

**NO MARGIN FOR ERROR**  
STATE SERVICES COMMISSION

80p. 1977. \$5.00 plus \$1.05 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 \$1.60 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 \$1.05 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 resting habits, how to identify the eggs, incubation period and lastly details of the young.

**THE HOME VEGETABLE GARDEN**  
*by Bee Baldwin*

Softcover \$19.95 plus \$1.60 p & p  
Hardcover \$27.95 plus \$3.75 p & p  
177 p. 1984. Illustrated.  
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 \$1.05 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.

**ELECTRICITY FOR MOTOR MECHANICS**  
N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

256 p. 1986 reprint. Illustrated. \$15.00 plus \$1.60 p & p  
Now in paper-back, this popular publication provides a basis for the study of automotive electricity for apprentice motor mechanics. Car owners, too, and persons interested in the general maintenance of motor engines will find the book a reliable guide to the detection and remedy of minor electrical faults.

**VISUAL WAYS**  
*By Geoff Moss*

46 p. 1982. Illustrated. \$5.75 plus \$1.05 p & p  
Too often people find themselves having to speak in public, to train new employees, to teach various skills, or to give advice on arranging displays and exhibits without having had any relevant basic training. If you are such a person, this book was written to help in getting a message across more effectively by using visual aids.

**WHERE TO START**  
*By Vincent Burke*

DEPARTMENT OF INTERNAL AFFAIRS  
61 p. 1982. Illustrated. \$5.95 plus \$1.05 p & p  
This publication has been designed to help New Zealanders in the initial stages of getting a club, group, or organisation off the ground. The information it contains will be of assistance to a wide variety of different community groups, sporting, cultural, and recreational clubs. Included are suggestions for various administrative frameworks; legal structure, meetings, public relations, finance, and the constitution of the organisation.

**INTRODUCING MANAGEMENT SERVICES IN THE PUBLIC SERVICE**  
STATE SERVICES COMMISSION

34 p. 1982 reprinted. \$2.75 plus 65c p & p  
Management Services is one means by which managers may obtain objective advice on their methods of carrying out their management role. This booklet is designed to explain to Public Service Managers how Management Services may help them to fulfil their management task.

**PUBLIC AND PRIVATE ENTERPRISE IN NEW ZEALAND**  
Edited by R. C. Mascarenhas

133 p. 1984. \$15.00 plus \$1.60 p & p  
This volume is the result of a conference "Public enterprise and Private enterprise: Protagonist or Partners?" sponsored by the New Zealand Institute of Public Administration. The conference took place from 23-25 August 1982, at Dunedin, and its purpose was to examine the relative roles of the public and private sectors and to identify the social and political issues which are likely to have significant implications for public administration.

**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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