

Mihi or mihihi	speech
Whaikōrero	making speeches
Mihi whakataū	speeches of welcome (less formal welcome than a powhiri)
Pōwhiri	more formal type of welcome (usually includes some or all of the following protocols - karanga, formal speeches from tangata whenua and manuhiri, karakia, hongī harīru and kai whakanoa)
Karakia, inoi	Prayer
Waiata	Song
Whakatauki	Proverb or saying sometimes used to begin a speech
Tauparapara	Chant, verse to start a speech
Poroporoaki	Farewell

You can use these in verbal speeches or in e mails, letters or memos

Tēnā koe	greeting to one person (formal)
Tēnā kōrua	greeting to two people (formal)
Tēnā koutou	greeting to three or more people (formal)
Kia ora	hello (informal), actual meaning is may you be well
Kia ora kōrua	Hello to two people (informal)
Kia or Koutou Kia ora Koutou Katoa	hello to three or more people (informal) Hello to you all
He mihi nui kia koe	Warm greeting to you (one person)
Ngā mihi nui kia kōrua	Warm greeting to you two
Ngā mihi nui kia koutou katoa	Warm greetings to you all
E ngā mātāwaka o te motu, tēnā koutou katoa	All groups throughout the land, greetings
E ngā mana, e ngā reo e ngā karangarangatanga maha, tēnā koutou	All authorities, all voices, all the many alliances and affiliations, greetings

Often you will hear a speaker repeat a phrase three times for example tēnā koutou, tēnā koutou, tēnā koutou katoa. This is done to emphasise the greeting or acknowledgement.

Ways to say goodbye

You can use these in verbal speeches or in e mails, letters or memos

- Kāti ake i konei - Ka nui (pea) tēnei - Heoi ano	Enough said. All can be used to signify you have said enough and will finish your message
(Nō reira), Noho ora mai rā	(therefore), look after yourself
Goodbye for now	Hei kona mai
Goodbye and thank you	- Hei kona mai i roto i ngā mihi - Hei kona mai me ngā mihi
Many thanks	Aku mihi nui ki a koe
Until I hear from you again	Kia rongo kōrero anō au i a koe
Let me know your response	Māu mea rā tiaki i a koe

Ending a letter (or an e mail)

Yours faithfully	Nāku, nā (one person signing)
Yours sincerely	Nāku noa, nā (one person signing)
	Nā māua noa, nā (two people signing)

	Nā mātou noa, nā (more than two people signing)
Yours sincerely/humbly	Nāku iti nei, nā
Yours with thanks	Nāku i runga i aku mihi ki a koe

Mihi for starting a meeting

Note: Use "koe for one person", "kōrua for two people" or "koutou for more than two people"

E ngā iwi i huihui nei, Nau mai, haere mai ki tēnei hui Tēnā koutou, tēnā koutou, tēnā koutou	To all people here today Welcome, welcome to this meeting Greetings, greetings, greetings to you all
Ngā mihi nui kia koutou katoa Nau mai, haere mai ki tēnei hui	Warm greetings to you all Welcome to this meeting

Formal Occasions

At more formal occasions it is usual to add different dimensions to your speech. This could include some or all of the following:

- An acknowledgement to God and or a karakia
- A tauparapara or whakatauki to start the speech
- Acknowledgement to those who are deceased
- Acknowledgements to the meeting house, mountains and rivers
- Acknowledgements to all people represented
- Acknowledgements to the reason why the meeting is being held
- Your whakapapa or information about who you are
- Concluding remarks

It would be appropriate for you to seek guidance from someone in your area or attend classes to learn about these aspects of making speeches. Following are some simple examples.

Mihi at a formal pōwhiri if you are with the tangata whenua (home people)

E ngā mana, e ngā reo, e rau rangatira mā Tēnā, koutou katoa E ngā mate, haere, haere, haere atu rā E ngā iwi i huihui nei, tēnā koutou	To all authorities, all languages and all chiefly people represented here, Greetings to you all To those who have passed on farewell, To all people gathered here today, greetings To the visitors, welcome to this gathering Greetings, greetings, greetings to you all
E ngā manuhiri, nau mai haere mai ki tēnei hui Tēnā koutou, tēnā koutou, tēnā koutou katoa	
Ko (insert your name) tōku ingoa Nō (insert the name of the place where you come from) ahau	My name is (insert your name) I come from (insert the place you come from)
Make your speech in English then conclude with the following	
No reira, Note: you may also want to include a whakatauki here that supports your speech, then conclude with Tēnā koutou, tēnā koutou, tēnā tātou katoa	Therefore, Greetings, greetings, greetings to you all When used at the end of a speech tēnā koutou also means I acknowledge you all.