

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

DPK20062: SHORTHAND 2

**TARIKH : 9 DISEMBER 2024
MASA : 8.30 PAGI – 10.30 PAGI (2 JAM)**

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

Bahagian A: Struktur (1 soalan)

Bahagian B: Struktur (2 soalan)

Bahagian C: Esei (2 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. Write the shorthand outlines for the following words.

ARAHAN:

Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Guriskan gurisan "shorthand" bagi perkataan-perkataan berikut.

CLO1

- | | |
|------------------|----------------------|
| 1. display | 11. approve |
| 2. address | 12. into |
| 3. scrape | 13. win |
| 4. wafer | 14. drawn |
| 5. summer | 15. station |
| 6. travel | 16. consider |
| 7. finally | 17. comic |
| 8. vast | 18. community |
| 9. visit | 19. adjustment |
| 10. dive | 20. keenly |

SECTION B (I) : 20 MARKS**BAHAGIAN B (I) : 20 MARKAH****INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. Write the shorthand outlines for the following short forms using shorthand rules.

ARAHAN:

*Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Guriskan gubahan "shorthand" bagi ringkasan berikut menggunakan peraturan "shorthand".*

CLO1

- | | |
|---------------------|---------------------------|
| 1. could | 11. yourself |
| 2. able to | 12. several |
| 3. toward | 13. manufacture |
| 4. more | 14. responsible |
| 5. there | 15. cannot |
| 6. commercial | 16. information |
| 7. therefore | 17. satisfaction |
| 8. difficult | 18. gentleman |
| 9. very | 19. acknowledgement |
| 10. thankful | 20. enlargement |

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 shorthand rules.

ARAHAN :

*Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Guriskan gubahan "shorthand" bagi rangkai kata berikut menggunakan peraturan "shorthand".*

CLO1

- | | |
|-----------------------|-----------------------|
| 1. of course | 11. if it is |
| 2. by all means | 12. it has been |
| 3. unable to | 13. at once |
| 4. there is | 14. he can |
| 5. I gather | 15. our own |
| 6. it will only | 16. in control |
| 7. in order to | 17. to commit |
| 8. you have | 18. a committee |
| 9. copy of | 19. some other |
| 10. very much | 20. in fact |

SECTION C (1) : 20 MARKS
BAHAGIAN C (I): 20 MARKAH

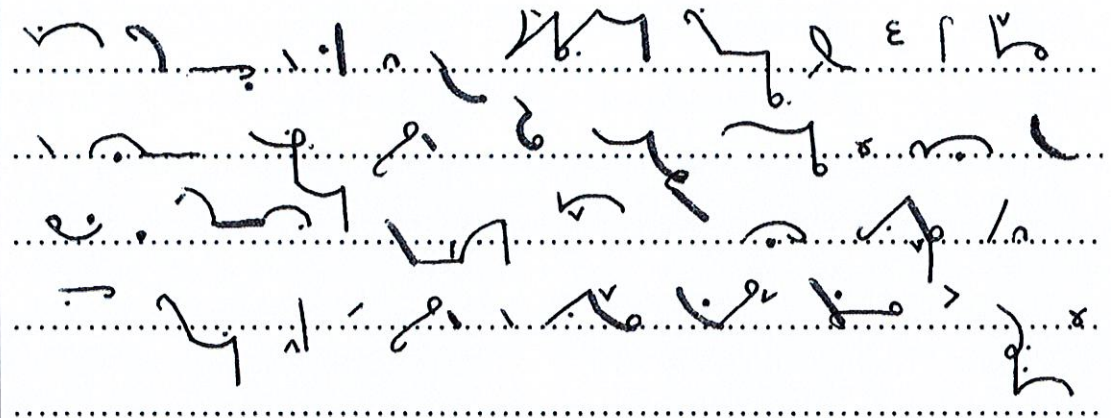
INSTRUCTION:

Transcribe the following shorthand outlines into words.

ARAHAN:

Terjemahkan gurisan 'shorthand' berikut kepada perkataan.

CLO1



[50 words]

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

Transcribe the following words using shorthand outlines. You are required to use shorthand rules.

ARAHAN:

Terjemahkan ayat-ayat berikut menggunakan gubahan 'shorthand'. Anda dikehendaki menggunakan peraturan 'shorthand'.

CLO1

The booklet is small enough to fit into your card holder, the back of your phone case or the tiniest purse or pocket. You can read it over and over again, and you will find you can read faster each time. You can write over the top of the outlines.

[50 words]

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END OF QUESTIONS
SOALAN TAMAT