



**KEMENTERIAN PENDIDIKAN TINGGI**  
**JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI**

**BAHAGIAN PEPERIKSAAN DAN PENILAIAN**  
**JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI**  
**KEMENTERIAN PENDIDIKAN TINGGI**

**JABATAN PERDAGANGAN**

**PEPERIKSAAN AKHIR**

**SESI II : 2025/2026**

**DPK10093 : SHORTHAND 1**

**TARIKH : 02 MEI 2026**

**MASA : 11.30 PAGI – 1.30 PETANG (2 JAM)**

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Kertas soalan ini mengandungi **ENAM (6)** halaman bercetak.

Bahagian A: Struktur (20 soalan)

Bahagian B: Struktur (40 soalan)

Bahagian C: Struktur (2 soalan)

Dokumen sokongan yang disertakan : Tiada

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**JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN**

(CLO yang tertera hanya sebagai rujukan)

**TERBUKA**

**SECTION A : 20 MARKS**  
**BAHAGIAN A : 20 MARKAH****INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. Give the shorthand outlines for the following words.

**ARAHAN :**

*Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Guriskan gurisan "shorthand" bagi perkataan-perkataan berikut.*

CLO1

- |          |       |               |       |
|----------|-------|---------------|-------|
| 1. beach | _____ | 11. vale      | _____ |
| 2. cheap | _____ | 12. rest      | _____ |
| 3. keep  | _____ | 13. price     | _____ |
| 4. shame | _____ | 14. otherwise | _____ |
| 5. jet   | _____ | 15. number    | _____ |
| 6. easy  | _____ | 16. like      | _____ |
| 7. book  | _____ | 17. please    | _____ |
| 8. best  | _____ | 18. rivals    | _____ |
| 9. yes   | _____ | 19. happy     | _____ |
| 10. few  | _____ | 20. quota     | _____ |

**TERBUKA**



**SECTION B (I): 20 MARKS**  
**BAHAGIAN B (I): 20 MARKAH**

**INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. Fill the shorthand outlines for the following short forms using shorthand rules.

**ARAHAN:**

*Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Guriskan gurisan "shorthand" bagi ringkasan berikut menggunakan peraturan "shorthand".*

CLO1

- |              |       |                 |       |
|--------------|-------|-----------------|-------|
| 1. be        | _____ | 11. largest     | _____ |
| 2. do        | _____ | 12. are         | _____ |
| 3. today     | _____ | 13. before      | _____ |
| 4. had       | _____ | 14. there       | _____ |
| 5. all       | _____ | 15. anything    | _____ |
| 6. his       | _____ | 16. influential | _____ |
| 7. almost    | _____ | 17. enlarge     | _____ |
| 8. who       | _____ | 18. will        | _____ |
| 9. yesterday | _____ | 19. accordingly | _____ |
| 10. have     | _____ | 20. gentleman   | _____ |

**TERBUKA**

**SECTION B (II): 20 MARKS**  
**BAHAGIAN B (II): 20 MARKAH**

**INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. Fill the shorthand outlines for the following phrases using shorthand rules.

**ARAHAN :**

*Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Guriskan gubahan "shorthand" bagi rangkai kata berikut menggunakan peraturan "shorthand".*

CLO1

- |                |       |                     |       |
|----------------|-------|---------------------|-------|
| 1. do the      | _____ | 11. copy of         | _____ |
| 2. to the      | _____ | 12. very much       | _____ |
| 3. pay the     | _____ | 13. there is        | _____ |
| 4. of his      | _____ | 14. I trust         | _____ |
| 5. which is    | _____ | 15. at once         | _____ |
| 6. at first    | _____ | 16. at all costs    | _____ |
| 7. must be     | _____ | 17. you will be     | _____ |
| 8. we shall be | _____ | 18. it will only    | _____ |
| 9. we have     | _____ | 19. I hope you will | _____ |
| 10. set of     | _____ | 20. set out         | _____ |

**TERBUKA**



**SECTION C (I): 20 MARKS**  
**BAHAGIAN C (I): 20 MARKAH**

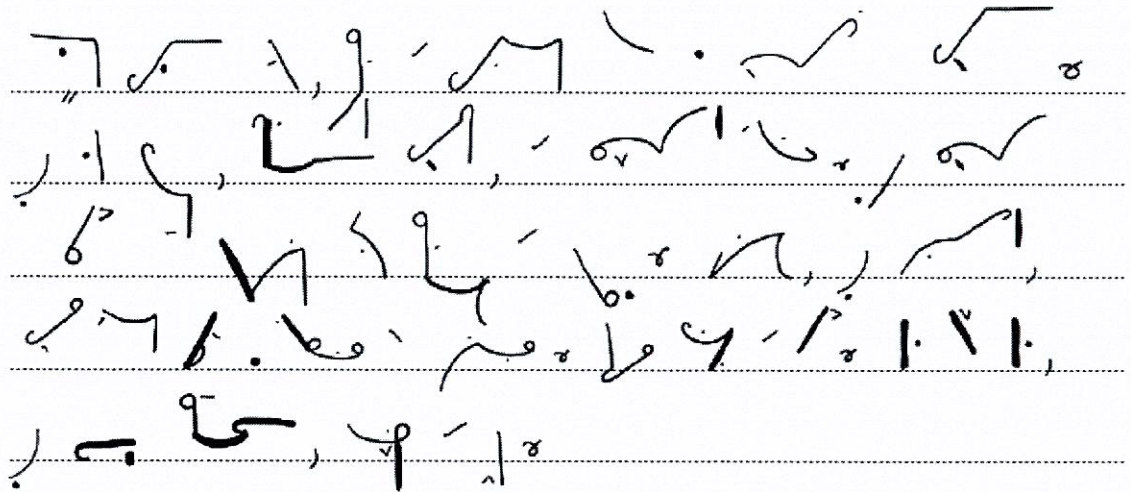
**INSTRUCTION:**

Transcribe the following shorthand outlines into words.

**ARAHAN:**

Terjemahkan gurisan "shorthand" berikut kepada perkataan.

CLO1



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**TERBUKA**

**SECTION C (II): 20 MARKS**  
**BAHAGIAN C (II): 20 MARKAH**

**INSTRUCTION:**

Transcribe the following words using shorthand outlines. You are required to use shorthand rules.

**ARAHAN:**

*Terjemahkan ayat-ayat berikut menggunakan gubahan 'shorthand'. Anda dikehendaki menggunakan peraturan 'shorthand'.*

CLO1

On a quiet farm, a mother rose with the sun. She fed the chickens, milked the cow, and tended the garden with care. Her hands were rough, her heart gentle. Her children watched, learning love through her work. Every seed she planted grew with patience every day, she nurtured life.

**[50 words]**

**TERBUKA**

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**SOALAN TAMAT**