

POLITEKNIK
Jabatan Pengajian Politeknik

EXAMINATION AND EVALUATION DIVISION
DEPARTMENT OF POLYTECHNIC EDUCATION
(MINISTRY OF HIGHER EDUCATION)

COMMERCE DEPARTMENT

FINAL EXAMINATION
JUNE 2012 SESSION

PK201 : SHORTHAND 1

**DATE : 19 NOVEMBER 2012(MONDAY)
DURATION : 2 HOURS (11.15 AM - 1.15 PM)**

This paper consists of SIX(6) pages including the front page.

Section A: Structured (answer all)

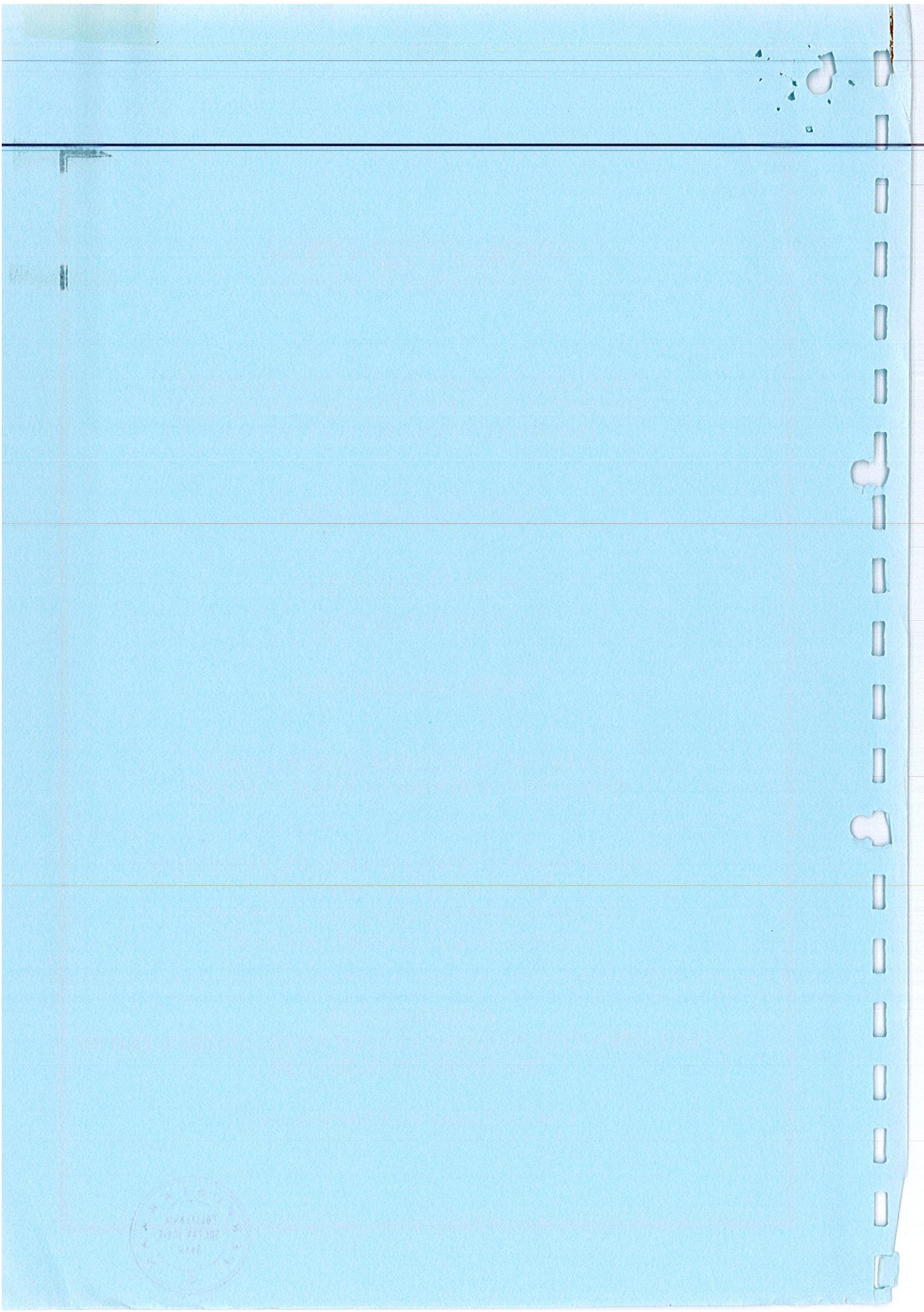
Section B: Structured (1 questions – answer all)

Section C: Essay (1 questions – answer all)

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THE CHIEF INVIGILATOR

(The CLO stated is for reference only)





SECTION A : 10 MARKS
BAHAGIAN A : 10 MARKAH**SECTION A VOCABULARY (10 marks)****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.

CLO1,
CLO2,
CLO3.
C1-C4

- | | | | | | |
|-----|------------|-------|-----|-----------|-------|
| 1. | suggest | _____ | 11. | basically | _____ |
| 2. | used | _____ | 12. | heavy | _____ |
| 3. | Tuesday | _____ | 13. | passage | _____ |
| 4. | activity | _____ | 14. | neither | _____ |
| 5. | results | _____ | 15. | minus | _____ |
| 6. | while | _____ | 16. | posters | _____ |
| 7. | interview | _____ | 17. | location | _____ |
| 8. | confirm | _____ | 18. | reflex | _____ |
| 9. | positions | _____ | 19. | joint | _____ |
| 10. | experiment | _____ | 20. | measure | _____ |

SECTION B : 10 MARKS
BAHAGIAN B : 10 MARKAH**SECTION B SHORT FORMS (10 marks)****INSTRUCTION:**

This section consists of TWENTY (20) subjective questions. Write the shorthand outlines for the following short forms using Pitman 2000 system.

ARAHAN:

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

CLO1,
CLO2,
CLO3.
C1-C4

- | | | | |
|-----------------|-------|---------------------|-------|
| 1. nothing | _____ | 11. an | _____ |
| 2. cannot | _____ | 12. to be | _____ |
| 3. yourself | _____ | 13. ought | _____ |
| 4. manufacturer | _____ | 14. anything | _____ |
| 5. should | _____ | 15. thankful | _____ |
| 6. Mrs. | _____ | 16. able to | _____ |
| 7. would | _____ | 17. without | _____ |
| 8. responsible | _____ | 18. acknowledgement | _____ |
| 9. more | _____ | 19. yours | _____ |
| 10. influential | _____ | 20. difficulty | _____ |

SECTION C : 10 MARKS
BAHAGIAN C : 10 MARKAH**SECTION C PHRASES (10 marks)****INSTRUCTION:**

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

ARAHAN :

Bahagian ini mengandungi DUA PULUH (20) soalan subjektif. Tulis gurisan shorthand bagi rangkai kata berikut menggunakan sistem Pitman 2000.

CLO1,
CLO2,
CLO3.
C1-C4

- | | | | |
|-----------------------|-------|-------------------------|-------|
| 1. and the | _____ | 11. It will only | _____ |
| 2. always be | _____ | 12. to do | _____ |
| 3. those who have | _____ | 13. they have | _____ |
| 4. I am sorry | _____ | 14. I received | _____ |
| 5. I gather | _____ | 15. Yours faithfully | _____ |
| 6. next few days | _____ | 16. next month | _____ |
| 7. in which it is | _____ | 17. as soon as possible | _____ |
| 8. I believe there is | _____ | 18. sometime | _____ |
| 9. by contrast | _____ | 19. to commit | _____ |
| 10. at some time | _____ | 20. at once | _____ |

SECTION D : 35 MARKS
BAHAGIAN D : 35 MARKAH

ESSAY A

INSTRUCTION:

INSTRUCTION: Transcribe the following shorthand outlines into words.

ARAHAN:

TUKARKAN
Tukarkan gurisan ‘shorthand’ berikut kepada perkataan.

CLO1,
CLO2,
CLO3.
C1-C4

بَلْ تِرْكِيَّةً مُسَجَّلَةً

(70 words)

SECTION E : 35 MARKS
BAHAGIAN E : 35 MARKAH

ESSAY B

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.

CLO1,
CLO2,
CLO3.
C1-C4

Too much pressure from the sales department can result in either reduced sales or the total loss of a sale. More satisfactory offers should be made over the summer period so that we can discover how much this market is worth and we shall visit all the customers we have in many different areas. The difference is that between the sales here and in other areas is more than expected.

(70 words)

SOALAN TAMAT

