

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

DPK20062 : SHORTHAND 2

TARIKH : 18 MEI 2025

MASA : 11.30 PAGI - 1.30 PETANG (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)** questions. Write the shorthand outlines for the following words.

ARAHAN :

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

CLO1

- | | |
|------------------|------------------------|
| 1. break | 11. activity |
| 2. vital | 12. sickness |
| 3. display | 13. shine |
| 4. energy | 14. division |
| 5. sooner | 15. position |
| 6. recover | 16. confirm |
| 7. rivals | 17. concern |
| 8. office | 18. recognize |
| 9. vote | 19. announcement |
| 10. waves | 20. lively |

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 short forms using shorthand rules.

ARAHAN:

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

CLO1

- | | |
|----------------------|---------------------------|
| 1. could | 11. yourself |
| 2. particular | 12. influential |
| 3. accordingly | 13. before |
| 4. more | 14. anyone |
| 5. there | 15. cannot |
| 6. commercial | 16. gentlemen |
| 7. therefore | 17. information |
| 8. have | 18. responsible |
| 9. from | 19. acknowledgement |
| 10. thankful | 20. enlargement |

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 phrases using shorthand rules.

ARAHAN :

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

CLO1

- | | |
|--------------------------|-------------------------|
| 1. of course | 11. very much |
| 2. by all | 12. I have been |
| 3. you are able to | 13. it has been |
| 4. there is | 14. next month |
| 5. there may be | 15. he can |
| 6. it will only | 16. in control |
| 7. in order to | 17. all concerned |
| 8. may have | 18. a committee |
| 9. ought to have | 19. some other |
| 10. copy of | 20. if there is |

SECTION C: 40 MARKS
BAHAGIAN C: 40 MARKAH

QUESTION 1: 20 MARKS
SOALAN 1: 20 MARKAH

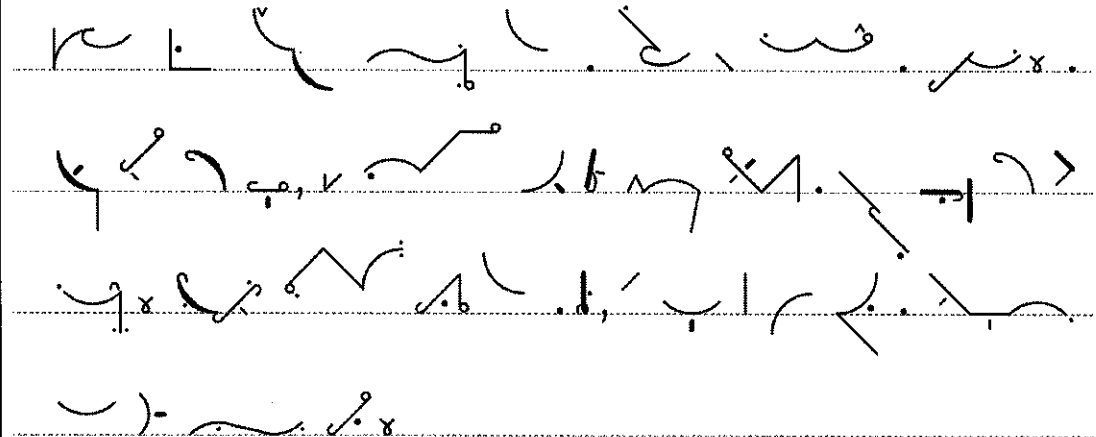
INSTRUCTION:

Transcribe the following shorthand outlines into words.

ARAHAN:

Terjemahkan gurisan "shorthand" berikut kepada perkataan.

CLO1



[50 words]

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QUESTION 2: 20 MARKS**SOALAN 2: 20 MARKAH****INSTRUCTION:**

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

ARAHAN:

Tuliskan ayat-ayat berikut menggunakan gurisan 'shorthand'. Anda dikehendaki menggunakan peraturan 'shorthand'.

CLO1

Anyone hopeful to a leadership position in the office must commit fully to their tasks. Sooner or later, their commitment will motivate confidence. For those casting a vote, please consider someone who truly embodies integrity. Leadership is not about titles; it is about the ability to guide and lift everyone.

[50 words]

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SOALAN TAMAT