

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.

JOINERY**N.Z. TECHNICAL CORRESPONDENCE INSTITUTE**

Joinery, Part I, is the first of four books prepared by the Technical Correspondence School. It deals with methods of construction of doors, framed and ledged door, panelled doors, flush doors, and glazed doors.

Joinery, Part II, deals with door frames, transoms, and sidelights; sliding, folding, and special doors; hardware, finishing, and gates.

Joinery, Part III, covers window joinery. It also deals with built-in-fittings, carcass work; fitment doors and drawers.

Woodworking Machinery, is the fourth book in the series, covering circular saws, saw blades, surface planing, and thickness machines, vertical spindle moulding machines, and other machines commonly used in woodworking establishments.

Joinery Part I.....	\$9.95 plus \$0.85 p & p
Joinery Part II.....	\$5.25 plus \$0.85 p & p
Joinery Part III.....	\$15.95 plus \$1.50 p & p
Woodworking Machinery.....	\$9.95 plus \$0.85 p & p

PUBLIC AND PRIVATE ENTERPRISE IN NEW ZEALAND

Edited by R. C. Mascarenhas

133 p. 1984. \$15.00 plus \$1.50 p & p

This volume is the result of a conference "Public enterprise and Private enterprise: Protagonist or Partners?" sponsored by the New Zealand Institute of Public Administration. The conference took place from 23-25 August 1982, at Dunedin, and its purpose was to examine the relative roles of the public and private sectors and to identify the social and political issues which are likely to have significant implications for public administration.

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.

CARPENTRY**N.Z. TECHNICAL CORRESPONDENCE INSTITUTE**

302 p. 1980 (reprint). Illustrated. \$22.50 plus \$3.60 p & p

Metricated with more than 450 illustrations, this edition contains a set of fold-out house plans. It also highlights safety and safe methods, elementary first aid, house design and construction. Besides providing a basic text for apprentices in the building industry, Carpentry will also provide a sound guide for tradesmen and home-builders.

A DICTIONARY OF THE MAORI LANGUAGE*By H. W. Williams*

507 p. 1975. \$7.50 plus 85c p & p

The seventh revised edition, augmented by the advisory committee on the teaching of Maori language.

FACSIMILES OF THE TREATY OF WAITANGI

1976. \$12.95 plus \$1.50 p & p

A valuable volume of old New Zealand records comprising:

The Declaration of the Independence of New Zealand.

The original draft of the Treaty by Governor Hobson.

A series of copies of the Treaty itself as finally adopted and signed by the chiefs and witnesses.

The preface and facsimiles are reproduced from lithographic originals first printed 1877. (Government Printer.)

FITNESS FOR LIVING**Physical Education in Secondary Schools****DEPARTMENT OF EDUCATION**

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TOWN BIRDS OF NEW ZEALAND**Wall Posters**

Size: 840 × 590 mm \$4.95 each plus 55c p & p

Two stunning large wall posters display a total of 35 bird photographs from the book 'Field Guide To Town Birds'. The photographs are shown in full colour against a black background giving a sparkling eye-catching display of each bird in all its photographic detail.

FUR, FEATHER AND FIN*Frances M. Ross*

47 p. 1983. Illustrated. \$2.25 plus 55c p & p

This booklet takes a nostalgic look at a century of wildlife in the Te Anau region. With historical monochrome photographs and text, Frances Ross has compiled a very interesting account of the impact that man has made on the flora and fauna of the region. *A Tourist Guide to Te Anau*, just as it appeared in *Tourist Guide to the Lakes, Mountains and Fiords of Otago*, published by the Government Printer in 1898, has been thoughtfully included to round off this glimpse into our past.

NEW ZEALAND FOREST PARKS*Geoffrey Chavasse and John Johns*

288 p. 1983. Illustrated. \$42.95 plus \$3.60 p & p

New Zealand Forest Parks is one of those books that you will reach for time after time to simply enjoy or to relive visits made, to plan visits to come. Each forest park is described in a separate chapter with photographs, text, maps, and charts to illustrate our nineteen forest parks, perhaps unrivalled for diversity and interest anywhere else in the world.