



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

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR  
SESI JUN 2018

DPK1013: SHORTHAND 1

TARIKH : 01 NOVEMBER 2018  
MASA : 11.15 PAGI - 1.15 TENGAHARI (2 JAM)

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

~~DIHINDA~~ **KERTAS SOALAN INI SEHINGGA DIARAHKAN**

O yang tertera hanya sebagai rujukan)

Bb no. 12564

PERPUSATAKAN

SULIT

No. Penerimaan

No. Penerimaan

Tarikh



**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 Systems.

**ARAHAN:**

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

- |             |       |              |       |
|-------------|-------|--------------|-------|
| 1. page     | ..... | 11. returns  | ..... |
| 2. deep     | ..... | 12. circular | ..... |
| 3. bought   | ..... | 13. general  | ..... |
| 4. code     | ..... | 14. flow     | ..... |
| 5. sat      | ..... | 15. gift     | ..... |
| 6. pity     | ..... | 16. madam    | ..... |
| 7. success  | ..... | 17. himself  | ..... |
| 8. master   | ..... | 18. inquiry  | ..... |
| 9. November | ..... | 19. why      | ..... |
| 10. wrong   | ..... | 20. idea     | ..... |

**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 Systems.

**ARAHAN:**

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

- |                 |       |                         |       |
|-----------------|-------|-------------------------|-------|
| 1. of           | ..... | 11. notwithstandi<br>ng | ..... |
| 2. and          | ..... | 12. thankful            | ..... |
| 3. which        | ..... | 13. acknowledge         | ..... |
| 4. had          | ..... | 14. subject             | ..... |
| 5. as           | ..... | 15. immediately         | ..... |
| 6. is           | ..... | 16. that                | ..... |
| 7. but          | ..... | 17. cannot              | ..... |
| 8. on           | ..... | 18. trade               | ..... |
| 9. in           | ..... | 19. gentleman           | ..... |
| 10. manufacture | ..... | 20. gentlemen           | ..... |

LO1  
C1

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

**INSTRUCTION:**

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

**ARAHAN:**

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

- |                 |       |                       |       |
|-----------------|-------|-----------------------|-------|
| 1. to the       | ..... | 11. your own          | ..... |
| 2. of each      | ..... | 12. I have only       | ..... |
| 3. pay the      | ..... | 13. you will be       | ..... |
| 4. put the      | ..... | 14. as soon as we can | ..... |
| 5. it is the    | ..... | 15. you are able to   | ..... |
| 6. which is     | ..... | 16. he can            | ..... |
| 7. at first     | ..... | 17. I hope you will   | ..... |
| 8. must be      | ..... | 18. I had not         | ..... |
| 9. I have been  | ..... | 19. not only          | ..... |
| 10. better than | ..... | 20. set out           | ..... |

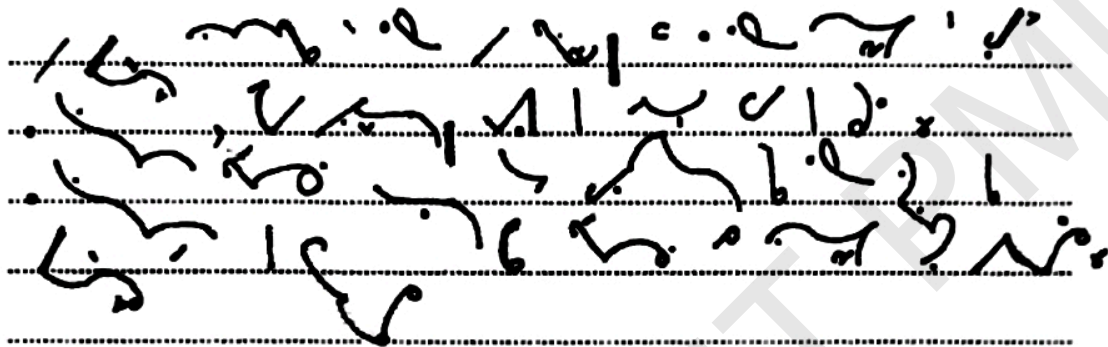
CLO1  
C1



**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.



**Answer:**

Blank lined area for writing the answer, consisting of ten horizontal lines.

LO2  
C2

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

**INSTRUCTION:**

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

**ARAHAN:**

*Tukarkan ayat – ayat berikut kepada gubahan 'shorthand'. Anda dikehendaki menggunakan Sistem Pitman 2000.*

We have sent to you today a sample of our bags and boxes for which you asked a month ago. The delay arose because a young girl on the dispatch bench managed to get the labels muddled, and your samples were sent to a customer of ours in Rome city.

[50 words]

**Answer:**

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.....

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.....

.....

.....

.....

.....

CLO2  
C3