

SULIT



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

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR

SESI JUN 2015

DPK1013: SHORTHAND 1

TARIKH : 20 OKTOBER 2015

MASA : 8.30 AM – 10.30 AM (2 JAM)

Kertas ini mengandungi **TUJUH (7)** 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)

SULIT

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. bee | _____ | 11. manager | _____ |
| 2. cheap | _____ | 12. down | _____ |
| 3. aim | _____ | 13. life | _____ |
| 4. talk | _____ | 14. specially | _____ |
| 5. system | _____ | 15. found | _____ |
| 6. days | _____ | 16. hard | _____ |
| 7. much | _____ | 17. here | _____ |
| 8. poster | _____ | 18. budget | _____ |
| 9. test | _____ | 19. equip | _____ |
| 10. most | _____ | 20. while | _____ |

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. be | _____ | 11. manufacture | _____ |
| 2. today | _____ | 12. anyone | _____ |
| 3. all | _____ | 13. influential | _____ |
| 4. first | _____ | 14. particular | _____ |
| 5. always | _____ | 15. gentlemen | _____ |
| 6. difficult | _____ | 16. therefore | _____ |
| 7. thank | _____ | 17. nothing | _____ |
| 8. satisfactory | _____ | 18. satisfaction | _____ |
| 9. your | _____ | 19. enlargement | _____ |
| 10. before | _____ | 20. without | _____ |

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 gurisan shorthand bagi perkataan-perkataan rangkai kata berikut:*

CLO1
C1

- | | | | |
|---------------------|-------|----------------|-------|
| 1. I have been | _____ | 11. this is | _____ |
| 2. our own | _____ | 12. so much | _____ |
| 3. next week | _____ | 13. get off | _____ |
| 4. I will be | _____ | 14. we are | _____ |
| 5. in there | _____ | 15. I received | _____ |
| 6. to commit | _____ | 16. Dear Sir | _____ |
| 7. your association | _____ | 17. I agree | _____ |
| 8. your attention | _____ | 18. do the | _____ |
| 9. we think the | _____ | 19. and the | _____ |
| 10. should be | _____ | 20. as to the | _____ |

SECTION C : 20 MARKS
BAHAGIAN C : 20 MARKAH

QUESTION 1
SOALAN 1

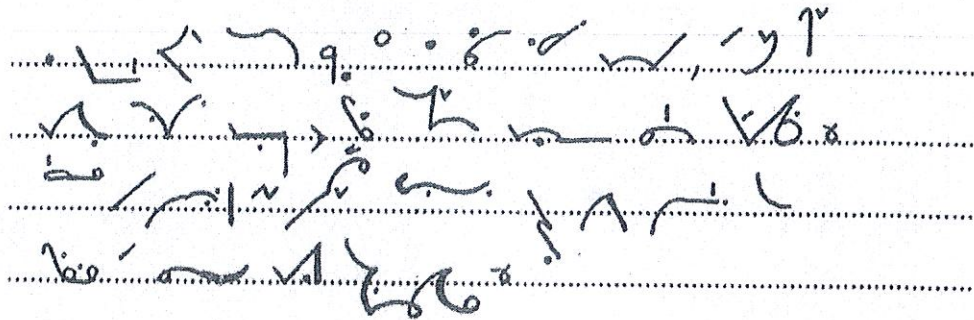
INSTRUCTION:

Transcribe these shorthand outlines into words.

ARAHAN:

Tukarkan gurisan 'shorthand' berikut kepada perkataan.

CLO2
C2



(50 words)

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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

We have to be ready to carry out the rest of the work at the factory this coming Thursday. Be ready to do a thorough job. The service road has to be put right as we have marked the diary. Borrow a staff if you have to work on Saturday.

(50 words)

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