



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

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR  
SESI DISEMBER 2018

**DPK1013: SHORTHAND 1**

**TARIKH : 15 APRIL 2019**  
**MASA : 8.30 PAGI - 10.30 PAGI (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 : 10 MARKS**  
**BAHAGIAN A : 10 MARKAH**

**INSTRUCTION:**

This section consists of **20** subjective questions. Write the shorthand outlines for the following words using Pitman 2000 System.

**ARAHAN :**

*Bahagian ini mengandungi 20 soalan subjektif. Tulis gurisan 'shorthand' bagi perkataan-perkataan berikut menggunakan Sistem Pitman 2000.*

- |     |           |       |     |           |       |
|-----|-----------|-------|-----|-----------|-------|
| 1.  | bait      | ..... | 11. | fines     | ..... |
| 2.  | pea       | ..... | 12. | scale     | ..... |
| 3.  | deem      | ..... | 13. | enclosing | ..... |
| 4.  | eke       | ..... | 14. | removal   | ..... |
| 5.  | discs     | ..... | 15. | fatigue   | ..... |
| 6.  | ooze      | ..... | 16. | straight  | ..... |
| 7.  | exhaust   | ..... | 17. | end       | ..... |
| 8.  | beset     | ..... | 18. | quiet     | ..... |
| 9.  | owner     | ..... | 19. | quota     | ..... |
| 10. | occurence | ..... | 20. | whenever  | ..... |

CLO1  
C1

**SECTION B (I) : 10 MARKS**  
**BAHAGIAN B(I) : 10 MARKAH**

**INSTRUCTION:**

This section consists of **20** subjective questions. Write the shorthand outlines for the following short forms using Pitman 2000 System.

**ARAHAN :**

*Bahagian ini mengandungi 20 soalan subjektif. Tulis gurisan 'shorthand' bagi ringkasan berikut menggunakan Sistem Pitman 2000.*

- |                  |       |                  |       |
|------------------|-------|------------------|-------|
| 1. two           | ..... | 11. thing        | ..... |
| 2. a             | ..... | 12. thankful     | ..... |
| 3. to be         | ..... | 13. acknowledge  | ..... |
| 4. dollar        | ..... | 14. will         | ..... |
| 5. has           | ..... | 15. immediately  | ..... |
| 6. together      | ..... | 16. cannot       | ..... |
| 7. who           | ..... | 17. according to | ..... |
| 8. oh            | ..... | 18. toward       | ..... |
| 9. anyone        | ..... | 19. gentleman    | ..... |
| 10. manufacturer | ..... | 20. trade        | ..... |

CLO1  
C1

**SECTION B (II): 10 MARKS**  
**BAHAGIAN B(II) : 10 MARKAH**

**INSTRUCTION:**

This section consists of **20** subjective questions. Write the shorthand outlines for the following phrases using Pitman 2000 System.

**ARAHAN :**

*Bahagian ini mengandungi 20 soalan subjektif. Tulis gubahan 'shorthand' bagi rangkai kata berikut menggunakan Sistem Pitman 2000.*

- |                  |       |                      |       |
|------------------|-------|----------------------|-------|
| 1. at once       | ..... | 11. bigger than      | ..... |
| 2. The beach     | ..... | 12. I have only      | ..... |
| 3. do the        | ..... | 13. at all           | ..... |
| 4. of his        | ..... | 14. first class      | ..... |
| 5. has the       | ..... | 15. I am able to     | ..... |
| 6. to us         | ..... | 16. if he can        | ..... |
| 7. at first      | ..... | 17. it would be      | ..... |
| 8. must be       | ..... | 18. I do not know    | ..... |
| 9. next few days | ..... | 19. it is not        | ..... |
| 10. to date      | ..... | 20. recent statement | ..... |

CLO1  
C1

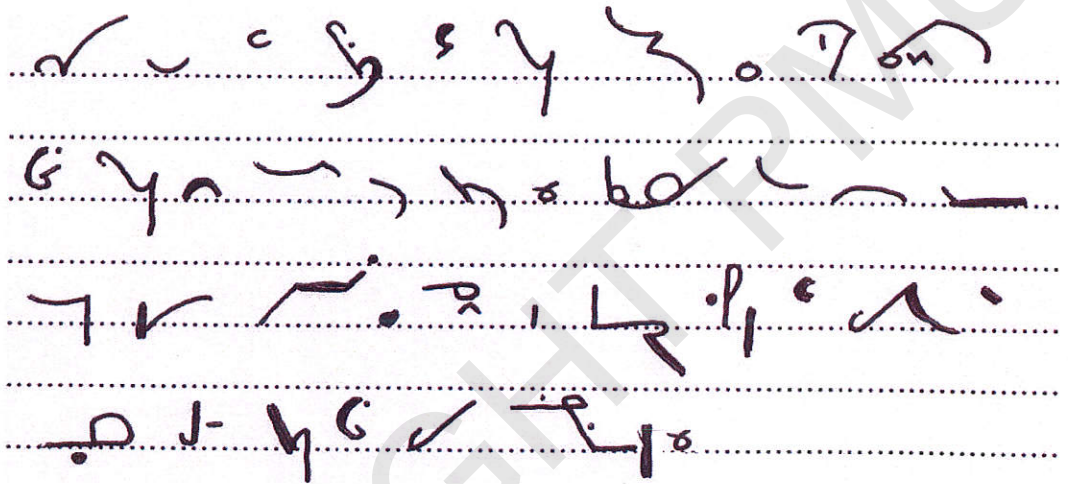
**SECTION C : 20 MARKS**  
**BAHAGIAN C : 20 MARKAH**

**INSTRUCTION:**

Transcribe these shorthand outlines into words.

**ARAHAN:**

Tukarkan gurisan 'shorthand' berikut kepada perkataan.



CLO2  
C2

[50 words]

**Answer:**

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**SECTION C : 20 MARKS**  
**BAHAGIAN C : 20 MARKAH**

**INSTRUCTION:**

Transcribe these sentences into shorthand outlines.

**ARAHAN:**

*Tukarkan ayat-ayat berikut kepada guriisan 'shorthand'.*

Dear Sir

We have just received your price list. As far as we can see your prices are very satisfactory as compared with those of your competitors and we suggest that your sales manager Mr. Lee should call upon us the next time he is in this town.

Yours sincerely

[50 words]

**Answer:**

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CLO2  
C3