



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

DPK20062: SHORTHAND 2

TARIKH : 05 JUN 2024

MASA : 8.30 PAGI – 10.30 PAGI (2 JAM)

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

Bahagian A: Subjektif (20 soalan)


Bahagian B: Subjektif (40 soalan)

Bahagian C: Esei (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)** questions. Write the shorthand outlines for the following words.

ARAHAN :

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

CLO1

- | | |
|-------------------|-----------------------|
| 1. price | 11. save |
| 2. maker | 12. assign |
| 3. remember | 13. loan |
| 4. fragile | 14. certain |
| 5. diver | 15. attention |
| 6. wafer | 16. company |
| 7. silver | 17. continue |
| 8. few | 18. recognise |
| 9. vast | 19. adjournment |
| 10. gave | 20. ownership |

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. Guriskan gubahan 'shorthand' bagi ringkasan berikut menggunakan peraturan 'shorthand'.

CLO1

- | | |
|----------------------|---------------------------|
| 1. particular | 11. thankful |
| 2. accordingly | 12. difficult |
| 3. trade | 13. manufacture |
| 4. more | 14. gentleman |
| 5. their | 15. wonderful |
| 6. commercial | 16. information |
| 7. therefore | 17. responsible |
| 8. for | 18. satisfaction |
| 9. several | 19. acknowledgement |
| 10. before | 20. enlargement |

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. Guriskan gubahan 'shorthand' bagi rangkai kata berikut menggunakan peraturan 'shorthand'.

CLO1

- | | |
|-----------------------|---------------------------|
| 1. of course | 11. get off |
| 2. at all costs | 12. already been |
| 3. I agree | 13. at once |
| 4. there are | 14. next month |
| 5. I gather | 15. bigger than |
| 6. it will only | 16. by contrast |
| 7. there may be | 17. on committees |
| 8. you have | 18. in control |
| 9. very much | 19. if there is |
| 10. if only | 20. I know there is |

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

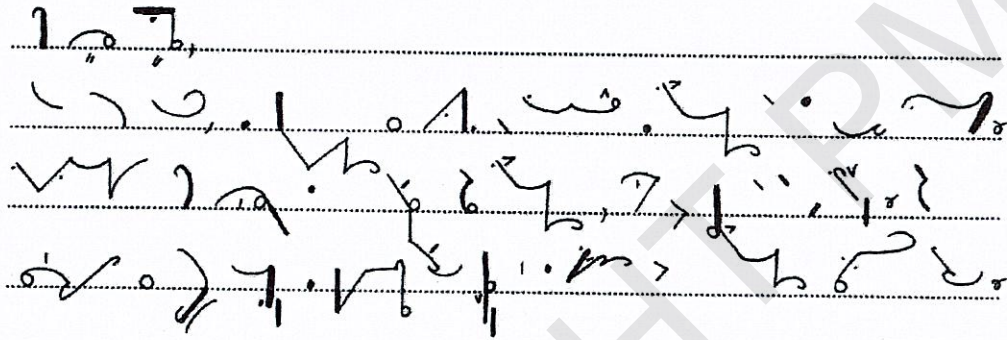
INSTRUCTION:

Transcribe these shorthand outlines into words.

ARAHAN:

Terjemahkan gurisan 'shorthand' berikut kepada perkataan.

CLO1



The image shows four lines of shorthand outlines written on a set of four horizontal lines. The shorthand consists of various symbols, including straight lines, curves, and dots, which are typical of shorthand systems like Pitman or Gregg. The symbols are arranged in a way that suggests they represent a sequence of words.

[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 kepada gurisan 'shorthand'. Anda dikehendaki menggunakan peraturan 'shorthand'.

CLO1

My attention was drawn to your television advertising this week and the mention of an opportunity to test machines in my own office without any obligation to purchase appeals to me. I would very much like to have a discussion with someone about the type of machine I should purchase.

[50 words]

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END OF QUESTION
SOALAN TAMAT