

AN INTRODUCTION TO TRAINING METHODS STATE SERVICES COMMISSION

26p. 1978. \$1.10 plus 40c p & 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.

NEW ZEALAND ATLAS OF COASTAL RESOURCES

Edited by Philip Tortell

28 p. 1981. Illustrated. Coastal Maps. \$29.50 plus \$3.00 p & p

Encased in its own sturdy and attractive cylinder, the Atlas will be of interest to all those who use the coast to work and play, and is of particular value to students and teachers, engineers, planners, scientists, fishermen, boat owners, divers, marine farmers, and many other people interested in coastal resources.

NEW ZEALAND POCKET DIGEST OF STATISTICS

Statistics are presented in an easily accessible form. It contains the more significant statistical series bearing on the country's social and economic life. The New Zealand Pocket Digest of Statistics is consistently one of the most popular annuals sold by the Government Printer.

(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.)

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.)

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.

SAFETY IN SMALL CRAFT

By Captain G. Wearing

241 p. 1982. Illustrated. \$14.50 plus \$1.50 p & p

This rewritten edition of Safety in Small Craft is an attempt by the Small Boat Safety Committee to ensure that the information so essential to good boating is once more available in an up-to-date form.

ABOUT NEW ZEALAND MINISTRY OF FOREIGN AFFAIRS

40 p. 1982. Illustrated. \$4.95 plus 55c p & p

Designed with our overseas friends in mind, About New Zealand is a booklet which briefly describes the land, its people at work, and play, trade, and relationships with other nations and areas: industry and energy; health and welfare. The text is complimented by over 60 colour photographs.

THE NEW ZEALAND ARMY

A History from the 1840s to the 1980s

117 p. 1982. Illustrated. \$5.25 plus 85c p & p

The reader is given an outline history of the Army, from the days of Maori Chief Hone Heke in the 1840's to the present day. The 117 page history contains over 100 photographs and paintings, many of which are published for the first time.

THE NEW ZEALAND WARS

By James Cowan

Vol. I, 466 p. Vol. II, 633 p. \$69.50 plus \$4.80 p & p

This book was first published in 1922 and reprinted without amendments in 1955. It has been out of print for many years. This edition has a new and perceptive introduction by Michael King and in addition the original seven page index has been replaced by a substantial and comprehensive index. This 1983 edition is called a facsimile edition because it is being reproduced from the original text. However, the introduction, index and illustrations include alterations and improvements on the original.

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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