



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)

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

CLO1

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|--------------|-------|------------------|-------|
| 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

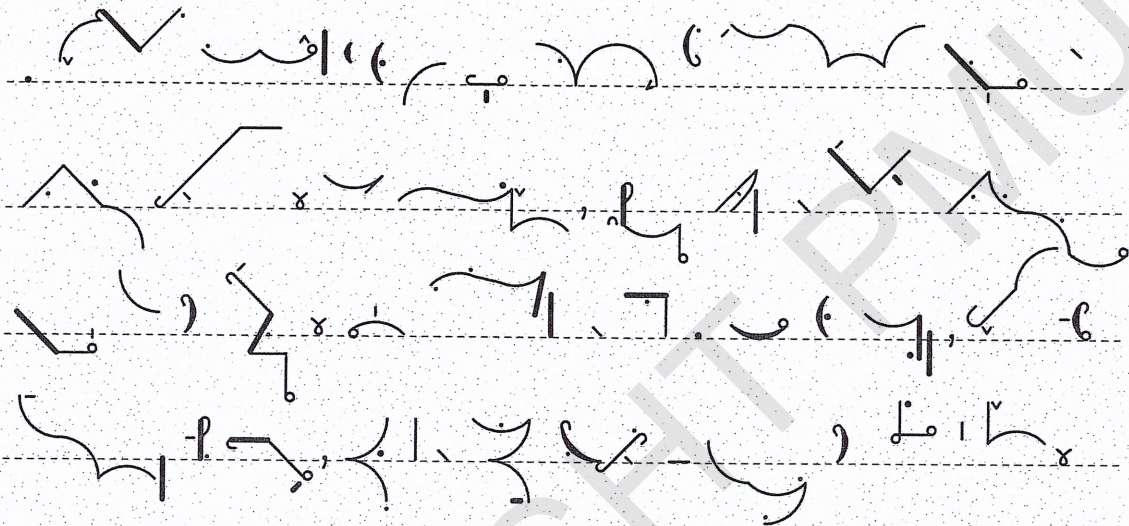
INSTRUCTION:

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 gubahan '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

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