



**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 I : 2024/2025**

**DPK10012: SHORTHAND 1**

**TARIKH : 07 DISEMBER 2024**

**MASA : 08.30 PAGI – 11.30 PAGI (2 JAM)**

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

Struktur (3 soalan)

Dokumen sokongan yang disertakan : Tiada

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**JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN**

(CLO yang tertera hanya sebagai rujukan)

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

**INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. State the shorthand outlines for the following **words** using Pitman 2000 System.

**ARAHAN :**

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Nyatakan gubahan 'shorthand' bagi perkataan-perkataan berikut menggunakan Sistem Pitman 2000.*

CLO1

- |           |       |            |       |
|-----------|-------|------------|-------|
| 1. team   | _____ | 11. master | _____ |
| 2. tape   | _____ | 12. guest  | _____ |
| 3. bath   | _____ | 13. paid   | _____ |
| 4. easy   | _____ | 14. young  | _____ |
| 5. says   | _____ | 15. hobby  | _____ |
| 6. pieces | _____ | 16. idea   | _____ |
| 7. quick  | _____ | 17. radio  | _____ |
| 8. calm   | _____ | 18. road   | _____ |
| 9. taking | _____ | 19. art    | _____ |
| 10. state | _____ | 20. lead   | _____ |

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

**INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. **State** the shorthand outlines for the following **short forms** using Pitman 2000 System.

**ARAHAN :**

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Nyatakan gubahan 'shorthand' bagi ringkasan berikut menggunakan peraturan Sistem Pitman 2000.*

CLO1

- |     |           |       |    |           |       |
|-----|-----------|-------|----|-----------|-------|
| 1.  | should    | _____ | 11 | largest   | _____ |
| 2.  | thank     | _____ | 12 | yesterday | _____ |
| 3.  | of        | _____ | 13 | how       | _____ |
| 4.  | always    | _____ | 14 | without   | _____ |
| 5.  | had       | _____ | 15 | who       | _____ |
| 6.  | which     | _____ | 16 | anyhow    | _____ |
| 7.  | something | _____ | 17 | with      | _____ |
| 8.  | enlarge   | _____ | 18 | year      | _____ |
| 9.  | on        | _____ | 19 | will      | _____ |
| 10. | almost    | _____ | 20 | immediate | _____ |

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

**INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. Write the shorthand outlines for the following **phrases** using Pitman 2000 System.

**ARAHAN :**

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gubahan 'shorthand' bagi rangkaian kata berikut menggunakan Sistem Pitman 2000.*

- |                        |       |                     |       |
|------------------------|-------|---------------------|-------|
| 1. put the             | _____ | 11. this subject    | _____ |
| 2. to do               | _____ | 12. should be       | _____ |
| 3. The date.           | _____ | 13. I may           | _____ |
| 4. which is            | _____ | 14. this week       | _____ |
| 5. this city           | _____ | 15. he is           | _____ |
| 6. too much            | _____ | 16. I hope you will | _____ |
| 7. I am not            | _____ | 17. I would be      | _____ |
| 8. as soon as possible | _____ | 18. of your         | _____ |
| 9. it is not           | _____ | 19. I read          | _____ |
| 10. first aid          | _____ | 20. I will be       | _____ |

CLO 1

**SECTION C (1): 20 MARKS**  
**BAHAGIAN C (I): 20 MARKAH**

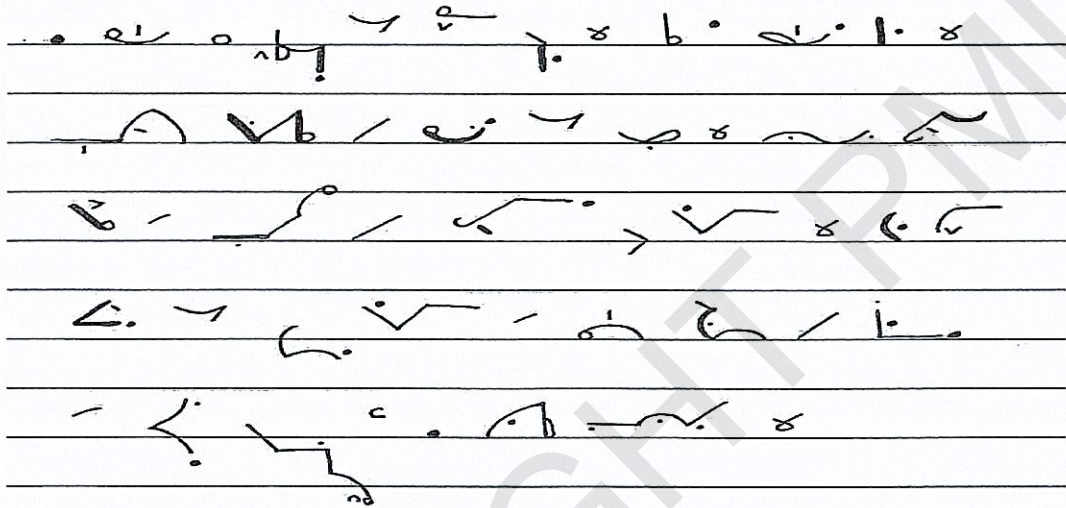
**INSTRUCTION:**

Transcribe the following shorthand outlines into words.

**ARAHAN :**

Terjemahkan gurisan 'shorthand' berikut kepada perkataan.

**Question:**



(50 words)

**Answer:**

CLO1

A series of ten horizontal lines provided for the student to write their answers to the shorthand transcription question.

