



BAHAGIAN PEPERIKSAAN DAN PENILAIAN  
JABATAN PENDIDIKAN POLITEKNIK  
KEMENTERIAN PENDIDIKAN MALAYSIA

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR

SESI DISEMBER 2014

**DPK1013 : SHORTHAND 1**

**TARIKH : 14 APRIL 2015**

**MASA : 2.30 PM – 4.30 PM (2 JAM)**

---

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

Bahagian A : Vocabulary (20 soalan)

Bahagian B : Short forms (20 soalan)

Phrases (20 soalan)

Bahagian C : Transcription (1 soalan)

Words to outline (1 soalan)

Bahagian D : Speed (1 soalan)

---

Pelajar menjawab dalam kertas soalan yang disediakan

---

**JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN**

(CLO yang tertera hanya sebagai rujukan)

**SHORT ANSWER: 30 MARKS**  
**JAWAPAN RINGKAS: 30 MARKAH**

**SECTION A: VOCABULARY (10 MARKS)**  
**BAHAGIAN A: PERBENDAHARAAN KATA (10 MARKAH)**

**INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. Write the shorthand outlines for the following words using Pitman 2000 systems.

**ARAHAN:**

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gurisan shorthand bagi perkataan – perkataan berikut menggunakan system Pitman 2000.*

CLO 1  
C1

- |            |       |                |       |
|------------|-------|----------------|-------|
| 1. deep    | _____ | 11. regret     | _____ |
| 2. boat    | _____ | 12. quantity   | _____ |
| 3. desk    | _____ | 13. letter     | _____ |
| 4. poses   | _____ | 14. company    | _____ |
| 5. wages   | _____ | 15. division   | _____ |
| 6. vast    | _____ | 16. department | _____ |
| 7. write   | _____ | 17. lately     | _____ |
| 8. major   | _____ | 18. offer      | _____ |
| 9. woman   | _____ | 19. please     | _____ |
| 10. policy | _____ | 20. posters    | _____ |

[10 marks]  
[10 markah]

**SECTION B: SHORT FORMS (10 MARKS)**  
**BAHAGIAN B: RINGKASAN (10 MARKAH)**

**INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. Write the shorthand outlines for the following words using Pitman 2000 systems.

**ARAHAN:**

Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Tulis gurisan shorthand bagi perkataan – perkataan berikut menggunakan system Pitman 2000.

CLO 1  
C1

- |                 |       |                  |       |
|-----------------|-------|------------------|-------|
| 1. an           | _____ | 11. nevertheless | _____ |
| 2. dollar       | _____ | 12. influential  | _____ |
| 3. has          | _____ | 13. difficulty   | _____ |
| 4. almost       | _____ | 14. immediately  | _____ |
| 5. yesterday    | _____ | 15. gentlemen    | _____ |
| 6. first        | _____ | 16. trade        | _____ |
| 7. largest      | _____ | 17. anything     | _____ |
| 8. should       | _____ | 18. information  | _____ |
| 9. satisfactory | _____ | 19. enlargement  | _____ |
| 10. wonderfully | _____ | 20. today        | _____ |

[10 marks]  
[10 markah]

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

**INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. Write the shorthand outlines for the following words using Pitman 2000 systems.

**ARAHAN:**

Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Tulis gubahan shorthand bagi perkataan – perkataan berikut menggunakan system Pitman 2000.

- |                 |       |                       |       |
|-----------------|-------|-----------------------|-------|
| 1. and the      | _____ | 11. by all means      | _____ |
| 2. as to the    | _____ | 12. bigger than       | _____ |
| 3. which is     | _____ | 13. in order to       | _____ |
| 4. we think the | _____ | 14. your association  | _____ |
| 5. state of     | _____ | 15. pay the           | _____ |
| 6. they were    | _____ | 16. if it is possible | _____ |
| 7. of course    | _____ | 17. he would          | _____ |
| 8. I gather     | _____ | 18. at some time      | _____ |
| 9. too much     | _____ | 19. by contrast       | _____ |
| 10. next week   | _____ | 20. our own           | _____ |

[10 marks]  
 [10 markah]

**ESSAY QUESTION: 40 MARKS**  
**SOALAN ESEI: 40 MARKAH**

**SECTION C: TRANSCRIPTION (20 MARKS)**  
**SEKSYEN C: TRANSKRIPSI (20 MARKAH)**

**INSTRUCTION:**

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

**ARAHAN:**

Tukarkan gubahan 'shorthand' berikut kepada perkataan. Anda dikehendaki menggunakan system Pitman 2000.

CLO2  
C2

*Transkripikan gubahan 'shorthand' berikut kepada perkataan.*

(50 words)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

[20 marks]  
[20 markah]

**SECTION C: WORDS TO OUTLINE (20 MARKS)**  
**SEKSYEN C: GURIS PERKATAAN (20 MARKAH)**

**INSTRUCTION:**

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

**ARAHAN:**

*Tukarkan ayat – ayat berikut kepada gurisan 'shorthand'. Anda dikehendaki menggunakan system Pitman 2000.*

CLO2  
C2

I should really like to have a full report on this subject as soon as possible though I realize that the policy of the agency is to delay as long as possible in sending you all the facts. Ideally, I should like to have it sometime in the next week.

(50 words)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

[20 marks]  
[20 markah]

