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 : 2026/2027

DPK10093: SHORTHAND 1

TARIKH : 04 NOVEMBER 2026
MASA : 8.30 PAGI – 10.30 PAGI (2 JAM)

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

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** using Pitman 2000 System.

ARAHAN:
*Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Berikan gurisan 'shorthand' bagi **perkataan-perkataan** berikut menggunakan Sistem Pitman 2000.*

CLO1

1.	page	: _____	11.	give	: _____
2.	bay	: _____	12.	raise	: _____
3.	chew	: _____	13.	air	: _____
4.	game	: _____	14.	pray	: _____
5.	add	: _____	15.	funny	: _____
6.	zoo	: _____	16.	please	: _____
7.	job	: _____	17.	reply	: _____
8.	past	: _____	18.	fly	: _____
9.	yes	: _____	19.	hope	: _____
10.	if	: _____	20.	quick	: _____

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 Pitman 2000 System.

ARAHAN:
*Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Isikan gurisan 'shorthand' bagi **rangkai kata** berikut menggunakan Sistem Pitman 2000.*

CLO1

1.	put the	: _____	11.	so much	: _____
2.	to the	: _____	12.	we are	: _____
3.	The peach	: _____	13.	to our	: _____
4.	is it	: _____	14.	of course	: _____
5.	which is	: _____	15.	more than	: _____
6.	at first	: _____	16.	at all	: _____
7.	must be	: _____	17.	if only	: _____
8.	should be	: _____	18.	as soon as	: _____
9.	I came	: _____	19.	he is	: _____
10.	we have	: _____	20.	were not	: _____

TERBUKA

SECTION C (II): 20 MARKS

BAHAGIAN C (II): 20 MARKAH

INSTRUCTION:
Construct the following sentences using shorthand outlines. You are required to use Pitman 2000 System.

ARAHAN:
Bina ayat-ayat berikut menggunakan gurisan 'shorthand'. Anda dikehendaki menggunakan Sistem Pitman 2000.

CLO1

I brought my family to a trip last month. We went to a wonderful place and stayed at small villa. We visited many places and tried variety of local and western foods during the trip. We also took great photos. We were very happy because we could spend time together.

[50 words]

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TERBUKA

SOALAN TAMAT