



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 : 2023/2024

DPK10012 : SHORTHAND 1

TARIKH : 18 DECEMBER 2023

MASA : 11.15 AM – 1.15 PM (2 JAM)

Kertas ini mengandungi **LIMA (5)** halaman bercetak.

Bahagian A: Struktur(20 soalan)

Bahagian B(I): Struktur (20 soalan)


Bahagian B(II): Struktur (20 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. Write the shorthand outlines for the following words using shorthand rules.

ARAHAN:

Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tuliskan gubahan "shorthand" bagi perkataan-perkataan berikut menggunakan peraturan "shorthand".

- | | | | |
|------------|-------|-----------|-------|
| 1. beach | _____ | 11. state | _____ |
| 2. tap | _____ | 12. way | _____ |
| 3. date | _____ | 13. yes | _____ |
| 4. peace | _____ | 14. young | _____ |
| 5. choose | _____ | 15. head | _____ |
| 6. city | _____ | 16. him | _____ |
| 7. guess | _____ | 17. hazy | _____ |
| 8. buying | _____ | 18. ready | _____ |
| 9. doing | _____ | 19. lad | _____ |
| 10. master | _____ | 20. like | _____ |

CLO1

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

INSTRUCTION:

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

ARAHAN:

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

- | | | | |
|-------------|-------|--------------|-------|
| 1. and | _____ | 11. who | _____ |
| 2. do | _____ | 12. we | _____ |
| 3. be | _____ | 13. always | _____ |
| 4. this | _____ | 14. should | _____ |
| 5. on | _____ | 15. I | _____ |
| 6. but | _____ | 16. you | _____ |
| 7. together | _____ | 17. that | _____ |
| 8. in/any | _____ | 18. are | _____ |
| 9. with | _____ | 19. your | _____ |
| 10. almost | _____ | 20. tomorrow | _____ |

CLO1

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

INSTRUCTION:

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

ARAHAN:

Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Tuliskan gubahan "shorthand" bagi rangkai kata berikut menggunakan peraturan "shorthand".

CLO1

- | | | | |
|-----------------|-------|----------------|-------|
| 1. do the | _____ | 11. first aid | _____ |
| 2. to date | _____ | 12. always be | _____ |
| 3. be the | _____ | 13. should be | _____ |
| 4. this is | _____ | 14. this week | _____ |
| 5. which is | _____ | 15. he will | _____ |
| 6. it is the | _____ | 16. that he is | _____ |
| 7. with us | _____ | 17. he is | _____ |
| 8. this subject | _____ | 18. they were | _____ |
| 9. next week | _____ | 19. they are | _____ |
| 10. at first | _____ | 20. I am sorry | _____ |

