

THE *Toastmaster*

MONTHLY PUBLICATION OF TOASTMASTERS INTERNATIONAL

June, 1951

Vol. 17 — No. 6

... To none will we
sell, to none deny or delay
right or justice. ...

Magna Carta
June 15, 1215



*We, the peoples of the United
Nations, determined to save
succeeding generations from
the scourge of war . . .*

United Nations Charter
June 25, 1945

TOASTMASTERS INTERNATIONAL, Incorporated in 1932, is a non-profit educational organization of 930 active clubs, located in the United States, Canada, England, Scotland, South Africa, and the Hawaiian Islands, devoted to the work of helping men to become better speakers.

For Better Thinking—Speaking—Listening

CONTENTS

CONFERENCE OR CONFLAB . . .	1
—Russell V. Puzey	1
DEMOCRACY VS. COMMUNISM . . .	3
—George W. S. Reed	3
EDITORIAL — YOUR PUBLIC RELATIONS	4
MILEPOSTS TO PEACE AND SECURITY	5
JUDICIOUS IMITATION	7
—James J. Steckman	7
REPORT OF ELECTIONS COMMITTEE	9
INSIDE YOUR CLUB — "EVALUATION"	10
THE CONSTRUCTIVE EVALUATOR	12
—E. J. Murphy	12
DIAGNOSIS AND PRESCRIPTION	13
—Ralph C. Smedley	13
ACROSS THE DESK	15
—Ted Blanding	15
SUMMER'S THE TIME	16
WHAT'S GOING ON	18
THE "OCCASIONAL" SPEECH — HOW TO CONSTRUCT IT — Pt. 2	23
A NOTABLE SPEECH	25
NEW CLUBS — WHEN AND WHERE THEY MEET	25
THIS MONTH IN YOUR CLUB	26
IT'S A GOOD IDEA	27
HOW WE TALK	28
RECOMMENDED READING	29
THIS IS MY PROBLEM	30
FROM CLUB BULLETINS	31
LET'S TALK IT OVER	32

HOME OFFICE—Santa Ana Community Center, 1104 West Eighth Street. Opinions expressed in the articles in this magazine reflect the views of the writers and do not necessarily indicate the attitude of the organization, Toastmasters International. Published monthly at Santa Ana, California. Copyright 1951 by Toastmasters International. Name Registered, U. S. Patent Office. Entered as second-class matter, Oct. 25, 1941, at the Post Office, Santa Ana, California; act of March 3, 1879.

PRICE \$1.50 PER YEAR

Printed in U. S. A.

HOME OFFICE ADDRESS: TOASTMASTERS INTERNATIONAL, SANTA ANA, CALIFORNIA

CONFERENCE OR CONFLAB



By RUSSELL V PUZEY, Director of Toastmasters International.

There is an insidious impostor in our midst, undermining and sabotaging our work and our principles. This impostor is none other than Mr. Conflab, posing as Mr. Conference. He has a large following of confabulators representing themselves as conferees.

What is the true nature of Mr. Conflab? He is defined as a group talking familiarly together, chatting together or indulging in just plain prattle. Participants are known as confabulators indulging in confabulation.

What about Mr. Conference? He is defined as a group consulting together informally in serious conversation or discussion for the purpose of solving a stated problem.

Look at our two characters. Mr. Conflab is an easy-going, lazy, aimless wanderer flitting lightly from thought to thought as care-

free as a newly emerged butterfly floating with the air currents from flower to flower. Mr. Conference is a Spartan in his habits, jealous of his time and eager to reach a definite goal. He may be likened to a bee busily moving from flower to flower. He partakes heartily of those blossoms which are rich in nectar, gathering it and returning directly to his hive, regardless of adverse winds or currents.

How can the butterfly so easily replace the bee in our everyday conferences? Why can't we see him as he is and tell him to be off with his theft of time and wasted opportunities? Here are several reasons:

First, most of us are confabulators passing ourselves off as conferees. We imagine ourselves to be bees but we readily turn to butterflies because that is the easy way, the lazy way.

Second, most of us refuse to think objectively. We can knock down but we cannot build. A conference usually degenerates into a conflagration when no positive suggestions are made or when too much time is spent in lamenting over the problem rather than determining its causes and its solution.

Third, the conference leader too often fails in leadership. Any one of the following failures is enough to allow Mr. Conflagration to take over:

1. Failure to plan the meeting beforehand.
2. Failure to conduct the meeting properly.
3. Failure to draw ideas from each participant.
4. Failure to refrain from talking too much himself.
5. Failure to keep summarizing so that progress is known.
6. Failure to stick to one idea or thought to its conclusion.
7. Failure to eliminate repetition, argument, long-winded dissertations, and useless comment.

Fourth, we as the conferees, become confabulators. We can so easily do this by:

1. Being long-winded and pointless.
2. Being argumentative and repetitious.
3. Not informing ourselves of the problem before attending the conference.
4. Not heeding ideas of others and building on such ideas, and by not even listening to others.

5. Being destructive rather than constructive in our thinking and in our statements.

Did you ever watch an inchworm come to the end of a leaf and then probe, and feel, and explore, and search until he finds another leaf? He explores each possibility; he even backs up and starts over, but he does find that other leaf. Contrast him with the guinea hen who runs back and forth, back and forth, along a fence. Never once does she stop to look for an opening in the fence. Never once does she raise or lower her head to get a different perspective. Finally, in desperation, she flies over the fence if she can. The inchworm won his battle, but not the guinea hen. She will be back the next day going through the same routine.

Let's throw out this easily embraced impostor, Mr. Conflagration, and in his stead welcome Mr. Conference with his Spartan ideas. From such exchange we will prosper and we will grow. We must change from butterflies and guinea hens to busy bees.

How can we do this?

First, practice conference technique in our clubs.

Second, read some of the excellent books on conference procedures.

Third, start a conference school in our place of business.

Fourth, insist on proper procedure at conferences which we attend.

Fifth, practice what we preach.

Democracy vs Communism

By GEORGE W. S. REED, President of Toastmasters International

Let us not be *confused*. Democracy and communism are basically *dis*-similar. Any seeming resemblance between the two is *dangerous* illusion.



Democracy is government by the people collectively, with the governed retaining *individual* responsibility and determining, by *majority* opinion freely expressed, their own leaders and laws for all.

Communism is government by the fortunate *few* who achieve and hold their authority by *force* of arms or machinations, with private property abolished and complete control of labor, religion, social relations, and life in general.

The basic difference between the two ideologies of government rests in the willingness or unwillingness of the majority of the governed to surrender completely the final right of decision in all matters of life.

The greatest threat to the present and future existence and enjoyment of democracy in the world does not boldly assert itself in military conflict, but lies in the

"booby trap" of mental and spiritual confusion. Recent investigations have revealed the results of such confusion in the minds and hearts of many prominent persons in public fields of American government and entertainment. We can well ask ourselves how many thousands of *other* less prominent persons are equally confused. Therein lies the danger to democracy.

Let us not be confused! Let each Toastmaster clearly recognize the basic differences between democracy and communism as defined in previous paragraphs. Then let each man choose for himself and his family now and forever, between the false "security" offered by statism (no matter under what name) and the individual rights and *responsibilities* offered by democracy. I am fully confident as to our choice.

Finally, after making our choice clearly and conclusively, let each Toastmaster be more concerned with his *responsibilities* than he is with his rights. Those responsibilities include helping *others* overcome their mental and spiritual confusion concerning matters of government. Our Toastmasters training helps us avoid the catastrophe of "the blind leading the blind."

THE Toastmaster

Official Publication of
Toastmasters International, Inc.
A non-profit educational corporation



Editor R. C. Smedley
Editorial Board: Jack Haynes,
E. M. Sundquist, Ernest Wooster,
Frank Learned, James Graham, T.
Vincent McIntire, Gordon Merrick.
Address all communications to
The Toastmaster Magazine, Santa Ana, Calif.

Your Public Relations

It does not take much to make or mar one's chances for advancement. Little matters have big effects.

The way you meet people, what you say and how you say it, your appearance, your manner, the quality of your voice — many things of which you are unconscious at the time may help or hinder you.

There was Bill Hokus, who used to work at the hardware store on Main Street. He was a very crusty and unpleasant person. He never went out of his way to accommodate a customer. His speech was curt and sometimes impolite. He held his job because he was distantly related to one of

the owners. Finally he became so obnoxious that he was discharged.

A customer, missing him, inquired, "Isn't Bill here?"

"No," was the reply, "Bill isn't here."

"Will he be here tomorrow?"

"No, Bill doesn't work here any more."

"Well, then," said the customer, "do you have someone in mind to fill the vacancy?"

"No, we haven't. Bill didn't leave any vacancy."

On the other hand, we have the case of the clerk who was called up for jury duty. He tried to beg off on the plea that he could not be spared from his work.

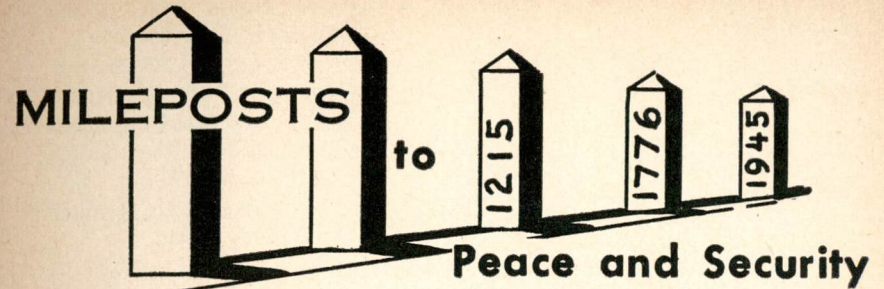
"My friend," said the examining lawyer, "do you mean to say that the business can't get along without you?"

"No, indeed," he replied. "I'm afraid that they might find out that they can get along without me."

In a word, it is better for you to behave yourself so that people can get along with you rather than have them glad to get along without you.

To make this so and to establish you in the good graces of the people about you is the task of your own personal "public relations department," of which you are director.

Find your key to advancement through better communication at SAN DIEGO, August 9-10-11.



Men have always struggled for freedom. In spite of many setbacks, progress has been made, but the world is still far from gaining that end.

The Greeks made a start, but eventually lost the fight for freedom because of a lack of unity.

Rome fell, largely because the sense of responsibility of the citizens was lost. The obligations of citizenship were forgotten or ignored by indifferent and ignorant people who preferred free wheat and free circuses.

Our story of liberty begins in primitive days in Old England. The achievements of the Greeks and the Romans mingled with the ideas of the Anglo-Saxons to produce certain freedoms and an appetite for more of the same.

In the 12th century, England was largely controlled by a number of independent, quarrelsome, grasping leaders, commonly called "barons." They were the great landholders, under the rule of the king. Their followers, the common people, were harshly restricted, kept in a state of serfdom. King Henry II had his troubles with

these minor rulers. He could gain power only by taking the part of the people. He appointed local citizens, in a kind of "secret police," to inform him on violations of the royal law in their communities. Then he sent his judges into the country to try any such cases.

Out of this primitive maneuvering grew the "common law" and many provisions of the "royal law" which controlled everybody but the king.

Henry's successor, King John, was not only a wicked man, but he was stupid — too unintelligent to follow up the small beginning for good which his father had made. He oppressed the barons and the people alike.

Thus was laid the foundation for a revolution, which did not come to the point of actual bloodshed, but narrowly missed it.

The barons forced King John to sign the document known as the *Magna Carta* (The Great Charter) which became the basis for freedom against misuse of the king's power, first for the British people, and later for those in America. It made a start in the right direction, and it is counted

the foundation of the British Constitution.

In 1687, William Penn summarized the articles upon which the English judicial system is based, listing them as follows.

1. No man shall be taken or imprisoned.
2. No man shall be dispossessed of land.
3. No man shall be outlawed.
4. No man shall be banished.
5. No man shall in any sort be destroyed.
6. No man shall be condemned but by judgment of his peers.
7. We shall sell to no man justice or right.
8. We shall deny to no man justice or right.
9. We shall defer to no man justice or right.

The Great Charter was officially signed on June 15, 1215.

Just 730 years later, plus 10 days, the "Charter for World Security" was proclaimed by the United Nations Organization, meeting in San Francisco. Its basic purposes may be summarized:

1. To maintain international peace and security.
2. To take collective measures against threats to peace.
3. To bring about settlement of international disputes by peaceful means.
4. To develop friendly relations among the nations.
5. To achieve international cooperation in solving economic, social, cultural, and humanitarian problems.
6. To promote respect for

human rights and fundamental freedoms for all.

7. To be a center for harmonizing the actions of nations.

It is a long step from the Great Charter of 1215 to the United Nations Charter of 1945.

King John grudgingly granted certain individual rights.

The U.N.O. Charter undertakes to secure the rights, the security, and the advancement of groups, or nations, made up of individuals whose rights are guaranteed by inference. It does on a world-wide scale what the Great Charter undertook to do on a very limited scale for a comparatively small number of people.

What hinders the United Nations Charter today from accomplishing its purpose?

Not a thing but the selfishness, greed, and dishonesty of the leaders of a few of the nations of the world. Perhaps it will take generations to bring us to the accomplishment of the purposes set forth in the Charter, but we have in it the definite outline, the pattern for a peaceful, progressive, happy world in which men can work out their destinies free from fear of war and oppression.

June is a great month in the history of human liberty. These two dates, June 15th and June 25th, are milestones on the road.

Let these dates remind us of the remarkable progress which has been made, and make us aware of the long and difficult pathway which is yet to be traveled to bring us to the ultimate consummation of the hopes of all mankind.



You Too Can Be Original With

JUDICIOUS IMITATION

By JAMES J. STECKMAN, President of Club No. 525, Ferguson, Missouri

Originality is important. Every speaker and writer would like to be considered "original" in his thinking. But what is originality?

It is the thought expressed which has never been expressed before, or the act performed which has never been seen before. Of course you may have worked the idea out for yourself, so that it is original so far as you are concerned, and not borrowed; but even so, you have no assurance that someone ages ago has not done it before you.

At the present stage of the world's progress there are practically no original deeds or thoughts. For many centuries men have lived in the world, and many of them have been thinking and acting. Some of them had far greater mental horsepower than you or I possess, and so they had more thought capacity. They thought of many things which we might never discover for ourselves.

When we speak of original thinking, we are inclined to revert to a parallel, such as music. Every day we hear "new" popular songs, new operas and concertos. That is, they sound new and original to us,

and yet we know that men have been composing music for centuries, and that all music is based on a scale of eight tones and five half-tones. It has taken a lot of arranging and re-arranging of these tones to produce the world's store of music. It is no wonder that the musically educated person accuses the modern composer of wholesale borrowing.

But let us look back to see what some of the thinkers of earlier generations have said about originality. Early in the 18th century, a French thinker who wrote under the pen name of Voltaire referred to originality in these words: "Originality is nothing but judicious imitation."

Analyze this phrase and select the key word, "judicious." Look it up in your dictionary. Webster will tell you that it means prudent use or careful use. Now we rebuild Voltaire's saying with modern English and it says, "Originality is nothing but prudent use of imitation."

When you prepare a talk, don't do as many Toastmasters like to do, — quote an article direct from *Reader's Digest* or some other

magazine. That certainly is not "prudent" use of imitation.

Probably half of your audience have read the article, so that they promptly catch you in your cribbing. Probably many of them know more about it than you do, and so they are not interested. You give them nothing. You waste their time, and you cheat yourself out of a chance to do some thinking on your own account.

The way to get ideas is to read articles and books, and search for the key thoughts. Store these ideas in your mind as "thought essence." Keep them in your mental filing cabinet. Don't read just words — read thoughts — ideas. Presently you will have your filing case full of ideas, or "thought essence."

When it comes time for you to prepare a speech, reach in and dial your filed-away thoughts, as you might use a dial telephone. Then let the thoughts get to work.

For example, if you are going to speak about automobiles, put your finger in the A-U-T-O of your mental dial, and ring up automobiles. Suddenly there will flash upon your mind's screen an idea expressed by Gaston

Chevrolet. Try again, and you may pick up something by Barney Oldfield, and another by Henry Ford. Now you have in your mind three ideas or essences of thought which you will blend together, much as a painter would take a little yellow and a little blue and blend them into the resultant green color.

So, with these thoughts from Chevrolet, Oldfield, and Ford, you will grind them up, mix them, and let the result of the blending come out in your own words and with your own style of delivery. Of course that is not strictly "original" in the sense that the basic thoughts were your own, but it does have the virtue of originality in the blending and development which you have given the ideas.

Because you have made the thoughts your own instead of merely quoting the words of some other person, your audience will not get an impression of plagiarism. You will have a right to claim a certain degree of originality on the authority of so great a man as Voltaire, because you have exercised your right of "judicious imitation."



For the Joy of Living

To look at everything always as though you were seeing it either for the first or last time. Thus is your time on earth filled with glory.

—Betty Smith (A Tree Grows in Brooklyn)

REPORT OF THE ELECTIONS COMMITTEE

The Elections Committee reports its selection of the following names to be placed in nomination at the election at the Twentieth Annual Convention of Toastmasters International:

			District
President	— Carleton Sias	Waterloo, Iowa	19
Vice-Pres.	— Nick Jorgensen	Seattle, Washington	2
Secretary	— Everett K. Kindig	Burlingame, California	4
Treasurer	— Tracy M. Jeffers	St. Paul, Minnesota	6
Directors	— <i>(By-Laws of Toastmasters International, Article VI, Section 3: Four directors shall be elected each year, each for a term of two years . . .)</i>		
	William J. Beukema	St. Louis, Missouri	8
	Paul W. Haeberlin	Windsor, Ontario	28
	T. Vincent McIntire	Zanesville, Ohio	10
	George W. McKim	Albuquerque, N. M.	23
	Irv L. Saucerman	Portland, Oregon	7
	C. Lee Smallwood	Mobile, Alabama	29

This report has been developed to conform with the By-Laws and the Procedural Rules, which have the approval of the Board of Directors, on behalf of the Elections Committee.

Arthur H. Johnson	Altadena, California	F
<i>Chairman</i>		
Paul R. Brasch	Waterloo, Iowa	19
J. C. Chamberlain	San Diego, California	5
Paul H. Demaree	Anaheim, California	F
Kenneth Froelich	Canton, Ohio	10
William W. Gill	San Mateo, California	4
Lynn R. Harris	Grand Rapids, Mich.	28

Biographies and pictures will be printed in the July magazine.

Inside Your Club — . . .

PART 3

EVALUATION

A Toastmasters Club meeting, like Caesar's Gaul, is divided into *partes tres*, one of which is practice in informal discussion, or the Table Topics; another is practice in formal speeches; and the third is that distinctive characteristic of Toastmasters, the period of evaluation. All three are essential, but if there is one part above all others which is indispensable, it is the third.

Speech Evaluation

The better term for this is *Constructive Criticism*, but people dislike criticism in any form, so we soften it to *Evaluation*. This is the process by which the mirror is held up to speakers by their listeners. It is the means of giving the speaker the benefit of the audience reaction. It tells him immediately whether he has accomplished the purpose — made the sale, and why.

The Method

As a general rule, the evaluation is handled by a General Evaluator and several individual evaluators — as many critics as there are speakers. The General Evaluator gets a chance to act for

a short time as chairman, or master of ceremonies. Each individual evaluator has the opportunity to make a short speech, lasting from one minute to two minutes. In each case, the evaluator gains training in listening, in arranging his comments, and in speaking briefly.

The speaker, if adequately evaluated, learns about his points of weakness and of strength. He discovers what is good and what is bad in his speaking. He is encouraged to do better.

The work of evaluation is done well only when there is adequate preparation, and yet, vital as it is, the preparation is all too often neglected.

Let us agree, as we begin this study, that evaluation is essential, that it can be good only when evaluators understand what is to be done and how to do it, and that the methods are easy to follow.

The guide for all evaluators in the Toastmasters Club is the small book, *Speech Evaluation*, which is presented to every member of every club.

This book should be used as source material for a formal talk on evaluation once a month in every Toastmasters Club. Members should be referred to it constantly. It can be used for Table Topics.

Instead of a typical table of contents, this book has a set of "Questions About Speech Evaluation" which readily furnishes outlines for speeches about evaluation before the club. For example, the first two questions are "What Is it?" and "Why Do We Need It?" and answers to these are found on pages 3, 4, 8, and 14, as well as in other places. The two questions taken together afford material for one strong speech.

The same is true of all the questions on the page. A good Toastmaster can easily make selections for many instructive and interesting presentations on the theory and practice of evaluation.

This is a must: Instruct the members in the art of evaluation.

Implementing the Idea

Evaluation must be planned.

The monthly Point of Emphasis in *Progressive Training* gives the central feature. Evaluation plans are built around this.

Who shall do the planning?

The Educational Committee accepts the responsibility to oversee and direct the work. This committee does not take over the task of criticism, but it directs the regularly appointed evaluators as to what type of evaluation shall be used, and what points shall be stressed. At each club meeting the plan is understood by the General Evaluator and his helpers.

Materials

There are various forms and methods for evaluating speeches. The critique sheet, such as is provided in variety by the Edu-

cational Bureau, is a convenient aid for the evaluators.

A wall chart, indicating points to be stressed, can be helpful.

On pages 21, 22, 23, and 24 of *Speech Evaluation* there are listed several evaluation procedures. By making wise use of all these forms, the Educational Committee provides diversity with unity, complete coverage, and progressive guidance.

No one form of evaluation should be used continuously for more than one month at a time.

It is very important to make frequent use of *evaluation by discussion*. This gives the speaker the benefit of several impressions instead of an opinion from only one listener. Timing is essential in panel evaluation.

But timing is essential in all evaluation. No evaluator should take more than two minutes to express his opinions, and the General Evaluator should limit his remarks to five minutes.

Better Evaluation

The common complaint from Toastmasters Clubs is that evaluation is not what it should be. The universal reason for this is that not enough attention is given to training the members in this art, and that there is not enough planning and preparation.

Planning is as essential for evaluation as for making a speech.

The third part of the Toastmasters Club schedule should be the climax of the entire meeting. It can be made so in your club.

The Constructive Evaluator

By E. J. MURPHY, Chairman of Evaluation, of Pennsylvania District 13.

No doubt evaluation is the most important function in the entire pattern of procedure in a Toastmasters Club. It is to the evaluators that the member looks, not only for the enumeration of his faults and methods of losing them, but even more for the counsel and direction to help him to overcome specific faults which spell the difference between a weak member and an effective speaker. This is more especially true of older members.

For this reason we suggest that evaluators look upon each speaker individually, and not evaluate all speakers according to a stereotyped form, or list of points to be covered. The routine method tends to treat all speeches with a sameness which is monotonous, failing to accent properly the more serious faults of the individual.

The following suggestions are offered as a help to evaluators in

using this individual procedure:

1. Make it your objective to improve the personality of the speaker. Don't try to change it. Protect his identity. Help him to do his best with what he has and is.

2. Watch closely the natural mannerisms, and note carefully how the audience reacts to them.

3. Try to point out more good characteristics to be used and improved upon than bad things to be eliminated. This will encourage the speaker and build his self-confidence.

4. Do not censure a speaker for a fault unless it is obviously objectionable.

5. Always be kind, friendly, understanding, and helpful as you evaluate. Let your man know that he is gaining ground and that you believe that he will, in time, attain his goal — *effective speech*.



Diagnosis and Prescription.

By RALPH C. SMEDLEY

**Democracy is in danger.
Honesty is the best policy.
Communism is a menace to the free world.
We are headed for disastrous inflation.
Taxes are too high. Governmental spending must be stopped.
War threatens the world. Peace must be maintained.**



There you have the gist and substance of perhaps ninety per cent of the thousands of speeches which are delivered each week before all kinds of audiences, wherever free speech is permitted. We listen to the speeches with approval, and go away wondering what to do about it.

The speakers point out the terrible mess we have got ourselves into, and explain in detail just how we got there. They tell us what the consequences will be if we do not find our way out; but rarely, if ever, do they show us the way that will lead us to safety.

They tell us that every citizen should do his duty; be on guard against insidious evils; sternly disapprove of inefficiency or dishonesty in public office; make sure that his precious heritage of freedom is not taken from him.

We agree. We know that they are right. We want to do just as they say, but how are we to go about doing it?

What we need is the speaker who can implement his ideas. We need leaders who can show us the way out. We want speakers who can personalize their generalizations.

Not long ago I listened approvingly to an eloquent speech by an important figure in the business world, who told his audience that America is in a bad way, and that we must do something about it. We applauded enthusiastically as he outlined our predicament and told us of the dire consequences which await our failure to remedy the ills which afflict us. Then he sat down, and we went away.

As we left the auditorium, a fellow listener said to me, "Well, what are we going to do about it? I agree with everything he said, but he stopped too soon. He gave us plenty of 'whereases' but none of the 'be it resolved.' He told us that every one of us should do his duty as a good citizen, but he didn't say how to do it. That is the trouble with all the speakers

I hear these days. They diagnose the trouble, but they don't give us any prescription for the cure."

Perhaps we may apply the fundamental rule of criticism to these speakers who would help us if they could. We might apply that rule to our own speeches in which we view with alarm.

A critic has a right to find fault only so long as he is prepared to offer a way to deal with the fault he finds.

A speaker is entitled to point out the evils and mistakes of men and nations only when he is ready to show what people must do to correct the things that are wrong. When he analyzes the present situation and shows how we got into it, and why we must get out, he owes it to his patiently listening audience to tell them something definite which they can do.

This is the "so what" of the speech — the reason for speaking. This is the basis for construction of a really useful speech. The outline is very simple:

1. Something is wrong.
2. What is wrong, and why?
3. What can we do about it?
4. Let's get busy and do it.

We are told that for every wrong there is a right. We have not finished our speech until we have shown the right way to deal with the wrong.

The doctor who diagnoses the disease does a valuable service, but unless he or some other physician prescribes the remedy and makes sure that the prescription is followed, the patient probably will die.

Let's take a look at ourselves, we who make speeches, and make sure that we try to add skill in prescribing to our zeal in diagnosis. Generalities are good — if they are true, but there must be definite specifications if any good is to result.

When you speak, never leave your audience in doubt as to what you think they should do. Prescription should follow diagnosis.

Across The Desk

By TED BLANDING, Executive Secretary of Toastmasters International

Within the next few weeks, 34 new District Governors will assume the responsibilities of their office as leaders in the 34 organized districts of Toastmasters International. With them will be Lieutenant Governors, Educational Chairmen, Area Governors, and other district and area workers, — each stepping into a place of responsibility and opportunity. These will constitute a small army of more than 250 men working for you.



Just why do we have all these districts and areas, and their officers?

We have them so that the work may be carried on better for the good of the members, and so that Toastmasters International may have their aid in bringing into use materials and methods and other aids through personal contact instead of altogether by correspondence.

Inter-club activities and fellowship are of great importance. The area and the district promote such fellowship, with accompanying exchanges of ideas.

The program as carried through district and area provides opportunities for the members for training beyond the club level, and

opens the way to valuable experience in organizational work.

Throughout the entire machinery of the organization, there runs the educational purpose which ties us all together — clubs, districts, and the world-wide organization — in a great fellowship of men seeking to improve themselves through better communication. Thus, in whatever position we may have to serve, each is making his contribution and gaining rewards for himself.

You, as an officer of the district, owe it to yourself to be at your best as speaker and planner and leader on every occasion. In addition, you owe it to the members whom you lead to make sure that they get all that is coming to them in the training. You will help to interpret the materials and methods presented by our Educational Bureau for their training.

You will be a leader in education for the clubs under your supervision. Prepare yourself for this leadership.

It is of primary importance that every District Governor be present at the San Diego Convention for the training session which is to be held on August 9th. In so far as possible, every District Educational Chairman should be present also, together with as many as possible of the other district and area officers. The work of that day will mean much to the general work of Toastmasters during the coming year.

CONTESTS!

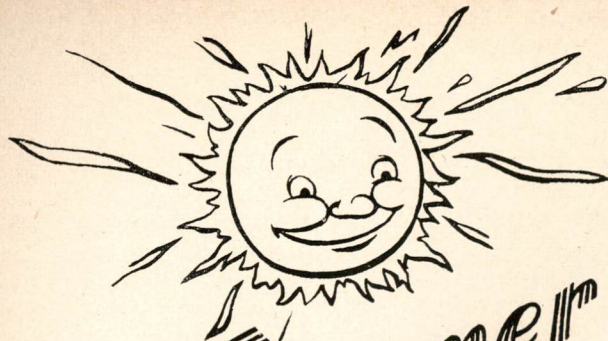
Club of the Year — July 1, 1951

Community Service — July 15, 1951

These are the final dates. All material to be submitted by clubs in competition for honors in the two contests must be received in the Home Office at Santa Ana by these dates, in order to be considered.

USE THE OFFICIAL FORMS.

DON'T MISS THE DEADLINE.



Summer's

The Time!

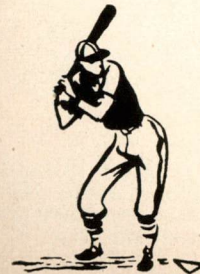
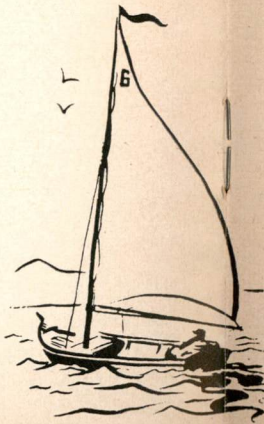
SUMMER IS THE TIME TO GET OUT IN THE OPEN.

Wide-awake Toastmasters Clubs look to summer activities for the opportunity to build fellowship. Men get acquainted in the out-of-doors informality of warm weather meetings.

Programs for June, July, and August must be planned to bring out the entire membership, and to attract visitors. Whether indoors or out of doors, summer programs should have a different feeling.

Give your speeches in new surroundings: around the campfire; at a father-and-son picnic; on boating or swimming or baseball parties; at barbecues and clambakes for the whole family.

This will be a gay summer for many Toastmasters. Be sure that you and your club are in on the fun.



What's Going On

The Marines Have Landed



Official Photograph

The presentation of the charter to the Non-commissioned Officers' Toastmasters Club at Cherry Point, North Carolina, attracted the attention of high officers, who graced the occasion with their presence. Some of these are shown in the picture.

The charter was presented by Major General L. E. Woods, Commanding General Air Fleet Marine Force Atlantic and Second Marine Air Wing. Also in the picture are Brigadier General W. L. McKittrick, Commanding General Marine Corps Air Station; Brigadier General L. H. M. Sanderson, Deputy Commander, Air Fleet Marine Force Atlantic and Second Marine Air Wing; Colonel W. E. Sweetser, Jr., president of the Commissioned Officers' Toastmasters Club; and T/Sgt George Flannigan, president of the new Non-commissioned Officers' Toastmasters Club. Both General Woods and Colonel Sweetser have had experience with Toastmasters in the past, during their stay at El Toro Marine Base, California.

At San Diego

Those who attend the convention at San Diego, August 9 to 12, may have an opportunity for a close-up view of the great Convair B-36D, which was pictured in the March issue of *The Toastmaster*. These giant jet-propelled planes are a common sight in our convention city.

Seattle's Speaker of the Year

Totem Toastmasters Club, of Seattle, two-time winner of Club-of-the-Year honors, last year established a special civic award, "Speaker of the Year," which is given to the Seattle citizen judged to have made the greatest contribution during the past year to the advancement of public speaking in the community. While the Totem Club sponsors and presents the award, the judging to determine which one of several nominees is to receive the plaque is done by a committee of top men representing the other 33 Toastmasters Clubs in Seattle.

This year's winner is Albert Fox, director of the high school Washington State Resources Oratorical Contest. The presentation was made at a dinner in the Washington Athletic Club,

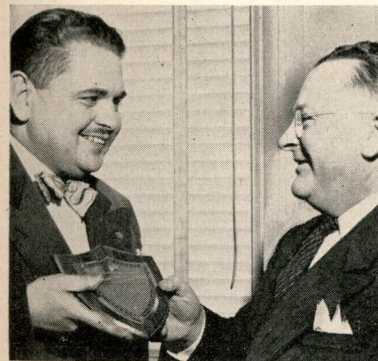
Toastmasters Clubs acting as hosts. The *Seattle Post Intelligencer* received a special plaque for its Seattle sponsorship of the annual Hearst Oratorical Tournament.



Totem President Howard Brown, International Secretary Nick Jorgensen, and Post Intelligencer representative E. P. Chalcraft admire the trophy presented the newspaper for its sponsorship of the Annual Hearst Oratorical Tournament.

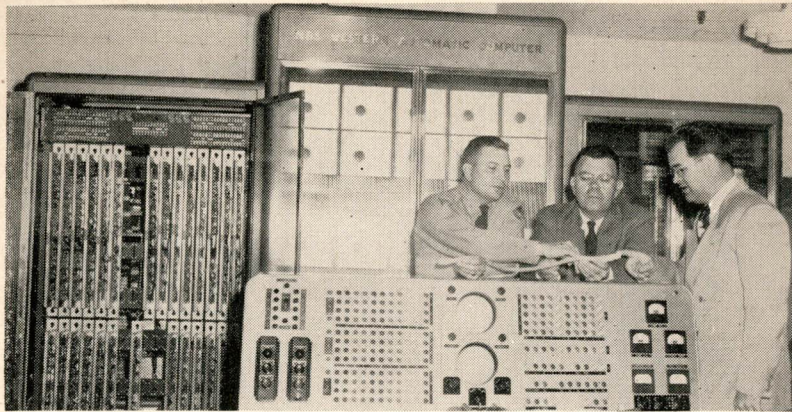
Coast Guard in Boston

With three Coast Guard officers chosen among its leaders by Boston Toastmasters Club No. 502, things should be handled with precision. Commander William H. Snyder, a past president of the Toastmasters Club of Port Angeles, Washington, is the new president for Boston. Serving with him are Captain George Carlstedt as treasurer, and Captain Paul B. Cronk as sergeant-at-arms. The other club officers, all civilians, are Alfred A. Wagner, vice-president; Frank Killian, secretary; and Harry Perlmutter, deputy governor.



Past International President Franklin McCrillis presents the 1951 Seattle "Speaker of the Year" award to Albert Fox as a feature of the tenth annual Totem Toastmasters dinner. McCrillis won the award in 1950.

Electric Brain



Colonel Frank J. Seiler, Chief of the Air Force Office of Air Research and sergeant-at-arms of Dayton Toastmasters No. 405, is helping to develop electrical control systems which contribute to our defense.

The machine in the picture is nicknamed "Swac" (National Bureau of Standards Western Automatic Computer). It is designed to handle mountains of mathematics in a jiffy in solving military and civilian calculating problems.

The picture was taken in Los Angeles, at the dedication of the machine. Left to right: Colonel Seiler, toastmaster for the ceremony; Dr. E. U. Condon, Director of the Bureau of National Standards; and Dr. H. D. Huskey, builder of "Swac."

One More in Montana



Club No. 912, of Glendive, Montana, held a gala party to celebrate their coming of charter-age. In the picture are Verlon Cox, of the Billings Toastmasters Club, presenting the charter; and three members of the Glendive Club — Henry Dion (deputy governor), F. F. Knapp (secretary), and Russell McDonough (president).

Members Honored

Two veteran Toastmasters were honored at Victoria by recognition of their service in other organizations. Ed M. Whyte, secretary of District 21, was awarded a life membership in the Victoria Y.M.C.A. as a recognition of his 52 years of service. This was the fifth such "life membership" which has been given him; previously he had been honored by the Alberni District Horticultural Society, the Vancouver Island Pipers Society, the British Columbia Softball Association, and the Victoria Burns Club.

A record of 41 years of service to the Y.M.C.A. by Frank Paulding was also recognized. Paulding was organizer of a speakers' club in New Westminster, B.C., which became affiliated with Toastmasters when the International was formed in 1930; and he has been a good worker in the cause of better speech through the years.

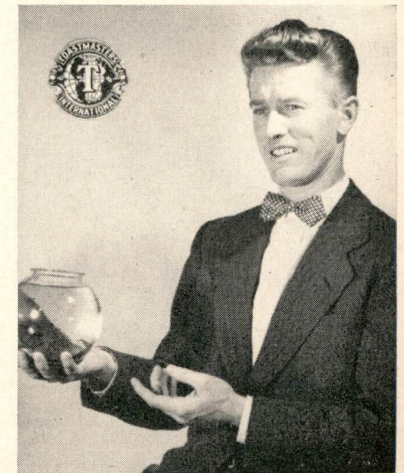
Speech Contests

With nearly 200 areas in our 34 districts, speech contests are being held almost everywhere these days. More than 1000 speakers have been heard in these area contests, and more than 150 of these will be heard in the district contests before the end of the season. Back of these speakers are thousands of speeches heard in the club contests, to select club representatives in the areas. Thus, thousands of men have been stimulated to make an extra effort and to speak better than before. That is the fundamental purpose of the contests.

Goldfish Members

We present Edward S. Fulop, president of the Uptown Toastmasters Club of Oklahoma City; and Gus and Gertie, two goldfish. Six months ago, Uptown's membership was down to 16; now it is up to 30. So many stunts have been used to create enthusiasm that the members are afraid to be absent for fear of missing something.

For example, Gus and Gertie have been elected to a regular place in the meetings. Any member who fails to perform his scheduled part or in any other way fouls up the meeting, has the pleasure, care, and return responsibility of Gus and Gertie until next meeting. There is a fine of \$1.50 each for goldfish not returned in good order. This stunt has brought about a definite improvement in the conduct and quality of the meeting.



This is President Ed Fulop. Gus and Gertie are in the bowl.

Two for Saginaw



The second Toastmasters Club in Saginaw, Michigan—Pine Knot No. 908—recently held its charter dinner with appropriate ceremonies. Don Harris, Governor of District 28, presented the charter to Nelson Hall (president) and Paul Van Blois (vice-president) of the Pine Knot Club.

They Complete Basic



The Berkeley, California, Club No. 57 recently celebrated the completion of Basic Training by a group of the members. Pictured are Harold J. Dill, governor of District 4 and a member of the club, distributing Certificates of Merit to — (standing): Joseph Coy, Conrad Wingefeld, Madison Wulfinf, Charles Knapp; (seated): Gene Hastings, Malcolm McIver, Charles Schoenenberger, Harold Chedester. These members plan to sign up for Beyond Basic Training.

The Scottish Mail

Servicing the 35 chartered Toastmasters Clubs in Scotland's District 18, plus the dozen new chapters being prepared for chartering, takes no small amount of material. A recent order from "over there" required the assembling and packing of more than 125 parcels of books and other materials for shipment.



In the picture are seen Miss Grace Phillips and Mrs. Irma Milbrat inspecting and stacking up the parcels prepared for Scotland. They are members of the Home Office staff.

Miss Phillips is spending two months in travel in Britain, Italy, and France, in the course of which she is scheduled to visit Scotland and meet with some of the Toastmasters who are eager for this personal contact with a representative from the Home Office.

Information coming from District 18 reveals that through our lack of geographical knowledge, we have misplaced the new chapter in the Island of Jersey, No. 939. It is a part of District 18, but the Channel Islands are part of England, and we are glad to restore them to their proper location.

THE "OCCASIONAL" SPEECH

how to construct it

PART 2

Presentation

There are certain points to be covered in the speech of presentation. You can handle them briefly, but don't neglect them.

First, be sure that you know the nature of the presentation, the name of the honored person, and the nature of the award. It is extremely embarrassing to start handing the gift to the honoree and find that you do not know his name. It is equally disconcerting to reach for the prize and find that it is not there.

Begin by explaining quickly and simply how the honored one came to win or merit the award. If appropriate, speak of the source or origin of the award, who offers it, and why.

Display the award or gift so that all may see it. If it bears any special significance, explain that.

Make the direct presentation to the recipient, speaking his name clearly so that all may hear it. Turn to him and hand him the gift, perhaps shake his hand in congratulation, and then step back and stop talking.

Supremely, don't prolong the speech, and *never* call on the audience to "give this little fellow a big hand."

Acceptance

You may have to make a speech accepting a gift or honor award, or an office to which you have been elected. Here is the formula:

1. **Speak sincerely of your gratitude and appreciation for whatever the gift or honor may be.**
2. **Speak in praise of any whose cooperation helped you win.**
3. **Mention the beauty, appropriateness, significance of the award.**
4. **Give assurance of your purpose to continue whatever meritorious work or conduct has brought you to this happy event.**
5. **Wind up with a gracious sentence of thanks, and sit down.**

In the case of accepting an office, you will vary the treatment to suit, but this is a general method of procedure.

Unexpected Situations

1. Presiding

You may be asked to preside at some meeting, without warning.

First, take time to find out the exact purpose and plan of the meeting, including time limits.

Second, take charge. If a secretary is needed, have one elected or appointed.

Third, proceed with the business of the meeting. Keep order; guard against long-winded talkers; let the minority be heard; be just and fair and courteous to all; and let the majority rule.

Fourth, call for adjournment when the work has been completed.

2. "A Few Remarks"

You may be called upon for a "few remarks" when you had no reason to expect such a call. Keep cool. Take a moment to arrange your thoughts. Decide quickly on an idea suggested by the occasion or by what has been going on. Choose the purpose to which you will speak. Plan the conclusion. Then start with something unusual, surprising, startling. Don't fumble around apologizing for not being prepared. Hit the finish line quickly, and stop with something concrete.

Announcements and Reports

When an announcement is to be made, make it simply, clearly, briefly.

The people who listen are concerned about What, Why, Where, How, and Who. They do not care to listen to a lengthy speech, nor to see you display your cleverness.

The meeting which was scheduled for next Tuesday evening at the Community Center has been changed to Monday evening at the Town Hall, because conflicting engagements made it impossible to secure a meeting place or the attendance of our members at the regular time and place. You are urged to be present at 7:30, prepared to participate in the discussion about the beautification of our city's parks and playgrounds.

That covers it, and leaves no room for doubt in the minds of those who listen.

A report can be made almost as concisely if you plan it. Your committee has held a meeting for a specific purpose. Your report should show how many attended, and just what action was taken. If there is a recommendation included in the report, make it very clear. If it needs approval by the general meeting, move that the recommendation be approved or adopted as the case may be. It is not usually necessary to have a motion to "receive" or "accept" the report, but there should be action to approve or disapprove of the recommendations.

In announcements or reports, as in speech, the cardinal points are:

BE CLEAR.

BE DEFINITE.

BE BRIEF.

A NOTABLE SPEECH

When General MacArthur delivered his speech before the Congress, many places of business suspended operations temporarily in order that it might be heard. In the Home Office at Santa Ana it was given an audition which resulted in the verdict, "a masterly speech — one which is likely to live."

Every Toastmaster should be acquainted with this speech. It is available in recordings made by various companies. It will stand repetition and study. For the student of speech, the technique is of special interest.

The organization of material was excellent, logical, climactic. The conclusion was a clincher, with deep emotional qualities. The delivery throughout was plain, simple, natural, impressive, and convincing. General MacArthur's diction was of superior grade. His use of voice was unusually good.

The speech may be characterized as the work of a gentleman presenting facts with authority, with restraint, with fairness, and with a depth of earnestness which carried conviction. It is a speech which promises to become historic, an example of what is best in American oratory. It may be one of the classics.

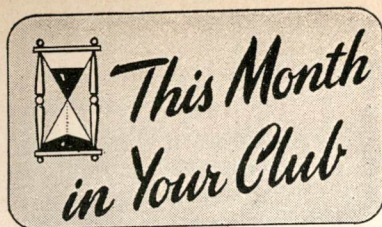


New Clubs — When and Where They Meet

- 954 NEW ORLEANS, La., (D 29), *Sertoma*.
- 955 OMAHA, Neb., (D 24), *Cornhusker*.
- 956 VALLEJO, Cal., (D 4), *Vallejo*, Mon., 7:00 p.m., Renfrow's.

Reissued Charters

- 297 JACKSONVILLE, Fla., (D U), *Jacksonville*, Alt. Wed., 6:30 p.m., Toll House Grill.
- 508 PALESTINE, Tex., (D 25), *Palestine*, 1st & 3rd Mon., 6:00 p.m., O'Neill Hotel.
- 784 GREELEY, Col., (D 26), *Greeley*, Mon., 7:00 a.m., The Tea House.



Talk Things Over

Give your club a thorough workout on discussion. It is one of the most useful types of speech.

A man needs to be prepared to act as leader of a discussion, and to serve capably as a member of a group or panel in any one of the various forms in which we talk it over.

The Table Topics period in your club gives the ideal opportunity for practice in informal discussion. The Topic Master has a heavy responsibility to make it worth while. (Refer to "Inside Your Club" in the April issue of *The Toastmaster*.)

The club should learn by practice the difference between a panel discussion, a symposium, a forum, and a formal debate. At least two of these forms should be scheduled for the month.

Choose Good Topics

There are many good subjects for discussion. Your community may have a problem of traffic or fire prevention or beautification or recreation. Talk it over. The conflict in Korea, arms for

Europe, the governmental budget, public housing projects, activities of the United Nations, and a dozen other live questions are at hand.

Devote one meeting in June to the United Nations. June 25th is the sixth anniversary. Observe it.

Carry on with vocabulary building. Let the members learn two or three words at each meeting. Refer to paragraph 4 on page 27 ("It's a Good Idea") for some tests of the value of a word. Appoint a "word watcher" for an evening, whose duty will be to watch for unusual, picturesque, interesting words. He is not a critic, but an appreciator of good word usage.

Evaluation

Emphasize evaluation by discussion. Let the chief evaluator have a panel of three or four men with whom he can discuss the matters to be evaluated; or appoint two evaluators for each speaker, and let them discuss the speech, giving two opinions instead of one for the speaker's guidance. Forms are available at the Home Office for evaluation by discussion.

Helps for Evaluators

1. **Did the discussion lead to any conclusion?**
2. **Was the leader prepared? Competent?**
3. **Did the participants contribute anything?**
4. **What good did it do?**

It's a Good Idea

For a Lively Discussion

Sandia Toastmasters Club of Albuquerque had for Table Topics this stimulating proposition: "The automobile industry tries to sell us a new car every year. Do we need one? Can the general public afford it? Since there have been no major improvements during the last 15 years, do you think we are getting our money's worth?"

Any group of men can get some differences of opinion in that field.

Another stimulating starter for the Table Topics is found in the general theme: "It happened to me." Each man is asked to relate graphically some incident or accident which has happened to him, personally. It may be the time he was introduced to the President of the United States, or to the governor of the state, or to some other notable. It could be the time when he was saved from drowning, or was involved in an accident, or won a quiz contest. Every man has at least one good story in his life. Ask him to tell it.

Town Hall in Your Club

Use your Toastmasters Club as a "Town Hall" or "Open Forum" for the discussion of matters of current interest. Questions of local importance as well as those which

concern the affairs of the state or of the nation should be studied and discussed with frankness and without prejudice. In some cases the club's discussions have been of such great interest that the public has wished to hear and profit by them. This can be a service to the club members and to the community at large.

Outside Criticism

Once in a great while invite some local speaker, such as a lawyer or a minister, to attend your meeting and act as special evaluator at the end. The fresh viewpoint of an outsider who knows something from experience about speechmaking may prove stimulating.

Tests for Words

It is a good idea for the Educational Committee to have an established program for vocabulary development, introducing new or little used words so that the members may learn to use them. It is important to remember that the vocabulary is not improved by the addition of useless words. There are three questions which should be applied to a word before you adopt it and start using it:

- What does it mean?
- How is it pronounced?
- Where should it be used?

HOW WE TALK

Don't Say That!

The purpose of talking is to communicate our ideas and information to others. The principal point is to make them understand.

Even careless, ungrammatical speech will serve to convey our meaning, but we can be much more certain of being understood if we speak with reasonable regard for the rules of good usage. There is less danger of misunderstanding in careful speech than in the careless kind.

Here are some warnings and admonitions on common errors — expressions and pronunciations of which we may well say, "Don't Say That!"

Please don't say *sacri-fiss* when you mean *sacrifice*. The final syllable rhymes with *ice*.

Don't say *odiferous* when you mean *smelly*. The word is *odoriferous*. It may help you to remember that it is from a Latin word, *odorifer*, made up of *odor*, fragrance, plus *ferre*, to bear.

When you talk about *juvenile* delinquency, better make the last syllable *ill* rather than *ile*. (The British preference is for *ile*. In the U.S. it is *ill*.)

Propaganda takes a short *o* in the United States. The British pronunciation takes a long *o*. Therefore, if you are talking in the

U.S.A. say *prop-a-GAN-da*, but in Canada or Great Britain make it *pro-pa-GAN-da*.

Don't say *all of we people agree*. Say *we people all agree* or *all of us agree*.

In such words as *ignoramus*, *tornado*, and *desperado*, better keep the *a* long. Make it *ig-no-RAY-mus*, *tor-NAY-doe*, and *des-per-AY-doe*.

Be careful about that troublesome *myself*. Here, for example, is a verbatim report of what a news commentator said on one of the major radio stations on February 28: "Neither Fred nor myself know what the weather is going to do." Isn't that a horrible one? Don't try to correct it. Just throw it out the window.

Of course you would never say *hissself*. Nor, if you are careful, will you use *theirselves* or *themself*.

It has been said that half of our mistakes in the use of verbs can be found in the misuse of these eight common ones: *set*, *raise*, *lay*, *sit*, *rise*, *lie*, *come*, *run*. The first three of these are used when you place something, and the last five are used when you perform the act itself. Thus, you can *set* a hen, *raise* your hand, or *lay* down the burden — or the law; but you yourself can *sit* down, *rise* up, *lie* down, *come* away, or *run* toward.

According to Robert Ripley, not one person in ten thousand can correctly pronounce all these rather common words: *era*, *chic*, *gratis*, *data*, *address*, *Caribbean*, *culinary*. Are you the one in ten thousand who can do it?

Recommended Reading

By R. C. S.



Round the Bend, by Nevil Shute, is an unusual book. It is eminently worth reading. You may become so absorbed in its slow-moving story that you will not like to lay it aside until you finish it. On the other hand, you may be so bored by the time you have read fifty pages that you will wonder why you ever started it. In either case, you will have to agree that it is remarkably well written, and that it is quite unlike most of the books of the day.

It might be summed up as a sort of spiritual biography of an airplane engineer, who discovered life's satisfaction in good craftsmanship. The keynote to his philosophy is found in his teaching: "Right Thinking is indicated in Right Work, and Right Work in Right Thinking, because both are one."

This book is likely to be given a place as the finest of the work done by Mr. Shute. You will do well to read it, even if it does take an effort.

Making Words Come Alive, by Dr. Cornelius C. Cunningham (Wm. C. Brown Company, Dubuque, Iowa, \$3.50) is not a work on semantics, as one might infer from the title. It is a treatise on interpretation by means of voice and gesture. It "points out ways

in which the interpretative artist joins the creative artist in making words come alive for audiences." It is an attempt to lift reading aloud from being the mere repetition of words to a level of oral projection of thoughts in such a way that the hearer may gain the "thought content, emotional content, aesthetic content" symbolized by the writer in his written words.

The oral interpreter, says the author, is the intermediary between the writer and his audience. The book is designed to help him serve well.

Dr. Cunningham, who is now Professor of Speech Arts at San Diego State College, had his training in the Cumnock School of Speech of Northwestern University, and he counts himself a member of "the second generation of Cumnock heirs."

For the student of speech who is in earnest about using his voice effectively in the interpretation of thoughts, the book has great value. The thoughts to be interpreted may be those of some other person, or of the speaker himself. The same rules apply in either case.

Probably you will find the book in your local bookstore. If not, it can be ordered from the publishers.

THIS IS

MY PROBLEM

QUESTION: How can we stress education and show the wealth of material that Toastmasters International has to offer the clubs?

—T. W.

ANSWER: The way to stress educational values is to stress them. Use a speaker frequently on some phase of education in speech. Preparation, delivery, vocabulary building, rhetoric and grammar, pronunciation, enunciation, and dozens of other themes are available.

To show the wealth of material available, you can have a speaker display some of it. Better, your Educational Committee can bring it into use in the club and demonstrate it by using it.

It is a good plan to assign five minutes of each program to the Educational Committee. If this Committee will follow the program plans provided in the *Progressive Training* bulletins in arranging the talks, they can produce notable results. Of course it need not always be a talk. Demonstrations, discussions, and other presentations are desirable.

Each new member receives several folders in the *Greetings to the New Member* packet at induction. Does he ever get any training on how to use them? Use these folders, one at a time, in several consecutive meetings, for Table Topics.

Don't forget that every program

in a Toastmasters Club is an educational performance. "We learn by doing."

QUESTION: What can our club do with our old members who continually forget their Basic Training book — and in two years have not completed (in their books) 12 speeches?

—C. S.

ANSWER: If the members are not interested in *Basic Training*, you need to explain it clearly to them, and let them use it or leave it as they like. It is not your duty to force them. If they do not appreciate its value, they are the losers. However, if your Program and Educational Committees list on the bulletins the *Basic Training* assignments which each speaker is supposed to present, it helps. Also, if you put up a chart showing standings and progress, it stimulates interest. Some men do not understand that their choice of speech subjects is not restricted by *Basic Training*. Try to show them that they can talk about almost anything on almost any *Basic Training* assignment, the point being to stress organization or delivery, gestures or some other important feature in making the speech.

If it is a matter of having *Basic Training* evaluation sheets on hand in the absence of books, you can get these sheets in loose form from the Home Office for a very small cost.

FROM CLUB BULLETINS

If you want to get in step with the best minds the world has produced, read the Bible. Great English authors studied it. So did Abraham Lincoln. Deep in the heart of every man, whether Christian or heathen, there is a desire to contact an Omnipotent One. The minds of the best people have always turned to the Divine.

—C. Glover, in *The Crumb Sheet*, Tuesday Toastmasters, Spokane, Washington

Read the dictionary. Start on any page and go down the column until you find a word with which you are not familiar. If it is one you can use, adopt it. If not, skip it. Spend five minutes a day with the dictionary. Your vocabulary will grow amazingly.

—Lincoln-Douglas News, Springfield, Illinois

If your efforts are criticized, you must have done something worth while.

—Bulletin of Gist-Boone Toastmasters Club, Jefferson, Pennsylvania

"Presence" is born in some people and must be developed in others. Size and shape do not matter. Napoleon and Hitler barely shaded the five-foot mark. They commanded respect. Churchill looks like a rotund, baby-faced caricature of a jolly grandpa; but the world listens when he speaks. These men have "Presence." They are able to dominate the minds of those who listen to them. All of us can say words, but can we make others believe?

—Cannon Bawls, Uncle Joe Cannon Toastmasters Club, Danville, Illinois

The recipe for successful after-dinner speaking includes the use of plenty of *shortening*.

—Bulletin of K. of C. Toastmasters Club, St. Paul

There is no question about it. If you want to spend an enjoyable evening, go to *any* Toastmasters affair. These are interesting and educational, and frequently they are downright entertaining. Play it safe and attend every Toastmasters event that you can possibly get to.

—Bulletin of Tacoma, Washington, Toastmasters Club No. 13

There is no room in the Toastmasters Club for a thin-skinned individual. Unless you are equipped not only to give, but to take constructive criticism, Toastmasters will do you no good. Your editor has given and taken more than one hard punch, but there has been nothing personal, either directly or by inference. It is only with the main theme uppermost that we learn to speak, discuss, debate, and evaluate, in clear, concise, understandable English.

—The Informer, New Albany, Indiana, Toastmasters Club

Let's Talk It Over

Never rise to speak till you have something to say; and when you have said it, cease.

—John Witherspoon

* * * *

It is in disputes, as in armies, where the weaker side sets up false lights, and makes a great deal of noise to make the enemy believe them more numerous and strong than they really are.

—Dean Swift

* * * *

Over the door of the ancient Guildhall, in which aldermen of London long held court, were these words: *Audi alteram partem* — “hear the other side.”

* * * *

Where all think alike, no one thinks very much.

—Walter Lippmann

* * * *

In controversial matters, my perception's rather fine;
I always see both points of view — the one that's wrong,
and mine.

* * * *

The best way of answering a bad argument is to let it go on.

—Sydney Smith

* * * *

Diplomacy is the art of letting someone else have *your* way.

* * * *

But his sermons were terrible. “He takes a text,” says one informant, “and he goes on firstly, secondly, thirdly, fourthly, like somebody tearing the petals from a flower. ‘Finally,’ he says, and throws the bare stalk into the dust bin.”

—H. G. Wells

* * * *

Benjamin Franklin's plea for conciliation in the argument regarding representation in the national legislature during the Constitutional Convention in 1787 was this: “A joiner, when he wants to fit two boards, takes off with his plane the uneven parts from each side, and thus they fit. Let us do the same.”

A SPEAKER IS A READER

It is good business to read good books.

Here are the titles of some excellent books on matters of business practice. All these books are carried in stock at the Home Office, and can be ordered at the prices shown.

Included in this list may be exactly what you need in your own office, shop, store.

How to Dictate Better Letters — <i>Grady and Hall</i>	\$1.50
Standard Handbook for Secretaries — <i>Hutchinson</i>	3.50
The Knack of Selling Yourself — <i>Mangan</i>25
199 “Starts” and “Stops” for Successful Sales Letters	5.00
Handbook for Discussion Leaders — <i>Auer and Ewbank</i>	1.75
How to Be Human on the Job — <i>Strathern</i>50
The Supervisor's Human Relations Pocket Library	3.50

And of course a speaker must know how to use his voice.

Read —

The Voice of the Speaker — *Ralph C. Smedley*.....\$1.50

Add 10% for packing and shipping; and if shipped in California districts, add 3% Sales Tax.

Toastmasters International

Santa Ana, California

Dr. James F. Bean
1134 Fair Oaks
South Pasadena California
sp F 4/51

FOR YOUR BEST VACATION EVER

come to glamorous
San Diego and find your
Keys to Success at the
20th Annual Convention of
Toastmasters International.
Travel, adventure, education,
fun and fellowship are for you.
August 9-12, 1951

Write at once for room reservations to

HARRY LONG
499 W. Broadway
San Diego I, California