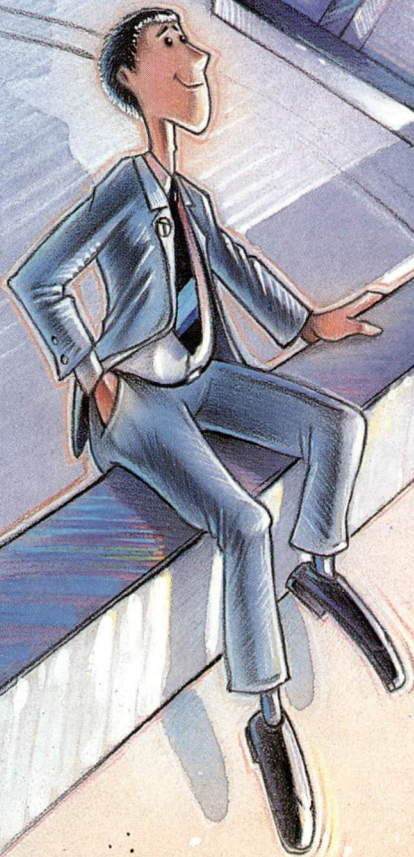


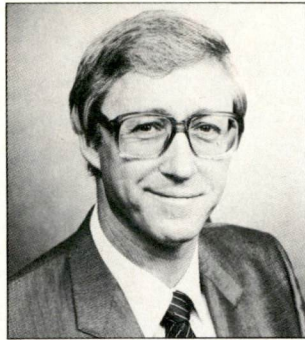
THE Toastmaster

JUNE 1988

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If, for some reason, you cannot fathom the significance of this annual event, just talk to the 68 district governors who give so much of themselves all year for the opportunity to be recognized at the convention. Or speak with the thousands of Toastmasters who compete tirelessly for those nine spots in the World Championship of Public Speaking. Finally, never underestimate the importance of being able to meet with old friends for a few days each year.

As you can see, our International Convention is far more than just another vacation. Certainly, there is plenty of time to play "tourist." This year's convention in Washington, D.C., offers us the opportunity to learn more about the history and government of the United States, while viewing such attractions as the Smithsonian Institution, Washington Monument and Lincoln Memorial, and the White House. Yet, inside the hotel itself, Toastmasters International will be making a little history of its own.

It is at the convention that you, the members, vote for the officers and directors who will represent you to men and women throughout the world. You'll have the opportunity to meet and speak with each of the candidates. In addition, at this convention you will have your voice heard as the membership votes on creating a new club and district structure to offer members the optimum benefits in leadership developments.

The excitement continues throughout the week. From the American Graffiti Night featuring Chubby Checker to the presentation of our prestigious Golden Gavel Award to Rear Admiral Grace Hopper, this year's gathering promises to be the best ever!

To top it off, each convention features some of Toastmasters' best speakers, and this year is no different. The slate of speakers—Toastmasters and non-Toastmasters alike—will entertain you with presentations geared toward personal and professional growth, and success in your Toastmasters club.

The International Convention is the greatest event on the Toastmasters calendar. The atmosphere of friendship and camaraderie should not be missed. I'm looking forward to this grand gathering of friends. I hope you are, too.

"A successful man is he who receives a great deal from his fellow men, usually more than corresponds to his service to them. The value of a man, however, should be seen in what he gives and not what he is able to achieve."

Albert Einstein

JOHN A. FAUVEL, DTM
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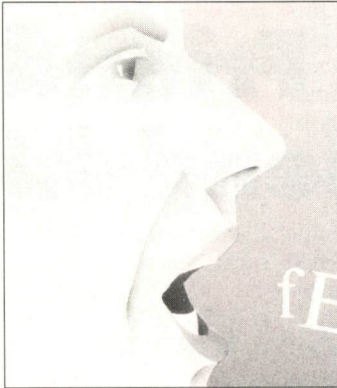
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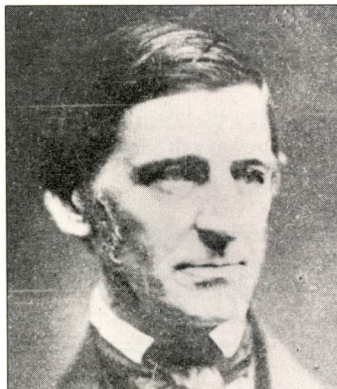
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PAGE 8



PAGE 16

4 HOW TO ROAST A FRIEND AND KEEP THE FRIENDSHIP

If you doubt a joke's taste, get rid of it.
by Gene Perret

8 BEING GRAMMARIAN AIN'T EASY

Common errors in grammar, pronunciation and word usage.
by Karen Myers, CTM

11 IN SEARCH OF CLARITY

Stay away from weak words and phrases when speaking.
by M. Kay duPont

12 MANAGING YOUR PRIORITIES

It's hard to tell "where the time goes" unless you keep track of it.
by Lin Gensing

16 RALPH WALDO EMERSON: CHARISMATIC ORATOR

Tips from a master.
by Thomas Montalbo, DTM

20 YOUR 1988-89 OFFICER CANDIDATES

23 BECOME AN EXQUISITE COMMUNICATOR

Focus on others, not on yourself.
by Vivian Buchan

24 TIME MANAGEMENT FOR TOASTMASTERS

These techniques will help you accomplish more.
by David Lee Miner, ATM

► D E P A R T M E N T S

14 UPDATE

15 LETTERS

22 IDEA CORNER

27 HALL OF FAME

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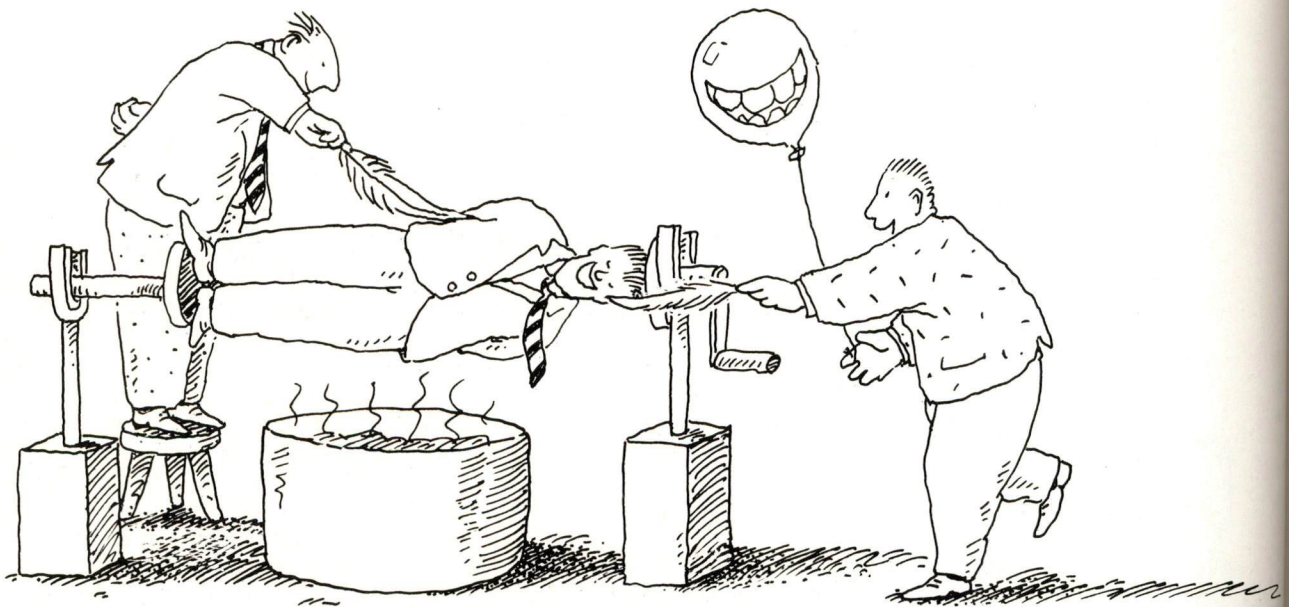


PAGE 12

How to Roast a Friend and Keep the Friendship

It's easier to find new jokes than new friends.

BY GENE PERRET



"If there is no malice in your heart, there can't be none in your jokes."

Will Rogers

A California Toastmaster writes: "Most of us have the opportunity to speak at a roast. The greatest problem I've seen at these occasions is that people believe a roast is an opportunity to deliver cheap shots at the guest of honor. I often leave a gathering like this with a sour taste in my mouth over something that was said as a 'joke.'"

Could you give us some pointers on how to develop material that will poke fun at a particular person and how we can test the joke beforehand to know

if it will be offensive?"

Permit me to boast a bit in replying. I began my career doing roasts at my work place. I emceed hundreds of retirement, 25-year and going-away parties—they were all roasts. I would kid the honored party mercilessly. One time I even told his family, "Don't worry about our jokes. A lot of the things we say about him aren't true either."

I'm boasting, though, because all the people asked for a copy of my monologue to be included in the scrip-

of mementos that we always presented. They were always pleased more than offended; I'm very proud of that.

When doing insult or roast material, be sure your gags fit into at least one of the following three categories.

Things the honoree jokes about

Should you do bald-headed jokes about someone whose hair is thinning? Unless you know he kids himself about it and listens to jokes from friends without getting annoyed.

I did a retirement party for a gentleman who weighed more than 200 pounds. He often kidded himself about his weight, so I kidded him at the party. I said, "Usually I do these shows for no pay, but Charlie is going to give me the shirt he wore on his last day at work. I plan to have it starched and made into a summer home." He enjoyed it.

Even in kidding about what they kid about, though, be careful not to go any further than they do.

Things that couldn't possibly matter

If you're roasting a fellow employee, don't attack his productivity on the job. He's always late to the work place, that's not fodder for roast material. Stick to those things that are of little consequence.

I once did a roast for a doctor—chief surgeon at a major hospital. This physician had eight children and constantly smoked a pipe. I joked, "I asked the doctor's wife before the dinner if she minded his constantly smoking the pipe around the house. She said, 'Oh, no. After eight children I'm for anything that keeps his hands busy.'" He said nothing about his work at the hospital. It was a harmless joke that he and his wife laughed at.

Things that are unbelievable

It's all right to insult someone if the insult obviously couldn't be true. I once kidded a gentleman who was retiring from the company. He was part of a group that would meet at the tavern across from the plant for a drink or two before heading home. I exaggerated with this joke about his drinking: "The bar across the street is going to miss Bill. In fact, they're lighting a permanent flame in his honor. They're going to set fire to his breath." It was too bizarre for anyone to take seriously, so

it was harmless.

Some of you may think that these jokes may still be precarious. You might say to yourself, "That guy could get mad about your saying he drinks that much; that doctor's wife may take offense to remarks about their home life; that retiree might resent your publicly ridiculing his weight." Well, you're absolutely right.

Then why did I do the jokes? I did them because I took precautions—precautions which I'll now recommend to you.

After I wrote my gags with the above precepts in mind, I reviewed them with one or two friends of the guest of honor. We'd read over the script, not to decide if the jokes were funny or not (that was my area), but to see if any of them might be offensive.

If we thought any of them could cause hurt feelings, we either rewrote it to soften it, or dropped it from the routine.

If you're going to do roasts, that's one law that I would make inviolable. If you're in doubt about a joke's taste, get rid of it. It's easier to find new jokes than new friends.

The other safeguard is to make sure that you approach the roast with the right attitude. You're there to have fun with the honored guest. You're there to let the guest have fun, too. You're not there to settle any scores, to get any revenge, or to laugh at the guest of honor.

You must approach the podium with a good feeling in your heart and mind toward the guest of honor. If you do, it will show in your jokes, and soften them. If you don't, that will show, too.

Will Rogers said it best. Someone asked him how he managed to joke about the biggest names in the world without suffering any retribution. Rogers said, "Heck, if there's no malice in your heart, there can't be none in your jokes." □



Gene Perret, a comedy writer for such performers as Bob Hope, Phyllis Diller and Carol Burnett, spoke at Toastmasters 1986 International Convention. Mr Perret's column on humor and speaking appears bi-monthly in *The Toastmaster*.

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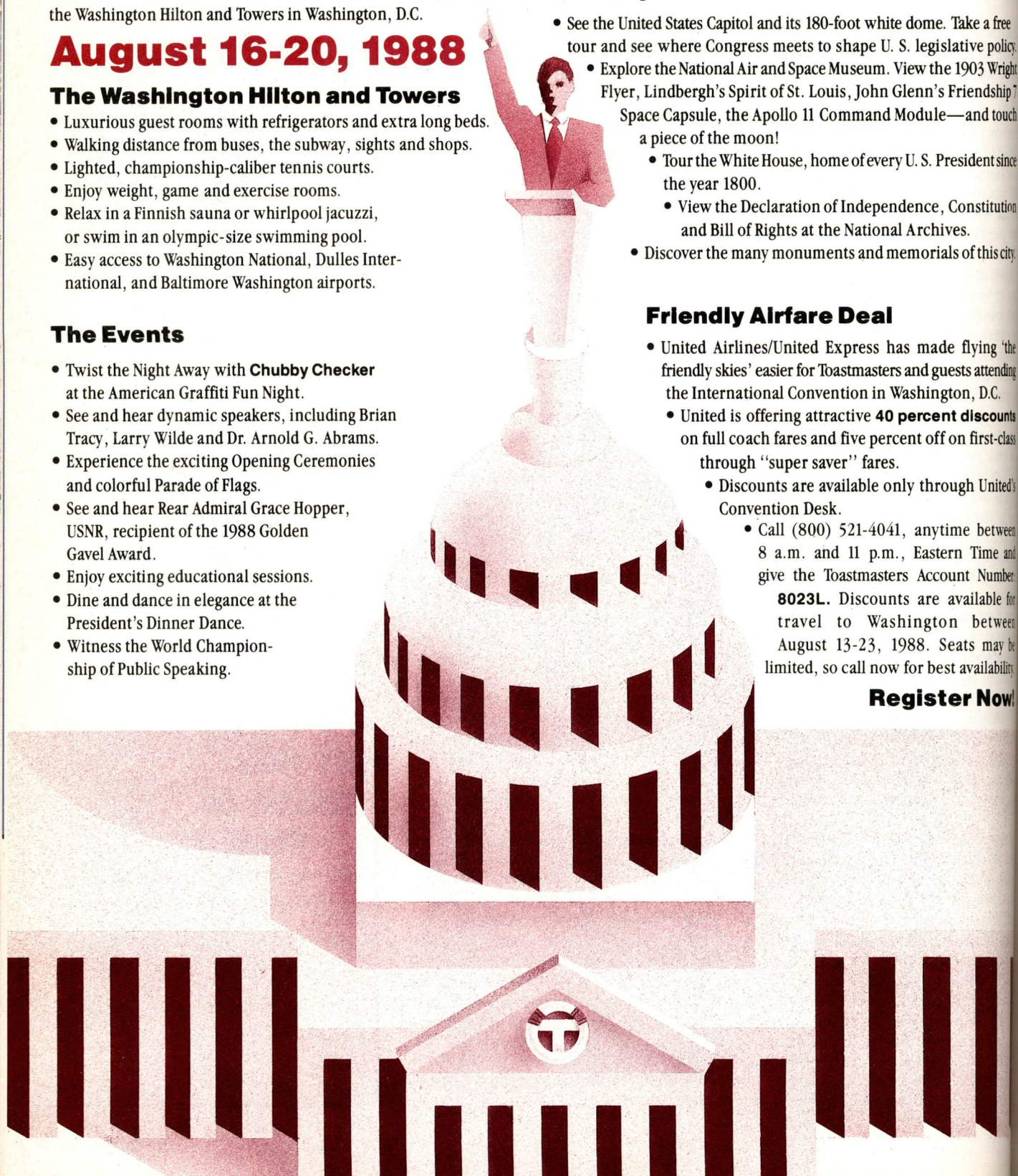
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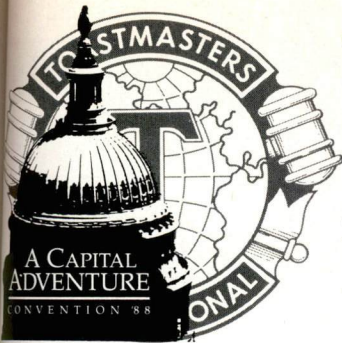
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Washington Hilton and Towers
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Being Grammarian Ain't Easy

How to spot the three most commonest speaking errors, how to correct 'em and how you can devoid it (hopefully).

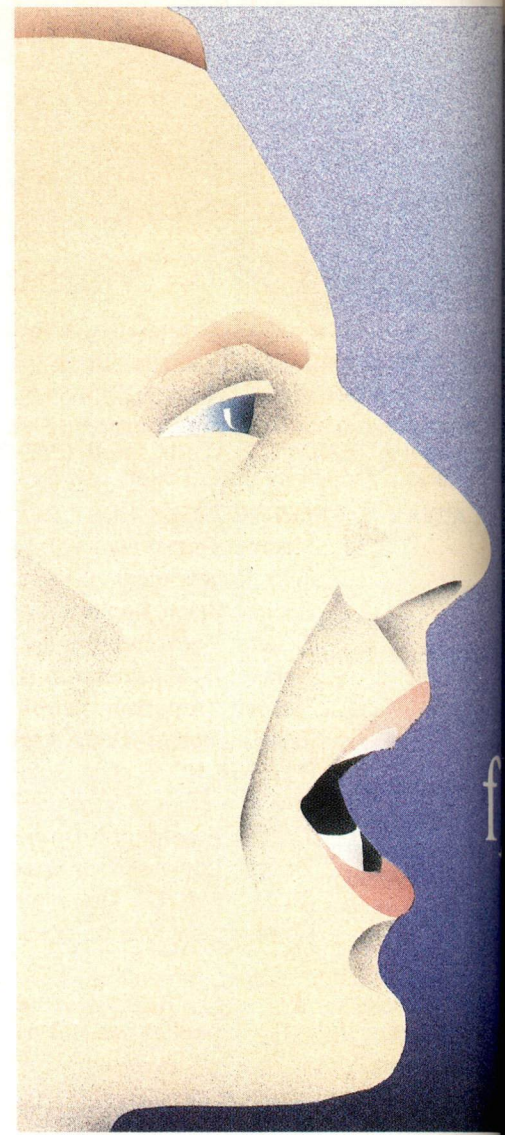
BY KAREN MYERS, CTM

Picture this scene at your next Toastmasters meeting: The first speaker walks to the lectern, looks directly at the audience and says, "Just *between you and I*, I have a *pot* (rhymes with "cot") *pourri* of ideas to share with you, *irregardless* of the short time I have to speak." You're the grammarian today, so it's your job to help this speaker improve her speaking skills. Can you do it?

You can, if you recognize and correct her mistakes in grammar, pronunciation and word usage; the three most common categories of speaking errors.

In Shakespeare's *Hamlet*, Polonius advises his son Laertes that "the apparel oft proclaims the man." Not only clothes but *words* can make—or unmake—the speaker. Audiences judge the credibility and competence of speakers by their grammar skills—or lack of them.

Dizzy Dean, a major league baseball pitcher turned broadcaster, was notorious for his horrendous grammar. A group of English teachers once criticized Dean for being a poor role model for youngsters. "You learn 'em English, I'll learn 'em



baseball," Dean retorted. Maybe Dizzy Dean can get away with using bad grammar, but as speakers, we're playing in a different league. We need to speak correctly, or we may strike out with our audience.

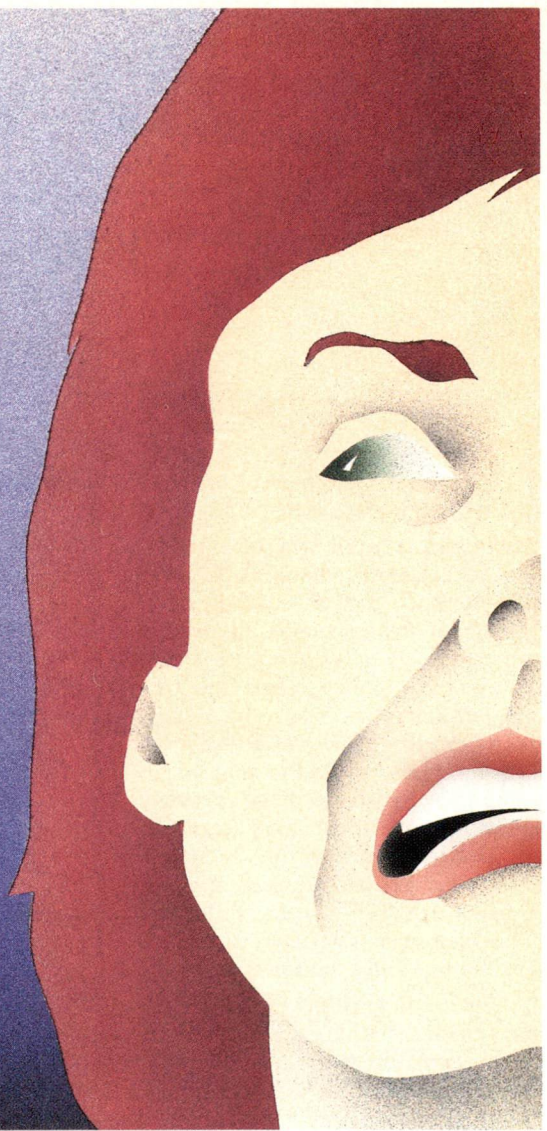
Why We Make Mistakes

We know good grammar is important, but we still make mistakes. There are three main reasons for this. First, grammar skills are like other skills learned in school; you either use them or lose them. If you learned the parts of speech or the correct usage of "who" and "whom" years ago, how much do you remember now?

Second, we may suffer from "pseudoforgotteness." We think we forgot, but in reality, we never learned the basic skills in the first place. How interested were you in learning about irregular verbs in junior high? Maybe you learned the term "intransitive verb" for a test and forgot it the next day.

Finally, some speakers make grammatical errors simply because they're fearful of making a mistake. After years of hearing teachers and parents

gné Que. Z »



Correcting your grammar ("Don't say, 'You and me went to the store'; say, 'You and I went.'"), it's easy to get in the habit of using "you and I" phrases even when the correct pronoun after a preposition is "me," the objective case of "I." Our first speaker should have said "between you and me," not "between you and I."

Common Grammar Errors

Who/Which. Use "who" for a person and "which" or "that" for non-living objects or animals. The zookeeper *who* lives next door likes to feed the lion, *which* is in the cage *that* is next to the monkey house.

Who/Whom. Who likes ice cream? "Who" is the subject of the verb "likes." The case of "who" is subjective or nominative. Whom do you love? "Whom" is the object of the verb "love." Whom can also be the object of a preposition: "With *whom* are you dancing?" or "*Whom* are you dancing with?" If the verb needs a subject, use "who"; if the verb or preposition needs an object, use "whom".

"If language is not correct, then what is said is not what is meant; if what is said is not what is meant, then what ought to be done remains undone."

Confucius

Lay/Lie. "To lay" is a transitive verb meaning to put or place an object. I *lay* the book on the table. The object "book" answers the question, "What did I lay (put) on the table?"

"To lie" is an intransitive verb meaning to reset or recline. "To lie" is never followed by an object. In the sentence, "I lie in the sun," the question answered after the verb is where, when, how, but never what. Where am I lying (reclining)? In the sun.

People often confuse the verbs "lay" and "lie" because the form "lay" appears in both verbs:

I *lay* (put) my notes on the lectern before I speak. (present tense)

I *lay* (reclined) on the beach all morning. (past tense)

Mispronunciation

Besides a grammatical error, our first speaker is also guilty of another type of speaking error: mispronunciation. *Esprit de corps, coup d'etat, chic, joie de vivre, beef brochette, faux pas* and *angst* are particularly tricky. To help improve your pronunciation, ask a knowledgeable person or use the

THE GRAMMARIAN'S REPORT

BY: _____ DATE: _____
 WORD OF THE DAY: _____ SUGGESTED WAY TO IMPROVE: _____

TOASTMASTER: _____ ERROR IN... _____
GRAMMAR

PRONUNCIATION

WORD USAGE

WORD OF THE DAY USED BY: _____

phonetic spelling in the dictionary as a guide. It's much harder to unlearn a mispronunciation than it is to learn the word correctly the first time.

Mispronunciations sometimes have a way of leading listeners astray. I read of one woman who was eight years old before she realized there was no such word as "daunserly" in "The Star-Spangled Banner." For many years, she heard people singing, "Oh, say can you see by the daunserly light, what so proudly we hailed..."

"R" words: Dropping the "r" sound in words like government, February and library.

Goin' goin' gone words: Dropping word endings: "I was goin' t' mention that." "Are ya' havin' a good time?" Awareness of proper enunciation and speaking more slowly can correct this mistake.

Et cetera: Knowing which letters are silent or what syllable to stress in the following words will make them easier to pronounce: indictment, consortium, mischievous, harass, liquor, liqueur, aplomb, chutzpah. Make your own list of tricky words. Then, take the time to check the correct pronunciation in the dictionary to avoid an embarrassing faux pas (foe paw) in your next speech.

What's In a Word?

The words you use and misuse reveal a lot about you. For example, "irregardless," which the first speaker used instead of "regardless," is

a common error in word usage.

Some comedians make us laugh by misusing words on purpose. As one man said when introduced to a young lady at a party, "I know your name, but I can't replace the face."

Common Word Usage Errors

Imply/infer: To imply is to suggest, hint or even insinuate. To infer is to draw a conclusion from what you hear. Generally, speakers imply and listeners infer.

Fewer/less: "Fewer" refers to a number of separate units. You can count each one (dollars, footballs, speeches). "Less" refers to a measurable amount or bulk quantity. If you have less money to spend, you have fewer dollars: "This month the landlady collected less rent because she had fewer tenants."

Anxious about/eager to: "Anxious" means to feel afraid, to feel anxiety. "Eager" means to feel excitement and energy: "Sometimes, I'm anxious about giving a speech; however, I'm always eager to learn more about good communication skills."

Continuous/continual: "Continuous" means to go on and on (to remember, look for the "o" at the end of "continuous"). "Continual" means to happen again and again intermittently (to remember, look for the "a" at the end of "continual"): "The continual ringing of a telephone is irritating, but the continuous sound of the ocean surf is soothing."

Correcting Speaking Errors

To be an effective grammarian at your Toastmasters meeting, you first need to know what to listen for. Begin by becoming aware of your own speaking skills. Tape your speech. Listen carefully to how you speak. Listen closely to professional or more experienced speakers. Evaluate your grammar, pronunciation and word usage. If any of these skills are weak, set a goal to improve it. Take a grammar review class or your local community college. Buy a vocabulary builder workbook. Read *The Transitive Vampire Handbook of Grammar for the Innocent, the Eager and the Doomed* by Karen Gordon; or *Questions Always Wanted to Ask about English (*but were afraid to raise your hand)* by Maxwell Nurnberg, to laugh while you learn.

When it's your turn to be grammarian again, make a report form like the one above. Listen carefully to all the speakers and note any errors made in grammar, pronunciation or word usage. With good humor, honesty and tact, deliver your report at the end of the meeting. Make corrections gently and offer suggestions for improvement. Being a grammarian is easy when you know how to spot the three most common speaking errors, correct them and avoid them yourself (one hope).

Karen Myers, CTM, has been a member of the Y Patrol Club 364-7 in Eugene, Oregon, since 1982. A free-lance writer and teacher, she recently completed a second masters degree (journalism) and her first book is a training guide for athletes.

The words you use and misuse reveal a lot about you.

In Search of Clarity

Kudzu can kill your keynote.

BY M. KAY duPONT

What is *kudzu*? It is a fast-spreading green weed that grows in the South—and it kills every other green plant it wraps itself around. There are certain *words and phrases* that destroy every *idea* they wrap themselves around, too. They can easily kill your keynote. Some of these are listed below:

Idiosyncrasms: If you *do* use a colloquialism or slang word or phrase, don't use it; don't exaggerate it (it's that's your forte). To do so is to be condescending. Some slang contributes to the vitality of the language, but most is too easy. *Do* avoid:

You know: I believe this phrase has been unleashed on us to stifle our original thinking processes. (What bothers me most is that some people speak with the mindless stutterings, just as if the speaker had completed a sentence and the listener understood

You know what I mean and simply **can** cause the same problems.

Hyperboles: Expressions we use when we want to exaggerate. Avoid phrases like:

It drives me crazy
I could eat a horse
I'm dying for a drink
I'm madly in love
I almost die laughing
I'm dead tired
I'm buried in work
I'm mad as an old wet hen
I've worked my fingers to the bone

Gonna/gotta: Haphazard contractions for **going to** and **have got to**. These crazy words are **gonna** take over the world. I've just **gotta** get the point across that these are not contractions for anything.

Enthused: A back-formation from the word **enthusiastic**. This word is considered substandard by almost



Illustration by Joe Crabtree

every expert. Use **enthusiastic**.

Ain't: Still considered substandard usage. Use **are not** or **am not**.

Cliches: The word **cliche** comes from the French **cliché**, meaning "to stereotype." The idea is of something hard and fixed, and that describes some qualities of a cliché. Other qualities are triteness and boredom. Avoid such phrases as:

Too funny for words
No sooner said than done
Last but not least
The bottom line
Hard as a rock

It stands to reason

An introduction just like I wrote it

-ize, -ization, and -wise words:

"Microwavize" is no better a verb than "microwave," "Finalize" is no healthier than "finish." "Utilization" is no more personable than "utilize," which is not nearly as personal as "use." "Weatherwise" and "timewise" and "moneywise" are useless utter-

ings. Avoid these overworked suffixes—they sound very political, wordwise.

Euphemisms: Expressions used to avoid disagreeable subjects. As former U.S. Senator Everett Dirksen (R-IL) once said, "A euphemism is something that seems like what it ain't." Some euphemisms, of course, come from our wish to soften a blow or not to offend, but many are the result of a false sense of prudery or lack of imagination. For instance, we don't **sweat**, we **perspire**. We aren't **poor**, we're **underprivileged**. We have no **young criminals**, only **juvenile delinquents**. We never receive **pay relief** or **make money**—we receive **unemployment compensation** or **generate revenue**. **Garbage collectors** have become **sanitary engineers**, and **housekeepers** have become **domestic engineers**. We don't even get **fired** or **die** anymore—we **experience negative career development** and **pass away**. Whether I die or pass away, the fact remains that I am dead, and no euphemism is going to help me.

What's the cure?

Verbal kudzu is fatal—to you. Because if your audience doesn't listen, you're dead. There are only two cures: originality and simplicity. Don't try to be a shining star in the pomposity sky or you're gonna remember, but be unenthused about irregardless, the day you cookerized your goose, speakingwise, and experienced negative keynote appreciation. T

M. Kay duPont is vice president of *duPont and Disend, Inc.*, based in Atlanta, Georgia, and author of "Don't let your participles dangle in public!"

Reprinted with permission from the February issue of *Speak Out*, a monthly magazine published by the National Speakers Association.

Managing Your Priorities

Delegation is the most important step to effective time management.

BY LIN GRENSING

Tom came into the office at seven o'clock one dreary Friday morning because he knew he had a stack of important papers awaiting him. By 7:55, when his co-workers were beginning to straggle in, he'd managed to accomplish no more than sorting the stack into three piles: important, very important and extremely important.

Tom decided that his next move was to arrange each of these piles into a ranking of "easiest to do" to "most difficult to do" and tackle the easy things first. That way he'd be able to watch his "to do" pile become smaller.

He never got much further than this, however, because once the members of his department arrived he was deluged with constant interruptions. When he finally called it a day at 6 p.m., he left his office with a rueful glance at the growing pile of "urgent" materials.

If this situation sounds familiar, you're not alone. Many people feel as though there just isn't enough time to get things done right. How do successful people cope with the "time crunch"? It all has to do with learning to manage your time instead of letting yourself be controlled by time constraints.

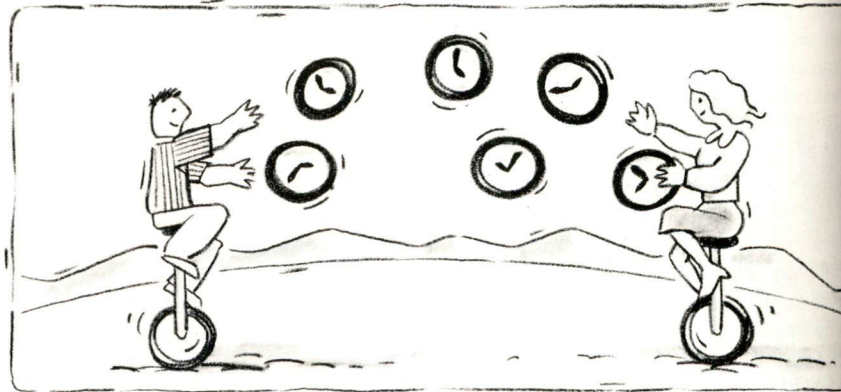
Make a Daily Plan

Make a list of your daily activities, including eating and sleeping. Then draw two pie charts: one to indicate how you currently use your time, the other to indicate how you would *like* to use it.

This is a way to graphically demonstrate the need for time management; you can't make any piece of the pie bigger without making one or more of the others smaller.

Keep a Time Log

It's hard to tell "where the time goes" unless you do something to keep track of it. Keep a simple log of how you spend your time. Do this for at least a week, or until you can see patterns or recognize how you waste time.



- Do you spend a lot of time doing work that somebody else should be doing?

- Are you often interrupted?
- Are you performing unnecessary tasks?

- Do you spend more time worrying about the things you have to do than actually getting them done?

Plan Ahead

Start with large periods of time and work your way down to smaller periods. Make a list of every monthly duty you can come up with, then see if these can be broken down into weekly goals. Make daily lists either in the afternoon before you leave the office or when you first get to work in the morning. These help you meet your weekly goals. *Don't* schedule every hour of your time; leave room for the unexpected.

Avoid Procrastination

One way to demonstrate to yourself the number of times you handle a single piece of paper (letters, bills, "must reads," and others) is to place a hash mark on the bottom of every paper you handle. When you finally get around to "dealing with it," count the hash marks. Amazing, isn't it?

Start to deal with every task on your list immediately. Respond to it or throw it away, but do *something* with it.

Fighting procrastination is an exercise in self-discipline. Once you take care

of the things that *need* to be done, you find that you have time left for the things you *want* to do.

Delegate

Learning the art of delegation is the most important step to effective time management. Unfortunately, many people are not very good at it.

Ineffective delegation commonly results from one of two things: fear of losing control or feeling you can do it better or faster yourself.

There's no quick way to deal with either of these problems. Remember, however, that by delegating some tasks you don't have to do yourself, you gain time to do more important things.

To successfully manage your priorities, you first need to determine what they are, then examine your time management habits and determine how to spend time effectively. Finally, you need to protect your time by being self-disciplined and by learning to delegate.

You can't save time, you can only spend it. Be economical with your time; spend it wisely.

Lin Grensing is an advertising manager and free-lance writer in Eau Claire, Wisconsin. Specializing in employee relations business topics, she is the author of several books, *A Small Business Guide to Employee Selection and Motivation* and *Employees through Non-Monetary Incentives*.

ENERGIZE YOUR LIFE!

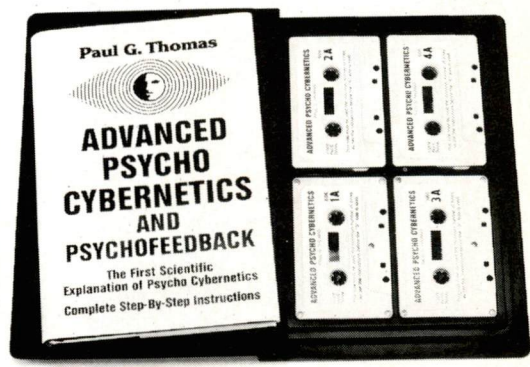
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Dr. Dick McKenna, Consultant to Century 21 International.

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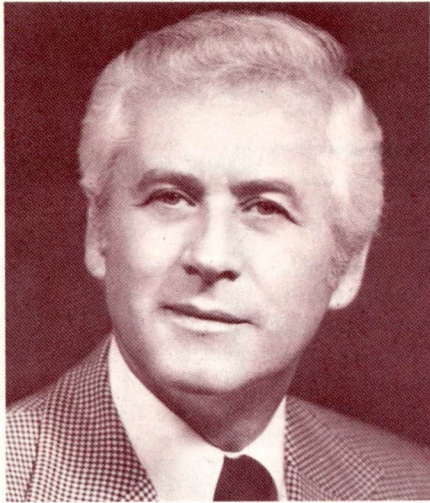
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Eric Stuhlmüller
In Memory of a Past President

Eric K. Stuhlmüller, 59, Toastmasters' International President in 1979-80, suddenly passed away on March 29.

He will be fondly remembered for his love and genuine care for people, as well as for his dedication and service to the organization.

President Stuhlmüller's theme, "Belong... Participate... Succeed," originated in his conviction that the Toastmasters program can help anybody become self-confident and successful—something which was evidenced by his own experience.

President Stuhlmüller was an inspiration to Toastmasters at all stages of development. Having immigrated from West Germany to Canada, he joined Toastmasters in 1964 to gain command of the English language and acquire the confidence and skills necessary to be successful in his new country.

He quickly realized this goal and became a highly respected public relations officer with Manitoba Hydro in Winnipeg, Canada, where he worked for 31 years. He served as charter president of Manitoba Hydro Club 960-64, was a member of the Institute of Electrical and Electronics Engineers and generously contributed much time to the United Way. But it was as a powerful public speaker and a dynamic leader that he won the admiration of Toastmasters throughout the world.

Past International President Eddie Dunn (1983-84), who served on the Board of Directors when Stuhlmüller was President, said in his eulogy at the memorial service, "I watched Eric

guide the organization with a sense of purpose and sensitivity that gained him the respect and influence he deserved. Much of the tremendous growth and success that Toastmasters International is enjoying today is the result of Eric's hard work."

Patrick A. Panfile, who succeeded Stuhlmüller as International President in 1980, called him "one of the organization's finest leaders, loved and respected by everybody. He also was a dear friend; a warm-hearted, loving, witty and fragile human being.

"Eric was at his best when dealing directly with club members," Panfile continued. "It was at those times that his love for people really showed. He always made it a point on his district visits to spend as much time with members as possible. 'Tell me about yourself and your club,' he would say, and then he would listen. He told me that was the secret to his success as president, and that I should remember

that in my travels. I did, and he was right.

"Yes, I will miss my good friend Eric Stuhlmüller. He was the true spirit of Toastmasters," Panfile said. "But that friendship will live on because it transcends his passing. That friendship will live on because it lives in each of us who knew him. It will live on because it is a cherished part of our lives."

Toastmasters International extends its heartfelt sympathy to President Stuhlmüller's wife Lil, his two children, Karen and Bruce, and to the rest of his family and friends.

"Death cannot kill what never dies. No can spirits ever be divided that love and live in the same divine principle: the root and record of their friendship. This is the comfort of friends, that they may be said to die yet their friendship and society are, in the best sense, ever present, ever immortal."

William Penn



Club members surprise Karl Kohn with a cake on his 90th birthday.

Toastmaster Celebrates 90-Year Birthday

Not too many people are lucky enough to be able to celebrate their ninetieth birthday. But Toastmaster Karl Kohn was, and the members of Greenville Toastmasters were there to celebrate with him.

At one of their regular Thursday night meetings, the club members surprised Kohn with a delicious birthday cake as they sang "Happy Birthday."

One of the club's best loved members, known for his wit and wisdom, Kohn said the secret of his long and healthy

life has been that he has never indulged in things that did not agree with him. Kohn said, "I never smoke or drink but then remarked with a smile, "Well perhaps a touch of wine!"

Kohn is a licensed attorney and a member of the bar in the state of New York. Perhaps the most amazing thing about Kohn is that he joined Toastmasters at the age of 87! When asked why he joined, he said, "One of the things when I die and find myself at

Continued on next page

More Women on Covers

Thank you very much for acknowledging the female member of Toastmasters International with the cover of the February issue.

Beginning with the October 1987 issue, we became aware of the lack of representation of women on covers; the October issue, in particular, showed fine pictures of men, but none of women. Ensuing issues continued to portray men or male caricatures exclusively.

We realize that this probably was an oversight, but we feel strongly that women play an important role in Toastmasters. Additionally, the visual impact of *The Toastmaster* is a crucial recruitment tool. Therefore, we feel that this imagery limits our ability to recruit to our full potential.

Thank you for your time and consideration in this matter.

Francis Carroll
DeWitt Club 1143-65
Syracuse, New York

This letter bore seven additional signatures.

A Grammarian's Verdict

As soon as the March issue of *The Toastmaster* arrived, I sat down and started to read it, expecting the usual interesting and helpful articles.

90 Year Birthday

Continued from previous page

gates of heaven before St. Peter, I'll know what to say."

As an attorney, Kohn said that he has always been in front of people, making speeches. "But since joining Toastmasters," Kohn says, "I really have improved."

Greenville Toastmasters inquired to see if Kohn was the oldest active member in Toastmasters, but it could not be determined since such records are not kept. However, until the club hears otherwise, we'll lay claim to having the oldest (and most charming) active member in Toastmasters. Happy birthday, Karl!

Marty Williams
Greenville Club 964-58
Greenville, South Carolina

Editor's Note: *Toastmaster Karl Kohn suddenly passed away shortly after this letter was written.*

However, when I came to the article "In Search of New Blood," by Ralph W. Pehrson, DTM, I was somewhat shocked to read the following sentence starting the third paragraph:

"Your club must look like it knows what it is doing."

A DTM writing such an ungrammatical sentence seems unbelievable, but at least he did not say, "...what its doing."

Just a few weeks ago, I had made a speech on the thoughtless way so many people speak. One of the examples I quoted was: "It looks like it is going to rain," which is the same ungrammatical form as the one used by Ralph Pehrson.

Then, being the Grammarian at the next meeting of our club, I quoted Pehrson's sentence in my report on the speakers. A collective kind of outcry answered me, and we decided to submit to your judgment our opinion about this infamous sentence. We are certain it was a "slip of the pen," but should it not have been caught?

Juanita O'Keefe
Oasis Club 4397-F
Victorville, California

Great Stuff

Your March issue hit the nail on the head! I hope you made extra copies, because we will all wear our copies out.

Great stuff!

Margaret Flory
International Director
Morristown, New Jersey

A Useful Tool

The Toastmaster is more than "just fun to read"—it is a very useful tool! Many of the 25 members of our club read your publication regularly; some also refer to specific articles during club discussions and in preparation for demanding assignments.

Club officers appreciate well-timed information—such as the questionnaire on pages 19 and 20 of the March issue or the contest rules in the November issue—when preparing for such activities as electing new officers or conducting speech contests.

No two members will enjoy every article equally well—I prefer "substantive" to "inspirational" content. As

long as the level of quality remains high, it is the timely blending of readable how-to articles with informative, action-oriented insertions (such as the questionnaire) that establishes the value of a specific issue. This value is already high and it is notably increasing.

Thanks for a fine magazine!

Peter J. Macalka
Breakfast Club 2056-57
Concord, California

Bulletin Exchange

We are interested in improving our club bulletin and hearing about the activities of other clubs. Please send bulletins to Janie Tippins, 630 Russell Blvd., Ft. Walton Beach, FL 32548.

Thank you very much.

Janie Tippins
Andrew Jackson Club 704-29
Niceville, Florida

Disturbing Generalities

I was disappointed in your articles in the March 1988 issue on getting and keeping new members. I was hoping for specific suggestions, but only found generalities such as using "word of mouth" or posters.

The comparison of catching new members to catching fish was a little disturbing. What do we do with fish? We hook them, look them over, then throw them back or have them for dinner. The smart fish is the one that doesn't get hooked; it lives, un wounded, to swim another day.

According to your article, getting new members is the hard part—keeping them is easy. Not so! I've heard far too many Toastmasters give their icebreakers and then disappear. My goal this year is to keep tense, nervous new members coming back.

My club uses the Club Management Plan. We build up points—induction ceremonies, coach/mentors, etc., but more than paper points are needed to keep new members moving along in the Basic Manual. Just ordering more material from World Headquarters isn't enough!

Jean A. Woodworth, CTM
Educational V.P.
Portsmouth Club 1094-45
Portsmouth, New Hampshire



Ralph Waldo Emerson: Charismatic Orator

Tips from a master.

BY THOMAS MONTALBO, DTM

What Ralph Waldo Emerson did and said a hundred years ago remain as valid and inspiring in our day as in his. That's because he dealt with the timeless problems of the individual.

"This time, like all times," said Emerson, "is a very good one if we but know what to do with it."

Best known today for his essays, Emerson became famous in his time for his public speaking, by which he earned his living for forty years. In fact, most of his "essays" originally were speeches.

Wherever Emerson spoke, he encouraged and inspired listeners to set goals and believe in their ability to achieve them. In

1842, Walt Whitman, then 23 years old, heard Emerson speak in New York. Whitman later said, "I was simmering, simmering, simmering; Emerson brought me to a boil." When Whitman's *Leaves of Grass* was published, he acknowledged that he had "Emerson on the brain."

Public speaking wasn't Emerson's first career choice. His father was a minister whose ancestry included seven generations of clergymen. In keeping with family tradition, the young Emerson became a Unitarian minister. After serving three years, he found the church's dogma and rituals too confining and resigned.

At age 29, still uncertain about his future, he went on his first trip to Europe, where he visited with four British writers whose work he admired: Walter Savage Landor, Samuel Coleridge, William Wordsworth and Thomas Carlyle. His 10-month trip marked a turning point in his life and career.

It cured him of his reverence for Europe and his

SPEECH

Evaluation

sense of inferiority. Having matched his mind against the minds of four literary giants, he discovered that his own mind was not to be scorned.

Feeling rejuvenated and ready to tackle a new career, Emerson became a popular "lyceum" lecturer. ("Lyceums" were organizations presenting public lectures: the forerunners of today's speaker's bureaus.) He started out with lecturing in Massachusetts on his recent experiences in Europe. Eventually he was speaking on a

"It is necessary that you should know the people's facts. If you have no place for them, the people absolutely have no place for you."

Ralph Waldo Emerson

variety of topics nationwide, and in Canada, England and Scotland.

Professional public speaking gave him income, opportunities to present his beliefs to different audiences, and international fame. What made him so successful? In his 1867 lecture on "Eloquence," he discussed the ingredients of effective speaking: "A good voice, winning manners, plain speech... but we must come to the main matter of power of statement—know your fact; hug your fact. For the essential thing is heat, and heat comes from sincerity."

Good Voice

Emerson marveled at the wonderful things the voice could do for both speaker and audience: "What infinite variety belongs to the voice! Sometimes it is a flute, sometimes a triphammer; what range of force! In moments of clearer thought or deeper sympathy, the voice will attain a music and penetration which surprises the speaker as much as the auditor."

Emerson's audiences were fascinated by his voice, and by what one critic called "the music of his speech."

His voice was clear and penetrating, but never shrill or loud. Aware of the significant levels and variations in the voice, Emerson paid attention to pitch, articulation and rhythm. He would emphasize an important thought or passage by using his voice forcefully, then pause a second or two and resume quietly. An Indianapolis newspaper writer observed that Emerson sometimes suddenly stopped talking as if he'd forgotten the next words, then "stumbling upon them unexpectedly with an effect that the most elaborate declamation could not produce."

Winning Manners

When Emerson said, "A man's style is his mind's voice," he was talking about individuality. He knew that appearance and actions are important nonverbal messages.

Philosopher George Santayana wrote that Emerson's audiences were "all agreed in veneration for his person. They flocked to him and listened to his word... for the atmosphere of candor, purity and serenity that hung about it, as about a sort of sacred music. They felt themselves in the presence of a rare and beautiful spirit, who was in communication with a higher world."

Gracious, dignified and self-controlled at all times, Emerson captured his audiences' feelings of wonder and respect. When speaking against the controversial fugitive slave law, Emerson heard hisses and catcalls from hecklers in the audience. He stopped talking. Reserved and cool, he curiously looked at the crowd until the hecklers stopped. Having defused tension and anger by maintaining his composure in trying circumstances, he went on with his speech.

Plain Speech

Emerson's definition of "plain speech" was "language perfectly intelligible to the person whom you speak." He always adapted his language to his various audiences, whether they were clerks in New York City, scholars at Harvard or farmers in the Midwest.

Emerson wrote his speeches in language consisting of short, strong words that were precise and elegant. He also made use of rhetorical devices. Notice his use of triads, alliterations and onomatopoeia in this excerpt from a tribute to the poems of Robert Burns: "The wind whistles them, the birds whistle them, the corn, barley and bulrushes hoarsely rustle them." This sentence evokes a mental image as sharply defined as the visual impression made by a picture. He wrote of himself as a "painter" and of his lectures as "picture speeches."

His sentences were usually short and to the point, often like epigrams or proverbs. Gems of thought, they added wit and brightness to his lectures: "Skill to do comes of doing"; "Hit your wagon to a star"; "The years teach many which the days never know"; "The only way to have a friend is to be one."

Always conscious of the effectiveness of plain speech, Emerson once said, "I confess to some pleasure from the stinging rhetoric of a rattling oath in the mouths of truckmen and teamsters. Their phraseology is a shower of bullets. Cut these words of the street and they bleed."

Cut Emerson's sentences and they, too, bleed. You can achieve impact in your own speech by using the same techniques of language: nouns that bleed, verbs that sting and rattle, metaphors and similes that paint pictures.

Knowledge

Emerson said, "Fear always springs from ignorance." He was thoroughly informed and

turning messages that compelled him to speak in earnest, even when challenging traditional thought. Immersed in his subjects, he faced audiences as a spokesman, not merely as a transmitter of information.

Material for his talks came from considerable reading, meditation and research. He distilled the knowledge he picked up from his reading, filtered it through his consciousness and checked it against his experience.

Emerson began keeping a journal in his junior year at college and continued it for the rest of his long life. In his lecture on "Inspiration," he spoke of the fullness of thought that makes a journal a joy and necessity. Keeping his journal made him aware of his own humanity and the nature of humanity around him. Such exploration yielded for him self-knowledge, understanding of life, and increasing dimensions of wisdom. He recorded "new thoughts" so that he wouldn't forget them. He also entered quotations, titles of books he had read or planned to read, and other information that might prove useful. Later his journal would become his "savings bank," earning interest for future lectures, books and poems.

When Emerson went west to lecture for the first time, he noticed that his abstractions left audiences somewhat unresponsive. "It is necessary," he later recalled, "that you should know the people's facts. If you have no place for them, the people absolutely have no place for you." So he modified the content of his lectures by using more illustrations and anecdotes.

Sincerity

As a Unitarian minister, Emerson delivered two heartfelt sermons. One was on consolation of mourners, two weeks after his first wife died. Reaffirming his faith and reassuring his congregation, he used stronger words, sharper phrases and a more straightforward manner than he had in previous sermons on general themes. Personalizing the sermon, he made its tone of sincerity ring true.

The other sermon, about a year later, was his farewell to the congregation. This was a dignified statement of his assertion that there was no valid authority for administering the Lord's Supper. He said he respected those who disagreed with him, but he could no longer serve communion. After giving his reasons clearly and simply, he said he would resign, concluding, "It is my desire, in the office of a Christian minister, to do nothing which I cannot do with my whole heart." His tone throughout the sermon was frank, friendly and sincere.

"Fame of voice or rhetoric," said Emerson, "will carry people a few times to hear a speaker; but they soon begin to ask, 'What is he driving at?' And if this man does not stand for anything, he will be deserted."

Emerson gained a reputation as a public lecturer with direct and frank opinions. He took his stand on the slavery issue when he said in an

anti-slavery speech, "We must get rid of slavery or we must get rid of freedom."

In a speech to the graduating class at the Harvard Divinity School, he expressed reservations about certain church doctrines and opposed the emphasis on prescribed ceremonies and rites. Clergymen quickly made public rebuttal. Emerson, serene and with unshaken confidence, said, "I shall go on just as before, seeing whatever I can, and telling what I see." He did just that in

"Fame of voice or rhetoric will carry people a few times to hear a speaker; but they soon begin to ask, 'What is he driving at?' And if this man does not stand for anything, he will be deserted."

Ralph Waldo Emerson

all his speeches, speaking his convictions with sincerity.

In his lecture on the German writer Goethe, Emerson said, "It makes a great difference to the force of a sentence if there is a man behind it." That also applies perfectly to Emerson himself. What gave impact to his sentences was his character breathing through them.

As we have seen, Emerson practiced what he preached. He measured up to his own standards for speechmaking. From the public platform he dazzled audiences with his beliefs, wisdom and "can-do" optimism. He had faith in the infinite possibilities of the individual.

Never underestimate your own power, he cautioned. All of us normally operate at only a fraction of our potential. You never know what you can do until you try. Trust your own thoughts. Society will try to make you conform, but "insist on yourself; never imitate."

These guidelines are obviously based on Emerson's own experience in attaining fame and happiness, after overcoming adversity and humdrum existence. "Our chief want in life," he observed, "is somebody who shall make us do what we can." □



Thomas Montalbo, DTM, is a member of Sparkling Toastmasters Club 3602-47 in St. Petersburg, Florida, and has received a Presidential Citation for his articles in "The Toastmaster." He also is the author of "The Power of Eloquence," a book on public speaking published by Prentice-Hall, 1984.

Your 1988-89 Officers

Here's your introduction to Toastmasters International's 1988-89 officer candidates. In August, you'll have the opportunity to vote for the candidate of your choice during our upcoming "Capital Adventure"—the International Convention in Washington, D.C.

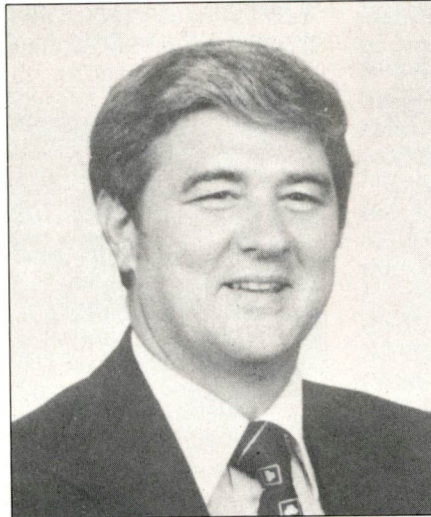
Candidates were nominated for the positions of President, Senior Vice-President, Second Vice-President and Third Vice-President by the International Nominating Committee. The Committee's selection is presented here in accordance with Article VIII, Section 1 of Toastmasters International's Bylaws.

The officers will be elected on Thursday, August 18, during the International Convention.

It is the duty of all clubs to participate in the vote, either through their representatives at the convention or by proxy. All members are urged to give careful consideration to the qualifications of each candidate.

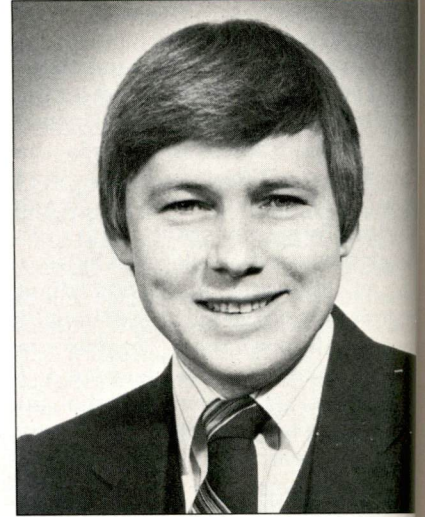
(Additional nominations for international offices may be made from the floor at the annual business meeting. International Director candidates will be nominated at the eight regional conferences to be held this month.)

Nominating Committee—John S. Latin, DTM, Chairman; Helen M. Blanchard, DTM; Patrick A. Panfile, DTM; Anna Frazier, DTM; Ann Cousins, DTM; Eloise F. Latson, DTM; Charles H. Rust, DTM; Jerry P. Starke, DTM; Peter J. Crabtree, DTM; E. Jean De Vigne, DTM; M.B. Sutton, DTM; Kenneth C. Rennie, DTM.



For President

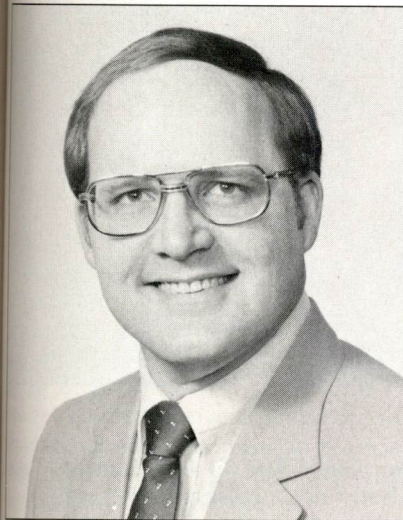
Tom B. Richardson, DTM—Senior Vice-President, Second Vice-President, Third Vice-President, and International Director from 1982 to 1984. While International Director, he served as Chairman of the Membership and Club Extension Committee. A Toastmaster for 15 years, Mr. Richardson is a member of Lafayette Club 1127-11, Tecumseh Club 485-11, State Farm Club 2872-11 and Advanced Communicators Club 4358-11. As District 11 Governor, he led the district to Distinguished District status, and was Area Governor of the Year in 1977. He was a finalist in the International Speech Contest in 1974. Mr. Richardson is Agency Director of State Farm Insurance Companies in West Lafayette, Indiana. He received a B.S. degree in biology from the University of Tennessee and an M.S. degree in education administration from George Peabody College. He is a Chartered Life Underwriter and a Chartered Financial Consultant. Mr. Richardson is a member of the National Speakers Association, American Institute of Parliamentarians, and his church Board of Trustees. He is past president of the Lafayette CLU Association. He lives with his wife, Peggy, in Lafayette, Indiana. They have three children: Bruce, Brian and Beth.



For Senior Vice-President

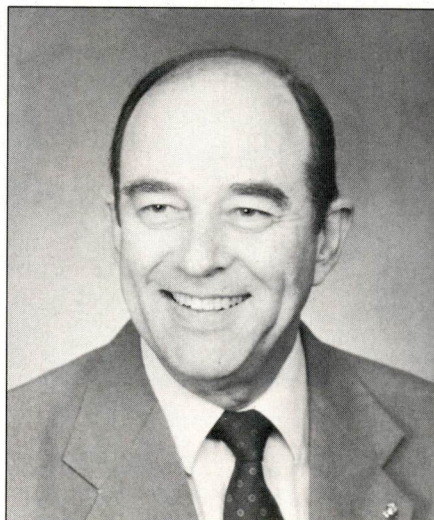
John F. Noonan, DTM—Second Vice-President, Third Vice-President, International Director from 1982 to 1984 and District 21 Governor. A Toastmaster for 17 years, Mr. Noonan is a member of Friendship Club 1734-21 and Advanced Speakers Club 4589-21. As District 21 Governor, he led the district to the President's Distinguished District Award. He was the District 21 Speech Contest winner in 1974 and the District 21 Area Governor of the Year in 1974. Mr. Noonan is District Management Services for the Federal Business Development Bank in Vancouver, British Columbia, Canada. He is a Certified General Accountant (CGA) and holds the professional designation of MCI from the University of Toronto and the Canadian Credit Institute. He is Chairman of the Sales and Marketing Advisory Board of Vancouver Community College and Chairman of the Community Advisory Committee, North Vancouver Community Business Initiative. Mr. Noonan and wife, Stevie, live in North Vancouver, British Columbia, Canada, with three children: Joe, Andrea and Vale.

Candidates



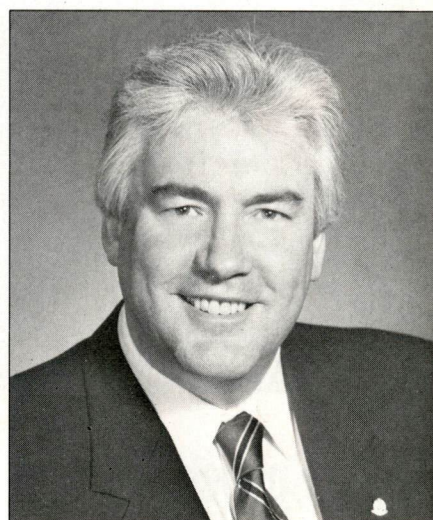
For Second Vice-President

A. Edward Bick, DTM—Third Vice-President, International Director from 1981 to 1983 and District 41 Governor. While International Director, he served as Chairman of the Membership and Club Extension Committee. A Toastmaster for 16 years, Mr. Bick is a member of Marquette Club 509-41. He was Area Toastmaster of the Year in 1977, and District Evaluation Contest winner in 1985. Mr. Bick is Conversion and Export Operations Manager for John Morrell & Company Meats. He received a B.S. degree in agricultural engineering from South Dakota State University and has finished one year of post-graduate work at St. Louis University. He served on his church's Congregational Board of Directors and has been Chairman of the Church Congregation. He has also chaired the local chapter of the American Society of Industrial Engineers. Mr. Bick is an instructor for South Dakota's statewide University Week for Women and is a member of the Institute of Industrial Engineers. He lives with his wife, Jennifer, in Sioux Falls, South Dakota. They have one child, Amy.



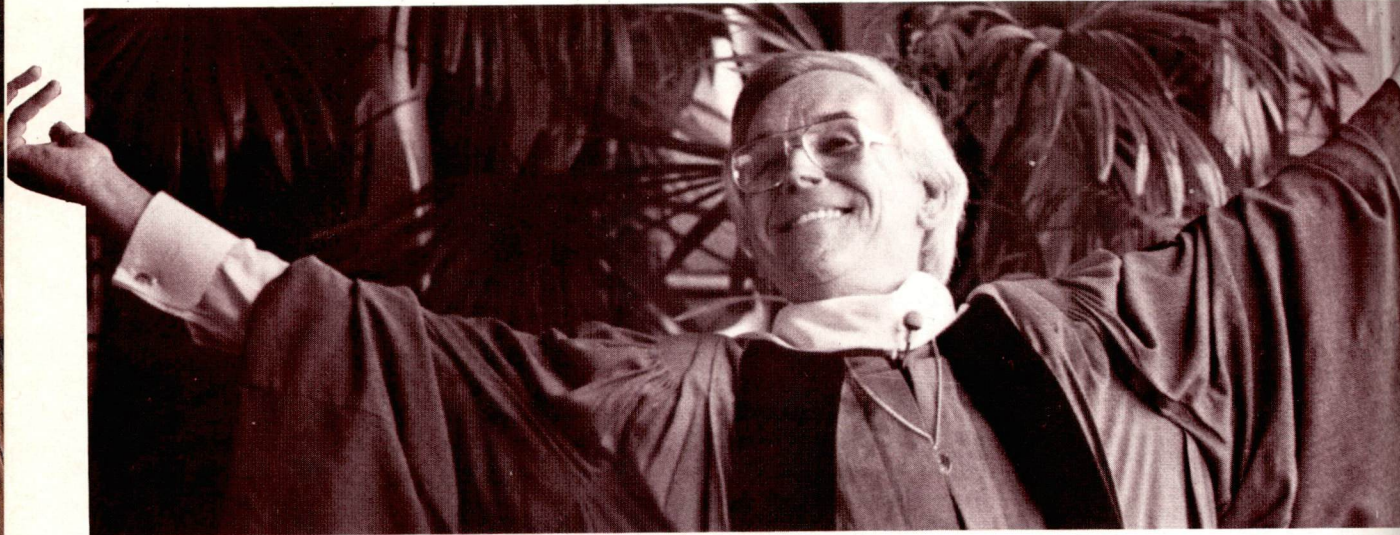
For Third Vice-President

Bennie E. Bough, DTM—An International Director from 1983 to 1985 and 1977-78 District 36 Governor. A Toastmaster for 25 years, Mr. Bough is a member of Springfield Club 1792-36 and Advanced Speakers Club 4036-36. Under his leadership, his district received the Distinguished District Award. In 1957, he started the first Toastmasters club in Taiwan, Taipei Club 1890-U, which recently celebrated its 30th anniversary. This was the beginning of what now is the Territorial Council of Taiwan, ROC, which was granted full council status by the Board of Directors in February, 1988. Mr. Bough is Senior Staff Officer in the Directorate of the Defense Security Assistance Agency, in the Office of the Secretary of Defense. He holds a B.A. degree in foreign affairs, an M.A. degree in international relations, and in 1977, he received his Ph.D. in international relations. He has served on his church's council, and has been Vice-Chairman, the highest elected lay leader. He lives with his wife, Kathi, in Annandale, Virginia. They have two children: Kristopher and Sara.



For Third Vice-President

Jack Gillespie, DTM—An International Director from 1984 to 1986 and 1982-83 District 64 Governor. A Toastmaster for 16 years, Mr. Gillespie is a member of Winnipeg Keystone Club 3211-64, Entre Amis Club 1421-64, Louis Riel Club 3207-64 and Testament Toasters Club 2403-64. As District 64 Governor, he led the district to a President's Distinguished District Award in 1983. During his second year as Director, Mr. Gillespie served as Chairman of the Membership and Club Extension Committee (MACE). Mr. Gillespie is a member of the National Speakers Association, the American Society for Training and Development (ASTD) and the Manitoba Society for Training and Development, where he served two terms as President. Mr. Gillespie, currently employed as a Personnel Administrator for the Manitoba Department of Highways and Transportation, is responsible for recruitment, labor relations, negotiations, employee assistance programs and performance appraisal. His wife, Grace, is a member of Winnipeg Real Estate Board Club 1429-64. They reside in Winnipeg, Manitoba, with their three children: Jacqueline, Carolyn and Roger.



The Reverend Robert Schuller

Super Speech Contest

BY KAREN BURR, ATM

The Reverend Jimmy Swaggart swaggered and strutted his way to victory. The Reverend Robert Schuller exhorted his way, in a lower key, into second place, and the Reverend Jerry Falwell eased in at a distant third.

Meanwhile, Budding Professionals Club 5042-3 in Phoenix, Arizona, and their guests watched critically, judged carefully, and cheered, moaned and, on occasion, laughed.

The occasion was a Super Speech Contest, "The Battle of the Television Evangelists," with the speakers appearing in videotaped segments. Conceived and produced by Budding Professionals, an advanced speaking club, with the help of a few Toastmasters friends, the program brought excitement to the club and provided an experience in judging that few members will ever forget.

The idea, conceived by club member Jim Burr, DTM, was that leading television evangelists would be judged as *speakers only* in a contest carefully tailored to fit Toastmasters International contest rules.

The contestants were Jerry Falwell, Oral Roberts, Pat Robertson, Robert Schuller and Jimmy Swaggart, along with two lesser-known ministers.

Prior to the contest, Mary Margaret Dockendorff, DTM, past International Director, led an audience participation session on "Keeping Personal Biases out of Judging."

Accredited speaker Tom Bintliff, DTM, acted as Toastmaster and briefed club members and guest judges on the rules. A special judging form was provided, based on the standard Toastmasters Judge's Guide and Ballot. Because the videotaped segments consisted of five minutes taken from much longer sermons or speeches the "content" section was lowered to count for only twenty points. "Delivery" counted sixty points and "language" twenty.

Warned against bias, and armed with special judging forms, twenty-one Toastmasters began the judging. Most Budding Professionals members hold ATM or DTM rankings and have participated in the District 3 judges training program. All are highly qualified. The same was true for the Toastmasters who were guests that night.

Our club places great emphasis on evaluation. Regular meetings contain three twenty-minute speeches, each followed by a fifteen-minute evaluation period.

Evaluations of Jimmy Swaggart lauded his use of repetition and long, rhythmic recitations. His body movements and his use of his glasses and the Bible as props were noted.

A few biases appeared. Jimmy Swaggart won 48 out of a possible 63 votes and was generally acknowledged to be a highly skilled and entertaining speaker. But at least one judge refused to vote for Swaggart because he feared that the minister was potentially "dangerous," and "hypnotizes his audience" through his speaking. Another bias showed up in comments labelling Pat Robertson and

Jerry Falwell as "political activists," a clearly not a criterion for judging.

Nevertheless, as the evaluations continued, it was obvious that our members were learning to deal with their prejudices in an open manner that would never be possible in a regular speech contest.

The program provided a tremendously enlightening experience for everyone who attended. It would be a useful educational tool for any club.

For our next special speech contest just might be interesting to judge U.S. presidential candidates.

Karen Burr, ATM, is President of Burr Burr Associates, Ltd., an editorial consulting firm. A Toastmaster for nearly ten years, is Educational Vice President of Budding Professionals Club 5042-3 and is a member of Early Words Club 433-3. She also is District 3 Historian.

Super Speech Contest Final Results

(Using the standard Toastmasters International point system of 3 points for first place, 2 points for second place and 1 point for third place).

Jimmy Swaggart	48 points
Robert Schuller	33 points
Jerry Falwell	15 points
Pat Robertson	14 points
Oral Roberts	9 points
Other Two	7 points

Become an Exquisite Communicator

Focus on others, not on yourself.

BY VIVIAN BUCHAN

Anyone who thinks it's possible to succeed without the help of others is dead wrong. It's impossible to succeed at anything unless you have the support, interest, cooperation and desire of the people whose help you need to achieve your goal. This is the *sine-qua-non* underlying all success stories.

To win the support of others you need to be convincing, compelling and communicative. You need to become what therapists Richard Bandler and Joe Grinder, in their book, *Frogs into Princes*, call an "exquisite communicator."

Their philosophy is simple: depend on "sensory perception." The two men say, "You can stay strictly with sensory experience and be very powerful, effective, efficient and creative."

The authors define sensory perception as spending less time on how you feel, think and see things and more on how others feel, think and see things; to shift the focus from you to them. It's concentrating on picking up the right sensory feedback at the right time in the right way.

This is how it's done. The "princes of communication"—executives, statesmen, evangelists, professional speakers—have developed three major patterns in their communication and speeches: They know what the outcome should be; they remain flexible in attitudes, responses and appeals; they develop acute sensory perception so they can separate the negative responses from the positive ones and know what to do about them.

To establish rapport with an audience or even with one person, you must concentrate solely on how your audience is responding to you. Don't concern yourself one iota with how you appear to them. Pay no attention to how you look, sound or act. Your

People who have poor relationships are usually so self-centered they don't have time or interest to invest in how others feel.

sole focus should be on your audience's reactions.

Are they responsive and attentive? Are they losing interest? Are they looking at you or out the window? If they're responding positively, with their eyes fixed on you, sitting quietly in their seats, nodding their heads in agreement, then you're in control. But if they're showing disinterest, boredom or resistance to your ideas, you're losing control. You then must change your approach and try something else.

You should be so detached from yourself that you're not even conscious of how you're moving your feet or your hands, whether your jacket is buttoned or unbuttoned or whether your hair is mussed or nicely arranged.

(You should take care of those things before you make your presentation.) You must concentrate entirely on your audience and discern their reactions so that you'll know if you're establishing rapport.

If for some reason you fail to "connect" with your audience, what can you do? You can change your voice—pitch it higher or lower, speak faster or slower. You can change your facial expressions—smile, frown, wink, shift eye contact to different people, lift your eyebrows.

Doesn't this contradict what I just said about focusing too much attention on yourself?

Not really. People who have poor relationships are usually so self-centered they don't have time or interest to invest in how others feel. They are so oblivious to clues that could alert them to their listeners' mood that they alienate people without even knowing it.

When you make the person you're talking to your sole concern, however, you're going to be so involved you'll automatically (and unconsciously) adjust your actions and facial expressions

Continued on page 29



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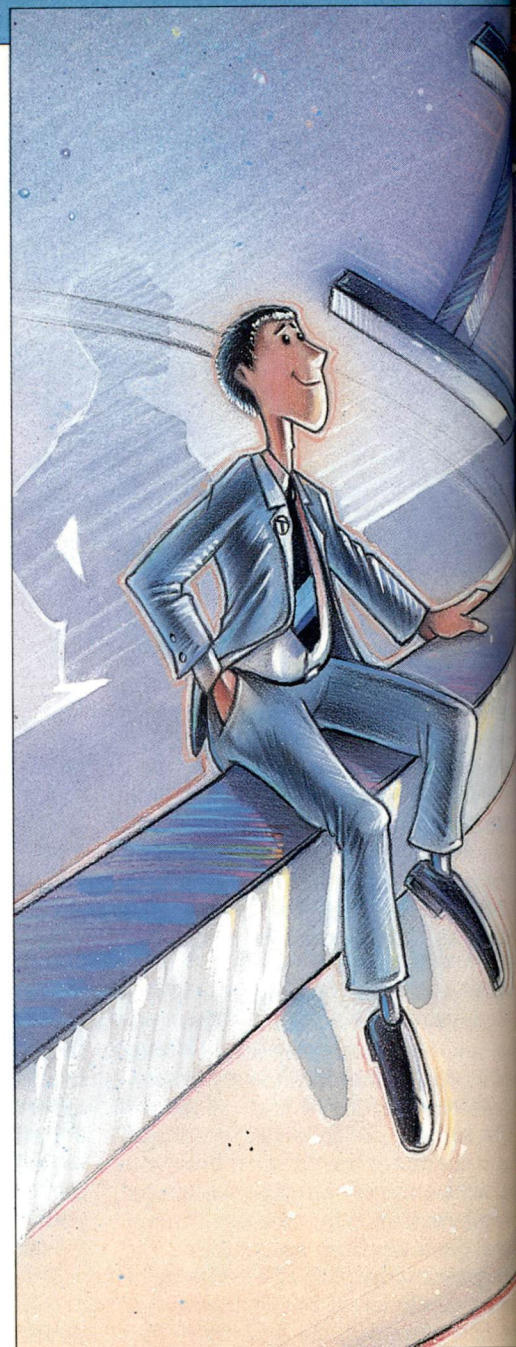
TIME MANAGEMENT for Toastmasters

Learn how to control your most valuable possession.

BY DAVID LEE MINER, ATM

Although many articles on time management are geared toward busy executives and managers, the principles are for everyone. You can use your time more effectively to accomplish more tasks, achieve more goals and fulfill more of your needs. By applying time management techniques, you'll feel less hurried and stressful, knowing that you are in control of your most valuable possession—your time.

What is time management? You might say that time doesn't need to be managed; it goes along just fine on its own. "Self-management" would be a more appropriate term. People need to manage themselves to more effectively use the time available to them.



Try not to think of time management as a set of complicated procedures or difficult skills to be mastered. Instead, think of it as a series of behaviors which are consciously practiced until they become natural and routine habits. Practicing and using the following techniques will help you on the job and at home; at work and at play; and in Toastmasters.

Plan your activities.

Planning saves time, gets better results in the long run and ensures that your efforts will be in the right direction.

You should consider both short-term and long-

Illustration by John Dickenson

Establish your priorities.

There will never be enough time to accomplish *all* your tasks and goals. Therefore, rank them according to their importance and urgency to you.

An activity is *important* if it's something you really want to do, such as improving your communication and leadership skills. An activity is *urgent* if you have to do it immediately, such as submitting your club's semi-annual membership report before an impending deadline. If you spend more time on urgent activities than on important ones, you need to practice better time management.

Eliminate unnecessary tasks.

Carefully analyze your routine to see if it's efficient. There's a good chance it's loaded with time-consuming non-essentials. Get rid of them if they hinder you in achieving your primary goals. Applying this to Toastmasters, devote the bulk of your meetings to educational activities, manual speeches and constructive evaluation—the activities which most help Toastmasters to achieve their goals.

Get organized.

Organization takes less time than is wasted working in a disorganized environment. Avoid wasting time searching for things by establishing specific locations for all your tools, materials and paperwork. Frequently used items should be kept close to where you work.

Organization applies not only to objects, but to people as well. A major responsibility of club officers is to organize the efforts of members so as to obtain maximum desirable results with minimum investment of time. Lack of club organization results in failure to attain member and club goals, and thus wastes time.

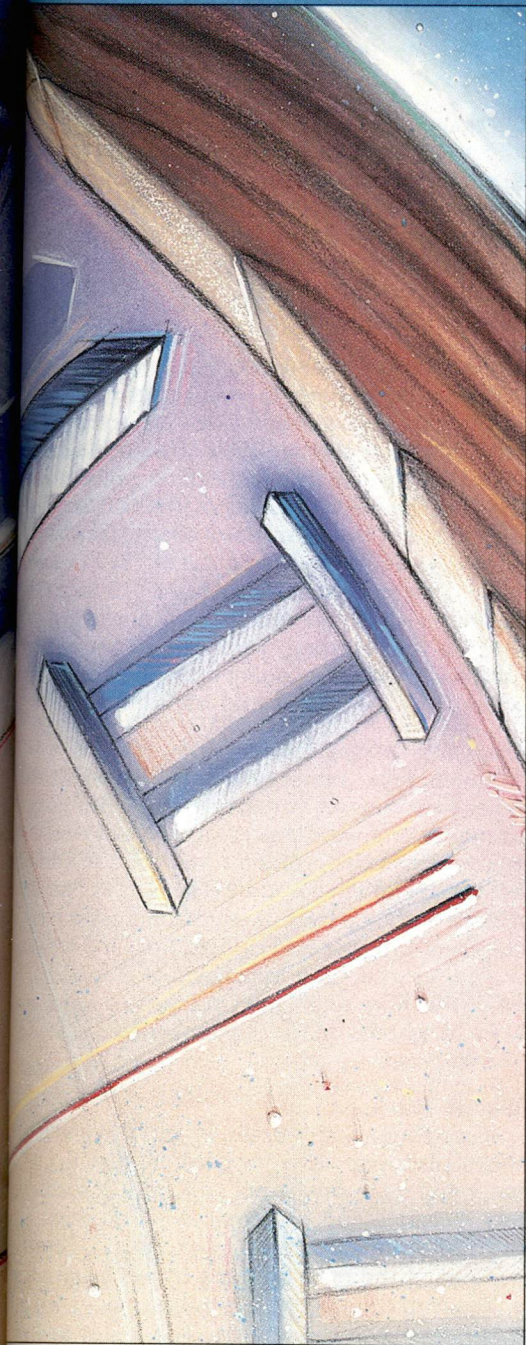
Combine or consolidate tasks.

Whenever possible, do two or more tasks simultaneously. If you spend too much time on trips to the bank, the grocery store and the post office, you could combine all those stops in one trip.

Our club found we could write, copy, assemble and mail our club newsletter while conducting our monthly officer's meeting, thus reducing the necessary number of meetings. Many Toastmasters plan their vacation time to coincide with the International Convention, thus consolidating both time and expense.

Improve your skills.

When you increase your skill efficiency, you save time. The time spent improving your typing skills saves you time in the long run. Attending training sessions is crucial for Toastmasters officers at club, area and district levels. When officers fail to attend these sessions, time is wasted, tasks remain undone, there is confusion regarding responsibilities and goals are not accomplished.



range goals in your plans. They should be flexible enough to allow for unexpected obstacles and opportunities. Put your plans in brief, written form and routinely check them to ensure that you're on the right track.

Successful Toastmasters clubs don't happen by chance—they are planned that way. Good educational sessions are planned and coordinated under the direction of the club's educational vice-president. Furthermore, successful clubs use the Club Management Plan (CMP), which comprises statements of goals and objectives, methods to accomplish them and a record of what's actually accomplished. Clubs which don't use the CMP waste much of their members' time.

Avoid unnecessary interruptions.

Going back and forth between different activities is an inefficient use of time. Once you've begun a task—unless it's exceptionally lengthy or complex—try to finish it before beginning another. Gather all needed tools and materials before beginning a task. Try to keep interruptions to a minimum. If someone phones you at an inconvenient time, ask if you can call back later. Other possibilities include using telephones with long extension cords, cordless telephones or telephone amplifiers so you can work while talking.

Be decisive and don't procrastinate.

When Toastmasters fail to submit their dues on time, officers waste time following up and reminding delinquent members. When officers are late with the semi-annual membership reports, district officers and the World Headquarters staff waste valuable time following up to get the needed information. When you have something that needs to be done, *do it*.

Don't needlessly postpone making decisions, or stew over them once they are made. Organizations sometimes waste valuable time by leaving a decision to a committee. Committees have their purpose, but it isn't to postpone making a decision only to have the issue brought up again at future meetings.

Do an adequate job, but don't overdo it.

Perfectionism can prevent you from accomplishing many tasks. Parkinson's Law states, "Work expands to fill the time available in which to do the work." If you have all day to clean your house, you'll spend all day on the job. If you have only two hours, you'll do an adequate job in that time. Your club or district business will also expand to fill the available time. Keep that in mind next time you draw up a schedule for a meeting.

Hold effective meetings.

Schedule, plan and organize your meetings for maximum efficiency and effectiveness. Meetings should be held only when necessary, and with specific purposes. Begin and end on time. Stick to the agenda. Control both internal and external interruptions; don't let meetings get bogged down by personalities and differences of opinion.

Ineffective communication wastes time. Bulletins help members stay informed of activities and remind them of their assignments. Don't assume people are aware of this information; make sure of it. Follow-up calls are important. Keep memos and notes short and to the point. Minutes should indicate actions agreed upon, and who's to be responsible for what action.

Be an effective manager.

As a Toastmasters club or district officer, you are a manager. You must be organized to successfully manage others. Effective managers concentrate their efforts on understanding key management techniques, duties and responsibilities; planning and organizing activities; and increasing personal productivity. Don't expect members to work on manual

“Work expands to fill the time available in which to do the work.”

Parkinson's Law

completions or DTMs unless you set a good example.

Delegate.

Don't try to do everything. Not only do you place excessive demands on your time when you fail to delegate, but others don't gain the experience and involvement to which they're entitled. If the demands of being an officer or conference chairman are overwhelming, you probably aren't delegating enough.

Make effective use of waiting time.

Waiting for meetings to begin, transportation, appointments and performances are some of our greatest wasters of time. While you may not be able to completely eliminate the waiting, you can make use of it. Take along reading materials. Doctor's offices may not have your favorite magazine—the why I take along the latest issue of *The Toastmaster*. Write notes and letters, or do some planning. Do the piano while you wait for someone to give you a ride to your meeting. Some of your waiting time can be eliminated by doing errands during hours when lines are shorter and traffic is lighter.

Use Labor Saving Devices

You can type your speech faster on an electronic typewriter than on a manual one. When using a computer or a word processor, you can write and edit your speeches, compose your club and district newsletters and make address labels. Furthermore, it helps you keep track of educational assignments, members' progress and club records, and it makes managing your Club Management Plan a simple task. (See "Get Your Club On Line," by Karen and Mike Neighbors, in the September 1986 edition of *The Toastmaster*.)

Take A Break

Your efficiency decreases as you become tired. When planning, allow for personal time to take a break and relax. Breaks are important at Toastmasters meetings and conferences—"The mind can learn no more than the seat can endure." Remember, one of the most pleasant breaks is attending a Toastmasters meeting.

Time management is highly personalized—what works for someone else may not work for you. Experiment to find out what practices work best for you.

To be effective, time management skills must be incorporated into the daily routine. At first, determination and self-discipline will be required, eventually they will become habits.

The efforts definitely are worth the results. You will accomplish more and have more time for Toastmasters activities. Time management works for you. It will work for you, too.

David Lee Miner, ATM, a member of DeKalb County Club 3190-54 and Make Me Laugh Club 5283-3 DeKalb and Schaumburg, Illinois, is a former Division Governor. He is president of Greater Challenge motivational and personal development institute, often presents workshops on communications-related topics.

DTM

Congratulations to these Toastmasters who have received the Distinguished Toastmaster certificate, Toastmasters International's highest recognition.

Stephen B. Woods, Downey Space 513-F, Downey Space, Downey, CA

Dianne C. Bryson, Orbiters 1943-4, Sunnyvale, CA

Shirley F. Farrell, Electric Toasters 4200-4, Palo Alto, CA

Alan M. Dower, USDA Whole Wheat 5055-4, San Francisco, CA

Ron Wyffels, Portland 31-7, Portland, OR

Mary Michael Salviano, Bailey Wickliffe 3628-10, OH

Robert J. Rindo, A-B Speechmasters 3891-35, Milwaukee, WI

Adelaide McBride, Patuxent River 1081-36, Patuxent River, MD

Norman Peter Klug, Germantown 2394-36, Germantown, MD

Todd Reineck, Walter Reed Fiver Star 5395-36, Washington, DC

Patrick Trotta, Lakewood Piners 6070-38, Lakewood, NJ

David L. Nickel, Northwest 659-40, Columbus, OH

Ken Burkholder, Peace River & District 5401-42, Peace River, Alta., Canada

Azmat Khan, Merritt Island 2537-47, Merritt Island, FL

Arthur H. Matson, 3167-66, Richmond, VA

Josephine Joyce Wright, Ipswich 3410-69, Ipswich, Qld., Australia

ATM SILVER

Congratulations to these Toastmasters who have received the Able Toastmaster Silver certificate of achievement.

Bonnie Simmons, New Horizons 1360-7, Portland, OR

S.E. "Gene" Wood, Palatka 2310-47, Palatka, FL

Dona Wheaton, Peace Pipe

"It is reason and speech that unite men to one another; there is nothing else in which we differ so entirely from the brute creation."

CICERO

ATM BRONZE

Congratulations to these Toastmasters who have received the Able Toastmaster Bronze certificate of achievement.

Eduardo Cabieses, Lima 3098-U, Anchorage, AK
Robert Dawson, Word Processors 2866-3, Phoenix, AZ

Robin L. Kamradt, Early Risers 2117-4, Palo Alto, CA

Jack Bartle, North Allen 1714-11, Ft. Wayne, IN

Aaron A. Pettiford, Magpie 2471-11, Bloomington, IN

Jimmie E. Doyle, Flyers and Floaters 5467-16, Oklahoma City, OK

R. Brooks Loomis, Kritikos 1686-18, Ft. George G. Meade, MD

Karen Kelty, Capitol 2309-23, Santa Fe, NM

Mary L. Hoferer, Energizers 3010-24, Omaha, NE

Anders T. Nygaard, Sound Advice 6589-25, Ft. Worth, TX

E. Frank Poyet, Harmonizers 1910-33, Las Vegas, NV

1440-42, Wetaskiwin, Alta.
Doug Kelly, Ala Moana 3701-49, Honolulu, HI

Therisia L. Peterson, Single Reno Orators 6047-39, Reno, NV

William C. Bailey, Monday Morning 1557-44, Amarillo, TX

Scott Hoehn, Triple Crown 4147-47, Ocala, FL

ATM

Congratulations to these Toastmasters who have received the Able Toastmaster certificate of achievement.

Marilyn Tyler, Mission Viejo 691-F, Mission Viejo, CA

Judy L. Hammond, Dynamic Foremasters 587-F, Santa Fe Springs, CA

Ann H. Lieberman, Vons 1962-F, El Monte, CA

Sylvia K. Griffith, Rockwell Bicentennial 3798-F, Anaheim, CA

David Wilkins, East San Bernardino 3820-F, San Bernardino, CA

Katsunobu Sakuma, Mikasa 1727-U, Yokosuka, Japan

Stuart Horin, Century City 2681-1, Los Angeles, CA

Matt Lynch, Thursday Night Alternate 4954-1, Signal Hill, CA

Jane Cordingley, Sand & See Speakers 5983-1, Santa

Monica, CA

James A. Schmitz, Western Sages 327-3, Scottsdale, AZ

Gladys E. Whitcombe, Tele-Talk 3016-3, Phoenix, AZ

Robert P. Carr, Twilite 3480-3, Tempe, AZ

Tess Longley, Park Central 3527-3, Phoenix, AZ

Virginia Vencek Mardensz, Six to Niners 3569-3, Phoenix, AZ

William E. Wallace, Eye Speak 5688-3, Phoenix, AZ

John Fenwick, Mid-Peninsula 3983-4, Palo Alto, CA

James McClendon, West Portal 4282-4, San Francisco, CA

Jacqueline R. Ross, Applied Orators 5015-4, San Jose, CA

Hope E. Anderson, San Diego Gas & Electric 545-5, San Diego, CA

Jane Taylor Klein, La Jolla 895-5, La Jolla, CA

Raymond A. Voet, Speakeasy 1789-6, Golden Valley, MN

Wright F. Truesdall, North Hennepin 2464-6, Minneapolis, MN

Robert E. Bickle, Hood River 701-7, Hood River, OH

Evette Page Bechtold, Jantzen 2979-7, Portland, OR

Audrey E. Cousins, Walla Walla 81-9, Walla Walla, WA

Alvin Turner, Greater Cleveland 2825-10, Cleveland, OH

Philip S. Mayer, Broad Ripple 517-11, Indianapolis, IN

Ebbie L. Crawford, Greater Greenwood 4081-11, Greenwood, IN

Georgia Nyland, Rochester 4811-11, Rochester, IN

Gary N. Matheny, Macon 824-14, Macon, GA

Mary L. Otte, Stone Mountain 4144-14, Stone Mountain, GA

Eve-Lyn Forbes, Georgia-Carolina 2523-14, Augusta, GA

Lloyd W. Taylor, APL 3624-18, Laurel, MD

Bettie S. Hanson, Hawkeye 617-19, Cedar Rapids, IA

Shamsher S. Brar,

Statesmen 1937-19, Des Moines, IA
Roger William Hughes, Sunrise Marion 3515-19, Marion, IA
Pamela Dryer, Job Service 3171-20, Bismark, ND
Walter Bauke, Los Alamos 607-23, Los Alamos, NM
Glenn R. Case, Sandia 765-23, Albuquerque, NM
Ruth Matzigkeit, Espanola Valley 799-23, Espanola, NM
Ethel Schwiner, Espanola Valley 799-23, Espanola, NM
Diane L. Beal, Town Criers 1527-24, Omaha, NE
Oscar Rene Morales, Sonic Boomers 629-25, Ft. Worth, TX
Charles Keynejad, Mid Cities 989-25, Hurst, LA
Thomas E. Brents, Noon Express 2008-25, Ft. Worth, TX
Ben A. Stephenson, Richardson Noon 2146-25, Richardson, TX
Don Simon, Early Birds 3546-25, Waco, TX
Alan B. Jackson, Tyler Morning 4154-25, Tyler, TX
Richard L. Moon, Singularity Speaking 6182-25, Ft. Worth, TX
Caron Emerson Demars, Colorado Springs 555-26, Colorado Springs, CO
Bette Younger, Sunrise 619-26, Ft. Collins, CO
Corey D. Benston, Thunderbird 1731-26, Denver, CO
Lowell R. Lemesany, Peak Trailblazers 2191-26, Colorado Springs, CO
Ralph R. Reiser, Hewlett-Packard Spokesters 3539-26, Colorado Springs, CO
Henry C. Evans, Jr., LSC 6076-26, Littleton, CO
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Oscar L. Donati, Waltham Federal 2566-31, Waltham, MA
Richard Guenard, II, Mitre/ESD 2779-31 Bedford, MA
Edward G. Trachtenberg, Demosthenians 3625-31, Andover, MA
Samuel A. Fleshman, Peninsula 3409-32, Gig Harbor, WA
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Joseph Fernandez, Sunshine 4333-33, Modesto, CA
Soon Toh, Southern Valley 2752-33, Bakersfield, CA
Henry Johnsen, Mugu Mixmasters 1900-33, Pt. Mugu, CA
Dee F. Davis, Sunrise 4333-33, Merced, CA
Tim Crowe, Appleton 1331-35, Appleton, WI
Al Peronto, Speak Easy/Green Bay 2302-35, Green Bay, WI
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Denny R. Whalen, Lexington 4786-37, Lexington, NC
Regina Marie Haney, West Raleigh 6819-37, Raleigh, NC
George Ray Foster, Ponderosa 559-39, Reno, NV
Bene Paul, Apolymon 1466-39, Sacramento, CA
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Dorothy Cunningham, East Dayton 2838-40, Dayton, OH
Pat Bruns, Grand Lake 5136-40, Celina, OH
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John Van Doesburg, Peace Pipe 1440-42, Wetaskiwin, Alta., Canada
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Jack Mawson, C.B.A. 2882-42, Saskatoon, Sask., Canada
Alex Stewart, Keyano Breakfast 3072-42, Edmonton, Alta., Canada
Norbert Leidl, Buffalo Boosters 4499-42, Edmonton, Alta., Canada
Emma H. Collins, University 5024-42, Edmonton, Alta., Canada
Marilyn E. Nickeson, Carrot River Valley 5174-42, Melfort, Sask., Canada
Randall Edge, Day Breakers 6131-42, Regina, Sask., Canada
Ann Scobie, Alpine 6226-42, Hinton, Alta., Canada
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Helen S. McKenna, Whitehaven 3063-43, Memphis, TN
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Susan Torczon Gilmore, Natural Gassers 1875-44, Amarillo, TX
Georgie Wagner, Natural Gassers 1875-44, Amarillo, TX
Ruby M. Jackson, Single Texas Talkers 4340-44, Lubbock, TX
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Craig C. Bate, Wayne 2099-46, Wayne, NJ
Peter A. Baumbush, Suburban 2345-46, Somerset, NJ
Margaret Flory, Sandoz 2371-46, East Hanover, NJ
Richard A. McManus, Northern Brookhaven 2413-46, Port Jefferson, NY
Robert Walton, Pacers 2608-46, New York, NY
Leon Cohen, Singer 3156-46, Wayne, NJ
Jim Gamba, Southside 546-47, Jacksonville, FL
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Fred Wallrapp, Tampa 1810-47, Tampa, FL
Madison M. Mosley, Jr., South Ridge 2084-47, Sebring, FL
David W. Schnellbacher, Top o' the Rock 2155-47, Jacksonville, FL
Joseph I. Hsu, Achievers 2903-47, Ft. Lauderdale, FL
Michael D. Ramer, Titusville 3018-47, Titusville, FL
Mary Ann Laneheart, Beauclere-Mandarin 3397-47, Jacksonville, FL
Patrica A. Jahoda, Early Bird 3651-47, Tallahassee, FL
James E. Waters, CSX 3690-47, Jacksonville, FL
Dolly Conover, Lake

4541-47, Eustis, FL
Jane C. Hart, Talk of the Town 5390-47, West Palm Beach, FL
Sandra Johnson, Venice Area 5486-47, Venice, FL
J.P. Dewar Milar, Ala Moana 3701-49, Honolulu, HI
Helen Carey, Ala Moana 3701-49, Honolulu, HI
Morris M. Masuda, Pali 3699-49, Honolulu, HI
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Theodore Alper, Successmasters 3352-52, Canoga Park, CA
James H. Brady, MSG 5159-52, Canoga Park, CA
Jeffrey Davidson, Distinguished Singles 5515-52, Woodland Hills, CA
Babette H. Montana, "Los Angeles Fil-Am" 5522-52, Los Angeles, CA
George H. Dews, Nathan Hale 1484-53, Manchester, CT
Michael B. Ianni, Rockford 1752-54, Rockford, IL
Frank B. Davis, Magic Circle 1458-56, Houston, TX
Erwin C. Winkel, II, Frarily Speaking 2892-56, Houston, TX
Shannon C. Marlow, The Austin Club 4256-56, Austin, TX
Donn LeVie, Jr., Fort Ber 5129-56, Rosenberg, TX
Fenton H. Hutchison, Brazosport 5530-56, Clute City, TX
O. Kenneth Kooser, Sing Speaking 5831-56
Marc W. Schwartz, Unity 6659-56, Houston, TX
C. Edward Moore, Jr., Newark 1118-57, Newark, NJ
Anna Rabkin, State Heal 2973-57, Berkeley, CA
Kerry M. Kerstetter, Skywest 3137-57, Hayward, CA
William Lee Pope, III, Kalmia 1239-58, Aiken, S
Margie W. Strand, 1916- Florence, SC
Curtis C. Yant, Red Bank 2091-58, Charleston, SC
David G. Hodges, Columbia East 2968-58, Columbia, S
Charles E. Schuster, Dolphin 3170-58, Charleston, SC

Janzen, Clemson
8, Clemson, SC
Balabanian, Port
1474-60, Mississauga,
Canada
Winter, Oshawa
50, Oshawa, Ont.,
da
rt G. Porter, Oshawa
60, Oshawa, Ont.,
da
cia Bitz, Marshall
2, Marshall, MI
a Kay Rogers, Logistics
ter 2050-62, Battle
ck, MI
if Bicerano, Midland
-62, Midland, MI

M. Judith Kloko, Farm
Bureau 2836-62, Lansing, MI
Walter F. Kosterman, Sarnia
3700-62, Sarnia, Ont.,
Canada
Deane Pigg, Brentwood Ear-
ly Risers 1673-63, Brent-
wood, TN
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Greeneville, TN
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Masters 3264-63, Chat-
tanooga, TN
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Oak Ridge, TN
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John D. Patton, Nashville
Federal 3834-63, Nashville,
TN
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Centennial 313-64, Win-
nipeg, Man., Canada
Ruth Mary Carroll
Parmenter, Empire
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Syracuse, NY
Mary Ann Bjork, Norfolk
686-66, Norfolk, VA
Rich Faller, Merrimac
3125-66, Portsmouth, VA
Lee Caruso Schnell, Masters
3575-68, New Orleans, LA

Johnathan Brent Prather,
Opelousas 5388-68,
Opelousas, LA
Geoff Woods, Keira 3558-70,
Wollongong, NSW,
Australia
James Quinn, Hellfire
3599-71, Dublin, Ireland
N.C. Rhodes, Maidenhead
Speakers 5461-71,
Maidenhead, Berkshire,
England
Graham John Kaywood,
Palmerston North 1923-72,
Palmerston North, New
Zealand
George Punnett, Talkabout
3077-73, Perth, WA,

Exquisite Communicator

Continued from page 23

the positive feedback you want. There's no time to be wondering how you feel because your own feelings aren't all that important during this time.

"But if I don't express my thoughts and feelings, how am I ever going to develop meaningful relationships?" you ask. If you're always talking about how you feel, how are you going to find out how the other person feels? The more attention you pay to your own feelings, the less intimate you are going to be with other people. When you're trying to establish a relationship with one or a hundred persons, put yourself on the back burner.

Experts in communication also learn to be flexible in order to continually pick up feedback clues from their listeners. Being flexible may mean rearranging your material or approach, shifting from one idea to another, or eliminating some ideas because you

can see that your audience is not responding.

You must be able to keep your finger on the pulse of the audience to determine if you're keeping their interest or losing it. The clues are evident to a skilled speaker who knows what to look for. Those clues are just as available to you if you're sensitive and alert.

In addition, "exquisite communicators" know when the right responses are forthcoming and when they're not, and why.

When you're encountering resistance from someone or failing to generate the positive responses you want, don't put the blame on the other person. You're the one to blame if communication breaks down or fails to achieve its intended goal. You probably weren't alert to negative feedback or you failed to be flexible.

Understanding that "sensory perception" provides the pattern for skillful communication will help you remain flexible in your attitudes and

behavior and become an expert in picking up negative feedback clues. □

Vivian Buchan has published more than 50 articles in The Toastmaster over the years. A resident of Iowa City, she is a former faculty member of the University of Iowa, where she taught expository writing, public speaking and literature.

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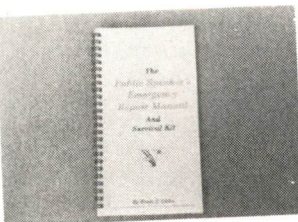
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 Contact: Linda Smith, ATM, 7399 126th Place S.E.
 Redmond, WA 98056

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TROPICANA, Las Vegas, Nevada
 Contact: Judy Clinton, DTM, The Vista Group,
 2295-A Renaissance Drive, Las Vegas, NV 89119

▶ **REGION III/June 17-18**

MARRIOTT EL PASO, El Paso, Texas
 Contact: Louise Perkins, DTM, 4508 R.T. Cassidy, El
 Paso, TX 79924

▶ **REGION IV/June 3-4**

SIOUX CITY HILTON INN, Sioux City, Iowa
 Contact: Kevin Heinrichs, ATM, 6008 Four Seasons
 Drive, Sioux City, IA 51106

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BRECKENRIDGE FRONTENAC, St. Louis, Missouri
 Contact: Jack Rardin, DTM, 617 18th Street, Charleston,
 IL 61920

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HYATT REGENCY, Flint, Michigan
 Contact: Bill Anderson, DTM, P.O. Box 2493,
 Kalamazoo, MI 49003

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SHERATON TARA HOTEL, Framingham, Massachusetts
 Contact: Lew Muttu, DTM, 129 Nimrod Drive, Concord,
 MA 01742

▶ **REGION VIII/June 24-25**

AIRPORT SHERATON-I77, Charlotte, North Carolina
 Contact: Bucky Sutton, DTM, 1313 Pinecrest Drive,
 Rockhill, SC 29730

INTERNATIONAL CONVENTIONS:

1988 WASHINGTON HILTON AND TOWERS
 August 16-20, Washington, D.C.

1989 MARRIOTT'S DESERT SPRINGS
 August 15-19, Palm Desert, California

1990 LOEWS ANATOLE HOTEL
 August 14-18, Dallas, Texas

1991 ATLANTA HILTON AND TOWERS
 August 13-17, Atlanta, Georgia

1992 BALLY'S LAS VEGAS
 August 18-22, Las Vegas, Nevada

Australia
Horst Wegener, Glen
 Waverly 3807-73, Mt.
 Waverly, Vic., Australia
Trevor West, King 1641-74,
 King Williams Town, South
 Africa
Kenneth A. Pulford, East
 London 2711-74, East Lon-
 don, South Africa
Augusto Fred H. Floresca,
 Tambuli 2160-75, Makati,
 Philippines

11:30 a.m., United New
 Mexico Bank Bldg.
Henderson 1017-25
 Henderson, TX—S. Main
 Church of Christ Annex,
 400 S. Main, (214) 657-1409
Trail Talk 4643-26
 Englewood, CO—Mon.,
 11:30 a.m., 6200 S. Quebec
 St., Ste. 240
Arvada Speak-Easy 6835-26
 Arvada, CO—Alt. Tues., 7
 p.m., First United Church
 of Arvada, 7195 Simms,
 (303) 421-1038
Academic Edge 4423-28
 Rochester, MI—Tues., noon,
 Oakland Univ., S. Founda-
 tion Hall, 370-3570
Unity II 6816-28
 Warren, MI—2nd & 4th
 Mon., 7 p.m., Church of
 Today, 11200 Eleven Mile
 Rd. E., (313) 758-3050
Partners in Christ 6817-30
 Chicago, IL—1st & 3rd
 Mon., 6:30 p.m., Apostolic
 Church of God, 6303 S.
 Kenwood, (312) 667-1500
Roslyn Speak-E-Z 780-36
 Arlington, VA—1st & 3rd
 Wed., 11:30 a.m., Roslyn
 Plaza, N. Kent St.
West Raleigh 6819-37
 Raleigh, NC—Wed., 6:45
 a.m., Shoney's, Avent Ferry
 Rd., (919)467-5319
Progressive 6833-39
 Rancho Cordova, CA—
 Wed., noon, 11010 White
 Rock Rd., (916) 638-5212
Telecommunicators 2158-42
 Edmonton, Alta., Canada—
 Wed., noon, 44 Capital
 Blvd., rm. 1150, (403)
 441-2345
Post Toasties 3702-43
 North Little Rock, AR—
 Mon., 6:30 p.m., US Post
 Office, 4700 E. McCain
 Blvd., (501) 753-1326
Capitale 6829-45
 Fredericton, NB, Canada—
 Wed., 7:30 p.m., Centre
 Communautaire, 715 Rue
 Priestman, (506) 453-2731
West Point 4521-53
 West Point, NY—2nd & 4th
 Mon., NCO Club, (914)
 938-4715
Talking Bears 5221-57
 Berkeley, CA—Tues., 5:15
 p.m., UC Berkeley, 132
 Mulford Hall, (415) 548-7761
Singles 6831-58
 Columbia, SC—1st & 3rd
 Tues., 7 p.m., Gallop &
 Assoc. Realtors, 258 Sunset
 Blvd.

NEW CLUBS

Inland Empire West Board
of Realtors 6836-F
 Upland, CA—1st & 3rd
 Wed., 7:30 a.m., 305 E.
 Foothill Blvd., (714) 981-8956
Miri 6832-U
 Miri, Sarawak,
 Malaysia—1st & 3rd Thurs.,
 Red Crescent
High-Tech Talkers 4024-5
 San Diego, CA—Fri., noon,
 TRW, One Rancho Carmel
Early Words 5006-6
 St. Paul, MN—Tues., 7:30
 a.m., Hewlett-Packard, 2025
 W. Larpenteur Ave.
Kroger 6815-11
 Indianapolis, IN—Wed.,
 7:00 a.m., The Kroger Co.,
 5960 Castleway W. Dr.,
 (317) 845-3100
AT&T 1200 Speaks 1200-14
 Atlanta, GA—Wed., 11:30
 a.m., 1200 Peachtree St.,
 (404) 873-7942
St. John 2337-16
 Tulsa, OK—Tues., 11:30
 a.m., St. John Med. Ctr.,
 1923 South Utica, (918)
 252-0746
FDC 4614-18
 Glen Burnie, MD—Alt.
 Tues., 12:30 p.m., 6601 Rit-
 chie Hwy., (301) 768-7289
Noon Orators 5903-19
 Mason City, IA—Tues.,
 noon, NIACC Campus, 500
 College Drive, (515) 423-5457
Trophy Mountain 2986-21
 Clearwater, B.C., Canada—
 Tues., 7:30 p.m., Dutch
 Lake School Library, Dutch
 Lake Road, (604) 674-2646
Pecos Diamond 6818-23
 Artesia, NM—Mon., Pecos
 Inn, 2209 W. Main, (505)
 885-3836
United Nooners 6834-23
 Albuquerque, NM—Tues.,

Heritage 1944-60
Mississauga, Ont.,
Canada—Tues., 6 p.m.,
Century 21 Heritage Ltd., 1
City Centre Dr., (416)
774-7700

Windsbrook 3601-66
Richmond, VA—2nd & 4th
Ave., 6:30 p.m., Morrisons
Cafeteria, 7035 W. Broad St.

US Postal Service 5160-68
New Orleans, LA—Mon., 5
p.m., 701 Loyola Ave., (504)
399-1217

WestBank Speakers 6830-68
New Orleans, LA—1st &
3rd Tues., noon, Timbers
Office Park, 3510 General de
Gaulle, (504) 364-7460

Maitland 4424-70
East Maitland, NSW,
Australia—Wed., 7 p.m.,
East Maitland Bowling Club,
Banks St., (049) 334-252

Haven 1233-71
Cork, Ireland—1st & 3rd
Mon., 8 p.m., Moores
Hotel, Morrisons Island

**Hawke's Bay Advanced
3680-72**
Hawke's Bay, New
Zealand—Last Fri., 7:30
p.m., (070) 778913

Caltex Manufabar 6813-75
Batangas City,
Philippines—1st & 3rd
Wed., 4:30 p.m., game
room, Caltex Banaba Hous-
ing Compound, 521-3501

**National Steel Corporation
6814-75**
Iligan City, Philippines—1st
& 3rd Mon., 6 p.m.,
Suarez, (20942)

ANNIVERSARIES

50 Years

La Jolla 895-5, La Jolla, CA
Albuquerque 122-23, Albu-
querque, NM

45 Years

Alton 230-8, Alton, IL
Coeur d'Alene 247-9, Coeur
d'Alene, ID

40 Years

Saturday Savants 623-5, El
Cajon, CA
First Interstate Bank 584-7,
Portland, OR
Uptown 627-16, Oklahoma
City, OK
Hawkeye 617-19, Cedar
Rapids, IA

Jay Cee 625-19, Des Moines,
IA
North Suburban 612-30,
Greenview, IA
Aloha 601-49, Honolulu, HI

35 Years

Rosaria 1305-7, Portland,
OR
Belmond 1328-19, Belmond,
IA
**Knights of Columbus
1273-36**, Arlington, VA
Capital 1301-40, Waverly,
OH
Yankton 1294-41, Yankton,
SD

King Cotton 1310-43, Mem-
phis, TN
Eddie Rickenbacker 1295-47,
Miami, FL
Miami Downtown 1323-47,
Miami, FL
Montgomery 1334-48, Mont-
gomery, AL

30 Years

Towson 2707-18, Towson,
MD
Clover Leaf 2769-21, Van-
couver, BC, Canada
Kelowna 2796-21, Kelowna,
BC, Canada
Sunrise 2788-24, Lincoln,
NE
Pathfinder 2734-30, Chicago,
IL

Little Nipper 2749-38,
Camden, NJ

Capital 2722-61, Ottawa,
Ont., Canada

25 Years

Centennial 3580-6, St. Paul,
MN
APL 3624-18, Laurel, MD
Conejo Valley 1864-33,
Thousand Oaks, CA
Eau Claire 3627-35, Eau
Claire, WI
Model Basin 3583-36,
Washington, DC
Camellia 1787-39, Sacramen-
to, CA

Monday Morning 1557-44,
Amarillo, TX
Dartmouth 3119-45, Nova
Scotia, Canada
Southside 546-47, Jackso-
ville, FL
State Farm 1178-47, Winter
Haven, FL
**Aetna Life & Casualty
3610-53**, Hartford, CA
Darling Downs 3574-69,
Toowoomba, Qld., Australia

20 Years

JPL & Caltech 3292-F,
Pasadena, CA
Pride of the Fox 1450-30,
Aurora, IL
Cool Pool 1959-42, Medley,

Alta., Canada
Tallahatchie 2431-43, Ox-
ford, MS
Edward H. White 3631-47,
Cocoa, FL
Timaru 3474-72, Hastings,
New Zealand

15 Years

Capitol 365-3, Phoenix, AZ
Vanguard 2693-4, Sunnys-
vale, CA
Gwinnett 833-14, Gwinnett
County, GA
Valley 1736-18,
Cockeysville, MD
Honeywell Billerica 301-31,
Billerica, MA
Tuesday Evening 947-33,
Camarillo, CA
Mitre Washington 571-36,
McLean, VA
Vienna 1762-36, Vienna, VA
Monday Six-O 1312-37,
Charlotte, NC
Gateway 3092-38,
Philadelphia, PA
**Peachbowl Dawnbreakers
1819-39**, Yuba City, CA
State Board 2370-39,
Sacramento, CA
Beaulere-Mandarin 3397-47,
Jacksonville, FL
Northeast 1878-52, Eagle
Rock, CA
The Mutual 2443-74,
Pinelands, South Africa

10 Years

Professional Speakers 9-F,
Santa Ana, CA
Sundowners 55-F, Pomona,
CA
Aerojet 62-F, Azusa, CA
**Koffee N Toastmasters
105-F**, Redlands, CA
Valley Speakers 269-F, Ha-
cienda Heights, CA
Grand Terrace 290-F, Grand
Terrace, CA
Gilbert 499-3, Gilbert, AZ
Varian 879-4, Palo Alto, CA
Honeywell Plaza 1874-6,
Minneapolis, MN
Canby 1353-7, Canby, OR
Jantzen 2979-7, Portland,
OR
Evening 3804-8, Cape
Girardeau, MO
Dukes and Dames 1299-13,
State College, PA
Bettis 3408-13, West Mifflin,
PA
Fraser Lake 1221-21, Fraser
Lake, BC, Canada
Poets 1024-24, Lincoln, NE
Noon Enthusiast 2102-24,
Council Bluffs, IA
AAFES 2209-25, Dallas, TX
Schaumburg Area 3241-30,
Schaumburg, IL
Little Norway 1154-32,
Poulsbo, WA

High Noon Lectern 2462-33,
Las Vegas, NV
WSAE 603-36, Washington,
DC
Montgomery Village 1212-36,
Gaithersburg, MD
DOL Gaveliers 3028-36,
Washington, DC
Ponderosa 559-39, Reno, NV
AG Orators 1352-39,
Sacramento, CA
Pacers 2608-46, New York,
NY
Tri-Diamond 3304-46, Bed-
minster, NJ
21 Club 3781-46, New York,
NY
Merritt Moonlitter 1387-47,
Cocoa Beach, FL
Kauai 2525-49, Linue Kauai,
HI
Transco 3402-56, Houston,
TX
Mt. Pleasant 2575-58, Mt.
Pleasant, SC
Thames Valley 3726-60,
London, Ont., Canada
API Brisbane 900-69,
Brisbane, Qld., Australia
Port Elizabeth 2856-74, Port
Elizabeth, South Africa

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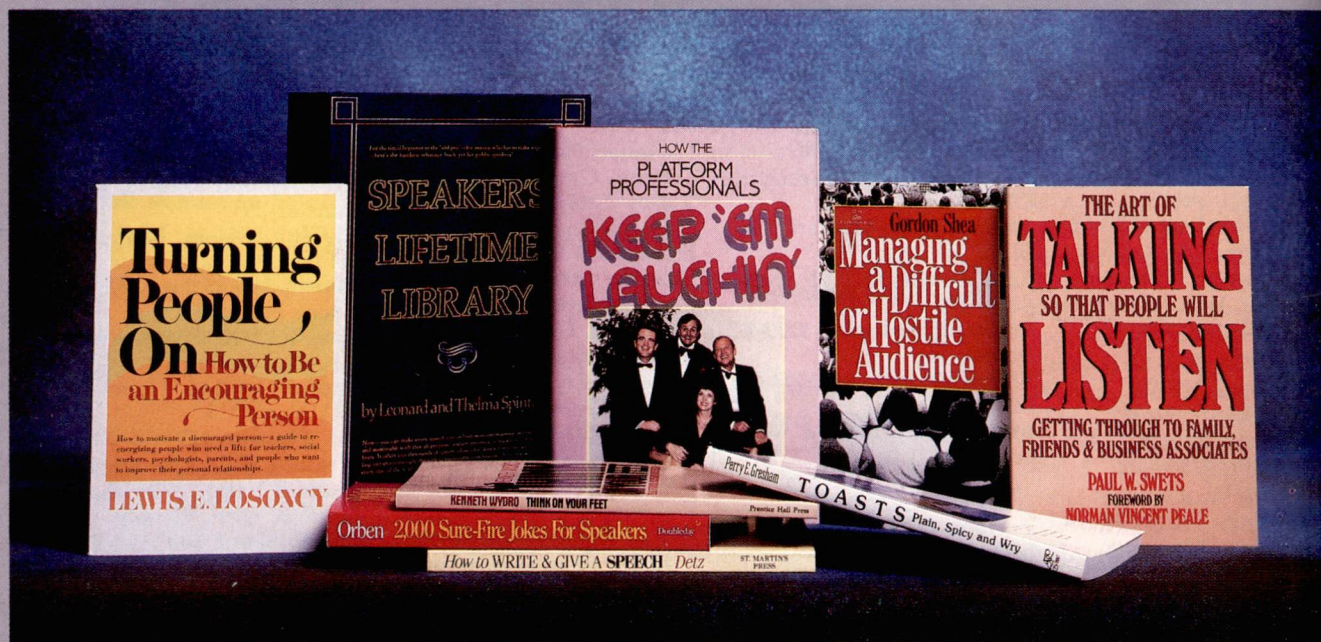
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