



BAHAGIAN PEPERIKSAAN DAN PENILAIAN
JABATAN PENGAJIAN POLITEKNIK
KEMENTERIAN PENDIDIKAN MALAYSIA

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR
SESI JUN 2014

PK201 : SHOR'THAND 1

TARIKH : 01 NOVEMBER 2014
MASA : 2.30 PM - 4.30 PM (2 JAM)

Kertas ini mengandungi ENAM (6) halaman bercetak.

Bahagian A: Objektif (20 soalan)

Bahagian B: Struktur (I:20 soalan, II: 20 soalan)

Bahagian C: Esei (I:1 soalan, II:1 soalan)

Dokumen sokongan yang disertakan : Tiada

JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN

(CLO yang tertera hanya sebagai rujukan)

SECTION A : VOCABULARY (10 marks)

INSTRUCTION :

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

ARAHAN :

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

- | | | | |
|-------------|-------|-----------------|-------|
| 1. cheap | _____ | 11. goes | _____ |
| 2. seize | _____ | 12. access | _____ |
| 3. mast | _____ | 13. sweep | _____ |
| 4. achieve | _____ | 14. access | _____ |
| 5. assure | _____ | 15. address | _____ |
| 6. forgot | _____ | 16. certain | _____ |
| 7. policy | _____ | 17. rivals | _____ |
| 8. kind | _____ | 18. hope | _____ |
| 9. quiet | _____ | 19. under | _____ |
| 10. fashion | _____ | 20. appointment | _____ |

SECTION B(I): SHORT FORMS (10 marks)

INSTRUCTION:

This section consists of TWENTY (20) subjective questions. Write the shorthand outlines for the following short forms using Pitman 2000 system.

ARAHAN:

Bahagian ini mengandungi DUA PULUH (20) SOALAN SUBJEKTIF. Tulis gubahan shorthand bagi ringkasan berikut menggunakan sistem Pitman 2000.

- | | | | |
|-----------------|-------|-----------------|-------|
| 1. any | _____ | 11. toward | _____ |
| 2. will | _____ | 12. subject | _____ |
| 3. accordingly | _____ | 13. gentlemen | _____ |
| 4. therefore | _____ | 14. nothing | _____ |
| 5. anybody | _____ | 15. information | _____ |
| 6. satisfaction | _____ | 16. enlargement | _____ |
| 7. anyone | _____ | 17. responsible | _____ |
| 8. knowledge | _____ | 18. able to | _____ |
| 9. dear | _____ | 19. very | _____ |
| 10. tomorrow | _____ | 20. with | _____ |

SECTION B(II) : PHRASES (20 marks)

INSTRUCTION:

This section consists of **TWENTY (20)** subjective questions. Write the shorthand outlines for the following phrases.

ARAHAN :

*Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Tulis gurisan shorthand bagi rangkai kata berikut:*

- | | | | |
|-----------------|-------|-----------------------|-------|
| 1. of the | _____ | 11. by all means | _____ |
| 2. as the | _____ | 12. as soon as | _____ |
| 3. which is | _____ | 13. in order to | _____ |
| 4. we think the | _____ | 14. your association | _____ |
| 5. state of | _____ | 15. pay the | _____ |
| 6. they were | _____ | 16. if it is possible | _____ |
| 7. of course | _____ | 17. this would | _____ |
| 8. I gather | _____ | 18. from time to time | _____ |
| 9. our own | _____ | 19. by contrast | _____ |
| 10. next week | _____ | 20. too much | _____ |

SECTION C (I) : TRANSCRIPTION (35 MARKS)
SEKSYEN C (I) : TRANSKRIPSI (35 MARKAH)

INSTRUCTION:

Transcribe the following shorthand outlines into words.

ARAHAN:

Tukarkan garisan 'shorthand' berikut kepada perkataan.

CLO3.
C3

SECTION C (II) : WORDS TO OUTLINE (35 MARKS)
SEKSYEN C (II) : GURIS PERKATAAN (35 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 sistem Pitman 2000.

CLO3.
C4

Next month, January, make inquiries and talk to anyone who has any influences on manufacturers in this city. Anyone who is responsible for the manufacture of anything should be informed of our newspaper. We have something, in fact everything, to offer notwithstanding anything the manufacturers think they know of us. We do nevertheless have difficulties. The thing is our responsibility more than ever to get the correct facts to them.

(170 words)

Handwriting practice lines consisting of multiple horizontal dotted lines for transcription.

SOALAN TAMAT