

SULIT



**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 – 10.30 PAGI (2 JAM)

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

Struktur (3 soalan)

Dokumen sokongan yang disertakan : Tiada

JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN

(CLO yang tertera hanya sebagai rujukan)

SULIT

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* gurisan '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 gurisan 'shorthand' bagi **rangkai kata** berikut menggunakan Sistem Pitman 2000.*

CLO 1

- | | | | |
|------------------------|-------|---------------------|-------|
| 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 | _____ |

SECTION C (1): 20 MARKS

BAHAGIAN C (I): 20 MARKAH

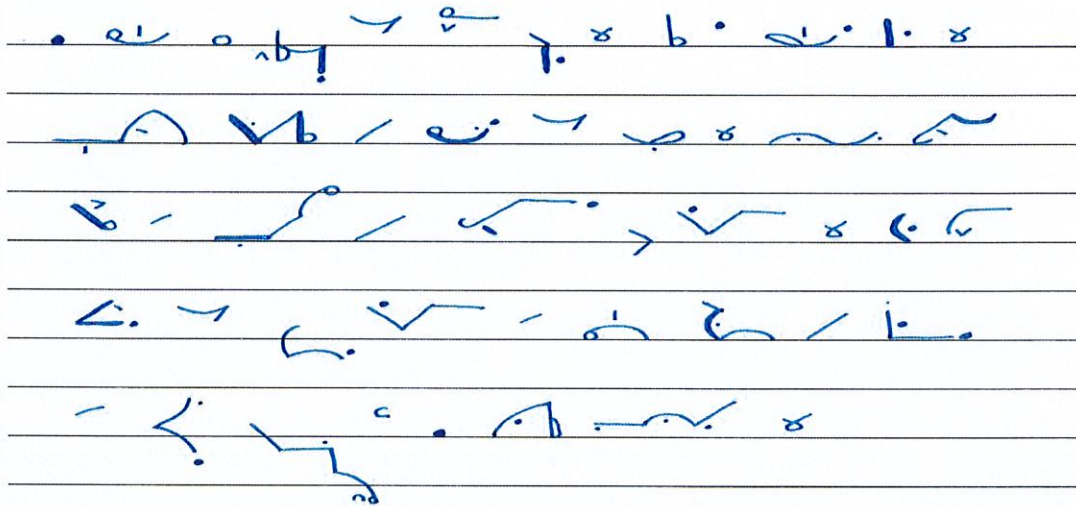
INSTRUCTION:

Transcribe the following shorthand outlines into words.

ARAHAN :

Terjemahkan gurisan 'shorthand' berikut kepada perkataan.

Question:



(50 words)

Answer:

CLO1

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INSTRUCTION:

ARAHAN:

Question:

(50 words)

Answer:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SOALAN TAMAT