



BAHAGIAN PEPERIKSAAN DAN PENILAIAN
JABATAN PENGAJIAN POLITEKNIK
KEMENTERIAN PENDIDIKAN MALAYSIA

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR

SESI JUN 2014

DPK1013 : SHORTHAND 1

TARIKH : 27 OKTOBER 2014

MASA : 8.30 AM - 10.30 AM (2 JAM)

Kertas ini mengandungi **TUJUH (7)** halaman bercetak.

Bahagian A: Struktur (20 soalan)

Bahagian B: Struktur (20 soalan)

Bahagian B: Struktur (20 soalan)

Bahagian C: Esei (1 soalan)

Bahagian D: Esei (1 soalan)

Dokumen sokongan yang disertakan : ~~Kertas Graf, Formula dsb / Tiada~~

JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN

(CLO yang tertera hanya sebagai rujukan)

SHORT ANSWER: 30 MARKS
JAWAPAN RINGKAS: 30 MARKAH

SECTION A: VOCABULARY (10 MARKS)
BAHAGIAN A: PERBENDAHARAAN KATA (10 MARKAH)

INSTRUCTION:

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

ARAHAN:

Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gurisan shorthand bagi perkataan – perkataan berikut menggunakan system Pitman 2000.

CLO1

C1

- | | | | |
|------------|-------|-------------------|-------|
| 1. beat | _____ | 11. anxious | _____ |
| 2. game | _____ | 12. analysis | _____ |
| 3. big | _____ | 13. model | _____ |
| 4. ages | _____ | 14. except | _____ |
| 5. system | _____ | 15. quick | _____ |
| 6. discuss | _____ | 16. later | _____ |
| 7. switch | _____ | 17. will continue | _____ |
| 8. occupy | _____ | 18. fashionable | _____ |
| 9. erase | _____ | 19. pavement | _____ |
| 10. figure | _____ | 20. lately | _____ |

[10 marks]
 [10 markah]

SECTION B: SHORT FORMS (10 MARKS)
BAHAGIAN B: RINGKASAN (10 MARKAH)

INSTRUCTION:

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

ARAHAN:

Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gurisan shorthand bagi perkataan-perkataan berikut menggunakan system Pitman 2000.

- | | | | |
|--------------------|-------|---------------|-------|
| 1. acknowledgement | _____ | 11. I | _____ |
| 2. information | _____ | 12. we | _____ |
| 3. without | _____ | 13. almost | _____ |
| 4. therefore | _____ | 14. all | _____ |
| 5. toward | _____ | 15. today | _____ |
| 6. immediate | _____ | 16. do | _____ |
| 7. also | _____ | 17. anyhow | _____ |
| 8. in | _____ | 18. gentlemen | _____ |
| 9. dear | _____ | 19. could | _____ |
| 10. are | _____ | 20. knowledge | _____ |

[10 marks]
 [10 markah]

SECTION B: PHRASES (10 MARKS)
BAHAGIAN B: RANGKAI KATA (10 MARKAH)

INSTRUCTION:

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

ARAHAN:

Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Tulis gubahan shorthand bagi perkataan – perkataan berikut menggunakan system Pitman 2000.

CLO1
C1

- | | | | |
|---------------|-------|----------------------|-------|
| 1. of each | _____ | 11. I wrote | _____ |
| 2. pay the | _____ | 12. there is | _____ |
| 3. as to the | _____ | 13. larger than | _____ |
| 4. of us | _____ | 14. you will be | _____ |
| 5. at first | _____ | 15. if he can | _____ |
| 6. should be | _____ | 16. I had not | _____ |
| 7. we have | _____ | 17. if there is | _____ |
| 8. too much | _____ | 18. by contrast | _____ |
| 9. as much as | _____ | 19. to complete | _____ |
| 10. of your | _____ | 20. your association | _____ |

[10 marks]
[10 markah]

ESSAY QUESTION: 40 MARKS

SOALAN ESEI: 40 MARKAH

SECTION C: TRANSCRIPTION (20 MARKS)

SEKSYEN C: TRANSKRIPSI (20 MARKAH)

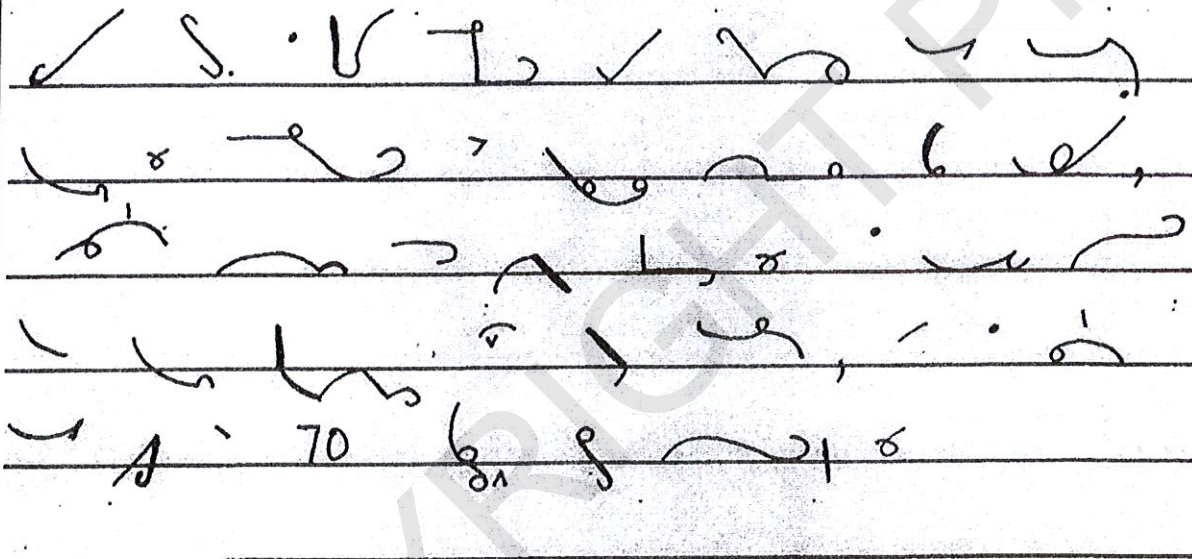
INSTRUCTION:

Transcribe the following shorthand outlines into words. You are required using Pitman 2000 system.

ARAHAN:

Tukarkan gurisan 'shorthand' berikut kepada perkataan. Anda dikehendaki menggunakan system Pitman 2000.

CLO2
C2



(50 words)

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[20 marks]

[20 markah]

SECTION C: WORDS TO OUTLINE (20 MARKS)
SEKSYEN C: GURIS PERKATAAN (20 MARKAH)

INSTRUCTION:

Transcribe the following words into shorthand outlines. You are required to use Pitman 2000 system.

ARAHAN:

Tukarkan ayat – ayat berikut kepada gurisan 'shorthand'. Anda dikehendaki menggunakan system Pitman 2000.

CLO2
C2

Conferences are being held in many centers to attract influential people who wish to get together to form committees in particular areas. Their chief concern will be for the health of the senior citizens, particularly in these difficult days. If you can contribute as a speaker we shall be pleased.

(50 words)

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.....

[20 marks]

[20 markah]

