



BAHAGIAN PEPERIKSAAN DAN PENILAIAN  
JABATAN PENDIDIKAN POLITEKNIK  
KEMENTERIAN PENDIDIKAN TINGGI

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR

SESI JUN 2015

DPK1013: SHORTHAND 1

TARIKH : 20 OKTOBER 2015  
MASA : 8.30 AM – 10.30 AM (2 JAM)

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

Bahagian A: Subjektif (20 soalan)

Bahagian B: Subjektif 1 (20 soalan)

Subjektif 2 (20 soalan)

Bahagian C: Esei (2 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 : 10 MARKS**  
**BAHAGIAN A : 10 MARKAH**

**SECTION A VOCABULARY (10 marks)**  
**BAHAGIAN A VOCABULARY (10 markah)**

**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 gubahan shorthand bagi perkataan-perkataan berikut:*

CLO1  
C1

- |           |       |               |       |
|-----------|-------|---------------|-------|
| 1. bee    | _____ | 11. manager   | _____ |
| 2. cheap  | _____ | 12. down      | _____ |
| 3. aim    | _____ | 13. life      | _____ |
| 4. talk   | _____ | 14. specially | _____ |
| 5. system | _____ | 15. found     | _____ |
| 6. days   | _____ | 16. hard      | _____ |
| 7. much   | _____ | 17. here      | _____ |
| 8. poster | _____ | 18. budget    | _____ |
| 9. test   | _____ | 19. equip     | _____ |
| 10. most  | _____ | 20. while     | _____ |

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

**QUESTION 1: SHORT FORMS (10 marks)**  
**SOALAN 1: RINGKASAN (10 markah)**

**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 gubahan shorthand lagi perkataan-perkataan ringkasan berikut:*

CLO1  
C1

- |                 |       |                  |       |
|-----------------|-------|------------------|-------|
| 1. be           | _____ | 11. manufacture  | _____ |
| 2. today        | _____ | 12. anyone       | _____ |
| 3. all          | _____ | 13. influential  | _____ |
| 4. first        | _____ | 14. particular   | _____ |
| 5. always       | _____ | 15. gentlemen    | _____ |
| 6. difficult    | _____ | 16. therefore    | _____ |
| 7. thank        | _____ | 17. nothing      | _____ |
| 8. satisfactory | _____ | 18. satisfaction | _____ |
| 9. your         | _____ | 19. enlargement  | _____ |
| 10. before      | _____ | 20. without      | _____ |

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

**QUESTION 2: PHRASES (10 marks)**  
**SOALAN 2: RANGKAIKATA (10 markah)**

**INSTRUCTION:**

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

**ARAHAN :**

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

CLO1  
C1

- |                     |       |                |       |
|---------------------|-------|----------------|-------|
| 1. I have been      | _____ | 11. this is    | _____ |
| 2. our own          | _____ | 12. so much    | _____ |
| 3. next week        | _____ | 13. get off    | _____ |
| 4. I will be        | _____ | 14. we are     | _____ |
| 5. in there         | _____ | 15. I received | _____ |
| 6. to commit        | _____ | 16. Dear Sir   | _____ |
| 7. your association | _____ | 17. I agree    | _____ |
| 8. your attention   | _____ | 18. do the     | _____ |
| 9. we think the     | _____ | 19. and the    | _____ |
| 10. should be       | _____ | 20. as to the  | _____ |

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

**QUESTION 1**  
**SOALAN 1**

**INSTRUCTION:**  
Transcribe these shorthand outlines into words.

**ARAHAN:**  
Tukarkan gurisan 'shorthand' berikut kepada perkataan.

CLO2  
C2

(50 words)

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

**INSTRUCTION:**

Questions will be read by the course lecturer at a speed of 30 words per minute for two (2) minutes.

**ARAHAN:**

*Soalan akan dibacakan oleh pensyarah kursus dengan kelajuan 30 patah perkataan seminit selama 2 minit.*

CLO3  
C3

We are glad to give you a / few references for the Expo Book Company./  
This firm is well known to us, and / we have had large business dealings with/  
them through the years. Expo Book Company is / a highly reliable firm,  
financially sound and / prompts in the payment of bills. You should / have no  
indecision about spreading credit to them.//

**(60 words)**