

SULIT



BAHAGIAN PEPERIKSAAN DAN PENILAIAN  
JABATAN PENDIDIKAN POLITEKNIK  
KEMENTERIAN PENDIDIKAN TINGGI

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR

SESI JUN 2017

**DPK1013 : SHORTHAND 1**

**TARIKH : 29 OKTOBER 2017**

**MASA : 8.30 PAGI - 10.30 PAGI (2 JAM)**

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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

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**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 **TWENTY (20)** subjective questions. Write the shorthand outlines for the following words using Pitman 2000 System.

**ARAHAN :**

*Bahagian ini mengandungi **DUA PULUH (20)** soalan subjektif. Tulis gubahan 'shorthand' bagi perkataan-perkataan berikut menggunakan Sistem Pitman 2000.*

- |                  |                    |
|------------------|--------------------|
| 1. teach .....   | 11. masses .....   |
| 2. aim .....     | 12. analysis ..... |
| 3. job .....     | 13. reply .....    |
| 4. seek .....    | 14. regret .....   |
| 5. system .....  | 15. request .....  |
| 6. suppose ..... | 16. often .....    |
| 7. cheap .....   | 17. meeting .....  |
| 8. age .....     | 18. radio .....    |
| 9. game .....    | 19. bank .....     |
| 10. best .....   | 20. cope .....     |

CLO1  
C1

**SECTION B (I): 10 MARKS**  
**BAHAGIAN B (I): 10 MARKAH**

**INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. Write the shorthand outlines for the following words using Pitman 2000 System.

**ARAHAN:**

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gurisan 'shorthand' bagi perkataan-perkataan berikut menggunakan Sistem Pitman 2000.*

- |                  |                      |
|------------------|----------------------|
| 1. and .....     | 11. enlarge .....    |
| 2. today .....   | 12. particular ..... |
| 3. his .....     | 13. anyone .....     |
| 4. almost .....  | 14. trade .....      |
| 5. dollar .....  | 15. who .....        |
| 6. which .....   | 16. on .....         |
| 7. all .....     | 17. influence .....  |
| 8. Mrs. ....     | 18. gentlemen .....  |
| 9. will .....    | 19. first .....      |
| 10. cannot ..... | 20. put .....        |

CLO1  
C1

**SECTION B (II) : 10 MARKS**  
**BAHAGIAN B (II): 10 MARKAH**

**INSTRUCTION:**

This section consists of **TWENTY (20)** subjective questions. Write the shorthand outlines for the following words using Pitman 2000 System.

**ARAHAN:**

*Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gubahan 'shorthand' bagi perkataan-perkataan berikut menggunakan Sistem Pitman 2000.*

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|---------------------|--------------------------|
| 1. and the .....    | 11. you will be .....    |
| 2. is it .....      | 12. it is possible ..... |
| 3. first aid .....  | 13. would you .....      |
| 4. as the .....     | 14. I would be .....     |
| 5. at first .....   | 15. we are not .....     |
| 6. of each .....    | 16. our own .....        |
| 7. which is .....   | 17. it is not .....      |
| 8. on the .....     | 18. once again .....     |
| 9. put the .....    | 19. as soon as .....     |
| 10. if he can ..... | 20. your own .....       |

CLO1  
C1





**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.

**ARAHAN :**

*Pensyarah akan membaca satu petikan bacaan. Para pelajar dikehendaki mengambil bacaan menggunakan Sistem Shorthand Pitman 2000.*

CLO3  
C3

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**END OF QUESTION**

**SOALAN TAMAT**