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**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.

**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.

**5BX PLAN**

ROYAL CANADIAN AIR FORCE

32 pp. 1981. Third Edition. \$1.75 plus 55c 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 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.

**5BX PLAN**  
 ROYAL CANADIAN AIR FORCE

86 pp. 1981 Eighth Edition. \$3.25 plus 55c p & p

The 5BX 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 5BX has been planned for gradual, painless progression toward physical fitness which will take just 12 minutes per day to do.

**INTRODUCING MANAGEMENT SERVICES IN  
 THE PUBLIC SERVICE**

STATE SERVICES COMMISSION

34 p. 1982 reprinted. \$2.75 plus 55c p & p

Management Services is one means by which managers may obtain objective advice on their methods of carrying out their management role. This booklet is designed to explain to Public Service Managers how Management Services may help them to fulfil their management task.

**OPEN JUSTICE**

*A Guide to Information Within the Department of Justice*

DEPARTMENT OF JUSTICE

88 p. 1982. \$3.50 plus 55c p & p

Produced jointly by Brian Priestley and the Department of Justice, this publication is intended to capture and hold the reader's attention and facility to ready referencing of the subject covered. It does this admirably in being a guide to the information available to the public within one of New Zealand's most important and complex Government departments, as well as a booklet which is likely to be read and considered by many people interested in the campaign for more openness in government.

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