

AFTER WORK**STATE SERVICES COMMISSION**

36 p. 1982 reprinted. \$3.50 plus 80c p & p
Written and produced in the Training and Development Branch Office, of the State Services Commission, this booklet asks "Have you made preparations or plans for retirement?" It includes information on Public Service Retirement Policy; finance; where to live; health and adjustment; names of organisations which may be of interest and a list of books and articles written about retirement.

THE SURRENDER AND OCCUPATION OF JAPAN

Edited by Robin Kay

DEPARTMENT OF INTERNAL AFFAIRS

1782 p. 1982. \$75.00 plus \$6.50 p & p

This is the second of a series of three volumes of documents on New Zealand's external relations: the first, "The Australian - New Zealand Agreement 1944", this volume "The Surrender and Occupation of Japan" which covers six divisions of the period, selected by topic but dealt with chronologically within topics, and reveals the growing awareness amongst those responsible for a New Zealand policy of what New Zealand's interest actually were; the third volume, "The ANZUS Pact and the Treaty of Peace With Japan" will show something of the new order of things in the Pacific and the difficulties in the role of a small, though articulate, power in the formation of what in fact were Great Power policies.

PEOPLE LIKE US**Celebrating Cultural Diversity**

120 p. 1982. Illustrated. \$9.95 plus \$1.50 p & 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.

STYLE BOOK**GOVERNMENT PRINTING OFFICE**

248 p. 1981 third edition. \$12.50 plus \$2.00 p & 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.

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 come 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 WAYS

By Geoffrey 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.

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 22c 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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