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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.

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 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.
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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.

AFTER WORK

STATE SERVICES COMMISSION

36 p. 1982 reprinted. \$3.50 plus 55c p & p
 Written and produced in the Training and Development Branch Office, of the State Services Commission, this booklet asks "Have you made preparations or plans for retirement?" It includes information on Public Service Retirement Policy; finance; where to live; health and adjustment; names of organisations which may be of interest and a list of books and articles written about retirement.

SPECIAL DEADLINES FOR THE
NEW ZEALAND GAZETTE
EASTER 1984

In the week preceding Easter, the *New Zealand Gazette* will be published a day early, on Wednesday, 18 April 1984.

Deadlines will be:

For notices from Government departments: noon Monday, 16 April 1984, with Gazette Clerk.

For advertisements: noon Tuesday, 17 April 1984, with the Government Printer.

In the week beginning Easter Monday (note Anzac Day falls on the Wednesday) the deadlines will be:

For notices from Government departments: noon Tuesday, 24 April 1984.

For advertisements: noon Thursday, 26 April 1984, with the Government Printer.

Publication will be Friday, 27 April 1984.

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