

**PEOPLE LIKE US****Celebrating Cultural Diversity**

120 p. 1982. Illustrated. \$9.95 plus 85c p &amp; p

*People Like Us* is a story of the contribution made by people from Asia, Africa, Europe, and the Pacific to our neighbourhoods. It contains stories which are told by individuals and families on their reasons for coming to New Zealand; what they found and how they are coping. Subjects range from mixed marriages to different foods. It is a book of human interest for all the family and with its striking photographs, 25 monochrome, and 23 colour, *People Like Us* will make a lovely and interesting gift for overseas friends.

**ELECTRICAL THEORY AND PRACTICE****N.Z. TECHNICAL CORRESPONDENCE INSTITUTE**

260 p. 1981. Illustrated. \$22.50 plus \$3.00 p &amp; p

First published in 1977, this 1981 revised edition of *Electrical Theory and Practice* has been written by the staff of the Technical Correspondence Institute to assist in the education of apprentices and others in the electrical trade. In scope it covers the syllabus content up to and including the trade certificate or registration examination. The text is supported by over 350 illustrations.

**STYLE BOOK****GOVERNMENT PRINTING OFFICE**

248 p. 1981 third edition. \$12.50 plus \$1.50 p &amp; p

Since 1958 the *Style Book* has served as a guide to writers, editors, and all who prepare copy for printing. This edition contains new and revised material; the chapters dealing with the preparation of copy, abbreviations, and compound words have been revised; new material has been added to the chapters dealing with common names of animals and plants, errors in the use of English in official writing, and terms used in printing.

**NEW ZEALAND OFFICIAL YEARBOOK**

The *Yearbook* is the standard New Zealand encyclopaedic annual which has a place in every home, school, and office. Not only does it present a comprehensive statistical survey of the economy and population in New Zealand but it is also a very useful fact book for use in the home. In addition to the statistical facts supplied, the *Yearbook* also provides a background and historical perspective on each of the subjects covered.

(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.)

**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.)

**CAR OPERATING COSTS**

This booklet is designed to assist vehicle owners to identify and possibly reduce operating costs. The current edition sets out the costs of operation for six classes of vans, pickups, light trucks and utilities. A new edition is published annually.

(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.)

**EFFECTIVE MANAGEMENT: For Busy Managers****STATE SERVICES COMMISSION**

114p. 1974. \$4.95 plus 55c p &amp; p

Management has been described as "what managers do". But what is that? Getting things done? Getting other people to do them? Using resources economically? And what does the 'effective' manager do? This book looks at answers to such questions. It has been written as an introduction to the subject, especially for New Zealand managers who want to manage their organisation better.

**PROFESSIONALLY SPEAKING**

25p. 1983. \$3.25 plus 55c p &amp; p

"Speech is power; speech is to persuade, to convert, to compel", said Emerson. Ignorance is the biggest stumbling block in the path of the aspiring public speaker. Your purpose in speaking must be that you have something to say, rather than that you have to say something. This inexpensive booklet will help the person who has to speak professionally.

**P.R. FOR THE ADMINISTRATOR****STATE SERVICES COMMISSION**

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

**PERSON TO PERSON****STATE SERVICES COMMISSION**

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