

**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 cliches 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  
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**XBX PLAN**

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*Edited by J. S. Tullett*

114 p. 1980. Fourth edition. \$4 plus 55c p & p  
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