



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 : 2022/2023

DPK10012 : SHORTHAND 1

TARIKH : 12 JUN 2023

MASA : 8.30 PG – 10.30 PG

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

Bahagian A: Struktur(20 soalan)

Bahagian B:Struktur (40 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: 30 MARKS
SEKSYEN A: 30 MARKAH

INSTRUCTION:

This section consists of **TWENTY (20)** subjective questions. State the shorthand outlines for the following words.

ARAHAN:

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

CLO1

- | | | | |
|-----------|-------|------------|-------|
| 1. she | _____ | 11. master | _____ |
| 2. each | _____ | 12. west | _____ |
| 3. edit | _____ | 13. paid | _____ |
| 4. zoo | _____ | 14. young | _____ |
| 5. sauce | _____ | 15. happy | _____ |
| 6. pieces | _____ | 16. idea | _____ |
| 7. quick | _____ | 17. radio | _____ |
| 8. talk | _____ | 18. road | _____ |
| 9. making | _____ | 19. memory | _____ |
| 10. stage | _____ | 20. war | _____ |

SECTION B (I): 15 MARKS

SUSYEN B (I): 15 MARKAH**INSTRUCTION:**

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

ARAHAN:

Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Guriskan gubahan 'shorthand' bagi perkataan-perkataan berikut menggunakan peraturan 'shorthand'

CLO 1

- | | | | | | |
|-----|----------|-------|----|-----------------|-------|
| 1. | it | _____ | 11 | first | _____ |
| 2. | the | _____ | 12 | we | _____ |
| 3. | and | _____ | 13 | this | _____ |
| 4. | all | _____ | 14 | always | _____ |
| 5. | as | _____ | 15 | thing | _____ |
| 6. | together | _____ | 16 | notwithstanding | _____ |
| 7. | today | _____ | 17 | responsible | _____ |
| 8. | which | _____ | 18 | satisfactory | _____ |
| 9. | had | _____ | 19 | enlarge | _____ |
| 10. | almost | _____ | 20 | tomorrow | _____ |

SECTION B (II): 15 MARKS
SEKSYEN B (II): 15 MARKAH

INSTRUCTION:

This section consists of **TWENTY (20)** subjective 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 menggunakan peraturan 'shorthand'.

CLO 1

- | | | | |
|------------------------|-------|---------------------|-------|
| 1. to the | _____ | 11. must be | _____ |
| 2. do the | _____ | 12. we think the | _____ |
| 3. to date | _____ | 13. we shall be | _____ |
| 4. is it | _____ | 14. this is | _____ |
| 5. to us | _____ | 15. it will be | _____ |
| 6. as to the | _____ | 16. yours sincerely | _____ |
| 7. which is | _____ | 17. I will | _____ |
| 8. as soon as possible | _____ | 18. we are | _____ |
| 9. this subject | _____ | 19. with this | _____ |
| 10. at first | _____ | 20. to your | _____ |

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

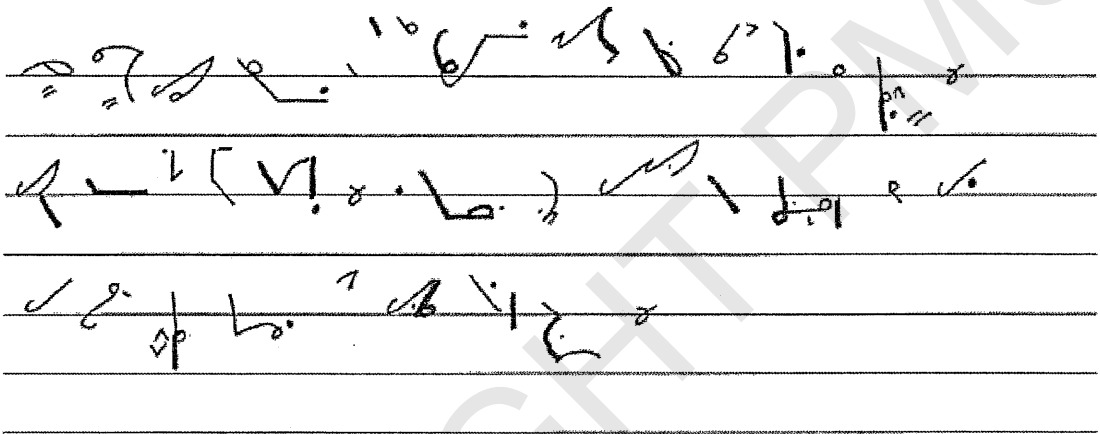
INSTRUCTION:

Transcribe the following shorthand outlines into words.

ARAHAN:

Terjemahkan gubahan 'shorthand' kepada perkataan.

Question:



CLO1

Answer:

Blank lines for writing the answer.

SECTION C (II): 20 MARKS
SEKSYEN C (II): 20 MARKAH

INSTRUCTION:

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

ARAHAN:

Guriskan ayat-ayat berikut menggunakan gurisan 'shorthand'. Anda dikehendaki menggunakan peraturan 'shorthand'.

CLO1

Question:

Our boss rang some customer to tell them that they would not get the cheque a day or two, and this delay was occurred because the boat sank in the sea. Besides that, our boss was asking help to search our missing sailors. The sailors were rescued by coast guard.

(50 words)

Answer:

SOALAN TAMAT