



**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**

**DPK20062 : SHORTHAND 2**

**TARIKH : 18 MEI 2025**

**MASA : 11.30 PAGI - 1.30 PETANG (2 JAM)**

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

Bahagian A: Struktur (1 soalan)

Bahagian B: Struktur (2 soalan)

Bahagian C: Esei (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.

**ARAHAN :**

*Bahagian ini mengandungi DUA PULUH (20) soalan. Guriskan gurisan "shorthand" bagi perkataan-perkataan berikut.*

CLO1

- |                  |                        |
|------------------|------------------------|
| 1. break .....   | 11. activity .....     |
| 2. vital .....   | 12. sickness .....     |
| 3. display ..... | 13. shine .....        |
| 4. energy .....  | 14. division .....     |
| 5. sooner .....  | 15. position .....     |
| 6. recover ..... | 16. confirm .....      |
| 7. rivals .....  | 17. concern .....      |
| 8. office .....  | 18. recognize .....    |
| 9. vote .....    | 19. announcement ..... |
| 10. waves .....  | 20. lively .....       |

**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 short forms using shorthand rules.

**ARAHAN:**

*Bahagian ini mengandungi DUA PULUH (20) soalan. Guriskan gubahan "shorthand" bagi ringkasan berikut menggunakan peraturan "shorthand".*

CLO1

- |                      |                           |
|----------------------|---------------------------|
| 1. could .....       | 11. yourself .....        |
| 2. particular .....  | 12. influential .....     |
| 3. accordingly ..... | 13. before .....          |
| 4. more .....        | 14. anyone .....          |
| 5. there .....       | 15. cannot .....          |
| 6. commercial .....  | 16. gentlemen .....       |
| 7. therefore .....   | 17. information .....     |
| 8. have .....        | 18. responsible .....     |
| 9. from .....        | 19. acknowledgement ..... |
| 10. thankful .....   | 20. enlargement .....     |

**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 phrases using shorthand rules.

**ARAHAN :**

*Bahagian ini mengandungi DUA PULUH (20) soalan. Guriskan gurisan "shorthand" bagi rangkai kata berikut menggunakan peraturan "shorthand".*

CLO1

- |                    |       |                   |       |
|--------------------|-------|-------------------|-------|
| 1. of course       | ..... | 11. very much     | ..... |
| 2. by all          | ..... | 12. I have been   | ..... |
| 3. you are able to | ..... | 13. it has been   | ..... |
| 4. there is        | ..... | 14. next month    | ..... |
| 5. there may be    | ..... | 15. he can        | ..... |
| 6. it will only    | ..... | 16. in control    | ..... |
| 7. in order to     | ..... | 17. all concerned | ..... |
| 8. may have        | ..... | 18. a committee   | ..... |
| 9. ought to have   | ..... | 19. some other    | ..... |
| 10. copy of        | ..... | 20. if there is   | ..... |

**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.

CLO1

The shorthand outlines are as follows:

- Line 1: 10 symbols
- Line 2: 10 symbols
- Line 3: 10 symbols
- Line 4: 4 symbols

[50 words]

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**QUESTION 2: 20 MARKS**

**SOALAN 2: 20 MARKAH**

**INSTRUCTION:**

Write the following words using shorthand outlines. You are required to use shorthand rules.

**ARAHAN:**

*Tuliskan ayat-ayat berikut menggunakan gurisan 'shorthand'. Anda dikehendaki menggunakan peraturan 'shorthand'.*

CLO1

Anyone hopeful to a leadership position in the office must commit fully to their tasks.

Sooner or later, their commitment will motivate confidence. For those casting a vote, please consider someone who truly embodies integrity. Leadership is not about titles; it is about the ability to guide and lift everyone.

[50 words]

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**SOALAN TAMAT**

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