Short passages for summary writing Document

Short Passages for Summary Writing: An Essential Guide for Students and Writers

Summary writing is a fundamental skill that enhances comprehension, critical thinking, and effective communication. Among various types of texts, short passages for summary writing are particularly valuable for developing the ability to grasp key ideas quickly and distill essential information. This comprehensive guide explores the importance of short passages, strategies for summarizing effectively, and tips to improve your skills in summarization.

Understanding Short Passages for Summary Writing

What Are Short Passages?

Short passages are concise texts, typically ranging from a few sentences to a few paragraphs, crafted to present a specific idea, argument, or narrative succinctly. They are commonly used in educational settings to assess comprehension and summarization skills.

Characteristics of Short Passages:

- Focused content with a clear main idea
- Limited in length, making them accessible for quick reading
- Contain supporting details that elaborate on the main idea

Examples of Short Passages:

- Excerpts from articles or essays
- Short stories or anecdotes
- Informative paragraphs on scientific or historical topics

Importance of Short Passages in Summary Writing

Using short passages for summary exercises offers several benefits:

- Enhances comprehension skills by focusing on key points
- Develops the ability to identify main ideas and supporting details
- Improves retention of information through active engagement
- Prepares students for more complex summarization tasks involving longer texts

Strategies for Summarizing Short Passages Effectively

Step-by-Step Approach

To craft an effective summary from a short passage, follow these steps:

- **Read Carefully:** Read the passage thoroughly to understand the overall message.
- **Identify the Main Idea:** Determine the primary point the author is conveying.
- **Highlight Supporting Details:** Note key facts, examples, or arguments that reinforce the main idea.
- **Eliminate Redundancies:** Remove any repetitive or non-essential information.
- **Write Concisely:** Use your own words to paraphrase the main idea and essential details, keeping the summary brief.

Tips for Effective Summarization

- Focus on the core message rather than every detail.
- Use simple and clear language.
- Maintain the original meaning without adding personal opinions.
- Keep the summary proportionate; typically, it should be about one-third or less of the original passage length.
- Review and revise your summary to ensure clarity and accuracy.

Types of Short Passages Suitable for Summary Writing

1. Descriptive Passages

These passages describe people, places, or objects, emphasizing sensory details and characteristics. Summarizing involves capturing the main description without unnecessary embellishments.

2. Narrative Passages

Short stories or anecdotes that convey a sequence of events. Summarizing requires highlighting the

plot, main characters, and the resolution.

3. Expository Passages

Informative texts explaining concepts, processes, or facts. The focus is on condensing the core information and key explanations.

4. Persuasive Passages

Texts that aim to convince the reader. Summaries should encapsulate the main argument and supporting reasons.

Examples of Short Passages and Sample Summaries

Example 1: Descriptive Passage

Passage:

"The Himalayan mountain range stretches across five countries and boasts some of the highest peaks in the world, including Mount Everest. These mountains are characterized by their rugged terrain, snow-capped summits, and diverse flora and fauna that thrive in the high-altitude environment."

Sample Summary:

The Himalayan range extends over five countries and features the world's tallest peaks, including Mount Everest. Known for its rugged terrain and snowy peaks, it hosts a variety of plant and animal life adapted to high altitudes.

Example 2: Narrative Passage

Passage:

"Last summer, Sarah went hiking in the mountains. Despite the challenging trails, she enjoyed the breathtaking views and the sense of adventure. She reached the summit after several hours, feeling a great sense of achievement and appreciation for nature."

Sample Summary:

Sarah's summer hike in the mountains was challenging but rewarding, ending with her reaching the summit and feeling proud of her achievement and love for nature.

Example 3: Expository Passage

Passage:

"Photosynthesis is the process by which green plants convert sunlight into chemical energy. Chlorophyll captures sunlight, which is used to transform carbon dioxide and water into glucose and oxygen. This process is vital for life on Earth as it produces oxygen and forms the basis of the food chain."

Sample Summary:

Photosynthesis is how green plants use sunlight to produce food, converting carbon dioxide and water into glucose and oxygen, essential for life on Earth.

Common Challenges and How to Overcome Them

1. Overloading with Details

Solution: Focus on main ideas and omit minor details or examples unless they are crucial to understanding.

2. Losing the Original Meaning

Solution: Paraphrase carefully and verify that your summary accurately reflects the original passage's intent.

3. Making the Summary Too Long or Too Short

Solution: Aim for brevity while covering all essential points; a good rule is to keep the summary within one-third of the original length.

4. Using Plagiarized Language

Solution: Use your own words and avoid copying phrases directly from the passage.

Practicing and Improving Your Summary Writing Skills

Effective Practice Techniques

- Regularly select short passages from diverse subjects.

- Practice identifying main ideas and supporting details.
- Write summaries without referring back to the original to test comprehension.
- Seek feedback from teachers or peers to refine your skills.

Additional Resources

- Reading comprehension exercises
- Summarization worksheets
- Online quizzes and tutorials on summarization

Conclusion

Mastering the skill of writing summaries from short passages is invaluable for academic success and effective communication. By understanding the characteristics of short passages, employing strategic approaches to summarization, and practicing regularly, learners can develop clarity and conciseness in their writing. Remember, the key lies in identifying the main idea, supporting details, and expressing them clearly and briefly. With consistent effort, anyone can become proficient in creating precise and meaningful summaries that capture the essence of any short passage.

Meta Description:

Discover expert tips and strategies for short passages for summary writing. Learn how to identify main ideas, craft concise summaries, and improve your comprehension skills effectively.

Short Passages for Summary Writing: A Guide to Crafting Clear and Concise Summaries

Introduction

Short passages for summary writing have become essential tools in academic, journalistic, and professional contexts. As information overload continues to challenge readers and writers alike, the ability to distill lengthy texts into brief, coherent summaries is a vital skill. Whether you're a student aiming to grasp core concepts, a journalist condensing complex reports, or a professional preparing executive summaries, mastering the art of summarizing short passages empowers you to communicate effectively. This article explores the significance of short passages in summary writing, strategies for selecting and analyzing them, and best practices for crafting clear, concise summaries.

The Importance of Short Passages in Summary Writing

Why Focus on Short Passages?

Short passages serve as manageable units of information that facilitate understanding and retention. They are particularly useful in contexts where:

- Time is limited: Readers need quick insights without wading through lengthy texts.
- Complex information needs simplification: Dense academic or technical content can be broken down into smaller, digestible parts.
- Focused analysis is required: Short passages often highlight specific ideas or themes, making it easier to analyze and summarize.

Benefits of Using Short Passages

- Enhanced Comprehension: Short passages help learners and readers focus on specific points, deepening understanding.
- Improved Critical Thinking: Analyzing small sections encourages identifying main ideas, supporting details, and rhetorical devices.
- Efficient Writing: Summaries based on shorter passages are more precise and less prone to extraneous information.

Selecting and Preparing Short Passages for Summary

Criteria for Choosing Effective Passages

Selecting the right passages is crucial for accurate and meaningful summaries. Consider the following criteria:

- Relevance: The passage should align with the main topic or objective of your summary.
- Clarity: Choose passages that are clear and straightforward, avoiding overly complex or ambiguous sections.
- Significance: Focus on passages that contain key ideas, arguments, or data crucial to understanding the overall content.
- Conciseness: Short passages should be self-contained units that convey complete thoughts without excessive detail.

Strategies for Selecting Passages

- Identify Key Sections: Look for introductory, concluding, or topic sentences that encapsulate main ideas.

- Highlight Transitions: Transitions often signal important shifts or summaries, making them ideal starting points.
- Use Markers: Bolded, italicized, or numbered sections often denote significance in structured texts.
- Break Down Longer Texts: Divide lengthy articles or chapters into smaller sections based on headings, paragraphs, or thematic shifts.

Preparing Passages for Summarization

Once selected, prepare the passages by:

- Annotating: Highlight main points, keywords, and supporting details.
- Paraphrasing: Restate complex sentences in simpler language to facilitate understanding.
- Note-taking: Jot down the core idea of each passage to streamline the summarizing process.

Techniques for Summarizing Short Passages

- Identifying the Main Idea

The core of any summary is the main idea. To identify it:

- Read the passage carefully.
- Ask: What is the author trying to convey?
- Look for topic sentences or thesis statements.
- Distinguish between essential information and supporting details.

- Recognizing Supporting Details

Supporting details flesh out the main idea. They often include:

- Examples
- Data or statistics
- Explanations or elaborations
- Evidence or quotations

In summarizing, include only the most critical supporting points that reinforce the main idea.

- Paraphrasing Effectively

Paraphrasing involves restating the passage in your own words without changing meaning. Tips include:

- Use synonyms where appropriate.
- Simplify complex sentence structures.
- Maintain original intent and tone.
- Avoid copying phrases verbatim unless quoting.

- Writing the Summary

When writing a summary based on a short passage:

- Start with a clear topic sentence that captures the main idea.
- Include essential supporting details in a logical order.
- Keep sentences concise and focused.
- Use transitional words to ensure coherence.
- Limit the summary to a fraction of the original passage length, typically 25-30%.

Best Practices for Summarizing Short Passages

Be Objective and Neutral

Avoid inserting personal opinions or interpretations. Stick to what the passage states.

Maintain Fidelity to the Original

Ensure the summary accurately reflects the original passage?s meaning without distortion.

Use Clear and Simple Language

Prioritize clarity over verbosity. The goal is to communicate the core message efficiently.

Avoid Overloading with Details

Select only the most relevant information. Excessive details can clutter the summary and obscure understanding.

Review and Revise

After drafting, review your summary to check for:

- Completeness: Have you covered the main idea and key points?
- Conciseness: Is it free of unnecessary words?
- Accuracy: Does it faithfully represent the original passage?

Practical Applications of Short Passages in Summary Writing

Academic Contexts

Students often encounter lengthy texts in exams and assignments. Using short passages helps:

- Focus on critical concepts.
- Prepare effective study notes.
- Practice concise writing skills.

Journalistic Reporting

Journalists use short passages from reports or interviews to craft headlines and summaries that attract attention and convey essential facts swiftly.

Business and Professional Settings

Executives rely on executive summaries derived from short passages of reports to make quick, informed decisions.

Challenges and Solutions in Using Short Passages

Challenge: Selecting Non-representative Passages

Solution: Cross-reference multiple sections to ensure the chosen passage accurately reflects the overall content.

Challenge: Over-simplification

Solution: Balance brevity with completeness; include enough detail to preserve meaning.

Challenge: Maintaining Objectivity

Solution: Focus solely on the information presented, avoiding personal interpretations or biases.

Conclusion

Short passages for summary writing serve as foundational elements in the art of condensing information. Their strategic selection and effective analysis enable writers to craft summaries that are clear, accurate, and impactful. Whether in academic, journalistic, or professional contexts, mastering the skill of working with short passages enhances communication, promotes critical thinking, and fosters efficient learning. As information continues to proliferate rapidly, the ability to distill complex texts into concise summaries remains an invaluable asset?one that begins with understanding the power of well-chosen short passages.

QuestionAnswer What are short passages for summary writing? Short passages for summary writing are brief texts or excerpts that students read and then condense into concise summaries highlighting the main ideas. Why are short passages important for developing summary writing skills? They help students practice identifying key points, main ideas, and supporting details, which are essential skills for effective summary writing. How can I select good short passages for summary practice? Choose passages that are clear, focused, and not too lengthy, ideally around 100-200 words, covering a single idea or topic to facilitate effective summarization. What strategies can be used to effectively summarize short passages? Read the passage carefully, highlight main ideas, omit unnecessary details, and write a concise version capturing the core message in your own words. Are there any common mistakes to avoid when summarizing short passages? Yes, common mistakes include copying phrases verbatim, including too many details, missing main ideas, or writing a summary that is too long or too brief. How can practice with short passages improve overall writing skills? Practicing helps enhance comprehension, critical thinking, vocabulary, and the ability to synthesize information succinctly, which benefits overall writing proficiency. What are some tips for students to effectively practice summary writing using short passages? Read actively, underline key points, organize ideas logically, and revise the summary to ensure clarity and conciseness. Can short passages be used for assessment purposes? Yes, they are commonly used in exams and assignments to evaluate students' reading comprehension and their ability to summarize effectively. How long should a summary of a short passage be? Typically, a summary should be about one-third to one-half the length of the original passage, focusing on main ideas without unnecessary details.

Related keywords: summary practice, paragraph summarization, concise writing, comprehension exercises, reading comprehension, brief passages, summary skills, writing practice, informational texts, summarization techniques

English Shorthand Dictation Passages

English shorthand dictation passages are essential tools for students and professionals aiming to improve their speed and accuracy in shorthand writing. These passages serve as practical exercises that simulate real-world transcription tasks, helping learners develop their skills in capturing spoken language swiftly and precisely. Whether you're preparing for shorthand examinations or enhancing your note-taking efficiency, mastering the use of carefully selected dictation passages is a crucial step toward achieving proficiency.

Understanding the Importance of Shorthand Dictation Passages

Shorthand dictation passages are more than just practice material; they are foundational in developing several key skills essential for effective shorthand writing.

Why Practice with Dictation Passages?

- **Improves Speed:** Regular practice helps in increasing the speed of writing, enabling shorthand writers to keep pace with spoken words.
- **Enhances Accuracy:** Repeated transcription of passages trains the writer to capture every word correctly, reducing errors over time.
- **Builds Confidence:** Consistent practice boosts confidence, making it easier to handle real-time dictations.
- **Develops Listening Skills:** Listening carefully to passages sharpens auditory skills necessary for accurate shorthand transcription.
- **Introduces Vocabulary and Phrasing:** Exposure to diverse passages enhances vocabulary and familiarizes learners with common phrases and idiomatic expressions.

Types of English Shorthand Dictation Passages

Effective practice involves a variety of passages that challenge different aspects of shorthand skills.

1. Simple Sentences

These passages contain straightforward sentences, ideal for beginners to practice basic transcription skills.

2. Complex Paragraphs

Longer texts with intricate sentence structures help advanced learners work on speed and

comprehension.

3. Formal and Informal Styles

Practicing both styles prepares learners to transcribe speeches, meetings, or casual conversations accurately.

4. Business and Legal Passages

Specialized passages related to business and law help learners familiarize themselves with industry-specific terminology.

Creating Effective Shorthand Dictation Passages

Quality practice requires well-designed passages that mimic real-life situations, with attention to clarity, variety, and appropriateness.

Tips for Selecting or Writing Passages

- **Use Natural Language:** Passages should sound like natural speech to simulate actual dictation scenarios.
- **Include Common Phrases and Idioms:** Incorporate frequently used expressions to improve practical transcription skills.
- **Vary Vocabulary and Sentence Structure:** Mix simple and complex sentences to challenge different skill levels.
- **Maintain Clarity and Coherence:** Ensure passages are logical and easy to follow, avoiding ambiguity.
- **Introduce Technical Terms Gradually:** For advanced learners, add specialized vocabulary relevant to their field.

Sample English Shorthand Dictation Passages

Below are examples of passages suitable for different proficiency levels.

Beginner Level

"The cat sat on the mat. It looked at the dog. The sun is bright today. We like to play outside."

Intermediate Level

"The meeting started at nine o'clock. The manager discussed the quarterly sales report. Everyone listened carefully and took notes. After the presentation, questions were answered."

Advanced Level

"In today's fast-paced business environment, effective communication is crucial. Accurate shorthand transcription allows professionals to record meetings, interviews, and legal proceedings efficiently. Mastery of shorthand dictation passages enhances overall productivity and ensures no critical details are missed."

Techniques for Practicing with Shorthand Dictation Passages

Successful practice involves more than just reading and writing; it requires strategic techniques to maximize learning.

1. Regular Practice Schedule

Consistency is key. Dedicate specific times daily or weekly to practice dictations, gradually increasing difficulty and duration.

2. Use Recordings

Record passages spoken aloud and listen repeatedly to simulate real-time dictation. This improves auditory processing and speed.

3. Focus on Phrasing

Practice capturing common phrases in shorthand as units rather than separate words, which increases speed and fluency.

4. Review and Correct

Always review your transcriptions, compare them with the original passages, and correct errors to reinforce learning.

5. Gradually Increase Difficulty

Start with simple passages and progressively move to more complex texts to build confidence and skill.

Resources for English Shorthand Dictation Passages

Numerous resources are available online and offline to access high-quality dictation passages.

Online Platforms and Websites

- Shorthand Practice Websites: Offer downloadable practice passages for various levels.
- Educational Apps: Provide interactive dictation exercises with feedback.
- Youtube Channels: Feature dictation videos for listening and transcribing practice.

Books and Publications

- Shorthand Practice Books: Contain curated passages categorized by difficulty.
- Exam Preparation Guides: Include model dictation passages for exam practice.

Conclusion

Mastering **english shorthand dictation passages** is fundamental for anyone looking to excel in shorthand writing. Through consistent practice with diverse and well-structured passages, learners can significantly improve their speed, accuracy, and confidence. Incorporating effective techniques such as listening exercises, phrasing focus, and regular review ensures steady progress. Whether you're a beginner or an advanced shorthand practitioner, utilizing quality dictation passages tailored to your level will accelerate your journey toward shorthand mastery. Explore available resources, practice diligently, and watch your transcription skills reach new heights.

English Shorthand Dictation Passages: An In-Depth Exploration

Introduction

English shorthand dictation passages serve as a vital component in the realm of secretarial training, journalism, and transcription services. These passages are meticulously crafted excerpts designed to hone a student's or professional's ability to listen, comprehend, and transcribe swiftly and accurately using shorthand notation. As a skill that blends rapid listening with swift writing, shorthand dictation passages have evolved over centuries, adapting to technological advances and pedagogical shifts. This article aims to provide a comprehensive, analytical overview of these passages?highlighting their significance, structure, types, and pedagogical value?grounded in historical context and current practices.

Understanding the Concept of English Shorthand Dictation Passages

Definition and Purpose

English shorthand dictation passages are pre-selected texts or spoken excerpts used for training individuals in shorthand writing. The primary purpose of these passages is to simulate real-world dictation scenarios, enabling learners to develop speed, accuracy, and comprehension skills. They serve as standardized tools in teaching shorthand, ensuring learners become proficient in transcribing spoken language efficiently.

These passages are carefully curated to include a mix of vocabulary, sentence structures, and idiomatic expressions relevant to everyday, professional, or official contexts. The objective is to train students to quickly capture spoken words in shorthand, then transcribe them into full text with minimal errors.

Historical Significance

Shorthand, invented in the 19th century by Sir Isaac Pitman and others, revolutionized stenography and transcription practices. Early dictation passages were often lengthy, complex, and designed to test the limits of speed and comprehension. Over time, the passages have been refined to balance difficulty levels, aiming to foster gradual skill development.

In contemporary education, these passages serve not only as training tools but also as assessment instruments to evaluate progress. They bridge the gap between theoretical shorthand rules and practical application, ensuring learners can handle real dictation tasks efficiently.

Structure and Composition of Shorthand Dictation Passages

Characteristics of Effective Passages

Effective shorthand dictation passages share several key features:

- Clarity and Coherence: The text should be logically structured, with clear sentence flow to facilitate comprehension.
- Varied Vocabulary: Incorporating common words, idioms, and technical terms ensures preparedness for diverse dictation scenarios.
- Balanced Difficulty: Passages should progressively increase in complexity to match learner proficiency.
- Conciseness: While comprehensive, passages should avoid unnecessary verbosity, focusing on relevant content.
- Inclusion of Punctuation and Pauses: To simulate real speech, passages often include marks indicating pauses, emphasis, or intonation.

Common Components of Passages

Typical dictation passages comprise:

- Narrative or Descriptive Texts: These include stories, reports, or descriptions that mimic real-life situations.
- Dialogues or Conversations: Simulating interviews or meetings, dialogues help learners practice transcribing multiple speakers.
- Official Speeches or Addresses: These expose learners to formal language, useful for court reporting or parliamentary transcription.
- Technical or Business Content: For students specializing in specific fields, passages include industry-specific vocabulary.

Format and Length

Passages vary in length, typically ranging from 50 to 200 words for practice sessions, with longer passages used for timed assessments. The format often includes:

- Clear spacing between sentences
- Marked pauses or emphasis points
- Optional notes for punctuation or special symbols

Types of English Shorthand Dictation Passages

Based on Content and Context

- General Passages: Cover everyday topics like weather, health, or social events.
- Formal Passages: Include speeches, debates, or official reports.
- Technical Passages: Focus on scientific, medical, or legal content.
- Business and Commercial Passages: Involve banking, commerce, or administrative communication.

Based on Difficulty Level

- Beginner Level: Short, simple sentences with common vocabulary.
- Intermediate Level: Slightly complex sentences with idiomatic expressions.
- Advanced Level: Lengthy, complex, and technical passages requiring high proficiency.

Specialized Passages

Some passages are designed for specific stenography needs:

- Legal Dictation: Court proceedings, legal briefs.
- Medical Dictation: Patient reports, medical notes.
- Journalistic Passages: News reports, interviews.

Pedagogical Significance of Dictation Passages in Learning Shorthand

Skill Development

Dictation passages are instrumental in:

- Enhancing speed: Regular practice increases words per minute (WPM).
- Improving accuracy: Focus on correct transcription minimizes errors.
- Developing comprehension: Learners learn to grasp meaning quickly and accurately.
- Building confidence: Regular practice builds proficiency and reduces anxiety.

Assessment and Evaluation

Educators use dictation passages to:

- Measure progress over time.
- Identify areas needing improvement.
- Set benchmarks for professional certification.

Teaching Strategies

Effective use of dictation passages includes:

- Starting with easier passages and gradually increasing difficulty.
- Encouraging repeated practice to build muscle memory.
- Incorporating varied content to cover different vocabulary sets.
- Using recording devices for self-assessment.

Challenges and Solutions in Using Dictation Passages

Common Challenges

- Difficulty understanding fast speech: Learners may struggle to keep pace.
- Errors in transcription: Missed words or misheard phrases.
- Fatigue and concentration lapses: Long passages can cause mental fatigue.
- Limited vocabulary: Inability to transcribe technical or unfamiliar terms.

Proposed Solutions

- Use recordings with adjustable speed to gradually increase listening pace.
- Practice with shorter passages before progressing to longer ones.
- Incorporate vocabulary building exercises alongside dictation practice.
- Ensure proper rest and focus during practice sessions.
- Use shorthand symbols and abbreviations to improve speed and accuracy.

Modern Trends and Technological Integration

Digital Dictation and Transcription Tools

With advancements in technology, traditional shorthand dictation is increasingly supplemented by:

- Voice recognition software: Tools like Dragon NaturallySpeaking assist transcribers.
- Audio recordings: High-quality recordings enable flexible practice.
- Online platforms: Websites and apps offering interactive dictation exercises.

Impact on Traditional Practices

While technology enhances efficiency, the foundational skill of shorthand remains relevant, especially for:

- Court reporting where verbatim transcription is critical.
- Environments with limited technological access.
- Professionals seeking rapid note-taking skills.

Future Directions

Emerging trends suggest a hybrid approach, combining shorthand mastery with technological tools,

ensuring versatility and adaptability in transcription careers.

Conclusion

English shorthand dictation passages are more than mere exercises; they are fundamental stepping stones in mastering the art of rapid transcription. Their structured design, varied content, and pedagogical utility make them indispensable in training competent stenographers, secretaries, journalists, and transcriptionists. As the landscape of communication evolves, these passages continue to serve as a bridge between traditional shorthand skills and modern technological aids, ensuring practitioners are well-equipped to meet diverse transcription challenges. Embracing both their historical significance and future potential, the diligent practice of dictation passages remains a cornerstone of proficient shorthand writing.

QuestionAnswer What are the key skills required for mastering English shorthand dictation passages? Key skills include quick and accurate listening, fast writing speed, familiarity with shorthand symbols, good concentration, and the ability to comprehend context rapidly during dictation. How can I improve my accuracy while taking shorthand dictation passages in English? To improve accuracy, practice regularly with varied passages, develop a strong grasp of shorthand symbols, focus on listening carefully, and review your notes to correct errors and reinforce learning. What are some common challenges faced while transcribing English shorthand dictation passages, and how can they be overcome? Common challenges include missing words, misinterpretation of symbols, and speed issues. These can be overcome by consistent practice, enhancing listening skills, and reviewing shorthand rules thoroughly. Which shorthand systems are most popular for transcribing English dictation passages? The most popular shorthand systems include Gregg Shorthand, Pitman Shorthand, and Teeline Shorthand, each offering different methods suited for speed and accuracy in English dictation. How can I effectively practice English shorthand dictation passages for competitive exams? Effective practice involves timed dictation exercises, studying previous exam passages, working on increasing speed without sacrificing accuracy, and regularly reviewing shorthand symbols and transcription techniques.

Related keywords: English shorthand, dictation practice, shorthand passages, stenography exercises, shorthand dictation, speed building, shorthand training, shorthand passages for beginners, shorthand transcription, shorthand exercises

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