



**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 II 2024/2025**

**DPK10012 : SHORTHAND 1**

**TARIKH : 18 MEI 2025**

**MASA : 2.30 PETANG – 4.30 PETANG (2 JAM)**

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

Bahagian A: Struktur (1 soalan)

Bahagian B: Struktur (2 soalan)

Bahagian C: Struktur (2 soalan)

Dokumen sokongan yang disertakan : Tiada

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**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)** questions. Write the shorthand outlines for the following **WORDS** using Pitman 2000 System.

**ARAHAN :**

*Bahagian ini mengandungi **DUA PULUH (20)** soalan. Tuliskan gurihan bagi **PERKATAAN-PERKATAAN** berikut menggunakan Sistem Pitman 2000.*

CLO1

- |          |       |            |       |
|----------|-------|------------|-------|
| 1. day   | _____ | 11. cast   | _____ |
| 2. page  | _____ | 12. was    | _____ |
| 3. bait  | _____ | 13. yes    | _____ |
| 4. jaw   | _____ | 14. why    | _____ |
| 5. talk  | _____ | 15. head   | _____ |
| 6. obey  | _____ | 16. happy  | _____ |
| 7. may   | _____ | 17. idea   | _____ |
| 8. key   | _____ | 18. raises | _____ |
| 9. boot  | _____ | 19. meal   | _____ |
| 10. past | _____ | 20. repair | _____ |

**SECTION B (I) : 20 MARKS**  
**BAHAGIAN B (I) : 20 MARKAH**

**INSTRUCTION:**

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

**ARAHAN :**

*Bahagian ini mengandungi DUA PULUH (20) soalan. Tuliskan gubahan bagi RINGKASAN berikut menggunakan Sistem Pitman 2000.*

CLO1

- |            |       |               |       |
|------------|-------|---------------|-------|
| 1. be      | _____ | 11. largest   | _____ |
| 2. it      | _____ | 12. yesterday | _____ |
| 3. think   | _____ | 13. we        | _____ |
| 4. all     | _____ | 14. how       | _____ |
| 5. large   | _____ | 15. with      | _____ |
| 6. which   | _____ | 16. who       | _____ |
| 7. but     | _____ | 17. owe/oh    | _____ |
| 8. nothing | _____ | 18. your      | _____ |
| 9. on      | _____ | 19. will      | _____ |
| 10. almost | _____ | 20. also      | _____ |

**SECTION B (II) : 20 MARKS**  
**BAHAGIAN B (II) : 20 MARKAH**

**INSTRUCTION:**

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

**ARAHAN :**

*Bahagian ini mengandungi DUA PULUH (20) soalan. Tuliskan gubahan bagi RANGKAI KATA berikut menggunakan Sistem Pitman 2000.*

CLO1

- |               |       |                  |       |
|---------------|-------|------------------|-------|
| 1. put the    | _____ | 11. on the       | _____ |
| 2. to the     | _____ | 12. we think the | _____ |
| 3. the date   | _____ | 13. always be    | _____ |
| 4. it is the  | _____ | 14. I am         | _____ |
| 5. too much   | _____ | 15. that he      | _____ |
| 6. this city  | _____ | 16. we would be  | _____ |
| 7. I am not   | _____ | 17. he is        | _____ |
| 8. not only   | _____ | 18. we are       | _____ |
| 9. were not   | _____ | 19. I will       | _____ |
| 10. first aid | _____ | 20. you will be  | _____ |

**SECTION C : 40 MARKS**  
**BAHAGIAN C : 40 MARKAH**

**QUESTION 1 : 20 MARKS**  
**SOALAN 1 : 20 MARKAH**

**INSTRUCTION:**

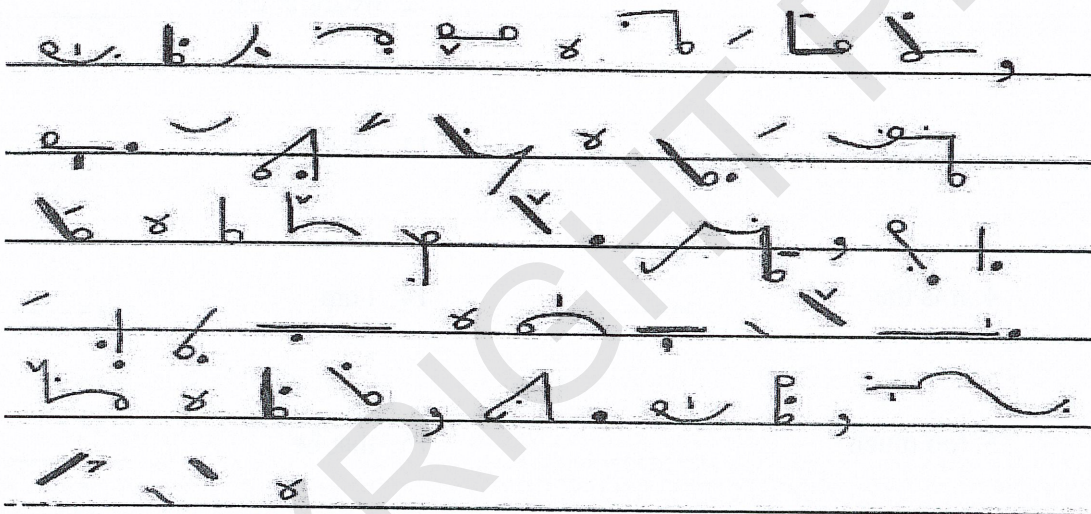
Transcribe the following shorthand outlines into words.

**ARAHAN:**

Terjemahkan gurisan 'shorthand' berikut kepada perkataan.

**Question:**

CLO1



(50 words)

**Answer:**

.....

.....

.....

.....

.....

**QUESTION 2 : 20 MARKS**  
**SOALAN 2 : 20 MARKAH**

**INSTRUCTION:**

Write the following sentences using shorthand outline. You are required to use Pitman 2000 System.

**ARAHAN:**

*Tuliskan ayat-ayat berikut menggunakan gubahan 'shorthand'. Anda dikehendaki menggunakan Sistem Pitman 2000.*

**Question:**

CLO1

It is a sunny day on Sunday. Two of us decided to go to the nearest mall in the city. We bought new books and wears, pay bills and rested at our First Choice Juice Shop and watched new show. Both of us were so happy and enjoyed the day.

**(50 words)**

**Answer:**

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.....  
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.....  
.....  
.....  
.....  
.....

**SOALAN TAMAT**

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