



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

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR

SESI JUN 2019

**DPK10012: SHORTHAND 1**

**TARIKH : 23 OKTOBER 2019**

**MASA : 8.30 PAGI - 10.30 PAGI (2 JAM)**

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

Bahagian A: Subjektif (30 soalan)

Bahagian B(I): Subjektif (15 soalan)

Bahagian B(II): Subjektif (15 soalan)

Bahagian C(I): Essei (1 soalan)

Bahagian C(II):Essei (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: 30 MARKS**  
**BAHAGIAN A: 30 MARKAH**

**INSTRUCTION:**

This section consists of 30 subjective questions. Write the shorthand outlines for the following words using shorthand rules.

**ARAHAN :**

*Bahagian ini mengandungi 30 soalan subjektif. Tulis gurisan 'shorthand' bagi perkataan-perkataan berikut menggunakan peraturan 'shorthand'.*

CLO1  
C1

- |            |       |            |       |
|------------|-------|------------|-------|
| 1. she     | _____ | 11. go     | _____ |
| 2. they    | _____ | 12. misses | _____ |
| 3. each    | _____ | 13. owns   | _____ |
| 4. jet     | _____ | 14. making | _____ |
| 5. pity    | _____ | 15. quick  | _____ |
| 6. show    | _____ | 16. mast   | _____ |
| 7. these   | _____ | 17. poster | _____ |
| 8. zoo     | _____ | 18. next   | _____ |
| 9. see     | _____ | 19. was    | _____ |
| 10. pauses | _____ | 20. talked | _____ |

CLO1  
C1

21. choice \_\_\_\_\_

22. time \_\_\_\_\_

23. hope \_\_\_\_\_

24. he \_\_\_\_\_

25. happy \_\_\_\_\_

26. radio \_\_\_\_\_

27. right \_\_\_\_\_

28. reach \_\_\_\_\_

29. room \_\_\_\_\_

30. list \_\_\_\_\_

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

**INSTRUCTION:**

This section consists of 15 subjective questions. Write the shorthand outlines for the following short forms using shorthand rules.

**ARAHAN:**

*Bahagian ini mengandungi 15 soalan subjektif. Tulis gubahan 'shorthand' bagi ringkasan berikut menggunakan peraturan 'shorthand'.*

CLO1  
C2

- |               |       |             |       |
|---------------|-------|-------------|-------|
| 1. and        | _____ | 11. shall   | _____ |
| 2. do         | _____ | 12. that    | _____ |
| 3. altogether | _____ | 13. able to | _____ |
| 4. large      | _____ | 14. are     | _____ |
| 5. first      | _____ | 15. will    | _____ |
| 6. we         | _____ |             |       |
| 7. think      | _____ |             |       |
| 8. thing      | _____ |             |       |
| 9. almost     | _____ |             |       |
| 10. this      | _____ |             |       |

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

**INSTRUCTION:**

This section consists of 15 subjective questions. Write the shorthand outlines for the following phrases using shorthand rules.

**ARAHAN :**

*Bahagian ini mengandungi 15 soalan subjektif. Tulis gurisan 'shorthand' bagi rangkai kata berikut menggunakan peraturan 'shorthand'.*

CLO1  
C2

- |                |       |                |       |
|----------------|-------|----------------|-------|
| 1. to do       | _____ | 11. always be  | _____ |
| 2. which is    | _____ | 12. he is      | _____ |
| 3. is it       | _____ | 13. he will    | _____ |
| 4. must be     | _____ | 14. we are     | _____ |
| 5. at first    | _____ | 15. it will be | _____ |
| 6. we shall be | _____ |                |       |
| 7. next week   | _____ |                |       |
| 8. on the      | _____ |                |       |
| 9. first aid   | _____ |                |       |
| 10. this has   | _____ |                |       |



