

of", "according to our records", and "enclosed please find" it is almost certainly time to change your attitude to writing Living Letters.

TREES AND SHRUBS OF NEW ZEALAND

By A. L. Poole and Nancy M. Adams
275 p. 1979 fourth impression with amendments.
\$15.95 plus \$1.50 p & p

This book has been designed especially to assist many people who lack a formal botanical training yet are deeply interested in New Zealand's trees and shrubs and want to be able to identify them and name them correctly. There is a complete coverage of the native trees and shrubs and over 400 species have been illustrated.

SBX PLAN

ROYAL CANADIAN AIR FORCE

32 pp. 1981. Third Edition. \$1.75 plus 55c p & p

The five basic exercises (SBX) Plan is designed to show how to develop and hold a high level of physical fitness. The scheme is not dependent on elaborate facilities or equipment. The exercises require only eleven minutes a day and can be done in the house or office. The Plan is scientifically designed to develop personal fitness at a rate set by yourself, to your required level, without getting stiff or sore muscles. It is self measuring with charts for age groupings, along with graduated standards for checking progress. The programmes are designed for varying age groups of males.

XBX PLAN

ROYAL CANADIAN AIR FORCE

86 pp. 1981 Eighth Edition. \$3.25 plus 55c p & p

The XBX Plan for physical fitness has been designed for varying age groups of girls and women. The ten exercises in this booklet have been selected and their manner of use has been designed to enable women to achieve physical well being and to improve desirable qualities such as vitality, appearance, and personality. The XBX has been planned for gradual, painless progression toward physical fitness which will take just 12 minutes per day to do.

ELECTRICITY FOR MOTOR MECHANICS

N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

256 p. 1983 reprint. Illustrated. \$10.00 plus 85c p & p

Now in paper-back, this popular publication provides a basis for the study of automotive electricity for apprentice motor mechanics. Car owners, too, and persons interested in the general maintenance of motor engines will find the book a reliable guide to the detection and remedy of minor electrical faults.

VISUAL WAYS

By Geoff Moss

46 p. 1982. Illustrated. \$4.75 plus 55c p & p

Too often people find themselves having to speak in public, to train new employees, to teach various skills, or to give advice on arranging displays and exhibits without having had any relevant basic training. If you are such a person, this book was written to help in getting a message across more effectively by using visual aids.

WHERE TO START

By Vincent Burke

DEPARTMENT OF INTERNAL AFFAIRS

61 p. 1982. Illustrated. \$5.95 plus 85c p & p

This publication has been designed to help New Zealanders in the initial stages of getting a club, group, or organisation off the ground. The information it contains will be of assistance to a wide variety of different community groups, sporting, cultural, and recreational clubs. Included are suggestions for various administrative frameworks; legal structure, meetings, public relations, finance, and the constitution of the organisation.

SAFETY IN SMALL CRAFT

By Captain G. Wearing

241 p. 1982. Illustrated. \$14.50 plus \$1.50 p & p

This rewritten edition of Safety in Small Craft is an attempt by the Small Boat Safety Committee to ensure that the information so essential to good boating is once more available in an up-to-date form.

THE ELSDON BEST COLLECTION

Elsdon Best spent some twenty years in close contact with the Maori people. His writings, outstanding descriptive accounts of all facets of the old time Maori culture, social customs, and beliefs, have now become classics. The Elsdon Best collection consists of the following titles:

The Maori as He Was.....	\$6.50 plus \$0.85 p & p
Fishing Methods and Devices of the Maori	\$15.95 plus \$1.50 p & p
The Stone Implements of the Maori..	\$11.95 plus \$1.50 p & p
Maori Religion and Mythology I.....	\$18.00 plus \$1.50 p & p
Maori Religion and Mythology II.....	\$47.50 plus \$3.65 p & p
The Whare Kohanga and Its Lore.....	\$5.75 plus \$0.85 p & p
The Maori Canoe	\$17.50 plus \$1.50 p & p
Games and Pastimes of the Maori.....	\$17.00 plus \$1.50 p & p
Pa Maori, The.....	\$15.00 plus \$1.50 p & p
Maori Storehouses and Kindred Structures.....	\$6.50 plus \$0.85 p & p
Maori Agriculture	\$13.50 plus \$1.50 p & p
Forest Lore of the Maori.....	\$17.95 plus \$1.50 p & p

ABOUT NEW ZEALAND

MINISTRY OF FOREIGN AFFAIRS

40 p. 1982. Illustrated. \$4.95 plus 55c p & p

Designed with our overseas friends in mind, About New Zealand is a booklet which briefly describes the land, its people at work, and play, trade, and relationships with other nations and areas: industry and energy; health and welfare. The text is complimented by over 60 colour photographs.

SPORT SERIES

DEPARTMENT OF EDUCATION

A series of sport booklets, designed as guide books for teachers, coaches, and players is one of the most popular series of sport instruction titles published by the Government Printer and is highly recommended:

Association Football.....	\$1.60 plus 55c p & p
Athletics.....	\$1.30 plus 40c p & p
Badminton.....	\$1.00 plus 40c p & p
Ballroom Dancing.....	\$3.00 plus 55c p & p
Basketball.....	\$3.75 plus 55c p & p
Campcraft.....	\$2.75 plus 55c p & p
Canoeing.....	\$4.25 plus 55c p & p
Cricket.....	\$1.00 plus 40c p & p
Hockey.....	\$4.95 plus 55c p & p
Netball.....	\$2.00 plus 55c p & p
Orienteering.....	\$6.75 plus 85c p & p
Rugby.....	\$1.00 plus 40c p & p
Softball.....	\$1.00 plus 40c p & p
Squash.....	\$1.00 plus 40c p & p
Swimming.....	\$4.25 plus 55c p & p
Table Tennis.....	\$1.00 plus 40c p & p
Tennis.....	\$3.75 plus 55c p & p
Volleyball.....	\$1.75 plus 55c p & p

THE NEW ZEALAND ARMY

A History from the 1840s to the 1980s

117 p. 1982. Illustrated. \$5.25 plus 85c p & p

The reader is given an outline history of the Army, from the days of Maori Chief Hone Heke in the 1840's to the present day. The 117 page history contains over 100 photographs and paintings, many of which are published for the first time.

JOINERY

N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

Joinery, Part I, is the first of four books prepared by the Technical Correspondence School. It deals with methods of construction of doors, framed and ledged door, panelled doors, flush doors, and glazed doors.

Joinery, Part II, deals with door frames, transoms, and sidelights; sliding, folding, and special doors; hardware, finishing, and gates.

Joinery, Part III, covers window joinery. It also deals with built-in-fittings, carcass work; fitment doors and drawers.

Woodworking Machinery, is the fourth book in the series, covering circular saws, saw blades, surface planing, and thickness machines, vertical spindle moulding machines, and other machines commonly used in woodworking establishments.

Joinery Part I.....	\$9.95 plus \$0.85 p & p
Joinery Part II.....	\$5.25 plus \$0.85 p & p
Joinery Part III.....	\$15.95 plus \$1.50 p & p
Woodworking Machinery.....	\$9.95 plus \$0.85 p & p