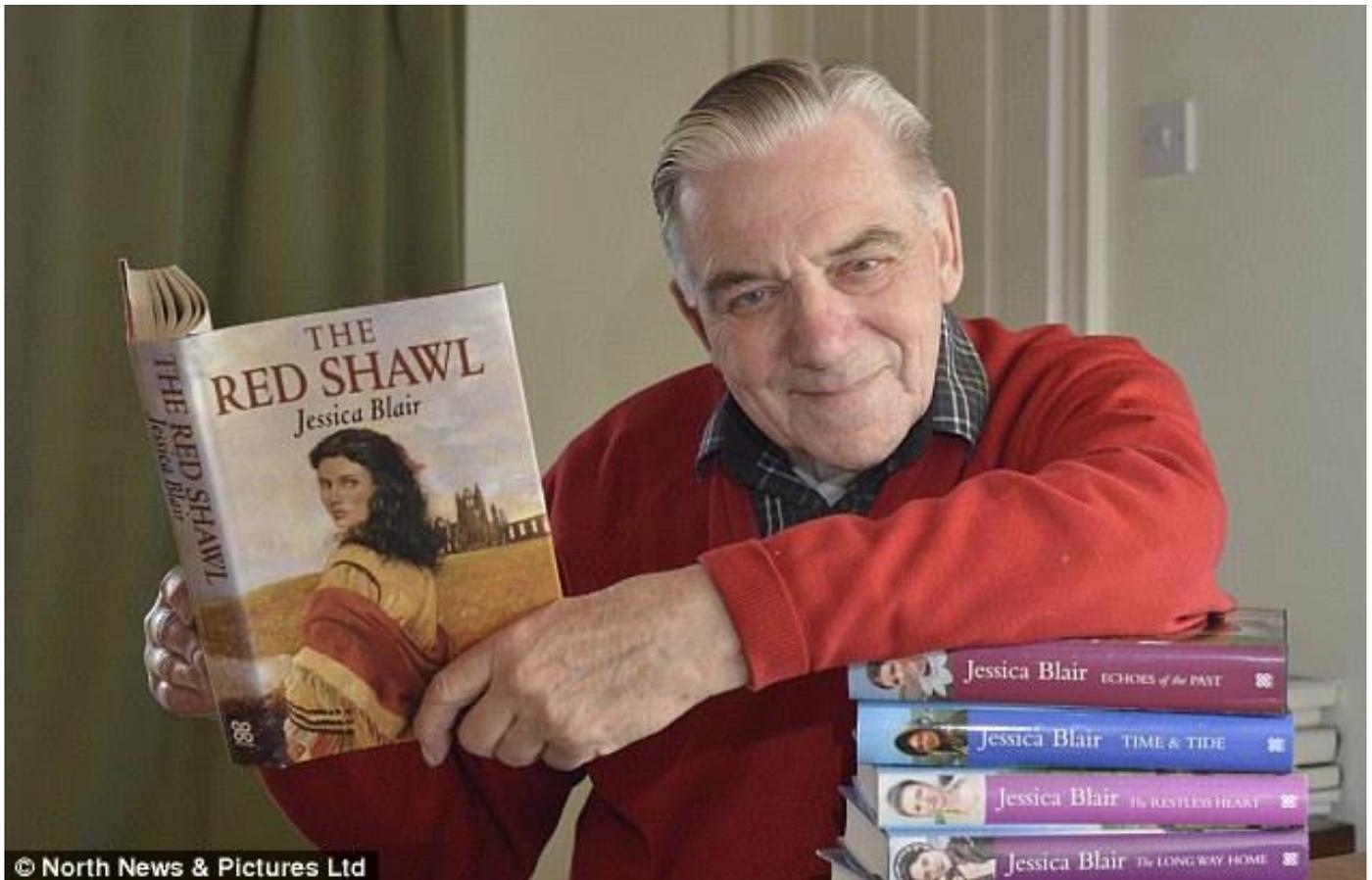


He's emulating **Alisa Zinov'yevna Rosenbaum** (Ayn Rand),
Erika Mitchell (E.L.James) and **James Wight** (James Herriot);
successful novelist **Bill Spence** writes as Jessica Blair



Read more about Bill and others in their ninth, tenth and
eleventh decades who **live life laughing**. Page 3

**'Show and Tell'
Writing Better**

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favourite websites**

Page 9

**A hundred good
books to read**

Page 7

FICTION

'The Enemy'

Page 12

**Thinking about a
new career?**

**There are ideas
on every page!**

**Preparing for
your first**

job interview
Page 5

Welcome a new tutor for Proofreading and Editing

Heather Taylor is an experienced professional proofreader and books editor who operates her own business providing these services to clients around the world from her lifestyle farmlet in rural Northland.



She has degrees and diplomas and hands-on experience in English, biology, conservation, winemaking, farm management, aviation, veterinarian services, weed & pest controls, firefighter services and workplace safety systems.

Heather has lived and worked in many countries which gives her an interesting international perspective.

The popularity of our NZIBS Proofreader and Books Editor training course requires another tutor for this course. We chose the best. She walks her talk!

We have all benefitted from Heather's service for some time already, as she searches the country - and the world - looking for jobs and work projects our graduates can apply for. These jobs etc get posted on the Student Forum NOTICEBOARD, fresh every three days. Some are listed within our monthly newsletter '**Jobs & Events & Competitions**'.

You are invited to send your own 'Welcome Heather' messages.

Look for her postings in the **Proofreaders section**.

Ask her questions about professional proofreading, being a books editor etc. We are blessed to have such talented people in our team of tutors.

Were we polite to the Welsh rugby team?

They came a long way, and put on a brave show.

To confront the world champions in any sport requires courage, especially when history tells them what to expect.

The boys from the valleys were not found wanting - except on the scoreboard.

The new young All Blacks played as worthy replacements for those who have moved on. They will improve with more game experience.

Any player can get injured, so having a broad range of capable replacements is important.

It was pleasing to see the level of team composure, established under **Richie McCaw**, is being maintained. Scoring points after the hooter has signaled 80 minutes ... this shows the All Black spirit to keep going hard until the ref blows full time has been preserved.

Another positive McCaw left us is the understanding that winning is not a licence to swagger or mouth-off to the vanquished.

However, there are lessons which both administrators and fans can learn.

1. Let's run both teams on to the field simultaneously. This should eliminate the booing, which yobos think is a Kiwi welcome to our visitors. It is not. Their behaviour is an embarrassment.

2. Let's call for "SILENCE PLEASE" when a kick at goal is being taken by either side.

These changes in game management by administrators will spread the McCaw ethos into the stands - and everyone will be better for it. □



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

Your Training Provider:

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P O Box 28 22 88
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Information on any course we provide is available by telephone:

Call **Carol Morris** | Registrar

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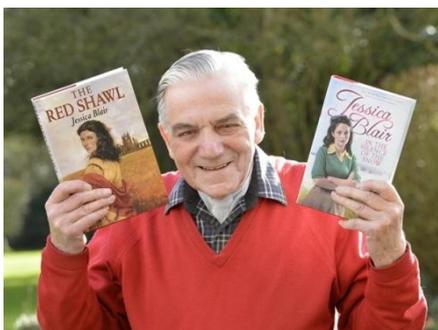
Telephone **09 536 6182**

You already have one foot on the first rung of a ladder. Your climb could take you to the stars.

When is too old? Don't ever say you're too old

What might you do if you set your mind to it? Remember this: age is only a number, with whatever value YOU give it.

Former RAF airman **Bill Spence** is 93. He has published 22 romance novels, as Jessica Blair. Plus 26 westerns as Jim Bowden.



Here is an interview he gave three years ago. The more you know about Bill Spence the more you'll be inspired.

<http://teensleuth.com/hauntedlibrary/?p=13012>

Alice Munro, 84, is a prolific writer. Her 14th book of short stories awaits your enjoyment.



Her background is here, though the article is three years old.

Since it was compiled, she has won the Nobel Prize in Literature (2013), as a "master of the contemporary short story".

<http://tinyurl.com/bmnmvyy>

Yuichiro Miura, 83, reached the summit of the world's highest mountain for the first time at the age of 70.



He repeated the climb at age 75, and again at 80 - following several heart operations and a fall that shattered his pelvis and required serious surgery and therapy.

Miura says he is training to ski Cho-Ovu, the world's sixth highest mountain, when he is 85.

He is also thinking of another Everest expedition. He plans to climb the world's highest peak for a fourth time when he is 90. 'If I'm still alive,' he says.

"I think if one regards the age of 80 as a start, his or her life will become more interesting. You need a goal. It is not necessary to climb a mountain." Yuichiro Miura

Giorgio Napolitano, aged 91, became President of Italy at the age of 80 and held the position for



nine years, retiring at 89 in 2015, and he is still very popular.

P D James, the thriller writer dame who died at 94, published her last novel, *Death Comes To Pemberley*, at 92.

It's a sequel to Jane Austen's *Pride and Prejudice*; a mystery that opens with a brutal murder.

If you're interested in her views about detective fiction, go here:



<http://www.randomhouse.com/features/pdjames/detective-fiction.html>

Tom Wolfe is 85. His fourth novel, *Back to Blood*, was published in October 2012.

For more details of the book: <http://tinyurl.com/9lyht7y>

Herman Wouk, 101, is most famous for *The Caine Mutiny*, but he keeps writing ...

His publisher said a few years ago: "He's got a book or two left in him." Indeed he had.

Wouk's latest book, which he says will be his last, is a memoir: *Sailor and Fiddler: Reflections of a 100-Year-Old Author*. It was released in January 2016 to mark Wouk's 100th birthday.



"Happy 90th birthday wishes to **Queen Elizabeth II.**"

What does all this tell us? Simply that we're never too old to take on a fresh challenge! ■

Saving Time ...

This MS WORD gem will save you several minutes every day.

TIP: You can hold a large chunk of text and graphics and one click places it on your WORD doc.

It allows you to save anything you've typed and re-use it over and over, complete with its format.

For example: when you use the same paragraph often, or a fully formatted document with images, even your whole letterhead formatted with logo and photos can be recalled and placed on a blank page with a couple of clicks.

In MS WORD go to ...

Insert, Quick Parts, Auto Text.

Save what you've created as Autotext.

Give it a title, eg 'letterhead'.

Tomorrow you can find it by ... beginning to type the saved title you've given the autotext. It appears on your list of options. A single click will insert that whole item on your blank page. Try it.

It works for WORD versions 2007/2010/2013/2016.

Watch this 60 second instruction video.

<https://www.youtube.com/watch?v=Gja7...ature=youtu.be>

It's Shakespeare, Jim, but not as he spoke it

Did you know that many of the jokes in Shakespeare's plays fall flat - or are missed entirely - due to our modern way of pronouncing English?

Watch this short documentary in which linguist David Crystal and his actor son, Ben Crystal, look at the differences between English pronunciation now and how it was spoken 400 years ago.

They answer the most basic question you probably have right now — How do you know what it sounded like back then? — and they discuss the value of performing Shakespeare's plays in the original accent...

<http://twentytwowords.com/performing-shakespeares-plays-with-their-original-english-accent/0/>

Prepare well for your first interview

by **Peter Vogt**

Reproduced for educational purposes

Graduates Club Report 888

The stakes are high during job interviews, especially when you're about to compete for your first job - the one that could launch your new career.

You'll be nervous. That's normal. But you can minimise your anxiety and put yourself in a position to win the job by preparing for your interviews - thoroughly.

Research the company or organisation in depth

Your interviewer will expect you to know quite a lot about his organisation. So at a minimum, browse the organisation's website, read as many of their marketing materials (brochures, flyers, catalogues etc), as you can find and look for articles about the organisation in industry or trade magazines or professional journals. Ask a librarian for help. Dig deep by talking to some of the company's employees.

Identify what you have to offer

What are the top three skills or experiences you can offer to the employer? Something other applicants can't offer! Were you a school prefect, team leader, coach to younger players, debater, library monitor, theatre actor etc? Identify these attributes before the interview. Next, determine how to communicate these strengths.

Prepare examples

Anyone can make big claims in job interviews but few people back up those claims. Have some actual anecdotes/stories you can tell from previous experiences to support your claims/statements.

Create a career portfolio and present it during the interview.

Ask intelligent questions

It's important to ask questions because this shows you're interested in the job.

Ask "Is it OK if I make some notes while we talk?"

Be sure you bring questions you prepared ahead of time. Jot down any which occur during the interview. Don't ask questions about your holidays or sick days off, as these are ME, ME, ME questions. Ask about the company's activities (you'll have looked up, so you already know some of the answers).

Develop your closing statement

Successful salespeople know how to effectively close meetings with clients and how to make a sale. You need to learn how to close your interview to win the job - if you want it, that is. Something like: "I've really enjoyed finding out more about the XYZ company and I'd like to be part of the team which takes the company into the future. I'm available to start next Monday if you need to know that."

Practise, practise, practise

At most campus career centres, you can sign up to do a mock interview with a career counsellor. Take advantage of this helpful service so you can get a sense of what an interview situation is like. You can pinpoint specific questions you'll be asked and work through your best responses.

Be ready for surprises

It's possible you might be taken out to lunch or dinner as part of the interview, or you may have to take a pre-employment test, or you'll be interviewed by more than one person. Expect this. Don't be caught off guard.

Look your best

Will an employer like looking at you every day?

You need to look your very best for the interview. Get your hair cut and/or styled. Buy an interview suit/dress. Be aware that tattoos can be off-putting to some older people. Don't wear body metal.

Do not plan to take anyone with you to the interview. You're on your own for this one.

Know where you're going!

Don't be late for interviews. Get directions to the company ahead of time. Use Googlemaps. Practise travelling to the interview site. Time your journey. Arrive at reception ten minutes early as you may be sent to an office that's five minutes' walk away.

Rest the night before

Get a good night's sleep before your interview so you're physically, psychologically and emotionally ready for it. Don't smell of smoke when you go in.

Bring your resume

Bring several copies in case several people ask for one.

Make peace with any mistakes

Your first interview won't go 100% perfectly. You'll struggle with some questions and may forget some points you'd hoped to make. It's a learning curve. You'll make fewer mistakes next time. ▣

Show and Tell

Adapted by Romance Writing Tutor **Jean Drew** from material by Shannon Donnelly

Showing and telling often confuse new writers. Telling, to be effective, has to be important information.

If you tell a reader "he was average", this is not important.

Why? Because the author has not yet told the reader anything to make that character outstanding. The reader has no vital information.

Tell the reader what they must know to understand your character.

There is a very good reason Indiana Jones has that hat and bullwhip — those things tell the reader things about this character. (That he never loses his hat also tells us a lot.)

You want to figure out one main distinctive trait that sets your main character apart from all other characters in this world.

Does your character wear an eye patch, not because he's lost an eye but because it's easier to pick up women in bars with it?

Does he keep his hair cut in a Billy Ray Cyrus mullet (two decades after mullets are out of fashion) because that's how his uncle wore his hair?

Does your heroine always wear red power suits with sensible heels because she once read it's the colour of power, and she needs all the help she can get? And no way will she risk her delicate ankles on high heels?

Do you see how those details tell the reader something specific about each person — and it makes that character stand out in a crowd.

You want to tell important stuff — otherwise, you're just wasting words.

And you want to tell things the reader can visualise, or you'll leave the reader lost.

Think about it this way: what would you tell an actor who is going to portray your character?

Words to avoid: "typical" and "average". These are meaningless. After all, what's typical?

What may be typical to someone in New York is not at all typical to someone in Texas.

So you need to go for what makes your characters stand out - and everyone has such things.

There's the woman who goes shopping in bunny slippers.

There's the man who only wears shorts, no matter what the weather.

We all have our little quirks — even if it's just wearing only coral lipstick.

But this telling detail must matter to the character. Pick something that makes your character unique — some little description that intrigues the reader and makes the reader know this is going to be an interesting person to read about.

Average and typical will not get you there — the devil's in the details here, so you want to find the right detail to help the reader start to get a handle on this character.

Get into the habit of reading your work aloud. Often, less is more.

Try not to get confused between a character's opinion and 'telling' because this means you've muddled the 'showing' and 'telling' concepts.

One trap is having a laundry list of features — no one thing will stand out. For a female character, say, take her hair and make that more distinctive.

We can 'tell' the reader through another's eyes with vivid description, which does not show how a character thinks of this woman.

"Lady Phoebe entered the room and the candlelight caught the fire in her hair, set ablaze the hints of red, and spun the long curls into pure gold. No other woman in England possessed such hair—morning sunlight danced on the tips, deeper amber hues shone near her face, and that hair—those long, curling, swirling locks—fascinated men and tormented other women. But Lady Phoebe wore it tucked up and swept back, as if she could not be bothered with it."

Notice this is now all about her hair and how amazing it is. The details tell the reader a lot about this woman— both her hair's uniqueness and how she's not particularly taken with it herself.

Now we have a strong telling. So instead of a lot of detail, the reader has one feature that stands out and they can see the character vividly.

Look for this technique when you're reading your next novel. □

Job Opportunities

All these jobs were put on the Student Forum NOTICEBOARD when they were first listed.

That may have been several days ago. But there may have been no suitable applicants. So no harm in asking "Do you fill this position?" Has the date expired? Check. Put yourself forward anyway!

Click the first word in each entry to get a live link to more information about that job.

Reporter, Fairfax Media, Timaru. If you have a nose for good stories locals care about, this job is for you. Permanent full time. Closes 14 July.

Technical Writer/ Documentation Wizard, Integrated Control Technology, Auckland. Interview manufacturers and write about new products, processes and features. Permanent full time.

Reporter, Fairfax Media, Hamilton Get the best stories written for the *Piako Post*. Permanent full time. Closes 6 July.

Planning Producer Te Karere, TVNZ, Auckland Generate story ideas from the Maori perspective for a team of young reporters. Fluency in te reo Maori an advantage. Full time. Apply now.

Editor/Program Researcher, Energy Foundation China, Beijing, People's Republic of China Edit and refine concept notes, grant proposals, board reports and presentations about sustainable energy. Permanent full time. Apply now.

Content Coordinator, Movio, Auckland. Create, edit and publish digital content to promote the sale of movie market data to film distributors. Full time.

How to get a job is an ebook you'll find at Amazon.com This short \$1 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.

CONTACTING NZIBS

Our toll free telephone number is **0800-801 994**.

The chat to your tutor day toll free number 0508 428 983 has been discontinued. If you wish to have a phone conversation with your tutor please call through on the 0800 80 1994 number or email

registrar@nzibs.co.nz and advise suitable times, dates and your tutor to whom you wish to talk.

If you called the office recently and didn't get through, our apologies.

The office is usually ready for action 8am until 6pm, Monday to Friday.

There is an ANSWERPHONE service on 0800-801994 to take messages after hours.

The website is open 24/7.

The **Student Forum** is always open and available, day and night, 7 days.

Or you can email ...

registrar@nzibs.co.nz
principal@nzibs.co.nz
tutor@nzibs.co.nz

If you have some good news

to share with everyone, use the **Student Forum** NoticeBoard.

We ALL love reading about students' new books, competition wins, even small achievements.

Remember, you can look in all sections and post other than just the subject you're studying.

That means proofreaders and story writers can see what the photographers are getting excited about. And so on.

There are monthly competitions anyone can enter.

Participate in the full student life!

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.



Resolution

by **Rohini Gupta** (abridged)

It's a cold day. I am writing new year resolutions. Or should be, but I spend more time watching dry leaves clutter the sidewalk.

Every year my therapy group makes resolutions, discussing them for weeks in advance. Some are ambitious. I will control my anger, not get depressed, stop eating sweets, eat more salads.

The discussions are animated. When our group meets next, on Thursday the 2nd, we will read our lists full of extravagant promises. Then we will forget them. No one will be insensitive later and ask if any were actually kept.

My enthusiasm died out long ago but I go through the motions. It will occupy me through the long evening of another 31st, and I'll go to bed early. Midnight celebrations are muted in my neighbourhood.

In the end it does not matter what I write. The paper will sit unnoticed among the piles on my desk until, one day in the future, I'll find it, screw it up and bin it.

But I must write something. I sit at the window and chew the end of my pencil. It's growing dark. Nothing registers but the howling wind and one long, repeated call — some bird perhaps.

Eat more regularly, I write. It's the first one I write every year. I always promise myself I will eat better but I rarely bother. I am alone and on the wrong side of sixty, so food is hardly a priority. Sometimes I skip lunch and dinner. Sometimes I heat up a soup. What is the point? Who will notice? The children hardly ever call. They're bursting with their own lives and have no time for mine.

I hear it again, thin, high, and mournful. What bird calls like that?

I need to stop listening to noises and write my list.

I will start taking evening walks. I will go out more. I will not get depressed — that is another one I always write, another resolution which I cannot keep.

Then I run out of ideas. What will fill my long and lonely hours, overwhelmed by the tsunami of memories?

The shrill cry cuts through the wind. Something is out there.

Branches tap against the window. I look out but see nothing

in the gloom.

The street lamps are not on yet. A sole car passes.

This part of the Delhi side street is not very busy. People usually gather around market stalls at the end of the road: the tea stall whose hot masala tea aroma hits every time I open my door; the banana seller's stall; and the line of walnut sellers.

But there is no one; every stall is shuttered, deserted.

Then I see a tiny movement right below my window.

Something is crouching under the single row of marigold bushes which is my sole excuse for a garden. Something moves out onto the paving. A small shape. A hurt bird, perhaps?

I drape myself in a warm shawl and open the main door.

It is struggling towards the steps but the wind is pelting it with dry leaves and threatening to blow it over. It struggles; it is a kitten, a small bundle of grey fur.

I look around, but see no indication of where it came from. Strays are common but I rarely see one so pitiful.

It meows again, a desperate sound. It tries to reach the lowest step, then collapses and lies still.

When I pick it up it is ice cold and I can feel every bone and vertebrae. It's nothing but a skeleton. Barely alive.

I take it into the warmth, wrap it up and feed it warm milk. It opens great green eyes, disproportionately huge in that shrunken face, and looks at me. It rumbles in an attempt to purr. Stroking it is like petting sticks but it seems to respond to the warmth of my hand.

After a while it curls up in my lap and goes to sleep.

Outside, the street lights are coming on. My room is getting dark but I am too comfortable to move. I am content to sit in the undemanding dusk and listen to the song of the wind.

Then I remember what I was doing and look at the half empty sheet of paper with my resolutions. They are the same ones I have made several times before with one exception — the one which found me.

I will surprise my therapy group this year with something which is not meaningless at all.

I will call the kitten Resolution.

And this one I'll keep. ■

100 Good Books to read in your lifetime

Graduates Club Report 1070

- A Child's Book of True Crime, Chloe Hooper
- A Thousand Acres, Jane Smiley
- According to Queeney, 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, Fran 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, Packer
- Drop City, T.C.Boyle
- East is East, T.C.Boyle
- Elizabeth Costello, J.M.Coetzee
- Fairy Tales, Hans 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
- Orlando, Virginia Woolf
- Of Love and Other Demons, Gabriel Garcia Marquez
- Outside Over There, Maurice Sendak
- Oscar and Lucinda, Peter Carey
- 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
- Complete Works of Shakespeare
- The Colour Purple, Alice Walker
- 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' Chub, 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, DH Lawrence
- Young Adolf, Beryl Bainbridge

Job Opportunities

All these jobs were listed on the Student Forum when they were fresh. New jobs are added every three days. So these jobs may have been listed several days ago! But there may have been no suitable applicants. Ask.

Put yourself forward anyway!

Photographer & Cinematographer, Jis Image Studio, Auckland. Capture once-in-a-lifetime wedding moments on film. Fluency in Mandarin Chinese required. Full time. Apply now.

Photographer/Stylist, Red Rat, Auckland. Prepare for fashion shoots, style outfits, take and edit photos and upload to digital platforms. Permanent full time. Apply now.

Rehabilitation Coach, Laura Fergusson Trust, Hamilton Help clients who have sustained traumatic injuries with their personal care and promote the values of self-determination and independence. Suit a Life Coach graduate. Full time.

Multimedia Entertainment Journalist, New Zealand Media & Entertainment, Auckland. Create engaging content for weekly entertainment magazine *TimeOut*. Full time. Closes 10 July.

Web Content Editor, University of Canterbury, Christchurch. Design and edit web content. Full time, fixed term. Closes 27 July.

Website Marketing Manager, Michael Page Marketing, Auckland Develop bespoke content solutions for financial services product portfolios. Full time. Apply now.

Editor/Writer, TMCAP, Auckland Edit unpublished book chapters using your eye for detail. Part time. Contract/temporary.

St John Ambulance has some tips for you ...

None of us knows when we will need medical assistance. A slip. Electric shock. Lightning. Anyway, it is sensible to brief all* members of your family on the proper emergency procedure.

- 1) Find a phone.
 - 2) Press 1-1-1
 - 3) "Ambulance please."
- Other options are Police or Fire.
- 4) Speak your full address.
 - 5) Tell the operator what happened.
 - 6) Stay on the phone until help arrives.

*Recently a 5-year-old boy followed these instructions and summoned St John Ambulance to help his mother who had an epileptic fit. No one else was home. He is now her big hero.

Writing for Children?

This is a useful link ... <http://www.childrenswritingsupersystem.com/> ... listen to the Christopher Manselli audio lectures about writing stories for children. Six stories make a book.

Recently, so I was told, a worldwide survey was conducted by the United Nations. The only question asked was: "Would you please give your honest opinion about solutions to the food shortage in the rest of the world?"

The survey was a huge failure. In Africa they didn't know what 'food' meant.

In Eastern Europe they didn't know what 'honest' meant.

In Western Europe they didn't know what 'shortage' meant.

In China they didn't know what 'opinion' meant.

In the Middle East they didn't know what 'solution' meant.

In South America they didn't know what 'please' meant.

In the United States they didn't know what 'the rest of the world' meant.

... or so I was told by a bloke in a pub. **Yeah, right.**

George Orwell gives six writing tips

by *Krissy Brady*.

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Graduates Club Report 1063

Many people ask me what it takes to become a good writer.

I think what they're really wanting to ask is: what does it take to be **an effective writer**?

Effective writing is concise and effortless. It says what needs to be said and nothing more, though for most writers this is a lot easier said than done.

Good writers say, "Easy reading is damned hard writing."

George Orwell, most famous for his novels *Animal Farm* and *1984*, was also famous for his journalism and essays - particularly the timelessness of his six rules for writers.

Who better to learn from? His writing is friendly and welcoming. He always focused on simplicity and he didn't drown his readers with unnecessary words or jargon.

His tips have always been the key ingredient of my writing career: whenever I find myself over thinking my creative process, I turn to these tips to regain my focus.

1. Never use a metaphor, simile or other figure of speech which you have seen in print. If you've seen it before, too late, it's already a cliché.

This first tip is so much harder to live by than I thought it would be! Clichés are deeply embedded in our everyday conversations due to their casual nature. They are difficult to avoid. How mindlessly we repeat them. During casual chats with friends and family it's not such a big deal, but when you use them in your writing, one of two things usually happens:

- Your reader will wonder why you didn't take the time to find a more interesting way to tell your story, and might peg you as a novice.

- Your reader will shrug it off, but will have no emotional response to your writing.

As you're writing ask yourself: "Can I say this in a fresh way?"

2. Never use a long word where a short one will do just as well.

I blame this blooper on high school English class, where essays with stiff prose and multi-syllabled words scored higher marks.

But turgid essays don't translate into clear writing in the real world.

As an avid reader, there's nothing that distracts me more than having to stop, figure out how to pronounce a word, then go to my dictionary to find out what it means. Most people won't do this - they'll assume you're pretentious and move on. Utilise means use. Short and simple is better.

Always use words that can be understood by a wide audience.

3. If it is possible to cut a word out, always cut it out.

"Less is more," said Mies van der Rohe. Make every single word help develop your big picture. Use your delete key so much you rub the word right off. Any word that doesn't belong dilutes your overall message, making weak prose.

4. Never use passive voice where you can use the active voice.

An active voice means the subject is performing the verb. For example:

Active: Doug hit the ball.

Passive: The ball was hit by Doug.

Using an active voice makes your writing more real, direct, and confident.

5. Never use a foreign phrase, a scientific word or a jargon word if you can think of an everyday English equivalent.

This is one of my biggest challenges, especially when I'm working on health articles where disorders and terminology pop up as often as I need a coffee refill. It's crucial to find wording a wide range of people will understand.

6. Break any of these rules before writing anything barbarous.

Make sure each piece you write is completed to its highest standard. This is often our biggest challenge, since how do we know if it's the best it can be when we're so close to the act of creation? Plus, we're always growing and changing, and so are our writing skills. What we think is fabulous today could be rabbit cage lining paper tomorrow.

I let my instincts be my guide. If I've done my absolute best, that's all anyone can ask. At some point you have to let it go and move on to your next writing project.

Whether you're writing fiction, non-fiction, or an email to a friend, make these rules apply to everywhere you use the English language.

Remember: efficient equals effective. □

Booklovers have favourite websites

Graduates Club Report 912

by Kim Thomas

Reproduced for educational purposes

She reaches her drop point five minutes early. She looks both ways. No-one is approaching the bus stop where she sits.

She reaches into her handbag, pulls out a book and drops it beside her. Her target should be along soon to retrieve it.

She stands up, hails a passing bus and jumps on; her mission complete.

The situation described may sound like something from a spy novel but it is part of an Internet craze called **bookcrossing**.

People register books on the BookCrossing website www.bookcrossing.com

Then they leave their finished-with book in a public place for others to find and take to its new home. Serious bookcrossers label their books with a note asking the finder to go to the website and register their find. They encourage them to join the chain of passing on finished-with books.

New Zealanders are embracing the BookCrossing craze. The country's most prolific bookcrosser, who lives in Lyttelton, has released more than 6000 books here and overseas.

The last [bookcrossing world convention](#) was in Christchurch, thanks to a very active group of members in that city.

One of them is Future Cat, who does not want to give her real name for fear of mockery from her workmates.

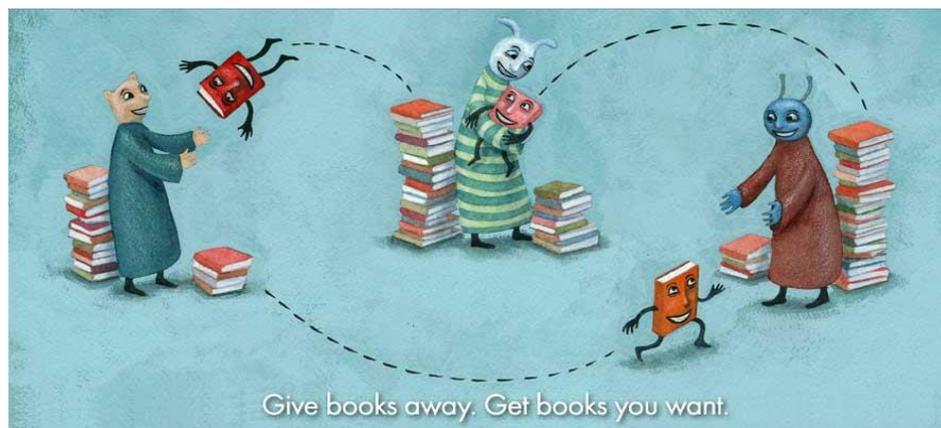
"Bookcrossing is my little secret. My professional persona is quite different from my bookcrossing one. This gives me the freedom to be who I want and express my opinion, which I sometimes feel a bit shy about doing in real life."

The [BookCrossing website](#) contains scores of examples where books have journeyed across the globe.

In one example, a book left outside Scotland's Edinburgh Castle went to Finland with a traveller and was then taken to America by another holidaymaker.

The website also contains people's comments on books.

Future Cat says she got into book crossing after finding a book somewhere. Since then she has left books in hundreds of places and constantly spreads the word about book crossing in New Zealand.



Future Cat says book crossing appeals to her because it allows her to share her love of books as well as be part of an international community.

"It's like a message in a bottle. I place a book somewhere and the next I hear about it, it's in America or Australia."

She also revels in leaving books in funny places, such as planting the novel *Jaws* in a dentist's office, or putting a book which explains sex to children in the South Island city where she was conceived.

Margaret Duffy and her new husband, Ken Duffy, went on their first date to a second-hand-books sale. The pair, who had been conversing on an Internet dating site for months, decided to put their chemistry to the test and meet at a Dunedin book sale.

Margaret was already a member of BookCrossing and, when love sparks flew, she easily recruited Ken to the cause.

"We've got thousands of books we'll never read again.

"It feels good knowing I'm not throwing books away. I'm giving them to someone else to read who might not have read a book for years. As well ... I get the thrill of seeing where it might end up ..."

Book mooching

"Mooching", according to the dictionary means "to obtain something without paying, or to borrow something without intending to return it" as in ...

"You're old enough to get a job and stop mooching off your family."

www.bookmooch.com

Book mooching is a way for people to get books they want for free by giving away some of their own.

The website was set up so people around the world who are passionate about books can read lots of different kinds, while finding appreciative readers for volumes they no longer want.

Book moochers register their unwanted books on the website then compile a list of books they want to receive.

Each book a person gives away earns them one point, entitling them to have one of the books on their wish list sent to them once it becomes available.

The only cost to moochers is postage but in order to keep receiving books moochers just give away at least one book for every three they receive.

Books sent overseas attract extra points, three instead of one, because of the extra cost. ■

What does BREXIT mean for us? OPPORTUNITIES!

Rugby followers know what 'being caught flat-footed' means. We've also learned about



the Chinese symbols for 'a crisis that brings opportunity'.

Let's look for the unexpected opportunities in Brexit.

1. The biggest opportunity lies in the new British mindset. Export access which has been denied to NZ for 43 years is now back on the table for renegotiation. Let's get ready quickly.

2. British companies which have always been obliged to source their supplies from Europe will now expect to go looking for new suppliers. If our Kiwi products are attractive enough we can now compete to become replacement suppliers.

Sometimes distance can be overcome by dispatching our goods earlier. Or holding stock in a UK warehouse. Or switching to [electronic delivery](#).

3. British companies which felt 'put upon' by European suppliers will now be open to considering new suppliers - especially those 52% who enthusiastically voted to leave the EU. These people won't need much persuading to consider non-EU sourced products.

Creatures of habit who always bought EU widgets might be pleasantly surprised to discover the features and benefits of Kiwi-made.

4. British consumers will soon find Kiwi-made foods, wines, meats, cheeses, machinery, software etc are more attractively priced when the punitive EU tariffs are removed.

5. Some patriotic British consumers will be thrilled to discover Kiwi-made goods branded with the NZ flag (the one with a Union Jack in the corner) on their shop shelves.

How many choruses of '[The Dambusters' song](#) sung by Dame Kiri will it take to remind them of the good old days?

We may not have had a vote but we can certainly gain from Brexit.

Nine Choices That Will Change Your Life Forever

by *Chris Widener*

Reproduced for educational purposes.

The direction of our lives is determined by the choices we make every day.

They accumulate and add up to our ultimate destiny.

Here are nine choices you can make - choices that will create for you a life of abundance and prosperity in all areas of your life.

1. Choose to grow personally.

This sounds simple but many people are frightened to grow personally. They never choose to grow by taking action, such as actually exercising, opening a savings account etc.

Make a decision today to be a person who is on the never ending journey of personal growth.

2. Choose to always treat others right. In life we come across all sorts of people, some who treat us badly.

We can choose to treat everyone right, no matter how they treated us. When they lie, we tell the truth. When they cheat, we play by fair rules.

We may get the short end of the stick sometimes, but in the long-run life is better.

Most importantly, we will sleep well at night.

3. Choose to break a bad habit. Tackle the biggest one head on. (If you don't know what your bad habit is, ask a trusted friend.)

Spend every effort you can muster to replace that habit with something positive.

Sidestep your other bad habits for now. You can get to them later.

Choose one and **master it**. Exercise the power to choose!

4. Choose to work smarter. Many people know their life is out of balance.

Step 1: Find out how much time you are wasting at work, which causes you to work longer hours, which throws the rest of your life out of balance.

Getting your work done by working diligently in the time you have will free up your life in extraordinary ways.

Another option is to out-source work to other people. Anything you struggle with can usually be done

by someone who can do it faster. Look here for help: www.fiverr.com

5. Choose to see your work as a way to help others, and not as a way to make money.

If you put your heart into helping others the money will most assuredly come. It's Karma.

Spend time helping others grow and your finances will grow with it.

6. Find ways to become balanced spiritually, emotionally and physically.

Our lives are best when we have these three major areas in balance.

Spend some time becoming emotionally healthy and physically fit. Take time to think.

7. Choose to sow more than you reap. There are many takers in this world, but our lives will be better when we become givers. The world will become better when more people become givers.

Give away your time, donate money, give your love and energy to causes you believe in.

Get 250 business cards at www.vistaprint.co.nz (Free, plus \$10 postage.) Put your photo on: that's \$10 extra. Put something on the back: another \$10. That's still good value.

Promote yourself. Give your cards to five people every day. Anyone.

8. Choose to get home for the family dinner more often.

The family is the most important group of people you will ever belong to - more important than work colleagues, mates at the pub, or your sports team.

Make a decision today to grow in your relationship with your spouse, children, parents, siblings, and friends. This is one choice you will never regret.

9. Start collecting positive quotes. Read your collection daily.

"The history of free men is never written by chance, but by choice; our daily choices."

— Dwight Eisenhower

10. *Start a list of helpful websites. Like these:

Chris Widener's site:

www.YourSuccessStore.com.

Brian Morris' Facebook Page:

<http://tinyurl.com/ls7kl6y>

NZ Society of Authors:

www.authors.org.nz

*Yes, there were only supposed to be nine in this list of choices. The tenth one is a bonus!

Lesson: Always deliver more than you promised. ☐

Knowing when to quit is an unappreciated skill

by **Scott Bywater**. (Abridged.)
Reproduced for educational purposes.

Being number one in any category, whether it's novel writing, sports, or business, is rewarded a heck of a lot more than being #2 or #3.

So your aim should be to become #1 at what you do.

But, if you spread yourself too thinly in too many areas, it's tough to become #1.

That's why you need to learn how to quit the things you're not very good at, so you can invest your energy in the things you ARE good at. Makes simple sense.

The same goes with the products and services you provide.

Sometimes you've got to drop some of them off your stock list, and move your attention to the others – the winners.

That's what Steve Jobs did when he walked back into Apple when it was about five weeks away from bankruptcy.

He cut many products off the list.

He focused his attention on a handful of core products – those with the best potential. They were the iPod, iPad, and iPhone.

Amazingly, his actions turned the company around.

What can you learn from Steve Jobs?

What can YOU cut loose today?

> Perhaps a nuisance client?

> An unproductive staffer?

> Maybe a whole area of your business which is stopping you from focusing on profitable things?

Scott Bywater advises:

"Quit the stuff which takes your focus away from marketing and innovating. Emailing. Blogging. Texting. Facebook. Invest that recovered time in getting more customers.

[Finish writing the book you started ages ago.](#)

Yes, you can finish it this week!"



Competitions



Have a go! 😊

For details of all competitions, click the links and join in. Entry is free!

Winners' names are posted on the **Student Forum** after the competitions are judged at month's end.

See the competitions here:

<http://nzibs.co.nz/forums/forum/competitions/>

Photography competitions:

<http://nzibs.co.nz/forums/forum/photography/>

Embarrassing moments

An introvert goes to a bar and spots a pretty woman sitting alone. He musters his courage, then timidly approaches to try his luck.

"Ma'am, would it be OK if I sit here and talk with you?"

She responds immediately, yelling, "No, I won't sleep with you tonight!"

Bar customers react, staring. Embarrassed, the guy returns to his table dejected and ashamed.

The young woman waits a little and then goes to the guy. With a smile she says, "I am sorry if I embarrassed you. I'm a college psychiatry student. I'm writing a paper about how people react to embarrassing moments."

The guy understands. He yells at her: "What do you mean: \$500?"

Proofreading is more than just finding spelling mistakes ...

"Hundreds use our service. They know no better."

"When sub-editors check a manuscript they must remember to cross the i's and dot the t's."

Job Opportunities

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

Search Specialist, Potentia, Auckland. Develop and write ad campaigns/paid search strategies for Facebook and other digital platforms. Permanent full time.

Photography Assistant, Magic Memories, Auckland. Capture interactive photos of guests at tourist attractions and sell your creative images. Part time. Contract/temp.

Content Director, Fairfax Media, Auckland. Copy edit and manage contributor content for flagship newspaper-insert magazines. Permanent full time. Apply now.

Comment Moderator, Fairfax Media, Wellington. Foster lively debates and spot potential news stories for a media website. Permanent full time. Apply now.

Communications Executive/Journalist, CrestClean, Tauranga. Write national and regional marketing scripts for websites and social media. Permanent full time.

Technical Writer, Recruit IT, Auckland. Write concise technical documentation that can be understood by non-technical end users. Permanent full time.

Driver Guide, Tourism Holdings, Southland. If you like to tell a great story to a live audience, this job is for you. Class 2 licence with P endorsement essential. Permanent full time. Apply now.

Magazine Editor, Key Media, Auckland. Write magazine features for two high-end business magazines. Full time. Apply now.

Recipe Editor, My Food Bag, Auckland. If you're choosy and you love cooking and editing, this job is for you! Full time. Apply now.

Studio Front & Marketing Lead, Fearon Hay Architects, Auckland. Coordinate photographic shoots, develop and input social media releases. Full time. Apply now.

Look on the Student Forum NoticeBoard for more jobs. Fresh every three days.

The Enemy

Author **Gretchen Bassier**

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They have eyes the colour of dying coals, and skin that can be any colour it wants — flawless, chameleon camouflage.

And so, as Morgan makes his way down the steep hillside, he knows he won't be able to see Them.

His breaths are harsh under the mask as he pushes through tall stalks of green.

At the bottom of the hill, the valley stretches wide: a panorama of rippling foliage and vast, cloudless sky. Morgan cuts a path straight to the center, and turns a slow three-sixty.

All he can see are wild grasses, all around, dipping and dancing in the wind. But he knows They are close. If he holds his breath, he can hear Them: panting, snuffling, restlessly shifting Their paws.

There was an entire pack of perfectly hidden powerful predators.

Working together, the Enemy can easily take down a full-sized elephant. And They'll just as happily devour anything else that moves and breathes: horses, cows, cats, dogs. Newborn babies and strong, sweaty construction workers.

Even eight-year-old boys.

Morgan's face is hot under the mask. He bites his lip, listening hard, and guesses there are at least twenty Creatures gathered nearby, each painted invisible against the swaying field. Twenty.

Close enough to rip the throbbing artery right out of his neck...

Morgan swallows, suddenly spitless. His bare arms shake as he stretches them out wide, spreading his fingers, letting the wind carry his smell: Sweet scent of child, ripe with life.

Irresistible.

The grass begins to part, moving unnaturally against the breeze, flattened down in a dozen new trails as more Beasts arrive, drawn by the delicious temptation of a little boy, all alone. Defenseless.

Morgan makes himself wait until the very last moment, until he can feel Their hot-wet breath on his skin. Then, he forces his voice to be steady and grown-up:

"Hey, idiot-brains! Want a snack?"

The restless, shifting movements amplify.

"Come on, you stupid lame-oids — I'm right here... Come on!"

A hundred pairs of glowing red eyes slit open all around him.

Morgan's stomach does a roller-coaster drop. The Beasts have him completely, hopelessly surrounded... but They don't know Morgan's secret: He's not alone. And he sure as hell isn't defenseless.

A scratchy voice comes from the small speaker inside the mask: "You ready, kid?"

Morgan's eyes narrow into slits, just like the Beasts'. "Do it."

The air cracks with cannon-fire. Silver canisters begin to rain down, trailing smoky streaks the colour of mustard, hissing and oozing toxic yellow. The Enemy started to make different noises: Gasping. Wheezing. Panic ked yelps.

Morgan sees Them scrambling, thrashing, trampling each other. He can see Their bodies, now — skins morphing crazily from one hue to the next, brain signals gone haywire from the poison.

Morgan watches the Enemy start to fall. He spots ten, then twenty-five, then fifty of Them on the ground, twitching spastically, Their hides still flashing rainbows. Morgan can make out the grey of cement and the pink of old brickwork, the dusty brown of desert sand and the blue-green of the ocean, all living in Their skins.

The Enemy can survive almost anywhere. They can survive almost anything. And, even as most of Them are frothing and dying on the valley floor, a few Beasts struggle back up.

Genetics. Immunity. Survival of the fittest.

In all, ten Creatures totter to Their feet, somehow superior to the rest. They stumble over limp corpses, moving out, away from Morgan. The Enemy are dazed, but regrouping fast. They tighten ranks, unify, and begin heading up the hillside, toward the City.

Toward New Hope.

Morgan's friends live in New Hope. His third grade teacher, Mrs McClary, lives there. His parents...

Morgan charges after the Beasts, yelling bathroom-wall swear words at Them. He draws his special gun, and blue laser beams sizzle the air as he fires, picking off the remaining Creatures with radioactive blasts.

He watches Them shriek and burn and fall... All except One.

The last Enemy turns slowly. Morgan can hear It growling. He can see white foam dripping from snapping jaws as It starts to come for him.

Morgan fires, again and again. The Beast's hide is scorched black, smoking from the hits, and yet It keeps on coming.

The gun's power fizzles, fades. "No, come on... Please..."

The Creature is nearly on top of him. Morgan drops the gun and stumbles backward, reaching frantically for his belt. The Enemy rears up and slams Its massive front paws into his chest, sending him sprawling. With one swipe, It tears the mask from his face. Chemical fumes burn Morgan's throat as he stares up into slitted, ruby-fire eyes. Hot saliva drips on his cheek. The Beast leans down, baring Its wolf-teeth for the kill, and Morgan finds his knife at long last.

He buries the silver blade, hilt-deep, in his Enemy's chest.

The Creature chokes. Morgan pulls the blade out, and drives it in again. And again. And again. "You don't come on my land," he snarls, between thrusts. "Not my land... Not my land..."

Warm life spills out over Morgan's hands. White foam turns pink. The Beast wilts sideways, shudders, and goes still. Morgan sits up. His stomach is churning from the toxins. He shoves at the ground with red-painted hands and rises on wobbly legs.

Down below, the valley is a mass grave. Enemy bodies are scattered and strewn, frozen stiff in gruesome poses. Dead. Every Last One.

Morgan closes his eyes and smiles.

"Morgan?" comes the scratchy voice in his ear. "Kid, you with me?"

He opens his eyes and is almost blinded by fluorescent white. Nurse Peterson is standing over the bed. She carefully slips the IV needle from Morgan's arm and tapes on a gauze pad.

"Well?" she asks, planting her hands on her hips.

Morgan manages a cocky head-tilt, even though the nausea is hitting harder. "Well, what?"

"Did you beat the Cancer again?"

Morgan's smile melts into a full-fledged grin. "**Kicked its arse!**"

□