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## Introduction – He Kōrero Timatanga

He mihi nui ki ngā iwi kainga katoa nō Te Tari Mahi

Greetings to all Department of Labour staff

Māori language is a unique cultural identifier for Aotearoa/New Zealand internationally. The Department of Labour has a leadership role to play in acknowledging and supporting the unique status of New Zealand's indigenous culture by actively recognising and utilising reo Māori where practical.

Recent work undertaken across the Department of Labour to embed a Māori perspective into the culture of the Department has created momentum that is enhanced by the availability of Māori language resources. The Department of Labour is committed to providing staff with access to Māori language resources to support their capability development and general work.

This Department of Labour Kōrero Māori booklet will assist you as a staff member to learn and utilise some basic Māori language that will support your ability to communicate in te reo Māori at work.

This resource supports the Department to provide a better and more genuine service to clients that recognises and meets both individual and cultural needs. The booklet also helps us to fulfil our commitment to valuing diversity.

Other resources, training and development opportunities relating to te reo Māori and Māori culture will increasingly be available for staff to support the integration of a Māori perspective into the Department of Labour.

I am excited about the development of a growing toolkit of Māori resources that support staff to enhance the wonderful mahi being undertaken. Enjoy the opportunity to learn the language and enhance your personal knowledge. I personally endorse and recommend that you all take the time to read, review and learn from this resource.

Hei kōnei rā

Christopher Blake

Chief Executive

# Government's Māori Language Strategy Te Rautaki Reo Māori

#### He Reo E Kōrerotia Ana, He Reo Ka Ora

A Spoken Language is a Living Language

By 2028, the Māori language will be widely spoken by Māori. In particular, the Māori language will be in common use within Māori whānau, homes and communities. All New Zealanders will appreciate the value of the Māori language in New Zealand society.

There are five interrelated goals within the Māori Language Strategy that will support the achievement of the vision.

Goal 1: Strengthening Language Skills indicates that we must keep building the overall pool of Māori language speakers, and the quality of Māori language skills.

Goal 2: Strengthening Language Use shows that we must continue to foster opportunities and outlets for people to use their Māori language skills.

Goal 3: Strengthening Education
Opportunities in the Māori Language
shows that we must maintain a focus on
Māori language education provisions.
This also provides opportunities for the
non-Māori population to actively engage
in learning and using the Māori language.

Goal 4: Strengthening Community Leadership for the Māori Language indicates that it is necessary to plan language activities and initiatives at a local community level in order to promote sustainable and meaningful change.

Goal 5: Strengthening Recognition of the Māori Language acknowledges that a positive and receptive environment is important to encourage people to use their Māori language skills, and the support of wider New Zealand society is required for this.

Te Reo Māori is an official language of New Zealand by virtue of the Māori Language Act 1987. Being an official language means that Māori language can be spoken in Court and other official places like Parliament.

It also means that those who want to converse with the Public Service in Māori should be able to do so.

<sup>1.</sup> He Rautaki Reo Māori – The Māori Language Strategy (Ministry of Māori Development, 2003)

# Greetings – He Mihimihi

There are many ways to greet people in Māori. The examples below can be broadly used in written correspondence (letters, memos, email, etc) or spoken.

#### **Informal**

For informality, a popular general greeting on the telephone is:

Kia ora	Hello
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Kia ora can be used to address any number of people

#### **Formal**

To people you have not met or do not know very well:

Tēnā koe	Greetings to you (one person)
Tēnā kōrua	Greetings to you (two people)
Tēnā koutou	Greetings to you (more than two people)

To friends or colleagues you have a close relationship to:

Tēnā koe e hoa	Greetings my friend <i>or</i>
Tēnā koe tōku hoa	Greetings my friend

To elders:

Tēnā koe e KuiGreeting a female elderTēnā koe e KoroGreeting a male elder

To people of importance:

Tēnā koe e te rangatira	Greetings Sir or Madam
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In Māori culture, Sir and Madam ("e te rangatira") are only imposed amongst the very elite – where as in English, sir or madam is often used as a generic salutation. It is therefore preferable to use the person's name or a more general title where possible.

Tēnā koe, Ms SmithGreetings, Ms SmithTēnā koe, e MaryGreetings, MaryTēnā koe, JonathanGreetings, JonathanKia ora, e PitaDear PeterKia ora, MiriamaDear Miriama

Note that short names are preceded by the word 'e' in these addresses (eg. e Pita, e Mary, e Joe) while longer names are used without it (eg. Miriama, Jonathan, Katherine).



Following the greeting, a welcoming statement can be included:

Kia ora, ngā mihi maioha ki a koutou katoa

Ngā mihi maioha kia tātou, ngā apiha o Te Tari Mahi

Ngā mihi mahana ki a koe Ngā mihi mahana ki a kōrua

Ngā mihi mahana ki a koutou

He mihi nui ki ngā iwi kāinga katoa nō Te Tari Mahi

> Ngā mihi mahana ki a koutou i runga i te kaupapa nei

Hello and welcome to you all

Warm greetings to my colleagues within the Department of Labour

Warm greetings to you (one person)

Warm greetings to you (two people)

Warm greetings to you (two+ people)

Greetings to all Department of Labour staff

Warm greetings to you all under this subject/topic

When sending a formal letter to a large number of individuals or groups, any of the following forms of address may be used. The literal translations may sound unnatural to English speakers – this is simply a result of cultural difference.

E ngā mata-ā-waka o te motu tēnā koutou katoa

E ngā iwi, e ngā karangatanga te iti me te rahi, tēnā koutou, tēnā tātou

E ngā iwi, e ngā reo, e ngā karangatanga maha o ngā hau e whā, tēnei te mihi atu ki a koutou katoa

E ngā mana, e ngā reo, e ngā maunga, e ngā awaawa, e ngā pātaka o ngā taonga tuku iho, tēnā koutou All groups throughout the land greetings to you all

All people, all relations, great and small alike, greetings, greetings to us all

All people, all voices, all the many relations from the four winds, I greet you all

All authorities, all voices, all mountains, all rivers all treasure houses, greetings to you

# Closing – Te Kupu Whakamutu

#### **Informal**

At the conclusion – some common expressions are:

Heoi anō	I am about to conclude
Kāti ake nei	Enough said
Ka nui tēnei	That is all

#### Followed by:

Hei konā mai	Goodbye for now
Het kona mat	Goodbye for now
Hei kōnei rā	Goodbye for now
Hei konā mai i roto i ngā mihi	Goodbye for now and thanks
Noho ora mai rā	Look after yourself
Nāku, nā	From me
Nāku noa	Yours faithfully
Nō reira, noho ora mai rā	So look after yourself



## **Formal**

Nāku noa, nā	Yours sincerely
Nāku iti nei, nā	Yours sincerely

Over two signatures

Nā māua noa, nā	Yours sincerely
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And three or more signatures

Nā mātou noa, nā Yours s	incerely
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# Making a speech – He Korero

When standing to make a speech it is customary to introduce yourself. It may also be appropriate to acknowledge key people. Māori often also greet and welcome the meeting place – whether on a marae or not. Greeting to a non-marae venue generally consists of acknowledgement of the building (whare) and the land (papatūānuku).

On a marae, the wharenui (or meeting house) is greeted because it often personifies a significant ancestor of the local people. The structure of the meeting house for example, represents the ancestor's body and the carved posts within the house represent figures in tribal history. It is also usual to greet the dead, who are present in spirit or physical form, brought to the marae by visitors and the tangata whenua.

Examples of a range of mihi are provided. Each mihi differs in relation to particular occasions or events – select the one that is most appropriate for you.

#### Mihi to welcome Department of Labour staff to a hui:

including acknowledgement to senior staff

Tuia i runga, tuia i raro Tuia i roto, tuia i waho Tuia i te herenga tangata

Te whare e tū nei, tēnā koe Tū tonu, tū tonu

E ngā rangatira E ngā kaitiaki o Te Tari Mahi

Ki te whānau Te Tari Mahi e huihui nei Tēnā koutou Tēnā koutou Tēnā koutou katoa Bind it above, bind it below Bind it inside, bind it outside Bind us where people meet

The house that stands here, greetings Stand forever

To the Leaders
Guardians of the Department
of Labour
To the whānau of the Department
of Labour gathered here
Greetings
Greetings
Greetings to you all

## Mihi to acknowledge guests and the venue (non-Marae)

Te whare e tū nei, tēnā koe Te papa i waho, tēnā koe Ki te whānau e huihui nei Tēnā koutou, Tēnā koutou, Tēnā tātou katoa To this house standing here, greetings To the sacred earth outside, greetings To the whānau gathered here Greetings Greetings Greetings one and all

#### Mihi to acknowledge important dignitaries / guests

Tihēi Mauri ora E ngā mana E ngā reo Rau rangatira mā Tēnā koutou

Tēnā koutou Tēnā koutou katoa

Behold the breath of life To the important ones

To the speakers

The many respected people

Greetings Greetings

Greetings to you all

#### Mihi to guests at a non-Marae venue:

including acknowledgement to those who have passed away

Tēnā koutou katoa E ngā mate, haere, haere Hoki atu rā ki te pō

E te whare e tū mai nei E ngā mana, e ngā iwi, e ngā reo Tēnā koutou katoa

Greetings to you all

To the dead

Be at peace

The house that stands here To those people of note,

the iwi,

the voices

Greetings to you all

#### Mihi to guests on a Marae

Tēnā koutou katoa E te whare e tū nei E te marae e takoto mai Tēnā kōrua

> E ngā hau e whā E ngā iwi e tau nei Tēnā koutou katoa

Greetings to you all The house standing here The marae lying there Greetings to you both

People of the four winds People gathered here Greetings to you all

# Mihi to acknowledge the Marae, the whānau of the Marae and to those who have passed away

Tihēi Mauri ora E te whare e tū nei E te marae e takoto nei Tēnā kōrua, tēnā kōrua, tēnā kōrua

> E ngā mate haere, haere, haere E ngā rangatira e te iwi kāinga Tēnā koutou Tēnā koutou Tēnā koutou katoa

Behold the breath of life
The house that stands here
The marae that lies here
Greetings, greetings, greetings to
you both

The deceased – go, go, farewell
The esteemed ones – the home people
Greetings
Greetings
Greetings to you all

In

Immediately following the conclusion of the mihi it is important to finish your speech by introducing yourself.

This can be done by providing whakapapa detail through a 'Pepeha', using the following format:

Nōahau	I am from
Kote maunga	My mountain is
Kote waka	My waka is
Kote awa/moana	My river / waterway is
Kote iwi	My tribe is
Kotōku marae	My marae is
Kotōku ingoa	My name is

Followed by an introduction of your position as a Department of Labour employee:

He kaimahi ahau mō Te Tari Mahi Nō reira, Tēnā koutou Tēnā koutou, Tēnā koutou katoa

I work
for the Department of Labour
Therefore, Greetings
Greetings
Greetings to you all

NB: If you do not wish to include a 'Pepeha' you can conclude by introducing your name and position only.

It is important to close any mihi with an introduction of yourself.

An example of a full mihi, including personal introduction and pepeha could look like this:

Tēnā koutou katoa E te whare e tū nei E te marae e takoto mai Tēnā kōrua	Greetings to you all The house standing here The marae lying there Greetings to you both
E ngā hau e whā E ngā iwi e tau nei Tēnā koutou katoa	People of the four winds People gathered here Greetings to you all
Nōahau	I am from
Kote maunga	My mountain is
Kote waka	My waka is
Kote awa/moana	My river
Kote iwi	My tribe is
Kotōku marae	My marae is
Kotōku ingoa	My name is
He kaimahi ahau	I work
mō Te Tari Mahi	for the Department of Labour
Nō reira, Tēnā koutou	Therefore, Greetings
Tēnā koutou,	Greetings
Tēnā koutou katoa	Greetings to you all

# Farewell – Poroporoaki

At the conclusion of a hui it may be appropriate for a formal farewell speech to be given. Some examples are provided covering different situations and environments.

#### Poroporoaki delivered in the whare kai (dining hall)

Kei runga. Tēnā tātou katoa E te whānau koutou o te marae

I mua i tā mātou wehenga atu Kei te mihi atu ki ngā ringawera mō ō rātou kai reka, kai ātaahua me te mahana a tā koutou manaaki He tohu rangatira, kia ora

> Nō reira ki ngā ringawera Me koutou te whānau Tēnā koutou, tēnā koutou Tēnā tātou katoa

I stand. Greeting to you all Family, you of the marae

Before we depart
I acknowledge all the cooks
For their sweet, beautiful food
And all of you for the warmth of
your hospitality
A sign of chiefs, thank you!

So therefore all the cooks And you the whānau Thank you, greetings to you Greetings to us all

#### Poroporoaki delivered in the whare tūpuna (meeting house)

Tēnā rā koutou katoa E te whānau, e ngā rangatira Kei te mihi atu ki a koutou, mō te hui Mō ngā kōrero hōhonu, me ngā whakaaro

Nō reira, tēnā koutou, tēnā koutou Tēnā koutou katoa Noho ora mai Greetings to you all
Family and leaders
Thank you for the hui today,
For the deep views and thoughts

Therefore, greetings, greetings Greetings to you all Stay well

#### Poroporoaki delivered at the office as guests are due to depart

Kei te mihi atu mō tō koutou āwhina Mō ngā kōrero, me ngā whakaaro ātaahua Kei te harikoa mō tā tātou hui Nō reira āku rangatira, Hoki pai atu ki ō koutou kāinga Nō reira, tēnā koutou, tēnā koutou Tēnā tātou katoa

Tēnā koutou e ngā rangatira

Greetings chiefs
Thank you for your help
For the views and beautiful
thoughts expressed
We are very pleased with the hui
So therefore my chiefs
Return in peace to your homes
Greetings, greetings
Thanks to you all



## Karakia

Opening a hui with a karakia acknowledges the spiritual connection Māori have with their ancestors and helps to draw participants together under a common purpose.

Examples of karakia to open and/or close hui include:

#### Karakia

E te Atua Tēnā koe mō ngā painga O tēnei rā Āmine O Lord Thank you for the blessings Of this day Amen

#### Karakia

He Hōnore He korōria ki te Atua He maungārongo ki te whenua He whakaaro pai ki ngā tāngata katoa Āmine Honour And glory to God Peace on Earth And goodwill to man Amen

#### Karakia

Kia tau, ki a tātou katoa Te Atawhai o tō tātou Ariki A Īhu Karaiti Te aroha o te Atua Me te whiwhingātahitanga Ki te Wairua Tapu Āke, ake, ake Āmine

Bestow on us all
The grace of our Lord
Jesus Christ
The love of God
And the fellowship
Of the Holy Spirit
Now and forever more
Amen

#### Karakia

Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atākura He tio, he huka, he hauhunga

Tihēi Mauri ora!

Cease the winds from the West
Cease the winds from the South
Let the breezes blow over the land
Let the breezes blow over the ocean
Let the red-tipped dawn come
With a sharpened air, a touch of frost,
a promise of a glorious day
Behold the breath of life

#### Karakia a Te Atua (The Lord's Prayer)

E tō mātou matua i te rangi Kia tapu tōu ingoa Kia tae mai tōu rangatiratanga Kia meatia tau e pai ai Ki runga ki te whenua Kia rite anō ki tō te rangi

Hōmai ki a mātou āianei He taro mā mātou mō tēnei rā Murua o mātou hara Me mātou hoki e muru nei I o te hunga e hara ana Ki a mātou

Aua hoki mātou e kawea kia whakawaia Engari whakaorangia mātou i te kino Nāu hoki te rangatiratanga te kaha me te korōria Āke, ake ake Āmine Our Father which art in Heaven Hallowed by Thy name Thy Kingdom come Thy will be done In Earth As it is in Heaven

Give us this day
Our daily bread
Forgive us our trespasses
As we forgive
Those who trespass
Against us

Lead us not into temptation

But deliver us from Evil The strength and the glory

Forever and ever Amen

#### Karakia mō te kai - Karakia for food

E tō mātou Matua-i-te-Rangi Whakapainga ēnei kai Kua horaina i mua i a tātou Hei oranga mō ō mātou tinana Āmine Our Father who art in heaven Bless this food Spread before us As sustenance for our bodies Amen

#### Karakia mō te kai – Karakia for food

E tō mātou Matua-i-te-Rangi Whakapainga ēnei kai He oranga mō mātou tinana Te kaha me te korōria Āke, Ake, Ake Our Father who art in Heaven Bless this food Health to our bodies The strength and the glory Forever and ever



# Songs of support - Ngā Waiata

The Department of Labour has informally adopted the following waiata ('Tukua') for use on many occasions where Department of Labour staff are called upon to mihi.

#### Tukua

Tukua atu rā
te reo pōwhiriwhiritia
Ki tō iwi Māori
e tū nei
kimikau ana mātou
ki te mea ngaro
i waihotia
e ngā mātua

Extend your
welcome
to your Māori people
who stand before you
searching for
those treasures lost
and left for us
by our ancestors

Other simple and well-known waiata that can be used to support fellow staff include:

#### Whakaaria mai

Whakaaria mai tōu ripe ka ki au Tī aho mai Rā roto i te pō Hei konā au Titiro atu ai Ora, mate Hei au koe noho ai Display
Your cross to me
As a beacon
In the night
I will be there
Seeking
In life and in death
To abide by me

#### E hara i te mea

E hara i te mea No nāianei te aroha Nō ngā tūpuna Tuku iho tuku iho

Te whenua, te whenua Te oranga mō te iwi Nō ngā tūpuna Tuku iho tuku iho

Whakapono tūmanako Te aroha ki te iwi Nō ngā tūpuna Tuku iho tuku iho It is not a new thing now that is love Comes from the ancestors Handed down through the passages of time

The land, the land
is the life for the people
Comes from the ancestors
Handed down through the passages
of time

Faith and hope Love to the people Comes from the ancestors Handed down through the passages of time

#### He Taonga He Tapu

This waiata is particularly useful for formal occasions.

E kore e mõnehunehu te pūmahara mo ngā Rangatira o neherā Na rātou i toro te nukuroa o te moana nui a kiwa me papatūānuku Ko nga tohu o rātou tapuwae I kakahutia i runga i te mata o te whenua He taonga he tapu He taonga he tapu

Time does not diminish the memories of the ancestors of long ago who traversed land and sea

Their life lessons forever leaving an inheritance for today's generation to value

A sacred legacy to be treasured A sacred legacy to be treasured

## E toru ngā mea

Leader	Group	Translation
E toru ngā mea	E toru ngā mea	There are three gifts
Ngā mea nunui	Ngā mea nunui	Of high importance
E ki ana	E ki ana	According to
Te Paipera	Te Paipera	The Bible
Whakapono	Whakapono	Truth
Tūmanako	Tūmanako	Desire
Ko te mea nui	Ko te mea nui	And the greatest of all
	Ko te aroha	Is Love

#### Te Aroha

Te aroha	Love
Te whakapono	Truth
Me te rangimārie	And peace
Tātou tātou e	Be with us all



# Local Māori – Tangata Whenua

#### Iwi and Hapū

There are many Māori tribes (iwi) and subtribes (hapū) throughout New Zealand who usually descend from a common ancestor.

The names of iwi and hapū generally begin with Ngā ('the' plural); Te Uri O (the descendents of..., the offspring of...)
Ngāti or Ngāi² (people of...) – followed by the name of the ancestor.

The local iwi within a region are referred to as tangata whenua (people of the land).

Find out the names of the tangata whenua iwi in your area (NB: there may be more than one depending on how large your region is) and note them down for future reference.

You can also refer to Te Kāhui Māngai: Directory of Iwi and Māori Organisations at www.tkm.govt.nz/default.aspx

#### **Māori Dictionary**

For help with translation of Māori words refer to www.maoridictionary.co.nz

<sup>2.</sup> Ngāti and Ngāi are shortened forms of 'Ngā Aitanga o...' meaning 'the descendents of...'



