



Te reo Māori phrases for the office

Kia ora v Tēnā koe, kōrua, koutou etc?

The basic differences are familiarity with the audience you're addressing and circumstance. Think about which one you'd use in English.

- 'Kia ora' is informal – giddy! hi!
- 'Tēnā koe' ... is formal – greetings

When can I use 'ngā mihi'?

You can use 'ngā mihi' at either the beginning or ending of your conversation, and formalise or informalise it as you grow in proficiency.

Ngā mihi simply means 'thanks' or 'cheers' – which is why of recent times it's been opted for use to close conversations.

You can use 'ngā mihi' at the start of your kōrero – ie 'Kia ora Tuia, ngā mihi o te wā ki a koe' – Hi Tuia and greetings to you at this time

At the end of your kōrero

- Ngā mihi nui – best wishes
- Ngā mihi nui ki a koe/kōrua/koutou – regards to you/you both/you all
- Nāku me ngā mihi – my regards and best wishes

Signing off

- Nāku noa, nā – yours sincerely
- Nā māua nei, nā – sincerely from us two (as named below)
- Nā mātou nei, nā – sincerely from us (more than two) below
- Nāku i roto i ngā āhuatanga o te wā – yours sincerely at this time (usually you are referring to the 'context' of whatever is happening at the time – ie sorrow, happiness, etc)
- Ngā mihi – thanks, cheers, appreciation
- Mā te wā – until we meet again (can be said as in a written or in-person exchange)



Koutou v tātou?

Use depends on how inclusive you want to be. If addressing people you feel acquainted and inclusive of – use tātou.

Koutou is when you can be clear that you are not included in the address (content, message, kaupapa etc) you are giving. For example, Tēnā koutou o Te Puni Kōkiri (when speaking as a guest at their hui) vs tēnā tātou o te ao Tūmatanui (when speaking to a number of different agencies and acknowledging we are all of the public service).

Seasonal/event specific greetings

It's always nice to reflect on broader context when introducing your kōrero. It's also a common feature of whaikōrero and mihimihi – which is why the introduction – tēnā tātou i ngā tini āhuatanga o te wā (greetings at this time – and whatever 'this time' might mean to the various audiences) is commonly used.

Mānawatia mai a Matariki!

Welcome to Matariki (and all the heralding of this arising brings), celebrate Matariki

Matariki: he wā tōna kia whakaarohia, kia maumaharatia

Matariki: a time for reflection, a time to remember

Mānawa maiea te Mātahi o te Tau!

Welcome the new year!

