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**GENERAL PUBLICATIONS**


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**ELECTRICITY FOR MOTOR MECHANICS**

N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

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

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

**SAFETY IN SMALL CRAFT***By Captain G. Wearing*

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

**ABOUT NEW ZEALAND**

MINISTRY OF FOREIGN AFFAIRS

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

**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.

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

**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 pre-payment 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 pre-payment 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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.

**ABOUT SUPERVISION**

STATE SERVICES COMMISSION

23p. 1979. \$1.50 plus 40c p &amp; p

You may be anxious about your new duties and responsibilities on your first job as a supervisor. This booklet will introduce you to some ways of making those duties and responsibilities easier to cope with.