



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

**JABATAN PERDAGANGAN**

**PEPERIKSAAN AKHIR**

**SESI DISEMBER 2016**

**DPK 1013 : SHORTHAND 1**

**TARIKH : 05 APRIL 2017**

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

---

Kertas ini mengandungi **TUJUH (7)** halaman bercetak.  
Struktur (4 soalan)

Dokumen sokongan yang disertakan : Tiada

---

**JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN**

(CLO yang tertera hanya sebagai rujukan)

©COPYRIGHT PMU

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

**VOCABULARY (10 marks)**

**INSTRUCTION:**

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

**ARAHAN :**

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gurisan 'shorthand' bagi perkataan-perkataan berikut:*

CLO1  
C1

- |            |       |                   |       |
|------------|-------|-------------------|-------|
| 1. beat    | _____ | 11. anxious       | _____ |
| 2. game    | _____ | 12. analysis      | _____ |
| 3. big     | _____ | 13. model         | _____ |
| 4. ages    | _____ | 14. except        | _____ |
| 5. system  | _____ | 15. quick         | _____ |
| 6. discuss | _____ | 16. later         | _____ |
| 7. switch  | _____ | 17. will continue | _____ |
| 8. occupy  | _____ | 18. fashionable   | _____ |
| 9. erase   | _____ | 19. pavement      | _____ |
| 10. figure | _____ | 20. lately        | _____ |

©COPYRIGHT PMU

**SECTION B : 10 MARKS**  
**BAHAGIAN B : 10 MARKAH**

**QUESTION 1: SHORT FORMS (10 marks)**

**INSTRUCTION:**

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

**ARAHAN :**

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gurisan 'shorthand' bagi ringkasan perkataan-perkataan berikut:*

CLO1  
C1

- |                |       |                  |       |
|----------------|-------|------------------|-------|
| 1. anything    | _____ | 11. knowledge    | _____ |
| 2. before      | _____ | 12. large        | _____ |
| 3. cannot      | _____ | 13. more         | _____ |
| 4. difficulty  | _____ | 14. nothing      | _____ |
| 5. enlarge     | _____ | 15. ought        | _____ |
| 6. from        | _____ | 16. particularly | _____ |
| 7. gentleman   | _____ | 17. something    | _____ |
| 8. his         | _____ | 18. therefore    | _____ |
| 9. information | _____ | 19. will         | _____ |
| 10. its        | _____ | 20. yourself     | _____ |

©COPYRIGHT PMU

**SECTION B : 10 MARKS**  
**BAHAGIAN B : 10 MARKAH**

**QUESTION 2: PHRASES (10 marks)**

**INSTRUCTION:**

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

**ARAHAN :**

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gurisan 'shorthand' bagi ringkasan perkataan-perkataan berikut:*

CLO1  
C1

- |                    |       |                      |       |
|--------------------|-------|----------------------|-------|
| 1. of the          | _____ | 11. I will not       | _____ |
| 2. as to the       | _____ | 12. I think there is | _____ |
| 3. at first        | _____ | 13. to complete      | _____ |
| 4. we think the    | _____ | 14. your association | _____ |
| 5. set out         | _____ | 15. pay the          | _____ |
| 6. we are          | _____ | 16. which is         | _____ |
| 7. Dear Sir        | _____ | 17. must be          | _____ |
| 8. more than       | _____ | 18. this is/has      | _____ |
| 9. yours sincerely | _____ | 19. we are           | _____ |
| 10. it would be    | _____ | 20. too much         | _____ |

©COPYRIGHT PMU

**SECTION C : 20 MARKS**  
**BAHAGIAN C : 20 MARKAH**

**QUESTION 1: ESSAY (20 marks)**

**INSTRUCTION:**

Transcribe these shorthand outlines.

**ARAHAN:**

Terjemahkan gubahan 'shorthand' berikut.

CLO2  
C2

The image shows four lines of shorthand outlines on a four-line grid. Each line contains ten symbols. The symbols are stylized, cursive-like characters with various strokes, dots, and lines, representing words in shorthand. The symbols are arranged horizontally across the grid lines.

(50 words)

©COPYRIGHT PMU



©COPYRIGHT PMU