

**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 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.

**SEVEN MAORI ARTISTS**  
Darcy Nicholas and Keri Kaa

88 pp. 1986. \$18.95 plus \$2.00 p & p  
Using Maori protocol as a basic structure, *Seven Maori Artists* presents interviews with, and the work of, seven contemporary Maori artists. It is in essence a marae, where the reader is invited to sit down and meet the artists, who speak about their work and the influences they have experienced.

**WOMEN IN WARTIME**  
Compiled by Lauris Edmund

200 pp. 1986. \$29.95 plus \$3.75 p & p  
This book brings together New Zealand women's written and oral reminiscences of their lives during World Wars I and II. Extracts from diaries and letters are also included. The reminiscences contain both humour and hardship, making this the sort of book impossible to put down once begun.

**WHAT GRASS IS THAT?**  
N. C. Lambrechtsen

150 pp. 1972. Revised edition 1986. \$9.95 plus \$1.50 p & p  
This well-known book has been revised to include a new identification key and four more cereals. It covers a selection of the more common and economically important species, and will be helpful and informative to all readers, irrespective of their botanical knowledge.

**EDIBLE TREE NUTS IN NEW ZEALAND**  
P. B. Bull, D. Jackson and T. Bedford

72 pp. 1985. \$13.95 plus \$2.00 p & p  
Interested in growing nuts or improving the yield of your trees? Macadamians, hazelnuts, pistachios and other edible nuts can all be grown in New Zealand. *Edible Tree Nuts* tells you all there is to know about climatic requirements, propagation, pests and diseases, yields, harvesting and many other aspects of nut growing.  
This valuable and practical guide will help you whether you are a commercial grower, a potential commercial grower, or a home gardener.

**THE MAORI SCHOOL OF LEARNING**  
Elsdon Best

31 pp 1986 reprint \$5.95 plus \$1.50 p & p  
This monograph, reprinted without revision, studies the objects, methods, and ceremonial side of the Whare Wanaga, or Maori school of learning. It is rich in its store of material, and is indispensable for today's students.