

SULIT



BAHAGIAN PEPERIKSAAN DAN PENILAIAN  
JABATAN PENGAJIAN POLITEKNIK  
KEMENTERIAN PENDIDIKAN MALAYSIA

JABATAN PERDAGANGAN

PEPERIKSAAN AKHIR  
SESI DISEMBER 2013

**PK201: SHORTHAND 1**

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**TARIKH : 15 APRIL 2014**  
**MASA : 8.30 AM - 10.30 AM (2 JAM)**

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

Bahagian I: Vocabulary (20 soalan)

Bahagian II: Short Forms (20 soalan)

Bahagian III: Phrases (20 soalan)

Bahagian IV: (2 soalan)

Dokumen sokongan yang disertakan : **Tiada**

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**JANGAN BUKA KERTAS SOALANINI SEHINGGA DIARAHKAN**

(CLO yang tertera hanya sebagai rujukan)

SULIT

CLO1,  
CL02,  
C1

**SECTION 1: VOCABULARY (10 MARKS)****INSTRUCTION:**

This section consist 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. mirage       | _____ | 11. representative | _____ |
| 2. modern       | _____ | 12. furniture      | _____ |
| 3. happiness    | _____ | 13. agricultural   | _____ |
| 4. assortment   | _____ | 14. distributors   | _____ |
| 5. patiently    | _____ | 15. international  | _____ |
| 6. intellectual | _____ | 16. dictionary     | _____ |
| 7. linguistic   | _____ | 17. unknown        | _____ |
| 8. Friday       | _____ | 18. indecision     | _____ |
| 9. murmur       | _____ | 19. citizenship    | _____ |
| 10. animal      | _____ | 20. communication  | _____ |

**SECTION 2: 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.

CLO1,  
CLO2,  
C2

**ARAHAN:**

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

- |                    |       |                |       |
|--------------------|-------|----------------|-------|
| 1. acknowledgement | _____ | 11. thank      | _____ |
| 2. information     | _____ | 12. always     | _____ |
| 3. anybody         | _____ | 13. put        | _____ |
| 4. wonderful       | _____ | 14. large      | _____ |
| 5. gentleman       | _____ | 15. to be      | _____ |
| 6. accordingly     | _____ | 16. altogether | _____ |
| 7. largely         | _____ | 17. almost     | _____ |
| 8. nevertheless    | _____ | 18. thanks     | _____ |
| 9. very            | _____ | 19. difficulty | _____ |
| 10. tomorrow       | _____ | 20. several    | _____ |

CLO1,  
CLO2,  
C3

**SECTION 3: 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 rangkaikata berikut menggunakan sistem Pitman 2000.

- |                               |       |                  |       |
|-------------------------------|-------|------------------|-------|
| 1. as soon as                 | _____ | 11. at all       | _____ |
| 2. better than                | _____ | 12. but the      | _____ |
| 3. copy of                    | _____ | 13. get off      | _____ |
| 4. he will                    | _____ | 14. I am able to | _____ |
| 5. I have been                | _____ | 15. if he is     | _____ |
| 6. I think it is<br>necessary | _____ | 16. in fact      | _____ |
| 7. in other ways              | _____ | 17. of each      | _____ |
| 8. once again                 | _____ | 18. there may be | _____ |
| 9. this subject               | _____ | 19. very much    | _____ |
| 10. to the                    | _____ | 20. which is     | _____ |

**SECTION 4(I): 35 MARKS**  
**BAHAGIAN D(I): 35 MARKAH**

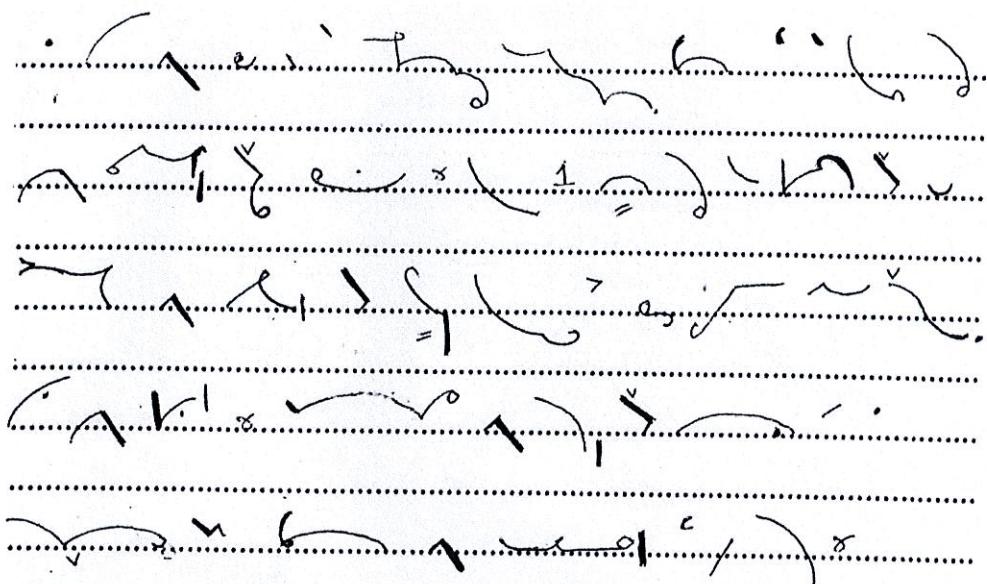
**INSTRUCTION:**

Transcribe the following outlines into words.

CLO3,  
C3

**ARAHAN:**

Transkripkan gurisan 'shorthand' berikut kepada perkataan



The image shows five rows of handwritten shorthand outlines on ruled paper. Each row consists of a series of stylized strokes and symbols, representing words or phrases in shorthand. The strokes vary in shape, including loops, dashes, and small circles, typical of the Pitman shorthand system.

(70 words)

Answer

**SECTION 4(II): 35 MARKS**  
**BAHAGIAN 4(II): 35 MARKAH**

## **INSTRUCTION:**

**INSTRUCTION:** Transcribe these sentences into shorthand outlines.

CLO<sub>3</sub>,  
C4

ARAHAN:

*Tukarkan ayat-ayat berikut kepada gurisan shorthand.*

Once you have been offered a secretarial job you need to utilize the period of time before you start working. Knowing how to prepare for a secretarial job is really dependent on the type of work you will be doing. The process of preparing for the position is very important because it allows a time of transition from your previous status to your new ones. It also provides an opportunity.

(70 words)