



BAHAGIAN PEPERIKSAAN DAN PENILAIAN  
JABATAN PENDIDIKAN POLITEKNIK  
KEMENTERIAN PENDIDIKAN TINGGI

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR

SESI JUN 2016

DPK 1013 : SHORTHAND 1

TARIKH : 02 NOVEMBER 2016

MASA : 11.15 AM – 01.15 PM (2 JAM)

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Kertas ini mengandungi ENAM (6) halaman bercetak.

Bahagian A : Vocabulary (20 soalan)

Bahagian B : Short Forms (20 soalan)

Phrases (20 soalan)

Bahagian B : Essay (2 soalan)

Bahagian D : Speed (PENGAWAS)

Dokumen sokongan yang disertakan : ~~Kertas Graf, Formula dsb/~~ 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*

VOCABULARY (10 Marks)

INSTRUCTION:

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

*ARAHAN :*

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gubahan 'shorthand' bagi perkataan-perkataan berikut:*

CLO1,  
C1

- |            |       |                   |       |
|------------|-------|-------------------|-------|
| 1. beat    | _____ | 11. anxious       | _____ |
| 2. game    | _____ | 12. analysis      | _____ |
| 3. big     | _____ | 13. model         | _____ |
| 4. ages    | _____ | 14. except        | _____ |
| 5. system  | _____ | 15. quick         | _____ |
| 6. discuss | _____ | 16. later         | _____ |
| 7. switch  | _____ | 17. will continue | _____ |
| 8. occupy  | _____ | 18. fashionable   | _____ |
| 9. erase   | _____ | 19. pavement      | _____ |
| 10. figure | _____ | 20. lately        | _____ |

**SECTION B : 10 MARKS*****BAHAGIAN B : 10 MARKAH*****QUESTION 1: SHORT FORMS (10 Marks)****INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. Write the shorthand outlines for the following shortforms.

***ARAHAN :***

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gubahan 'shorthand' bagi ringkasan perkataan-perkataan berikut:*

CLO1,  
C1

- |                |       |                    |       |
|----------------|-------|--------------------|-------|
| 1. dear        | _____ | 11. nothing        | _____ |
| 2. enlargement | _____ | 12. our            | _____ |
| 3. from        | _____ | 13. particular     | _____ |
| 4. gentleman   | _____ | 14. responsible    | _____ |
| 5. how         | _____ | 15. something      | _____ |
| 6. is          | _____ | 16. tomorrow       | _____ |
| 7. January     | _____ | 17. unsatisfactory | _____ |
| 8. knowledge   | _____ | 18. very           | _____ |
| 9. large       | _____ | 19. wonderful      | _____ |
| 10. Mrs.       | _____ | 20. yourself       | _____ |

SECTION B : 10 MARKS

BAHAGIAN B : 10 MARKAH

QUESTION 2: PHRASES (10 marks)

INSTRUCTION:

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

ARAHAN :

Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gubahan 'shorthand' bagi ringkasan perkataan-perkataan berikut:

CLO1,  
C1

- |                 |       |                         |       |
|-----------------|-------|-------------------------|-------|
| 1. and the      | _____ | 11. our own             | _____ |
| 2. it is the    | _____ | 12. as much as          | _____ |
| 3. as to the    | _____ | 13. in order to         | _____ |
| 4. always be    | _____ | 14. medical association | _____ |
| 5. out of       | _____ | 15. pay the             | _____ |
| 6. there were   | _____ | 16. if it is possible   | _____ |
| 7. by contrast  | _____ | 17. this would          | _____ |
| 8. I gather     | _____ | 18. from time to time   | _____ |
| 9. by all means | _____ | 19. next week           | _____ |
| 10. of course   | _____ | 20. once again          | _____ |

SECTION C : 20 MARKS

BAHAGIAN C : 20 MARKAH

QUESTION 1: ESSAY (20 marks)

INSTRUCTION:

Transcribe these shorthand outlines.

ARAHAN:

Terjemahkan gubahan 'shorthand' berikut.

CLO2,  
C2

The image shows five lines of handwritten shorthand. The first line contains approximately 10 symbols. The second line contains approximately 10 symbols. The third line contains approximately 10 symbols. The fourth line contains approximately 10 symbols. The fifth line contains approximately 10 symbols. The symbols are a mix of loops, dots, and straight lines, typical of shorthand notation.

(50 words)

Blank lined area for transcription, consisting of ten horizontal lines with a dotted midline.

