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Handbook for Writers and Typists 80 p. State Services Commission 1977 First printed in 1974 under the title of "Well Typed Miss Jones", the book has been revised and contains invaluable information for both writers and typists.

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NUCLEAR POWER FACT FINDING GROUP REPORT

Chairman, M. M. Burns, D. 9. Reports on the possible environmental consequences of a nuclear power production programme in New Zealand compared with possible alternatives.

Discusses pollution, including noise and deterioration of visual amenities, and interference with

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86 p. 1980 \$6.75 plus 50c p. and p. This book introduces navigation skills and techniques and gives rules for course setters. Fully illustrated with maps, diagrams and photographs.

OUR LAND RESOURCES

NATIONAL WATER AND SOIL CONSERVATION ORGANISATION 80 p. 1979. Illustrated. \$4.50 plus p. and p. The New Zealand Land Resource Inventory Worksheets, published by the National Water and Soil Conservation Organisation, cover the whole country, showing rock type, soil unit, slope, erosion, vegetation, and land use capability, at a scale of 1: 63,360. "Our Land Resources" explains how to use this comprehensive information, particularly for land use planning.

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