



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

DPK10012: SHORTHAND 1

TARIKH : 26 NOVEMBER 2025

MASA : 2.30 PETANG – 4.30 PETANG (2 JAM)

Kertas soalan ini mengandungi **ENAM (6)** halaman bercetak.

Bahagian A: Subjektif (20 soalan)

Bahagian B (I) : Subjektif (20 soalan)

Bahagian B (II) : Subjektif (20 soalan)

Bahagian C (I) : Subjektif (1 soalan)

Bahagian C (II) : Subjektif (1 soalan)

Dokumen sokongan yang disertakan : Tiada

JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN

(CLO yang tertera hanya sebagai rujukan)

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. aid | : | 11. casts | : |
| 2. debt | : | 12. week | : |
| 3. pity | : | 13. youth | : |
| 4. oat | : | 14. items | : |
| 5. essay | : | 15. high | : |
| 6. spaces | : | 16. head | : |
| 7. game | : | 17. audio | : |
| 8. keep | : | 18. door | : |
| 9. making | : | 19. roam | : |
| 10. test | : | 20. loading | : |

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 gubahan "shorthand" bagi ringkasan berikut menggunakan peraturan "shorthand".

CLO1

- | | | | |
|--------------|---------|------------|---------|
| 1. and | : | 11. first | : |
| 2. think | : | 12. we | : |
| 3. do | : | 13. would | : |
| 4. which | : | 14. I | : |
| 5. all | : | 15. who | : |
| 6. together | : | 16. with | : |
| 7. on | : | 17. anyhow | : |
| 8. something | : | 18. are | : |
| 9. knowledge | : | 19. your | : |
| 10. almost | : | 20. will | : |

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 gubahan "shorthand" bagi rangkai kata berikut menggunakan peraturan "shorthand".

CLO1

- | | | | | | |
|-----------------|---|-------|---------------------|---|-------|
| 1. put the | : | | 11. but the | : | |
| 2. of it | : | | 12. should be | : | |
| 3. the beach | : | | 13. I am | : | |
| 4. is it | : | | 14. get out | : | |
| 5. which is | : | | 15. we would be | : | |
| 6. too much | : | | 16. he is | : | |
| 7. I am not | : | | 17. I hope you will | : | |
| 8. you will not | : | | 18. with us | : | |
| 9. not only | : | | 19. I read | : | |
| 10. must be | : | | 20. it is possible | : | |

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

INSTRUCTION:

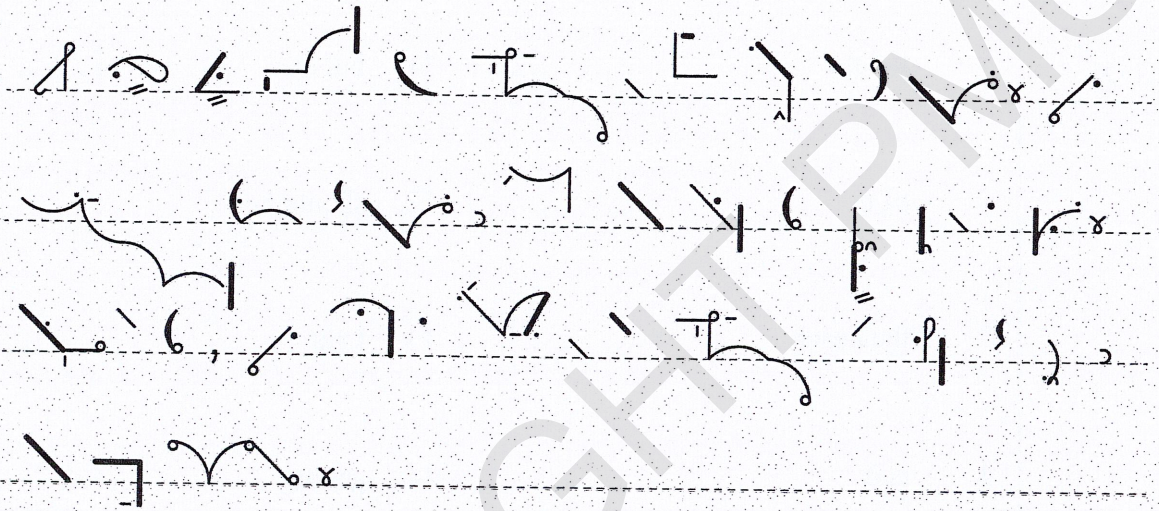
Transcribe the following shorthand outlines into words.

ARAHAN:

Terjemahkan gurisan "shorthand" berikut kepada perkataan.

Question

CLO1



[50 words]

Answer

.....

.....

.....

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.....

SECTION C (II): 20 MARKS

BAHAGIAN C (II): 20 MARKAH

INSTRUCTION:

Transcribe the following passage using shorthand outlines. You are required to use shorthand rules.

ARAHAN:

Terjemahkan ayat-ayat berikut menggunakan gubahan 'shorthand'. Anda dikehendaki menggunakan peraturan 'shorthand'.

CLO1

Question

Last time, the whole team checked all the items and ready to pack. Today, they decided which items should be posted to customers first, while some of the items must be sent in due time. This careful choice was made to ensure each customer got their package in good condition.

[50 words]

Answer

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SOALAN TAMAT

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