

P.R. FOR THE ADMINISTRATOR

STATE SERVICES COMMISSION

15p. 1981. \$1.50 plus 65c 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.

PERSON TO PERSON

STATE SERVICES COMMISSION

13p. 1981. \$1.50 plus 65c 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 65c 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 65c 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. \$5.00 plus \$1.50 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 WAYSBy *Goffrey Moss*

119 p. 1983. Illustrated. \$12.95 plus \$2.00 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 ZEALANDBy *Dr P. C. Bull*

93 p. 1983. Illustrated. \$9.95 plus \$1.50 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 GARDENby *Bee Baldwin*177 p. 1984. Illustrated. Softcover \$19.95 plus \$2.00 p & p
Hardcover \$27.95 plus \$3.75 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 WORKby *David Naulls*

165 p. 1984. Illustrated. \$8.50 plus \$1.50 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.

ABOUT NEW ZEALAND

MINISTRY OF FOREIGN AFFAIRS

40 p. 1982. Illustrated. \$2.95 plus 80c 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 65c p & p
Basketball.....	\$3.75 plus 80c p & p
Campcraft.....	\$2.75 plus 80c p & p
Canoeing.....	\$4.25 plus 80c p & p
Gymnastics.....	\$14.50 plus \$2.00 p & p
Hockey.....	\$4.95 plus 80c p & p
Orienteering.....	\$6.75 plus \$1.50 p & p
Rugby.....	\$1.00 plus 65c p & p
Table Tennis.....	\$1.00 plus 65c p & p
Tennis.....	\$3.75 plus 80c p & p
Weight Training.....	\$7.50 plus \$1.50 p & p

SPORTS EDUCATION SERIES

DEPARTMENT OF EDUCATION

The following titles belong to a special series of sports education publications prepared for players, coaches, and teachers by the Curriculum Development Division of the New Zealand Department of Education. They are a very popular series and are highly recommended by the National Sports bodies and associations.

<i>Association Football</i>	\$7.50 plus \$1.50 p & p
<i>Cricket</i>	\$5.95 plus \$1.50 p & p
<i>Softball</i>	\$7.95 plus \$1.50 p & p
<i>Squash Rackets</i>	\$3.95 plus 80c p & p
<i>Swimming and Water Safety</i>	\$7.95 plus \$1.50 p & p

THE NEW ZEALAND ARMY*A History from the 1840s to the 1980s*

117 p. 1982. Illustrated. \$5.25 plus \$1.50 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 \$1.50 p & p
Joinery Part II.....	\$5.25 plus \$1.50 p & p
Joinery Part III.....	\$15.95 plus \$2.00 p & p
Woodworking Machinery.....	\$9.95 plus \$1.50 p & p

WHAKAREWAREWA FOREST PARK

Edited by John Boyd

80 p. 1983. \$6.00 plus \$1.50 p & p

This handbook is a guide to the recreational facilities, forestry operations, history and wildlife of the park, unique in that it borders on to a large city, just 5 kilometres from the city centre of Rotorua. Visitors to the park may stroll midst trees and ferns; study trees, shrubs and ferns; watch birds; look for insects; picnic in shady glades; cycle or ride a horse on old logging tracks.