

# Te Reo Māori for the Workplace

## Professional Skills

Show us that you're proficient in using Te Reo Māori in a workplace situation.

- Level 3
- Credits 5
- \$99 NZD (GST incl.)

## Assessment

You are required to submit evidence of the following:

1. Accurately pronounce introductions, greetings and farewells relevant in your workplace.
2. Use basic te reo Māori in workplace correspondence.
3. Use te reo Māori relevant to your industry or profession.

To earn this EduBit, all work must be your own and you must submit evidence exactly as requested in the Task instructions.

When you've finished gathering your evidence, press Purchase. Trained and experienced assessors are standing by to evaluate your evidence and provide feedback on how you did for each task, as well as how you did overall.

- If your evidence does not yet meet the requirements, we will provide feedback on what is missing and encourage you to practice your skills and attempt the EduBit again at a later date.
- If there are minor gaps in your submission evidence, you will be given the opportunity to resubmit. You will have 14 calendar days to add the missing evidence and submit for re-evaluation.
- If you have any questions, please check our Frequently Asked Questions or feel free to email us [ahello@edubits.nz](mailto:ahello@edubits.nz).

## Instructions:

- You will be required to follow the task instructions provided below and video yourself reciting greetings, farewells, mihi, words and phrases in te reo and correctly translating to demonstrate your ability to use each in the correct context.
- Task 2 requires you to provide copies of formal and informal workplace correspondence written by you. Kia mau ki te rere, ki te mita, ki ngā ariā, ki ngā kupu me te takoto o te reo ā-whānau, ā-hapū, ā-iwi, ā-hapori hoki.
- All evidence must be provided as requested in Tasks 1, 2 and 3 and the assessor must be able to open the links to your videos. You will be required to speak clearly to enable the assessor to evaluate your video evidence. Please always watch and listen to your videos prior to submitting them.
- The flow, intonation, concepts, words, phrases, dialect and structure of language used in this EduBit assessment should adhere to that of the whānau, hapū, iwi or community in which you reside or have a connection to. Otherwise, the Māori Orthographic Conventions developed by Te Taura Whiri i Te Reo Māori should be observed: [www.tetaurawhiri.govt.nz/assets/Uploads/Corporate-docs/Orthographic-conventions/Guidelines-for-Maori-Language-Orthography.pdf](http://www.tetaurawhiri.govt.nz/assets/Uploads/Corporate-docs/Orthographic-conventions/Guidelines-for-Maori-Language-Orthography.pdf)

# Learning Recommendations

[Māori Dictionary](#)

[Māori Orthographic Conventions developed by Te Taura Whiri i Te Reo Māori should be observed:](#)

[Tōku Reo](#)

[Greetings in te reo Māori used on Radio New Zealand](#)

## Tasks

### Proof of Identity

Please include a scanned copy of photo identification (e.g. passport, drivers licence, work ID card).

### General Information

Questions about your workplace:

- What type of industry do you work in?
- What is the name of your workplace?
- What is your role in the workplace?

### Task 1: Accurately pronounce introductions, greetings and farewells relevant in the workplace.

*You will need to:*

1.1. Provide a video or videos of you pronouncing the following in te reo, each of which must be relevant in your workplace:

- Three (3) greetings.
- Three (3) farewells.

Evidence of comprehension (i.e. the meaning of each greeting and farewell) must also be provided, either in English or te reo Māori.

1.2. Provide a video or videos of you introducing yourself to others by way of mihi in te reo Māori relevant to the workplace.

The mihi must include references to landscape, people/whakapapa and self, using the correct structure and accurate pronunciation.

Please include a written version in both English and te reo Māori as part of this task.

Please download the [Video Evidence Guidelines](#).

## Task 2: Use basic te reo Māori in workplace correspondence.

*You will need to:*

2.1. Show accurate and consistent opening and closing of formal written communications in te reo Māori, appropriate to your workplace by providing:

- Two (2) copies of formal email communications written to external customers or stakeholders, accurately using te reo Māori to open/greet and sign-off.
- Two (2) copies of formal email communications written to internal customers or stakeholders, accurately using te reo Māori to open/greet and sign-off.

\*Please note that emails need to be either saved as pdf or copied and pasted into a word document. Please see [uploading emails to EduBits](#) document for help.

2.2. Show accurate and consistent opening and closing of informal written communications in te reo Māori, appropriate to your workplace by providing:

- Two (2) copies of informal email communications to internal customers or stakeholders, accurately using te reo Māori to open/greet and sign-off.
- Two (2) copies of informal email communications to external customers or stakeholders, accurately using te reo Māori to open/greet and sign-off.

2.3 Provide one (1) piece of communication for your workplace, accurately using basic te reo Māori.

This may be a letter, notice, sign, poster and must use different examples than those used in Tasks 2.1 - 2.2 above.

## Task 3: Use te reo Māori relevant to the industry or profession.

*You will need to:*

3.1. Provide a video or videos using a range of words and phrases that are relevant to your workplace.

These must include:

- Forty (40) words in te reo Māori, with the English translation.
- Ten (10) phrases in te reo Māori.

These must be:

- Accurately pronounced.
- Translated into English for each word and phrase provided.
- Relevant to your industry/profession.
- Used in the correct context.

Please also provide a written translation of the forty words and ten phrases in both English and te reo Māori.

Please download the [Video Evidence Guidelines](#).

