

BALLROOM DANCING—A guide book for teachers and pupils

DEPARTMENT OF EDUCATION

89 p. 1978. \$3 plus 45c p & p

Almost all people as they move through their teens to adulthood are introduced to the undoubtedly pleasurable and universal activity, ballroom dancing.

As a new edition to the sports instruction series this book makes an effort to cover the basic steps in a variety of dances. It is intended mainly for beginners and therefore the more technical terms or finer amounts of turn and footwork are not included.

The book is well illustrated throughout, with black and white photos and line drawings.

FISHING METHODS AND DEVICES OF THE MAORIBy *Elsdon Best*

National Museum Bulletin No. 12

264 p. \$15.95 plus \$1.25 p & p

Another in the series of the Best publications, it has been reprinted without revision so that the basic studies may be accessible in the original style.

This particular bulletin still remains the only comprehensive account of most aspects of Maori fishing. The descriptions of methods employed in fishing given here are still quite basic for any future studies in this field since no first-hand observations can now be made. The detailed fishing methods outlined are accompanied by descriptions of the artifacts used, together with associated chants, magic formulae, special observances, and fishing lore.

FITNESS FOR LIVING

Physical Education in Secondary Schools

DEPARTMENT OF EDUCATION

1980

Fitness for living involves developing the individual's potential for functional efficiency in all aspects of daily living throughout life. This series, consisting of nine titles, will help the reader to understand the nature of the human body. This in turn will lead to an understanding of the need for a balance between work, rest, food, exercise and keeping oneself in good physical condition.

Book 1: Basics. \$2.45 plus 30c p. and p.

Book 2: Through Aquatics. \$2.75 plus 30c p. and p.

Book 3: Through Athletics. \$2.45 plus 30c p. and p.

Book 4: Through Ball Activities. \$2.45 plus 30c p. and p.

Book 5: Through Gymnastics. \$3 plus 30c p. and p.

Book 6: Through Movement and Dance. \$3 plus p. and p.

Book 7: Through Outdoor Education. \$2.75 plus 30c p. and p.

Book 8: Through Recreation. \$1.75 plus 30c p. and p.

Book 9: Planning for Fitness of Living. \$2.45 plus 30c p. and p.

Set of nine books, \$22 plus \$3 p. and p.

FLORA OF NEW ZEALAND VOLUME IIIBy *A. J. Healy and E. Edgar*

220 p. 1980. \$18.50 plus \$1.25 p & p

Volumes I and II of Flora of New Zealand were concerned with native plants. The authors call volume III a "weed flora". The book is an identification manual, intended for agriculturists concerned with weed control, for botanists making vegetation surveys, and for anyone who needs to identify those weedy plants.

FOREST LORE OF THE MAORIBy *Elsdon Best*

DOMINION MUSEUM BULLETIN No. 14

421 p. 1977. \$17.95 plus \$1.25 p & p

Printed without textual alteration, the work provides an important basis for any study of old-time Maori economics and perhaps more important of his attitude to what was a major part of his environment. It will be more of general interest today than when first written, since it stresses so fully the uses made by the Maori people of their natural resources, and supplies basic materials for further studies in ethnobotany and ethnozoology. The reverence which the old time Maori showed towards natural resources mirrors the modern concern for ecological principles.

GAMES AND PASTIMES OF THE MAORIBy *Elsdon Best*

(National Museum Bulletin No. 8), 1976 Reprint

334 p. \$17 plus \$1.25 p & p

First published in 1925 this bulletin is one of the series originally written by Elsdon Best, and has been reprinted without textual alteration.

Elsdon Best described it as "An account of various exercises, games, and pastimes of the natives of New Zealand, as practised in former times; including some information concerning their vocal and instrumental music".

Includes an account of musical instruments and Maori song together with games and pastimes of a relaxing nature as well as those involved in ritual and training.

Contents include: Military exercises and games, Aquatic games, Children's games, Introduced games, Maori songs and Musical instruments.

GLASSHOUSE TOMATOES—Agriculture Bulletin 3370

DEPARTMENT OF AGRICULTURE

86 p. 1978. \$3.25 plus 45c p & p

The present text replaces earlier editions of the bulletin. Important factors to consider when establishing a tomato-growing glasshouse, are lighting, soil type, site, water supply, shelter, and proximity to a market. These as well as general cultural practices are dealt with in this bulletin.

THE GEOLOGY OF NEW ZEALANDEdited by *R. P. Suggate, et al.*

820 p. 1978. \$92.50 plus \$4.00 p & p

The definitive work on New Zealand geology, this superbly produced 820-page 2-volume set has been written by some 38 specialists, under the editorship of three of New Zealand's most eminent geologists. The Geology of New Zealand is illustrated with over 370 photographs in colour and monochrome, and with more than 200 maps and line diagrams. A comprehensive supplement is included, incorporating all available new information up to the time of printing, together with five indexes.

GOVERNMENT ACCOUNTING IN NEW ZEALANDBy *David A. Preston*

108 p. 1980. \$9.75 plus 70c p & p

This book will be of particular interest to those whose daily occupations bring them into contact with the Government financial system; notably Government officials, journalists, members of Parliament, accountants in business, and the general commercial community, as well as academics and students. The text has, however, also been written with the general reader in mind.

GROWING, SHARING, LEARNING

120 p. 1977. \$3.95 plus 45c p & p

J. G. JOHNSON, *Chairman*

The Report of the Committee on Health and Social Education which was set up in 1976 to:

- (a) Identify the conditions under which healthy growth and development may be fostered in schools.
- (b) To make recommendations on the studies and activities that should constitute school programmes, organisation, and relationships.

Department of Education.

LIVING LETTERS

STATE SERVICES COMMISSION

36 p. 1980 reprint. \$1.75 plus 45c p & p

One of the aims in letter writing is to get ideas across to the reader clearly and briefly. But do letters always say what is meant? Even if they are clear to the writer, will the reader understand them easily? If you are still using the old clichés of "acknowledging receipt of", "according to our records", and "enclosed please find" it is almost certainly time to change your attitude to writing living letters.