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

DPK20062: SHORTHAND 2

TARIKH : 27 NOVEMBER 2025
MASA : 2.30 PETANG – 4.30 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.	price	.....	11.	dive	.....
2.	paper	.....	12.	open	.....
3.	rather	.....	13.	even	.....
4.	partial	.....	14.	fashion	.....
5.	play	.....	15.	television	.....
6.	special	.....	16.	company	.....
7.	employ	.....	17.	confirm	.....
8.	fast	.....	18.	will continue	.....
9.	vote	.....	19.	cheaply	.....
10.	pave	.....	20.	fellowship	.....

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.	dear	.....	11.	very	.....
2.	larger	.....	12.	manufacture	.....
3.	able to	.....	13.	thankful	.....
4.	more	.....	14.	anyone	.....
5.	there	.....	15.	responsible	.....
6.	commercial	.....	16.	gentlemen	.....
7.	therefore	.....	17.	information	.....
8.	have	.....	18.	satisfaction	.....
9.	difficult	.....	19.	acknowledgement	.....
10.	before	.....	20.	enlargement	.....

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

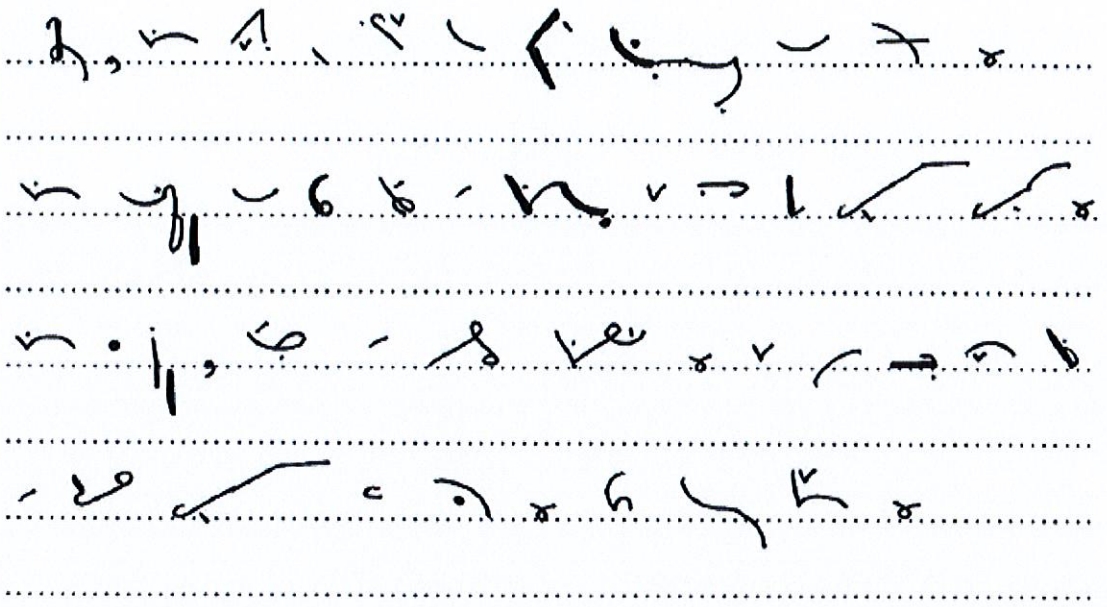
1.	Dear Sir	.....	11.	if only	.....
2.	at all	.....	12.	I had been	.....
3.	by all	.....	13.	more than	.....
4.	there is	.....	14.	your own	.....
5.	there are	.....	15.	next week	.....
6.	I gather	.....	16.	in control	.....
7.	it will only	.....	17.	to commit	.....
8.	you have	.....	18.	a committee	.....
9.	copy of	.....	19.	if there is	.....
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]

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 Learners life is the time when we go to school and learn new things. We read, write, play, and meet new people. Sometimes we feel happy, sometimes sad, but it is a special time. Learners life helps us grow, improve ourselves, and prepare for the upcoming with hope and joy.

[50 words]

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SOALAN TAMAT