



**BAHAGIAN PEPERIKSAAN DAN PENILAIAN
JABATAN PENDIDIKAN POLITEKNIK
KEMENTERIAN PENDIDIKAN TINGGI**

JABATAN PERDAGANGAN

**PEPERIKSAAN AKHIR
SESI DISEMBER 2017**

DPK1013 : SHORTHAND 1

**TARIKH : 31 MAC 2018
MASA : 2.30 PETANG - 4.30 PETANG (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

JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN

(CLO yang tertera hanya sebagai rujukan)

PERPUSTAKAAN Politeknik Mukah Sarawak	
No. Perolehan	8900008854
No. Pengkelasan	800-076/JP DS 2017
Tarikh	10.10.18

Bib No. 12315



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 gubahan 'shorthand' bagi perkataan-perkataan berikut menggunakan Sistem Pitman 2000.

- | | | | |
|-----------|-------|-------------|-------|
| 1. pea | | 11. expense | |
| 2. cheap | | 12. lead | |
| 3. obey | | 13. local | |
| 4. chalk | | 14. rivals | |
| 5. empty | | 15. meeting | |
| 6. goes | | 16. kind | |
| 7. bestow | | 17. indeed | |
| 8. pauses | | 18. bad | |
| 9. miss | | 19. idea | |
| 10. owner | | 20. when | |

CLO1
CI

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 gubahan 'shorthand' bagi ringkasan berikut menggunakan Sistem Pitman 2000.

CLO1
 C1

- | | |
|---------------------|-----------------------|
| 1. be | 11. anyone |
| 2. do | 12. responsible |
| 3. which | 13. also |
| 4. to be | 14. knowledge |
| 5. Mrs. | 15. subject |
| 6. altogether | 16. able to |
| 7. almost | 17. immediately |
| 8. who | 18. cannot |
| 9. on | 19. trade |
| 10. January | 20. gentleman |

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 rangkaian kata berikut menggunakan Sistem Pitman 2000.

- | | |
|------------------------|----------------------|
| 1. to aid | 11. your own |
| 2. of each | 12. it will be |
| 3. do the | 13. as soon as |
| 4. of it | 14. by all |
| 5. it is the | 15. would you |
| 6. as to the | 16. he can |
| 7. first aid | 17. he would |
| 8. must be | 18. get out |
| 9. our own | 19. set out |
| 10. already been | 20. I had not |

CLO1
C1

SECTION D: 30 MARKS
BAHAGIAN D: 30 MARKAH

INSTRUCTION:

Lecturer will read one dictation passage. Students are required to write the dictation by using Shorthand Pitman 2000 System.

ARAHAN:

Pensyarah akan membaca satu petikan bacaan. Para pelajar dikehendaki mengambil bacaan menggunakan Sistem Shorthand Pitman 2000.

CLO3
C3

SOALAN TAMAT