

THE TOASTMASTER

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No. 5

"Toastmasters at Work" in War Time is explained on Page 1.

When Uncle Sam says "I want you" how do you feel? Page 22.

This speech won the Inter-Club Contest Trophy. Page 18.

How did Minneapolis win the Club-Of-The-Year honor? Page 15.

What to do in September? Page 31.

Do you use good grammar? Page 14.

How can your club educate its members? Page 32.

How can we prepare for peace? Page 12.



TABLE OF CONTENTS

The President's Page.....	<i>Ted Blanding</i>	1
Our Wartime Convention.....		3
Exit Stagefright.....	<i>Edward Palzer</i>	8
From an Old-Time Teacher.....	<i>William L. Waters</i>	10
Looking to the Future—An Integrated Program.....		12
Don't Say That.....		14
Editorial.....		16
How Much Less Can We Live On?.....	<i>Cavett Robert</i>	18
The Speech Clinic		
Your Money's Worth.....	<i>John M. Zentmyer</i>	20
Goodbye and Good Luck.....	<i>John A. Withrow</i>	22
How to Use Visual Aids.....	<i>Sheldon M. Hayden</i>	26
Balance Sheet of Toastmasters International.....		28
What to Do in Your Club.....		31
"Speechcraft"—An Innovation.....		32

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Opinions expressed in the articles in this magazine reflect the views of the writers and do not necessarily indicate the attitude of the organization, Toastmasters International.

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THE PRESIDENT'S PAGE

"Toastmasters at Work"
TED BLANDING



As your first President in a full year of war, I fully recognize the added responsibilities for me and for every other member. The values and the purposes have not changed, but they have taken on a new significance.

To carry forward in this new condition, those in places of leadership must make certain that both members and clubs are provided with materials and tools to fit them for the task of "Toastmasters at Work" in war time. Our slogan means just that — whether it be in the club, the community, or the nation.

To insure the growth of our movement there are a few projects which must be expanded by the officers and members. Let's make each project a part of our

Toastmaster life this year so that we can carry forward in service. The following four activities will give you, your club and your community, that service.

First, Education. More educational material is being prepared and brought to the clubs, so that we may better train leaders for these critical days. Our new "Speechcraft" is one of the most important of these.

Second, Administration. Every Executive Committee must function efficiently, whether it be the Executive Committee of a Club, of the Area Council, the District Committee, or the Executive Committee and Board of Directors of Toastmasters International. The real, constructive work is done in these groups. In round-table discussion our problems are met and wisely evaluated.

Third, Membership. Every club must build up its membership, adding new chapters where possible, to insure substantial service to the communities where they work.

A full membership for every club during this year is a high goal, but not impossible to attain.

Fourth, District Organization. We must perfect the operation of our districts by training district personnel. The district is the workshop of the movement. With properly functioning districts and areas, methods for overcoming weaknesses in the clubs can be made effective, and by presentation of materials and methods and by the exchange of ideas we can build stronger members and clubs. The district organization takes on new meaning with our continuing growth. In days to come, as we establish the practice of holding strong District Conferences throughout the movement,

WIN THE WAR WITH SAVINGS—BUY BONDS

"THE PROBLEMS OF LASTING PEACE"

The book by Herbert Hoover and Hugh Gibson, recently published under the above title, and well condensed in the August issue of the Reader's Digest, should be used in connection with the course of studies prepared for use by Toastmasters Clubs during the coming months. In this book, two distinguished and widely experienced Americans show us some of the pitfalls which border the path to peace for America and the rest of the world. While winning the war is the paramount issue now, the authors make it clear that the study of the problems of peace time must not wait until the fighting ends. "If the sacrifices of the war are not to be in vain, ev-

its value will become even more apparent.

Your central organization will keep active committees working to see that all possible help is at your disposal. It is our task to bring your club and our entire organization through the present crisis in the best possible condition, and with the highest degree of usefulness.

"Toastmasters at Work" following these lines of action can build for our organization and for America a notable structure of service with an enviable record of usefulness. As your President, and with your help, I pledge my best efforts to lead in bringing these things to pass.

Every thoughtful American must begin now to think about winning the peace."

Material for scores of speeches will be suggested to the thinking reader who peruses this book. Many a worthy Toastmasters Club program will be drawn from its pages. All Program Committees are advised to include it in their list of references in connection with the monthly topics suggested for our study.

"Military victory alone will not give us peace. That was proved in 1918. Winning a lasting peace is even more difficult than defeating the enemy. Hence the American people must begin to think of the problems of peace, and think in a far larger frame than ever before."

OUR WARTIME CONVENTION

GIVING whole-hearted cooperation to the request of the Government that travel be restricted to help the war effort, Toastmasters International cancelled the annual convention scheduled for Seattle in the month of July, and in its place arranged an open meeting of the Board of Directors, which was held at Santa Ana, California, on August 1st. At this meeting was transacted the business which would have been handled at the larger convention if that could have been held.

It was the smallest "convention" of Toastmasters International and probably the smallest in attendance of any convention held this year by an organization of national scope. But its size does not reflect the work it accomplished, which was of major importance.

Eleven members of the Board of Directors were present, and in addition, a considerable number of past directors, past officers and members at large were in attendance during the day, while about 130 members assembled for the evening session. Five districts were represented by their Governors, and through written reports and communications, all parts of the organization were heard from.

Officers Were Elected

New officers and directors were elected by means of a vote by mail, in which every club had a chance to participate. This method proved so satisfactory and so popular that it was suggested that

steps be taken to include it in the election procedure in years to come, even when regular conventions are possible. The vote by mail resulted in the choice of the following men to lead us:

President, Ted Blanding, of Santa Ana, California.

Vice-President, Harry W. Mattison, of Minneapolis.

Treasurer, Leonard M. Woodward, of Los Angeles.

Directors:

E. Roy Van Leuven, of Spokane, Washington.

Harold T. Crane, of Santa Monica, California.

Lewis C. Turner, of Akron, Ohio.

Treasurer-Elect Woodward, finding that personal and business affairs made it impossible for him to give the time to the work this year, asked to be relieved, and his resignation was accepted, with expressions of appreciation for the work which he has done during the past two years. To fill the vacancy, Ben H. McEachen, of Huntington Park, California, was elected.

Reports Were Given

The progress and general condition of our organization were shown in reports from officers, committee chairmen and district governors.

The Treasurer's report, an abstract of which appears on another page of this issue, showed that our business affairs have been efficiently handled and that our funds have been carefully conserved and used to the best purposes. The Auditing

Committee reported complete satisfaction with the books and accounts as inspected.

The Executive Committee's report showed a great amount of time and thought devoted to the work during the year. Vice-President Blanding, in presenting the report for approval, called attention to the fact that proper handling of the business of the organization would have been impossible during recent troubled months but for the service of this committee, which has held many meetings and spent many hours in consideration of the urgent problems which arose. Its findings are regularly submitted to the Board of Directors for review and approval.

The Educational Bureau, according to Chairman Sheldon Hayden, is devoting its attention to the revision and improvement of present materials rather than issuing new ones. The section in the Magazine devoted to educational work is being used to reach the entire membership with articles on better speech.

Ernest S. Wooster, chairman of the Editorial Board, stressed the desire of this Board to receive copies of articles and speeches from members. Such copies as are received are carefully studied and are either used for publication or sent back to the writers for revision and improvement. Not all can be used, but all are welcome. The Board seeks to make the Magazine the bearer of the greatest possible value in inspiration and education for the entire membership.

No changes in the Constitution and By-Laws were recommended by the Committee on By-Laws, A. J. Schrepfer reporting. He said that the By-Laws as revised at the Santa Cruz convention are adequate and that further changes will need careful scrutiny before being proposed. For the sake of economy he recommended that the present edition of the Constitution and By-Laws be continued in use.

Gordon Gale, reporting for the Committee on New Charters, called attention to the fact that 32 new charters have been granted since July 1, 1941, a good growth for a year of unsettled conditions. He explained the process of careful examination and analysis of each charter application, in the effort to make sure that every new club is well established on sound foundations before its charter is granted, a procedure which is resulting in stronger clubs and better work.

Concerning the Inter-Club Speech Contest, Harold T. Crane, chairman of the committee in charge for this year, discussed the problems arising from inability to assemble the speakers in person, which have compelled the committee to arrange for a final contest by recordings this year. His various recommendations were designed to help the committee which will have charge of next year's contest.

The Budget Committee presented a complete and detailed recommendation for the financial set-up for the coming year. Copies

were available for all present, and numerous questions were raised and discussed, after which the proposed budget was recommended to the new Board of Directors for adoption.

President Ernest Davis reported a busy year in his office. He had written some 2000 letters and made more than 200 speeches as President of Toastmasters International, appearing before many groups outside our organization, and giving frequent radio addresses. By the cooperation of the Home Office he had kept in close touch with all details of the work and had thus been enabled to give his best to the organization. He urged continued strict adherence to the high ideals of Toastmasters, and fullest participation in the service of our nation in these days of war effort.

Secretary-Founder Ralph Smedley spoke of progress in the face of difficulties, stating that six new states have been entered by our organization during the year, making a total of twenty-four states in which we have clubs in active operation. Three new districts have been established and another is in prospect. Among the recommendations he offered were these: That we must consider the possibility of no more conventions during the war; That we must emphasize the importance of holding strong district conferences; That committees whose work requires periodical meetings should be made up of members conveniently located so that meetings can be held with

a minimum of travel; That we purchase and encourage others to purchase War Bonds as generously as possible; That stress be laid upon training for speech and leadership during the coming year.

Business Matters Were Handled

Approval was given to new Districts Ten, Eleven and Twelve, and they were formally recognized as parts of the organization.

The Board of Directors was authorized to purchase a \$500 War Bond in the name of Toastmasters International, Incorporated.

The Secretary was instructed to write a letter of appreciation to the Christian Science Monitor for the excellent publicity given our organization in the magazine issue of July 11, 1942.

At the request of George W. Benson, of Minneapolis, representing Districts Six, Eight, Ten and Eleven, the Board of Directors was urged to make it possible for Ralph C. Smedley to be the official representative attending the conferences in these districts during the month of October. Favorable action was taken.

A formal resolution was adopted, declaring this meeting to be the regular convention of Toastmasters International.

The Speech Contest

Following the general sessions held in Santa Ana during the day, the final meeting was called at seven o'clock in the evening, at Carl's Viewpark Cate, in Los Angeles. Here, in spite of dim-outs, rubber shortage and other obstacles,

a large group of Toastmasters assembled for the annual finals of the Inter-Club Speech Contest. Unique in speech contests was the method used, of presenting the district contest winners by means of recordings.

Seven districts were represented, their contestants being as follows:

Chairman Harold T. Crane, of the Speech Contest Committee, presided and directed the presentation of the recordings by means of the best obtainable machine. The records were not identified as to name of speaker or district represented, thus insuring complete impartiality on the part of the judges. In the absence of the speakers, there was none of the influence of personality and gesture, and all judging was done on the basis of "as I heard you."

First place went to Cavett Robert, representing District Three. The winner is an attorney in Phoenix, a member of the Ocotilla Toastmasters Club. In second place was Frederic Goodridge, of the Mt. Helix Toastmasters Club of La Mesa and El Cajon, California, who represented District Five. To Morgan Edwards, of the Rosemead, California Toastmasters Club, representing District One, was given third place.

The contest was not so satisfactory as those held in past years, when the speakers were present in person, but it had its definite advantages and gave emphasis to certain phases of speech which may have been somewhat over-

looked in previous contests. Many lessons were learned and many suggestions were offered, all of which will be helpful to the committee in charge of next year's contest.

Presentation of the "Dunlap Trophy" was very appropriately made by Past President William A. Dunlap, originator of the contest.

Officers Were Installed

Past President Sheldon M. Hayden installed the newly elected officers and directors, charging them with their heavy responsibility as leaders of our movement in the difficult days ahead. The first act of President Ted Blanding was to present to Past President Ernest Davis the Past President's Emblem, to be worn as a memorial of his year of service in leadership.

Minneapolis Was Honored

Past President Gordon R. Howard, chairman of the committee on the Club-of-the-Year, announced the findings of his committee. To the Minneapolis Toastmasters Club, Charter Number 75, went the coveted plaque denoting it as the "club of the year." District Governor George Benson, a member of the honored club, was present to receive the prize in person.

Five other clubs had been selected by the Committee for "Honorable Mention," each having done work of exceptional quality, and each being awarded a certificate of excellence. The five thus honored were:

Greensburg, Pennsylvania.
Angeles Mesa of Los Angeles.

Santa Monica, California.
Southwest, of Los Angeles.
Progressive, of Huntington Park, California.

Presentations

I. A. McAninch, Governor-Elect for District One, presented to Herbert E. Morey, retiring Governor, a very beautiful desk lamp, which came as a token of appreciation from the Lieutenant Governors of the District, in which the past year has been one of marked advancement under Governor Morey's direction.

President Ernest Davis spoke briefly about the work during his administration, and then presented the gavel to President-Elect Ted Blanding, who spoke of his hopes and plans for the year to come.

The New Board Met

Immediately following the adjournment of the general session, President Blanding called the new Board of Directors for a short business meeting, which started at 11:20 P.M. At this meeting, the

budget for the year was adopted, as previously considered in the afternoon session. R. C. Smedley was elected secretary for the year. Committee appointments were announced by the President, but he asked for more time to complete these before making final announcements. The Personnel of the Executive Committee was approved, this Committee to consist of President Blanding, A. J. Schrepfer, Harold T. Crane, I. A. McAninch and Ben H. McEachen.

Final adjournment was made at 11:45 P.M., after a day of strenuous activity and vital accomplishment. That so much could be done in so short a time is one more proof of the value of Toastmasters training in business affairs as well as in speech making. The remaining months of this fiscal year will be devoted to the working out of the plans and projects which were considered in our "stream-lined" convention which was both the smallest and one of the most important conventions we have held.

WIN THE WAR WITH SAVINGS—BUY BONDS

PROGRESS IN THE NORTHWEST

Past President Sheldon M. Hayden has attended a series of District Conferences in the Northwest, carrying inspiration and help to the leaders in three districts. On August 22 he met with the Conference of District Nine, where Governor Charles Tyson assembled a group for a day of instruction and fellowship. On August 29 the Conference of District Two was held in Seattle. Governor Frank McCrillis and his associates made full use of their visitor. Monday, August 31, was Toastmasters Day at the Seattle "Victory Square," with Hayden as the featured speaker. Bonds were sold in large amounts at this celebration. A Conference of District Seven was scheduled to conclude Hayden's work in the Northwest.

EXIT STAGEFRIGHT!

EDWARD PALZER, ASSOCIATE EDITOR OF PLATFORM NEWS

FOR all who experience peculiar sensations of nervousness when rising to speak to a group of people—sensations which are absent when we converse with a friend—these suggestions are offered with the hope that there may be help in them.

The secret of overcoming so-called "stagefright" lies in the extension into the public speech occasion of those friendly feelings and attitudes which afford us confidence in the conversational situation.

The actual time of speaking is not so trying as that which comes just before it. The time of waiting is the time of trying for the soul of the speaker. But his sufferings are subject to mental control.

Begin by honestly criticizing the fear thoughts in your mind. Ask yourself where the fears come from and why they come. Subjected to this analysis, many groundless fears disappear. Even the real fears, when analyzed and concentrated upon, lose their terrors for the speaker. Such fears are entailed by inadequate preparation, insufficient knowledge of the subject, poor breathing habits, and other items which may be catalogued as the fault of the speaker. The time to worry about these is before the time for speaking arrives. Worry about them all you please in advance, and correct

the causes. When you rise to speak it is too late.

Visualize your audiences when you rehearse the speech. Face in your mind the same situation you will have to face in public. Get used to thinking about yourself in the attitude of speaking.

When we speak of rehearsing we do not imply that you are to memorize. Your rehearsal is not a going-over of the word forms, but of the thoughts you are to use, the material you are to present. In this sense every speech must be well rehearsed, and each speech situation must be met in the speaker's mind. Prepare much more material than you will need, and select the best of it. Rehearse orally and freely. After several such rehearsals confidence will come, and organization will perfect itself. Put yourself on the road to confidence by memorizing the opening sentence, and perhaps also the conclusion.

Bear in mind that a certain amount of anxiety or nervous tension is desirable. A good speaker always responds to the stimulation of the audience. It stirs him up and spurs him on to do his best. If you ever reach the point where you face an audience without any sense of nervousness, without the quickening of the pulses and the stirring of the emotions, you will have achieved failure, for "a dead

speaker means a dead audience."

The audience is not constantly criticizing your performance. As a rule, your hearers want you to do well. They want you to entertain or instruct or persuade them, and they will grow restless if you do not meet their expectations. Remember, they want you to succeed in your speech.

Confidence in your voice is fundamental in relieving fears. This calls for improved breathing, correct poise and posture, vocal control and relaxation. Tight throat muscles or inflexible lips will cramp your voice and will increase your nervousness. You can't learn correct voice production after you rise to speak, so you will do well to include these matters in your preliminary work. But at all events, you can put a smile into your voice, and speak out boldly and with vigor, and this will help.

Our hands frequently cause us trouble until we learn what to do with them. It is a good rule to forget them if you can, but if that is impossible, keep them out of your way. Put them behind you if

there is no other place to dispose of them.

Look at your audience. Maintain a friendly "eye contact." You will discover friendly faces and soon you will find out that the listeners are not hostile to you. They are just "folks" and you will wonder why they ever frightened you at all.

Try to enjoy your part as a speaker. Tell yourself, "I certainly get a lot of fun out of talking to this group." Talk about something you really know and enjoy and you will make this come true. If you are truly interested in what you are saying, you will interest the audience and both you and they can forget all about nervousness.

Know your subject so well that you will not need to hunt for facts when you are on the platform. Conscious knowledge goes far to give confidence.

Above all things, never be afraid of your fears. With preparation, rehearsal and practice, any speaker can develop confidence and bid farewell to the good old bugaboo of "stagefright."

WIN THE WAR WITH SAVINGS—BUY BONDS

ARE YOU AFRAID? SO WERE THESE

Will Rogers came near making a complete "flop" when he first attempted to speak on the radio. The story goes that Graham MacNamee, observing the humorist's distress, came directly into his line of vision and laughed hilariously at a joke. When Will saw this reaction it gave him courage and he went on with the effort. But he always viewed the microphone with apprehension.

Anna Howard Shaw, when she was about to make her first appearance, fainted from stage fright just before she was due to speak.

Washington Irving was terrified at the thought of making speeches, and so he simply refused to make them. Once in his life he yielded to the demand, and agreed to speak at a banquet welcoming Charles Dickens to New York. He had prepared a manuscript many pages in length, but when he stood up he was so scared that he got through only a few lines, and then gave it up with the words: "Charles Dickens, the guest of the nation."

FROM AN OLD-TIME TEACHER

William L. Waters, a member of the Fullerton Toastmasters Club, submits the following excerpt from a lecture entitled "The Necessity for Eloquence and its Real Nature," by Dr. Hugh Blair, who occupied the chair of rhetoric and belles-lettres at the University of Edinburgh from 1762 until 1783, and who was recognized as one of the masters of eloquence in his day.

"To be truly eloquent is to speak to the purpose. For the best definition which, I think, can be given of eloquence is the art of speaking in such a manner as to attain the end for which we speak. Whenever a man speaks or writes he is supposed, as a rational being, to have some end in view; either to inform, or to amuse, or to persuade, or in some way or other to act upon his fellow-creatures. He who speaks or writes in such a manner as to adapt all his words most effectively to that end is the most eloquent man. Whatever the subject is, there is room for eloquence; in history or even in philosophy, as well as in orations.

"The definition which I have given of eloquence comprehends all the different kinds of it; whether calculated to instruct, to persuade

or to please. But as the most important subject of discourse is action or conduct, the power of eloquence chiefly appears when it is used to influence conduct and persuade to action. As it is principally with reference to this end that it becomes the object of art, eloquence may, under this view of it, be defined as the art of persuasion.

"We may distinguish three kinds or degrees of eloquence. The first and lowest is that which aims only at pleasing the hearers.

"A second and higher degree of eloquence is when the speaker aims not merely to please, but also to inform, to instruct, to convince.

"But there is a third, and still higher degree of eloquence, wherein a greater power is exerted over the human mind; by which we are not only convinced, but are interested, agitated and carried along with the speaker; our passions are made to rise together with his; we enter into all his emotions; we love, we detest, we resent, according as he inspires us, and are prompted to resolve, or to act, with vigor and warmth. Debate, in popular assemblies, opens the most illustrious field to this species of eloquence; and the pulpit also admits it."

WIN THE WAR WITH SAVINGS—BUY BONDS

ABOUT ELOQUENCE

"It is of eloquence as of a flame; it requires matter to feed it, and motion to excite it; and it brightens as it burns."
—Tacitus.

"He is an eloquent man who can treat humble subjects with delicacy, lofty things impressively, and moderate things temperately."
—Cicero.



THEY MET AT SANTA ANA

Part of the company of officers and directors of Toastmasters International who spent August 1 at Santa Ana, California, transacting the business of the organization. The record of their work is found on other pages of this magazine. Here we have them in a moment of relaxation, resting from their labors. In the back row, left to right: Franklin McCrillis, of Seattle, Governor of District Two; Ashleigh Chamberlain, of San Diego, Governor of District Five; George W. Benson, of Minneapolis, Past Governor of District Six; I. A. McAninch, of Los Angeles, Governor of District One; Harold T. Crane, of Santa Monica, Director; Herbert E. Morey, of San Marino, Past Governor of District One; Front row, left to right: Sheldon M. Hayden, of Santa Monica, Past President; Ted Blanding, of Santa Ana, President Elect; Ernest C. Davis, of Pendleton, Immediate Past President; Ralph C. Smedley, of Santa Ana, Secretary; A. J. Schrepfer, of Huntington Park, Director.

WIN THE WAR WITH SAVINGS—BUY BONDS

"The difficult is that which can be done immediately; the impossible that which takes a little longer."
—Georges Santayana.

"Whether we make good depends on ourselves. There are self-made failures."
—William S. Walsh.

"To give us character, God gave us freedom."
—S. M. Shoemaker.

LOOKING TO THE FUTURE

AN INTEGRATED PROGRAM FOR TOASTMASTERS CLUBS

A special committee was appointed recently to prepare a course of subjects to be offered for study in the clubs during the coming months. The purpose is to provide a unified series of subjects for speeches, all bearing on the problems of a world at war, and designed to aid in reaching intelligent conclusions by means of accurate information and sound reasoning. It is generally recognized that the Toastmasters Clubs, wherever they are organized, are responsible for guidance of thought through speech, and that our members may have an important part in shaping public sentiment through presentation of facts in logical and authoritative form.

The committee included P. M. Phinney of Huntington Park, and Jos. P. Rinnert and Robert L. Grube of Los Angeles. They sought first to clarify the issues involved in the war, and then to encourage constructive thinking about the post-war problems, personal, national and international. The course outlined below indicates how thoroughly their work was done. The topics proposed, month by month, should lead to earnest study, careful thought, vigorous speeches, lively discussion, and even to definite conclusions and convictions. These topics should suggest other speech themes more or less closely related which will still further add to the understand-

ing and knowledge of the members.

It is suggested by the Committee that the course be used in either one of two ways, or by combining both methods for variety.

1. Devote one meeting each month to the main topic, assigning the speech subjects to the speakers on that program.

2. Assign one of the speech subjects for **each meeting** during the month, but still following as closely as possible the general outline of the course.

In any event, it is hoped that every Toastmasters Club will cover the course during the season, in whatever way proves most acceptable and useful to the members.

By making use of this uniform course, all the clubs will be considering the principal problems of war and peace in logical order and with continuity, and we shall be in a better position to do our part in safeguarding the nation in days to come.

Integrated Programs

No bibliography is offered, because the subjects are so immediate that the material is constantly changing, and new information is being made available almost daily. Many important books and articles on these subjects will be published in the next few months, all of which should be used. It is recommended that the club's Program Committee

consult with local librarians as to material becoming available. In most cases it will be possible to secure cooperation through the provision of a special section of books and articles dealing with the questions under consideration, and in every case the librarians will be glad to help make up reference lists.

The Course of Subjects

I. Causes of War (for September) as expressed by:

1. The United States
2. Great Britain
3. Russia
4. Germany
5. Japan

II. Costs of War, in: (for October)

1. Money
2. Man Power
3. Property
4. Spirituality
5. Civilization

III. Objectives of War, (for November) as stated by:

1. The United States
2. Great Britain
3. Russia
4. Germany
5. Japan

IV. Dislocations Resulting from War. (for December)

1. Rights and Privileges lost or curbed.
 - a. Capital
 - b. Labor
 - c. Individual
 - d. Collectively
2. Regimentation
3. Artificial Controls
4. Individual Enterprise

V. International Post War Problems of:

- (for January)
1. United States
 2. Great Britain
 3. Russia
 4. Germany
 5. Japan

VI. Post Recovery of Rights in U. S.

- (for February) Abridged by:
1. Priorities
 2. Rationing
 3. Price Control.
 4. Bureaucracy
 5. Censorship
 6. Propaganda

VII. U. S. Post War Problems

- (for March) (personal)
1. Unemployment
 2. Rehabilitation
 3. Orientation
 4. Delinquency
 5. Crime
 6. Religion
 7. Education

VIII. U. S. Post War Problems.

- (for April) (property)
1. Representative Government
 2. Cooperation of capital and labor.
 3. Reconversion of Automotive and tool industry.
 4. Conversion of War sponsored Industry.
 5. Taxes.

IX. Post War Problems in International Government. (for May)

1. Federation of Nations.
2. Army and Navy.
3. Tariff barriers.
4. Judiciary (international)
5. Problems of food and expansion
6. Reparations and Damages
7. Credit.

X. Foundations of Lasting Peace.

- (for June) as affected by:
1. Ideologies.
 2. Economic pressures.
 3. Nationalism.
 4. Imperialism.
 5. Militarism.
 6. Fear, hate and revenge.
 7. The will to peace.

DON'T SAY THAT

Most everybody was here is not correct. It should be **almost everybody was here, or most of the people were here.**

Don't weaken your speech with such trite phrases as **each and every one of us.** It has been used until simply to say **each one of us** is stronger than the supposedly emphatic form.

I only have one suggestion does not mean what the speaker meant. He intended to say **I have only one suggestion.** Misplacing the **only** is a common way of saying what you do not mean.

I don't like these kind of apples is a common error. In this case, **these** modifies **kind**, which is singular. You could say **I don't like these apples, or this kind**, but never say **these kind.**

"HOW'S YOUR GRAMMAR?"

Try yourself on filling these blanks:
10 correct Perfect
8-9 correct Very good
7 correct Only fair

(Answers on page 19)

1. Where you going when I met you? (was or were)

2. Neither of the boys distinctly. (speak or speaks)

3. More than one person been unjustly treated. (has or have)

4. I am not one of those salesmen who to make every sale. (claim or claims)

5. Neither the president nor the manager the necessary foresight. (has or have)

6. I wish they would let you and take part in the program. (I or me)

7. boys were the first to start the rubber collection. (we or us)

8. We hope that we be able to satisfy you. (shall or will)

9. You look tired; go down for half an hour. (lie or lay)

10. among your classmates do you expect to succeed? (who or whom)

AIN'T THIS AWFUL?

How many errors can you find and correct in the following sentences?

1. "Either one of these horses are all right for me, but I think everyone ought to mind their own business. If he don't want to come, then let him lay where he is."

2. "The horse who won the race belonged to three men, none of which had any money, and they should ought to have known better."

3. "Mr. Jones, as well as two other friends of mine, have endorsed the proposition, and it ought to have went through last week."

4. "He told you and I a different story, but just between we fellows I admit that he done as good as he could."

5. "There I set while the fellow rung the bell and run away."

Turn to page 19 for help in answering the questions.



CLUB-OF-THE-YEAR

"This is the most thrilling moment of my life," said George Benson, as he rose to accept the "Club-of-the-Year" plaque from Dr. Gordon Howard in behalf of Minneapolis Toastmasters Club, No. 75, at the August 1st Board Meeting-Convention session. "How did we do it?" Benson continued. "We did it by making up our minds that we were going to do it. We appointed committees to work for the honor. Our attendance committee worked and so did the other committees, and work won. That Minneapolis Toastmasters Club is just the best Toastmasters Club in the whole world."

WIN THE WAR WITH SAVINGS—BUY BONDS

OUR FOUNDER WILL TRAVEL

Arrangements have been made for a trip of visitation to clubs in the Middle West by Ralph C. Smedley, the trip being scheduled for the month of October. This will be the first time that clubs outside of California and Arizona have been visited by the Founder. Points to be visited include Amarillo and October 4, followed by Tulsa, St. Louis and other points in Illinois District Eight, Indianapolis, Pittsburgh, Akron, Chicago, St. Paul and Minneapolis and others to be arranged. The Board of Directors of Toastmasters International hope that this visitation, made at no small cost both to the organization and its Founder, may be the means of producing great value in results to the Toastmasters movement.

The Editorial Board

P. M. PHINNEY, Chairman

Ernest S. Wooster

Frank Donavan

R. C. Smedley

TOASTMASTERS MOVE FORWARD

It is the policy of the leaders of Toastmasters International to bring out at least one feature each year on which especial emphasis can be laid for the advancement of our work. This year, two new educational projects are offered, both of which can be used to good purpose by every Toastmasters Club. One of these is the "Looking to the Future" series of study topics, arranged by months for use in planning speech programs. By means of this comprehensive and connected course of subjects, dealing with the problems of a world at war, our members may become better informed and better able to serve in leadership such as is expected of Toastmasters. We may prepare ourselves to help shape public opinion in the difficult days ahead, and to aid in keeping our nation from disastrous mistakes in peace as well as in war. While there is no compulsion about the use of these topics in the clubs, it is hoped that every club will decide to follow the course, and it is believed that the general use of this feature will result in benefit both to the members and to their communities.

The other project is the new "Speechcraft" course, just published, by means of which a Toastmasters Club may offer a practical course in the art of speech to its members and to its community, using its own members as the instructors. There have been many requests in the past for a course in speech training, and here it is.

"Speechcraft" has been hammered out on the anvil of experience. It is a course prepared by Toastmasters for Toastmasters. No Toastmasters Club is too large or too small, too old or too new, to profit by this project, and any club which uses the course fully and according to plan will find itself growing at increased speed as a trainer of leaders.

OBSERVE THE ANNIVERSARY

The Toastmasters movement will be eighteen years of age in October. Every club is urged to observe the anniversary as a means of increasing understanding of the purposes and principles of our organization by studying the history of its development. It was on October 22, 1924, that the Number One Toastmasters Club was organized in Santa Ana, California. That day is observed each year as our birthday.

Each club is expected to put on a special program at its meeting which falls nearest to the date. This year, the week of October 19 to 24 is "Founder's Week," and club meetings held during that week will center their programs on the Toastmasters Club, its origin, growth, service and prospects for the future. Helpful material may be secured from the Home Office for use in connection with such programs.

A SCHOOL FOR DEMOCRACY

Free speech is a fundamental of democracy. Open discussion is an essential in the democratic way of living. The foundations of the freedom of America were laid in the old-fashioned "town meeting," now unfortunately discarded in most parts of the nation. But in the Toastmasters Club we have a worthy substitute for the town meeting.

A Toastmasters Club is not merely where speeches are made and evaluated. It is a forum for the discussion of ideas, the examination of facts and the shaping of thought. It offers an unusual opportunity for men to study, to compare information, ideas and experiences, and to arrive at intelligent conclusions.

By its nature the Toastmasters Club becomes a guardian of that essential one of the "Four Freedoms"—the unrestricted right of independent thought and expression which is the privilege of Americans. Public opinion is moulded by speech, so that it is of the highest importance that speech, freely uttered, be based on well considered thinking. To deserve the right to speak, men must speak honestly and intelligently. They must speak words worthy of being heard. Through the exchange of ideas which is a part of the Toastmasters Club program, and through the inevitable criticism and discussion of these ideas, foundations of thought are laid for speech which commands attention.

Let it be our constant endeavor to encourage the free expression of opinions and ideas, always with the understanding that these, when expressed, are subject to criticism to the end that errors may be corrected, knowledge increased and thinking clarified. Let "straight, honest thinking; frank, fearless speaking; and critical, tolerant listening" be the rule in every Toastmasters program.

Let no man question the place of the Toastmasters organization in the distracted world of today. Five thousand Toastmasters trained to think, to speak, to listen and to lead can make a tremendous contribution by influencing the American people in the direction of sane, constructive thinking. We can serve, as a real "school for democracy," by helping to steady and stabilize thought. Today and tomorrow are our days of opportunity, for which we have been preparing through the past years of training. Our opportunities for world service challenge us to better organization, more thorough preparation and broader, more ambitious planning. We have trained ourselves for leadership—let us be leaders.

HOW MUCH LESS CAN WE LIVE ON?

CAVETT ROBERT, OF THE OCOTILLO TOASTMASTERS CLUB
OF PHOENIX, ARIZONA

This is the speech which won the Dunlap Trophy at the finals of the Inter-Club Speech Contest, held at Los Angeles on August 1. All the contestants were heard by means of recordings, and the judging was limited in scope on that account. It was a most impartially judged contest, for neither the names nor the locations of the speakers were made known until after the contest had been completed and the judges had retired.

MR. Chairman, fellow Toastmasters, and guests. I shall not answer this question in terms of sacks of flour, pounds of sugar, or number of calories. That information lies in the realm of the physician's knowledge. I prefer to answer it in this way. The only limitation upon the extent to which we can curtail our standard of living lies first, in the value we put upon freedom, and second, in our determination to sacrifice for its preservation.

Many years ago after an International conference in Europe, the representatives present began discussing elephants. All held different opinions regarding the elephant. Finally, they all agreed that they would go home and, during the following year, each would write a book on the elephant and send the others copies of his book. This they did. The Englishman with his sporting blood wrote his book on "Hunting Elephants in Africa." The German with his scientific mind wrote his book on "The Daily Life of the Elephant." The Frenchman with his amorous

touch entitled his book "The Elephant and his Amours." The Russian with his mystic approach gave as the title to his book, "Is There Really an Elephant?" And it's unnecessary to say that the American with his pompous, chamber of commerce attitude wrote his book on "Bigger and Better Elephants."

Now this bigger and better spirit is not only responsible for the rapid growth of our country, but it accounts for the fact that we in America enjoy the highest standard of living in the world. This standard of living, however, becomes of little importance to us when we see our freedom in danger. That we in America know the value of freedom needs no elaboration. If I should ask this group tonight, what is the most valuable thing in life, I know that after careful consideration you would say, our priceless heritage of freedom and individual liberty. Whatever the confusion of today, the uncertainty of tomorrow, or the temporary reverses of battle, this we know to be true — freedom, the initial impulse of democracy, is

still the greatest challenge to the courage of man. Yes, we understand the value of freedom.

The second factor which will determine the extent to which we can curtail our standard of living lies in our determination to sacrifice for freedom's preservation. A little over six months ago, America stood on the sidelines watching a great conflict that was not her own. She saw hate and brute force on one side, and freedom and justice on the other, grappling as two huge giants in mortal combat to determine which doctrine should rule the world. Then came Pearl Harbor — an incident too black and infamous for comment, but cruel and cowardly as it was, it awakened a hundred and thirty millions of tragically complacent people and fired them with a patriotism and a determination to sacrifice which knows no defeat.

This isn't a blind determination to sacrifice. We realize that the cost of winning the war will be

tremendous. Our taxes will be ever higher, our national debt will certainly be much greater. It will be a drain on every phase of our civilian and industrial life. But we also realize that the cost of security, regardless of the price, is cheap compared with the loss of freedom and individual liberty. If we doubt this, let's ask France; ask Poland and Czecho-Slovakia; consider what England is going through. They will tell us in a tragic way how dear, how truly dear, is national security at any price.

How much less can we live on? The answer lies in the hearts and in the patriotism of the American people. Or maybe the answer lies in a sentence spoken over a century ago, truer today than ever before. "It is easier to hurl the rooted mountains from their bases, than to force the yoke of slavery upon a courageous people determined to remain free." Ladies and Gentlemen, we in America are so determined.

WIN THE WAR WITH SAVINGS—BUY BONDS

HOW'S YOUR GRAMMAR?

(Answers to questions on page 14)

- | | |
|----------|------------|
| 1. Were. | 2. Speaks. |
| 3. Have | 4. Claim. |
| 5. Has. | 6. Me. |
| 7. We. | 8. Shall. |
| 9. Lie. | 10. Whom. |

1. Either one of these horses **is** all right for me, but I think that everyone ought to mind **his** own business. If he **doesn't** want to come, then let him **lie** where he is.

2. The horse **which** won the race be-

longed to three men, none of **whom** had any money, and they **should** have known better. (Or it could read, "they ought to have known better.")

3. Mr. Jones, as well as two other friends of mine, **has** endorsed the proposition, and it ought to have **gone** through last week.

4. He told you and **me** a different story, but just between **us** fellows I admit he **did** as **well** as he could.

5. There I **sat** while the fellow **rang** the bell and **ran** away.

THE SPEECH CLINIC

The two speeches selected for consideration differ widely as to type and topic matter. Each has been chosen to demonstrate certain principles and methods of speech construction. Each deserves careful study, and each should be evaluated and criticized by the reader both for what it contains and for the manner of presentation.

Consider them, not as examples of speech perfection, but as good speeches which could easily have been made better by better preparation.

YOUR MONEY'S WORTH

JOHN M. ZENTMYER, SANTA MONICA TOASTMASTERS CLUB.

Talks of this type are essential to all Toastmasters clubs. They act as an added stimulus to the new member and a reminder to the old. In this speech, Toastmaster Zentmeyer has given three definite ways to "get your money's worth—and more" out of the Toastmasters training. The speech is well-organized around three points. When information of this type is given in a talk it is always well to repeat the suggestions in the conclusion. This would have improved the talk. There are two main ways of developing a point in speech. One is to state the point and then bring in the supporting material and the other is to give the material and then state the point. Both of these techniques have been used to advantage here. Toastmasters International is built on sharing thought and experiences with others. We hope this speech encourages other talks of this type. Speaking is devoted just as much to reminding an audience of what they should know as it is to telling them something new.

ABOUT this time of the year, we and the "little woman" undertake to re-examine the domestic monetary policies to see whether, in all our expenditures, we really are getting our money's worth. When the wife spots that item of three or four dollars a month for Toastmasters dues and dinners, she is quite likely to ask, "Are you getting that much good out of it?"

We reply, "Of course. It would be worth it if it cost twice as much."

The little woman is convinced, and lets the item remain in the budget until further notice. But are we getting that much good

out of it? Certainly most of us do not get all from it that we could.

There are at least three ways wherein many of us miss opportunities to gain more enjoyment and benefit from our privileges in the Toastmasters Club. This does not count the obvious but sometimes neglected "ritual" of attending the meetings regularly and taking part in them.

The first and most important way to help yourself and your club is to sponsor a new member and help him over the initial humps. This is a practical and valuable means of improving your own abilities.

The second opportunity — and

here a good many members forfeit chances to improve themselves — is in giving time to assist community enterprises which require speakers. Practice before one's own club is necessary to perfect the speaking technique, but the ambitious speaker should seek occasions where he can stand or fall on the results of his work, when put to the test.

When a Toastmaster faces a theater audience, a woman's club or some other such gathering, the results of his past training stand out clearly. Here he is not among sympathetic fellow-students of speech. He faces, alone, men and women of varying ages, tastes, religions and prejudices. Will the same old habits get him by — the fumbling with notes — the leaning on the table — the droning voice? He has to do his best or come off ashamed of himself. Whether the speech is a success or failure, the speaker will have benefitted from the experience.

One evening, at a meeting of the organization where I am employed, a friend of mine was unexpectedly called upon to give a general outline of the work he had been doing. Although the audience was friendly and interested, and although he knew his subject thoroughly, the experience was an unusual one for him, and he felt that he made a complete failure. He played with a piece of chalk; he leaned on the desk; he hesitated, mixed up his facts, and did far less than his best. When he finally sat down, he was miserable.

A month later another company meeting took place. In the meantime my friend had determined to redeem himself. He secured permission from his supervisor to give the talk again. He analyzed his faults, and at the Toastmasters Club meetings he found the chance to practice. The result was that his second talk won much praise from his audience and words of commendation from the boss.

The point to be kept in mind is that taking on an unusual assignment is almost certain to result in benefit and improvement for you as a speaker.

How many Toastmasters Club meetings have you attended since you joined? Ten? Fifty? A hundred? Do any of these meetings particularly stand out in your memory? It's pretty hard to recall the details of most of the sessions. Perhaps the nights that you spoke, although most of us possibly would just as soon forget these, too.

But how about that time you visited the "Whoozis" chapter? You and a fellow member just decided to drop around and see how they did things there. They gave you a hand when you were introduced, and asked you to serve as a critic. It was interesting to listen to new speakers, too. You remember that occasion, don't you? And so does everyone else who invests an evening or two a month visiting other clubs. This is the third way I have to suggest of assuring yourself that your Toastmasters dollar is being well spent.

New ideas, new faces, new surroundings, and even new jokes are in store for the travelling Toastmaster. The club you call on gets something out of it, either by criticism from a different angle, or from your comments, or merely from having a stranger present. It is just as it was in the old days when you felt that you had to behave better when "company" came to dinner, and so the meeting is apt to take on a little different aspect because of your presence.

WIN THE WAR WITH SAVINGS—BUY BONDS

GOODBYE AND GOOD LUCK

DR. JOHN A. WITHROW, ALBUQUERQUE TOASTMASTERS CLUB

Dr. Withrow, a member of the Toastmasters Club of Albuquerque, went into the uniform in July. His final speech before leaving the Club was an appeal of such force and eloquence that it is given here as a sample of what a man may feel as he leaves his home to engage in service for the defense of his home and country. What he says is of such wide application that it may well be read and quoted in every Toastmasters Club. The manner in which he says it is so polished and so satisfactory that it deserves study by every speaker. Note that this speech, even apart from the presence of the speaker, still retains, in cold type, some of the force and fire and sincerity which must have marked its delivery. It is one of those rare speeches which are almost as good in print as when spoken.

PROBABLY I shall not again see all of the Toastmasters I have met. Nor will they see me. As a nation we are moving thru a snow storm of our own I. O. U.'s cheerfully tossed off when the funds of life seem unlimited, feverishly scribbled in the past months when peace suddenly went bankrupt and happiness called our loans. I have volunteered to work

These three suggestions are for you, to help you get your money's worth. Try them for six months and see if you aren't a more enthusiastic Toastmaster, and if your club hasn't picked up because of your increased interest and participation. The "little woman" will notice your own improvement — your newly acquired poise and dignity and confidence, and no longer will she question whether you are getting your money's worth—and more — from your Toastmasters Club work.

off a bit of our collective debt. I will go knowing that I may suffer, be crippled, or merely die. I am younger than many of you. I am more fit for these particular challenges.

But what about you? Can I, can all of us who go, trust you? If I fight for you, will you, in the same crisis fight for me, keep true the fact and the distant dream of free

speech, free worship, and fair play for every mother's son of us? I'm not asking you an easy question. If I go as I expect to, I shall be told what to do. Ultimately to preserve my initiative I shall surrender my initiative. I shall become a number in an army dictatorship. I shall do what I am told, without right to question, without right to object, to warn, to insist, that the America I fight for shall, in spirit and ideals, be the America to which, if I am lucky, I shall return.

You will not march in regiments to snow and ice or sandy hells. You will sit in your homes and wait; go to your offices, and although you are working, be conscious that you are waiting there, too. Is that unimportant? Dear God, no! You must watch, listen, speak with millions of voices if need be. And you must do these things not only for yourselves but for all of us who go to be bloodied and voiceless and comparatively mindless, out of sight, out of touch, out of hearing. **You** must be our eyes, our ears — our very minds.

The State of New Mexico is one of two or three that has made no provision whatever for its fighting men to vote.

War is the time for specialists. They are notably narrow minded. Fascinated by their successes in their own deep-set canyons, these specialists would apply their formulas to the plains, the mountains, the very skies of which, if they look up, they see nothing but a tiny gash. They will peddle you

a thousand cure-alls for the ills of America. They will dream you a thousand dreams at nothing a pipe. You must think for all of us, must be adamant against all the political or religious or merely bloodsucking pitchmen who cry "Utopia" from every vacant doorway.

You are going to make the peace—not the robots in the Army and Navy, not the thousands who give their lives and the tens of thousands who give their youth and health. The fighters can't be expected home for six months after the last shot. **You** are going to put the price on the dead, the demented, the drowned, the mangled, the years of national readjustment, the uprooted workers and their families, the starved and tortured slave peoples suddenly set free, the sickened women and children, the ruined towns and cities. And before that peace is signed — long before — the enemy will send you a horde of rats out of its sinking ship, squeaking "Let's forget it all. Let's be brothers, we didn't mean it, it was all a pack of lies. Don't be brutal now. We suffered worse than you did. Shame, shame on revenge!"

But **you** are going to make the peace. Be just, but don't be jellyfish. If we who fight suddenly send you home a golden future won with blood and death in the very teeth of those who would have made you and your children and our children slaves, don't throw that golden chance away like sailors drunk with joy and false gener-

osity because they are home from the sea. If you value what we are all fighting for, don't do it.

Fairest of all would be your insistence that there be no peace terms until the fighters have been mustered out, reinstated as voters. Nothing but an armistice until then. It will give us a chance to cool off, but it will also give us a chance to take stock.

Never let the aggressor nations arm again. Prohibit by law their possession of firearms, the making of firearms, the manufacture of airplanes, the building of any ships except slow cargo vessels by those countries. Further reserve the right to prohibit to them the manufacture of any chemicals or biologicals which, in the future, may become dangerous to international peace. Occupy, if necessary, but make them pay surtax on every bit of fuel they use. Tax every luxury in those lands until the bill is paid.

Yes, they told us once that they could not pay. And while they told us they were steadily building a machine meant to enslave us all.

Justice! International desperados have killed, enslaved, tortured half the world. When bands of bad men tried that in our newly organized West, you know what you did. Justice!

When the news of peace comes, if it brings tears to your eyes, let your children see them, tell the children that they have just won the right to live all over again. And never let those children or their children forget what yellow

nation and what white nations would have enslaved them.

If the scales of Justice must tip, see to it that it is in favor of those who fought for their own and others' freedom, when the peace is dictated. And take care of the English. Some of them are over-civilized, very intellectual people who have dotted England with homes for aged or neglected domestic animals. This misdirected kindness may lead them to speak of wolves at the war's end as poor doggies when you as well as those stronger-minded Englishmen who won the war know full well that if wolves are to be called anything else but wolves, it should be curs.

I repeat that if the Germans and the Japs see the end coming, they will stave it off for months if they can—while they are still killing Americans—to make us feel that the exaction of justice would be savage revenge, that the demand for full retribution would be a base attack on women and children. Why! in millions of cases we could hire those women as household helpers and treat them really decently for the first time in their lives, as well as keep them from the forced propagation of professional liars, torturers and back-stabbers.

I remember the last war well. I remember its aftermath. Let us dismiss that tragedy of mistaken good will and love of peace by a lightning review of the last three wars that each aggressor nation has fought. Japan seized Manchuria. Japan raped and pillaged the coast of China. Japan stabbed us

and seized Indo-China and the Phillipines. Germany beat France and tried to break her with taxes. Germany ruined Eastern France. Germany tried to swallow the whole world. There's the criminal record. Think it over. There's an old saying that if you are fooled once it may be an accident, if you are fooled twice, it may be a coincidence; but if you are fool-

WIN THE WAR WITH SAVINGS—BUY BONDS

LIGHT UP YOUR SPEECH

"DO you see the point?" says the speaker.

You can't see the point unless he turns the light on it. That means he must use illustrations.

Our word "**illustrate**" comes from the Latin **illustrare**, which means, literally, "to light up." That is what an apt story or other illustration does for the speech.

A good illustration frequently is worth more than a sound argument to a speaker. This fact has been recognized by great orators in all ages. Lincoln, Webster, Bryan, Pitt, Burke, Cicero, Demosthenes — speakers throughout the centuries have sought out and treasured good stories, graphic analogies, illuminating instances, and by using them wisely have swayed their audiences. No ambitious speaker can afford to lose sight of this fact.

Where are you going to find the illustrative material? In your own experience and in contacts with other people — in your read-

ed three times you are just an out and out fool.

Don't be fools. Don't let the Americans who are going to see blood spilled as the guillotine never spilled it come home and find they have fought for fools and are fools themselves. We who march away trust you who stay at home with our way of life, our future, our children's peace and happiness. Goodbye, and good luck!

ing — in your observations — everywhere about you they can be discovered. To hold on to them, record them in your memory, or better, write them on cards or in your notebook where they may be kept for reference.

A striking and appropriate illustration gains attention, stimulates thought, aids the understanding and helps the memory. Many a time your hearers will remember your illustrations long after they have forgotten your arguments.

Strive to accumulate a store of anecdotes, stories, word pictures. Label them in your mind or in your written record, and then select as needed. Don't drag a story into your speech just because it is funny or clever. Use it only when it fits the place and strengthens your argument. If you can build up a reputation as a user of good illustrations, and can live up to the reputation, your services will be in constant demand by delighted audiences.

HOW TO USE VISUAL AIDS

BL SHELDON M. HAYDEN.

Illustrative objects which can be seen are a help both to speaker and to audience when properly used.

The helpfulness of such objects depends upon their appropriateness to the subject under consideration and the skill with which they are used. If the "visual aid" detracts attention from the matter presented, it becomes anything but helpful.

The following suggestions, based on experience, are offered for the purpose of helping speakers and teachers to avoid the mistakes which hinder and to follow the plans which are helpful.

"Always be on the lookout for the danger of divided attention in your use of visual aids."

HOW TO USE THE BLACKBOARD.

1. Use broad lines. Avoid unnecessary detail.
2. Use colored chalk to make distinctions more striking.
3. Stand at the side of your drawing at an angle of about 45 degrees.
4. Keep speaking while you draw. Draw rapidly. Talk so all can hear.
5. Practice so you will not have to erase continually.
6. When the drawing is complete, use a pointer to explain.
7. When the material on the board is no longer of any use, erase it.
8. When you are not using the material on the board come away from it and do not look at it.

HOW TO USE CHARTS.

1. Charts should be large enough and plain enough for all to see.
2. Expose the chart when you are speaking about it and not before.
3. Pay no attention to the chart except when you are pointing to a specific thing in it.
4. If right-handed stand to the right of the chart.
5. Know which chart is which and when you want to use it.

HOW TO USE EXHIBITS.

1. Keep the exhibit out of sight until the psychological moment.
3. Display your exhibit so all can see.
3. Avoid passing exhibits about in the audience while speaking. Let them see the article at the end of the meeting.

HOW TO USE LANTERN SLIDES.

1. Fit your pictures into your speech plan and not your speech plan into your pictures.
2. Check your slides before your lecture.
3. Be sure that the auditorium has a satisfactory lantern and screen, trained operator and long pointer.
4. Time your remarks so they will do their work properly and you will not be rushed.
5. Prepare your audience for the material by a good introductory talk. The house lights should be on until you are ready for the first picture.
6. Start your comments when the picture appears and finish your remarks the moment it disappears.
7. Always stand on the same side of the screen; avoid aimless body movements; use a long pointer so that your body will not cast shadows.
8. Talk to your audience and not to your screen. Use your voice to advantage.
9. Avoid using "this is" with every slide.

HOW TO USE MIMEOGRAPHED OR PRINTED MATTER.

1. Plan ahead for proper timing and mechanics of distribution. Appoint ushers and count out sets.
2. Distribute the material at the moment it is needed and not before.
3. Avoid speaking while material is being distributed.
4. If it is not discussed by the speaker it should not be distributed until the very end of the speech.



Photo by S. C. Johnson

THE PENNSYLVANIANS

Greensburg and Jeanette Toastmasters rallied round at Washington, Pennsylvania, on July 29th, when the Washington Toastmasters Club received Charter No. 237 at the hands of Dr. C. W. Freeman, Past President of Greensburg Toastmasters. The gavel was presented by David J. Lloyd, Vice-President of the Greensburg Club. Shown in the picture are some of those who participated in the program. Standing, left to right, are George McHenry, Deputy Governor, Greensburg; George J. Mucey, Secretary, Washington; S. W. Mason, Vice-President, Jeanette; Dr. J. F. Dunn, Vice-President, Washington, who served as Toastmaster of the evening; David J. Lloyd, Vice-President, Greensburg; Dr. J. E. Grice, President, Washington. Seated are Dr. C. W. Freeman, Past President, Greensburg, and Mrs. J. E. Grice.

WIN THE WAR WITH SAVINGS—BUY BONDS

THE AUDIENCE

"No man can make a speech alone. It is the great human power that strikes up from a thousand minds that acts upon him, and makes the speech."

—James A. Garfield.

"I have often heard it said, and I believe it to be true, that even the most eloquent man living, and however deeply impressed with the subject, could scarcely find utterance if he were to be standing up alone, and speaking only against a dead wall."

—Lord Erskine.

TOASTMASTERS INTERNATIONAL, INC.

BALANCE SHEET

June 30, 1942

ASSETS

Petty Cash	\$ 25.00	
Bank — Checking Account	3,350.77	
Bank — Savings Account	1,627.27	
United States War Bond	500.00	
Accounts Receivable — Sales	26.50	
Per Capita Tax Receivable:		
Past Due 21 Clubs	\$ 443.50	
Less Reserve for Uncollectible	87.50	
	<hr/>	
	356.00	
Less 10% to District Trust Funds	35.60	320.40
	<hr/>	
Magazine Subscriptions Receivable:		
Past Due — 21 Clubs	111.25	
Less Reserve for Uncollectible	27.81	83.44
	<hr/>	
Inventories		533.12
Furniture and Equipment	867.24	
Less Reserve for Depreciation	149.39	717.85
	<hr/>	
Prepaid Expenses:		
Insurance	32.91	
Taxes	6.79	
Postage and Office Supplies	261.25	300.95
	<hr/>	
Accrued Interest		6.25
Due from Trust Accounts for proportion of uncollected check		2.80
	<hr/>	
TOTAL ASSETS	\$ 7,494.35	

LIABILITIES

None

DEFERRED CREDIT

Reserve for Convention Expense	350.00	
Deferred Per Capita Tax (July-Sept. '42)	1,923.48	
Deferred Magazine Subscriptions (July-Sept. 1942)	472.85	2,746.33
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SURPLUS

Surplus, July 1, 1941	3,692.61	
Adjustments for previous fiscal year	19.80	
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	3,712.41	
Operating Gain, July 1, 1941 to June 30, 1942	1,035.61	4,748.02
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		\$ 7,494.35

TRUST ACCOUNTS

ASSETS

Balance in Bank June 30, 1942	\$ 898.42
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LIABILITIES

Organized Districts	\$ 676.08
Reserve for Clubs outside organized Districts	219.54
Due checking account for proportion of uncollected check	2.80
	<hr/>
	\$ 898.42

The above statement was prepared after a continuous and detailed audit extending through the fiscal year, and in our opinion reflects the true financial condition of Toastmasters International, Incorporated, on June 30, 1942.

C. E. HAWK, Public Accountant.

WIN THE WAR WITH SAVINGS—BUY BONDS

HAVE YOU HEARD THIS ONE?

Brevity of speech appears to be a normal instinct of the American; hence the popularity of slang, which says much in a syllable or two. It is said that Emile Coue, the Frenchman with the famous formula, complained that his "Every day in every way I am getting better and better" was of little use in America. It took too long to say. The American cut it down to "Hell, I'm well."

Dr. Johnson, who published his dictionary in 1775, was congratulated by a lady on the absence of nasty words from the dictionary. "Oh," said he, "then you've been looking for them, have you?"

Joseph Addison, famous as the editor of the "Tatler" and the "Spectator" used many words in writing, but few in speech. One day a lady complained to him that he took but little part in the conversation. He replied, "Madam, I have but ninepence in ready money in my pocket, but I can draw for a thousand pounds."

*"Private Brown," said the captain, "explain what is meant by strategy."
"Strategy, sir," said Private Brown, "is when you don't let the enemy know that you are out of ammunition, but keep right on firing."*



WITH A SOUTHERN ACCENT

President W. L. Hammond, of the Mobile Toastmasters Club, helps K. F. Blue, President of the New Orleans Toastmasters Club, to admire the charter which has just been presented by W. L. Gholson, of the Mobile Toastmasters. Left to right we have Hammond, Blue and Gholson, in a picture taken at the charter presentation at the New Orleans Athletic Club on June 29th. These two clubs, Mobile and New Orleans, represent two of the six new states entered by the Toastmasters movement during the past year. In both Louisiana and Alabama there is the prospect for a number of additional clubs in the months to come, thus starting our growth in a territory heretofore untouched, but well supplied with prospective speakers.

WIN THE WAR WITH SAVINGS—BUY BONDS

WISE WORDS BY OUR FOREFATHERS

Seneca says in one of his Epistles, "It is never too late to learn." There was a saying of Solon: "I grow old learning many things." Michael Angelo wrote over the device of an old man sitting before an hour glass: "I am still learning."

Henry W. Longfellow wrote, "Art is long and time is fleeting" but many centuries before his time, Hippocrates had announced as one of his Aphorisms, "Life is short and art is long."

It was Francois Rabelais, a sort of Chick Sale of 16th century France, who said, "By robbing Peter, he paid Paul." Probably he borrowed it from some earlier wit.

WHAT TO DO IN YOUR CLUB

With a great season before us, September is the time to get down to business. Here are things to be done:

In September

Get ready to **elect the new officers**. The Nominating Committee must be appointed and the election held as provided in the By-Laws. Remember, the success of a club depends largely on its leadership.

Install the New Officers.

If possible have a district officer serve as installing officer, but in any case, have a dignified and impressive installation.

The President who nears the end of his term will prepare to hand the controls to his successor with the machinery running in good order. This means a meeting of the Executive Committee and of all standing committees, to review their work and prepare their reports. The Executive Committee will work with the Membership Committee in studying the club's membership, to see what vacancies there may be in the roster and to weed out any waste material which may have accumulated.

The Secretary will make sure that all dues have been collected and that his records are in such shape that he can make up his October 1st report without delay.

All officers, when elected, will plan to attend the Area Council meeting for training and instruction.

The Executive Committee and the Program Committee will study the new "**Integrated Programs**" listed for use this season and will plan to bring them into the club's program. They will consider the new "**Speechcraft**" course and try to introduce it into their work.

The entire club membership will make an earnest effort to bring the attendance and the quality of program up to the highest standard.

In October.

With officers elected, the Club Secretary will send in the report of the new list of officers **immediately**, and will then send in his October 1st report **by October 10th**, at the latest. **Each officer** will receive his set of suggestions and instructions from the Home Office, and the President will call the Executive Committee into session to study plans, problems and projects.

"Speechcraft" will be started in many clubs.

New members will be enlisted to take the places of those who have been lost.

Each committee will study its work, and begin to function.

The Area Council will meet, and every club officer should attend.

The observance of **Founder's Day**, October 22, will be planned so as to give to the members a new understanding of the spirit and purpose of our organization.

In Your Club

Much of the success of your work during the next ten months will be determined by what your officers and committees and members do in September and October. If every individual in your club functions at his best as a member or an officer during these two months, nothing will stop the club in its season of achievement.

WIN THE WAR WITH SAVINGS—BUY BONDS

"SPEECHCRAFT"—AN INNOVATION

Entirely new, and presenting a novel idea in speech instruction, is this addition to the Toastmasters "tool chest." It will help many a club through the hard going of the present war conditions, and it will add to the speaking ability of many Toastmasters, who will learn both by listening and by serving as "instructors."

In simple, condensed and yet comprehensive form the phases of public speaking are covered, not in the familiar and often uninteresting style of the text book, but in virile, attractive Toastmasters fashion. The approach, from the standpoint both of the teacher and the student, is refreshing in its simplicity and surprising in its effectiveness.

"Speechcraft," a new adventure in speech training, merits the enthusiastic acceptance which it is being given by the clubs. It is adapted to use by any Toastmasters Club which has had as much as six months of experience. It offers the three-fold purpose of attracting new members, instructing both new and old, and serving the community at large through a wider training for leadership.

Every club should secure a copy of the course and examine it carefully, to determine how it can be fitted into the fall program to the best advantage. "Speechcraft" promises to be the most important new feature in the work of Toastmasters International for the coming season.

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THE PURPOSES OF TOASTMASTERS

The fundamental purposes of the Toastmasters Club are to build personality, develop leadership and create general usefulness through practice and development of ability in speech. To this end the club seeks:

To improve its members in oral expression of thought.

To develop their ability to appear effectively before audiences.

To provide constructive criticism and comment on all speeches, giving each speaker the benefit of "audience reaction."

To develop the habit of "Critical listening."

To provide instruction and experience in chairmanship and parliamentary procedure.

To promote good fellowship among congenial men, interested in speech improvement.

THE BENEFITS OF TOASTMASTERS

Membership in a Toastmasters Club stimulates constructive, purposeful thought and study, and helps discover and train a man's ability for leadership. Specifically, it results in:

Opportunity to master the difficult art of short and better speech making.

Ability to appear effectively in speech before any audience.

Ability to listen critically and properly evaluate speeches of others.

Development of latent capacities for leadership and service.

Personal advancement through stimulation of mental processes and development of helpful friendships.