

**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.

**AN INTRODUCTION TO TRAINING METHODS**

STATE SERVICES COMMISSION

26p. 1978.

\$1.10 plus 40c p &amp; p

This booklet is an introduction to training methods and summarises much of the content of a teaching methods course. It should prove helpful to people who have not had any formal training in teaching methods.

**NO MARGIN FOR ERROR**

STATE SERVICES COMMISSION

80p. 1977.

\$1.75 plus 40c p &amp; p

This book is a style book for typed correspondence. It is intended for use by typists and by people who prepare letters, memoranda and reports for typing.

**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.)

**FIELD GUIDE TO TOWN BIRDS OF NEW ZEALAND**

By Dr P. C. Bull

93 p. 1983. Illustrated.

\$9.95 plus 85c p &amp; p

Each bird description is accompanied by a full colour photograph of the bird in its natural habitat. The birds are defined as either introduced or native and if it is a protected species. Then follows a full description of the adult bird, its call, where it is commonly found, its eating and nesting habits, how to identify the eggs, incubation period and lastly details of the young.

**THE NEW ZEALAND GAZETTE**

The *New Zealand Gazette* is published on Thursday afternoon of each week. Notices from Government departments must be received by the Gazette Clerk, Department of Internal Affairs, Wellington, by noon on Tuesday. Advertisements will be accepted by the Government Printer, c/o Gazette Clerk, Government Printing Office, Private Bag, Wellington until noon on Wednesday.

Advertisements are charged at the rate of 20c per line.

All advertisements should be written or typed on one side of the paper, and signatures, etc., should be written in a legible hand.

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