

TE REO MĀORI I ROTO I TE WHARE WĀNANGA

USING MĀORI IN THE UNIVERSITY

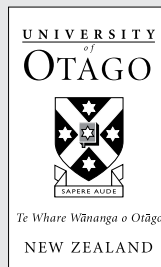




TE REO MĀORI I ROTO I TE WHARE WĀNANGA

USING MĀORI IN THE UNIVERSITY

2008





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NOTE: this booklet is also available online on the *Māori ki Otago* webpage:
www.otago.ac.nz/maori

| | |
|-------------------|--------------|
| HE KUPU WHAKATAKI | INTRODUCTION |
|-------------------|--------------|

He taoka te reo
 He kura pounamu
 Iti kahuraki
 Māpihi maurea

*The language is a treasure
 Like a greenstone pendant
 That which I strive to possess
 And carry with me always*

Welcome to ‘*Using Māori in the University*’, a booklet designed to assist University staff to incorporate some Māori language into their everyday life and into the wider life of the University.

By implementing some or all of the suggestions here, you will personally be giving substance to the provisions of the University’s Māori Language Policy (2003) and goals of the Māori Strategic Framework (2007) – refer to *Māori ki Otāgo* on the University website for a copy of these and other relevant documents. Your efforts will also contribute to making the University a more welcoming place for Māori students and staff.

Please note that the information presented here is a starting point only and primarily generic in nature. It is valuable to find out about and acknowledge local dialects and differentiations in words or phrases, which will differ depending on the campus you are working at, therefore the tribal region in which you work (i.e., the Dunedin, Invercargill and Christchurch campuses are located in the Ngāi Tahu area, whereas the Auckland campus is in the area of Ngāti Whātua and Wellington in the area of Ngāti Toa and Te Atiawa; while our commonalities bind us, each iwi have different dialects and ways of speaking). Acknowledging the primacy of our Southern locality, some Ngāi Tahu translations of the Divisional names have been included in this booklet, as well as the Ngāi Tahu months of the year.

Nāu te rourou, nāku te rourou, ka ora ai te iwi.

With your contribution, and my contribution, the wellbeing of the people is assured.



NGĀ KĀRI PAKIHI

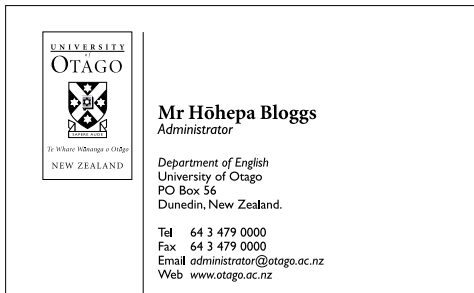
BUSINESS CARDS

With little extra cost monolingual business cards can be converted to bilingual ones with Māori on one side of the card and English on the other. Here is an example:

Side 1



Side 2



You will need to know the Māori name for your Department, if it has one. The Māori terms for some positions and the Māori names for some of the divisions are listed in this booklet. Refer to the *Māori ki Ōtāgo* webpage on the University website for a more extensive list of schools, sections, departments and libraries.

NGĀ INGOA MĀORI O NGĀ WĀHANGA MATUA, O NGĀ KURA, O NGĀ TARI ME NGĀ WHARE PUKAPUKA

MĀORI NAMES OF DIVISIONS, SCHOOLS, DEPARTMENTS, SECTIONS AND LIBRARIES

The Māori names currently used for some of the divisions, schools, sections, departments and libraries in the University are listed below. Refer to the *Māori ki Otāgo* webpage for updates on changes to these names, or new translations, as they occur. Please note, while this list is not exhaustive, it is useful if you wish to use the Māori version for these divisions or services when sending emails, memos, facsimiles and/or letters within the University.

If a Māori translation for your school, section or department does not currently exist, forward your request to the Office of Māori Development (email the Director on: maori.development@otago.ac.nz). We will process this for you; once a name has been provided by one of our registered translators on campus, it will then be presented to the University's Treaty of Waitangi Committee for endorsement (please note that this Committee meets quarterly). While this process may be perceived to be lengthy, it is thorough and provides necessary endorsement at each level.

NOTE: the name in [brackets] is the Ngāi Tahu equivalent (i.e.: the Southern dialect) of the Māori translation.

Division of Health Sciences

Te Wāhanga Matua Mātau Hauora
[Te Wāhaka Matua Mātau Hauora]

Faculty of Medicine

Te Kaupeka Whaiora

Otago School of Medical Sciences

Te Kura Whaiora o Otāgo

Ngāi Tahu Māori Health Research Unit

*Te Rōpū Rangahau Hauora Māori
o Ngāi Tahu*

[*Te Rōpū Rakahau Hauora Māori
o Kāi Tahu*]

Faculty of Dentistry

Te Kaupeka Pūniho

Māori Oral Health Clinic

Te Whare Kaitiaki

School of Physiotherapy

Te Kura Kōmiri Pai



| | |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| University of Otago, Wellington (previously the Wellington School of Medicine) | <i>Te Whare Wānanga o Otāgo ki Te Whanga-Nui-a-Tara</i> |
| University of Otago, Christchurch (previously the Christchurch School of Medicine) | <i>Te Whare Wānanga o Otāgo ki Ōtautahi</i> |
| Eru Pomare Māori Health Research Unit | <i>Te Rōpū Rangahau Hauora a Eru Pomare</i> |

| | |
|--------------------------------------------------|---------------------------------------------------------------------------|
| Division of Humanities | Te Kete Aronui |
| Divisional Office | <i>Te Kāhui Matua</i> |
| School of Māori, Pacific & Indigenous Studies | <i>Te Tumu</i> |
| Department of Classics | <i>Te Tari Āhuatanga Onamata</i> |
| Department of English | <i>Te Tari Ingarangi</i> <i>[Te Tari Ikaraki]</i> |
| Department of History | <i>Te Tari o ngā Kōrero o Nehe</i> <i>[Te Tari o kā Kōrero o Nehe]</i> |
| Department of Politics | <i>Te Tari Tōrangapū</i> <i>[Te Tari Tōrakapū]</i> |
| Department of Theology and Religious Studies | <i>Te Tari Whakapono</i> |
| Social Work and Community Development | <i>Te Tari Tauwhiri Hāpori me te Whakapakari-ā-iwi</i> |

| | |
|--------------------------------|-------------------------------------------------------------------------|
| Division of Sciences | Te Rohe a Ahikāroa |
| School of Physical Education | <i>Te Kura Akoranga Whakakori</i> <i>[Te Kura Akoraka Whakakori]</i> |
| School of Surveying | <i>Te Kura Kairūri</i> |
| Department of Botany | <i>Te Tari Huaota</i> |
| Department of Chemistry | <i>Te Tari Mātauranga Matū</i> <i>[Te Tari Mātauraka Matū]</i> |
| Department of Computer Science | <i>Te Tari Pūtaiao Rorohiko</i> |
| Department of Food Science | <i>Te Tari Pūtaiao Kai</i> |
| Department of Human Nutrition | <i>Te Tari Kai Tōtika Tangata</i> <i>[Te Tari Kai Tōtika Takata]</i> |

| | |
|------------------------------------------|-------------------------------------------------------------------------------|
| Department of Psychology | <i>Te Tari Whakamātau Hinengaro</i> <i>[Te Tari Whakamātau Hinekaroro]</i> |
| Department of Zoology | <i>Te Tari Mātai Kararehe</i> |
| Clothing and Textile Sciences Department | <i>Te Tari Pūtaiao Pūeru</i> |

| | |
|--------------------|-----------------------|
| School of Business | Te Kura Pakihi |
|--------------------|-----------------------|

| | |
|-----------|---------------------------------------------------------|
| Libraries | Ngā Whare Pukapuka <i>[Kā Whare Pukapuka]</i> |
|-----------|---------------------------------------------------------|

| | |
|------------------------|-------------------------------------|
| The Hocken Library | <i>Uare Taoka o Hākena</i> |
| Central Library | <i>Te Whare Pukapuka Matua</i> |
| Dental Library | <i>Te Whare Pukapuka Pūniho</i> |
| Bill Robertson Library | <i>Te Whare Pukapuka Mātauranga</i> |
| Law Library | <i>Te Whare Pukapuka Ture</i> |
| Medical Library | <i>Te Whare Pukapuka Whaiora</i> |
| Science Library | <i>Te Whare Pukapuka Pūtaiao</i> |

| | |
|------------------|----------------------------------|
| Service Division | Te Wāhanga mō ngā Ratonga |
|------------------|----------------------------------|

| | |
|------------------------------------------|----------------------------------------------------------------------------------------------------------|
| The Council of the University | <i>Te Kaunihera o Te Whare Wānanga</i> |
| Office of the Vice-Chancellor | <i>Te Tari o Te Pouwhakaārahi</i> |
| Academic Division | <i>Te Wāhanga Matua Mātauranga</i> |
| Academic Services | <i>Te Ratonga Mātauranga</i> |
| Careers Advisory Service | <i>Te Ratonga Rapuara</i> <i>[Te Ratoka Rapuara]</i> |
| Chaplain | <i>Te Minita</i> |
| Disability Information and Support | <i>Te Pokapū Hāpai Hunga Hauā</i> <i>[Te Pokapū Hāpai Huka Hauā]</i> |
| Financial Services Division | <i>Te Ratonga Pūtea</i> |
| Higher Education Development Centre | <i>Te Pokapū Whakapakari Kaimahi</i> |
| Human Resources Division | <i>Te Wāhanga Matua Pūmanawa</i> <i>Tāngata</i> <i>[Te Wāhaka Matua Pūmanawa</i> <i>Takata]</i> |
| Information Technology Services Division | <i>Te Wāhanga Matua Hangarau</i> <i>Mōhiohio</i> |



| | |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| International Office | <i>Te Tari Taiao</i> |
| Māori Centre | <i>Te Huka Mātauraka</i> |
| Māori Students' Association | <i>Te Rōpū Māori</i> |
| Pacific Islands Centre | <i>Te Pokapū mō ngā Ākonga o ngā Moutere o te Moana Nui a Kiwa [Te Pokapū mō kā Ākoka o kā Moutere o te Moana Nui a Kiwa]</i> |
| Proctor/Sentry | <i>Te Manu Tāiko</i> |
| Recreation Services | <i>Te Ratonga Hākinakina [Te Ratoka Hākinakina]</i> |
| Research Division | <i>Te Wāhanga Matua Rangahau [Te Wāhaka Matua Rakahau]</i> |
| Research and Enterprise Office | <i>Te Tari Rangahau me Te Hinonga</i> |
| Staff Club | <i>Te Wharekai o ngā Kaimahi [Te Wharekai o kā Kaimahi]</i> |
| Student Health and Counseling | <i>Te Ratonga Hauora Ākonga [Te Ratoka Hauora Ākoka]</i> |
| Student Information Centre | <i>Te Waharoa</i> |
| Student Services | <i>Te Ratonga Ākonga [Te Ratoka Ākoka]</i> |
| Union Court | <i>Te Mārakerake</i> |

NOTE: refer to page 17 for translations relating to positions and/or job titles.

HETAUIRA MŌ NGĀ UPOKO O NGĀ MANATU ME NGĀ WAEA WHAKAAHUA

TEMPLATES FOR MEMORANDA AND FACSIMILES

The following templates for memoranda and facsimiles are examples in Māori, with a copy of each in English. The parts left blank here can be completed in English.

Manatu Memoranda



Manatu

Ki a

He kape mā

Nā

Te rā

Te kaupapa

Mr Hōhepa Bloggs

10 o Mei, 2008



Memorandum

To

cc

From

Date


Re


Mr Hōhepa Bloggs

10 May, 2008



Waea whakaahua Facsimiles

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------|-----------------------------------------------------|
|  <p>UNIVERSITY OTAGO Te Whare Wānanga o Ōtago NEW ZEALAND</p> | Waea Whakaahua | | |
| | Ki a | Nā | Mr Hōhepa Bloggs |
| | He kape mā | Waea whakaahua | (03) 497-0000 |
| | Waea whakaahua | Waea | (03) 479-0000 |
| Te rā | 10 o Mei, 2008 | Wāhi mahi | Te Tari Ingarangi Pouaka Poutāpeta 56 Otepoti |
| Kaupapa | | | |
| Please contact the sender if you do not receive | | pages (including this fax cover sheet) | |

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------|-----------------------------------------------|
|  <p>UNIVERSITY OTAGO Te Whare Wānanga o Ōtago NEW ZEALAND</p> | Facsimile Transmission | | |
| | To | From | Mr Hōhepa Bloggs |
| | cc | Fax | (03) 497-0000 |
| | Fax | Phone | (03) 479-0000 |
| Date | 10 May, 2008 | Address | Department of English PO Box 56 Dunedin |
| Re | | | |
| Please contact the sender if you do not receive | | pages (including this fax cover sheet) | |

Here are the meanings of each of the terms in the Māori versions of these:

- | | |
|----------------|-----------------------------------------------|
| Ki a | <i>To (followed by a name)</i> |
| He kape mā | <i>A copy/Copies for (followed by a name)</i> |
| Nā | <i>By/From (followed by a name)</i> |
| Te rā | <i>The day/Date</i> |
| Te kaupapa | <i>The topic/Re</i> |
| Waea whakaahua | <i>Fax</i> |
| Waea | <i>Phone</i> |
| Wāhi mahi | <i>Work place/Work address</i> |

| | |
|---------|----------------|
| HE MIHI | SOME GREETINGS |
|---------|----------------|

| | |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Kia ora | <i>Hi/Hello (An informal greeting normally used with people one knows well. This greeting can be used with any number of people.)</i> |
| Tēnā koe | <i>Hello (A slightly more formal greeting. This greeting is only used when greeting one person.)</i> |
| Tēnā kōrua | <i>Hello (A slightly more formal greeting. This greeting is only used when greeting two people.)</i> |
| Tēnā koutou | <i>Hello (A slightly more formal greeting. This greeting is only used when greeting three or more people.)</i> |

As well as being used when meeting people, these can also be used on the phone or in letters, emails, faxes and memos, as will be explained in the following sections.

**TE TĪMATANGA METE MUTUNGA O NGĀ RETA, O NGĀ
ĪMĒRA, O NGĀ MANATU ME NGĀ WAEA WHAKAAHUA**BEGINNING AND ENDING LETTERS, EMAILS, MEMORANDA
AND FACSIMILES**Te rā** The Date

The following is one way to write dates in Māori:

10 May, 2008

Te 10 o Mei, 2008

Use this as a pattern and replace the date, month and year as appropriate.

Although the traditional names of the lunar months are beginning to be used, the loanwords or transliterations for the calendar months have been in common use since Māori became literate. Included here are the months according to Ngāi Tahu also. These names are as follows:

Ngā marama o te tau Months of the year

| English | Loanwords | Traditional terms | Ngāi Tahu¹ |
|----------------|------------------|--------------------------|------------------------------|
| January | <i>Hānuere</i> | <i>Kohi-tātea</i> | <i>Iwa</i> |
| February | <i>Pēpuere</i> | <i>Hui-tānguru</i> | <i>Kahuru</i> |
| March | <i>Māehe</i> | <i>Poutū-te-rangi</i> | <i>Kahuru-kai-paeka</i> |
| April | <i>Āperira</i> | <i>Paenga-whāwhā</i> | <i>Kai te haere</i> |
| May | <i>Mei</i> | <i>Haratua</i> | <i>Mātahi o te tau</i> |
| June | <i>Hune</i> | <i>Pipiri</i> | <i>Maruaroa</i> |
| July | <i>Hūrae</i> | <i>Hōngongoi</i> | <i>Toru</i> |
| August | <i>Ākuhata</i> | <i>Here-turi-kōkā</i> | <i>Whā</i> |
| September | <i>Hepetema</i> | <i>Mahuru</i> | <i>Rima</i> |
| October | <i>Oketopa</i> | <i>Whiringa-ā-nuku</i> | <i>Ono</i> |
| November | <i>Noema</i> | <i>Whiringa-ā-rangi</i> | <i>Whitu</i> |
| December | <i>Tihema</i> | <i>Hakihea</i> | <i>Waru</i> |

¹ Refer to: www.tekorako.maori.nz for an explanation (in te reo Māori) about the naming of the Ngāi Tahu months; click on the *Te Tuatoru – 16 Paenga whāwhā* link. For clarification in English, refer to the *Māori ki Otāgo* webpage on the University website.

Te wāhi noho me te wāhi mahi Home and work addresses

| | |
|-------------|---------------------------------------------------|
| P.O. Box 56 | <i>Pouaka Poutāpetā 56</i> |
| Private Bag | <i>Pūrangi Motuhake</i> or <i>Pouaka Motuhake</i> |

He ingoa wāhi Some place names

New Zealand Post accepts the Māori names for a number of the main centres including these:

| | |
|------------------|-----------------------------|
| Auckland | <i>Tāmaki-makau-rau</i> |
| Christchurch | <i>Ōtautahi</i> |
| Dunedin | <i>Ōtepoti</i> |
| Gisborne | <i>Tūranga-nui-a-Kiwa</i> |
| Hamilton | <i>Kirikiri-roa</i> |
| Napier | <i>Ahuriri</i> |
| Palmerston North | <i>Te Papaioea</i> |
| Wellington | <i>Te Whanga-nui-a-Tara</i> |

Te mihi Opening greeting

Here are some greetings that can be used to start letters, emails, memos and faxes.

| | |
|------------------------------|-----------------------------------|
| Dear Sir/Madam (very formal) | <i>Kei te rangatira, tēnā koe</i> |
| Dear Vice-Chancellor | <i>E te Tumuaki, tēnā koe</i> |
| Dear Sir/Madam | <i>Tēnā koe</i> |
| Dear Gerald | <i>Tēnā koe, Gerald</i> |
| Dear everybody | <i>Tēnā koutou</i> |
| Hello/Hi | <i>Kia ora</i> |
| Hello/Hi, Karyn | <i>Kia ora, Karyn</i> |
| Hello/Hi everybody | <i>Kia ora koutou</i> |

Te mutunga Signing off

| | |
|---------------------|-------------------------------------------------|
| That is all for now | <i>Heoi anō tāku mō nāianei.</i> |
| Yours faithfully | <i>Nāku, nā . . .</i> |
| Yours sincerely | <i>Nāku noa, nā . . .</i> |
| | <i>[Nāhaku noa, nā . . .] Ngāi Tahu dialect</i> |

If two people are signing the letter, use:

Nā [name 1] māua ko [name 2].

If three or more people are signing the letter, use:

Nā [name 1] mātou ko [name 2], ko [name 3] . . .



Signatures for emails can be set up in full as follows. As with fax and memo headers, once these have been done they will be used every time an email is sent.

Majella Franzman

Te Manukura

Te Kāhui Matua

Te Kete Aronui

Te Whare Wānanga o Otāgo

Pouaka Poutāpeta 56

Ōtepoti

Te Wai Pounamu

Aotearoa

Pro-Vice-Chancellor

Divisional Office

Division of Humanities

University of Otago

PO Box 56

Dunedin

South Island

New Zealand

He reta hei tauira A sample letter

Here is an example of a formal letter:



Te 10 o Mei 2008

Mr Hōhepa Bloggs
Kaiwhakahaere Tari
Te Tari Ingarangi
Te Whare Wānanga o Otāgo
Pouaka Poutāpetā 56
Ōtepoti

Tēnā koe Hōhepa,

I am writing in reference to...

Heoi anō tāku mō nāianeī.

Nāku noa, nā

Darryn Russell
Parirau o Te Kahu
Director, Māori Development



TE KŌRERO MĀORI I TE WAEA

USING MĀORI ON THE TELEPHONE

Te mihi Opening greeting

Here are some greetings that can be used to answer the phone or to open the conversation. They can also be used to begin voicemail.

| | |
|------------------|--------------------------|
| Hello. | <i>Tēnā koe.</i> |
| Hello, Gerald. | <i>Tēnā koe, Gerald.</i> |
| Hello/Hi. | <i>Kia ora.</i> |
| Hello/Hi, Karyn. | <i>Kia ora, Karyn.</i> |
| This is Marion. | <i>Ko Marion tēnei.</i> |

Te whakamutu kōrero Closing farewell

| | |
|----------|--------------------------------|
| Goodbye. | <i>Hei konā./Hei konā mai.</i> |
|----------|--------------------------------|

| | |
|-------------|-----------|
| NGĀ TŪRANGA | POSITIONS |
|-------------|-----------|

| | |
|-----------------------------------------------------|---------------------------------------------------|
| Vice-Chancellor | <i>Pouwhakaārahi</i> |
| Deputy Vice-Chancellor – Academic and International | <i>Manukura Matua – Te Mātauranga me Te Taiao</i> |
| Deputy Vice-Chancellor – Research | <i>Manukura Matua – Rangahau</i> |
| Pro Vice-Chancellor – International | <i>Manukura – Te Taiao</i> |
| Pro Vice-Chancellor | <i>Manukura</i> |
| Director of Māori Development | <i>Parirau o Te Kahu</i> |
| Dean | <i>Manutaki</i> |
| Professor | <i>Ahorangi [Ahoraki]</i> |
| Associate Professor | <i>Ahorangi Tuarua [Ahoraki Tuarua]</i> |
| Senior Lecturer | <i>Pūkenga Matua [Pūkeka Matua]</i> |
| Lecturer | <i>Pūkenga [Pūkeka]</i> |
| Assistant Lecturer | <i>Pūkenga Tuarua [Pūkeka Tuarua]</i> |
| Research Fellow | <i>Kairuruku</i> |
| Assistant Research Fellow | <i>Kairuruku Tuarua</i> |
| Teaching Fellow | <i>Kaiwhakaako</i> |
| Executive Assistant | <i>Kaiāwhina Matua</i> |
| Director | <i>Kaiwhakahaere Matua</i> |
| Manager | <i>Kaiwhakahaere</i> |
| Adviser | <i>Kaitohutohu</i> |
| Administrator | <i>Kaiwhakahaere Tari</i> |
| Accountant | <i>Kaikaute</i> |
| Liaison Officer | <i>Kaitakawaenga</i> |
| Librarian | <i>Kaitiaki Pukapuka</i> |
| Secretary | <i>Hēkeretari</i> |
| Computer Consultant | <i>Mātanga Rorohiko</i> |
| Coordinator | <i>Kaituitui</i> |
| Programme Coordinator | <i>Kaituitui Kaupapa</i> |
| Telephonist | <i>Kaiwhakautu Waea</i> |
| Personal Assistant | <i>Kaiāwhina Tumuaki</i> |
| Committee Chairperson | <i>Tumuaki Komiti</i> |

NOTE: refer to *Māori ki Otāgo* on the University website for updates on these positions as they occur.



TE TOHUTŌ THE MACRON

There are five vowels in te reo Māori, each of which may be spoken as short or long sounds. Long vowels are marked either with a macron or by doubling the vowel. Like most educational institutions, the University follows the policy of *Te Taura Whiri i te Reo Māori*, the Māori Language Commission, in marking long vowels with a macron.

If, however, you find macrons are unavailable in the font you wish to use, it is preferable to use double vowels rather than leave the macron out altogether. This ensures the word conveys its intended meaning; not including them could alter the meaning of the word altogether (e.g.: kēkē means armpit, whereas keke means cake!).


INSTRUCTIONS FOR MACRON USE IN WORD DOCUMENTS AT THE UNIVERSITY OF OTAGO

Macrons on the PC

1. Click **Start> General Software> Utilities> Language Support> Maori keyboard**
2. Log out, then log back in again (you should only have to do this once)
3. To type a macron, press the tilde key (~) at the top left of the keyboard
4. Release it, and then type a vowel; alternatively, use **Insert>Symbol** and choose a suitable character with a macron on top.

Note: Installing the Māori keyboard is a slightly different process than installing other languages, in that Māori will not show up when you click on the EN symbol and you only need to logout and back in to enable it.

Macrons on the MAC

1. Open your program (e.g. Microsoft Word)
2. Click on the flag (top right of screen) 
3. Change to **Māori**
4. To type a macron, hold down the **Alt (Option)** key and press the vowel you need. You can also do it by pressing the **tilde** key at the top left of the keyboard (~) followed by a vowel. **Tip:** If the Māori keyboard is not present, click on the flag and choose, **Open International**

5. On the **Input Menu** tab scroll down to **Māori** and tick the box. Close this window (red button top left); Māori will now appear when you click on the language flag.

MACRON USE IN OTHER PROGRAMMES

There is no one rule when it comes to the use of macrons; they cannot be guaranteed to appear, particularly in email programmes. For this reason, we have developed a Wiki site which you can refer to for help: www.macroninfo.wiki.otago.ac.nz

If you have any suggestions which simplify the use of macrons, please contact the Office of Māori Development: maori.development@otago.ac.nz



HE KŌRERO WHAKAMUTUNGA

CONCLUSION

This introductory booklet has been designed specifically for use within the University of Otago. For further help of a more general nature, the following booklet is a useful one to have readily available. It will be particularly useful for those who would like to use more Māori language than is contained in this booklet.

Te Taura Whiri i te Reo Māori. 1997. *Māori for the Office: Te Reo Māori mō te Tari*. Second edition. Auckland: Oxford University Press.

Enrolment in all Māori language papers offered by Te Tumu, the School of Māori, Pacific & Indigenous Studies, is free to all staff as part of the University's Māori Language Policy. Workshops on Māori pronunciation, basic Māori, interacting in a Māori context, and Treaty of Waitangi issues are offered each year for all staff through HEDC and Human Resources. These are also free and are conducted in a non-threatening relaxed atmosphere. For the workshops on Māori pronunciation and basic Māori, staff should contact:

Penny Love
Te Ratonga Pūmanawa Tangata/Human Resources
Waea/Phone: 479 8116
Īmēra/Email: penny.love@stonebow.otago.ac.nz

For the workshops on interacting in a Māori context and Treaty of Waitangi, staff should contact:

Dr Tony Harland
Te Pokapū Whakapakari Kaimahi/H.E.D.C.
Waea/Phone: 470 8136
Īmēra/Email: tony.harland@stonebow.otago.ac.nz

Staff who have completed these workshops should consider progressing to the paper MAOR 110 Introduction to Conversational Māori offered as a Summer School paper and in the second semester each year. For those wishing to understand Māori culture, history and society better, MAOR 102 Introduction to Māori Society is a paper offered in both semesters each year. For further information on these papers, staff should contact:

The Administrator/Kaiwhakahaere Tari
Te Tumu
Waea/Phone: 479 8624
Īmēra/Email: maori-studies@otago.ac.nz

Your suggestions and comments on this guide to using Māori in the University are welcome – contact the Office of Māori Development:
maori.development@otago.ac.nz

