



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

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR

SESI I : 2022 / 2023

DPK20062: SHORTHAND 2

TARIKH : 13 DISEMBER 2022

MASA : 8.30 AM – 10.30 AM (2 JAM)

Kertas ini mengandungi **TUJUH (7)** halaman bercetak.

Bahagian A: Struktur (1 soalan)

Bahagian B: Struktur (2 soalan)

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 words.

ARAHAN:

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

CLO1
C1

- | | | | |
|----------------|-------|--------------|-------|
| 1. if | _____ | 11. save | _____ |
| 2. water | _____ | 12. waves | _____ |
| 3. vase | _____ | 13. give | _____ |
| 4. address | _____ | 14. profit | _____ |
| 5. label | _____ | 15. staff | _____ |
| 6. supper | _____ | 16. announce | _____ |
| 7. offer | _____ | 17. bonus | _____ |
| 8. Friday | _____ | 18. pens | _____ |
| 9. adjournment | _____ | 19. fines | _____ |
| 10. level | _____ | 20. nations | _____ |

21. common _____

22. confirm _____

23. control _____

24. contain _____

25. educational _____

26. pavement _____

27. cheaply _____

28. legally _____

29. mainly _____

30. totally _____

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.

CLO1
C2

ARAHAN:

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

- | | | | |
|-----------------|-------|---------------------|-------|
| 1. have | _____ | 11. difficulty | _____ |
| 2. dear | _____ | 12. information | _____ |
| 3. nevertheless | _____ | 13. satisfaction | _____ |
| 4. thankful | _____ | 14. enlargement | _____ |
| 5. anyone | _____ | 15. notwithstanding | _____ |
| 6. largely | _____ | | |
| 7. from | _____ | | |
| 8. before | _____ | | |
| 9. commercial | _____ | | |
| 10. influential | _____ | | |

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

INSTRUCTION:

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

CLO1
C2

ARAHAN :

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

- | | | | |
|-------------------|-------|-----------------|-------|
| 1. there is | _____ | 11. at once | _____ |
| 2. our own | _____ | 12. to complete | _____ |
| 3. at all | _____ | 13. very much | _____ |
| 4. if only | _____ | 14. in control | _____ |
| 5. as soon as | _____ | 15. Dear Sir | _____ |
| 6. who will be | _____ | | |
| 7. it is possible | _____ | | |
| 8. as much as | _____ | | |
| 9. I gather | _____ | | |
| 10. more than | _____ | | |

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

INSTRUCTION:

Transcribe these shorthand outlines into words.

CLO1
C3

ARAHAN:

Terjemahkan gubahan 'shorthand' berikut kepada perkataan.

Handwritten shorthand outlines on a set of four horizontal lines. The first line contains a single character. The second, third, and fourth lines each contain a sequence of characters representing words.

(50 words)



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

INSTRUCTION:

Transcribe this sentences into shorthand outlines.

CLO1
C3

ARAHAN:

Terjemahkan ayat-ayat berikut kepada gubahan 'shorthand'. Anda dikehendaki menggunakan peraturan 'shorthand'.

You can get what you want out of life by taking ten easy steps based on ways that successful people share. You do not have to look or have a brain of a genius yet you can still get what you want. You have to develop a plan and goal.

(50 words)

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END OF QUESTION

SOALAN TAMAT