Exercise 1: Answer

Face-to-face communication is best

Don't deal with the family over the phone in the first instance.

If you can, use an intermediary

Try to approach the family through a community leader. Some Pacific families may appoint a specific person as advocate, so use that person. In some traditional Pacific families, the Minister is seen as the head of the family. It pays to know the Minister's role here.

Dress appropriately

In this case you should wear modest and formal dress. For men, that is a button-up shirt and long trousers and, if you are meeting family members at a church, a tie. Women need to cover their arms and wear a long skirt.

Use an interpreter if necessary

Often, older Pacific people can participate only when their own language is used.

Pronounce Pacific names correctly

To ensure you pronounce their names correctly, ask the intermediary for guidance. If you have to, ask the family directly when you see them. It is better to admit your difficulty and ask for help than get it wrong, especially if you are a broadcast journalist. For instance, S and H are interchangeable in Tokelauan, so in this case Sale is pronounced 'Harley'.

Check for correct spelling, too. Ask people to say, and spell, their names onto your recorder.

Respect the family's values and customs

If there are shoes at the door, take your shoes off too. It is polite, especially among older Pacific people, to accept food and drink offered in the home, but that need only be a cup of tea.

Observe opening and closing prayers, and grace for meals. Don't take mobile calls during prayer sessions.

The Viliamu fanau will host the family and friends who gather for Motulia's farewell, usually over several days, which can be a huge human and financial undertaking. Be aware of this when dealing with the family.

The extended family and community groups who gather may not be aware of your relationship with the immediate Viliamu fanau, so tread carefully.

Exercise 2: Answer

Paragraph one

"wheelchair-bound teen"

Put the person first, not their disability, and emphasise abilities, not limitations. It is better to write: "a Dunedin teen in a wheelchair".

Paragraph two

"suffers from cerebral palsy"

Don't sensationalise a disability by saying "afflicted with", "suffers from" or "victim of". Use neutral language such as "who has cerebral palsy."

Paragraph six

"cripple"

Terms such as "cripple" are rarely acceptable and offensive to many. Since it is part of the sergeant's quote, it is not okay to substitute other words, but you could find another quote, use only the first part of the quote — "I'm just appalled with the whole thing" — or cut the quote altogether.