

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 II : 2024/2025

DPK10093 : SHORTHAND 1

TARIKH : 14 MEI 2025

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: Struktur (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)** questions. Write the shorthand outlines for the following **WORDS** using Pitman 2000 System.

ARAHAN :

Bahagian ini mengandungi DUA PULUH (20) soalan. Tuliskan gurisan bagi PERKATAAN-PERKATAAN berikut menggunakan Sistem Pitman 2000.

CLO1

- | | | | |
|------------|-------|--------------|-------|
| 1. pea | _____ | 11. vast | _____ |
| 2. age | _____ | 12. raises | _____ |
| 3. team | _____ | 13. earth | _____ |
| 4. make | _____ | 14. near | _____ |
| 5. essay | _____ | 15. announce | _____ |
| 6. choose | _____ | 16. loading | _____ |
| 7. sisters | _____ | 17. luck | _____ |
| 8. web | _____ | 18. head | _____ |
| 9. yes | _____ | 19. radio | _____ |
| 10. office | _____ | 20. quick | _____ |

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

INSTRUCTION:

This section consists of **TWENTY (20)** questions. Write the shorthand outlines for the following **WORDS** using Pitman 2000 System.

ARAHAN :

*Bahagian ini mengandungi **DUA PULUH (20)** soalan. Tuliskan gurisan bagi **RINGKASAN** berikut menggunakan Sistem Pitman 2000.*

CLO1

- | | | | |
|---------------|-------|------------------|-------|
| 1. should | _____ | 11. how | _____ |
| 2. thank | _____ | 12. hour/our | _____ |
| 3. today | _____ | 13. tomorrow | _____ |
| 4. which | _____ | 14. in/any | _____ |
| 5. altogether | _____ | 15. anyone | _____ |
| 6. is/his | _____ | 16. thankful | _____ |
| 7. first | _____ | 17. subject | _____ |
| 8. we | _____ | 18. immediate | _____ |
| 9. yesterday | _____ | 19. particularly | _____ |
| 10. you | _____ | 20. gentleman | _____ |

SECTION B (II) : 20 MARKS
BAHAGIAN B (II) : 20 MARKAH

INSTRUCTION:

This section consists of **TWENTY (20)** questions. Write the shorthand outlines for the following **WORDS** using Pitman 2000 System.

ARAHAN :

Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tuliskan gurisan bagi RANGKAI KATA berikut menggunakan Sistem Pitman 2000.

- | | | | | |
|------|-----------------|-------|------------------|-------|
| CLO1 | 1. put the | _____ | 11. out of | _____ |
| | 2. and the | _____ | 12. we are | _____ |
| | 3. to do | _____ | 13. to your | _____ |
| | 4. pay the | _____ | 14. at once | _____ |
| | 5. is it | _____ | 15. already been | _____ |
| | 6. which is | _____ | 16. by all | _____ |
| | 7. first aid | _____ | 17. I will | _____ |
| | 8. always be | _____ | 18. would you | _____ |
| | 9. we think the | _____ | 19. he can | _____ |
| | 10. I came | _____ | 20. it is not | _____ |

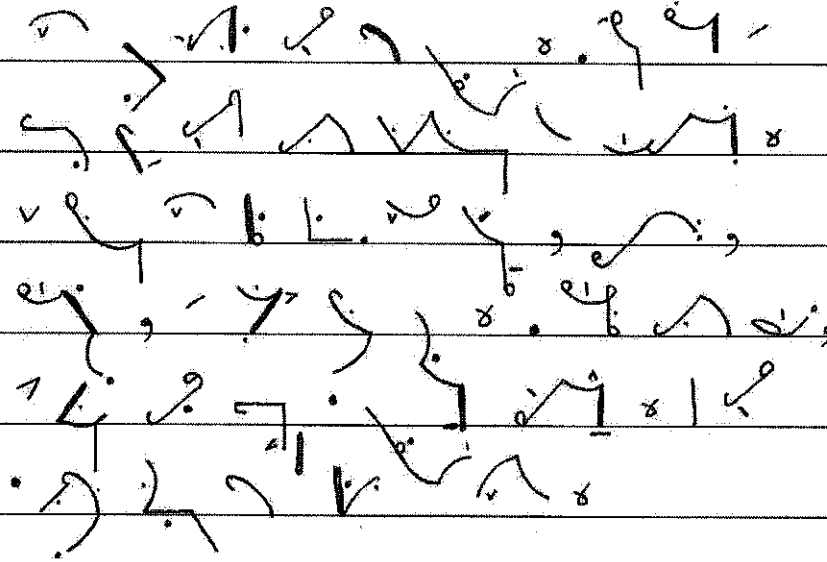
SECTION C (I): 20 MARKS**BAHAGIAN C (I) : 20 MARKAH****INSTRUCTION:**

Transcribe the following shorthand outlines into words.

ARAHAN:

CLO1

Terjemahkan gurisan 'shorthand' berikut kepada perkataan.



(50 words)

SECTION C (II) : 20 MARKS

BAHAGIAN C (II) : 20 MARKAH

INSTRUCTION:

Write the following sentences using shorthand outline. You are required to use Pitman 2000 System.

ARAHAN:

Tuliskan ayat-ayat berikut menggunakan gurisan 'shorthand'. Anda dikehendaki menggunakan Sistem Pitman 2000.

CLO1

During my school holidays, I enjoy spending time with family and friends. I visit places like parks and beaches and sometimes go on short trips. I also catch up on hobbies like reading, drawing, and playing sports. It is a fun and relaxing time to recharge before school starts again. **(50 words)**

[illegible]

SOALAN TAMAT