

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

2 JULY, 2018

[Time : 14-00]

(Total Marks for Sections I and II : 100)

ENGLISH TYPEWRITING

(30 Words Per Minute)

SECTION - II

[Time Allowed : 7 Minutes]

Note : Do not type the 'SPEED PASSAGE' again.

Type the following speed passage in SEVEN MINUTES. Use DOUBLE or ONE and HALF LINE SPACING and a Margin of FIFTEEN SPACES on the left.

[Marks : 40]

When faced with a loss, crisis of life, changing event, we may be suddenly thrust into an unfamiliar world, one that is frightening and challenging. The first step towards coping with a loss is to accept the circumstances we are in. Non-acceptance or denial destroys peace of mind and gives rise to anger, anxiety and frustration. It may also lead to a feeling of self pity. In such a case, a person resigns himself to his fate and loses his self confidence. He is not able to cope with the reality.

But a person who accepts the ups and downs of life and prepares himself to take life as a challenge gets a new strength from within to fight and succeed. The thought that there is nothing permanent in life, that highs must follow lows and lows have inevitably to be succeeded by highs can also prove to be encouraging. It can give us not only strength to face unfavourable circumstances with perseverance as well as fortitude and lead challenging and familiar world without fear and trouble as well.