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1: COURTESIES & PLEASANTRIES (INTRO)

<p>1.1 Excuse Me [as a prelude to making your point] <i>Maafkan</i> <i>/(Minta Maaf)</i> <i>/ [Harap Maaf]</i></p>
<p>1.2 With due respect <i>Dengan segala hormatnya</i></p>
<p>1.3 May I draw your attention to <i>Bolehkah saya menarek perhatian tuan kepada.....</i></p>
<p>1.4 May I respectfully suggest that <i>Dengan segala hormatnya, bolehkah saya cadangkan supaya</i></p>
<p>1.5 May I respectfully advise that <i>Dengan segala hormatnya, bolehkah saya menasihatkan supaya</i></p>
<p>1.6 As you already know <i>Sebagaimana yang Tuan tahu</i></p>
<p>1.7 As far as I know (or am given to understand) ... <i>Sejauh yang saya memahami</i></p>
<p>1.8 Sorry, but I am merely carrying out instructions.... <i>Minta maaf, tetapi saya hanya cuba melaksanakan arahan sahaja....</i></p>

2 : POSSIBLE BM DIALOGUES BEFORE 8 A. M.

- 2.1** Good morning, KTM Sir. I am, Polling Agent for DAP.
This is my identity card, appointment letter and Form A.
Tuan KTM, Selamat pagi, Saya adalah Encik/Cik, Ejen Tempat Mengundi untuk DAP. Ini adalah kad pengenalan saya, surat perlantikan dan Borang A.
- 2.2 (a)** Tuan KTM, have the clerks inspected the ballot papers, in sequence, to ensure that the there are 50 ballot papers in each book, that they are all clear and are free of any marking?
(a) Tuan KTM, sudahkah pihak kerani memeriksa segala kertas undi untuk memastikan bahawa setiap buku mengandungi 50 keping, sebuku, dengan nombor siri berturut-turut dan segala kertas undi adalah jelas serta tidak terkandungi apa-apa “ tandaan “ ?
- (b) [IN THE EVENT KTM confirms the inspection HAS BEEN DONE, and all are in order ...] :**
- Thank you, Tuan KTM.
Terima kasih, Tuan KTM.
- (c) [IN THE EVENT KTM confirms that the inspection has NOT YET BEEN DONE] :**
- In that case, may we be of help with the inspection?
Memandangkan bagitu, bolehkah kami tolong memeriksa bersama-sama?
- 2.3** Tuan KTM, I seek your help to enable me as a Polling Agent to complete Form SPR753 and Part A of Form 13. Thank you.
Tuan KTM, saya minta tolong supaya saya sebagai Ejen Tempat Mengundi dapat mengecop Borang SPR753 dan salin Bahagian A bagi Borang 13. Terima kasih.
- 2.4** Tuan KTM, I request permission to check my electoral roll with yours, that both are the same..
Tuan KTM, saya minta izin untuk menyemak daftar pemilih saya dengan daftar tuan, bahawa kedua-duanya adalah sama.
- 2.5 (a)** Tuan KTM, I will be texting under the table. In doing so, I do understand that I am not allowed to speak on my mobile. Thank you.
(a) Tuan KTM, saya perlu teks dibawah meja. Saya faham bahawa saya tidak boleh cakap dengan telefon saya. Terima kasih.
- (b) [IN THE EVENT the KTM DISALLOWS (a) above] :**
- Tuan KTM, can I then text outside the room? Thank you.
Tuan KTM, bolehkah saya teks di luar bilik ini? Terima Kasih.
- (c) [IN THE EVENT the KTM also DISALLOWS (b) above] :**
- Tuan KTM, that being the case, then I will have to inform my Station Master.
Tuan KTM, kalau begitu, maka terpaksa saya memberi tahu “Station Master” saya.
-

3: POSSIBLE BM DIALOGUES BETWEEN 8 A.M. TO 5 P.M.

- 3.1** Tuan KTM, I request your permission to go to the washroom. Thereafter, I will return to this Saluran.

Tuan KTM, saya minta izin untuk pergi ke tandas. Selepas itu, saya akan kembali ke Saluran ini.

- 3.2** Tuan KTM, may I request Clerk 1 to please read the voter's details SLOWER / LOUDER, please. TQ.

Tuan KTM, bolehkah saya meminta Kerani 1 supaya membaca butir butir pengundi dengan LEBIH PERLAHAN / LEBIH KUAT. Terima Kasih.

- 3.3** Tuan KTM, under the set procedures, the 3rd Clerk must not have any writing instrument at all.

Tuan KTM, mengikut aturcara, Kerani Ketiga tidak boleh ada alat tulis.

- 3.4** Tuan KTM, may I request that the Clerks do not communicate by whispering amongst themselves?

Tuan KTM, bolehkah saya minta supaya kerani-kerani jangan berbisik?

3.5 [IN THE EVENT a handicapped voter at your saluran seems to need assistance...] :

Tuan KTM, this voter seems to need assistance. May I offer my assistance to this voter? If Tuan KTM agrees, Tuan KTM can then complete Form 10.

Tuan KTM, nampaknya pengundi ini memerlukan bantuan. Saya menawar diri sebagai pembantu kepada pengundi ini. Kalau Tuan KTM setuju, kita boleh isi Borang 10 bagi dia.

3.6 [IN THE EVENT you have concerns, as to whether (a) a voter in question is indeed the registered voter (b) he or she has already voted earlier or voted elsewhere (c) etc ...] :

Tuan KTM, in view of the concerns raised on this voter, I respectfully suggest that Tuan KTM protect yourself, by completing Form 11. Thank you.

Tuan KTM, nampaknya ada keraguan mungkin lebih baik Tuan KTM melindungi diri, dengan mengisikan Borang 11. Terima kasih.

3.7 [REMINDER] : At the end of your shift, remember to notify your KTM as follows:-

Tuan KTM, my shift has ended. I would be coming back afterwards, for a later shift. Meanwhile, both my Letter of Appointment and Oath of Secrecy are still with you. Thank you.

Cover

Tuan KTM, shif saya sudah tamat. Walau bagaimana pun, selepas berehat, saya akan kembali kemudian untuk shif lain. Tuan KTM masih ada Surat Perlantikan serta Surat Sumpah saya. Terima Kasih.

4 : POSSIBLE BM DIALOGUES AFTER 5 P. M. / as COUNTING AGENT

4.1 Need to REMIND KTM, IMMEDIATELY after closing of voting at 5.00 p.m. :

Tuan KTM, if there are any ballot papers pre-stamped but not issued to voters, could you please ensure that they are duly CANCELLED straight away? Thank you.

*Tuan KTM, kalau adanya baki kertas-kertas undi yang dicop dengan cop Saluran ini tetapi yang tidak dikeluarkan kepada para pengundi, bolehkah Tuan KTM tolong pastikan mereka **DIBATALKAN** serta merta? Terima kasih.*

4.2 [IN THE EVENT your KTM requests you to leave the Saluran Room ...] :

Tuan KTM, may I suggest that I stand in the corner of this Room. I assure you that I will not disturb your work. Thank you.

Tuan KTM, bolehkah saya berdiri di satu penjuru? Saya tidak akan kacau. Terima Kasih.

4.3 [IN THE EVENT the KTM and his whole team goes off for a break ...] :

Tuan KTM, my instructions are to watch the Ballot Box at all times. I need to enquire / request:-

- (a) I think that you will be locking up this Room, right?
- (b) You would be the only person holding the door key, right?
- (c) May I please request that the window(s) be kept open, please. Thank you.

Tuan KTM, saya ada arahan untuk sentiasa lihat Peti Undi. Saya ingin dapat tahu:-

- (a) *Tuan KTM akan kunci bilik ini, bukan?*
- (b) *Hanya Tuan KTM yang pegang kunci, bukan?*
- (c) *Bolehkah saya minta supaya tingkap dibiarkan terbuka? Terima Kasih.*

4.4 As a subtle REMINDER to your KTM :

Tuan KTM, I understand that you will be giving me a copy of Form 14, am I correct? TQ.

Tuan KTM, saya faham bahawa pihak Tuan akan memberi satu salinan Borang 14 kepada saya, betul? Terima Kasih.

4.5 [IN THE EVENT your KTM says he does not have a copy of Form 14 for you ...] :

Luckily, I have a blank Form 14 with me. I am pleased to give it to you, for your use. TQ.

Nasib baik, saya ada Borang 14 kosong disini. Tuan KTM boleh guna. Terima Kasih.

4.6 [IF, somehow, KTM STILL REFUSES TO GIVE you Form 14, despite your earlier efforts to get him to co-operate...] :

Tuan KTM, but I am going to get to sign Form 14, right?

Tuan KTM, tetapi saya akan menandatangani Borang 14, bukan?