



BAHAGIAN PEPERIKSAAN DAN PENILAIAN  
JABATAN PENDIDIKAN POLITEKNIK  
KEMENTERIAN PENDIDIKAN TINGGI

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR

SESI JUN 2017

**DPK1013 : SHORTHAND 1**

**TARIKH : 29 OKTOBER 2017**

**MASA : 8.30 PAGI - 10.30 PAGI (2 JAM)**

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Kertas ini mengandungi **TUJUH (7)** halaman bercetak.

Bahagian A: Struktur (20 soalan)

Bahagian B: Struktur (40 soalan)

Bahagian C: Esei (2 soalan)

Bahagian D: Esei (1 soalan)

Dokumen sokongan yang disertakan : Tiada

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**JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN**

(CLO yang tertera hanya sebagai rujukan)

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**SECTION A : 10 MARKS**  
**BAHAGIAN A : 10 MARKAH**

**INSTRUCTION:**

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

**ARAHAN :**

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

- |            |       |              |       |
|------------|-------|--------------|-------|
| 1. teach   | ..... | 11. masses   | ..... |
| 2. aim     | ..... | 12. analysis | ..... |
| 3. job     | ..... | 13. reply    | ..... |
| 4. seek    | ..... | 14. regret   | ..... |
| 5. system  | ..... | 15. request  | ..... |
| 6. suppose | ..... | 16. often    | ..... |
| 7. cheap   | ..... | 17. meeting  | ..... |
| 8. age     | ..... | 18. radio    | ..... |
| 9. game    | ..... | 19. bank     | ..... |
| 10. best   | ..... | 20. cope     | ..... |

CLO1  
C1

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**SECTION B (I): 10 MARKS**  
**BAHAGIAN B (I): 10 MARKAH**

**INSTRUCTION:**

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

**ARAHAN :**

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

- |                  |                      |
|------------------|----------------------|
| 1. and .....     | 11. enlarge .....    |
| 2. today .....   | 12. particular ..... |
| 3. his .....     | 13. anyone .....     |
| 4. almost .....  | 14. trade .....      |
| 5. dollar .....  | 15. who .....        |
| 6. which .....   | 16. on .....         |
| 7. all .....     | 17. influence .....  |
| 8. Mrs. ....     | 18. gentlemen .....  |
| 9. will .....    | 19. first .....      |
| 10. cannot ..... | 20. put .....        |

CLO1  
C1

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**SECTION B (II) : 10 MARKS**  
**BAHAGIAN B (II): 10 MARKAH**

**INSTRUCTION:**

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

**ARAHAN :**

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

CLO1  
C1

- |                     |                          |
|---------------------|--------------------------|
| 1. and the .....    | 11. you will be .....    |
| 2. is it .....      | 12. it is possible ..... |
| 3. first aid .....  | 13. would you .....      |
| 4. as the .....     | 14. I would be .....     |
| 5. at first .....   | 15. we are not .....     |
| 6. of each .....    | 16. our own .....        |
| 7. which is .....   | 17. it is not .....      |
| 8. on the .....     | 18. once again .....     |
| 9. put the .....    | 19. as soon as .....     |
| 10. if he can ..... | 20. your own .....       |

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

**INSTRUCTION:**

Write the following words using shorthand outlines. You are required to use Pitman 2000 System.

**ARAHAN :**

*Tuliskan ayat-ayat berikut menggunakan gubahan 'shorthand'. Anda dikehendaki menggunakan Sistem Pitman 2000.*

**Question:**

Dear all staff,

Recently, there has been a number of complaints from customers about the late delivery of orders. This sort of incident cannot be allowed to continue and, instead of accepting delays as normal, managers are asked to check their own departments to see closely where the delay occurs.

**[50 words]**

**Answer:**

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CLO2  
C2

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**SECTION D: 30 MARKS**  
**BAHAGIAN D: 30 MARKAH**

**INSTRUCTION:**

Lecturer will read one dictation passage. Students are required to write the dictation by using Shorthand Pitman 2000 System.

**ARAHAN :**

CLO3  
C3

*Pensyarah akan membaca satu petikan bacaan. Para pelajar dikehendaki mengambil bacaan menggunakan Sistem Shorthand Pitman 2000.*

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**END OF QUESTION**

**SOALAN TAMAT**

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