



BAHAGIAN PEPERIKSAAN DAN PENILAIAN  
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI  
KEMENTERIAN PENDIDIKAN MALAYSIA

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR

SESI JUN 2019

DPK1013: SHORTHAND 1

TARIKH : 30 OKTOBER 2019

MASA : 11.15 PAGI - 1.15 PETANG (2 JAM)

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

Bahagian A: Struktur (20 soalan)

Bahagian B: Struktur (40 soalan)

Bahagian C: Esei (2 soalan)

Bahagian D: Esei (1 soalan)

Dokumen sokongan yang disertakan :Tiada

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**JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN**

(CLO yang tertera hanya sebagai rujukan)

**SECTION A : VOCABULARY (10 MARKS)****BAHAGIAN A : PERBENDAHARAAN KATA (10 MARKAH)**CLO1  
C1**INSTRUCTION:**

This section consists of TWENTY (20) subjective questions. Write the shorthand outlines for the following words using Pitman 2000 systems.

**ARAHAN:**

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gubahan shorthand bagi perkataan-perkataan berikut menggunakan Sistem Pitman 2000*

- |            |   |       |              |   |       |
|------------|---|-------|--------------|---|-------|
| 1. age     | : | _____ | 11. bonus    | : | _____ |
| 2. ate     | : | _____ | 12. middle   | : | _____ |
| 3. boom    | : | _____ | 13. full     | : | _____ |
| 4. talk    | : | _____ | 14. unless   | : | _____ |
| 5. sits    | : | _____ | 15. bad      | : | _____ |
| 6. busy    | : | _____ | 16. house    | : | _____ |
| 7. books   | : | _____ | 17. help     | : | _____ |
| 8. success | : | _____ | 18. why      | : | _____ |
| 9. many    | : | _____ | 19. quantity | : | _____ |
| 10. open   | : | _____ | 20. language | : | _____ |

[10 marks]  
[10 markah]

**SECTION B (i) : SHORTFORMS 10 MARKS**  
**BAHAGIAN B (i) : RINGKASAN 10 MARKAH**

CLO1  
C1

**INSTRUCTION:**

This section consists of TWENTY (20) subjective questions. Write the shorthand outlines for the following shortforms using Pitman 2000 systems.

**ARAHAN:**

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gubahan shorthand bagi perkataan-perkataan berikut menggunakan sistem Pitman 2000.*

- |               |   |       |                |   |       |
|---------------|---|-------|----------------|---|-------|
| 1. put        | : | _____ | 11. anything   | : | _____ |
| 2. do         | : | _____ | 12. also       | : | _____ |
| 3. which      | : | _____ | 13. thankful   | : | _____ |
| 4. to be      | : | _____ | 14. largely    | : | _____ |
| 5. as         | : | _____ | 15. could      | : | _____ |
| 6. all        | : | _____ | 16. able to    | : | _____ |
| 7. who        | : | _____ | 17. particular | : | _____ |
| 8. almost     | : | _____ | 18. trade      | : | _____ |
| 9. any        | : | _____ | 19. gentlemen  | : | _____ |
| 10. something | : | _____ | 20. gentleman  | : | _____ |

[10 marks]  
[10 markah]

**SECTION B (ii) : PHRASES (10 MARKS)**  
**BAHAGIAN B (ii) : RANGKAIKATA (10 MARKAH)**

CLO1  
C1

**INSTRUCTION:**

This section consists of TWENTY (20) subjective questions. Write the shorthand outlines for the following words using Pitman 2000 systems.

**ARAHAN:**

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gubahan shorthand bagi perkataan-perkataan berikut menggunakan sistem Pitman 2000.*

- |                |   |       |                |   |       |
|----------------|---|-------|----------------|---|-------|
| 1. of each     | : | _____ | 11. once again | : | _____ |
| 2. to do       | : | _____ | 12. at all     | : | _____ |
| 3. to the      | : | _____ | 13. if only    | : | _____ |
| 4. to his      | : | _____ | 14. as soon as | : | _____ |
| 5. which is    | : | _____ | 15. if he is   | : | _____ |
| 6. is it       | : | _____ | 16. that he is | : | _____ |
| 7. at first    | : | _____ | 17. I would be | : | _____ |
| 8. must be     | : | _____ | 18. get out    | : | _____ |
| 9. I have been | : | _____ | 19. some time  | : | _____ |
| 10. our own    | : | _____ | 20. I am not   | : | _____ |

[10 marks]  
[10 markah]

CLO2  
C2

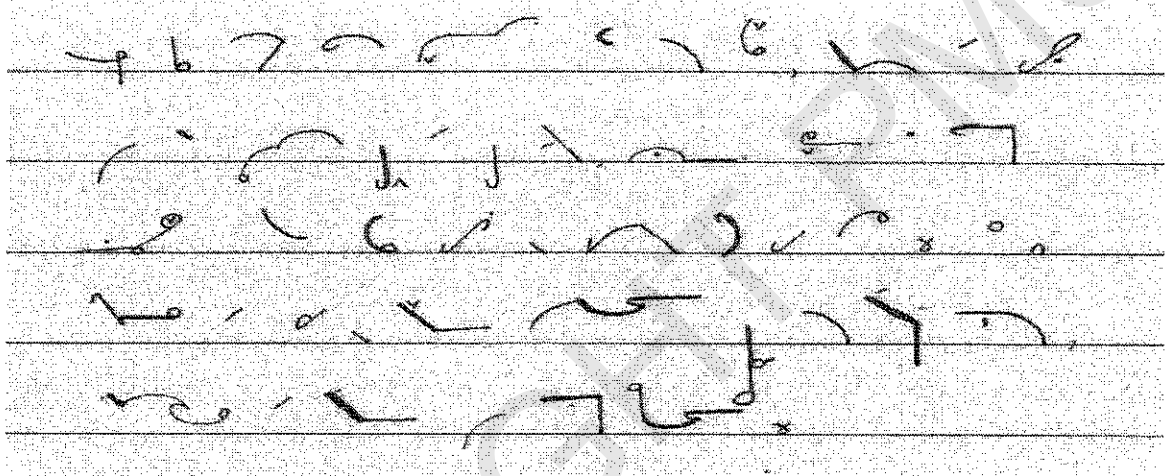
**SECTION C (i) : TRANSCRIPTION (20 MARKS)**  
**BAHAGIAN C (i) : TRANSKRIPSI 20 MARKAH**

**INSTRUCTION:**

Transcribe the following outlines into words. You are required to use Pitman 2000 systems.

**ARAHAN:**

Tukarkan gurisan "shorthand" berikut kepada perkataan. Anda dikehendaki menggunakan sistem Pitman 2000.



(50 words)

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[20 marks]  
[20 markah]

CLO2  
C3**SECTION C (ii) : WORDS TO OUTLINE (20 MARKS)**  
**BAHAGIAN C (ii) : GURIS PERKATAAN (20 MARKAH)****INSTRUCTION:**

Transcribe the following into shorthand outlines. You are required to use Pitman 2000 systems.

**ARAHAN:**

Tukarkan ayat-ayat berikut kepada gurisan "shorthand". Anda dikehendaki menggunakan sistem Pitman 2000.

Your weight loss journey will be more enjoyable if you start off gently. You can then increase the distance and speed and try cycling to places you would normally go to by car or bus. Within a month riding a few miles will no longer be a problem to you.

(50 words)

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[20 marks]  
[20 markah]