

May 18, 1999

John Abegg
Project Manager
Hewlett-Packard Co
3404 E Harmony Rd #99
Fort Collins CO 80528

Dear Mr. Abegg:

It is our pleasure to inform you that David Mullaney has successfully completed the first section of the Toastmasters International Communication and Leadership Program.

The Communication and Leadership Program is a training program designed to help participants improve their speaking and leadership skills in a club environment. To finish the program, participants must complete a series of rigorous assignments which provide instruction and practice in the basic techniques of public speaking. Participants also learn to offer constructive evaluation of others' efforts, and they have the opportunity to serve as club leaders. Since the program is self-paced, those completing the program show a high degree of self-motivation and a strong interest in self-improvement.

Toastmaster Mullaney will benefit you as an employer. Participation in the Toastmasters program involves working and communicating with people from a wide variety of professions and vocations. Through such interaction, participants gain a valuable awareness of the business and professional community in which they live and work. They increase their self-confidence and understanding of others, and they become better listeners, thinkers and leaders. These skills help them become more effective in their work environment.

We know you will be pleased to learn of this recognition and to make note of this important development in the life of Toastmaster Mullaney.

Sincerely,



Terrence J. McCann
Executive Director

TJM:dy

enclosure



**COMMUNICATION
AND
LEADERSHIP**

**TOASTMASTERS
INTERNATIONAL**

Terrence J. McCann
Executive Director

P.O. Box 9052
Mission Viejo, CA 92690-9052
(949) 858-TALK / 858-8255
FAX: (949) 858-1207