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 : 2025/2026

DPK10093 : SHORTHAND 1

TARIKH : 26 NOVEMBER 2025
MASA : 11.30 PAGI – 1.30 PETANG (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)

SULIT

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.

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

CLO1

1.	each	_____	11.	going	_____
2.	page	_____	12.	raise	_____
3.	boat	_____	13.	prime	_____
4.	team	_____	14.	fresh	_____
5.	easy	_____	15.	train	_____
6.	city	_____	16.	mail	_____
7.	pauses	_____	17.	claim	_____
8.	master	_____	18.	final	_____
9.	whip	_____	19.	high	_____
10.	vast	_____	20.	quick	_____

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

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

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

CLO1

1.	a/an	_____	11.	would	_____
2.	to	_____	12.	hour	_____
3.	today	_____	13.	year	_____
4.	large	_____	14.	more	_____
5.	together	_____	15.	anything	_____
6.	as/has	_____	16.	influential	_____
7.	almost	_____	17.	thankful	_____
8.	but	_____	18.	largely	_____
9.	should	_____	19.	particular	_____
10.	you	_____	20.	gentlemen	_____

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 shorthand rules.

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

CLO1

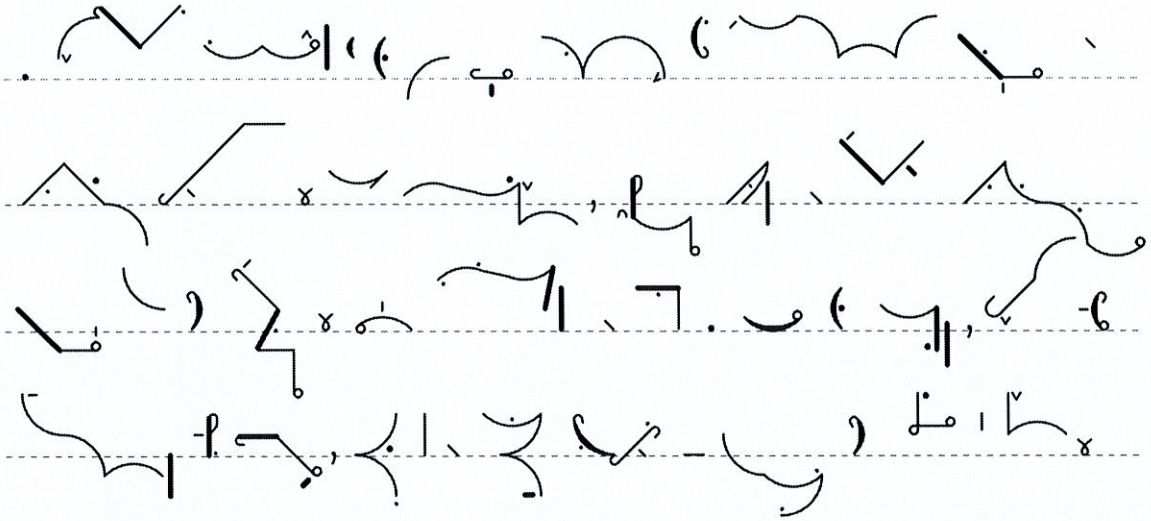
1.	of the	_____	11.	how much	_____
2.	pay the	_____	12.	we are	_____
3.	the peach	_____	13.	they are	_____
4.	is it	_____	14.	I trust	_____
5.	which is	_____	15.	I have been	_____
6.	first aid	_____	16.	at all	_____
7.	but the	_____	17.	it will only	_____
8.	always be	_____	18.	as soon as	_____
9.	I came	_____	19.	he would	_____
10.	may have	_____	20.	some time	_____

SECTION C (I): 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 gurisan 'shorthand'. Anda dikehendaki menggunakan peraturan 'shorthand'.

CLO1 Our manager called several suppliers to inform them that the transfer was going to arrive late due to a truck breakdown on the highway. He requested aid to carry the vital goods using smaller vans. Then the drivers worked together, and the packages reached the customers safe and on time.

[50 words]

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SOALAN TAMAT