

**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 370*

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? Even if they are clear to the writer, will the reader understand them easily? If you are still using the old clichés of "acknowledging receipt 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.

**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 & 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 & 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