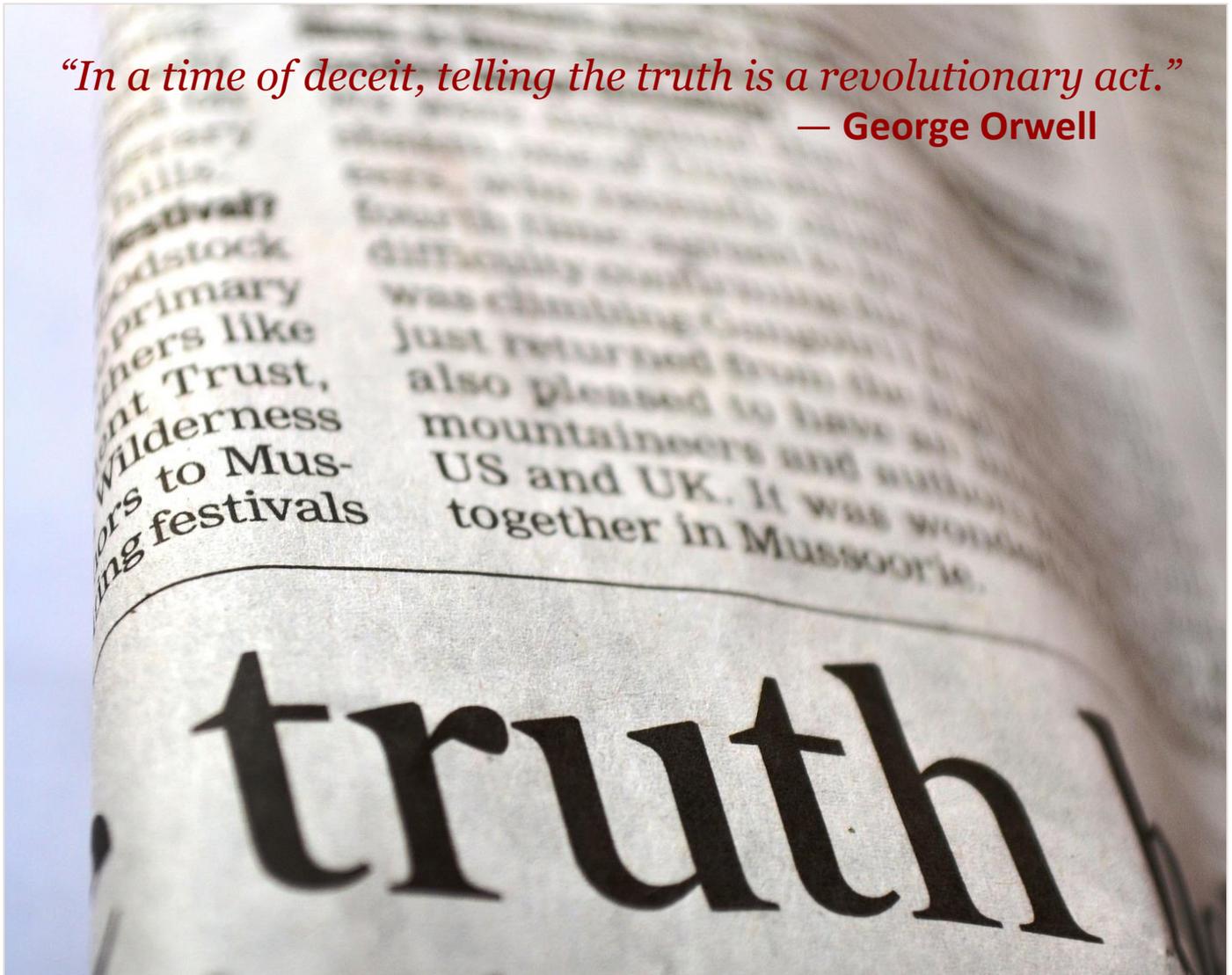


**Living in
the Age of
FAKE news
P. 2**

**The
Importance
of Being You
P. 3**

**Vonnegut:
How To Write
With Style
P. 6**



**Smart Steps
For Earning Your
Second Income
P. 9**

**How to
Prepare Yourself
To Be A Winner
P. 10**

**FICTION:
'Reconciliation'
The wet patch
P. 12**

The Age of False and Fake News is a Worry

People ignoring obvious facts, overstating statistics, or simply telling straight out lies (porkies, pork pies, Pinocchios and pants-on-fire whoppers) hit a new low standard in 2016.

The Oxford Dictionary selected "post-truth" as its word of the year. They defined it as when "facts are less influential in shaping public opinion than appeals to our emotions and personal prejudices."

Self-appointed social media commentators and amateur political pundits spread these fake news falsehoods by presenting them as REAL news stories.

Sometimes 'the unknowing' act through ignorance but too often their actions are devious attempts to influence a desired outcome. This can be a political, financial or religious outcome.

Uninformed readers, listeners and viewers swallow their lies as truth. "It has to be true. I saw it on XYZ." Ignorance is no defence in law, nor in LIFE.

'Fake news' is made-up stuff, masterfully manipulated to appear as credible journalistic reports. They are easily spread online and as TXT messages or Tweets to large audiences who are duped to believe the fiction.

The more outlandish the story is, the faster dopes spread the word.

Sometimes spokespeople offer an "alternative truth" – and that is really worrisome.

For instance, during the US election: "Pope Francis supports X ..." Mature citizens who read extensively know the Pope doesn't get involved in politics. The same goes for Queen Elizabeth II. They might have a private view, but neither would declare it.

"Scientists report X is the new magic cure for..."

"Sports superstar X will switch teams..."



Immature citizens who spend way too much time playing games on their smart phones don't have the knowledge to distinguish truth from fiction.

But they are old enough to vote!

In 2016, fake news spread like an incoming tide, with unprecedented speed and impunity. Instances:

Fake news: Hillary Clinton is running a child sex ring out of a pizza shop.

Fake news: Democrats want to impose Islamic law in Florida.

Fake news: Thousands of people at a Trump rally chanted, "We hate Muslims; we hate blacks; we want our country back."

Continued on page 3

On the 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:

NZ Institute of Business Studies

P O Box 58696 <<<new
Botany, Auckland 2163

Call for information about courses
(between 9am and 5:30pm M-F)

Free phone 0800 80 1994

Email: registrar@nzibs.co.nz

Fake News Continued from page 2

None of those stories – and there are many more like them – is true. But they are colourful and they appeal to people's prejudices.

Fake news found a willing enabler in candidate Trump, who repeated outrageous falsehoods and legitimised false reports.

For her part, candidate Clinton turned off undecided voters with her lawyerly parsing of facts that left many feeling she was lying. She provided ammunition to her opponents.

In 2017 we need to be prepared for a rash of half truths, stories with 'spin' and straight out lies.

Here are some of the websites which filter outlandish stories and declare them "true" or "false". By reading the commentaries on these websites, you might know which 'news' is safe to believe.

Use the SEARCH box at each site.

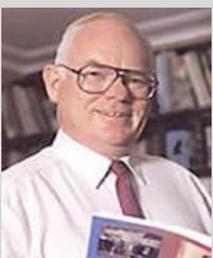
POLITIFACT.com

SNOPES.com

TRUTHOMETER.com

The Trump-O-Meter is checking the promises made by candidate Trump in the 2016 campaign.

Note: Campbell Brown has been appointed a kind of 'Fake News Ombudswoman'. She is funded by several large news organisations which want to protect their reputations for bringing us reliable news.



Needing her is a sad necessity in 2017.

If you Google 'Fake News Stories 2016' you'll be amazed.

But maybe not.

Be sure to read previous newsletters. We have extensive archives. Finding **ONE USEFUL IDEA** will make your review worthwhile.

Pass it on. Tell your friends.
<http://nzibs.co.nz/newsletter>

Brian Morris | Principal

The importance of being YOU

Author **Phil Linklater** Life Coach
Reproduced for educational purposes

Easter, Christmas, Labour weekend...

There are a bunch of holidays sprinkled throughout the year. Religious holidays, in particular, give many people pause time to think about their own good fortune. So many in the world have so little.

No matter which, if any, faith we follow, we can all be thankful.

For most of us it seems **we have a lot to be grateful for** – especially when we compare our lot with those less fortunate.

I'd rather be struggling to make ends meet each month HERE than live in a place dominated by the noise, stress and madness of war.

One of the reasons I became a life coach was because a long-held dilemma burned within me.

It was in the form of a question: **'Is this as good as it gets?'**

I had a great job, a house – albeit with a small mortgage, sure I was divorced but I had the privilege of having my daughter live with me [plenty of challenges there!], but I was not personally content.

I was going through the motions on a daily basis without any real direction. You know how it is; you get up, go to work, do your work, come home, cook a meal, maybe watch some TV [= 'blob out'], and go to bed.

Same old cycle five days a week.

Weekends were largely structured around household chores and tidying up the yard prior to repeating another five day cycle.

Trouble is, I had no idea what kind of career or calling I wanted, so I stayed stuck. Until one day I asked a 'life coach'.

That's when I got my personal **'aha moment'** and went about creating a different calling; one from which I get great satisfaction.

There's no doubt I have not earned as much as I would have in my previous corporate world, **but I am much more content.**

I get great satisfaction from helping others make their own breakthroughs for the better.

I don't get satisfaction from seeing the miserable conditions many clients have to endure.

However, the best I can do for me, and the best you can do for yourself, is to ensure we look after ourselves first.

We need to be fed, watered, housed, be well and feel reasonably safe. Only then can we be in a position to help others.

We help others one at a time.

Making a positive difference is what life is about. It's largely what we are designed to do. It's one of the reasons why the self-help field is one of the largest and most active markets online.



Multitudes of people just like you are looking for answers. Some are nurtured by their faith in a religion.

Many more find other ways - or they are still seeking other ways.

I have also learned to be more tolerant as I get older. My partner in particular has taught me that 'my way' is not necessarily the right way or the best way to approach life's issues.

I have discovered that it's OK for this to be. Learning to let go is one of the best things we can do.

So when the next 'day off' comes, whenever it is, try a little thankfulness and apply a little 'letting go' in your life.

Being grateful and giving in to another person's opinion is not a sign of weakness, but a sign of moral strength. Build your home and work relationships and 'life muscles' with this in mind!

Free Special Reports

We have hundreds of one page reports on the topics we teach. Ask for them by name and/or number. They're free.

Here are a few examples:

- 926 What to do in your creative retirement years.
- 109 Seven important tips from a great sports photographer.
- 169 How to relax your subjects, so you get a better photo portrait.
- 811 How to write articles like a real journalist.
- 486 How to prepare yourself for a brilliant career.
- 579 Jim Rohn's formula for turning failure into success.
- 850 What does a books editor do at work?
- 260 Why writing story books for children isn't all hard work.
- 263 How Harry Potter has got boys back into reading books.
- 754 How to stay positive during a long term job search.
- 920 Understanding why Internet sellers prosper while regular retailers stay anxious.
- 703 67 Ways to use your improved writing skills at work.
- 906 How Dick Francis got back into writing thrillers at age 87.
- 360 Why his childhood gave John Le Carre the right memories to be a master novelist.
- 232 How to write a more powerful press release.
- 242 How your handshake tells others a lot about you.
- 438 Speed reading. How to read fast so your eyes scan a whole page.
- 1000 Ken Follett talks about how he plans his thriller novels – meticulously.
- 1002 Tips for more effective PowerPoint presentations.
- 1004 How to write an editorial.
- 1005 How a novel written by an unknown author became a global bestseller. Amazing story.

Ask for any of these by name and number. They're free.

Work until you drop

There's a strong case for it

by **Mirko Bagaric**

Reproduced for educational purposes

Work-until-you-drop is an ethos which has been adopted by many people. It sounds like cruel and unusual punishment but it might be good for you.

A study by the Australian Psychological Society shows that about one-fifth of baby boomers plan to never retire. It's an idea the rest could consider.

The nature of our human condition suggests you should seriously consider working much longer - and in fact never retire - if you want to maintain your psychic and physical wellbeing.

There are two caveats. You should only continue to work for as long as you actually **enjoy the activity**. You don't need to be wildly passionate about your work, but it should give you more pleasure than pain.

Moreover, it's good to be challenged by your work. But when it starts defeating you it's time to take the gold watch and retire.

The reason why work is normally good for you has very little to do with fattening your wallet. Once you're on or above the average income, more money has almost no impact on your wellbeing.

Projects, especially focused pursuits which give satisfaction, are the key to human happiness.

The more challenged you are, whether by a job, hobby or sport, the happier you're likely to be.

Happiness is far more likely to be derived from intellectual and physical challenges as opposed to mindless passivity, such as watching television.

To this end, the nature of the project doesn't seem to be that important. Medical researchers and prime ministers don't obtain greater fulfilment or satisfaction than mechanics, or zoo keepers.

The sense of purpose and fulfilment derived from work need not come from a paid activity. It can just as readily come from a hobby, such as gardening, teaching kids how to swim, or playing your guitar.

But outside the structure of a regular work environment, many lack the discipline to constantly participate in such activities.

That's why the near-daily ritual of work pays dividends.

A wide-ranging survey of people in 16 industrialised nations showed that unemployed people reported lower levels of wellbeing.



If you enjoy your work, keep at it, but do a shorter working week.

On average, the unemployed were 20% less satisfied with life than office workers and 15% less satisfied than manual workers.

Accordingly, there is no reason to hang up the work boots simply because the calendar flips over to show you're now 65.

The odds are if you leave your job just because society thinks it's about time you moved on, you will come to regret it.

A survey in 2007 for the Citibank Retirement Index showed almost one million retired people in USA have voluntarily restarted working.

Continued on page 5

Work until you drop

Continued from page 4

The notion of going from full-time work to zero work on the day you reach 65 should itself be retired. And to the extent that 'retirement' remains part of our culture, **it should be something you slide into gracefully.**

Too many of us are overstretched and stressed by work in our middle-years, partly because we want to accumulate enough money for our retirement.

When we abandon the notion of complete retirement, we remove this pressure.

**The key thing
is to stay active.
Apply your energy to
something that shapes
your world**

As a guide, people should reduce their working hours from 40-50 to 30 p/w at 60 years old, then reduce to about 20 hours p/w at 65, then do 4-10 hours p/w thereafter.

In essence, people should be encouraged to continue working commensurate with their physical and mental capacity, and **the satisfaction they derive from the work.**

The way to maximise the economic and psychic benefits of work is to spread out our working years, thus achieving a **work-life balance** during our entire adult life. That's a strong reason to start working four-day weeks **NOW**.

However, if after 30-40 years of slog you still haven't found your happy niche in the workplace, the writing is pretty much on the wall. You won't.

Do yourself a favour and enjoy the splendour of not working while you work on your golf putting. ▣

Mirko Bagaric is the author of **How to Live: Being Happy** and **Dealing with Moral Dilemmas**.

CONTACTING NZIBS

Our toll free telephone number is
0800- 801 994



If you called the office recently and you didn't get through, please accept our apologies. We are making some changes.

The office is usually ready for action from 8am until 5pm, Monday to Friday.

There is an ANSWERPHONE service to take messages before or after those hours. Please leave a message with your name and telephone number. Thank you.

The **website** is open 24/7. The **Student Forum** is always open, day and night, 24/7.

Or you can email ...
registrar@nzibs.co.nz
principal@nzibs.co.nz
tutor@nzibs.co.nz

If you have good news:

Please share with everyone, use the online [Student Forum](#).

NB: Only students and Graduates Club members have full access rights within the Forum.

We ALL love to read about ...

- students' new books published
- competition wins and places
- even small achievements.

Students can look in all sections and post comments or questions – even on topics you're not studying.

There are also competitions students can enter. Join in the fun. Participate in the full student life!

Post a note of encouragement when you see someone will benefit.

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.



Job Opportunities

[Bid/Tender Coordinator](#), Beyond Recruitment, Auckland. Design and write bids and marketing material at a national level. Full time. No closing date.

[Marketing & Communications Coordinator](#), Crown Relocations, Auckland. Craft online content and creative advertising for a moving company. Full time. No closing date.

[Digital Editor](#), Museum of NZ Te Papa, Wellington. Write and edit website material, blogs, e-newsletters and social media posts. Full time. Closes 13 Feb.

[New Media Editor](#), Sky Media Ltd, Auckland. Write and edit advertising copy, local daily life stories and feature-length digital news. Full time. No closing date.

[Marketing Coordinator](#), Impression Real Estate, Auckland. Create marketing material, newsletters and business cards. Permanent part time. No closing date.

[Group Assistant](#), People First New Zealand Inc, Auckland. Coach people to stand up for their rights. Permanent part time. No closing date.

All these vacancies were first listed in the Notices Forum when we discovered them.

Has the date expired? Check. Put yourself forward anyway! Show them you never give up.

[Casual Youth Workers](#), Real, Auckland. Help young people shape their own futures. (Suit a life coach grad.) Shift work. Part-time contract. Closes 23 Feb.

[Team Coach](#), Pathways, Wellington. Foster innovation, efficiency and improvement in a health and wellness setting. Full time. No closing date.

[Reporter](#), Fairfax Media, Wanganui. Cover community events and local celebrity events. Permanent part time. Graduate FJ role. Closes 15 Feb.

[Reporter](#), Fairfax Media, Taranaki. Write about New Zealanders and their lifestyles. Entry-level position. Full time. Closes 15 Feb.

How you can write with style

by **Kurt Vonnegut**

from Graduates Club Report 157

Reproduced for educational purposes, courtesy of International Paper Co.

Newspaper reporters and technical writers are trained to reveal almost nothing about themselves in their writing; freaks in the world of writers, since almost all of the other ink-stained writers in the world reveal a lot about themselves to readers. We call these revelations, accidental and intentional, elements of style.

These revelations tell us as readers what sort of person it is with whom we are spending time.

Does the writer sound ignorant or informed, stupid or bright, crooked or honest, humourless or playful? And so on and on.

Why should you examine your writing style with the idea of improving it? Do so as a mark of respect for your readers, whatever you're writing.

"If you scribble your thoughts any which way, your readers will surely feel you care nothing about them."

They will mark you down as an egomaniac or a chowderhead or, worse, they will stop reading you.

The most damning revelation you can make about yourself is that you don't know what is interesting and what is not.

We like or dislike writers mainly for what they choose to show us or make us think about?

Did you ever admire an empty-headed writer for his or her mastery of the language? No.

Your own winning style must begin with the ideas in your head.

1. Find a subject which you care about.

Choose one which you feel in your heart others should care about.

Genuine caring, not your games with language and its misuse, will be the most compelling and seductive element in your writing style.

You don't need to write a novel although I would not be sorry if you did, provided you genuinely cared about something. A petition to the mayor about a pothole in front of your house, or a love letter to a girl/boy will do.

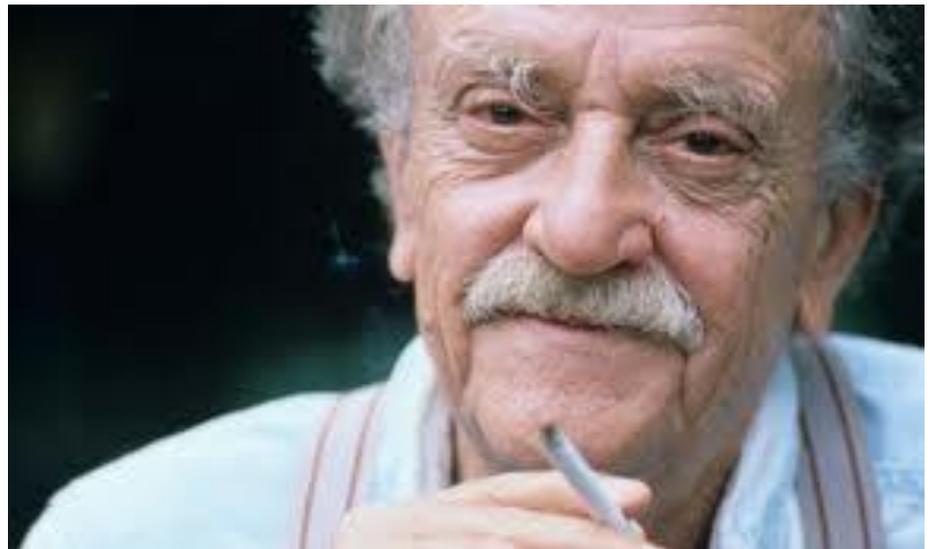
2. Do not ramble, though I won't ramble on about that.

The Bible opens with a sentence well within the writing skills of a lively fourteen-year-old:

"In the beginning ..."

4. Have the guts to cut

It may be that you, too, are capable of making necklaces for Cleopatra, so to speak. But your eloquence should serve your ideas.



Kurt Vonnegut

3. Keep it simple.

Remember those two great masters of language, William Shakespeare and James Joyce. They wrote sentences which were almost childlike even when their subjects were most profound.

"To be or not to be!" asks Shakespeare's Hamlet. The longest word is three letters.

Joyce, when he was frisky, could put together a sentence as intricate and as glittering as a necklace for Cleopatra, but my favourite sentence in his short story *Eveline* is this:

"She was tired."

At that point in the story, no other words could break the heart of a reader as those three words.

The simplicity of language is not only reputable, but perhaps even sacred.

When thinking about writing, you might make a rule like this:

"If a sentence, no matter how excellent, does not illuminate your subject in some new and useful way, scratch it out."

5. Sound like yourself

The writing style which is most natural for you is bound to echo the speaking styles you heard when you were a child.

English was novelist Joseph Conrad's third language, and much may seem piquant in his use of English. But there's no doubt it was coloured by his first language, which was Polish. Lucky indeed is the writer who has grown up in Ireland, for the English spoken there is so amusing and musical.

Continued on page 7

How you can write with style

Continued from page 6

I grew up in Indianapolis, where common speech sounds rather like a band-saw cutting through galvanised iron and employs a vocabulary as unornamental as a monkey wrench.

In some of the more remote hollows of Appalachia, children still grow up hearing songs and locutions of Elizabethan times.

Other Americans grow up hearing a language other than English, or an English dialect the majority cannot understand.

All these varieties of speech are beautiful, just as the varieties of butterflies are beautiful.

No matter what your first language, you should treasure it all your life. If it happens not to be standard English, and if it shows itself when you write standard English, the result is usually delightful, like a very pretty girl with one eye that is green and the other one blue. Unique.

I find I trust my own writing most, and others seem to trust it most, too, when I sound like a person from Indianapolis, which is what I am. What alternative do I have?

Of course, the style most vehemently recommended to me by teachers – and to you, as well, no doubt – has been to write like cultivated Englishmen of a century or more ago.

6. Say what you mean.

I used to be exasperated by such teachers, but I am no more.

I understand now that all those antique essays and stories with which I was to compare my own work were not magnificent for their datedness or foreignness.

“Those works said precisely what their authors meant them to say.”

My teachers wished me to write accurately, always selecting the most effective words, and relating

the words to one another unambiguously, rigidly, like parts of a machine.

The teachers did not want to turn me into an Englishman after all. They hoped I would become understandable – and therefore understood. And there went my dream of doing with words what Pablo Picasso did with paint or what any number of jazz idols do with music.

If I broke all the rules of punctuation, had words mean whatever I wanted them to mean, and strung them together higgledy-piggledy, I would simply not be understood.

So you, too, had better avoid Picasso-style or jazz-style writing, if you have something worth saying and wish to be understood.

Readers want our pages to look like pages they have seen before. Why? Because the readers themselves have a tough job to do, and they need all the help they can get from us, the writers.

7. Pity the readers.

They have to identify thousands of little marks on paper, and make sense of them immediately.

They have to read – an art so difficult that most people don't really master it even after having studied it all through grade school and high school – 12 years or more.

So this report must finally acknowledge that our stylistic options as writers are neither numerous nor glamorous, since our readers are bound to be imperfect artists.

Our audience requires us to be sympathetic and patient teachers, ever willing to simplify and clarify – whereas we would rather soar high above the crowd, singing like nightingales.

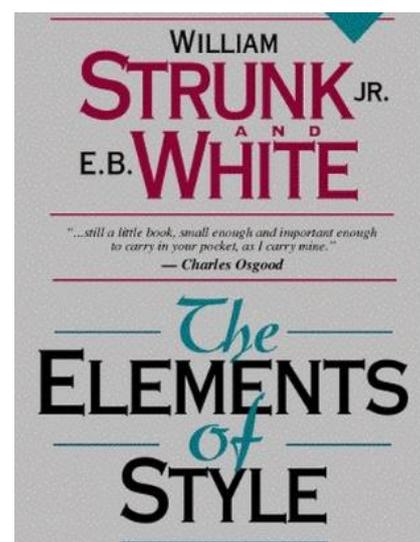
That is the bad news.

The good news is we Americans are governed by a unique Constitution which allows us to write whatever we please without fear of punishment.

So the most meaningful aspect of our writing styles, which is the manner in which we choose to write, is unlimited.

8. For detailed advice...

For a review of literary style in a narrower more technical sense, I commend this book:



E.B. White is one of the most admirable literary stylists America has produced. □

Today's Testimonial:

"Thank you Dick Ward for your encouragement throughout the **Editing & Proofreading** course. I really enjoyed the whole process.

"Since graduating with my new diploma I have advertised my proofreader services in our local Twizel paper. This prompted an invitation to become the editor of the paper. I am very happy to get my first big break so quickly.

"I have just signed off my second edition and I'm enjoying the variety in the role. Thank you for providing such a comprehensive and engaging PAE course."

Nicola Graham

Telephone 021551909
03-4350769

nicgraham77@hotmail.com

The Poets Society

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

Several other benefits include a **members-only** website page.

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

*“Every heart sings a song,
incomplete, until another heart
whispers back. Those who wish
to sing always find a song.
At the touch of a lover, everyone
becomes a poet.”*

— Plato

Society of Authors

The NZ Society of Authors works in the interests of authors in New Zealand. The Society (PEN NZ Inc) 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.

More information is here:

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

*“If you can tell stories, create
characters, devise incidents, and
have sincerity and passion,
it doesn't matter a damn
how you write.”*

— Somerset Maugham

Romance Writers of NZ

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

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

*“I was about half in love with her
by the time we sat down. That's
the thing about girls. Every time
they do something pretty...you
fall half in love with them,
and then you never know
where the hell you are.”*

— J. D. Salinger

Could a comma cost the nation a million dollars? YES!

by **Anthony Smits**

An expensive comma had its time in the spotlight when it cost Canadian cable company Rogers Communications \$2.13 million. The Canadian regulator said the case against Rogers hinged on the placement of the second comma in this clause:

“This agreement shall be effective from the date it is made and shall continue in force for a period of five (5) years from the date it is made, and thereafter for successive five (5) year terms, unless and until terminated by one year prior notice in writing by either party.”

Who put in the second comma?

Without that second comma, the agreement would have had a minimum term of five years. But as signed, Rogers could be given a year's notice immediately. []

became an expensive publishing disaster. This text error cost Australian publisher Penguin Books \$20,000 when they decided to pulp an entire print run of its new **Pasta Bible Cookbook**.

The recipe for *Spelt tagliatelle with sardines and prosciutto* should have called for **black pepper** - not black people.

This wasn't a million-dollar-error, but a large enough serving of embarrassment. Penguin Group's CEO Bob Sessions called their proofreading faux-pas “Just a simple Spell-Check error.”

Lesson: Don't rely on SpellCheck!

Anyone who relies on software to find missing or incorrectly used words is making an expensive error. This is work for a human brain. []

The University of Wisconsin [sic] issued a thousand diplomas with its name misspelled before anyone noticed the error.

And what about editing? In our fast-paced world deadlines compress time. Proofreading jobs



Proofreading requires a human brain, not SpellCheck software.

A comma in the wrong place allowed United States importers of fruit to avoid paying more than a million dollars of import tax.

It happened when draft legislation in a tariff act with the phrase “fruit plants, tropical and semi tropical” was printed and signed into law as “fruits, plants semi tropical and tropical”. []

A recipe that listed ‘salt and freshly ground black people’

get moved around the world.

Perfection has lost its pre-eminence. The abuse of apostrophes, quotation marks, capital letters where none is needed are errors which require whole armies of qualified human proofreaders.

All of this is good news if you're a freelance proof reader or editor. Rejoice. There is lots of work for you. □

Click for details: [NZIBS.co.nz](http://nzibs.co.nz)

10 Tips for when you start your new second-income project

By Brian Morris

Congratulations. You've graduated from NZIBS training with your diploma - and letters after your name. Well done!

Now you need to set up your earning arrangements.

There are ten important things to consider, regardless of your current work (or unemployed status). It's always a good long-term strategy to have tidy financial arrangements.

1. Plan to keep your current day-job if you can.

Taking on freelance work brings no guarantee of income. Yes, you can earn as much (or as little) as you organise for yourself.

But there will always be a time-lapse between planting seeds and eating the fruit. Are you prepared?

2. Get your ducks in a row.

It's exciting to be starting a new role as a freelance worker. But before you go rushing to deliver the good news to your family and friends, make sure you have the important things confirmed regarding your new status.

Having a contract is best. An email requesting you to do something, (with payday details) is next best. A verbal request is not worth the paper it's written on. Get something in writing.



3. If you're employed, tell your manager what you're doing.

It's important to protect your reputation. Explain how this new opportunity will sharpen your work skills and broaden your list of helpful contacts.

If you have close friends in your workplace, don't tell anyone else before you have spoken with your manager. Be especially wary of sharing the news with your fellow workers who compete with you.

4. Choose an appropriate time to announce things.

Once you've made the decision to shift into a new role, consider if/when it might be necessary to quit your job. It's tempting to rush in and resign. But it might be wise not to give in to that impulse, tempting though it might be.

Breaking your news prior to an important company meeting is not good timing, either.

Your news is likely to be a surprise to your manager or supervisor, who will want time to process the information and decide on their next steps.

Their first responsibility is to the company, not to you.

5. Be honest and consistent.

You don't have to tell your manager ALL your details if you don't want to. But if you don't tell your manager, don't tell other people.

The manager is certain to feel miffed if they find out from office gossip after receiving only vague information from you.

6. Cooperate in the preparation of a handover or transition plan.

Work closely with your manager and agree on your duties during the lead up to your departure date (if you're leaving). Agree on any extra training or documentation required for the person who will take over (or share) your role.

7. Hold your tongue.

With new horizons in sight it is tempting to start speaking your mind about all those company matters that have been annoying you.

Don't fall into that mindset.

You never know who you will run into again - or work alongside - later in your career. Put aside the possible benefits or short-term satisfaction you'll get from letting off steam.

How to get a job is an ebook you'll find at Amazon. This short \$1 book gives you all the steps for getting a job. Age 16 to 65, this is the book. Call 0800-801994 for a chat about your upskilling new career options. It's a no-brainer. <http://tinyurl.com/pgvgjky>

8. Keep justifying your pay.

It's tempting to slacken off a little when the end is near.

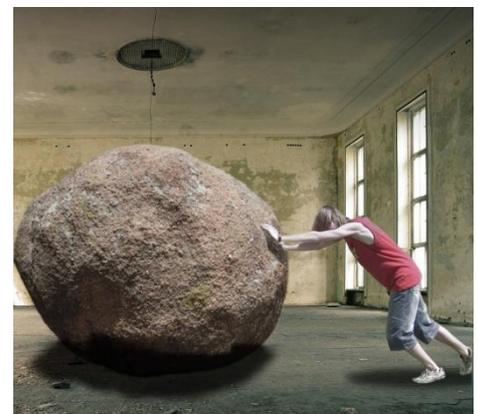
But that isn't fair.

Your employer is still obliged to pay you a full salary during your 'notice' period, so do the honest thing and keep earning it.



9. Important points:

- Wait for a signed offer or contract before telling anyone you are setting up your own business, or leaving your job.
- Don't let your manager hear the news from anyone else.
- Maintain your productivity right up until your last day at work.



10. If you're about to quit your job, remember your manager is a person too, with job worries.

So before you sit down for 'the big farewell chat' consider how your imminent departure will impact the company and your colleagues.

Think of three ways you can turn this event into an exciting new step forward for both of you. □

Graduates Club

Students who graduate are invited to join the Graduates Club and enjoy these services:

- # Access to your former tutor for Q&A. Ask as many questions as you wish. Either through email exchanges, telephone, Skype etc.
- # Access to the Principal, ditto.
- # Monthly newsletters.
- # Access to Student Forum, 24/7/365.
- # Free entry to all NZIBS competitions.
- # Information about worldwide competitions.
- # Annual renewal of PRESS PASS where applicable.
- # Annual renewal of STUDENT ID CARD.
- # Access to graduates and students who will proofread your manuscripts, without a \$ fee.
- # Access to a tutor for manuscript appraisal, for a fee.
- # Assistance with finding placements for articles, photos, book manuscripts.
- # Help with finding paid work.

All that for **\$100 membership**.

PS: As a consultant any of these people could charge \$75 per hour.

Student Forum Competitions



Have a go! 😊

For details of all competitions, click the link and join in. Usually entry is free!

See the competitions here:

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

How You Can Prepare Yourself to WIN

Be seen.

Become visible and known by your name and your values.

You do this through networking, attending conferences, webinars and seminars, writing for professional journals, blogs and newsletters, joining committees and taskforces, being active in professional / industry associations, attending company / industry social functions.

Promote yourself. Find the appropriate Facebook and LinkedIn groups and be active in them.

Write articles and get your photo published in industry magazines.

Develop a questioning mind.

A questioning mind is alert to change, is constantly in search of facts, relates facts to situations and projects them into a myriad of future possibilities.

A questioning mind views interruptions and reversals as challenges, opportunities, and seeks relationships between facts, situations and people.

Keep developing your skills.

Sharpening your strengths and skills through continuing education is an essential task for anyone who wants to stay relevant.

Additionally, exposure to others in your field at seminars and meet-ups is a stimulating exercise. There is huge value in networking.

Build your own self-development library.

Exposure to the literature of self-improvement is vital to anyone who wants to advance. And it's a field where the lessons of others can be read about, watched and listened to. Build your own library — and use it: books, mp3s, videos.

Subscribe to the top publications in your field.

Trade publications are a source of new ideas and fresh information.

Join at least one relevant trade association.

Professional groups provide the

opportunity to 'stay in the zone'.

You get to discuss similar problems and the latest solutions to current problems with others in your field; you'll get ideas about how to break the daily routine.

And you won't fall behind new trends; staying up to date is a constant challenge especially if you work solo.

Lead from the front.

If you're in a team or company structure, support the efforts of those around you. By helping their progress, you show loyalty, and you demonstrate your own value.

Aim to build a strong team to complement your skills and undertake team tasks crucial to your organisation's success.

Publicise the results.

Dedicate yourself to the organisation you're in.

Show your interest and dedication to the cause you're fighting. Volunteer to take on new assignments. Tackle existing tasks in different ways. Talk 'shop' with your colleagues.

Build a reputation as a forward-looking player.

Broad-mindedness, appreciation of innovation, creativity — all these have a place in the résumé of a modern manager. Experiment in applying new approaches to old problems and routine tasks. Don't expect every experiment to be a winner. Allow yourself and your colleagues some scope for failures.

If relevant, stay aware of company culture and ethos.

If others wear white shirts and ties, don't wear a sweatshirt; if others work a ten hour day, don't leave at 4.30; if others work as a team, don't hog the spotlight.

If you want to be non-conformist, do it by achieving more.

See yourself as a winner.

Be realistic about your strengths, weaknesses and ambitions.

If you need new skills, get them. If you want to be a winner, put in extra effort! ❑

Poems for Dollars

Poets can earn money - well, not usually thousands, but even \$100 is welcome in most homes ...

When people are having a special event*, it is nice to mark the occasion with a poem:

- Christening
- Anniversary
- Graduation: Uni or School or Kindergarten
- First Communion
- Confirmation
- Engagement
- Wedding
- Bat/Bar Mitzvah
- Big ZERO Birthday
- Engagement
- Lodge Induction
- Funeral
- Boat Launch
- New Business Opening
- New Shop Opening
- Open a Public Building
- Dedicate a Monument
- Horse won a race
- Team won a trophy
- House Warming
- Visit by a celebrity
- A 'Thank You' in rhyme
- Happy Retirement

Let people know you're a poet.

Tip: Put a suitable Limerick on side B of your business card. More details are here: <http://nzibs.co.nz/how-to-write-poetry/>

Eye problems?

Get them 'seen' NOW, by the fastest doc in the county ...



Judging a Book by its Title?

Principal Brian Morris has a laugh:

Ever thought you might write a book? Just for fun? There is an annual competition for **the oddest book title.**

Consider these:

The Stray Shopping Carts of North America - a guide to field identification.

People Who Don't Know They're Dead - how they attach themselves to unsuspecting bystanders, and what you can do about it.

Weeds in a Changing World.

Entertaining With Insects - a guide to insect cookery.

Scurvy - Past and Present.

Big and Very Big Hole Drilling.

The Social History of Knife Throwing.

Behind the Binoculars: Interviews with Acclaimed Bird Watchers

Paper Folding with Children

Reading from Behind: A Cultural History of the Anus

Reading the Liver: Papyrological Texts on Ancient Greek Extispicy

Soviet Bus Stops

Too Naked for the Nazis

UK Bookseller trade magazine <http://www.thebookseller.com/> runs the competition.

Some years sanity reigns in the trade and no award is made.

If you have a book title which might challenge these for oddity or outrageousness, put the words together, add a cover and put your *piece-de-resistance* on Amazon.

If a million people buy it out of curiosity you won't complain.

One of my ebooks is a collection of weird and bizarre short stories. Take a \$1 look. Click the [link](#): Amazon code: [b00c95oohy](#)

"Now go ye and do likewise."

... and enjoy your royalties. I do. BM

Job Opportunities

[Content Editor](#), New Image International, Auckland. Edit and design online content. WordPress experience mandatory. Mandarin useful. Full time. No closing date.

[Story Producer/Assistant Editor](#), Frank Film, Christchurch. Love Christchurch current affairs? Develop, write and edit local film stories. Two positions available. Contract/temp. No closing date.

[Online Content Developer](#), Mana Recruitment, Wellington. Help investigate and turn solid information about career paths into quality, user-friendly online material. Full-time maternity cover. Closes 20 Feb.

[Publishing Assistant](#), PQ Blackwell, Auckland. Work with the Nelson Mandela Foundation's worldwide publishing partner on several South African-focused projects. Full time. Apply now.

If you see a vacancy that appeals, with an APPLY BY date which has passed . . . Apply anyway.

Contact the company and ask "Did this position get filled? I've just discovered it and I think I'd be ideal."

If you ARE the ideal candidate, they will be pleased you did.

[Writer/Editor & Communications Manager](#), Architecture Workshop, Wellington. Work closely with directors to develop and edit content for documents, tender proposals, website and social media. Part time. Closes 8 Feb.

[Marketer](#), Knowhow Limited, Auckland. Write, update, edit and produce print and web content for a premier marine electronic company. Full time. Apply now.

[Arts Department Administrator](#), Mount Albert Grammar School, Auckland. Provide administrative support and visual editing know-how to the performing and visual arts departments. Part time. Fixed term. Closes 7 Feb.

[Team Manager](#), Kmart, Christchurch. Use life coaching and business skills to maximise team performance. Full time. No closing date.

Reconciliation

Author **Jane Gurley**

Reproduced for educational purposes

Gareth was dozing, though he'd lain awake for two hours, fuming about his quarrel with Jenny.

On the landing, the old long case clock had begun chiming midnight as the door opened and closed. He heard her footsteps as she tiptoed across the room. He supposed he ought to make some attempt at reconciliation, but he was still nursing the resentment that had sent him upstairs alone.

Eyes closed, Gareth pretended he was asleep. At least she had the decency not to turn on the light. She just lifted the covers and slid into the other half of the bed.

She sighed and lay still for a minute or two; then he felt her hand creep towards him and gently stroke his shoulder blades.

As she leaned over him; a strand of her long hair brushed his cheek.

The hair was cold and wet. He felt a surge of anger. If only she'd said she was going for another swim in the hotel pool he'd have happily joined her. But she'd gone to the ghost talk, knowing full well he didn't want her to.

Well, now she could sleep with the consequences on the other side of the bed!

It was an enormous bed, a four-poster with a canopy and curtains. A bed was a bed, wasn't it? As long as you got a good night's sleep, that was all that mattered. But Jenny loved old things.

The weekend break at this country house had been her idea.

"It's in masses of beautiful parkland," she'd enthused, reading the brochure. "With a lake and an indoor swimming pool. Antiques."

"It costs a fortune to stay just for a couple of days," Gareth pointed out, guardedly.

"Yes, of course. You can't get genuine antiques and a lake and a swimming pool for nothing." Gareth could think of better ways to spend their hard-earned cash.

But Jenny kept on about it, which the brochure claimed would be a 'Romantic Experience'.

Eventually he'd got the message that she wanted this as their first wedding anniversary celebration. "You even get a balloon flight included," she'd pointed out.

"You've often said you'd like to go up in one."

The balloon flight was what had clinched it for Gareth. As Jenny said, he'd always wanted to try the experience. However, on arrival, they'd been told it was off the agenda. The weather was too windy for ballooning, apparently.

The hotel management had been apologetic. Gareth knew he could hardly hold them responsible for the weather, but still, it was a disappointment.



It was easy to remain critical of other things after that. Jenny tried in vain to console him. "There's lots of alternative activities."

"Big deal."

Gareth wasn't impressed by one of the other options, a talk on 'Spectral Phenomena', by a so-called expert, one Arthur Bagshot.

To Gareth, it was an insult. He'd been looking forward to a slow drift heavenwards under a bright envelope of hot air. Now he could have a boring spiel on quite a different unearthly experience. Gareth didn't believe in ghosts. The whole subject was a waste of time. He thought it a paltry sop to his disappointed expectations. So he'd complained.

He'd also complained about the food - although Jenny kept saying how nice it was - and about the squeaky floorboards. Part of him knew he was being mean to Jenny, but part of him wanted to sulk, too.

"Coming to the talk on Spectral Phenomena?" said Jenny, after supper. "He's going to talk about local ghosts. Might be interesting." "No fear."

He had seen the Great Ghost Expert at another table. He didn't like his smug expression and loud voice. "I'm not the slightest bit interested in ghosts. I'm tired, and I'm going to bed."

"Fine!" said Jenny, suddenly exploding. "If you want to go to bed on your own, feel free. You've been grouchy all evening."

But now she was trying to make up. Her stroking hand was gentle; persistent. Gareth could feel his resistance ebbing. He was on the verge of turning and taking her into his arms when the sound of footsteps and voices coming along the landing spoiled it all.

The braying laugh of Arthur Bagshot, the Great Ghost Expert, twanged at his nerves. Had the man no consideration for others?

"Oh, Mr Bagshot," a woman's voice twittered. "After your talk, I'm so nervous about going to bed! Suppose Gareth and I get a visitation from that young woman who drowned herself in the lake?"

Gareth heard Bagshot answer. "Don't you worry, Mrs Wheeler. When the Pale Lady comes looking for a reconciliation with her hard-hearted lover, she only visits young men sleeping alone. And nowadays, the hotel specialises in Romantic Experience weekends. Very few possible companions for the unfortunate girl."

"Goodnight, Mr Bagshot. Thank you for a most interesting talk."

Gareth froze. Surely that had been Jenny's quiet voice?

But if Jenny was outside on the landing, whose hand..?

He turned; the four-poster bed was empty. He groped across the mattress and discovered the pillow and sheets were sopping wet. ◻