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KUASAI RINTAS: PENULISAN RINGKASAN BAHASA MELAYU YANG LENGKAP

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ABSTRACT

Kuasai Rintas is an additional exercise book to master the method of writing shorthand in Malay Language. It is a method of writing system by means of abbreviations to common words, used especially for taking dictation. Kuasai Rintas is created as a supplementary of the available textbook entitled Rintas. Rintas shorthand skills were introduced by Rufiah Rafiee and Mornizan Yahya (2001). Both authors are Senior Lecturers from the Faculty of Office Management and Technology, Universiti Teknologi Mara (UiTM) Malaysia. Kuasai Rintas is innovated with more attractive features with variety of colorful images, simple words and articles which means it can be of interest for a person to learn Rintas shorthand skills. Nowadays, learning Rintas shorthand skills are relevant parallel with the advancement in technology in which these skills often used in writing and sending short messages via mobile phone, taking minutes and phone messages in the office and others daily use to help the executives and the secretaries to work conveniently. In a nutshell, Kuasai Rintas is suitable for everyone who is wishing to improve their shorthand skills. This is because Kuasai Rintas provides specific of learning guidelines and the basic principles or commands that are easier to understand. Furthermore, Kuasai Rintas also provides numerous commands using colors and images that match the words with the pictures whereby these methods will help to improve memory and speed up the process of understanding Rintas. In line with the working system that requires a short time, efficiency and quality, Rintas shorthand skills are very useful to the executives and secretaries from either in the government or private sectors. Lastly, in order to reinforce these shorthand skills, Kuasai Rintas could become an additional academic materials and references for the University and

Vocational School where it can be learned and practiced comprehensively.

Keywords: rintas skills, malay shorthand, teaching material, exercise book

INTRODUCTION

Kuasai Rintas is innovated as a supplementary material of the available textbook entitled RINTAS: Satu Kaedah Penulisan Rumi yang Ringkas dan Pantas by Rufiah Rafiee and Mornizan Yahya [3]. Kuasai Rintas exercise book is suitable for an individual, who is wishing to improve their Malay shorthand skills. Kuasai Rintas provides specific of learning guidelines and the basic principles or commands that are easier to understand. Kuasai Rintas exercise book can be practiced by all levels of individuals who are interested in mastering a simpler and faster writing skills. It is believed that by having Kuasai Rintas exercise book, it can meet the goals of all individuals who want to further improve their writing skills. This skill is needed by students to take notes during lecturing and for the people at work especially for those who are working in an office who deal with correspondence, keep records, make arrangement and appointment and any other related tasks which involved accuracy of the notes.

BACKGROUND STUDY

Rintas shorthand skills is designed specifically as a method of short writing that more systematic and consistent based on Malay grammar for general use in organization. In order to further strengthen the learning of Rintas shorthand skills in UiTM, the Kuasai Rintas exercise book has been introduced and it is in more interesting, attractive and easy to understand. Apart from that, Kuasai Rintas exercise book also gives various examples of words and sentences that commonly used in the organization such as business letters, phone messages and minutes of meeting.

PROBLEM STATEMENT

The practice of short writing or short forms among mobile phone users in texting or making brief notes during meetings, receiving instructions from employers and so on has become routine. This short writing is based on individual's understanding or common sense without using specific methods [1]. In order to complete the tasks in a short time, the executive or secretary might choose to write a short writing or short forms but somehow, they could not understand what that been written. Shorthand allows accurate notes to be taken effortlessly over a long period of time and enables the minute-taking secretary to feel more confident that they are getting everything down and not missing anything. Shorthand is used for recording instructions and to-do's from the boss [2]. It shows that everyone needs to learn short writing to ensure the vital information is accurately recorded. Besides that, the learning process which only takes about 3 months of learning Rintas shorthand skills in University is insufficient for the students to fully master these skills and to practicing it in the workplace [3 - 7].

BENEFIT TO MANKIND

Kuasai Rintas exercise book is relevant with the advancement in technology in which these skills often used in writing and sending short messages via mobile phone, taking minutes and phone messages at the office and others routine tasks which help executives and the secretaries to work conveniently.

NOVELTY AND UNIQUENESS

Kuasai Rintas exercise book is innovated with more attractive features such as colorful images, simple words and articles which it can be of interest a person to learn Rintas shorthand skills. In line with the working system that requires a short time, efficiency and quality, Rintas shorthand skills are very useful to the executives and secretaries from either in the government or private sectors. It is also provides numerous commands using colors and images that match the words with the pictures. It is believed that by using these methods, it will help to improve memory and speed up the process of understanding Rintas. The content of Kuasai Rintas exercise book is illustrated in **Figure 1** is more attractive compared to Rintas textbook in **Figure 2** which is printed in black and white except for special word that printed in red fonts.

POTENTIAL COMMERCIALISATION

Kuasai Rintas exercise book are very useful not only to the executives and secretaries from either in the government or private sector but it also become an additional academic materials, references and resources for the University and Vocational School where it can be learned and practiced more comprehensively. Align with technology practicality; the authors of Kuasai Rintas are in a process of converting this exercise book into e-book or in application version, in which it is more compatible and easy access to anyone who is interested to learn it.

CONCLUSION

It can be concluded that Kuasai Rintas is an exercise book that used to be an additional supplementary material or teaching resources to help executives, secretaries, lecturers, students or to any individual who wish to learn and mastered Rintas Malay Shorthand skills. Kuasai Rintas exercise book provides new features, such as numerous commands using colors, images that match the words and variety of colorful images. Therefore, it is believed that Kuasai Rintas could help to improve memory and speed up the process of learning and mastering Rintas.

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WHAT IS VOWEL?


aeiou

BASIC PRINCIPLES OF RINTAS

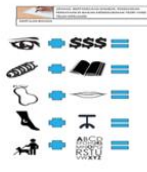
Vowel in the middle of a word may be omitted in RINTAS

Vowel at the beginning and end of a word is maintained in RINTAS


INNOVATION:




simple




exciting




attractive



comprehensible



easy



fun

**K U A S A I
R I N T A S**

Figure 1. Attractive features and innovated contents in Kuasai Rintas, exercise book

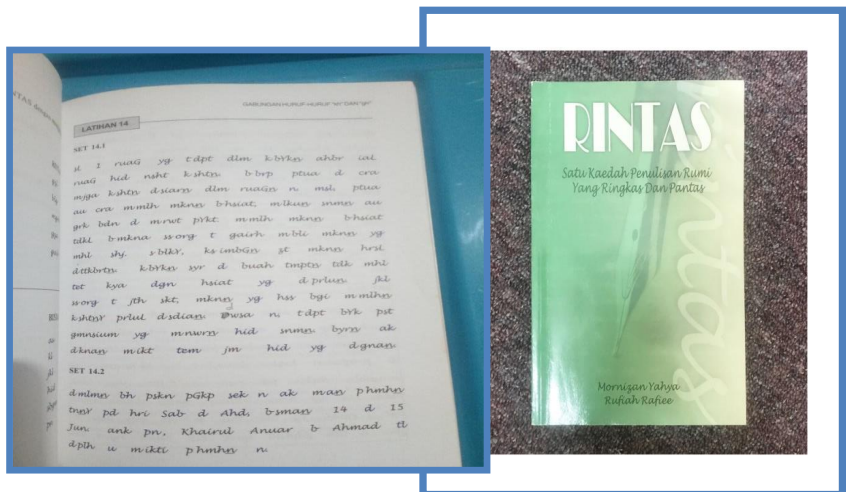


Figure 2. Rintas Textbook currently used for Teaching and Learning in UiTM (Rufiah Rafiee & Mornizan Yahya, 2013)

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