

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.

P.R. FOR THE ADMINISTRATOR
STATE SERVICES COMMISSION

15p. 1981. \$1.50 plus 40c p & 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.

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.

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.

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.

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 NEW ZEALAND GAZETTE

The last *New Zealand Gazette* for 1985 will be published on Thursday, 19 December 1985.

Notices for this Gazette from Government departments must be received by the Gazette Clerk, Department of Internal Affairs, Wellington, by noon on Tuesday, 17 December 1985.

Advertisements will be accepted by the Government Printer, c/o Gazette Clerk, Government Printing Office, Private Bag, Wellington until noon on Wednesday, 18 December 1985.

The first Gazette for 1986 will be published on Thursday, 9 January 1986.

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.

CANCELLED NOTICES

Advertisements cancelled after being accepted for printing in the *Gazette* will be subject to a charge of \$8.00 for setting up and deleting costs.

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