



BAHAGIAN PEPERIKSAAN DAN PENILAIAN
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI
KEMENTERIAN PENGAJIAN TINGGI

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR
SESI I : 2022 / 2023

DPK10012: SHORTHAND 1

TARIKH : 21 DISEMBER 2022
MASA : 8.30 AM – 10.30 AM (2 JAM)

Kertas ini mengandungi ENAM (6) halaman bercetak.
Bahagian A: Struktur (1 soalan)
Bahagian B: Struktur (2soalan)
Bahagian C: Esei (2 soalan)
Dokumen sokongan yang disertakan : Tiada

JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN

(CLO yang tertera hanya sebagai rujukan)

PERPUSTAKAAN
POLITEKNIK MUKAH SARAWAK
(NASKAH PERCUMA)

No. Perolehan

No. Pengkelasan

Tarikh



SECTION A: 30 MARKS
BAHAGIAN A: 30 MARKAH

INSTRUCTION:

This section consists of **THIRTY (30)** subjective questions. Drill the shorthand outlines for the following.

ARAHAN:

Bahagian ini mengandungi TIGA PULUH (30) soalan subjektif. Guriskan gubahan "shorthand" bagi perkataan-perkataan berikut.

CLO1
C1

- | | | | |
|-----------|-------|-------------|-------|
| 1. day | _____ | 11. body | _____ |
| 2. path | _____ | 12. thud | _____ |
| 3. deep | _____ | 13. shook | _____ |
| 4. dash | _____ | 14. doses | _____ |
| 5. edge | _____ | 15. pieces | _____ |
| 6. shed | _____ | 16. boost | _____ |
| 7. ship | _____ | 17. chest | _____ |
| 8. paw | _____ | 18. master | _____ |
| 9. toad | _____ | 19. dusters | _____ |
| 10. tooth | _____ | 20. quick | _____ |

21. stocks _____

22. weak _____

23. whip _____

24. singing _____

25. steel _____

26. aroma _____

27. slope _____

28. hose _____

29. noise _____

30. audio _____

SECTION B (I): 15 MARKS
BAHAGIAN B (I): 15 MARKAH

INSTRUCTION:

This section consists of **FIFTEEN (15)** subjective questions. Drill the shorthand outlines for the following short forms using shorthand rules.

ARAHAN:

Bahagian ini mengandungi LIMA BELAS (15) soalan subjektif. Guriskan gurisan "shorthand" bagi ringkasan berikut menggunakan peraturan "shorthand".

CLO1
C2

- | | | | |
|-------------|-------|-------------|-------|
| 1. be | _____ | 11. should | _____ |
| 2. it | _____ | 12. today | _____ |
| 3. as/has | _____ | 13. could | _____ |
| 4. all | _____ | 14. able to | _____ |
| 5. large | _____ | 15. with | _____ |
| 6. although | _____ | | |
| 7. largest | _____ | | |
| 8. first | _____ | | |
| 9. but | _____ | | |
| 10. we | _____ | | |



SECTION B (I): 15 MARKS
BAHAGIAN B (I): 15 MARKAH

INSTRUCTION:

This section consists of **FIFTEEN (15)** subjective questions. Drill the shorthand outlines for the following phrases using shorthand rules.

ARAHAN:

Bahagian ini mengandungi LIMA BELAS (15) soalan subjektif. Guriskan gurisan "shorthand" bagi rangkaian kata berikut menggunakan peraturan "shorthand".

CLO1
C2

- | | | | |
|---------------|-------|---------------------|-------|
| 1. pay the | _____ | 11. in your | _____ |
| 2. to the | _____ | 12. six months | _____ |
| 3. is it | _____ | 13. always be | _____ |
| 4. as to the | _____ | 14. I hope you will | _____ |
| 5. to his | _____ | 15. if he | _____ |
| 6. they have | _____ | | |
| 7. I came | _____ | | |
| 8. this city | _____ | | |
| 9. at first | _____ | | |
| 10. should be | _____ | | |

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

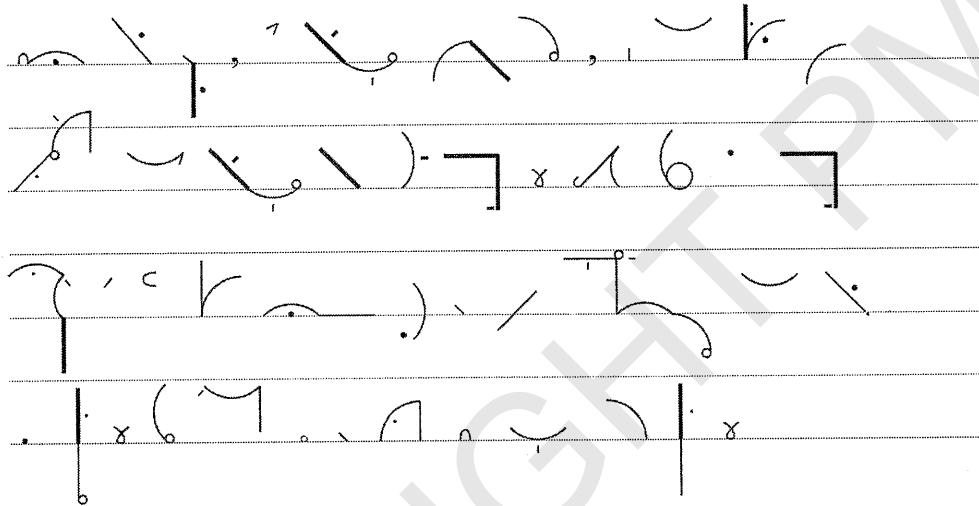
INSTRUCTION:

Transcribe the following shorthand outlines into words.

ARAHAN:

Terjemahkan gurisan "shorthand" berikut kepada perkataan.

CLO1
C3



(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 gubahan 'shorthand'. Anda dikehendaki menggunakan peraturan 'shorthand'.

CLO1
C3

Bank charges are as much today as they were some months ago. Most charges could be stopped immediately. We had to pay some charges at the bank and they make large sums as a result to such charges. The charges should be cancelled attempting to cope with today's rising costs.

(50 words)

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END OF QUESTION
SOALAN TAMAT