

PERSON TO PERSON
STATE SERVICES COMMISSION

13p. 1981. \$1.50 plus 40c p & 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 & 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 & 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 & 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.

TRAINING WAYS
By *Geoffrey Moss*

119 p. 1983. Illustrated. \$12.95 plus \$1.50 p & p

'Training Ways' is the third and last book in the series of Advisory Aid Books. Like 'Way with Words' and 'Visual Aids' it is a book to help the supervisor, training manager, the tutor and the extension worker provide a successful training programme and a learning experience for adults.

FIELD GUIDE TO TOWN BIRDS OF NEW ZEALAND
By *Dr P. C. Bull*

93 p. 1983. Illustrated. \$9.95 plus 85c p & 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 HOME VEGETABLE GARDEN
by *Bee Baldwin*

177 p. 1984. Illustrated. Softcover \$19.95 plus \$1.50 p & p
Hardcover \$27.95 plus \$3.60 p & p

This book is a comprehensive, clearly-written, illustrated grow-your-own guide to raising fresh, vitamin-rich vegetables in any ordinary New Zealand garden.

CREATING WORK
by *David Naulls*

165 p. 1984. Illustrated. \$8.50 plus 85c p & p

Creating Work has been written to help people to become self-employed. The book shows how skills-writing, baking, carpentry, whatever—can be turned into a profitable small business.

PRACTICAL BEEKEEPING IN NEW ZEALAND
by *Andrew Matheson*

185 p. 1984. Illustrated. \$17.95 plus \$1.50 p & p

Beekeepers will find details of honey bee management, advice on handling hive products, and information about many other beekeeping subjects. Those interested in beekeeping will find this book helpful in deciding whether to keep bees, and discovering what it involves.

FERTILISER AND SOILS IN NEW ZEALAND FARMING
by *C. During*

361 p. 1984. Illustrated. \$35.00 plus \$3.60 p & p

Traditionally regarded as the Bible in its field, this latest edition of *Fertilisers and Soils in New Zealand Farming* has been completely revised.

PARLIAMENT AND THE PEOPLE
by *Beth Bowden*

50 p. 1984. Illustrated. \$7.50 plus 85c p & p

This booklet sets out to:

- describe New Zealand's Constitution
- show in a reasonably simple way how it works
- give an account of where it came from and how it developed; and
- define (in a glossary) a number of terms that are used in connection with these matters.

GROWING WALNUTS
by *B. J. Vavasour*

78 p. 1984. Illustrated. \$12.50 plus \$1.50 p & p

Most New Zealanders have yet to discover the delicious fresh walnut. *Growing Walnuts* is an easy-to-read handbook for home gardeners, small farmers, and commercial growers.

ELECTRICITY FOR MOTOR MECHANICS
N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

256 p. 1983 reprint. Illustrated. \$10.00 plus 85c p & p

Now in paper-back, this popular publication provides a basis for the study of automotive electricity for apprentice motor mechanics. Car owners, too, and persons interested in the general maintenance of motor engines will find the book a reliable guide to the detection and remedy of minor electrical faults.

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.

THE ELSDON BEST COLLECTION

Elsdon Best spent some twenty years in close contact with the Maori people. His writings, outstanding descriptive accounts of all facets of the old time Maori culture, social customs, and beliefs, have now become classics. The Elsdon Best collection consists of the following titles:

Fishing Methods and Devices of the Maori	\$15.95 plus \$1.50 p & p
The Stone Implements of the Maori ..	\$11.95 plus \$1.50 p & p
Maori Religion and Mythology I.....	\$18.00 plus \$1.50 p & p
Maori Religion and Mythology II.....	\$47.50 plus \$3.65 p & p
The Whare Kohanga and Its Lore.....	\$5.75 plus \$0.85 p & p
The Maori Canoe	\$17.50 plus \$1.50 p & p
Games and Pastimes of the Maori	\$17.00 plus \$1.50 p & p
Pa Maori, The.....	\$15.00 plus \$1.50 p & p
Maori Storehouses and Kindred Structures.....	\$6.50 plus \$0.85 p & p
Maori Agriculture	\$13.50 plus \$1.50 p & p
Forest Lore of the Maori.....	\$17.95 plus \$1.50 p & p