

1. Word processor

(a) Type the text below as it is into a word processing software (20 marks)

The corporate world has its own range of stress designed to play havoc with the psyche of an employee coping with ambiguous instructions, difficulties in co-ordination amongst various department, communication gaps, alienation and the constant conflicts that occurs between the employee's and the corporate norms or objectives are just a few of these. Many employees, with creative potential, exhibit a total lack of motivation and resign themselves to a boring routine, because of external compulsion. As they enter the corporate scene, many compromise their creative needs. They were compelled to hide their true selves-behind their corporate masks and follow the script written by their seniors and bosses.

Stress is created in the mind and this is where all attention is to be focused. Stress is not everybody's

(First) Delicacy

(Second) Anxiety

(Third) Insomnia

(Forth) Irritability

(Fifty) Depression

(Sixth) Blood pressure and other cardiovascular complications.

STRESS CAUSING FACTORS

EXTERNAL STRESS CAUSING FACTORS			
<i>Highest Stress Rating</i>	<i>High stress Rating</i>	<i>Moderate stress rating</i>	<i>Low stress rating</i>
Death of partner	Reconciliation with a partner	Family Arguments	Change of school
Divorce or separation	Retirement	Large mortgage bond	Holidays
Prison Sentence	Pregnancy	Difficulties with in-laws	Change of contacts with relatives
<u>INTERNAL STRESS CAUSING FACTORS</u>			
<ul style="list-style-type: none">- Avoidance – avoidance conflicts- Approach Approach conflicts- <u>Approach Avoidance conflicts</u>- <u>Personality</u>- Guilt- temperaments			

(b) Copy the first and justify the whole document, and at the centre insert the footnote "Borabu Evaluation Test" (5 marks)

(c) Space the whole document into 1.5 spacing in 1b) above (5 marks)

(d) Create the object below using the drawing toolbar

(20marks)

