

STYLE BOOK

GOVERNMENT PRINTING OFFICE

248 p. 1981 third edition. \$12.50 plus \$1.50 p & p

Since 1958 the Style Book has served as a guide to writers, editors, and all who prepare copy for printing. This edition contains new and revised material; the chapters dealing with the preparation of copy, abbreviations, and compound words have been revised; new material has been added to the chapters dealing with common names of animals and plants, errors in the use of English in official writing, and terms used in printing.

NEW ZEALAND OFFICIAL YEARBOOK

The Yearbook is the standard New Zealand encyclopaedic annual which has a place in every home, school, and office. Not only does it present a comprehensive statistical survey of the economy and population in New Zealand but it is also a very useful fact book for use in the home. In addition to the statistical facts supplied, the Yearbook also provides a background and historical perspective on each of the subjects covered.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

NEW ZEALAND POCKET DIGEST OF STATISTICS

Statistics are presented in an easily accessible form. It contains the more significant statistical series bearing on the country's social and economic life. The New Zealand Pocket Digest of Statistics is consistently one of the most popular annuals sold by the Government Printer.

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TRUCK OPERATING COSTS

In the case of vehicles used for business purposes, especially trucks, it is essential that a record be kept of vehicle expenditure and performance. This annual will assist operators of motor vehicles ranging from 3.2 tonne petrol trucks to 45.0 tonne heavy articulated diesel trucks to identify and possibly reduce operating costs.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

CAR OPERATING COSTS

This booklet is designed to assist vehicle owners to identify and possibly reduce operating costs. The current edition sets out the costs of operation for six classes of vans, pickups, light trucks and utilities. A new edition is published annually.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

EFFECTIVE MANAGEMENT: For Busy Managers
STATE SERVICES COMMISSION

114p. 1974. \$4.95 plus 55c p & p

Management has been described as "what managers do". But what is that? Getting things done? Getting other people to do them? Using resources economically? And what does the 'effective' manager do? This book looks at answers to such questions. It has been written as an introduction to the subject, especially for New Zealand managers who want to manage their organisation better.

PROFESSIONALLY SPEAKING

25p. 1983. \$3.25 plus 55c p & p

"Speech is power; speech is to persuade, to convert, to compel", said Emerson. Ignorance is the biggest stumbling block in the path of the aspiring public speaker. Your purpose in speaking must be that you have something to say, rather than that you have to say something. This inexpensive booklet will help the person who has to speak professionally.

P.R. FOR THE ADMINISTRATOR

STATE SERVICES COMMISSION

15p. 1981. \$1.50 plus 40c p & p

A favourable climate of public opinion must be deliberately fostered by an organisation and not merely left to chance. This activity, commonly known as "public relations", is the responsibility of top management and as an administrator you have a part to play in its execution.

PERSON TO PERSON

STATE SERVICES COMMISSION

13p. 1981. \$1.50 plus 40c p & p

This book is a guide to your role in public relations and covers techniques that will help you establish good relations between your organisation and the public.

EFFECTIVE STUDY

STATE SERVICES COMMISSION

16p. 1971, reprinted 1978. 50 cents plus 40c p & p

Success in any course depends on knowing how to study. Listening and reading set texts are only the beginning. How do you sort out the important points of a lecture? What is relevant to the question you are answering? Good study techniques will help you to learn more quickly and easily.

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