

SULIT



**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

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 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 |

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 Systems.

ARAHAN:

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

- | | |
|-----------------------|-------------------------------|
| 1. of | 11. notwithstandi
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 |

CLO1
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 rangkaian 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

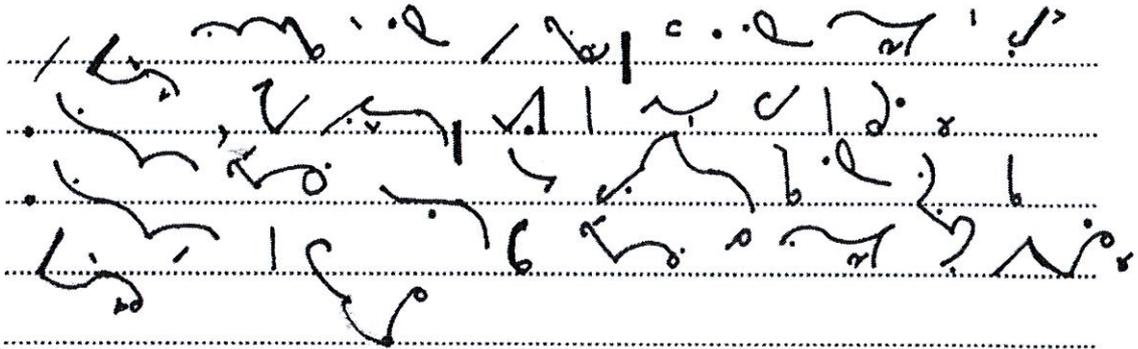
SECTION C (I): 20 MARKS
BAHAGIAN C (I): 20 MARKAH

INSTRUCTION:

Transcribe the following shorthand outlines into words.

ARAHAN:

Terjemahkan garisan 'shorthand' berikut kepada perkataan.



CLO2
C2

Answer:

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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 gurisan '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]

CLO2
C3

Answer:

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