

VISUAL WAYS

By Geoff Moss

46 p. 1982. Illustrated. \$4.75 plus 55c 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 85c 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.

SAFETY IN SMALL CRAFT

By Captain G. Wearing

241 p. 1982. Illustrated. \$14.50 plus \$1.50 p & p
This rewritten edition of Safety in Small Craft is an attempt by the Small Boat Safety Committee to ensure that the information so essential to good boating is once more available in an up-to-date form.

ABOUT NEW ZEALAND

MINISTRY OF FOREIGN AFFAIRS

40 p. 1982. Illustrated. \$4.95 plus 55c p & p
Designed with our overseas friends in mind, *About New Zealand* is a booklet which briefly describes the land, its people at work, and play, trade, and relationships with other nations and areas: industry and energy; health and welfare. The text is complimented by over 60 colour photographs.

SPORT SERIES

DEPARTMENT OF EDUCATION

A series of sport booklets, designed as guide books for teachers, coaches, and players is one of the most popular series of sport instruction titles published by the Government Printer and is highly recommended:

Athletics.....	\$1.30 plus 40c p & p
Basketball	\$3.75 plus 55c p & p
Campcraft	\$2.75 plus 55c p & p
Canoeing.....	\$4.25 plus 55c p & p
Gymnastics.....	\$14.50 plus \$1.50 p & p
Hockey.....	\$4.95 plus 55c p & p
Orienteering.....	\$6.75 plus 85c p & p
Rugby.....	\$1.00 plus 40c p & p
Table Tennis.....	\$1.00 plus 40c p & p
Tennis.....	\$3.75 plus 55c p & p
Weight Training.....	\$7.50 plus 85c p & p

JOINERY

N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

Joinery, Part I, is the first of four books prepared by the Technical Correspondence School. It deals with methods of construction of doors, framed and ledged door, panelled doors, flush doors, and glazed doors.

Joinery, Part II, deals with door frames, transoms, and sidelights; sliding, folding, and special doors; hardware, finishing, and gates.

Joinery, Part III, covers window joinery. It also deals with built-in-fittings, carcass work; fitment doors and drawers.

Woodworking Machinery, is the fourth book in the series, covering circular saws, saw blades, surface planing, and thickness machines, vertical spindle moulding machines, and other machines commonly used in woodworking establishments.

Joinery Part I.....	\$9.95 plus \$0.85 p & p
Joinery Part II.....	\$5.25 plus \$0.85 p & p
Joinery Part III.....	\$15.95 plus \$1.50 p & p
Woodworking Machinery.....	\$9.95 plus \$0.85 p & p

THE NEW ZEALAND ARMY

A History from the 1840s to the 1980s

117 p. 1982. Illustrated. \$5.25 plus 85c p & p
The reader is given an outline history of the Army, from the days of Maori Chief Hone Heke in the 1840's to the present day. The 117 page history contains over 100 photographs and paintings, many of which are published for the first time.

WHAKAREWAREWA FOREST PARK

Edited by John Boyd

80 p. 1983. \$6.00 plus 85c p & p
This handbook is a guide to the recreational facilities, forestry operations, history and wildlife of the park, unique in that it borders on to a large city, just 5 kilometres from the city centre of Rotorua. Visitors to the park may stroll midst trees and ferns; study trees, shrubs and ferns; watch birds; look for insects; picnic in shady glades; cycle or ride a horse on old logging tracks.

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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