

SULIT



**BAHAGIAN PEPERIKSAAN DAN PENILAIAN
JABATAN PENDIDIKAN POLITEKNIK
KEMENTERIAN PENDIDIKAN TINGGI**

JABATAN PERDAGANGAN

**PEPERIKSAAN AKHIR
SESI DISEMBER 2015**

DPK1013: SHORTHAND 1

**TARIKH : 04 APRIL 2016
MASA : 8.30 AM – 10.30 AM (2 JAM)**

Kertas ini mengandungi **ENAM (6)** halaman bercetak.

Bahagian A: Subjektif (20 soalan)

Bahagian B: Subjektif 1 (20 soalan)

Subjektif 2 (20 soalan)

Bahagian C: Esei (2 soalan)

Dokumen sokongan yang disertakan : tiada

JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN

(CLO yang tertera hanya sebagai rujukan)

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SECTION A : 10 MARKS
BAHAGIAN A : 10 MARKAH

SECTION A VOCABULARY (10 marks)
BAHAGIAN A VOCABULARY (10 markah)

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. cheap | _____ | 11. regret | _____ |
| 2. coach | _____ | 12. quality | _____ |
| 3. map | _____ | 13. doctor | _____ |
| 4. sister | _____ | 14. reminder | _____ |
| 5. sweep | _____ | 15. confirm | _____ |
| 6. dive | _____ | 16. patient | _____ |
| 7. bar | _____ | 17. extension | _____ |
| 8. recover | _____ | 18. transition | _____ |
| 9. brown | _____ | 19. leadership | _____ |
| 10. scale | _____ | 20. ten hours | _____ |

SECTION B : 10 MARKS**BAHAGIAN B : 10 MARKAH****QUESTION 1: SHORT FORMS (10 marks)****SOALAN 1: RINGKASAN (10 markah)****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 perkataan-perkataan ringkasan berikut:

CLO1
C1

- | | | | |
|----------------|-------|------------------|-------|
| 1. are | _____ | 11. with | _____ |
| 2. I | _____ | 12. largest | _____ |
| 3. we | _____ | 13. this | _____ |
| 4. almost | _____ | 14. on | _____ |
| 5. all | _____ | 15. his | _____ |
| 6. today | _____ | 16. dollar | _____ |
| 7. put | _____ | 17. it | _____ |
| 8. enlargement | _____ | 18. satisfaction | _____ |
| 9. nothing | _____ | 19. wonderful | _____ |
| 10. gentlemen | _____ | 20. according to | _____ |

SECTION B : 10 MARKS**BAHAGIAN B : 10 MARKAH****QUESTION 2: PHRASES (10 marks)****SOALAN 2: RANGKAIKATA (10 markah)****INSTRUCTION:**

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

ARAHAN :

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

CLO1
C1

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

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SECTION C : 20 MARKS
BAHAGIAN C : 20 MARKAH

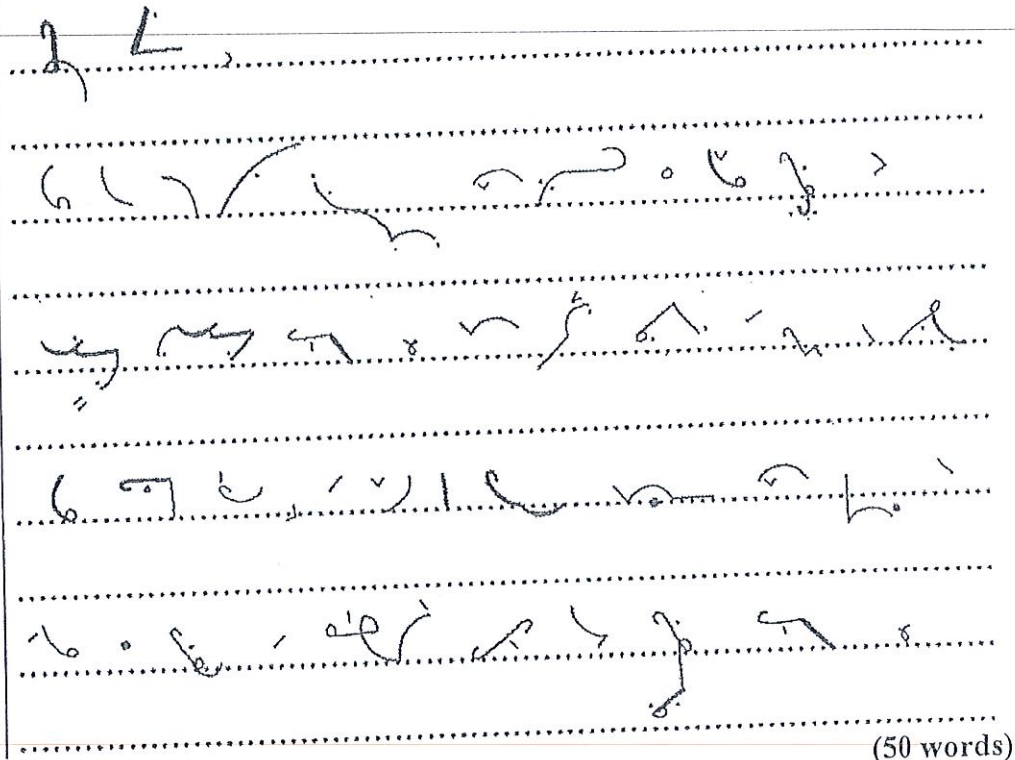
QUESTION 1
SOALAN 1

INSTRUCTION:

Transcribe these shorthand outlines into words.

ARAHAN:

Tukarkan gurisan 'shorthand' berikut kepada perkataan.

CLO2
C2

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SECTION C : 20 MARKS
BAHAGIAN C : 20 MARKAH

QUESTION 2
SOALAN 2

INSTRUCTION:

Transcribe these sentences into shorthand outlines.

ARAHAN:

Tukarkan ayat-ayat berikut kepada gubahan shorthand.

CLO2
C2

In future all the materials we had order should be delivered to the centre rather than to our distributors in the city. Our directors meet yesterday and decided this would be a good idea and would reduce costs. I am sure that you will have an interest in this matter.

(50 words)

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