



CONFIDENTIAL

PK201: SHORTHAND 1

## SECTION A

## (1) VOCABULARY (10 marks)

**INSTRUCTION:**

Write the correct outline for the following words. (CLO1-3:C1-C4)

- |               |       |              |       |
|---------------|-------|--------------|-------|
| 1. canteen    | _____ | 11. tension  | _____ |
| 2. fellowship | _____ | 12. shoe     | _____ |
| 3. home       | _____ | 13. race     | _____ |
| 4. looked     | _____ | 14. picnic   | _____ |
| 5. operator   | _____ | 15. Nestle   | _____ |
| 6. why        | _____ | 16. mid      | _____ |
| 7. zip        | _____ | 17. joyous   | _____ |
| 8. wrongly    | _____ | 18. ink      | _____ |
| 9. offer      | _____ | 19. gorgeous | _____ |
| 10. typist    | _____ | 20. occur    | _____ |

**SECTION A**

**(2) SHORT FORMS (10 marks)**

**INSTRUCTION:**

Write the correct outline for the following short forms. (CLO1-CLO3:C1-C4)

- |                    |       |                  |       |
|--------------------|-------|------------------|-------|
| 1. too             | _____ | 11. anyhow       | _____ |
| 2. had             | _____ | 12. satisfaction | _____ |
| 3. first           | _____ | 13. cannot       | _____ |
| 4. largest         | _____ | 14. subject      | _____ |
| 5. notwithstanding | _____ | 15. also         | _____ |
| 6. manufacture     | _____ | 16. responsible  | _____ |
| 7. thankful        | _____ | 17. influence    | _____ |
| 8. immediately     | _____ | 18. from         | _____ |
| 9. toward          | _____ | 19. commercial   | _____ |
| 10. wonderfully    | _____ | 20. difficult    | _____ |

**SECTION A**

**(3) PHRASES (10 marks)**

**INSTRUCTION:**

Write the correct outline for the following phrases. (CLO1-CLO3:C1-C4)

- |                      |                          |
|----------------------|--------------------------|
| 1. do the _____      | 11. would you _____      |
| 2. which is _____    | 12. he is _____          |
| 3. must be _____     | 13. I had not _____      |
| 4. should be _____   | 14. get out _____        |
| 5. as much as _____  | 15. in there _____       |
| 6. I am sorry _____  | 16. if there is _____    |
| 7. very much _____   | 17. income tax _____     |
| 8. our own _____     | 18. your attention _____ |
| 9. it will be _____  | 19. to commit _____      |
| 10. as soon as _____ | 20. by contrast _____    |

**SECTION B**

**STRUCTURED: TRANSCRIPTION (35 MARKS)**

**INSTRUCTION**

Transcribe the following passage (CLO1-3:C1-C4)

Handwritten shorthand notes on four lines of ruled paper. The notes consist of various symbols, including straight lines, curves, and dots, which are characteristic of shorthand systems like Pitman or Gregg.

(70 words)

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**SECTION C**

**ESSAY: TRANSCRIPTION (WORD TO OUTLINE) (35 MARKS)**

**INSTRUCTION**

Write the outline for the following passage (CLO1-3:C1-C4)

Dealing with work stress can cause your days go really slow. It can cause all kinds of damage both mentally and physically, it is in your best interest to learn how to deal with it. When you only focus on things that you can change, you will have a lot less on your mind. However, without any stress at all, many say our lives would be boring and feeling pointless.

**(70 words)**

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