

NO MARGIN FOR ERROR: A Handbook for Writers and Typists

STATE SERVICES COMMISSION

80 pp. 1974. \$5.00 plus 80c p & p

This style book for typed correspondence is intended to be used by typists and all those who prepare letters, memoranda, and reports for typing. Included in the contents are layout instructions, points of style, forms of address, and some practical advice on the use and care of machines.

PLUMBING

NEW ZEALAND TECHNICAL CORRESPONDENCE INSTITUTE

372 pp. 1964. 1974. Revised 1978. \$19.95 plus \$2.00 p & p

This book replaces *Plumbing in New Zealand*. It uses the International System of Units (SI) throughout, is supported by over 500 illustrations and provides all the information necessary to apprentice Plumbers and others involved in the industry.

SUCCESSFUL SEMINARS

A Common Sense Guide to Planning and Presenting Your Own Seminar

Peter Brosnan and Raymond Harbridge

64 pp. 1984. \$9.95 plus \$1.50 p & p

A practical book on organising seminars. The authors, lecturers in Public Relations at Victoria University, look at the programme of a seminar, the scheduling and venue of the seminar, how to budget for it, promotion, conducting the seminar, and pre-seminar and post-seminar activity.

UNDERSTANDING PAKEHAS

VOCATIONAL TRAINING COUNCIL

23 pp. 1976. Reprinted 1978. Revised 1985. \$2.95 plus 80c p & p

This booklet is designed to help Pacific Island people understand the Pakeha way of life, language, customs and work. Pakeha society, the Pakeha character, social attitudes, and customs are discussed, and the work situation is examined. Non-Pakeha people working and living with Pakeha people will find *Understanding Pakehas* a very helpful booklet.

NEW ZEALAND TIDE TABLES 1986

MARINE DIVISION, MINISTRY OF TRANSPORT

62 pp. 1985. \$3.25 each plus 80c p & p

These three pocket-size hand books give the information on tide movements needed by those who live, work, or play by the sea.

UNDERSTANDING POLYNESIANS

VOCATIONAL TRAINING COUNCIL

18 pp. 1975. Reprinted 1978. Revised 1985. \$2.95 plus 80c p & p

This booklet is designed to help Pakehas understand the Polynesian way of life, language, customs and work. The diversity of Polynesians and Polynesian society and the work situation are examined. This booklet is a must for all Pakehas, whether directly or indirectly involved with Polynesian people.

TRAINING WAYS

Geoffrey Moss

119 pp. 1983. \$12.95 plus 80c p & p

Training Ways, like its predecessors *Visual Ways and Ways with Words*, is designed to assist those who train and help others improve their speaking, writing, and listening skills. The author presents numerous ideas and practical tips for those who need to train others.

RESTORING WITH STYLE

Martin Hill

80 pp. 1985. \$19.95 plus \$2.00 p & p

This is a lively 'style book' of the New Zealand House. It shows the architectural influences that have gone into the New Zealand House and gives details of what materials should be used when restoring houses. The author presents approximately 40 New Zealand Houses illustrating external and internal design, specific and architectural features, floor plans, and drawings of mouldings and details.

If you are a home renovator, or have an interest in architecture or building, this book will certainly be of interest to young.

THE NEW ZEALAND GAZETTE

The *New Zealand Gazette* is published on Thursday afternoon of each week. Notices from Government departments must be received by the Gazette Clerk, Department of Internal Affairs, Wellington, by noon on Tuesday. Advertisements will be accepted by the Government Printer, c/o Gazette Clerk, Government Printing Office, Private Bag, Wellington until noon on Wednesday.

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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