

PLUMBING**NEW ZEALAND TECHNICAL CORRESPONDENCE
INSTITUTE**

372 pp. 1964. 1974. Revised 1978. \$27.45 plus \$5.50 p & p
This book replaces *Plumbing in New Zealand*. It uses the International System of Units (SI) throughout, is supported by over 500 illustrations and provides all the information necessary to apprentice plumbers and others involved in the industry.

SUCCESSFUL SEMINARS**A Common Sense Guide to Planning and Presenting Your Own Seminar**

Peter Brosnan and Raymond Harbridge

64 pp. 1984. \$12.05 plus \$2.92 p & p
A practical book on organising seminars. The authors, lecturers in Public Relations at Victoria University, look at the programme of a seminar, the scheduling and venue of the seminar, how to budget for it, promotion, conducting the seminar, and pre-seminar and post-seminar activity.

UNDERSTANDING PAKEHAS**VOCATIONAL TRAINING COUNCIL**

23 pp. 1976. Reprinted 1978. Revised 1985. \$3.25 plus \$1.21 p & p

This booklet is designed to help Pacific Island people understand the Pakeha way of life, language, customs and work. Pakeha society, the Pakeha character, social attitudes, and customs are discussed, and the work situation is examined. Non-Pakeha people working and living with Pakeha people will find *Understanding Pakehas* a very helpful booklet.

NEW ZEALAND TIDE TABLES 1988**MARINE DIVISION, MINISTRY OF TRANSPORT**

62 pp. 1985. \$3.75 each plus \$2.20 p & p
These three pocket-size hand books give the information on tide movements needed by those who live, work, or play by the sea.

UNDERSTANDING POLYNESIANS**VOCATIONAL TRAINING COUNCIL**

18 pp. 1975. Reprinted 1978. Revised 1985. \$3.25 plus \$1.21 p & p

This booklet is designed to help Pakehas understand the Polynesian way of life, language, customs and work. The diversity of Polynesians and Polynesian society and the work situation are examined. This booklet is a must for all Pakehas, whether directly or indirectly involved with Polynesian people.

WORKING TOGETHER**VOCATIONAL TRAINING COUNCIL**

53 pp. 1984. \$12.05 plus \$2.92 p & p
An attractively presented booklet which outlines and discusses aspects and problems relating to work with a multicultural workforce. Where possible, it gives guidelines and makes practical suggestions for overcoming these problems. Aimed at all levels of management as well as the general public, this book provides a sensible and constructive approach to the considerations that need to be met when working within our multicultural workforce.

The content areas include:

- Cultural background.
- Communication.
- Attitudes to work.
- The supervisor.
- Job selection.
- Training and selection.
- Common concerns and practical suggestions.

WAYS WITH WORDS

Geoffrey Moss

73 pp. 1976. \$5.44 plus \$2.20 p & p
Anybody involved in speaking, writing, or organising meetings, and who wants to know how to do these tasks better, will find straightforward and practical guidance in *Ways with Words*.

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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