

VICTORIA
UNIVERSITY
WELLINGTON

TE WHARE WĀNANGA
O TE ŪPOKO O TE IKA A MĀUI



TE REO MĀORI AT VICTORIA

TE REO MĀORI KI TE WHARE
WĀNANGA O TE ŪPOKO O TE IKA A MĀUI
MĀORI LANGUAGE AT
VICTORIA UNIVERSITY OF WELLINGTON

ACKNOWLEDGEMENTS

He mihi nui ki Te Whare Wānanga o Otago me Te Whare Wānanga o Waitaha. This booklet is modelled on similar guides produced for staff at the University of Otago and the University of Canterbury:

Office of Māori Development, University of Otago, 2008.
Te Reo Māori i Roto i Te Whare Wānanga/Using Māori in the University.

Office of the Assistant Vice-Chancellor Māori, University of Canterbury, 2012. *Te Reo Māori: A resource for students and staff at Te Whare Wānanga o Waitaha.*

For more resources about learning and using te reo Māori, go to www.victoria.ac.nz/reo

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INTRODUCTION

Kai ngā hoa mahi o Te Whare Wānanga o Te Ūpoko o te Ika a Māui, tēnā koutou katoa. Tēnā koutou e whai whakaaro ana mō te reo Māori i roto i ētahi āhuatanga o ā koutou mahi. Ahakoa he tīmatanga noa, he iti noa, he pounamu kē hai whakatairanga i te reo Māori.

Welcome to Te Reo Māori at Victoria. This booklet was compiled to help Victoria’s staff incorporate more reo Māori (Māori language) into our university environment and culture.

By using any of the Māori names, phrases or strategies in this booklet, you will personally be giving effect to Victoria’s Treaty of Waitangi Statute (www.victoria.ac.nz/tiriti) along with many of our institution’s other strategic documents and plans. You will also be helping to make Victoria a more inclusive place for Māori students and staff and providing a more distinctive, place-based educational experience for all our students.

While we have taken care to be as accurate as possible with the information contained in this booklet, please be aware that this is only a starting point. For example, there are different Māori dialects, so words and phrases in this booklet may vary from those used elsewhere in Aotearoa New Zealand.

As our university environment is constantly changing, the list of faculty and school names provided in this booklet may become out of date. Check the Victoria University of Wellington website (www.victoria.ac.nz) for changes.

Ko te reo tōku tuakiri
Ko te reo tōku ahurei
Ko te reo te ora.

*Language is my identity
Language is my uniqueness
Language is life.*



PRONUNCIATION

There are 15 distinct sounds within the Māori alphabet. They are:

- five vowels: a, e, i, o, u
- eight consonants: h, k, m, n, p, r, t, w
- two digraphs (two letters that combine to form one sound): wh, ng.

VOWELS

While there are only five vowels, combinations of vowels (diphthongs) are common, such as au, ao, ea, oi, ua.

A vowel can also have a long or short sound. A long sound is usually denoted by a macron (a bar appearing over a vowel to indicate it is lengthened during pronunciation, eg. ā as in wāhi).

Vowels are pronounced as follows:

	SHORT	LONG
A as in	aloud	car
E as in	entry	led
I as in	eat	peep
O as in	ordinary	pork
U as in	to	loot

Here's an easy phrase to help you remember the Māori vowel sounds:

A	E	I	O	U
Are	there	three	or	two?

CONSONANTS

Consonants are pronounced as they are in English, with two key exceptions:

T The 't' sound depends on which vowel appears after it. When followed by an 'a', 'e' or 'o', it is pronounced with as little sibilant sound as possible (almost like a 'd'). When followed by an 'i' or 'u', it includes a slight sibilant sound, but not as much as an English 't'.

R Pronounced as a soft 'rolled' r.

DIGRAPHS

The '**ng**' digraph is pronounced as it sounds in the English word 'singer'.

The '**wh**' digraph originally sounded like the 'wh' in 'whisper', but in most dialects has evolved to be more like the English 'f' sound.

MĀORI NAMES OF FACULTIES, SCHOOLS AND OTHER ENTITIES

The following is a list of Māori names currently used for faculties, schools and other entities within the University. It may be helpful when you want to use Māori names for sending emails, memos and/or letters within the University. This list is not exhaustive, so please refer to the Victoria University of Wellington website (www.victoria.ac.nz) for updates or new translations. If your unit does not have a Māori name, you can request a translation from the Office of the Deputy Vice-Chancellor (Māori) by emailing tumu.ahurei@vuw.ac.nz

FACULTIES	NGĀ WĀHANGA
Faculty of Architecture and Design	Te Wāhanga Waihanga-Hoahoa
Faculty of Education	Te Whānau o Akopai
Faculty of Engineering	Te Wāhanga Ahunui Pūkaha
Faculty of Graduate Research	Te Here Tāura Rangahau
Faculty of Health	Te Wāhanga Tātai Hauora
Faculty of Humanities and Social Sciences	Te Wāhanga Aronui
Faculty of Law	Te Kauhanganui Tātai Ture
Faculty of Science	Te Wāhanga Pūtaiao
Victoria Business School	Ōrauāriki
SCHOOLS	NGĀ KURA
Accounting and Commercial Law	Te Kura Kaute, Ture Tauhokohoko
Architecture	Te Kura Waihanga
Art History, Classics and Religious Studies	Te Kura Toirangi
Biological Sciences	Te Kura Mātauranga Koiora
Chemical and Physical Sciences	Te Wānanga Matū
Design	Te Kura Hoahoa
Economics and Finance	Te Kura Ohaoha, Pūtea
Education	Te Puna Akopai
Engineering and Computer Science	Te Kura Mātai Pūkaha, Pūrorohiko
English, Film, Theatre, and Media Studies	Te Kura Tānga Kōrero Ingarahi, Kiriata, Whakaari
Geography, Environment and Earth Sciences	Te Kura Tātai Aro Whenua

SCHOOLS	NGĀ KURA
Government	Te Kura Kāwanatanga
Health	Te Kura Tātai Hauora
History, Philosophy, Political Science and International Relations	Te Kura Aro Whakamuri, Rapunga Whakaaro, Mātai Tōrangapū me te Ao
Information Management	Te Kura Tiaki, Whakawhiti Kōrero
Languages and Cultures	Te Kura o ngā Reo me ngā Tikanga-ā-iwi
Law	Te Kura Tātai Ture
Linguistics and Applied Language Studies	Te Kura Tātari Reo
Management	Te Kura Whakahaere
Māori Education	Te Kura Māori
Māori Studies	Te Kawa a Māui
Marketing and International Business	Te Kura Hokohoko, Pakihi ki te Ao
Mathematics and Statistics	Te Kura Mātai Tatauranga, Pāngarau
New Zealand School of Music	Te Kōkī
Nursing, Midwifery and Health	Te Kura Tapuhi Hauora
Psychology	Te Kura Mātai Hinengaro
Social and Cultural Studies	Te Kura Mahinga Tangata
OTHER ENTITIES	ĒTAHI ATU HINONGA
Centre for Academic Development	Te Kōtuinga Mātauranga
Centre for Lifelong Learning	Te Kauneketanga
Centre for Women’s Health Research	Te Tātai Hauora o Hine
Information Technology Services	Ngā Ratonga Whakamohio a Rorohiko
International Institute of Modern Letters	Te Pūtahi Tuhi Auaha o Te Ao
Language Learning Centre	Te Pūtahi Reo
Library	Te Pātaka Kōrero
MacDiarmid Institute for Advanced Materials and Nanotechnology	Te Ira Toiora
Miramar Creative Centre	Te Iho ki Motukairangi
New Zealand Centre for Literary Translation	Te Tumu Whakawhiti Tuhinga o Aotearoa
New Zealand Electronic Text Collection	Te Pūhikotuhi o Aotearoa
Student Learning	Te Taiako
Te Herenga Waka Marae	Te Herenga Waka Marae
Va'aomanū Pasifika	Va'aomanū Pasifika
Victoria University Coastal Ecology Laboratory	Te Toka Tū Moana



POSITION TITLES IN TE REO MĀORI

A number of roles at Victoria have equivalent Māori job titles. The following is a list of the most senior or common positions.

COUNCIL	TE RŪNANGA
Chancellor	Manukura
Pro-Chancellor	Manutaupua
Members	Mema o te rūnanga
SENIOR MANAGEMENT	TE TUMU WHAKAHAERE
Vice-Chancellor	Tumu Whakarae
Provost	Tumu Maruaia
Deputy Vice-Chancellor (Engagement)	Tumu Ruawhetu
Deputy Vice-Chancellor (Māori)	Tumu Ahurei
Vice-Provost (Research)	Maruārangi
Vice-Provost (Academic)	Maruānuku
Pro-Vice-Chancellor (Commerce)	Toi Ōrauāriki
Pro-Vice-Chancellor (Humanities and Social Sciences and Education)	Toi Aronui
Pro-Vice-Chancellor (Law)	Toi Tātai Ture
Pro-Vice-Chancellor (Science, Engineering, Architecture and Design)	Toi ā Rua
Director, human resources	Toi pūmanawa
Chief operating officer	Toi ōhanga
OTHER TITLES	ĒTAHI ATU TŪRANGA
Assistant Vice-Chancellor (Digital Futures)	Iho Matihiko
Assistant Vice-Chancellor (International)	Iho Tāwāhi
Assistant Vice-Chancellor (International Engagement)	Iho Ruawhetu
Assistant Vice-Chancellor (Mātauranga Māori)	Iho Mātauranga Māori
Assistant Vice-Chancellor (Pasifika)	Iho ā Kiwa
Assistant Vice-Chancellor (Sustainability)	Iho Tūroa
Chief financial officer	Iho tātai pūtea
Dean of Architecture and Design	Amo Waihanga

OTHER TITLES	ĒTAHI ATU TŪRANGA
Dean of Commerce	Amo Ōrauariki
Dean of Education	Amo Mātauranga
Dean of Engineering	Amo Pūkaha
Dean of Graduate Research	Amo Tāura Rangahau
Dean of Humanities and Social Science	Amo Aronui
Dean of Law	Amo Tātai Ture
Dean of Science	Amo Pūtaiao
Deputy Dean	Amorua
Associate Dean	Poukairangi
School manager	Pou hautū
Director	Manutaki
Head of school	Tumuaki
Programme director	Pouakorangi
ACADEMIC POSITIONS	NGĀ TŪRANGA AKORANGI
Professor	Ahorangi
Associate Professor	Ahonuku
Senior lecturer	Pūkenga matua
Lecturer	Pūkenga
Assistant lecturer	Tāura
Researcher	Kairangahau
Research assistant/fellow	Kairuruku
Teaching fellow	Kaiwhakaako
Tutor	Kaituruki
GENERAL POSITIONS	NGĀ TŪRANGA AWHINUKU
Accommodation officer	Āpiha wharenoho
Accountant	Kaikaute
Administrator	Mata ahupae
Admission officer	Āpiha whakauru
Assistant	Kaiāwhina
Audiovisual technician	Kaitātari ataata-rongo
Budget and planning analyst	Kaitātari kaute

GENERAL POSITIONS	NGĀ TŪRANGA AWHINUKU
Caretaker	Kairaupī
Class representative	Māngai akomanga
Communications adviser	Kaitohutohu pāpāho
Consultant	Mātanga hāpai
Counsellor	Kaiwhakatakoto whakaaro
Desktop technician	Kaitātari rorohiko
Doctor	Rata
Editor	Ētita
Examinations coordinator	Kaiwhakahaere aromatawai
Executive assistant	Kaiāwhina matua
Finance adviser	Kaiārahi tahua
Head of hall	Tumuaki taupuni
Learning adviser	Kaiārahi ako
Liaison officer	Kaitakawaenga
Librarian	Kaitiaki pukapuka
Manager (Operations)	Mata awhinuku
Manager (Support)	Mata awhirangi
Marae assistant	Kaihere
Marketing adviser	Kaitohutohu whakatairanga
Nurse	Nēhi
Photographer	Kaitango whakaahua
Receptionist	Kiripaepae
Scholarships officer	Āpiha karahipi
Security assistant	Haumaru
Sign-language interpreter	Kaiwhakamāori reo-rotarota
Student adviser	Kaitohutohu tauira
Student support coordinator	Kaitaupua ākonga
Supervisor	Kaitohutohu
Technician	Kaitātari
Translator	Kaiwhakamāori

BILINGUAL BUSINESS CARDS

There are many ways to incorporate te reo Māori into your internal and external communication, including your business cards. You may request double-sided bilingual cards. Below are examples of each side of a bilingual card, followed by a single-sided example that uses both Māori and English.

EXAMPLE: SIDE 1, MĀORI

TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

Waea +64-4-463 XXXX
Waea Whakaahua +64-4-463 XXXX
Imera tetahi.tauira@vuw.ac.nz

Ahorangi Te Tahi Tauria PhD
Ahorangi o Te Mātauranga Wetereo

TE KURA TĀTARI REO
TE WĀHANGA ARONUI

Paetukutuku www.victoria.ac.nz

TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI
Pouaka Poutāpeta 600, Te Whanganui a Tara 6140, Aotearoa.

EXAMPLE: SIDE 2, ENGLISH

TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

Phone +64-4-463 XXXX
Fax +64-4-463 XXXX
Email tetahi.tauira@vuw.ac.nz

Professor Te Tahi Tauria PhD
Professor of Linguistics

SCHOOL OF LINGUISTICS AND APPLIED LANGUAGES
FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Website www.victoria.ac.nz

VICTORIA UNIVERSITY OF WELLINGTON
PO Box 600, Wellington 6140, New Zealand

EXAMPLE: SINGLE-SIDED CARD, USING MĀORI TRANSLATIONS WHERE APPLICABLE

TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

Phone +64-4-463 XXXX
Fax +64-4-463 XXXX
Email tetahi.tauira@vuw.ac.nz

Professor Te Tahi Tauria PhD
Professor of Linguistics

SCHOOL OF LINGUISTICS AND APPLIED LANGUAGES
Te Kura Tātari Reo
FACULTY OF HUMANITIES AND SOCIAL SCIENCES
Te Wāhanga Aronui

Website www.victoria.ac.nz

VICTORIA UNIVERSITY OF WELLINGTON
PO Box 600, Wellington 6140, New Zealand

BILINGUAL EMAIL SIGNATURES

Let your email messages reflect your commitment to te reo Māori—create a bilingual email signature.

EXAMPLE

Mere Tauira

Lecturer | Pūkenga

School of Linguistics and Applied Language Studies | Te Kura Tātari Reo

Victoria University of Wellington | Te Whare Wānanga o Te Ūpoko o te Ika a Māui

PO Box 600 | Pouaka Poutāpeta 600

Wellington | Te Whanganui-a-Tara

New Zealand | Aotearoa

Phone | Waea +64-4-463 XXXX

Email | Īmera mere.tauira@vuw.ac.nz



MĀORI GREETINGS, PHRASES AND CLOSURES

The following phrases are appropriate to use when meeting people, and many of them can also be used on the phone or in letters, emails, faxes and memos.

GREETINGS	NGĀ MIHI	
Greetings (to one)	Tēnā koe (formal)	Kia ora (informal)
Greetings (to two)	Tēnā kōrua (formal)	Kia ora kōrua (informal)
Greetings (to three or more)	Tēnā koutou (formal)	Kia ora koutou (informal)
Greetings (to a friend)	Tēnā koe e hoa (formal)	Kia ora e hoa (informal)
Dear Sir/Madam	Kei te rangatira, tēnā koe (very formal)	
Dear Vice-Chancellor	E te Tumu Whakarae, tēnā koe	
Dear Sir/Madam	Tēnā koe	
Dear Michael	Tēnā koe Mikaere	
PHRASES	NGĀ RERENGA KŌRERO	
Good morning.	Ata mārie, mōrena.	
Would you like coffee?	He kawhe māu?	
Would you like tea?	He ti māu?	
Would you like water?	He wai māu?	
Sugar? Milk?	He huka? He miraka?	
Is [name] there? (telephone)	Kei konā a [name]?	
Yes, one moment please.	Āe, taihoa ake nei.	
Is [name] in? (office)	Kei konei a [name]?	
Sorry s/he is in a meeting.	Kāo, kei te hui ia.	
Sorry s/he is in a class.	Kāo, kei te whakaako ia.	
Yes, but unfortunately s/he is busy at the moment.	Āe, engari kāore ia i te wātea i tēnei wā.	
Send him/her an email.	Tukuna he imera ki a ia.	

PHRASES	NGĀ RERENGA KŌRERO
I would like to meet with you.	Me hui tahi tāua.
I would like to meet with you all.	Me hui tahi tātou.
Shall I meet you (one person) for lunch?	Me haere tāua ki te tina?
Shall we (more than one person) meet for lunch?	Me haere tātou ki te tina?
Where?	Ki hea?
At the marae?	Ki te marae?
At the Hub?	Ki te Ihonui?
I will call past your office.	Ka peka au ki tō tari.
Meet me at the Library.	Me tūtaki tāua ki Te Pātaka Kōrero.
I am teaching until 1pm.	Kei te whakaako au ki te kotahi karaka.
My computer is broken.	Kei te pakaru taku rorohiko.
Call 5050.	Waeahia te nama rima, kore, rima, kore.
The internet is slow today.	He pōturi rawa te ipurangi i tēnei rā.
The printer is out of paper.	Kua pau te pepa i te mīhini tā.
Do you have a pen I can borrow?	He pene tāhau?
Yes I have a pen.	Āe, he pene āku.
CLOSURES	HEI WHAKAKAPI
Yours sincerely (one signatory)	Nāku noa, nā
Yours sincerely (two signatories)	Nā māua noa, nā
Yours sincerely (three signatories)	Nā mātou noa, nā
Yours faithfully (one signatory)	Nāku, nā
That is all for now.	Heoi anō tāku mō nāianei.
See you (again).	Ka kite (anō).
With best wishes.	Ngā manaakitanga.
Regards.	Ngā mihi.
Thanks.	Kia ora.
Many thanks.	Kia ora rawa atu.
All the best.	Noho ora mai.
See you tomorrow.	Hei āpōpō.
See you on Monday.	Hei te Rāhina.

MĀORI DAYS AND MONTHS

Another way to introduce te reo Māori into your everyday activity is to learn and use the Māori days of the week and months of the year.

DAYS OF THE WEEK	NGĀ RĀ O TE WIKI	KUPU AROTAU (ALTERNATIVE NAMES)
Monday	Rāhina	Mane
Tuesday	Rātū	Turei
Wednesday	Rāapa	Wenerei
Thursday	Rāpare	Taite
Friday	Rāmere	Paraire
Saturday	Rāhoroi	Rāhoroi
Sunday	Rātapu	Rātapu
MONTHS	NGĀ MARAMA	KUPU AROTAU (ALTERNATIVE NAMES)
January	Kohitātea	Hanuere
February	Hui-tanguru	Pēpuere
March	Poutū-te-rangi	Maehe
April	Pāenga-whāwhā	Āperira
May	Haratua	Mei
June	Pīpiri	Hune
July	Hōngongoi	Hūrae
August	Here-turi-kōkā	Ākuhata
September	Mahuru	Hepetema
October	Whiringa-ā-nuku	Ōketopa
November	Whiringa-ā-rangi	Noema
December	Hakihea	Tīhema

USING TE REO MĀORI IN CORRESPONDENCE

Once you know the relevant Māori position titles, unit names, greetings and farewells, it is relatively simple to format your letters, memos or formal emails using te reo Māori.

EXAMPLE: FORMAL LETTER



2 Haratua 2018

Joe Citizen
Tertiary Education Commission/Te Amorangi Mātauranga Matua
PO Box 1000/Pouaka Poutāpeta 1000
Wellington/Te Whanganui-a-Tara

Tēnā koe Hōhepa

Ommy nullam doloremilla cor irit ipit ut wis am, sent praestrud tis ate commy non-
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Nāku noa, nā

Te Tahi Tauria
Professor/Ahorangi, Te Kura Tātari Reo
Te Whare Wānanga o te Ūpoko o te Ika a Māui

USING TE REO MĀORI ON THE PHONE

Here are some Māori greetings that can be used to answer the phone or to start a phone conversation. They can also be used in voicemail messages.

Hello.	Tēnā koe. Kia ora.
Hello, Rawinia.	Tēnā koe, Rawinia. Kia ora, Rawinia.
Good morning.	Ata mārie. Mōrena.
This is Peter.	Ko Pita tēnei.
Yes, that's right.	Ae, tika tēnā.
How are you?	Kei te pēhea koe?
I am good.	Kei te pai.

At the end of a phone call or phone message, you can close with the following Māori phrases:

Thank you very much.	Kia ora rawa atu.
See you (again).	Ka kite (anō).
Goodbye.	Hei konā. Hei konā mai.

MACRONS

It is important to use macrons to denote long vowel sounds because a missing macron can completely change the meaning of a Māori word. The most common example used to emphasise the difference a macron can make is:

keke	cake
kēkē	armpit

There are many ways to add macrons when typing on your computer. Some require you to modify your keyboard.

Go to these links to find ways to add macrons:

- ▶ www.victoria.ac.nz/practise-Maori
- ▶ www.tetaurawhiri.govt.nz
- ▶ kupu.maori.nz/Show.aspx?page=10
- ▶ www.stat.auckland.ac.nz
- ▶ maori.typeit.org

If you have trouble setting up your keyboard to type macrons, contact the ITS helpdesk on extension 5050.



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TE WHARE WĀNANGA
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Mai i te Iho ki te Pae
Capital thinking. Globally minded.