

100 Good Books To Read In Your Lifetime

◆ Some of the finest books ever written. Make a start.

P.5

New Career Opportunities

◆ Lots of new jobs in many fields. Which one do you want? **Look inside >**

How often do you take risks?

◆ Fortune favours daring; Here's 5 risks worth taking. **P.8**

Publishing Successes

Celebrating the achievements of students Tracey O'Brien, Christine Curtis and tutor Janice Marriott.



IF YOU CAN'T STAND THE HEAT

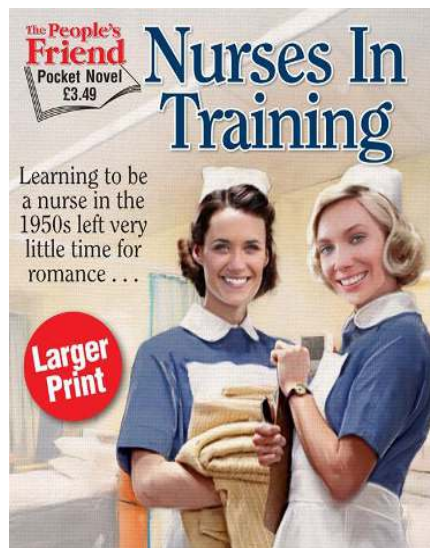
A novel about a young woman's journey back to her former world in London where Livvy joined a French culinary school.

By **Tracy O'Brien**

Use Your Writing Skills at Work

◆ Lots of ways to show your skill with words.

P.3



Nurses in Training

◆ Christine Curtis has discovered a fresh outlet for her writing skills. Her Experience as a nurse in the UK has opened new doors as a romance writer

Broken Promises

◆ Paddle Your Own Canoe

P.12



Changing Lives

A book about life's changes and their impact on two women's lives.

Janice Marriott
and **Virginia Pawsey**

Publishing Success

Tracey O'Brien has published her first book on [Amazon](#).



['IF YOU CAN'T STAND THE HEAT'](#) has received encouraging reviews.

One reader wrote,

"I pulled an all-nighter reading this book. I couldn't put it down once I'd started. The story is about a young woman who trains to be a chef at a top culinary school in London. Even if you don't like cooking (which I don't!) you will still be enthralled. At the heart of the book it is a love story. This is an easy read and really well-written. I thoroughly enjoyed the author's style."

Click the link to read the first few chapters. Then write your review.

Authors relay on positive reviews, so please do your bit.

Tracey is now writing her second novel 'Can't Hurry Love', which will go on Amazon soon.

Congratulations, Tracey.

Christine Curtis has achieved modest success with her first two romance novels about nurses.

People's Friend Pocket Novels liked them enough to publish her first two and are asking for "more please".
<http://www.thepeoplesfriend.co.uk/>

NZIBS writing tutor **Janice Marriot** recently completed *Changing Lives*. She co-authored this book with her long-time friend Virginia Pawsey. It is their fourth collaboration,



after *Common Ground*, *Common Table* and *Common Lives*.

Since *Common Lives*, both women have radically changed their lifestyles. *Changing Lives* is their story of the huge upheaval they both faced as their lives changed dramatically.

For 15 years, Janice Marriot created a sanctuary in inner city Wellington. Her bold change happened when she left her home and moved to bustling Auckland to be closer to her grandson.

Double Tops, Virginia Pawsey's former home, had been in her family since 1897. But recently, Virginia and her husband sold the hill country farm and moved to a 300 acre lifestyle block.

The book shows how these changes have affected them both personally and philosophically.

Their perceptive exchanges on common life events will resonate with both city dwellers and country lovers alike as they talk about motherhood, family, love and loss, work-life balance, the meaning of life, plus food and gardens.

Janice Marriot lives in Auckland, where she works as a writer and tutor. She spends many happy hours with her grandson.

Virginia Pawsey lives and works in North Canterbury.



Together, they write a monthly column in *NZ House and Garden* magazine. □

Brian Morris | Principal

On NZIBS website

Learn new skills and create a new career for yourself.

Freelance Travel Writing and Photography:

http://nzibs.co.nz/?page_id=40

Journalism and Non Fiction Writing

http://nzibs.co.nz/?page_id=38

Sports Journalism

http://nzibs.co.nz/?page_id=60

Internet Entrepreneur

http://nzibs.co.nz/?page_id=1726

Creative Writing

http://nzibs.co.nz/?page_id=28

Romance Writing

http://nzibs.co.nz/?page_id=58

Mystery and Thriller Writing

http://nzibs.co.nz/?page_id=50

How to write poetry

http://nzibs.co.nz/?page_id=44

Writing Stories for Children

http://nzibs.co.nz/?page_id=83

Writing Short Stories

http://nzibs.co.nz/?page_id=79

Writing Your First Novel

http://nzibs.co.nz/?page_id=85

Life Coaching

http://nzibs.co.nz/?page_id=46

Digital Photography for Beginners

http://nzibs.co.nz/?page_id=30

Professional Freelance Photography

http://nzibs.co.nz/?page_id=130

Proofreading and Book Editing

http://nzibs.co.nz/?page_id=56

Information on any course we provide is available by telephone: **09 5329059** or **0800 801994**. You already have one foot on the first rung of a ladder. Your climb could take you to the stars.

Call **Carol Morris** | Registrar

When to use your writing skills at work

From **Grad's Club Report #703**
Reproduced for educational purposes.

Just because you write fiction or you write as a journalist doesn't mean you can't use these same skills at work. Or at your club or society. Most organisations produce a newsletter, plus documents, instructions and letters.

Tip: Volunteer to help with the writing for six months. Don't commit for longer or you'll get locked in forever. In six months you'll get plenty of opportunity to develop and exercise your writing skills on the job.

Writing skills are transferable. Volunteer to do these writing tasks:

- Acceptance letter to welcome new employees or club members.
- Acknowledgement of someone who achieved something – even a small win.
- Advice for users of your company's products or services.
- Annual Reports are a major writing and photography and proofreading assignment.
- The apology letter to customers when something wasn't up to expectations.
- Application forms for new employees or new members, in plain English.
- Appointment letters for new employees.
- An appreciation letter for an achievement, written on behalf of the boss.
- Approval in writing when someone asks if they can do something.
- Authorisation documents, giving people the authority to do things - officially.
- Bereavement or condolence letters when someone's family member has died.
- Cancellation notices, when a service or product has ceased being offered.

- Collection letters when debts are unpaid. Be clear, not rude.
- Replies to unhappy clients who complained, which means letters are written one at a time.
- Confirmation of an arrangement or deal the company has set up.
- Congratulations to a company member for their achievement outside the company.
- Credit application forms need to ask personal information with subtlety and discretion.
- Delegation requests, when the boss is unable to do everything himself/herself.
- Directives, when the boss wants something done a certain way.
- Disagreement expressions, when it takes skill to express opposing viewpoints with finesse.
- Encouragement letters to staff members who are under-achieving.
- Errors need correcting, with a note to the supervisor explaining changes made.
- Fund-raising letters are an art.
- Gift Certificates need words.
- Handling or storage instructions for delicate items like art or glass or computers or machinery.
- Holiday arrangements and rosters need to be explained in simple language.
- Inquiries need follow-up letters offering further information.
- Recommendations. When clients ask for advice, give it in writing.
- Refusals need delicate wording or you'll offend someone.
- Reservations in writing can eliminate disappointments.
- Resignation letters need care.
- Responses to customers' questions are a one at a time thing.
- Sales letters should describe benefits, not just features or facts.
- Termination of a lease, membership or rental agreement requires clear wording.
- 'Thank You' in writing carries more heartfelt meaning than a verbal 'Thanks'.
- Warning signs need to be 100% clear, maybe with a graphic illustration as well.

Tip: If anyone questions the commercial value to your working life of taking a writing course, read this list to them.

Job Opportunities

[Journalist](#), Fairfax Media, Ararat, Horsham, Stawell
Work with teams at the leading edge of digital, print and radio media.
Closes 9 June.

[Editorial Administrator](#), Fairfax Media, Albury
Love people and editing? Support an editorial team delivering local news.
Closes 9 June.

All these jobs were listed on the Student Discussion Board SDB when first found. That may have been several days ago!

Has the date expired? Put yourself forward anyway!

[Editorial Administrator](#), Fairfax Media, Horsham
Are you resourceful and organised? Help an editorial team deliver news.
Closes 9 June.

[Editorial Administrator](#), Fairfax Media, Ballarat
Fancy what Australia has to offer? Join an editorial team in Ballarat.
Closes 9 June.

If the closing date has passed, ask whether the position was filled. You could still be considered for it.

[Travel Writer](#), Tourism Radio NZ, Auckland
Create advertising and programme content for digital travel guides.
Apply now.

[Copy Writer](#), Fonterra, Hamilton
Provide technical and creative copy writing to market milk products.
Apply now.

[Ministerial Writer](#), Capital Recruitment, Wellington
Write ministerial communications for central government.
Apply now.

[Child Care Photographer](#), Kindermoments, Canterbury
Want to own your own business? Love people and photography? This is your chance. Apply now.

[Communications Advisor](#), Massey University, Auckland
Promote College of Health research and stories to external and internal audiences. Closes 11 June.

A New Day Dawns

by Marjorie Ann Arnold

Marching troops in craft formation
blank stares at death's claim
no mercy, for their years.
The weight of weary boots
stealthily tread,
indifferent, the forest watches
offering cover or hiding enemies
quiet.

Frightened eyes at home,
clenched hands
struggling for normality;
dread standing at the door.
Days of darkness
where dreams die
to hellish things.

A new day dawns no different
do we live to die another day?
Aching hearts, quaking knees
trembling hands on rifles thrust.

Caught on the wind
a victory refrain
like silk to battered ears.
Could it be true?

How the sound grew
charging the air with a rush of joy
Torn dreams, from miry clay
emerge
incredulous faces.
Relief... relief... relief.

Life before war a shredded
remnant
now, scathed survivors
cling to fragmented longings.

...Where to from here?

People, especially media people, have confused two words. "Pull the pin" and "Pull the plug" on a project. Pull the PIN refers to livening a hand grenade so it will explode within seconds and destroy an enemy. Pulling the PLUG refers to removing something's support system. Most often it refers to turning off the electricity which drives a mechanical life support in a hospital. Thus, a PIN and a PLUG are two totally different concepts.

How to write about difficult subjects for children, such as coping with illness, divorce or death

From Graduates Club Report #358

Thank you **Laura Backes**

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Imagine you've just gone through a nasty divorce and lost custody of your kids. Meanwhile, your mother is dying of cancer and your child is not coping at school because he has dyslexia. So the kids bully him.

Many writers turn these character-forming patches from their own lives into helpful stories for children. Your painful experiences can help the next generation learn 'coping skills'.

Keep these thoughts in mind when writing and selling stories based on your own real-life experiences:

First, remember you're writing a children's story, not a personal history.

It's NOT the place to purge a painful memory from your soul.

Children want to read about how THEY feel. Not how you feel.

Tip: Create a child character and tell bits of your story through that character's eyes.

Tip: Don't write in first person if the "I" is you, the adult writer.

Instead of explaining how bad you feel now you've lost access to your kids, show how a six-year-old character feels about only getting to see their daddy every other weekend.

Or how they feel about losing their leg in an accident.

Or how they feel about Daddy losing his job.

Tip: Splice in advice from other children among personal anecdotes.

Stories for younger children (4-8) centering around a personal crisis are more successful if the author uses a fictional character for imparting the information.

Older children (8-15) can handle more traditional self-help books. Focus on a specific aspect of the problem situation in each chapter.

If you want to write non-fiction (journalism), make sure the story revolves around the child in the centre of the event, and is told in a narrative format with a beginning, middle and end.

Finding a publisher

Selecting the right publisher for these stories is important.

Look in children's libraries under "Self Help" and "Special Needs" for suitable publishers

Ask the librarian for advice.

When you find a suitable publisher, ask the Children's Editorial Department for 'Writer's Guidelines' before submitting your manuscript to a publisher.

Tip: Ask your NZIBS tutor for a sample query letter. Follow the proven format. It usually works.

Another option is self-publishing. Publishing on Amazon has become so easy that many writers are writing solely for the Kindle.

[Get the EBook Guidelines here](#)

Tip: Look at what's been published *for parents* on the subjects you're considering. Ask the publishers if they'd like to publish a children's book on the same topic.

Stories on adoption, nasty childhood illnesses, or those that might go in a pediatrician's waiting room or hospital gift shop are examples of books with a finely targeted audience.

Some topics have small target audiences, especially in New Zealand. However, many NZ publishers sell books worldwide.

Tip: If you can speak on this topic to parents clubs, school PTA meetings, illness support groups etc, consider self-publishing your book. Then sell it where you speak.

Tip: Prepare to devote time to speaking and managing direct sales. Promotion is essential for sales. □

100 Good Books

From Grads Club Report #1091
Reproduced for educational purposes

Enjoy some of the world's best writing. Tick them off when read!

- A Child's Book of True Crime,*
Chloe Hooper
- A Thousand Acres,* **Jane Smiley**
- According to Queeney,*
Beryl Bainbridge
- Any Human Heart,* **William Boyd**
- Barrel Fever,* **David Sedaris**
- Bastard Out of Carolina,*
Dorothy Allison
- Bel Canto,* **Ann Patchett**
- Black Venus,* **Angela Carter**
- Bonjour Tristesse,* **Françoise Sagan**
- Brick Lane,* **Monica Ali**
- Case Histories,* **Kate Atkinson**
- Cloud Atlas,* **David Mitchell**
- Cloudstreet,* **Tim Winton**
- Cod,* **Mark Kurlansky**
- Dirt Music,* **Tim Winton**
- Drinking Coffee Elsewhere,*
Z.Z.Packer
- Drop City,* **T.C.Boyle**
- East is East,* **T.C.Boyle**
- Elizabeth Costello,* **J.M.Coetzee**
- Fairy Tales,*
Hans Christian Andersen
- Family Matters,* **Rohinton Mistry**
- Florian the Emperor's Horse,*
Felix Salten
- Frost in May,* **Antonia White**
- Geek Love,* **Katherine Dunn**
- Gilead,* **Marilynne Robinson**
- Gould's Book of Fish,*
Richard Flanagan
- Heart of Darkness,* **Joseph Conrad**
- Heat and Dust,* **Ruth Praver**
- Horse Heaven,* **Jane Smiley**
- Hotel World,* **Ali Smith**
- Housekeeping,* **Marilynne Robinson**
- How I Live Now,* **Meg Rosoff**
- Human Croquet,* **Kate Atkinson**
- In a Fishbone Church,*
Catherine Chidgey
- In the Land of Dreamy Dreams,*
Ellen Gilchrist
- Invisible Cities,* **Italo Calvino**
- Life and Death of Harriett Freen,*
May Sinclair
- Lolita,* **Vladimir Nabokov**
- Love in a Cold Climate,*
Nancy Mitford
- Love in a Dry Season,* **Shelby Foote**
- Love,* **Toni Morrison**
- Mandarin Summer,* **Fiona Kidman**
- Mansfield,* **C.K.Stead**
- Middlesex,* **Jeffery Eugenides**
- My Friend Flicka,* **Mary O'Hara**
- National Velvet,* **Enid Bagnold**
- Night at the Circus,* **Angela Carter**
- Not Her Real Name and Other Stories,* **Emily Perkins**
- Not the End of the World,*
Kate Atkinson
- Of Love and Other Demons,*
Gabriel Garcia Marquez
- Orlando,* **Virginia Woolf**
- Oscar and Lucinda,* **Peter Carey**
- Outside Over There,*
Maurice Sendak
- Owls Do Cry,* **Janet Frame**
- Palamino,* **Elizabeth Jolley**
- Pigs in Heaven,* **Barbara Kingsolver**
- Pobby and Dingan,* **Ben Rice**
- Ragtime,* **E.L. Doctorow**
- Rebecca,* **Daphne du Maurier**
- Restoration,* **Rose Tremain**
- Slow Dance on the Fault Line,*
Donald Rawley
- Stet,* **Diana Athill**
- Surfacing,* **Margaret Atwood**
- Tales of the City,*
Armistead Maupin
- Tess of the D'Urbervilles,*
Thomas Hardy
- The Age of Innocence,*
Edith Wharton
- The Bean Trees,*
Barbara Kingsolver
- The Bluebird Cafe,* **Carmel Bird**
- The Bone People,* **Keri Hulme**
- The Book of Fame,* **Lloyd Jones**
- The Complete Works*
William Shakespeare
- The Colour Purple,* **Alice Walker**
- The Complete Stories*
of Truman Capote, **Truman Capote**
- The Corrections,* **Jonathan Franzen**
- The Day of the Locust,*
Nathanael West
- The Debt to Pleasure,*
John Lancaster
- The God of Small Things,*
Arundhati Roy
- The Garden Party and Other Stories,*
Katherine Mansfield
- The Green Grass of Wyoming,*
Mary O'Hara
- The Hamilton Case,*
Michelle de Kretser
- The History of Love,* **Nicole Krauss**
- The Liars' Club,* **Mary Karr**
- The Passion,* **Jeanette Winterson**
- The Portrait of a Lady* **Henry James**
- The Prime of Miss Jean Brodie,*
Muriel Spark
- The Sari Shop,* **Rupa Baiwa**
- The Secret History,* **Donna Tartt**
- The Shipping News,* **Annie Proulx**
- The Swimming Pool Library,*
Allan Hollinghurst
- The Underground Man,*
Mick Jackson
- The Virgin Suicides,*
Jeffery Eugenides
- The Witch's Thorn,* **Ruth Park**
- Time After Time,* **Molly Keane**
- To Kill A Mockingbird,* **Harper Lee**
- Tu,* **Patricia Grace**
- Unless,* **Carol Shields**
- White Teeth,* **Zadie Smith**
- Women in Love,* **D.H.Lawrence**
- Young Adolf,* **Beryl Bainbridge**

Job Opportunities

[Child Care Photographer](#),
Kindermoments, Wellington
Combine your business acumen
and photography skills. Apply now.

[Reporter](#), Fairfax Media, Hastings
Deliver daily news with an
emphasis on digital storytelling and
social insights. Closes 14 June.

**If the closing date has passed,
ask whether the position was
filled. If it hasn't, you could still
be considered for it.**

[Child Care Photographer](#),
Kindermoments, Auckland
Do you love photography and
children? Do you want to own your
own franchise? Apply now.

[Senior Designer](#),
Pod Consulting, Wellington
Create visual identities for brands,
write photography briefs, art direct
scripts. Apply now.

[Journalist](#), Fairfax Media, Harden
Write community news and
features for the Australian
Community Media group.
Closes 9 June.

[Journalist](#), Fairfax Media, Brisbane
Write news bulletins for Radio
4BC/MAGIC 882. Closes 9 June.

[Portfolio Editor](#),
Thomson Reuters, Auckland
Edit legal information used by key
decision makers. Closes 7 June.

[Digital Editor](#), New Zealand Media
& Entertainment, Auckland
Lead the nzherald.co.nz editorial
team. Closes 12 June.

[Editor, Mana Recruitment](#),
Wellington
Use your Te Reo Maori language
skills to reach Maori audiences
online. Apply now.

[Beauty Editor](#),
McHugh Media, Auckland
Produce beauty images. Manage
advertising for digital and print
editions of MiNDFOOD. Apply now.

[Tender Writer](#),
Gaulter Russell, Auckland
Develop tender proposals and
business communications.
Apply now.

Organisations

Society of Authors

The NZ Society of Authors works in the interests of authors in New Zealand. The Society is guided by values of fairness, accountability and responsiveness.

The mission of the Society is to support the interests of all writers in New Zealand, and the communities they serve.

Join here: (Student rate applies)

<http://www.authors.org.nz/>

How to get a job is an ebook you'll find at Amazon.com This short \$5 book gives you all the steps for getting a job - age 16 to 65. Click here for the book.

<http://tinyurl.com/pgvgjky>

Call 0800-801994 for a chat about your other career options.

The Poets Society

Membership of the New Zealand Poetry Society entitles you to their bimonthly magazine and reduced entry fees in their competitions.

Several other benefits include a members-only website page.

<http://www.poetrysociety.org.nz/join>

New Zealand Freelance Writers' Association

Have you found their site? If you haven't found a suitable writer's group locally, look online. Here's where you can go to connect with other writers - wherever you live.

<http://www.nzfreelancewriters.org.nz/>

Romance Writers of NZ

This non-profit organisation was founded in 1990 by Jean Drew (NZIBS tutor). RWNZ has over 260 members (published and unpublished writers) from NZ, Australia, USA, UK and SA.

<http://www.romancewriters.co.nz/>

MEDIA caps for NZIBS graduates

- ❖ Journalist,
- ❖ Sports Journalist
- ❖ Photographer
- ❖ Travel Writer.

If you'd like one, please send \$10 and a letter detailing your name, postal address and former student number. One size fits all.



Richard Carlson:

Writer of 14 Self Help Books

From Grad's Club Report #609

by **Judith Spelman** (Abridged)

An example of a well-written interview, reproduced for educational purposes

Richard Carlson has a PhD in psychology but his specialty is stress management and exploring optimism and self-esteem. This has taken up a large portion of his life and he clearly enjoyed it.

He was the epitome of the all American young man - open, enthusiastic, smiling, infectious.

I interviewed Richard Carlson because he was doing something that happens to many people. He discovered quite early on what fascinated him - LIFE.

He set out to help people deal with those problems that, at first glance, seem insurmountable - yet in the end are really quite simple. He came to a point of experience that challenged him to want to write about his work.

"When I was teaching small classes in HAPPINESS I knew if I really wanted to reach a bigger audience it was necessary to find a way to do it other than speaking to six people at a time. I was not being that effective. Writing seemed like the dream way to do it and it has been."

What did he mean by 'the dream way to do it'?

"The writing was hard but I think being a natural optimist helps. Mine is a very realistic optimism. It is not the sort that gives you the feeling you don't have to bother because everything is wonderful.

"I don't spend a lot of time wondering if something will work.

"If something is a good idea and I love it, I follow my passion."

Richard Carlson has written 14 books, mainly on not getting too obsessed with the minutiae of life. These are a series on *Don't Sweat the Small Stuff* and cover the ways to deal with 'the small stuff' ...for Men, ...for Teens, ...in Love, ...at Work and so forth.

He has produced a couple of handbooks: *Handbook for the Heart* and *Handbook for the Soul* and books on ways to find a *Shortcut Through Therapy*, *You Can Feel Good Again* and *You Can Be Happy, No Matter What*.

"I only write about things I feel really comfortable addressing. In all my years of writing no one has ever accused me of being an intellectual giant - because I'm not. I don't pretend to be really intellectual. I don't offer psycho-babble. I just write about the practical and ordinary things. That's why people relate to it."

People compliment him with "I feel like I'm sitting in my living room with you" but he also gets criticised for being too simplistic.

"Teaching, talking to groups and individuals about your subject is all very well but writing about it for other people is not that easy."

How does Richard Carlson set about this task?

"Writing self-help and anything of an advice nature must always come from the heart. It would never come from 'What's going to sell? Who is my target audience?'

"If someone does that they are doomed to fail and they are doing a disservice to readers.

"I have a daily meditation practice and I sit down to write after that. For me, it is getting really quiet, excessively quiet. When I get quiet - and many other writers have told me the same thing - thoughts just come to them."

That should apply to all writers, surely?

"Ideally, creative writers, poets, journalists can all have this if they wait, quietly, and trust. It's inspiration - the creative source. Just allow it to come."

Carlson meditates regularly for 15 minutes and he considers this makes all the difference to his writing, and improves it ten-fold.

"I know some writers say 'I sit down at nine o'clock and if inspiration doesn't come I shall do the same every day until it does.'

"They're forcing, forcing, forcing. Maybe that's why it takes them years to write their first book.

"For me, I find it is so much clearer if I meditate first - and then I can see clearly: This is what I need to do. This is where I need to go."

Richard Carlson's last book is **What About The Big Stuff** (Hodder Mobius). It deals with the bigger issues of life - serious illness, difficulties at work, financial setbacks, divorce and death. He was aiming at a general adult audience.

"You have to ask, 'Who doesn't have big stuff to deal with?'

Everybody has it to deal with.

"My basic philosophy is that people are innately resilient. But we forget that. We need to practise fostering our resilience. If a person really knows that - innately - they are resilient, and they practise good mental habits, behaviours and attitudes, their resilience will grow.

One of the things I believe helps people is understanding that they don't need to go directly from point A to point Z. That is unrealistic. But they can take a short step. A to B then c. A little success shows you can do more.'

I got the impression Richard Carlson smiles as he writes. Maybe it is his unrelenting optimism that seeps through his books.

"I think you need a sense of humour to be a full person. I really feel blessed to be here. I get a kick out of writing and working and contributing in some way to a person's life. To me writing is joyful. I don't know why someone would write who didn't love it!"

Writing these [Don't Sweat](#) books must have been a natural progression in his life. They are very popular. Over 21 million copies have been sold worldwide.

"It's interesting. I was a pretty average writer all through high school. But part of the instruction was geared towards 'This is the way you write.

This is the way it's got to be done.' It really turned me off because it wasn't fun.

Later, in college and beyond, you have the privilege of doing it your own way. Creative freedom.

I think when you are yourself - and particularly in writing self-help books - you have to be yourself. You can't pretend to be somebody else, and that's why it works."

Carlson wrote his first book with a friend in 1989, an anthology on healing.

"We asked 30 of the greatest and most popular healers to answer a few essential questions.

"It took some persistence but it gave me the confidence to go on writing. I really love reading and I have always respected people who write." He lived 1961 - 2006. □

Did I read that sign right?

**TOILET OUT OF ORDER.
PLEASE USE FLOOR BELOW.**

In a Laundromat:
**AUTOMATIC WASHING
MACHINES: PLEASE REMOVE
ALL YOUR CLOTHES WHEN THE
LIGHT GOES OUT.**

In a London department store:
**OUR BARGAIN BASEMENT
IS UPSTAIRS.**

**WOULD THE PERSON WHO
TOOK THE STEP LADDER
YESTERDAY PLEASE BRING IT
BACK - OR FURTHER STEPS
WILL BE TAKEN.**

In an office:
**AFTER TEA BREAK, STAFF
SHOULD EMPTY THE TEAPOT
AND STAND UPSIDE DOWN
ON THE DRAINING BOARD.**

Outside a second-hand shop:
**WE EXCHANGE ANYTHING -
WASHING MACHINES,
BICYCLES ETC.
BRING YOUR WIFE ALONG AND
GET A WONDERFUL BARGAIN.**

Notice in health food shop window:
CLOSED DUE TO ILLNESS...

Job Opportunities

[Digital Marketing Specialist](#),

RWA People, Auckland.

Use your writing skills to craft emails, social media communications and technical reports. Apply now.

[Real Estate Photography Franchise](#),

Open2view, Kerikeri.

Own your own photography business. Inquire now.

[Real Estate Photography Franchise](#),

Open2view, Hawkes Bay.

Take photographs and be your own boss. Inquire now.

[Real Estate Photography Franchise](#),

Open2view, Bay of Plenty.

Build a profitable photography business. Inquire now.

[Journalist](#), Wellington Suburban

Newspapers, Wellington

Write news stories for *The Independent Herald*. Apply now.

[Senior News Editor](#),

Yahoo, Auckland.

Edit news for desktop, mobile applications and social media. Apply now.

All these jobs were listed on the Student Discussion Board SDB when first found.

Has the date expired? Ask anyway!

[Reporter](#),

Fairfax Media, Auckland.

Produce stories and photos for community newspaper. Closes 5 June.

[Reporter](#),

Fairfax Media, Rangiora.

Write news columns for the *Northern Outlook* community paper. Closes 7 June.

[Reporter](#),

Fairfax Media, Ashburton.

Shape the news for *The Mid Canterbury Herald* community newspaper. Closes 7 June.

[Senior Online Producer](#), Fletcher

Building, Auckland.

Build brand through cleverly crafted advertising messages, and use your editing skills to ensure consistency. Apply now.

Online Openings

for editors and proofreaders

When searching online, search for **variations** of what you want:

- **Proofreading**
- **Proof reading**
- **Book editing**
- **Boook editting**
- **Editing / Editor**
- **Manuscript correcting**

Be creative. Look for spelling variations. That's why they need you.

Craigslist.org

Check this international billboard of opportunities, jobs etc.

<http://auckland.craigslist.org/>

Online Writing Jobs

<http://www.online-writing-jobs.com/jobs/freelance-proofreading-jobs.php>

So many books with 'GIRL' in the title. Ever wondered about that?

[The Girl With The Dragon Tattoo](#)

The Girl With a Clock for a Heart
The Girl With Flowers for Hair

The list of fiction books with "Girl" in the title is prodigious.

Kate Hamer wrote

['The Girl in the Red Coat'](#).

The idea for the novel came to her one night, so she got up from her bed and wrote the first chapter.

Just like that!

Hamer had not thought about where her story idea might go. She just felt compelled to begin writing - and follow the thread. "It's good to not think too far ahead," she says.

"If I have a story I feel I want to write, I just write it."

Hamer is a first-time novelist. Her book is tipped to become a best-seller. There is even talk of it being made into a film.

Next time you get a story idea in your dream, WRITE IT!

If you just roll over and sleep you could miss something big.

There Are Risks We Should Dare To Take

From *Jeff Haden's* blog

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Most of us already have enough regrets. Worse, someday we'll look back and think, "What if I had done that ... or applied for that ... or actually tried that?"

Mark Twain said,
"Twenty years from now, you will be more disappointed by the things you didn't do than by the things you did do."

You can always recover, learn, and build from mistakes, but when you do nothing, that automatically means there is nothing to improve or salvage or discover.

All you have is, "What if ...?"

So . . . here are five smart risks you should take before you die:

1. Hire or promote someone you "shouldn't".

Take a punt on someone, even if they haven't got the "right" qualifications, or the "right" background, or they're too young, or too inexperienced, or too new to your industry or business?

Give an unusual candidate a chance. You might get a lot more than you ever hoped ... but you'll never know if you don't take a risk.

2. Apologise for a mistake you made.

Sometimes we've done something so bad, so egregious, so "something", that we don't say we're sorry. We're too embarrassed. Too ashamed. Too mortified. So we run away from the situation, often for years. We wish it would go away.

Man up (or woman up) and say you're sorry. It will suck. You may get yelled at, or humiliated.

But you'll also feel better for doing it. You may repair a friendship or relationship you thought was beyond any hope of recovery... but you'll never know if you don't take that risk.

3. Face one of your worst fears.

Anyone hoping to achieve great things gets nervous. It's normal. Anyone trying to achieve great things gets scared.

Productive people aren't braver than others; they just find the strength to keep moving forward.

So pick something you'd love to do - but are scared to do. Accept that you will be afraid. Then go do it anyway. It's likely the experience won't be as bad as you feared. But you'll never know if you don't take the risk.

4. Do one thing you dream of doing that others disdain or ridicule.

What other people think - especially people you don't even know - doesn't matter.

What other people want you to do - doesn't matter.

Maybe you'd like to start a business, but everyone says you'd be crazy to try. "Not now!"

Maybe you'd like to learn to do computer programming, but everyone says "An old dog like you can't learn new tricks."

Whatever it is you've wanted to do, but have hesitated because of what other people will think or say, take a plunge and do it.

You may achieve what you want to achieve, or even more.

But you'll never know if you don't take the risk.

5. Go above and beyond for one person you don't know - simply because you can.

No matter what you feel you don't have, there are millions of people who have less than you.

One of them just needs a kind word. Or a bit of advice. Or a little support with words or money.

The next time someone asks you for assistance take a chance and go a step further. Say, "I can help you with that." Then ponder what can you do that would make a REAL difference? What can you do that would REALLY HELP them?"

You may change another person's whole life ... but you'll never know if you don't take the risk. Every day is decision day. □

Kathy Reichs on her writing



Kathy Reichs began fiction writing with her novel, [Deja Dead](#) in 1994.

She had been made a full

professor of anthropology at the University of North Carolina, which freed her to do more of what she wanted to do - writing fiction.

"I had been thinking about writing a novel and friends kept telling me I should write a novel because of the interesting cases I work on."

Six years later she finished her third book, [Deadly Decisions](#).

Despite the chilliness of the subject, her voice is warm as she talks of travelling between Montreal and Charlotte, *"Like my heroine, Tempe, I never get used to the cold."*

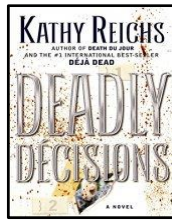
Reichs says: *"While she has quirks - she's a recovering alcoholic, with a broken marriage and rebellious daughter - we share a lot of the same feelings working with the victims of violent crime. We know what it feels like being an ordinary woman in a job where murder is commonplace."*

Both are essentially private people. Reichs' work often has negative impacts on her life and so does her character, Brennan. She has been through a few rough spots and tends to be a little cautious, a little less open than she used to be.

"For me it is just that I have had some threats when I have been testifying in court," says Reichs. "It doesn't impact on me directly but I am cautious when talking about my family or my children because of the nature of my work."

"Generally, when I go into court and testify, the defendant doesn't usually like what I have to say and they are there because they have killed someone."

To research for her novels, Reichs goes right to the source. For [Deadly Decisions](#), Reichs researched biker crimes, riding surveillance and visiting a biker



clubhouse with the Wolverine unit, which deals with nothing but biker crimes.

The only active biker war in the world is going on in Montreal. It is very active. In five years there have been 120 murders.

Kathy Reichs is adamant she didn't begin writing as any sort of release from the horrors of her work, but she now finds if she doesn't write because of other commitments she really misses it and is anxious to get back to it.

She approaches her writing in a clinical way.

"In this genre you have to be sure to tie off every little thing you have thrown in there, otherwise the readers are going to let you know. I have to be as exacting as I am in my forensic work."

She agrees that realism is part of what makes her books so popular but she is also careful when she includes new information.

"When I read something I like to learn something as well, so I try to put a little of science, a little bit of anthropology in my books. I keep it brief and avoid jargon, but try to make it entertaining as well."

"There is a real knack to putting science into fiction."

Her stories are science-driven and she makes sure all the information is absolutely accurate.

So when Dr Brennan discovers a cluster of beetles feeding on the spine marrow of a decomposing female body, the author would have talked to an entomologist and when the crime scene is a grisly spread of blood and bone she will have consulted a blood-spatter expert.

Reichs says she would not consider writing about anything else right now, *"I'm still really enjoying the stories and character. It's what I do, what I know about. It gives my books authenticity. That's my difference."* □

Job Opportunities

[Reporter](#), Fairfax Media, Waitaki Write local and national news stories for the Waitaki Herald. Closes 7 June.

[Product Photographer](#), Save Barn, Auckland. Manage photo studio, photograph product range, write online product listings. Apply now.

[Photographer](#), Kylin Image, Queenstown. Do you speak fluent Mandarin and take fantastic photographs? This job is for you! Closes 15 June.

[Photographer](#), Platinum HD New Zealand, Auckland. Take technically challenging photographs that sell real estate. Closes 15 June.

[Marketing Assistant](#), Indigo Brands, Christchurch. Photograph new stock for online store, manage Facebook and online ad campaigns. Apply now.

[Rehabilitation Coach Assistant](#), BUPA Rehab, Hastings. Make a difference by helping rehabilitation clients achieve life goals. Apply now.

[Editor](#), Springer, Auckland. Edit and source authors for pharmacological science journals under the Adis brand. Closes 10 June.

If the closing date has passed, ask whether the position was filled. You could still be considered for it. Ask again after the usual 90 day trial period has expired.

[Campaign Specialist](#), RWA People, Auckland. Design blogs, emails, web content and social media communications to facilitate positive change. Apply now.

[Technical Writer](#), Randstad, Auckland. Assist with writing, compiling and submitting tenders and bids. Apply now.

[Technical Writer](#), Sourced IT Recruitment Specialists, Christchurch. Translate technical specifications into plain English training notes and documentation for an international audience. Apply now.

Hibiscus Coast Writers

Members enjoy workshops and six competitions a year including poetry, short stories, drama and non-fiction. Meet local writers.

<http://hibiscuscoastwriters.weebly.com/>

How to REALLY get rid of that trash . . .

We send our unwanted files and folders and pictures stuff into our JUNK folder >>> also called the computer's TRASH can.

"Gone!"

And we celebrate our cleverness.

Wait. The job isn't complete yet.

For email:

Scroll down to the JUNK file in your emails. Right click on JUNK. Scroll down to "Empty Folder". Click that as OK.

For your Hard Drive:

Look for the recycle bin on your desktop. Right click on it. Agree to "Empty Recycle Bin"



NOW the task is complete. Close and OPEN your computer. (That's called a re-boot.) Everything should go faster now.

Principal Brian tells the story of a visit to a friend who complained how slow her computer was running.

He asked her when she had last emptied her TRASH folder.

"What's that?"

Her answer told the tale.

Brian showed her the process described above.

She had a ton of stuff she thought was gone, but it wasn't. Her computer was having to sift through all the trash before it could do anything else for her.

Pass this tip on to friends, clients, anyone.

How You Can Speak Several Languages The Easy Way

From Grad's Club Report #1095
Reproduced for educational purposes.
Our thanks to **John Jordan**

1. Know why you're doing it

Wanting to impress waiters with your French is not a good reason. Wanting to know a French lover in his or her own language is a strong reason.

2. Immerse yourself

Practise your new language every single day.

The best possible outcome of speaking a language is for people to speak it back to you. Being able to have a simple conversation is a huge reward in itself. Reaching milestones like that early on will make it easier to stay motivated and keep practising:

3. Find a speaking partner

Even if you can't get a sibling or friend to join you on your language adventure, having any kind of partner will push both of you to always try a little bit harder and stay with it. Look in LinkedIn or FaceBook. Use Skype.

4. Keep it relevant

If you make conversation a goal from the beginning, you are less likely to get lost in textbooks. Talking to people will keep the learning process relevant to you.

"You're learning a language to be able to use it. Not just to speak it to yourself. The creative side is really being able to put the language you're learning into a more useful, everyday setting. Basically you want to speak to people. Or use it when you go abroad. Consider writing songs in the language. Hey, you don't have to go abroad; you can go to a Greek restaurant down the road and order in Greek."

5. Have fun with the language

Using your new language in any way is a creative act.

Make a radio play with a friend. Draw a comic strip. Write a poem. Or simply talk to whomever you can. Call an international airline office in their language. Use Skype. If you can't find a way to have fun with the new language, chances are you aren't following step four.

6. Act like a child

Be more uninhibited!

This is not to say you should throw a tantrum or get food in your hair when you go to a restaurant, but try learning the way kids do.

The idea that children are better learners than adults is proving to be a myth.

New research cannot find a direct link between age and the ability to learn.

The key to learning as quickly as a child may be to simply take on certain childlike attitudes.

For instance, attitudes like a lack of self-consciousness, or a desire to play in the language.

Be willing to make mistakes. Look for the fun element.

We learn by making mistakes.

As kids, we are expected to make mistakes, but as adults mistakes become taboo.

Think how an adult is more likely to say, "I can't", rather than, "I haven't learned that yet."

(I can't swim, I can't drive, I can't speak Spanish. I cannot do any of these until I learn how).

To be seen failing (or merely struggling) is a social taboo that doesn't burden children.

When it comes to learning a language, admitting you don't know everything (and being OK with that) is the key to growth and freedom.

Let go of your grown-up inhibitions!

7. Leave your comfort zone

Being willing to make mistakes means being ready to put yourself in potentially embarrassing situations.

This can be scary, but it's the only way to develop and improve. No matter how much you learn, you won't ever speak a language without putting yourself out there.

Talk to strangers in the language, ask for directions (even if you don't need them), order food, tell a joke.

The more often you do this, the bigger your comfort zone becomes and the more at ease you can be in new situations.

At the beginning you're going to encounter difficulties.

Maybe the pronunciation, maybe the grammar, the syntax, or you don't really get the old sayings.

The most important thing is to work on developing the feel.

That's what makes a native-speaker, one who makes a language their own.

Job Opportunities

[Contract Web Content Writer/Editor](#), Sourced IT Recruitment Specialists, Chch. Write new and re-write existing web content for a new project. Apply now.

[Bid/Proposal Writer](#), Gaultier Russell, Auckland. Write tender documents and facilitate client interviews for effective business communication. Apply now.

If the closing date has passed, ask whether the position was filled. You could still be lucky.

[Journalist](#), Key Media, Auckland. Craft headline stories spiced up with wit and wordplay for 30 titles. Apply now.

[Conference and Training Producer](#), Liquid Learning Group, Auckland. Research, secure speakers and write brochure copy for commercial events. Apply now.

[Instructional Designer](#), Madison Recruitment, Wellington. Create innovative training content, learning activities and assessments. Apply now.

All these jobs were listed on the Student Discussion Board SDB when first found. That may have been several days ago! Has the date expired? Put yourself forward anyway!

[Report Writer](#), Lexel Systems, Auckland. Use your eye for detail and writer's flair to develop complex technical reports. Apply now.

[Course Writers](#), Open Polytechnic, Hutt Valley. Produce online course material and interactive tools for students. Apply now.

[Education Curriculum Writers](#), Skwirk Interactive Schooling, Auckland. Use your writing and editing skills to help re-align course content to the New Zealand national curriculum. Apply now.

Competitions



Have a go! 😊

For details of all competitions, click the links and join in!

Winners' names are posted on the SDB after the competitions are judged at month's end.

See the competitions here:

<http://nzibs.org/forums/forumdisplay.php?f=11>

Photography competitions:

<http://nzibs.org/forums/forumdisplay.php?f=4>

Robert V Photography tutor

If you're sending in photos for assignments, or for challenges or competitions, please remember to give these important details:

- **Aperture setting – including why you chose that one**
- **Shutter speed – including why you chose that one**

The aperture and the shutter speed are the two most important aspects of making a photograph so they deserve serious consideration.

The photography tutor can help you better if you give reasons for choosing specific settings.

When the important person being interviewed on radio says, "Well, to be honest with you ..." are they saying everything they had said prior was NOT HONEST? Seems like it. We can judge their statements accordingly.

8. Listen. Listen. Listen.

You must learn to look before you can draw.

In the same way, you must learn to listen before you can speak.

Every language sounds strange the first time you hear it, but the more you expose yourself to it the more familiar it becomes, and the easier it is to speak it properly.

9. Watch people talk

Different languages make different demands on your tongue, lips, throat and breathing.

Pronunciation is just as much physical as it is mental.

If you can't watch and imitate a native-speaker in person, watching foreign-language films and TV is a good substitute.



10. Talk to yourself

Speaking to yourself in a different language is a great way to practise if you're not able to use it all the time."

This can keep new words and phrases fresh in your mind and build up your confidence for the next time you speak with someone.

11. Relax

You won't annoy people by speaking their language poorly.

Taking the initiative to step into someone else's language world can also put *them* at ease and promote good feelings all round.

12. OK, but what's the point?

This report has gone into HOW to start learning a language, but are you still on the fence about WHY to learn?

Well, if you speak only one language then you have a different way of analysing and interpreting the world than does the speaker of another language.

Think about it! □

Broken Promises

by *Lorraine M Gregoire*

Reproduced for educational purposes.

"**Sheesh!** Give me a few points for self control!" I snapped at my cranky husband. I wanted to stop at a "Going Out of Business" sale we passed in the mall.

"There's nothing we need," was his usual grumpy male comment. "It's all overpriced junk. If they had anything good they wouldn't be going out of business."

"But, it's sporting goods", I wheedled. "Could be some good deals for the grandkids. And, you like boats and fishing stuff. I've put up with that photo of your "dream-canoe" stuck on the bathroom mirror for years now. Maybe you'd enjoy just looking around?"

"Are you crazy!" His eyes got funny and he said something like "The boat I want is the Supremo Numero-Uno blah-blah. Soon as I finish saving up 6,000 bucks for that baby, I'm going to order right from the manufacturer. Custom. In silver. Yesiree. This loser store wouldn't carry something like THAT. And I'm sure not going near those sucker crowds."

"You're so darn negative and boring!" I retorted. "I happen to like crowds. They make me feel like I'm part of something. I won't buy anything . . . You go for coffee and come back in half an hour."

"Don't make promises you can't keep, old girl." He chuckled in that self-satisfied "I'll believe it when I see it" way that always gets me riled. "I know you're going to come out of there with useless junk. You always do."

His words made me mad. How dare he accuse me of being frivolous! I prided myself on being a wise shopper. I had a darn good nose for bargains and stretched our old age pensions like nobody's business. Now I had a mad on, that's for sure. I promised myself I would not buy a darn thing, no matter what. Ha! I wouldn't give Mr-Know-It-All-Smartypants any reason to gloat.

I squared my chin and marched into the crowded store. Aisles and aisles of hockey sticks, golf clubs, basketballs, exercise equipment, fishing gear, boy toys galore were strung with huge blaring signs:

CLOSING OUT SALE - up to 80% OFF. NO REFUNDS.

Up and down the aisles I strolled, ducking and dodging, humming to myself and enjoying the frenetic energy and excitement of a sale.

All of a sudden, THERE, at the back of the store, in gleaming silver, full of lifejackets, paddles and fishing stuff, sat the exact canoe of my husband's picture. I gasped and blinked three times. Yup. It was still there. The Supremo Numero-Uno blah, blah. My heart beat wildly. I elbowed my way through the crowds. I scrambled over junk in the aisles and darned near fell into the canoe looking for the price tag.

There it was - a little tattered, with the manufacturer's suggested retail price at \$6,750 plus tax crossed out and a handwritten TO CLEAR \$750 AS IS. NO RETURNS. Must be a mistake. \$6000 off? Where was a salesman? I had to talk to a salesman.

I spotted a young fellow with a "Hi. I'm Mathew" tag trying to hide from the mob of bargain hunters. I clutched his sleeve. "Mathew. Tell me about this El Supremo canoe. What's wrong with it? Why is it only \$750?"

"Oh. There's nothing wrong with it. It's brand new. We're closing the store so it's on clearance like everything else. I think that includes lifejackets, and a bunch of fishing gear, too. I'll go check."

A few minutes later he came back and said, "I'm sorry, ma'am. Someone made a mistake on the sale tag. It's supposed to be \$4,750 for the whole package. I just talked to my Dad who is running the close-out. He said it was worth over \$8,000 regular price so it's still a good deal."

I felt tears well up in my eyes.

"Oh well", I said sadly. "Of course, it was too good to be true.

"This is exactly like my husband's dreamboat. I guess I started to dream myself when I saw that price tag. He's going to be 62 years old on Friday. He had to retire early for his health. It's been hard on just the pension, but the stubborn old fool has been saving \$10 every week for years to buy one just like this. Just an old man's silly dream, y'know.

"You know, he's always said he wanted to spend his retirement out fishing in a canoe on a lake."

My voice trailed off and I turned and walked away.

I was already at the mall door when Mathew caught up with me.

"Do you have \$750 plus \$25 for delivery and \$112 for tax, ma'am?"

I gasped. "Yes. Yes. That's about all I have," I said as I thought fleetingly about the cataract surgery I was saving for.

"Well then, you just have your husband sitting on his front porch on Friday morning at 10 o'clock so he's there when my Dad and I come with his new boat. We'll even put a bow on it for his birthday."

I started to cry. My old hand shook and I had to squint as I wrote out my cheque.

Mathew swallowed hard.

"Ma'am. There's something you should know. This store was my Grandpa's. He ran it for more than 30 years. He always promised to retire one day. Said he wanted to spend time relaxing and out fishing in a canoe. He ordered this one, custom, for himself last year. But, well, he just never took the time off to use it."

He swallowed even harder. "My Grandpa died, sudden-like, just last week. He was only 68 years old. I think he'd be mighty happy that your husband will get this here canoe. My Dad thinks so too. You just have to make sure he uses it a lot, OK? You promise?"

I handed Mathew a Kleenex and we stood there together, quietly lost in our own thoughts for a moment, blowing our noses.

"I promise," I said. Now, where was my dear sweet husband? □