

Code No. **03 X (A)**

COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING
SENIOR GRADE – I PAPER (Speed)

January/February, 2020

{ Time : 15 minutes
{ Max. Marks : 100

Instructions to the Candidates :

1. Type the following passage in DOUBLE LINE Spacing.
2. Typewrite on ONE SIDE of the paper.
3. Set the margins at 10 and 75 degrees.
4. Special attention should be paid to accuracy and neatness of execution.

Feeling sad at a loss and mourning for a dead loved one is universal and common. For some time after a sad event, life gets damaged. People find themselves numb, confused or filled with sorrow. Their routine gets disorganized, everyone grieves in their own way and in their own time. Though there is no strict timetable as to when to stop pain, most people learn to accept the reality and recover in about six months to a year. The pain may not go away and there may be periods of sadness. But, one moves on and learns to adjust to surroundings. Though the loss is not forgotten, it stops haunting them and they are no

longer preoccupied with it all the time. Sometimes people grieve for years without seeming to find even temporary relief. Grief can be complicated by other conditions such as misery. Coping with loss is vital for physical and mental health.

Seek social support, in a period of acute stress. Social support reduces the impact of stress, so do not grieve alone. Support from family and a friend is an important factor in healing. Friends and family can help with the funeral arrangements or help with the many new works you may have. They can also provide a shoulder to lean on or can lend an ear when you need to talk about your

feelings. Take care of your health, it is important to keep in contact with the family physician and take care of medication. When you are grieving, it is more important than ever to take care of yourself. The stress of a major loss can quickly deplete your energy and emotional reserves. Looking after your physical and emotional needs will help you get through this difficult time. Fight the stress and fatigue of grief with healthy lifestyle choice. Try to do gentle exercising, aiming for eight hours of sleep each night and eating nutritious and wholesome foods. This will keep your body strong and healthy even when you do not feel that way emotionally.

Try to maintain your routine as far as possible, do not give up your regular hobbies and interests. There's comfort in routine and getting back to the activities that connect you to others will help in coming to terms with your loss. As far as possible try and follow whatever routine you had for sleeping, dining, working or going out. If you were doing household chores or outside work, resume them as early as possible. Activity helps in

healing, give yourself permission to grieve the way you feel like, do not let others tell you how to feel or do not feel the compulsion that you must feel in a certain way. Your grief is your own and nobody can tell when it is time to get over it or move on. Know that it is acceptable to be angry or feel betrayed. Be patient with yourself, there is no set time frame, or list of emotions you should feel. Allow yourself to go through your unique grief process without minding how others are coping. There is no shame if all that you feel is confusion when people expect you to be sad. It is alright to laugh if you think something is funny. Let go of these feelings when you are ready.

Express your feelings, or only have the pain and complicate the grieve process. Being brave does not mean suppressing emotions. It takes courage to face your emotions. You can try to suppress grief but cannot avoid it forever. To heal, one should have the pain. Avoiding feelings will lead to unresolved grief which results physically.