



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 : 2023/2024

DPK10012: SHORTHAND 1

TARIKH : 05 JUN 2024

MASA : 11.30 PAGI – 1.30 PETANG (2 JAM)

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

Bahagian A: Subjektif (20 soalan)


Bahagian B: Subjektif (40 soalan)

Bahagian C: Subjektif (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. State the shorthand outlines for the following **words** using Pitman 2000 System.

ARAHAN :

Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Nyatakan gubahan 'shorthand' bagi perkataan-perkataan berikut menggunakan Sistem Pitman 2000.

- | | | | |
|-----------|-------|--------------|-------|
| 1. age | | 11. master | |
| 2. ship | | 12. wasted | |
| 3. peach | | 13. why | |
| 4. system | | 14. mouth | |
| 5. saw | | 15. heat | |
| 6. spaces | | 16. happy | |
| 7. catch | | 17. idea | |
| 8. making | | 18. term | |
| 9. quota | | 19. spelling | |
| 10. best | | 20. meals | |

CLO1

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

INSTRUCTION:

This section consists of **TWENTY (20)** subjective questions. **State** the shorthand outlines for the following **short forms** using Pitman 2000 System.

ARAHAN :

Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. **Nyatakan** gubahan 'shorthand' bagi **ringkasan** berikut menggunakan peraturan Sistem Pitman 2000.

- | | | | |
|-------------|-------|---------------|-------|
| 1. be | | 11. largest | |
| 2. to | | 12. yesterday | |
| 3. should | | 13. we | |
| 4. today | | 14. how | |
| 5. although | | 15. who | |
| 6. subject | | 16. oh | |
| 7. but | | 17. anyhow | |
| 8. anybody | | 18. also | |
| 9. nothing | | 19. year | |
| 10. first | | 20. will | |

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 Pitman 2000 System.

ARAHAN :

Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gubahan 'shorthand' bagi rangkaian kata berikut menggunakan Sistem Pitman 2000.

CLO1

- | | |
|------------------------|----------------------|
| 1. of the | 11. on the |
| 2. do the | 12. should be |
| 3. of each | 13. get out |
| 4. is it | 14. I came |
| 5. as to the | 15. he is |
| 6. this is | 16. I would be |
| 7. we are not | 17. that he |
| 8. I do not know | 18. of your |
| 9. I am not | 19. I am sorry |
| 10. first aid | 20. he will |

SECTION C (1): 20 MARKS
BAHAGIAN C (I): 20 MARKAH

INSTRUCTION:

Transcribe the following shorthand outlines into words.

ARAHAN :

Terjemahkan gurisan 'shorthand' berikut kepada perkataan.

Question:

[Shorthand outline 1]

[Shorthand outline 2]

[Shorthand outline 3]

[Shorthand outline 4]

Answer:

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

CLO1

