



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

DPK20062: SHORTHAND 2

TARIKH : 12 JUN 2023

MASA : 8.30 PG – 10.30 PTG (2 JAM)

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: 20 MARKS
BAHAGIAN A: 20 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.

CLO1

- | | | | |
|------------|-------|----------------|-------|
| 1. label | _____ | 11. five | _____ |
| 2. scrape | _____ | 12. gives | _____ |
| 3. display | _____ | 13. announce | _____ |
| 4. silver | _____ | 14. train | _____ |
| 5. fly | _____ | 15. solution | _____ |
| 6. energy | _____ | 16. confirm | _____ |
| 7. summer | _____ | 17. uncommon | _____ |
| 8. removal | _____ | 18. committee | _____ |
| 9. vote | _____ | 19. happily | _____ |
| 10. wave | _____ | 20. leadership | _____ |

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 gurisan "shorthand" bagi ringkasan berikut menggunakan peraturan "shorthand".

CLO1

- | | | | |
|----------------|-------|--------------------|-------|
| 1. from | _____ | 11. difficult | _____ |
| 2. more | _____ | 12. largest | _____ |
| 3. very | _____ | 13. thing | _____ |
| 4. thankful | _____ | 14. anyone | _____ |
| 5. knowledge | _____ | 15. responsible | _____ |
| 6. also | _____ | 16. without | _____ |
| 7. influential | _____ | 17. anybody | _____ |
| 8. yourself | _____ | 18. nothing | _____ |
| 9. how | _____ | 19. acknowledgment | _____ |
| 10. for | _____ | 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

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|-------------------|-------|--------------------|-------|
| 1. dear sir | _____ | 11. so much | _____ |
| 2. of course | _____ | 12. this form | _____ |
| 3. I trust | _____ | 13. bigger than | _____ |
| 4. by all | _____ | 14. I had been | _____ |
| 5. it will only | _____ | 15. our own | _____ |
| 6. it is possible | _____ | 16. income tax | _____ |
| 7. you will be | _____ | 17. by contrast | _____ |
| 8. as soon as | _____ | 18. to commit | _____ |
| 9. we have | _____ | 19. your attention | _____ |
| 10. state of | _____ | 20. Pacific Ocean | _____ |

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

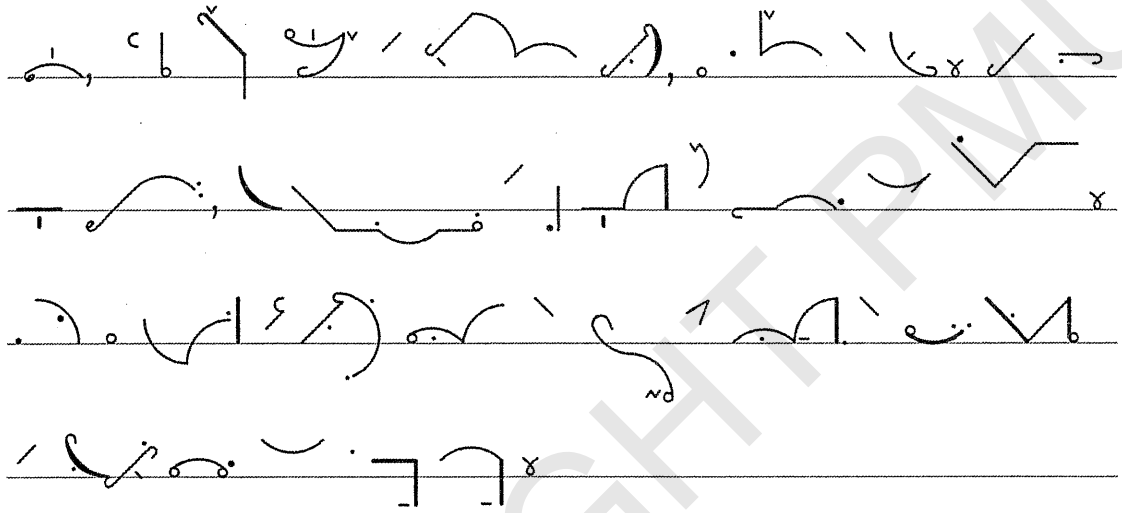
INSTRUCTION:

Transcribe the following shorthand outlines into words.

ARAHAN:

Terjemahkan gurisan "shorthand" berikut kepada perkataan.

CLO1



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

CLO1

An office is a place of work and leadership. It is where people join forces to achieve common goals and make progress. It can be a hectic and active place. The noise of typing and clicking fills the air. Meetings and visionary thinking are common occurrence, and teamwork is vital.

[50 words]

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SOALAN TAMAT