the trophy is secondary*. ♦



James E. Zoubek is past president of Kingman Toastmasters 32-3 and governor of Area 1 (northern Arizona), District 3.



VICTORIA, B.C.

Toastmaster Town of the Month

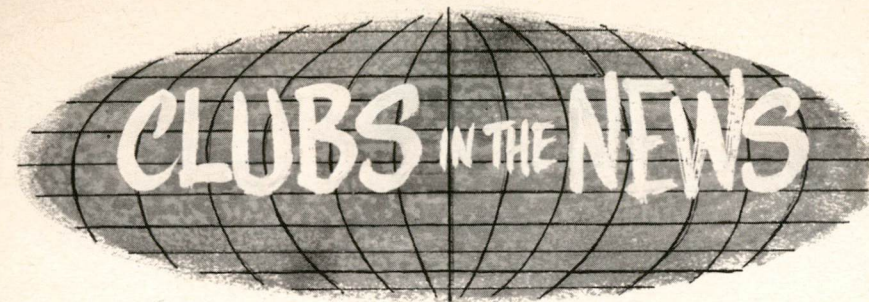
VICTORIA, CAPITAL OF BRITISH COLUMBIA, Canada's most westerly province, was established on the southerly tip of Vancouver Island in 1843. Originally the west coast trading headquarters of the Hudson's Bay Company, Victoria mushroomed overnight as gold was discovered on the Fraser River in 1847. In 1863, Victoria was incorporated as a city and four years later, when the separate Crown Colonies of Vancouver Island and British Columbia were united, Victoria was chosen as the capital.

Victoria, a naval base for many years, has one of the world's largest drydocks. The naval and military establishments, shipyards, mills and commerce, however, are only part of its history. The metropolitan population of 154,000 people benefit from the new University of Victoria, the art gallery, symphony orchestra, the magnificent Butchart's Gardens, the lovely 153-acre Beacon Hill Park in the center of the city, and the imposing legislative buildings and world-famous Empress Hotel.

Victoria is also famous as "the city which made Toastmasters International." The first club to be formed outside the United States was Victoria 38, First Canadian, chartered in 1936. Since its inauguration, the club has seen former members bring clubs into being in such distant places as Wollongong, Australia, and Johannesburg, South Africa, as well as in other parts of British Columbia. District 21, the first district in Canada, was formed in 1946, and now comprises some 40 clubs throughout the province.

Victoria today has seven clubs: Victoria Toastmasters 38 (First Canadian); Victoria Union 331; Thunderbird 396; Camosun 757; Victoria Beaver 790; Dockyard Recreational Association 867 and Pacific Meridian 1811. From their ranks have come many community leaders, among them members of the Provincial Legislature and a Premier of British Columbia. Victoria Toastmasters are keen to play their part in civic affairs and have furnished speakers for many community enterprises; for 17 years, Toastmasters have encouraged novice speakers — men and women — in the Greater Victoria area by conducting an annual competition, the Golden Gavel Contest.

Activities such as these, and the training in speech and leadership within the clubs, have earned Toastmasters a special place in Victoria — the city which made Toastmasters International. ♦



Past International President Honored

Learning that Past International President Frank I. Spangler was scheduled to speak at a Kiwanis dinner at Troy, Ohio, Troy Toastmasters immediately phoned Spangler to persuade him to stay over and speak to their club the next evening. Word spread around the area and district, and approximately 70 people gathered, from Dayton, Xenia, Piqua, Hilliard, Columbus, Fairborn and Wright Patterson Air Force Base.

After his talk about maintaining attendance and interest in Toastmasters, Past President Spangler was presented with a plaque and awarded honorary membership in the Troy Club. International Director Otto H. Althoff closed the meeting with an adjuration to the clubs to push on to new heights in membership and attendance.

**Troy Club 3453-40
Troy, Ohio**

Spotlight on Internal Revenue Clubs

The Internal Revenue Service has given encouragement and assistance to the recently organized Revenooers Toastmasters 3653 and National Taxmasters 3657-36. These clubs were initiated under the sponsorship of the Internal Revenue Recreation Association with the concurrence of the Commissioner of Internal Revenue.

At a recent joint dinner meeting of

the clubs, Bertrand M. Harding, Deputy Commissioner of Internal Revenue Service, spoke on his personal interest in the goals of Toastmasters International and expressed for Commissioner Mortimer Caplin, his high regard and esteem for Toastmasters.

Feature of the evening was an inspirational speech by International Director L. Kenneth Wright, which included greetings from Founder Ralph C. Smedley. District 36 Governor C. M. "Buck" Herrlein gave the welcoming address. New officers were installed by Walter Clyde, governor of Area III, District 36.

**Clubs 3653, 3657-36
Washington, D.C.**

TM Columnist Featured Speaker

When the Los Angeles Water and Power Toastmasters Club 3629-52 held its recent charter party, they invited as guest speaker George Todt, former member of the Maricopa Toastmasters of Phoenix, Arizona, now a nationally syndicated columnist for the Hearst Newspapers.

Charter of the new club was presented by District 52 Governor Jerry Van Orden; keynote speaker of the evening was Senior Vice President Paris S. Jackson.

**L.A. Water and Power Club 3629-52
Los Angeles, Calif.**



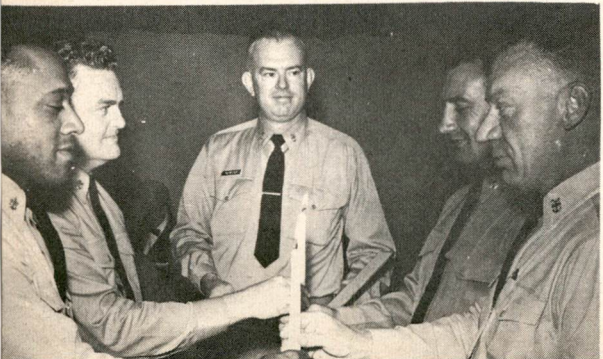
YMCA Clubs of Hyderabad and Secunderabad (2416 and 3578-U), India, hold inter-club meeting to welcome TM R. Mohan Pradesh (left) of Foxboro (Mass.) Club 1315-31, who was visiting his native city. Left to right: TM's Prasad, F. N. Toddywakla, Sumant Arab, K. Seetharam and P. C. Thomas.



TM Milton Borr (left) accepts one of the limited editions of the Basic Training manual in Braille from Club President Arnold Jacobs at a recent meeting of Speakeasy Club 1259-52 in Van Nuys, Calif. Borr serves as sergeant at arms of the club.



At a parade welcoming new \$10 million Hershey Chocolate Co. plant to Oakdale, Calif., East Stanislaus Club 1045-27 seized opportunity for advertising Toastmasters. Left to right: Club Sec. Howard Beymer, Pres. Bob Cree, Area 8 Governor Marshall Warner and Administrative Vice Pres. Sam Riley. Gaily decorated car was the source of much admiring comment.



Receiving candles at impressive initiation ceremonies of Sagamore Club 1878-12, Point Mugu NAS, Calif., are TM's Bill Phillips (right rear) and J. V. Adams, (right). Passing candles are Sergeant at Arms Martin Boone (left) and Educational Vice Pres. Pat Trowbridge. Club Pres. A. M. Newlee, (center) reads the pledge. Sagamore is one of four TM clubs at Point Mugu and is composed of active duty and retired chief petty officers.

— Official U. S. Navy photo

THE TOASTMASTER

"For six new members, I'll give you the shirt off my back," said Lt. Gov. Nathan Kuper (Dist. 57) to Past Pres. Samuel Cornelius (right) of W. Berkeley Y Club 3609-57, Berkeley, Calif. Shirt was awarded at a "So Long, Sam" party as Cornelius left for higher position in Omaha, Neb., where he promises to start a new TM club.



Maj. Myles S. Grant, left, Hqs. ASAPAC and educational vice president of Zama Club 2438-U, Japan, presents honorary membership in Zama Club to Maj. Gen. Chester W. Clark, Commanding General US Army Japan, at recent ceremonies in General Clark's Camp Zama office.

— U. S. Army photo



TM James C. Watkins holds prize pig awarded for most grunts, groans and other speech imperfections during weekly meeting of Stalwarts Club 3640-58, Charleston AFB, S.C. Pig receives contribution of pennies for each grunt, must board for a week with highest offender.

— USAF photo

Maj. Gen. William T. Fairbourn (left), Commanding General of the 1st Marine Division (Reinforced), Camp Pendleton, Calif., was made an honorary member of San Luis Rey Club 1150-5 at a recent meeting. Certificate was presented by Cdr. Ray Bohannon, club president, at the Area 3, Dist. 5 High School Speech Contest finals held at the U. S. Naval Hospital, Camp Pendleton.

— Official USMC photograph



Toastmaster Honored

Frank M. Ogden, lieutenant governor of District 46 and manager of the photo-miniature lamp department of the Westinghouse Lamp Division, Westfield, N. J., has just been given the Westinghouse Citizenship Award, the company's highest honor for service to the community by its employees.

The award was bestowed by F. M. Sloan, Westinghouse Electric Corporation vice president. It reads: "For unselfish service through scouting, leadership in Toastmasters International, Westfield Boy's Baseball League and the Westfield United Fund."

Ogden is a member of Bloomfield (N. J.) Club 2345-46.

**Bloomfield Club 2345-46
Bloomfield, N.J.**

Get Acquainted Technique

A novel mixer technique was used by East Portland Toastmasters at a recent Ladies' Night. Each arrival was handed a sheet of paper and a pencil. The paper was divided into 36 squares, each numbered, and with the exception of the two center squares, carried a brief four or five word description: "He is our new Admin. Veep," "He is our TM ath-

lete," She is a PTA president." Each person placed his own and his spouse's name in the two center squares, then circulated throughout the room, writing in the name of the person who fitted the description.

Correct answers were announced at the start of table topics.

**East Portland Club 710-7
Portland, Ore.**

Tasmanian Visit

The first official visit to Tasmania by the president of Area 301, Territorial Council of Australia Norman Dobbie was occasion for a gala meeting of clubs. Dobbie was accompanied on his visit by Ron Phipps, immediate past president of Melbourne Toastmasters 3362-TCA.

Photograph below shows, front row, left to right: Ron Phipps; Barry Bracken, president Tasmanian Club 2751; Norman Dobbie; Dick Ferral, secretary Club 2751. Second row: Jack West, Tom Brain, Neil Cameron, Norman Tilley, Bob King, Bob Beale. Back row: George Cox, Doug Allison, Wal Williams, Cliff Targett, Geoff Lowe, David Wordsworth.

**Tasmanian Club 2751-TCA
Launceston, Tasmania**

GAVEL CLUB NEWS



By **MARY STANFORD**

Coordinator of Gavel Clubs

Newest addition to the growing roster of Gavel Clubs is **Satellite High Club No. 154** of Satellite Beach, Florida. The club, composed of high school students, meets every other Wednesday at 6 p.m. on the high school campus. Club 154 is the second club in Florida to receive a charter during November, 1963. Its neighbor, **Melbourne High School Club 150**, chartered just 15 days before the Satellite Beach group. Both clubs are sponsored by Patrick AFB Toastmasters Club 2105-47.

... Teen-age members of **St. Thomas Aquinas High School Gavel Club 147**, Ft. Lauderdale, Florida, evidently have no superstitions that their club will be spooked by black cats or witches' broomsticks. The club received its charter on Hallowe'en.

... The Veterans' Administration Central Office at Washington, D.C. boasts two active Gavel Clubs, **Abou ben Adhem** and **Alpha Beta**. Recently Carlotta Denning, historian of Alpha Beta Club No. 18, compiled an impressive history of the club. The handsomely bound volume contains the club history, World Headquarters correspondence, charter, bylaws, membership roster, record of speeches given, and many pictures—a tremendous achievement and something for the club to treasure.

... **Mt. Powell Speakers, Gavel Club 141**, has had a tremendously successful year of club activities, according to Warden Ed Ellsworth, Jr., of Montana State Prison. In congratulating the inmate members on their speech improvement, Warden Ellsworth also expressed his appreciation to Deer Lodge Toastmasters 1813-17, which sponsored the group. A certificate of appreciation, issued by the State Department of Public Institutions was presented to the Toastmasters, for their "efforts in providing volunteer rehabilitative services to those confined at Montana State Prison," and is signed by Dr. Herbert Caraway, chairman, Board of Public Institutions; Ed Nelson, director of the Board, and Warden Ellsworth.

... One of the most treasured greeting cards received by the Gavel Clubs department at World Headquarters was from India, bearing "Divali Greetings," from **Air-India Gavel Club of Bombay**. "Divali," the club explained, "is the festival of lights and it is a sort of Christmas for Indians, falling on the 17th of December. The picture on this greeting card represents a typical Indian woman." Air-India is the second Gavel Club in India, the other being **New Law College Club 34**, composed of students at Bombay. ♦



A Doctor Needs Communication

By E. FORREST BOYD, JR., M.D.

COMMUNICATION, according to the dictionary, means "to make others partakers of; to give a share of; to make known; to join or be connected." The word is derived from the Latin *communicatus*, or *communis*, meaning *common*. A doctor needs to be "joined" or "connected" to his contacts.

As doctors, we must utilize all our senses, both in receiving and transmitting, to maintain the best harmonious relationship with our environment, both living and non-living. This communication implies total oneness, not just utilizing one or two senses. Fundamentally, a doctor is human, and interdependent with his environment. Therefore, he must be in relative harmony, for "no man is an island unto himself."

A doctor needs two-way communication to serve the function of his calling. The doctor com-

municates the basis for bearing pain, for changing habits, or for accepting the as yet inexplicable to his patients. He communicates his own experience and knowledge to his students and other medical personnel.

What are the methods of communication which we as humans, and especially as doctors, need to utilize? Let's consider for a moment the *four gates to communication*.

First there is the oral or mouth communication. The Chinese call this the "mouth gate." The spoken word is most frequently used today in our communications, and therefore is the most obvious one. Have you ever noticed how a smile while you are talking changes the pitch of your voice? Try smiling when you face the telephone, regardless of how you feel or whether you can picture the person at the other end of the phone or not. I have learned

through experience that if I can talk to the patient, personally, particularly in times of emergency or stress, I can determine the degree of tension response, and frequently achieve a much more nearly accurate evaluation of the physiological problem. Toastmasters capably exemplifies the most practical approach I have ever seen in improving this method of communication, by improving the oral or "mouth gate."

The ocular, or "eye gate," as the Chinese call it, is another important method of communication used by all of us, but especially doctors. One of the highest compliments a speaker can achieve is that every single eye in the room has been courteously directed towards him. This is one of the greatest courtesies any of us can extend to another human being: that of giving him our visual and undivided attention.

A little known fact is that concentration on the dominate eye, usually the right, when in conversation, in general tends to relax the subject. Concentration on the left, or "evaluating" eye tends to produce, subconsciously, a bit of uneasiness. This can be easily demonstrated by holding your finger out at arm's length, closing first the left eye and then the right. You notice that the finger seems to move when you use the evaluating eye, but does not move when using the dominate

eye. Also, have you ever noticed how uncomfortable it is to try to talk to someone wearing dark glasses? There's a sense of uneasiness, of not being quite sure how we are being received.

Try looking directly in the black part of the pupil of the eye instead of concentrating on the color part of the iris, when talking with someone. Thereby your vision is directed straight to their nerve receptors. Note the subconscious improvement in rapport.

Note also the value of some television programs, as far as education is concerned. We use TV in medicine, via our closed-circuit surgery, and can bring the student right down to the operative field. All the pictures and words in the world are not nearly as effective as actually watching the procedures from this distance.

The ear gates are receptors only, and therefore involved in a unilateral method of communication. One of the most important things we doctors try to teach our students is to take time to listen to the patient. Many diagnoses are self-evident if we give our ears an opportunity to function.

The olfactory, or "nose gate," is a very important method of communication, particularly among animals. We are all familiar with the importance of the olfactory method of communication as far

as eating is concerned, and the communication of fear, anger and other emotions to animals by their sense of smell has long been known. The so-called "pharmaceutical aroma" of the old time bedside doctors was definitely a part of their armor, lost to the "foot-of-the-bed" doctors of today who, through pressures of economics, volume of business or time, cannot practice the art of medicine as they would like to.

The total aura of radiation from our internal intent is a very diffuse but important gate of

communication. It is necessary that we fool our animal selves with our intellectual selves. It is important to make people feel that we ourselves are happy, confident; most leaders have learned the hard lesson of subduing personal instinctive reflexes and forming an outward aura of self-confidence, poise and dignity.

Why does a doctor need communication? He needs it for the same reason as any other human being does, and to better serve the function of his calling. ♦

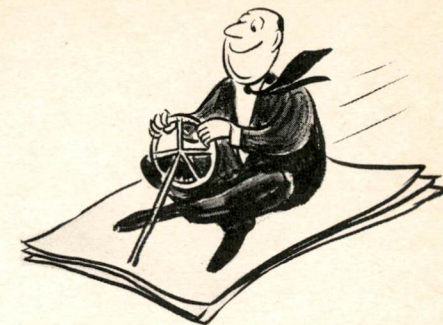
Dr. E. Forrest Boyd, Jr., is a specialist in obstetrics and gynecology and a member of the senior attending staff of Hollywood Presbyterian Hospital, Hollywood, Calif. He is also assistant clinical professor in obstetrics and gynecology at the University of Southern California School of Medicine. This article was originally given as a speech before Douglas-Santa Monica Toastmasters, Club 2279-50.



The best thing . . . is to learn something. That is the only thing that never fails. You may grow old and trembling in your anatomies, you may lie awake at night listening to the disorder of your veins . . . There is only one thing for it then — to learn. Learn why the world wags and what wags it. That is the only thing which the mind can never exhaust, never alienate, never be tortured by, never fear or distrust, and never dream of regretting. Learning is the thing for you.

— T. H. White

Extra Mileage



By **NORMAN RIDDIOUGH**

LAST WEEK I RECEIVED a call from the public affairs supervisor of my local Canadian Broadcasting Corporation radio station. "We like your script," he said. "Can you record it?"

I went to the studio in the august Chateau Laurier Hotel which dominates Canada's capital. Half an hour later I had put my five minute talk on tape — and earned \$20.

"That's not so much," you may say. But wait! This was the second time around for this talk. I had prepared it first for my Toastmasters club — Capital 2722-61 of Ottawa — and then adapted it slightly for radio. The \$20 radio fee was pure gravy! And also, it goes almost without noting, I gained additional experience in speaking carefully, distinctly and without verbal fumbles before that deadly killer of spontaneity, the microphone.

If I can do it, so can you. Some of your past Toastmasters speeches may not be worth a fortune, but they're dollars in

your pocket if you can interest your local radio outlets. Or, if you can put words on paper — and surely you can if you compose your speeches as carefully as Dr. Smedley recommends — some of your efforts could be turned into short pieces for your local newspaper.

On the reverse side of the coin, I soon found that sometimes talks I had prepared for radio could later be adapted and used at Toastmasters. I must confess that I felt at first this interchange idea of mine might be considered cheating. However, when I set about my Beyond Basic Training and found the words "Can this speech be adapted and expanded for a larger audience?" on an evaluation sheet, I knew that what I was doing was common sense.

I didn't join Toastmasters with any thought of doing radio work. My job called for some "ability to speak in public," and while I had never addressed an audience in my life, not even at school, I

wasn't too worried so long as my ability (or inability) was unchallenged. But one day it was. One day the boom was lowered and I found myself having to address the superintendents of all the Indian agencies in Canada. When I say that I developed the usual psychological sore throat, you'll appreciate why I joined Toastmasters!

Two years later, as I was finishing Basic Training, I submitted a couple of script ideas to the CBC. They were accepted. Then one day (it must have been just before pay day) my wife said, "Instead of spending so much time writing out speeches for Toastmasters, why don't you put more time into radio talks?"

Well, even to me, it was obvious there was a very short distance between these two skills. Soon I learned how to join them successfully.

I have always found it pays to write out a Toastmaster speech fully before putting it into note form. This first basic script is the one I adapt for radio.

I discovered that two extra benefits accrue from this practice. First, I now choose my subjects with a great deal more care and research them more thoroughly. Keeping an eye open for a second potential use, I try to use material which is topical, lively, and if possible, controversial.

Second, I now prepare much sharper and more dynamic

speeches. On radio you can't afford to throw away words. Every one has to count. So it should be with every speech at your club.

If some of you don't have talks programs on your radio stations (and it is worth a call to your station to find out; in Canada, for instance, the afternoon women's programs often schedule talks by men) don't despair. Try casting your speeches into articles for your local papers, your company magazines or newsletters. And don't forget that radio stations, as a public service, often have panel discussions. One of your speeches might well be adapted to give *your* point of view.

So dust off your old speeches. You'll be surprised how they can be used again.

If you don't believe it, let me tell you that recently I made my most satisfying radio talk. It was a nine minute spiel which was bought by CBC's head office in Toronto and fed out at peak listening time one night on every CBC station from coast to coast. It was a nostalgic piece about my vacation journey back to the English industrial town where I had been born.

And it had originated as the opening part of my icebreaker nearly three years ago! ♦

Norman Riddiough is executive assistant in charge of publications for the Canadian Teachers Federation at Ottawa. He is past president of Capital Toastmasters 2722-61, and was winner of the area speech contest and runner-up in the district finals.

Board Meeting Report

INTERNATIONAL PRESIDENT Alex P. Smekta emphasized membership growth during three days of board and committee meetings held at World Headquarters Nov. 14-16. In special reports to the president, each director reported the membership plans and progress of the districts in his region.

There was considerable study and discussion by the Organization, Planning and Administrative Committee on changes in election procedures for International directors, but the committee felt additional study was necessary before recommending specific changes.

Actions taken by the Board included:

Approval of travel to Australia by the International president to attend the national convention of the Toastmasters Council of Australia in May and to visit Toastmasters clubs in Australia.

Approval of an amendment to the Standard Club Bylaws making the administrative vice president sole chairman of the Public Relations Committee.

Authorization for the International president to direct each district governor to appoint a district Speechcraft chairman and to submit the chairman's name to World Headquarters by Dec. 1.

Recommendation that the week of Oct. 22 be designated each year as "Toastmasters Week" and that the World Headquarters provide materials and suggestions for use by clubs in observing the anniversary week. ♦

RUSSELL N. CAREY

Toastmasters were shocked and saddened to learn of the death of International Director Russell N. Carey of Niles, Michigan, from injuries received in an automobile accident November 27.

Director Carey was a member of Niles Toastmasters Club 1709-11. He served as governor of District 11 in 1961-62 and was elected to the International Board of Directors at the 1963 convention.

Director Carey was chief engineer for the Eliason Refrigeration Company of Hartford, Michigan. He was also an accomplished artist whose work has appeared in several Midwest art exhibits, and a contributor of humorous articles to national magazines. He is survived by his wife, Betty, and five children.

TOASTscripts



Some strange and wonderful things happen as the result of membership in a Toastmasters club. Take the story of Hernann Lopez and Yawners Toastmasters Club 982-7 of Corvallis, Ore., for instance.

About three years ago, the Yawners Club initiated a policy of inviting a foreign exchange student to be a guest of the club for 13 weeks. At the end of the 13 week period, the student may join the club on his own.

Hernann Lopez of Chile was one of the student guests. The club enjoyed his Spanish accented humor and he quickly won their hearts. He became particularly friendly with Dr. William Furtick, a member of the club and also one of Lopez' professors. Dr. Furtick and Lopez were conducting some weed control experiments and one day while they were driving along a country road Lopez said, "You know, if I shut my eyes I can visualize that I am back home in Chile. You have the same climate, the same weeds and the same bugs eating many of the same crops. You Toastmasters have made me feel so much at

home that my imagination tells me there is no difference between our countries."

Later at a meeting of scientists from all over America who were called together to inspect chemical experiments in weed and insect control, Dr. Furtick concluded a report to the group by saying, "It's too bad we can't do two years' work in one. Then we could prove our experiments this year."

"That would be a good trick if you could manage it," said a chemical manufacturer's representative.

"Laugh if you like," said Dr. Furtick, "but I know how to do it." Recalling his talks with Lopez, he explained that they could do two years' work in one by stepping into a plane and flying across the equator to Chile where it is spring when the North American continent is experiencing fall. Everyone laughed and the meeting was adjourned.

Following the meeting, the manufacturer's representative reported the conclusions of the conference to his superior. The

superior passed the information on to the company president. A few days later, Dr. Furtick received a long distance call from the president of the chemical company. He informed the doctor that money was available for him to continue his experiments in Chile as soon as he was ready to leave.

Through the graduate student program of Oregon State University, Dr. Furtick set up the scientific proving experiments to be made in Chile. Last fall he went to Chile to carry out the experiments. He also had an additional assignment. The Yawners Toastmasters Club instructed him to help Hernann Lopez start a Toastmasters club in Chile.

There must be a Toastmaster behind this: United Press International reports that special lights to let lawyers know when their argument time is up went into use recently in the United States Court of Appeals at Richmond, Va. A yellow caution light flashes when an attorney's allotted time is running out and a red light signals him to stop.

When a national magazine harshly criticized the speaking ability of Sen. Barry Goldwater, Chambers Toastmasters Club 540-2, Seattle, Wash., offered to help.

"The members of Toastmasters Club 540," they wrote in a

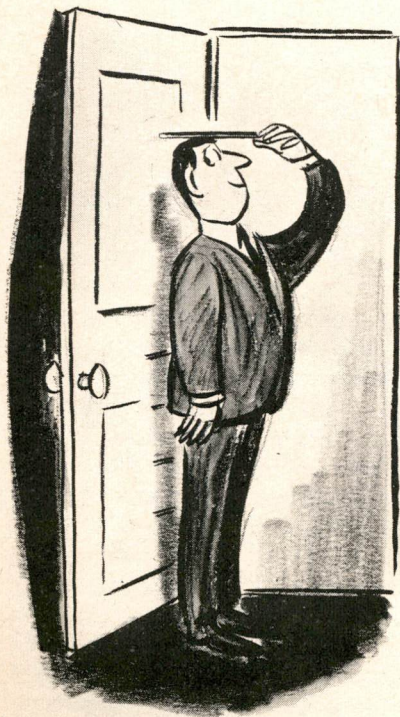
letter to the Arizona senator, "want you to know that in the past each of us has been subjected to similar criticism, and for that very reason joined Toastmasters to overcome our faulty speaking habits. We are so enthusiastic about the benefits we have derived from Toastmasters that we wish to share our good fortune with you, to the end that you will be assured of greater success."

The club then offered the senator membership in the club without dues and further offered the services of member John Carver, 1961 International Speech Contest winner, as a personal tutor.

CONGRATULATIONS: To Toastmasters Club 3696-48 (Talladega, Ala.), the only all blind Toastmasters club in Toastmasters International To the Metro Jax (Jacksonville, Fla.) Speakers Bureau of District 47 which has lined up more than 300 speaking engagements for its members since last October To past District 9 governor E. William Parker who was named one of 10 outstanding young men of the State of Washington by the Junior Chamber of Commerce. Parker is president of the largest Kiwanis Club in Eastern Washington and an active member of Evergreen Toastmasters club 486-9 (Spokane, Wash.) ♦

Notches On the Door

By RALPH N. ANDREWS, JR.



AT A FARMHOUSE in West Virginia, there are several notches cut into the heavy oaken panels that frame the door. They were put there to measure the growth of a boy. Many years have passed; the notches have grown thin and the boy has grown to a man.

A few summers ago, I revisited the farm and noticed that the marks were still there—a reminder of my youth, of days of pleasure and of some of the pains and trials of young manhood as I passed through the growing stages of a young boy raised on a farm. Yet as I gazed at these marks and recalled the days past, I realized suddenly that somehow they had lost their original significance. For perhaps the first time, gazing at these marks I realized that I was a man, part of a mature, challenging world, and that the true measurement of maturity is manifold. Many of the complex and troubling problems of today's world evaporated from around me in the amazingly simple revelation that a man to be worthy of his stature can and must be measured in many more ways than the simple cutting of notches in a doorway.

Manhood to most of us is synonymous with maturity, and this is defined in terms of intellectual growth, character growth, and individual or personality growth.

Almost immediately, then, one is faced with the simple and obvious, but nonetheless significant questions: How does one measure a man? How do you gauge a personality? What is the true evaluation of these qualities?

In considering all these things, I found a remarkable parallel between the notches in the doorway and membership in Toastmasters.

All the speeches of Basic Training, from the icebreaker through the No. 12 masterpiece, are, considered by themselves, only notches in the doorway, a means of measuring physical growth in Toastmasters. Each speech is merely a mark of progress in one direction, an isolated effort towards an individualistic goal, a single means of measurement. Yet at the same time, each speech represents a potential for growth in many ways.

Recalling my speeches throughout Basic Training, like my memories of the doorway of the farmhouse, I wonder if it is not possible to grow in other ways in Toastmasters? Not just physically in the art of making speeches, but inwardly and outwardly as well.

I believe Toastmasters has given greater depth to my goals, my aims toward personal achievement: to develop character, to progress intellectually,

and to grow in direct proportion to my Toastmasters training and association. Toastmasters has given me a real measurement of my mature achievements.

Like a well tuned television set, I have a clear picture of my goals, of the man I would become. Through the tuning knob of Toastmasters, I have adjusted my viewpoint vertically and horizontally, with the right contrast or brightness achieved through my Toastmaster associations. This is my growth in Toastmasters, my measure of success.

But this is only true for me. I cannot pass it on to others. I cannot tell you what opportunities there are for you in Toastmasters. I cannot explain or define them. You, as an individual, must select what you know is best for you, and fit it to your particular needs. You must measure yourself. Ask yourself what rewards you desire, then take time to measure your progress by your own standards. How are you growing in Toastmasters? What values or standards will you use? Are you just making speeches, cutting notches in the doorway of Toastmasters, with no concern or regard for the benefits that may lie waiting inside, if only you would step inside? Are you getting a true measure of upward and inward, and outward growth and development?

Many of us become so fascinated with the urge to "grow up" quickly in Toastmasters, to make speeches, to "cut another notch," that we fail to see and appreciate the opportunities Toastmasters offers for individual growth. We miss the opportunity for intellectual and spiritual development of a mature personality.

Perhaps we would do well to pause in our introspection and consider the powerful Bible story of the three servants and their allotted talents. Let us learn through Toastmasters to use our talents by putting them to work for us. Thereby we can expand our own stature and influence, rather than selfishly hoarding one lone talent, or reward, offered by our membership in Toastmasters.

A man can grow or mature only in relation to the exercise of his talents or skills. No man should stay the way he is, making no effort to improve his skills or develop new ones.

For a moment, suppose you could transpose yourself, just as you are, back in time to the moment in history when Shakespeare is composing one of his famous tragedies — Hamlet, for instance. You are standing by his side in his room, watching as he writes. Suddenly halfway through the work he turns to you, hands you his pen and says,

"You finish it." Could you, would you dare thus to challenge yourself and your skill and ability? Or stand next to Beethoven as he works at the piano composing one of his famous symphonies. Halfway through the last movement, he turns and says to you, "Here, you finish it." Would you try? Would your skill stand the challenge?

You say you have no artistic talent. All right, then. Project yourself back in time not so far from today. Stand by the side of Henry Ford as he works. Let him turn from his partially completed invention and beckon to you: "Here, take this tool. Finish it."

Yes, have you measured all your talents? Do you even know what they are? Perhaps this is your time and this is the place, here in Toastmasters.

Make your participation in Toastmasters a rich and rewarding experience of growth in mature achievement. Create for yourself a full and meaningful experience. Be measured for all that you are worth, not just by notches in the doorway. ♦

Airman 1c Ralph N. Andrews Jr., joined Toastmasters in 1959 at Eglin AFB, Florida. He is at present a member of Circle B Club 3351-14, Robins AFB, Georgia, and past lieutenant governor, District 47.

The Speaker's Page

Speech Suggestions for January

Jan. 7, 1789 — The first election for a president of the United States took place throughout the nation.

Jan. 10, 1901 — The striking of oil in Beaumont, Texas, marked the start of the great Texas oil boom.

Jan. 14, 1914 — Henry Ford revolutionized the manufacture of automobiles by inaugurating his "assembly line," a new technique that permitted the assembly of a car while it was in continuous motion. Before this, Ford mechanics spent at least 12½ hours putting a car together. Beginning with this date in 1914, complete assembly took only 93 minutes.

Jan. 28, 1902 — A gift of \$1,000,000 from Andrew Carnegie established the Carnegie Institution to "encourage in the broadest and most liberal manner investigation, research and discovery, and the application of knowledge to the improvement of mankind."

Jan. 29, 1900 — Baseball's American League was organized at Philadelphia, composed of eight teams: Buffalo, Chicago, Cleveland, Detroit, Indianapolis, Kansas City, Milwaukee, and Minneapolis.

And don't forget . . .

The 1964 March of Dimes campaign opens on January 2. Object: to support research and highest quality medical care. Target areas: birth defects and arthritis. Material is available from The March of Dimes, 800 Second Ave., New York, N.Y. 10017.

Speech Starters

"The reward for a thing well done is to have done it." — Emerson
"The average individual is using only a small portion of his ability. But under a gifted leader, a man can be inspired to surpass even his own hopes."

— Sandie Stevens
"Unless a person has acquired something approaching mastery of one foreign language, he has missed an educational experience of the first importance."
— Dr. James B. Conant

From the Grammarian

The word "protestant," when used as an adjective or noun without reference to the specialized sense in religion, is pronounced **pro-*TES*-tant**, for distinction.

To Build Your Vocabulary:

TRANSPIRE: verb (trans-*SPIRE*) — to leak out, to emerge from secrecy into knowledge. The use of this verb in the simple meaning of *to occur* or *to happen* is disapproved by authorities on usage, though it is often found in careless writing or speaking.

Right: The conditions of the contract were not allowed to transpire.

Wrong: No such event has transpired within 25 years.

Supervisor Responsibilities

By WILLIAM L. MESSICK

MANY TOASTMASTERS are supervisors, and many others will be more qualified to fill supervisory positions as the result of their Toastmasters training. Speech training is essential for a supervisor to perform at his optimum level.

There are five general areas where this training can be applied: (1) instructions to subordinates; (2) oral communication with management; (3) negotiations with union representatives; (4) interviewing job applicants, and (5) delivering speeches before private and civic organizations.

Instructions to Subordinates

Employees have feelings, and their response to instructions is directly related to the skill of the supervisor in communicating those instructions to them. A voice that expresses confidence and fairness will have the respect of its listeners. A harsh, brusque voice implies a lack of self-assurance. The response to the former will be cooperation and good morale; the latter will instill resentment, disrespect, and a stifling of employee enthusiasm, creative ingenuity, and productivity.

A supervisor's periodic evaluation of his subordinates can be either constructive or destructive criticism, depending upon his knowledge of how to evaluate employee work performance. A Toastmaster acquires excellent training in evaluating speeches and club meetings. The tact and good judgment he applies at his Toastmasters club prepares him to evaluate his subordinates more effectively.

Oral Communication with Management

Another supervisory responsibility is to serve as the channel of communication between subordinates and management. Also, the supervisor must communicate with management on the functional operations of his organization. His skill in oral communication can be the determining factor in the success or failure of his mission. There is no substitute for good oral communication.

Meetings with Union Representatives

Almost every supervisor finds himself at some time or other across the bargaining table with

union representatives. To be able to think on your feet is essential in these situations. Experience gained from participation in table topics at club meetings will equip a supervisor to meet such challenges, and he will earn the respect of those who may differ with him on issues.

Interviewing Job Applicants

Before an applicant is hired, it is the practice in most companies for the supervisor to interview the candidate. Not all of the responsibility for leaving a favorable impression rests on the applicant. The person conducting the interview must be able to express himself clearly. His questions should be logical and have some pattern or sequence if the candidate is to feel he is being interviewed rather than interrogated.

The supervisor must be able to recognize enthusiasm and sincerity in the voice of the prospective employee. Toastmasters training provides this experience.

In addition, the person who stays with Toastmasters acquires a talking knowledge of many diverse subjects. This knowledge is acquired both from preparing speeches and from listening to those of his fellow club members. This knowledge has a direct bearing on conducting a job interview, because an interview should be more than a discussion about the specific job vacancy

and the duties of the position. The interests of the applicant should be explored. Remember, the potential employee should also be impressed with the supervisor he meets. Good first impressions are important to both parties.

Public Speaking

All the accumulative knowledge gained from Toastmasters is brought to the fore when the supervisor is called upon to be his company's spokesman before a private or civic organization. Nothing is more important than the image one leaves with his audience as the result of a public address. The company's reputation can be enhanced or damaged by the success or failure of the speaker.

Toastmasters experience can make the difference in this endeavor because a Toastmaster is taught to give his best when he gives a speech. His delivery, his organization, his appearance, and his knowledge of the subject matter will bear fruit.

And finally, a successful talk may breed further success in the career of the supervisor. ♦

William L. Messick, educational vice president, West Knoxville Club 3117-63, Knoxville, Tenn., is associated with the Tennessee Valley Authority in personnel administration. He is the author of many articles on personnel development for national magazines.



JUST IN JEST

A beatnik was watching a man operating a manual rotisserie, turning the crank round and round, barbecuing a chicken. Finally he went up and tapped the man on the shoulder.

"I don't want to bug ya, dad," he said, "but your music's stopped and your monkey's on fire."

Give a man credit for anything these days and he'll buy it.

They were going on vacation, and she had packed eight suitcases. As they arrived at the station, the husband surveyed the pile thoughtfully. "I wish," he said, "we'd brought the piano."

"Don't try to be funny," came the frigid reply.

"I'm not being funny," he explained. "I left the tickets on it."

Back in the old days, it was the boy himself and not his teacher who had to explain why he couldn't read.

Roll Call, the Capitol Hill weekly, tells the story of a garrulous Senator who began a speech to a dinner meeting: "I am a Senator. I'm going to talk to you about 'S' for sincerity, 'E' for enthusiasm, 'N' for nobility, 'A' for ambition, 'T' for thoroughness, 'O' for originality and 'R' for righteousness." He then proceeded to speak for two hours. At the conclusion of his talk one man turned to another: "Thank heavens he isn't a Representative!"

— Quote

Destiny may shape our ends, but it's the intake calories which shape our middle.

"I want a Polish dictionary," said the man to the bookstore clerk. A long period of rummaging ensued. Finally the clerk emerged, triumphant. "Here you are, sir," he exclaimed, holding up a book entitled "Polish up your English."

IMPORTANT: To keep your Toastmaster magazine coming regularly, notify World Headquarters immediately of any change of address. Please give old address, new address, club and district number. Include a mailing sticker torn from a previous magazine.

Send change of address to: World Headquarters, Toastmasters International, Santa Ana, California. 92702

Letters to the Editor

In our club (The Windjammers of Washington D.C.) a toastmaster for the day closed a recent meeting with the words, "The purpose of Toastmasters is both for training and for fun, but it is not intended as a forum."

Let's assume he meant by "forum," an "assembly for the discussion of public interest," the meaning given by a standard dictionary. It seemed to me he was attempting to eliminate an area that should interest a good citizen by combining training and citizenship activities. True, many political views on national or foreign policies are controversial.

Theodore W. Johnson, Jr.
Sec., Club 1124-36
Annapolis, Md.

(We believe a healthy discussion of controversial subjects is good for a Toastmasters club. It cultivates better thinking, one of our goals.—ED.)

I read in the October issue of TM Topics that the Capitol Club of Salem, Oregon, has five past presidents, two past area governors and one current area governor in their club. My club, Conoma Club of Oklahoma City, has eight past presidents, one past area governor, one present lieutenant governor and one past district governor still active in the club. I think we have an excellent persistency rating, too.

Douglas A. Ingram
Lt. Gov. Dist. 16
Oklahoma City, Okla.

Thank you for the "Salute" in the April, 1963 **Toastmaster** because of my four-year perfect attendance record.

As of our Nov. 12th meeting, the record now stands at five years. Members of

the club surprised me with an appropriately decorated cake and a standing ovation when our president made the announcement. I replied that the tribute actually was to every member because they kept the standards high and made the meetings so consistently interesting I didn't want to miss one.

I joined Club 127-54 on Feb. 5, 1952, have missed only 27 meetings since, am a past president, official grammarian and parliamentarian. Mrs. Selby and I own and operate a Children's Day Care Center and Kindergarten. We both are 73 years old but caring for 20-30 little children of working parents, we seem to keep young in spirit.

Lew Selby
Club 127-54
Danville, Ill.

My husband belongs to Los Caballeros Toastmasters Club 322 in Santa Monica, (Calif.), but the whole family feels that they are part of the group. We have helped him nurse speeches from the embryonic idea to maturity.

One night when he was rehearsing a speech about karate he gave a blood-curdling yell (used to throw the opponent off guard) and brought the whole family out. Another time he brought home the first place cup when we hadn't even known he was giving a speech. Pressed for time, he had taken the portable tape recorder and worked on his speech going to and from work.

We all read and enjoy your magazine, finding many timely tips for our varied activities, including speeches at school.

(Mrs.) Betty R. Sweeney
Los Angeles, Calif.

New Clubs

(As of December 15, 1963)

- 243-51 LOS ANGELES, California, DWR, 2nd & 4th Wed., 11:45 a.m., Hayward Hotel, 206 W. Sixth Street, Los Angeles, 620-4882.
- 416-2 KENT, Washington, *Kent*, Tues., 7 a.m., Moonlite Cafe, UL 2-3260.
- 1450-12 VANDENBERG AIR FORCE BASE, California, AGENA, Wed., 5:30 p.m., Royal Coach Restaurant, Vandenberg AFB, 864-8321.
- 1489-8 GREENVILLE, Illinois, *Greenville*, 2nd & 4th Mon., 11:30 a.m., Elms Cafe, 664-1555.
- 1501-19 HARLAN, Iowa, *Harlan*, 2nd & 4th Wed., 7 p.m., Chicken Hut, 12th Street, R14-3850.
- 1552-5 MIRAMAR, California, NAS *Miramar*, Thurs., 11:30 a.m., Commissioned Officers Mess, 277-8500, ext. 323.
- 2021-28 TOLEDO, Ohio, *Toledo Deanery*, 2nd & 4th Tues., 7:30 p.m., Catholic Club, CH 3-7255.
- 2329-22 KANSAS CITY, Missouri, *Wardmasters*, 1st & 3rd Wed., 5:30 p.m., Montgomery Ward Management Dining Room, CH 1-5300, ext. 587.
- 2493-13 ERIE, Pennsylvania, *Presque Isle*, Wed., 6:30 p.m., Syd's Place, TE 3-5082.
- 2501-U CHAMBLEY AIR BASE, France, *Chambley Parlez*, 1st & 3rd Wed., 11:30 a.m., Non-Commissioned Officers Club, 552.
- 2843-10 BUCYRUS, Ohio, *Bucyrus*, 2nd & 4th Thurs., 6:30 p.m., Arlie Glenn Inn, 562-9585.
- 2965-39 SACRAMENTO, California, *Souper Toasters*, Mon., 4:40 p.m., Campbell Soup Co., GA 8-7890, ext. 260.
- 3140-25 NACOGDOCHES, Texas, *Nacogdoches*, Mon., 7:30 p.m., Shepherds Restaurant, LO 4-5218.
- 3334-U SEOUL, Korea, *Seoul*, Thurs., 6:30 p.m., United States Overseas Mission Club.
- 3654-27 TULARE, California, Thurs., 7:30 p.m., Nielsen's Restaurant.
- 3674-47 WINTER PARK, Florida, *Winter Park*, Fri., 7:30 a.m., Mt. Vernon Motor Lodge, 647-7845.
- 3675-42 ESTEVAN, Sask., Canada, *Black Gold*, Wed., 6 a.m., Thieves Kitchen, ME 4-3154.
- 3677-57 SANTA ROSA, California, *Santa Rosa Breakfast*, Mon., 7 a.m., Flamingo Hotel, 545-8388.
- 3678-27 YOSEMITE NATIONAL PARK, California, *Pohono*, 1st & 3rd Thurs., 7:30 p.m., Yosemite Park & Curry Company Training Room.
- 3679-61 MONTREAL, Que., Canada, *St. Gabriel Lalemand*, Wed., 8 p.m., Parish Hall, Everett Street between Garnier and Fabre, LA 2-1708.
- 3680-49 HONOLULU, Hawaii, FAAPAC, 2nd & 4th Wed., 11:30 a.m., Green Turtle Restaurant, 58831, ext. 472.
- 3682-24 NELIGH, Nebraska, *Antelope County*, 2nd & 4th Tues., 6:30 p.m., Harolds Club, Oakdale, 887-4162.
- 3683-TCBI SUTHERLAND, Scotland, *East Sutherland*, 1st & 3rd Tues., 7:45 p.m., Community Centre, Brora.
- 3684-30 MOUNT PROSPECT, Illinois, *Randhurst*, Mon., 7:30 p.m., Randhurst Plaza, CL 3-7077.
- 3685-5 POWAY, California, *Poway Valley*, Thurs., 8 p.m., Poway Bowl, 748-0171.
- 3686-F YUCCA VALLEY, California, *Yucca Valley*, Thurs., 7 p.m., Crest Room, Glen Restaurant, 365-3911.
- 3687-F REDLANDS, California, *Greyback*, Mon., 7 p.m., Steak Eaters Inn, 793-4545.
- 3688-11 LOUISVILLE, Kentucky, *DERBYTOWN*, 1st & 3rd Fri., 7:30 p.m., Chestnut Street Branch YMCA, 587-7405.
- 3691-46 NEW YORK, New York, *Continental*, Mon., 11:30 a.m., Continental Can Company, Inc., 551-7451.
- 3692-47 ST. PETERSBURG, Florida, *Skyway*, Mon., 7:30 p.m., Allstate Insurance Co. Regional Office, 867-1111, ext. 49.
- 3693-40 LIMA, Ohio, *Lima Management*, Wed., 7:30 p.m., Superior Coach Corp., 222-4476.
- 3694-35 WATERTOWN, Wisconsin, *Watertown*, Tues., Bi-weekly, 6 p.m., East Gate Inn, 414-261-7391.
- 3695-38 OLMSTED AIR FORCE BASE, Pennsylvania, *Machmasters*, 2nd & 4th Mon., 5 p.m., Base Officers' Club, 717-944-6621, ext. 6271.
- 3696-48 TALLEDEGA, Alabama, *Alpha Blind*, 2nd & 4th Tues., 7 p.m., Wrenn Memorial Hall, 362-2832.
- 3697-F POMONA, California, Wed., 7 a.m., Seapy's Restaurant.
- 3698-TCBI ARGYLL, Scotland, *OBAN*, Thurs. (fortnightly), 7:45 p.m., Kings Knoll Hotel.

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