

SULIT



**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)

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)

SULIT

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. 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.

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|------------------------|------------------------|
| 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

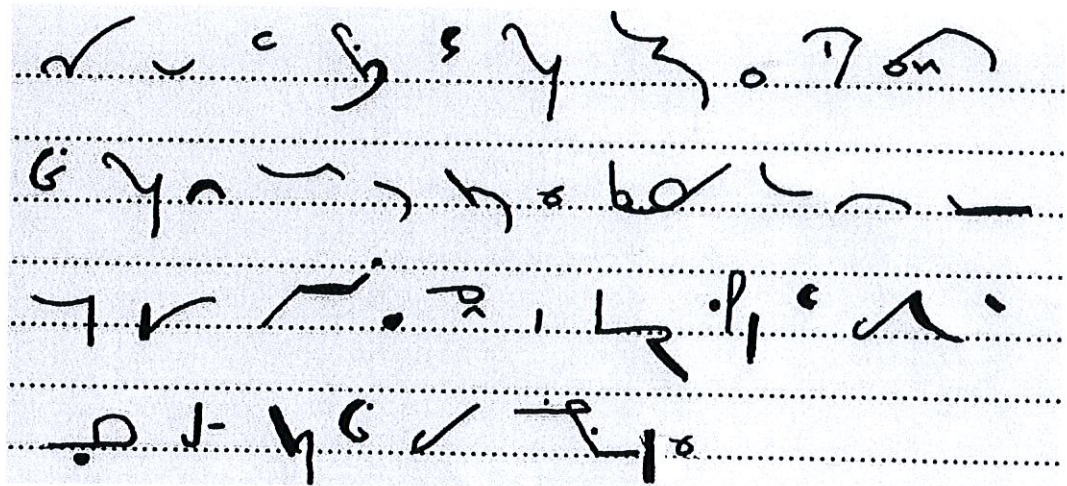
SECTION C : 20 MARKS
BAHAGIAN C : 20 MARKAH

INSTRUCTION:

Transcribe these shorthand outlines into words.

ARAHAN:

Tukarkan gurisan 'shorthand' berikut kepada perkataan.



[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 gubahan '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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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. (30 words per minute)

ARAHAN:

Pensyarah akan membaca satu petikan bacaan. Para pelajar dikehendaki mengambil bacaan menggunakan Sistem Shorthand Pitman 2000. (30 patah perkataan seminit)

CLO3
C3