



'Kia ita!'

Te Taura Whiri i te Reo Māori
MĀORI LANGUAGE COMMISSION



TE REO O TE TARI

**MĀORI FOR
THE OFFICE**



Opening the conversation	Mōrena/Kia ora [COMPANY NAME], ko JANET tēnei	Good Morning/Hi [COMPANY NAME], JANET speaking
Caller	Mōrena/Kia ora, kei konā a JOHN BLACKMARSH?	Good Morning, Hi is JOHN BLACKMARSH there?
If the person is available	Taihoa, māku koe e tono atu	One moment please, I'll put you through
If the person is not available	Kāore ia i te wātea. Kei te pīrangī waiho karere mai?	She/he is not available. Do you want to leave a message?
Caller	Āe/Kāo	Yes/No
If the caller wants to leave a message...	Māku koe e tono atu ki tōna pae karere	I'll connect you to his/her answer phone
Otherwise...	Ka pai. Hei konā.	Good. Goodbye
Answer, if you are unable to understand the conversation	Mō taku hē, kei te ako tonu au i te reo Māori	I'm sorry, I'm still learning te reo Māori <i>The caller will understand and revert to English</i>
End the conversation with a thank you and goodbye	Ngā mihi/Hei konā.	Thanks/Goodbye





**NGĀ MIHI
GREETINGS &
SIGN-OFFS**

'Kia ita!'

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MAORI LANGUAGE COMMISSION



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NGĀ MIHI

GREETINGS & SIGN-OFFS

Note that the Māori phrases provided are often not literal translations of the English terms given alongside them. Rather, they are equivalent ways of expressing the same ideas.

Ngā mihi | Greetings

The following are examples of suitable greetings in correspondence

Tēnā koe

Dear Sir/Madam

E te rangatira, tēnā koe

Dear Sir/Madam

Tēnā anō koe

Greetings again

Tēnā koe i roto i ngā āhuatanga i te wā

Greetings to you and the circumstances of the time

Kia ora

Hello/Hi

Kia ora rā

Hello/Hi

Kia ora anō rā

Hello/Hi again

He whakakapinga | Sign offs

The following expressions are suitable ways of ending the main part of a letter before the concluding salutation. (In Māori there are perfectly polite and do not seem abrupt, as might their literal English translation)

Me mutu pea i konei

I'll leave it there

Kua rahi tēnei

That's enough for now

Kāti ake i konei

Let's leave it there for now

Ka nui tēnei

That's it for now

Ā kāti

Let's leave it there

He mihi whakakapi | Concluding salutations

The following are suitable salutations to conclude correspondence

Noho ora mai rā

Look after yourself

Hei konā mai

Goodbye for now

Hei konā mai me ngā mihi

Thanks and goodbye

Kia kōrero anō au i a koe

Until I hear from you again

Māu au e whakamōhio mai

Let me know

Ngā mihi

Thanks

Nāku, nā

Yours faithfully, [NAME]

Nāku noa, nā

Yours sincerely, [NAME]



'Kia ita!'

Te Taura Whiri i te Reo Māori
MĀORI LANGUAGE COMMISSION

tetaurawhiri.govt.nz



**TAUPAEPAE
RECEPTION**

'Kia ita!'

Te Taura Whiri i te Reo Māori

MAORI LANGUAGE COMMISSION



TE REO O TE TARI

**MĀORI FOR
THE OFFICE**



TAUPAEPAE

RECEPTION

Opening the conversation

Mōrena/Nau mai/Kia ora [NAME OF VISITOR], ko Charles au

Good Morning/Welcome/Hi [NAME OF VISITOR], I'm Charles

Visitor

Mōrena/Kia ora, kei konei a JOHN MARSH?

Good Morning/Hi, is JOHN MARSH in?

If the person is available

Taihoa, māku e tono atu ki a ia

One moment please, I'll send for him/her

Ko wai tō ingoa?

What is your name?

Kōrero mai anō? Āta kōrero

Can you repeat that please? Slowly please

Kia ora [NAME]

Hi [NAME]

Arā ngā tūru

Please take a seat

Taihoa ki konei, māku ia e tiki

Please wait here, I go and get him/her

Kei te hia wai Māori koe?

Would you like some water?

If the person is not available

Kāore ia i te wātea.
He karere āu mōna?

She/he is not available.
Do you want to leave a message?

Visitor

Āe/Kāo

Yes/No

If the person wants to leave a message

He karere āu mōna?

Do you want to leave a message?

Otherwise

Ka pai. Hei konā.

Good. Goodbye

If you are unable to understand the conversation

Mō taku hē, kei te ako tonu au i te reo Māori

I'm sorry, I'm still learning te reo Māori

Ngā whakapāha, kāore au i te mārama ki o kōrero

My apologies, I don't understand what you are saying

They will understand and revert to English

End the conversation with a thank you and goodbye

Ngā mihi/Hei konā

Thanks/Goodbye





KUPU WORD LIST

waka tere
ferry

wātaka
timetable

wāpu
wharf

haerenga waka tere
ferry ride

waka rererangi
plane

taunga rererangi
airport

tauranga
terminal

tīkiti eke
boarding pass

whenua
land

moana
sea

rangi
air

waka tere
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boarding pass

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land





**WAEA
PHONE**



**NGĀ MIHI
GREETINGS &
SIGN-OFFS**



**TAUPAEPAE
RECEPTION**



**WAEA
PHONE**



**NGĀ MIHI
GREETINGS &
SIGN-OFFS**



**TAUPAEPAE
RECEPTION**