



TE TAURA WHIRI
I TE REO MĀORI

MĀORI LANGUAGE COMMISSION



Te Reo o te tari

**Māori for
the office**



WAEA PHONE

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 whakawhiti	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 tuku 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

