FLORA OF NEW ZEALAND, VOLUME III

By A. J. Healy and E. Edgar

220 p. 1980. $18.50 plus $1.50 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.

GLASSHOUSE TOMATOES

Agriculture Bulletin 3370

DEPARTMENT OF AGRICULTURE

86 p. 1978. $3.25 plus 55c 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.

INFORMATION IN FORMATION

A Guide to Report Writing

STATE SERVICES COMMISSION

31 p. 1978. $1.45 plus 40c p & p

Contains helpful suggestions for preparing, planning, organising, structuring, writing, and revising reports, ideas on visual aids and descriptions of a few of the many types of reports.

LIVING LETTERS

STATE SERVICES COMMISSION

36 p. 1980 reprint. $1.75 plus 55c 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? 1979 fourth impression with amendments.

TREES AND SHRUBS OF NEW ZEALAND

By A. L. Polle 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 shurbs and want to be able to identify them and name then correctly. There is a complete coverage of the native trees and shurbs and over 400 species have been illustrated.

5BX PLAN

ROYAL CANADIAN AIR FORCE

32 pp. 1981. Third Edition. $1.75 plus p & p

The five basic exercises (5BX) 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 youself, 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.

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.

THE ELSDON BEST COLLECTION

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