

Shakespeare's legacy

- ◆ After 400 years,
he's still the man. **P.5**

New career opportunities

- ◆ **Look Inside >>**

What will you read in 2016?

- ◆ Here are four classics to
get you started. **P.8**

What will you dare do this year?

**More people regret NOT TRYING than regret doing something new
and failing. Take some risks. You may enjoy the results! P.3**



Ideas are it!

- ◆ Unleash your
creativity. **P.7**

Write at work

- ◆ Practice gets your
writing polished. **P.10**

Psychic fiction

- ◆ Edward Scissormind?
At the back. **P.12**

Be Welcoming

My holiday reading included an essay in MONOCLE magazine by CM Patha.**

She says, "Roamers are those millions of people who live and work away from their home country."

Not counting the vast hordes of refugees from war-ravaged countries who are trying to find a new home in Western Europe, Patha claims there are 232 million people who choose to live and work in another country than their own.

When I look at my own immediate family I count five roamers.

Five out of ten!



Q. How many roamers in YOUR family?

Roamers deserve serious attention for three reasons.

1. They tend to be more highly educated than average.

Hence they are more attractive immigrants. Some other country paid for their education. Their current host country derives the benefit.

If we get them we should strive to keep them.

**born in Canada, she has made her home in three other countries - so far. Still a roamer.

2. Roamers are not the same as ex-pats.

Ex-pats know they will eventually return to their home country. Whereas roamers will keep wandering until they find a place which makes them feel welcome.

3. Roamers feel disenfranchised.

They can't vote on how their tax money is spent. Or who will administer their place of residency. Nor can they participate to the degree they'd like to.

Before long they will roam on.

Think of any club you belong to. When a new person is WARMLY INVITED to join and is made to feel welcome it isn't long before they volunteer for club activities.

This can also happen at the community level.

Boris Johnson says, "London's thriving economy depends on talent being able to emigrate in (sic) from overseas. Professional firms are finding it very difficult to get some of the people they need to keep London's economy going."

Cities like London, New York, Singapore, Sydney and Melbourne need their armies of roamers.

So does New Zealand.

If we expect to compete globally with a smarter workforce we need to make roamers more welcome. Warmly welcome.

And not make them wait ten years to be made to feel welcome.

Some form of being able to vote on local council affairs after three months of community residency will be a start.

We do this with library cards, driving licences and suchlike.

Participatory involvement, volunteering and contributing will follow.



That has to be good for our communities.

Brian Morris
Principal

NZIBS website

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Really?

Have you used any of yore words wrongly lately?

In particulate, have ewe replaced one word with another word witch sounds similar but has a diffident meaning - possibly fuelled by a deep-seeded desire to sound more educated?

These attempts to pawn off an incorrect word in place of a correct one are frowned on in academia, wear flaunting of common social morays is seen as almost sorted and might result in the offender becoming a piranha.

In the Monday world, after all is set and done, such a miner era will often leave normal people quite unphased.

And it's just as will, sense people of that elk are unlikely to tow the line irregardless of any attempt to better educate them.

A small percentage, however, suffer from sever acyrologiaphobia; they have an upmost desire to see English used properly.

Exposure can cause them symptoms resembling post-dramatic stress disorder, possibly even whole-scale outrage as they go star-craving mad.

Eventually, they will succumb to the stings and arrows of such a barrage, and suffer a complete metal breakdown, curling up to avoid life in the feeble position.

How many errors did you find?

Wanted by Wannabe Tourist: American-Kiwi Phrase Book



Do they speak English in New Zealand? ★

I'm from Massachusetts and I'm planning to visit the beautiful state of New Zealand this fall. I've heard Australia is full of surprises, so New Zealand is definitely one of the places I wish to visit. It appears to be the most popular Australian state.

Anyway, is English widely spoken in New Zealand? Will I be able to understand them? Or should I memorize a few phrases in the local language to communicate better? Please advise.

Who Moved My Cheese

by **Spencer Johnson**

This classic business advice book is almost a decade old and many people will have read it.

But there's always a new generation coming along WHO DON'T KNOW IT.

Let me recommend Cheese as essential reading.

ISBN: 978-0399144462.

Here's why... It's about the changes that happen in LIFE - whether you're ready for them or not.

It's about how we can anticipate change, so we're ready and not caught unawares.

We need to learn some techniques so we know when our cheese is past its use by date.

Holding on to the old cheese prevents us from letting go - and being ready to accept the new cheese.

Thus we can be ready for accepting any new adventure LIFE presents to us.

Lesson: Be ready to make changes before they are forced upon you.

For example: See an unexpected redundancy as an opportunity to make a new start in a new career.

Job Opportunities

[Deputy Editor](#), Eclipse Recruitment, Auckland
Coordinate content and layout, secure advertising, manage publishing deadlines.
Full time. Apply now.

[Committee Administrator](#), The University of Auckland, Auckland
Support committee chair, write and edit minutes, track papers and actions. Part time.
Closes 21 Feb.

[Photographer](#), Jack n Jill Portraits, Invercargill
Work with schools and families. Studio equipment supplied.
No experience necessary.
Contract/temp.
Closes 26 Feb.

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

That may have been several days ago! But there may have been no suitable applicants.

**Has the date expired?
Put yourself forward anyway!**

[News Sub-Editor](#), The Uni Paper Ltd, London, UK
Provide the UK's 2.5 million students with news straight from their campuses. Full time.
Closes 1 Mar.

[Digital Editorial Assistant](#), Insider Media Limited, Manchester, UK
Shape business news, features, insight and analysis, surveys and event coverage for B2B publications. Full time.
Closes 4 Mar.

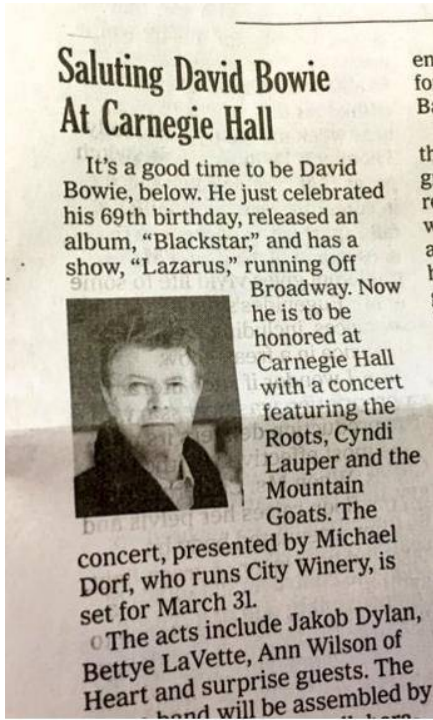
[Editor](#), Te Runanga o Ngai Tahu, Christchurch
Create stories for Te Rūnanga o Ngāi Tahu's quarterly magazine Te Karaka.
Full time. Apply today.

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

[Photographer](#), LJ Hooker, Hamilton
Make properties look beautiful. Own equipment/transport.
Contract/temp. Apply today.

Ooops ...

This column appeared in a New York paper on the day of David Bowie's death. Sometimes digital papers have an advantage ... the pages containing anything embarrassing can simply be deleted.



"Don't you love the Oxford Dictionary? When I first read it, I thought it was a really really long poem about everything."

— David Bowie



A few risks everyone could take - sometime

Grad's Club Report #1092

From **Jeff Haden's** blog. Reproduced for educational purposes.

What is the one thing most of us already have enough of?

Regrets.

Worse, someday most of us will look back and say, "What if I had done this ... or tried that?"

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

We can always recover, learn, and rebuild from our mistakes, but when we do nothing, that automatically means there is nothing to improve on or salvage or rediscover.

So all we're left with is, "What if...?"

Here are five **smart risks** you should take before you die. I feel certain you'll be glad -- if not now then definitely some day.

1. Hire or promote or praise a person you shouldn't hire or promote or praise.

Maybe they tried their best and it wasn't good enough. But they tried.

I took an informal poll of some entrepreneur friends.

(Tip: here's how to tell if an employee is remarkable)

Each said at least one of their most remarkable employees was a person they took a chance on –someone who didn't have the right academic qualifications, or didn't have the right background, or was too young or too old or too inexperienced or too new in the industry.

So why did they take a risk hiring or promoting that person?

They had a hunch.

They spotted an intangible quality.

They loved the person's attitude or enthusiasm or intelligence or strong work ethic.

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

As one CEO told me, "When you hire a person who ticks all the boxes, you usually get those things. But you rarely get more. Sometimes the risky choice turns out to be the best choice because that person brings qualities you didn't even know you needed."

Isn't that interesting!

2. Apologise when you make a huge mistake.

We've all screwed up. There are things we need to apologise for: Words. Actions. Omissions. Failing to step up or step in or simply be supportive. Those things happen all the time. We should own up and apologise. Then move on.



But sometimes we've done something so bad, so egregious, so *something* we're embarrassed to say we're sorry.

Too ashamed.

Too mortified.

So we run away from the situation, often for years.

We wish it would go away.

But it doesn't.

And whenever we think about it, we feel worse about ourselves.

That's a huge price to pay – forever. So, man-up (or woman-up) and say you're sorry. It may suck. You may get yelled at. You may feel humiliated.

But you'll also feel good that you finally stepped up and took ownership of your mistake.

You may repair a friendship or a relationship you thought was beyond any hope of recovery ... but you'll never know if you don't take a risk.

3. Face one of your worst fears.

One of my clients is an outstanding standup comedian. Audiences love him. He's good.

Yet he still has panic attacks before he walks onstage. He knows he'll melt down, sweat through his shirt, feel sick to his stomach, and all the rest. It's just the way he is.

(Hey, that's normal for all of us.)

What's his solution?

Just before he goes on stage, he takes a quick shower, puts on fresh clothes, drinks some water, jumps up and down, shadowboxes, then out he goes.

He's still scared. He knows he'll always be scared. **He accepts it as part of the process.** Pre-show fear is inevitable. A famous orchestra conductor calls this "achieving concert pitch".

Anyone hoping to achieve great things gets nervous. Anyone trying to achieve great things should feel a bit scared.

Productive people aren't braver than others; they just find the strength to keep moving forward. They realise fear is paralyzing, while action creates confidence and self-assurance.

Tip: Pick something you'd love to do but are scared to do. Don't try to get over your fear. Accept that you will be afraid. And then go and do it anyway.

I'll bet it won't be as bad as you imagined. In fact, you'll probably realise you were simply scared of the unknown. But you'll never know if you don't take that first step.

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

Bonnie Ware worked in palliative care, spending time with patients who had only a few months to live. **Their most common regret was, "I wish I'd had the courage to live a life true to myself, not the life others expected of me".**

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

What other people want you to do doesn't matter. Say that aloud.

Maybe you'd like to start an online business and everyone says you'd be crazy to try.

Maybe you'd like to play the guitar, but everyone says an old dog can't learn new tricks.



Whatever it is you've wanted to do (but you've hesitated because of what other people will think or say), take a chance and do it. Start today!

Hear their criticism, take their potshots, endure their laughter or derision or even hostility, and keep measuring yourself by your efforts and your own standards.

You may not achieve everything you want to achieve, but you'll be on your own journey.

Truth is, you'll never know if you don't take a risk.

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

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

Consider the refugees and migrants. One of them just needs a kind word. Or helpful advice. Or a little support – physical or spiritual or financial.

The next time someone asks you for assistance, take a chance. Give it – and then go a step further. Say, "I can help you with that."

But what can you do that would **really make a difference?**

What can you do that would **really help someone?**

When you do that thing you may change another person's life.

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

(Hey, it won't kill you.) ☐

The day proofreaders went on strike. Signs still went up.



Shakespeare's enduring legacy

From a speech by **David Cameron**, British P.M., given at the launch of the programme **Shakespeare Lives**

Reproduced for educational purposes.

"The 400th anniversary of the death of **William Shakespeare** is not just an opportunity to commemorate one of the greatest playwrights of all time. It is a time to celebrate the extraordinary ongoing influence of a man who – to borrow from his own description of Julius Caesar – "doth bestride the narrow world like a Colossus".

Shakespeare's legacy is without parallel. His works have been translated into 100 languages and studied by half the world's schoolchildren.

As one of his contemporaries, Ben Jonson, said, "Shakespeare is not of an age, but for all time."

He lives today in our language, our culture and our society – and through his enduring influence on education.

Shakespeare played a critical role in shaping modern English and helping to make it the world's language. The first major dictionary compiled by Samuel Johnson drew on Shakespeare more than any other writer.

Three thousand new words and phrases all first appeared in print in Shakespeare's plays.

I remember from my own childhood how many of them are found for the first time in *Henry the Fifth*. Words like dishearten, divest, addiction, motionless, leapfrog – and phrases like 'once more unto the breach', 'band of brothers' and 'heart of gold' – these have all passed into our language today with no need to reference their original context.

Shakespeare also pioneered innovative use of grammatical form and structure – including verse without rhymes, superlatives, and connecting existing words to make new words, like 'bloodstained'.

The pre-eminence of his plays also did much to standardise English spelling and grammar.

But Shakespeare's influence is felt far beyond our language. His words, his plots and his characters continue to inspire much of our culture and wider society.

While Nelson Mandela was a prisoner on Robben Island, he cherished a quote from Julius Caesar, "Towards death many times before their death, the valiant never taste of death but once."

Kate Tempest's poem 'My Shakespeare' captures the eternal presence of Shakespeare when she wrote Shakespeare "...is in every lover who ever stood alone beneath a window... every jealous whispered word and every ghost that will not rest."

Shakespeare's influence is everywhere, from Dickens and Goethe to Tchaikovsky, Verdi and Brahms; from *West Side Story* to the Hamlet-inspired title of Agatha Christie's *The Mousetrap* – the longest-running theatre production in London's West End.

His original plays continue to entertain millions.

But one of the most exciting legacies of Shakespeare is his capacity to educate.

As we see from the outreach work of the Royal Shakespeare Company and Shakespeare's Globe and the impact of pioneering British charities like the Shakespeare Schools Festival, studying and performing Shakespeare can help improve literacy, confidence and wider educational attainment.

Today, we are launching 'Shakespeare Lives' – an exciting global programme of activity and events to highlight his enduring influence and extend the use of Shakespeare as an educational resource to advance literacy around the world.

**SHAKESPEARE
LIVES IN
2016**

The programme will run in more than 70 countries, led by the British Council and the 'GREAT Britain' campaign.

You can share your favourite moment of Shakespeare on social media, watch never-before-seen performances on stage, film and online, visit exhibitions, take part in workshops and debates, and access new Shakespearean educational resources which help us get to grips with the English language.

The Royal Shakespeare Company will tour China; Shakespeare's Globe will perform across the world from Iraq to Denmark.

Young people will reimagine Shakespeare in Zimbabwe.

A social media campaign called 'Play Your Part' (#PlayYourPart) will invite the next generation of creative talent to produce their own digital tribute to the bard and, in partnership with the British charity Voluntary Services Overseas, we will raise awareness of the huge challenge of global child illiteracy and use Shakespeare to increase educational opportunities for children around the world.

Beyond the great gift of language, the bringing to life of our history, his ongoing influence on our culture and his ability to educate, there is the immense power of Shakespeare to **inspire**.

From the most famous love story to the greatest tragedy; from the most powerful fantasy to the wittiest comedy; and from the most memorable speeches to his many legendary characters, in William Shakespeare we have one man whose vast imagination, boundless creativity and instinct for humanity encompasses the whole of the human experience as no one has before nor since.

So, however you choose to play your part, please join us in 2016 in this unique opportunity to celebrate the life and enduring legacy of this man; ensuring that, as he put it, "all the world's a stage" and, through his legacy, truly – **Shakespeare Lives.** □

Focus on IDEAS because ideas can solve every problem

By **Vic Johnson**

From **Grad's Club Report #506**
Reproduced for educational purposes.

NO PERSON can ever be confronted with a difficulty which he has not the strength to meet and subdue.

Yes, every difficulty can be overcome if it's rightly dealt with. Therefore, anxiety is quite unnecessary.

A task which truly cannot be overcome ceases to be a difficulty and becomes an impossibility.

(You try striking matches on wet soap and hope to make a fire.) There is only one way to deal with an impossibility - namely, we need to submit to it.

"Most people probably think I write to benefit others. The truth is, I write for me.

"I need the realisations as much or more than the folks I write for."

Several days ago when I started writing this, I was confronted with a difficulty. I allowed it to fill me with a great anxiety. It wasn't a new difficulty or even a totally unexpected one. I was faced with a decision I knew would have long-term implications for my family.

It was one of those decisions we'd rather not make. Like those decisions that make you want to pull the covers over your head in the morning and stay in bed.

James Allen's words are incredibly penetrating on this subject because he's basically saying there's no problem we should ever be anxious about. We can either solve it, or it's impossible to solve.

It reminds us of the St Francis Serenity Prayer doesn't it.

"God, grant me the serenity to accept the things I cannot change; the courage to change the things I can change; and the wisdom to know the difference."

I heard **Rita Davenport** (www.ritadavenport.com) give some great advice on handling the problems we meet in our lives:

"If money can fix it, it's not a problem."

Well that's great, you may say, but I don't have the money to fix it, so I've still got the problem.

Sorry, wrong thinking.

Because the truth is you're only **one idea** away from getting whatever amount of money you need to solve your problem.

So instead of focusing on the money you **don't** have (which will surely result in you attracting more **lack** into your life), focus on ideas, ideas, ideas.

There's also another great reason not to be anxious about the difficulty you're facing today - it contains a lesson. And once you master the lesson, you will be much stronger and wiser and more capable.

My hero, Emmet Fox, wrote:

www.tinyurl.com/h3fedad

"It is the LAW that any difficulties which come to you at any time, no matter what they are, must be exactly what you need most at that moment to enable you to take the next step forward - by overcoming them. The only real misfortune, the only real tragedy, comes when we suffer without learning the lesson."

Wow! That's a thought worth thinking about.

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Failure is not a single event.

We do not fail overnight.

Failure is an error in judgment **which we repeat.**

But why would someone make an error in judgment and then be so foolish as to repeat it every day?

If some action didn't work for you last time, it won't work for you next time either.

It's time to change something.

It's time for a fresh approach. ▣

Job Opportunities

[Journalist](#),

Fairfax Media, Forbes, AU
Cover council rounds and general news for the Forbes Advocate.
Casual. Closes 12 Feb.

[Journalist](#), Fairfax Media,
Launceston, AU

Write deadline-driven print and digital media content. Permanent full time. Closes 12 Feb.

[Communications Advisor](#), Bay of Plenty District Health Board,
Tauranga

Edit newsletters and magazines; write paper-based and online promotional material. Part time (20 hours/week). Closes 14 Feb.

[Copywriter](#), Emergent & Co,
Auckland

Help with a company re-branding exercise. Knowledge of digital media and SEO preferred.
Contract/temp. Apply now.

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

[Media and Communications](#)

[Officer](#), OFC, Auckland
Write, sub-edit and proof to ensure positive media coverage for a football organisation.
Full time. Apply now.

[Photographer](#),

Ido Image Co, Christchurch
Prepare and execute photo shoots from start to finish. Mandarin language proficiency a must.
Full time. Apply now.

[Research Assistant/Health and Wellness Coach](#), AUT University,
Auckland

Become a coach for stroke victims in a clinical trial. Part time. Several positions available.

[Youth Coach](#), Springboard

Community Works, Auckland
Work with young people aged 15-18 to help them move into earning or learning. Full time.
Closes 16 Feb.

[Rehabilitation Coach](#),

BUPA, Auckland
Assist disabled clients with personal care and rehabilitation goals. Part time (32 hours/week).
Apply now.

COMPETITION

BATH is a reputable competition. Short stories up to 2200 words. Entry fee £8 per story. You can enter by post or online. Details are here >>>

<http://bathshortstoryaward.co.uk/>

Twenty of the best stories will be published in the Bath Anthology. Cash prizes for winners etc.

Note: Closing date 25 April.

Knitting, crochet, weavers, wool spinners, dyers - RAVELRY is your home.

www.Ravelry.com is a social network for people who love knitting. If you have a business related to knitting, you couldn't find a better place to interact with your audience.

Ravelry is a place for knitters, crotchetiers, designers, spinners, weavers and dyers to keep track of their yarn, tools, project and pattern information, and look to others for ideas and inspiration.

The content here is all user-driven. As a community we make the site what it is.

Ravelry is a great place for you to keep notes about your projects, see what other people are making, find the perfect pattern and connect with people who love to play with yarn from all over the world in our forums.

ALL THOSE PATTERN BOOKS, newsletters, blogs, equipment catalogues, instruction manuals, novels, blogs and websites will need proofreading.

Offer your services. Gently.

Punctuation

Proofreaders know the difference between knowing their topic and showing they're incompetent. Politicians, on the other hand ...

Correction

A Wednesday news story on Donald Trump incorrectly quoted a Hillary Clinton tweet as saying "Love Trump's Hate." In fact, the tweet was "love trumps hate."

Four classics of self-development you'll enjoy

Graduate's Club Report #539

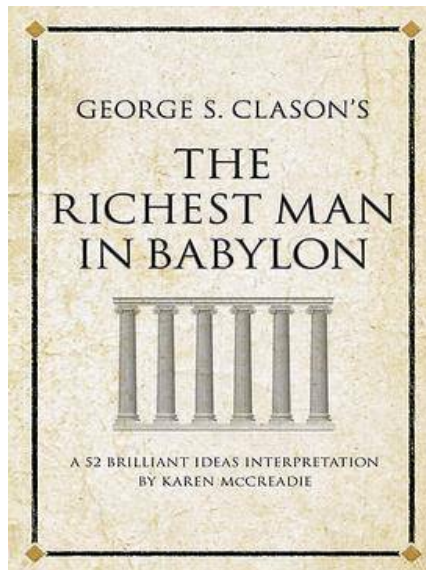
If you truly desire to get ahead, and enjoy all the rewards life brings, author **James Rohn** says you need to devote at least half an hour a day to personal and professional development.

He recommends four books to get you started. The descriptions are from the books themselves.

(We have read each one and we thoroughly recommend them.) If you can't afford to buy them all at once, borrow them from your library.

The Richest Man In Babylon by George Clason

This astonishing best-seller holds the secrets to all your ambitions and desires and everything you wish to accomplish. This book holds the key to your personal wealth.



Millions of readers have been helped by the famous Babylonian parables, hailed as the greatest of all inspirational works on the subject of thrift, financial planning, and personal wealth.

In language as simple as the Bible, these fascinating and informative stories set you on a sure path to prosperity and its accompanying joys.

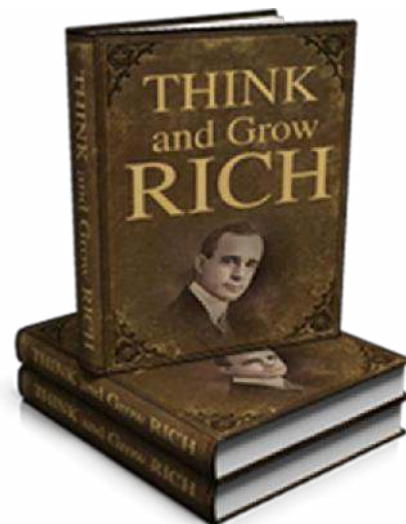
Acclaimed as a modern day classic, this celebrated best-seller offers an understanding of, and solution to, your personal financial problems with solutions that will guide you through a lifetime. This book holds the secrets to acquiring money, keeping money, and making money earn more money.

Give a copy to a teenager you have high hopes for.

Think and Grow Rich by Napoleon Hill

Are you too busy working to spare some time for thinking? Then you're too busy earning a living to make any money - until now!

The curious thing is, people who really make money - lots of it - don't work that hard. Once they've set the ball rolling new wealth simply accumulates, building upon previous wealth.



The secret lies in getting the ball rolling at the start.

It's a secret **Napoleon Hill** discovered a century ago when he interviewed 504 of America's richest men - and it's a secret so simple anyone can use it to become wealthy.

The secret is here, in the pages of this book.

Reprinted 42 times since its original publishing and sold out each time, (you've got to ask yourself WHY?), *Think and Grow Rich* details the steps you can take to put yourself ahead.

Put your order in.

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

☐ How dreams can become great riches when your burning desire performs the impossible.

☐ Here are 28 very personal but revealing questions

☐ The magic of money consciousness

☐ How you can access (and use) more brains than just your own

☐ Why there's no such thing as bad luck

☐ Fear is only a state of mind.

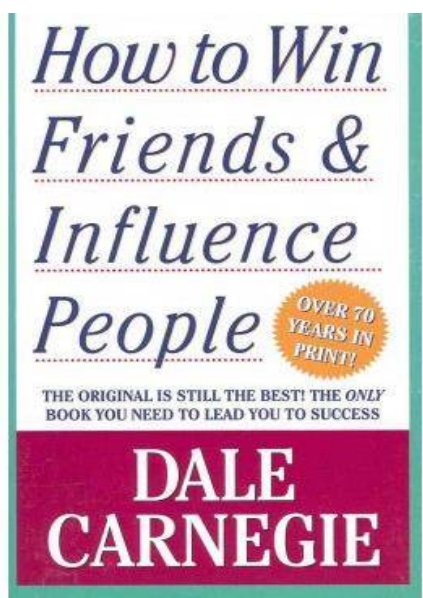
These things together with his secret formula provide a tried and tested plan that makes people rich. It will make YOU rich too.

How to Win Friends and Influence People

by Dale Carnegie

Start with these eight goals:

1. Get out of a mental rut, think new thoughts, acquire new visions, discover new ambitions
2. Make friends quickly and easily
3. Increase your popularity
4. Win people to your way of thinking
5. Increase your influence, your prestige, your ability to get things done without stress.
6. Handle complaints, avoid arguments, keep your human contacts smooth and pleasant
7. Become a better speaker, a more entertaining conversationalist
8. Arouse enthusiasm among your associates.

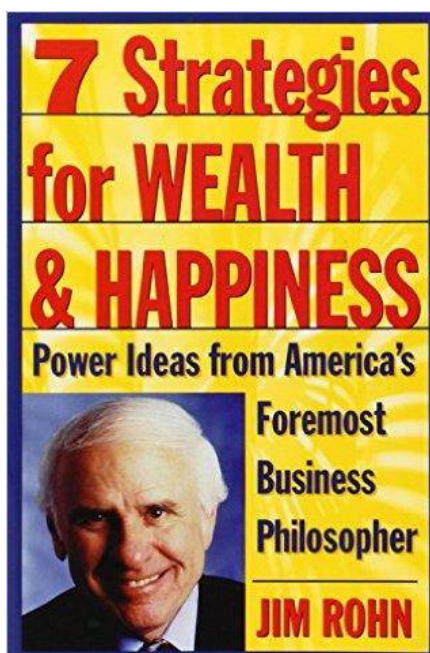


Since it was first published in 1936, Dale Carnegie's classic has helped millions of readers.

Revised and updated to meet the needs of people in the 21st century, How To Win Friends And Influence People continues to solve the biggest problem we all face: how to get along with other people in our everyday business and social life.

Seven Strategies For Wealth And Happiness by James Rohn

"Few men are endowed with Jim Rohn's ability to motivate and effect changes in other human beings" said Tom Hopkins.



Some people believe they have to choose between wealth and happiness. That's not so.

Wealth and happiness spring from the same fountain of abundance.

Unlock the fountain of prosperity inside you: embrace the seven key strategies for success.

You'll learn how to:

- Use the power of setting goals
- How to seek knowledge
- Learn how to change
- Control your finances
- Master time
- Surround yourself with winners
- Learn the art of 'Living Well'.

Jim Rohn's philosophy has helped millions change their lives for the better. Read his books. ☐

Job Opportunities

[Reporter](#), Fairfax Media, Christchurch
Report local news digitally and in print. Parental leave cover (12 months).

[Trainee Reporter](#),
Western Gazette, Yeovil, UK
Report local life stories for five weekly print editions and 7-day online publications.
Full time. Closes 11 Feb.

[Digital Editorial Assistant](#), Insider Media Limited, Manchester, UK
Use your writing and proofing skills to create engaging business news.
Full time. Closes 4 Mar.

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

That may have been several days ago! But there may have been no suitable applicants.

**Has the date expired?
Put yourself forward anyway!**

[Photography Assistants](#),
Magic Memories, Queenstown
Capture fun interactive photos of guests at tourist attractions, publish and sell photos. Part time summer contract. Apply now.

[Rehabilitation Coach](#),
Bupa, Hastings
Help disabled people live happier, healthier lives. Full training given. Shift work. Part time contract. Apply now.

[Support Worker](#), Connect Recruitment, Tauranga
Provide home care services to disabled and elderly clients. Earn an NZQA qualification while you work. Permanent full and part time positions available. Apply now.

[Photographer](#), Queenstown Aerial Photography, Queenstown
Work with clients on photographic assignments, process images and develop prints. Permanent full time. Apply now.

Chief Information Officer.
You'll be responsible for the whole technology side of NZME.
Motto: Be connected.
Be curious. Be confident.
Top job requires top candidate.
Send CV and covering (sales) letter to: Kylie.Telford@nzme.co.nz No closing date, but make it asap.

Hibiscus Coast Writers

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

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

One of the famous whitewashed towns of Andalusia is blue.



The little village of Júzcar, population 243, was made up with 4,200 litres of blue paint in 2011.

The painting was in celebration of the release of the movie ***The Smurfs***. Afterward, Sony offered to paint the town white again, but the villagers declined because in the six months since the film's premiere, they had welcomed 80,000 tourists.

Dentists' Lane



When to use your writing skills at work

Grad's Club Report #703

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

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

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

☐ Acceptance letters to welcome new employees or club members.

☐ Acknowledgements of someone who achieved something – even a small win.

☐ Advice for users of your company's products or services.

☐ Announcements of forthcoming events, large or small.

☐ Annual Reports are a major writing and photography and proofreading assignment.

☐ The apology letter to customers when something wasn't up to their expectations.

☐ Application forms for new employees or new members, in plain English.

☐ Appointment letters for new employees.

☐ An appreciation letter for an achievement, on behalf of the boss.

☐ Approvals in writing when someone asks if they can do something.

☐ Cancellation notices, when a service or product has ceased being offered.

☐ Claims forms, in plain English, so customers can make their claims simply.

☐ Collection letters when debts are unpaid. Stating facts doesn't mean being rude.

☐ Complaint letters when something is not up to the agreed standard.

☐ Replies to unhappy clients who complained, which means letters are written one at a time.

☐ Confirmation of verbal arrangements the company has.

☐ Congratulations to a company member for their achievement outside the company.

☐ Covering letters when goods or information is delivered.

☐ Credit application forms need to ask personal information with subtlety and discretion.

☐ Delegation requests, when the boss is unable to do everything.

☐ Directions to find places.

☐ Bereavement or condolence letters when someone's family member dies.

☐ Directives, when the boss wants something done a certain way.

☐ Disagreement expressions, when it takes skill to express opposing viewpoints with finesse.

☐ Dismissal letters must be written with due reference to employment contracts.

☐ Encouragement letters to members who are under-achieving.

☐ Endorsements for suppliers who ask for one.

☐ Errors need correcting, then explained to a supervisor. Revised instructions need writing, so errors don't recur.

☐ Farewell letters to employees who retire.

☐ Follow-up letters to people who didn't buy on the first opportunity.

☐ Fund-raising letters.

☐ Get Well Soon letters to members or employees.

☐ Goodwill gestures to new neighbours at work or home.

☐ Government compliance documents.

☐ Orders from your company to suppliers.

☐ Obituary notices for newspapers.

☐ Handling instructions for moving delicate items.

☐ Holidays arrangements and rosters need to be explained.

☐ Official notification letters need careful wording. And someone has to check laws and regulations.

☐ Inquiries need a letter offering further information.

☐ Introduction of new members, new equipment.

☐ Invitations to attend functions.

☐ Persuasive letters from the sales department.

☐ Recommendations. When clients need advice, give it in writing.

☐ References for departing employees or club office holders.

☐ Referrals, when you can help someone else.

☐ Refusals need delicate wording or you'll offend.

☐ Reprimands, because not everyone follows the rules.

☐ Requests. People can be helpful if you ask them politely.

☐ Reservations in writing can eliminate disappointments.

☐ Resignation letters need writing with care.

☐ Responses to questions are a one-at-a-time thing.

☐ Sales letters describe benefits, not only the features and facts.

☐ Social events might deserve a mention in the press.

☐ Speeches written for yourself, or for the boss.

☐ Suggestions in writing carry more weight.

☐ Sympathy letters are not easy to write, but you are now a trained writer.

☐ Termination can mean of a lease, membership, rental agreement, or employment.

☐ Thank you in writing carries more heartfelt meaning than a verbal 'Thanks'.

☐ Transmissions of data or funds also need explanatory text.

☐ Warning signs need to be 100% clear, maybe with a graphic as well.

☐ Welcome letters to a new employee sets the right tone from the start.

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

Competitions



Have a go! 😊

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

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

See the competitions here:

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

Photography competitions:

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

Job Opportunities

[Communications Manager](#),

Christians Against Poverty, Auckland

Write and edit print and digital newsletters, reports and appeals for charity. Full time contract. April start. Closes 12 Feb.

[Publicity Specialist](#), OCG

Consulting, Auckland

Write internal communications for business. Contract/temp (5 weeks). Immediate start. Apply now.

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

[Policy Writer](#),

GBL Personnel, Wellington

Draft a regulatory impact statement for a commercial product. Temp (8 weeks). Apply now.

[Support Workers](#),

Pathways Health, Wanganui

Support people with independent daily living skills and help them voice concerns. Part time. Closes 8 Feb.

[Rehabilitation Coach](#),

Bupa, Hastings

Lead disabled clients through difficulties and help them reach rehabilitation goals. Casual/vacation. Apply now.

[Photo Lab Assistant](#), Harvey

Norman, Auckland

Process photographs, sell products and exercise your skills in Adobe Photoshop. Part time. Apply now.

[Administrator Superstar](#), Builders

Profitable Marketing, Auckland

Streamline client communications online and in print, organise office. Part time. Closes 21 Feb.

[Social Media Manager](#),

Trelise Cooper Ltd, Auckland

Report live from fashion shows, create inspiring online content. Full time. Apply now.

[Story Telling Editor](#), Te Runanga o Ngai Tahu, Christchurch

Write corporate communications, pānui to external media, speeches, web and social media updates. Permanent full time. Apply now

Introductory Cuts

by K.C. Ball

An example of a great short story.
Reproduced for educational purposes.

Cora pushed her hair from her eyes and examined the eighteen-inch-high white neon letters, all capitals, floating dead centre in the display windows: PSYCHIC BARBER.

Even though they seemed a matched set, Cora was certain they weren't meant to be read together; they couldn't be.

Since Tuesday, when she first spotted the sign on her way to work, the notion had consumed her. She had taken every little opportunity to walk past the shop, always on the other side of the street, of course.

Cora had never been an impulsive person, not for a single day of her twenty-seven years. So, most of the folks in the small Ohio town where she had taught for five years were convinced she had lost her mind when she announced she was moving to Seattle.

"You have taken leave of your senses," Emma Huber said. "Moving clear across the country."

That had been the Thursday before Cora left town. Emma had been her landlady.

"No," Cora replied. "I just need something different."

But, until Tuesday, Seattle hadn't turned out to be that different from Ohio. Classes. Meetings. Movies. Books, and bed. The neon sign called to her now, offering mystery. Today she would be bold and find adventure.

A chime sounded as she entered; a real bell set on a spring above the door. Inside, one wall was mirrored, the other lined with chrome and leather chairs. There was no one in the place, other than a pleasant-looking fellow in a white tunic who stood beside the lone barber's chair holding a full black bib.

"Hello, Miss Winchell," he said. "My name is Gideon."

"How do you know my name?" Cora asked.

Gideon pointed toward the window with the tip of his shears.

"Come on," he replied. "Wouldn't be much of a psychic if I didn't." He pointed with the scissors again. "You've come to get rid of that mop."

"Well—"

"Sit down. I know just what you need."

Gideon snapped the bib open, waving it before him as if he were a matador and, in a rush, Cora was settled into his chair, bib snugged under her chin and clipped into place behind her neck.

"It's been forever since I was in a barber shop," she said. "When—"

"When you were a tyke, your daddy used to take you along when he went to see — what was that fellow's name?" Gideon turned her away from the mirror and began to work.

She smiled, remembering Saturday mornings, snuggled in the special chair just her size, listening to the snip of the scissors and the men talking.

"His name was Myron."

"That's the fellow," Gideon said. "Dark hair and a big nose. Had to stand on a box to cut your daddy's hair."

"How—"



"Come on," Gideon said, interrupting.

He snipped away and after a time, the bell chimed. A young man entered; tall and a bit pudgy, but nice-looking nevertheless.

When he spotted Cora in the chair he see-sawed to a stop, one hand still on the doorknob.

"Don't be bashful," Gideon said. He didn't stop cutting.

"Am I early?" the young man asked.

"Nope. Eleven-thirty, just like I told you on the phone," Gideon replied. "Take a load off your feet while I finish the lady."

Gideon pointed to the seat opposite the barber chair. The young man settled in and glanced about the shop.

"Any magazines?" he asked. Cora liked his voice; it sounded like home.

"Nope," Gideon said still working. "That's what's wrong with the

world these days. Folks don't talk anymore." He set the comb and scissors aside and took up a brush and spray bottle.

"Take you two," he said. "If you had your nose in a magazine you'd never know you and the young lady are both from Ohio."

"How—"

"And you'd never know she teaches English and you write books, or that you both could eat Thai food for a week and never get tired of it."

Cora and the young man looked at each other, both speechless.

"Daniel Scribner, this is Cora Winchell," Gideon said. "Miss Winchell, Mr Scribner."

They both said 'how do you do' at the same time and then laughed together.

"OK," Gideon said. "That'll do it." He twisted the bib away and held out his hand, helping Cora from the chair.

Cora twirled before the mirror, admiring her new haircut. It was short and full framing her face as if it were a picture.

She decided the cut brought out her eyes and the high roundness of her cheeks. She liked it.

In the glass, Daniel was watching, smiling. She decided she liked that, too. Gideon waved to Daniel and the young man slid past Cora into the chair.

"Just a little off the sides?" Gideon asked.

"How did you know?" Daniel replied.

"Come on," Gideon said. "Wouldn't be much of a barber, if I didn't." He reached to turn the chair, but Daniel held up his hand. It shook, ever so slightly.

"Miss Winchell," he said. "Would you have lunch with me today? There's a little Thai place just up the block."

"Yes, Mr Scribner." Cora wondered who was speaking for her. "I'd like that."

"Sit for a spell," Gideon said. "Be done in a jiffy." Cora settled in to wait, and the click of the scissors filled the shop. Then, Gideon whisked the bib away and Daniel stood, reaching for his wallet.

"How much?" he asked.

"Yes, Gideon," Cora said. "What do I owe you?" Gideon waved away their questions.

"On the house," he said. He slid his comb into a tunic pocket. "Introductory cuts." ■