

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

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.

SPORT SERIES**DEPARTMENT OF EDUCATION**

A series of sport booklets, designed as guide books for teachers, coaches, and players is one of the most popular series of sport instruction titles published by the Government Printer and is highly recommended:

Athletics	\$1.30 plus 40c p & p
Basketball	\$3.75 plus 55c p & p
Campcraft	\$2.75 plus 55c p & p
Canoeing	\$4.25 plus 55c p & p
Gymnastics	\$14.50 plus \$1.50 p & p
Hockey	\$4.95 plus 55c p & p
Orienteering	\$6.75 plus 85c p & p
Rugby	\$1.00 plus 40c p & p
Table Tennis	\$1.00 plus 40c p & p
Tennis	\$3.75 plus 55c p & p
Weight Training	\$7.50 plus 85c p & p

THE LONG YARN OF THE LAW*By Fiona McMorran*

80 p. 1983. \$6.95 plus 85c p & p

Told through prose, verse, extracts from newspapers and diaries, and policemen's recollections, the book takes the reader from those early colonial days to the modern police force of today. This inexpensive and easy to read history is a valuable aid for teachers and a source of continuing interest for children.

FLORA OF NEW ZEALAND SERIES

Volume I of *Flora of New Zealand* was the first major reference work on native plants in New Zealand to be published before 1925. It contains a comprehensive account of all the indigenous ferns and their allies, and the dicotyledonous flowering plants.

1133p. 1982 reprint. Hardcover: \$45.00 plus \$3.60 p & p

Volume II is a continuation of Volume I. The main descriptive text is similarly concerned with indigenous plants, including the monocotyledons.

386p. 1976. Hardcover: \$6.75 plus 85c p & p

Volume III, which concerns the 'weed' flora describes the introduced wild plants belonging to the rush, lily, iris, arum, and related families.

254p. 1980. Hardcover: \$18.50 plus \$1.50 p & p

Flora of New Zealand Lichens is primarily an identification manual for the serious lichenologist. It also contains much information useful to the general botanist, student, and interested amateur.

662p. 1985. Hardcover: \$39.95 plus \$3.60 p & p

PARLIAMENTARY PRACTICE IN NEW ZEALAND*David McGee*

580p. 1985. \$39.95 plus \$3.60 p & p

Parliamentary Practice in New Zealand is a comprehensive and thorough documentation of the procedures and rules governing the way parliament operates. Parliamentarians, lawyers, academics, and citizens with an interest in the institution that governs this country will find *Parliamentary Practice in New Zealand* an informative and enlightening book—one that answers the often-asked questions about the practices of New Zealand's Parliament.

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.

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.

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