

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 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.

FIELD GUIDE TO TOWN BIRDS OF NEW ZEALAND
By *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 GARDEN
by *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 WORK
by *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.

PRACTICAL BEEKEEPING IN NEW ZEALAND
by *Andrew Matheson*

185 p. 1984. Illustrated. \$17.95 plus \$2.00 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.

FERTILISER AND SOILS IN NEW ZEALAND FARMING
by *C. During*

361 p. 1984. Illustrated. \$35.00 plus \$3.75 p & p
Traditionally regarded as the Bible in its field, this latest edition of *Fertilisers and Soils in New Zealand Farming* has been completely revised.

PARLIAMENT AND THE PEOPLE
by *Beth Bowden*

50 p. 1984. Illustrated. \$7.50 plus \$1.50 p & p
This booklet sets out to:

- describe New Zealand's Constitution
- show in a reasonably simple way how it works
- give an account of where it came from and how it developed; and
- define (in a glossary) a number of terms that are used in connection with these matters.

GROWING WALNUTS
by *B. J. Vavasour*

78 p. 1984. Illustrated. \$12.50 plus \$2.00 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 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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