

HANDBOOK TO THE ELECTRICAL WIRING REGULATIONS 1976

ELECTRICITY DIVISION, MINISTRY OF ENERGY

307 pp. 1980. Revised edition, 1987

\$29.95 plus \$5.50 p & p

The purpose of this handbook is to promote better understanding of the regulations that came into force in 1976. This edition, prepared by the Electrical Wiring Regulations Committee, is designed to ensure the uniform application of these regulations and the practical safeguarding of persons and buildings, taking into account the development of new materials and installation techniques.

MECHANICS OF THE MOTOR VEHICLE

NEW ZEALAND TECHNICAL CORRESPONDENCE INSTITUTE

563 pp. 1973. 6th edition. Reprinted 1983, 1986, 1987.

\$54.95 plus \$9.57 p & p

Clearly written and illustrated, this text was planned by the New Zealand Technical Correspondence Institute in consultation with the New Zealand Motor Trade Certification Board. Although designed for use by apprentice motor mechanics, the book is recommended for all those involved in the motor industry, as well as for anyone who has a deeper technical interest in the operating principles of motor vehicles. Engines, lubrication, fuels, transmission systems, springs and suspension, wheel alignment, steering and braking systems are all covered.

NEW ZEALAND NAUTICAL ALMANAC 1987

MARINE DIVISION, MINISTRY OF TRANSPORT

160 pp. 1987.

\$25.00 plus \$5.50 p & p

The Nautical Almanac is a comprehensive manual containing full and detailed information important for the safe navigation of New Zealand waters. Prepared annually by the New Zealand Nautical Advisor, the Almanac contains the all-important tide-tables, astronomical phenomena, New Zealand light list, radio beacons, meteorological information, weather observations, details of marine weather broadcasts, and general information.

SPORTS EDUCATION SERIES

DEPARTMENT OF EDUCATION

The following titles belong to a special series of sports education publications prepared for players, coaches, and teachers by the Curriculum Development Division of the New Zealand Department of Education. They are a very popular series and are highly recommended by the National Sports bodies and associations.

Association Football	\$8.25 plus \$2.20 p & p
Cricket	\$6.55 plus \$2.20 p & p
Softball	\$8.75 plus \$2.20 p & p
Squash Rackets	\$4.35 plus \$1.21 p & p
Swimming and Water Safety	\$8.75 plus \$2.20 p & p

PEOPLE LIKE US

Celebrating Cultural Diversity

120 p. 1982. Illustrated.

\$10.95 plus \$2.92 p & p

People Like Us is a story of the contribution made by people from Asia, Africa, Europe, and the Pacific to our neighbourhoods. It contains stories which are told by individuals and families on their reasons for coming to New Zealand; what they found and how they are coping. Subjects range from mixed marriages to different foods. It is a book of human interest for all the family and with its striking photographs, 25 monochrome, and 23 colour, *People Like Us* will make a lovely and interesting gift for overseas friends.

STYLE BOOK

GOVERNMENT PRINTING OFFICE

248 p. 1981 third edition.

\$13.75 plus \$2.92 p & p

Since 1958 the Style Book has served as a guide to writers, editors, and all who prepare copy for printing. This edition contains new and revised material; the chapters dealing with the preparation of copy, abbreviations, and compound words have been revised; new material has been added to the chapters dealing with common names of animals and plants, errors in the use of English in official writing, and terms used in printing.

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.

TRAINING WAYS

Geoffrey Moss

119 pp. 1983.

\$14.25 plus \$2.92 p & p

Training Ways, like its predecessors *Visual Ways* and *Ways with Words*, is designed to assist those who train and help others improve their speaking, writing, and listening skills. The author presents numerous ideas and practical tips for those who need to train others.

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*.

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 AND MEANINGS

A Guide to Interviewing Pacific Islanders

STATE SERVICES COMMISSION

8 p. 1981.

\$1.10 plus 96c p & p

This booklet is intended as a guide for those whose work involves interviewing, for various purposes, recent Pacific Island migrants to New Zealand.