

SULIT

**BAHAGIAN PEPERIKSAAN DAN PENILAIAN
JABATAN PENGAJIAN POLITEKNIK
KEMENTERIAN PENDIDIKAN MALAYSIA**

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR

SESI JUN 2014

DPK1013 : SHORTHAND 1

TARIKH : 27 OKTOBER 2014

MASA : 8.30 AM - 10.30 AM (2 JAM)

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

Bahagian A: Struktur (20 soalan)

Bahagian B: Struktur (20 soalan)

Bahagian B: Struktur (20 soalan)

Bahagian C: Esei (1 soalan)

Bahagian D: Esei (1 soalan)

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

JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN

(CLO yang tertera hanya sebagai rujukan)

SULIT

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.

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 | _____ |

[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.

1. acknowledgement

2. information

3. without

4. therefore

5. toward

6. immediate

7. also

8. in

9. dear

10. are

11. I

12. we

13. almost

14. all

15. today

16. do

17. anyhow

18. gentlemen

19. could

20. knowledge

[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 gurisan shorthand bagi perkataan – perkataan berikut menggunakan system Pitman 2000.

CLO1
C1

1. of each _____

2. pay the _____

3. as to the _____

4. of us _____

5. at first _____

6. should be _____

7. we have _____

11. I wrote _____

12. there is _____

13. larger than _____

14. you will be _____

15. if he can _____

16. I had not _____

17. if there is _____

8. too much _____

9. as much as _____

10. of your _____

18. by contrast _____

19. to complete _____

20. your association _____

[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 using Pitman 2000 system.

ARAHAN:

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

CLO2
C2

(50 words)

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.....

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.....

[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

Conferences are being held in many centers to attract influential people who wish to get together to form committees in particular areas. Their chief concern will be for the health of the senior citizens, particularly in these difficult days. If you can contribute as a speaker we shall be pleased.

(50 words)

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.....
.....
.....

[20 marks]

[20 markah]

