

# WRITING ESSENTIALS

WRITING PROCESS	
1	<b>Prewriting</b> Brainstorming Organizing thoughts/ideas
2	<b>Drafting</b> Developing a rough draft Organizing ideas into paragraphs Writing a first draft
3	<b>Revising</b> Revising content and organization Adding or deleting information Improving word choice and sentence structure
4	<b>Editing</b> Proofreading Checking for grammar and punctuation errors Correcting errors
5	<b>Publishing</b> Sharing work with others Presenting work Revising work based on feedback

[illegible][illegible]

**USE A COMMA...**

- After an independent clause**
  - Example: I went to the store, I bought some milk.
- Before an independent clause**
  - Example: I went to the store, I bought some milk.
- After an introductory phrase**
  - Example: After the rain, I went to the store.
- Before an introductory phrase**
  - Example: I went to the store, after the rain.
- After a list of three or more items**
  - Example: I went to the store, I bought some milk, I bought some bread.
- Before a list of three or more items**
  - Example: I went to the store, I bought some milk, I bought some bread.
- After a direct address**
  - Example: I went to the store, I bought some milk, I bought some bread.
- Before a direct address**
  - Example: I went to the store, I bought some milk, I bought some bread.

FICTION VS. NON-FICTION	
<b>FICTION</b>	<b>NON-FICTION</b>
<b>Definition</b> Fiction is a story or account that is invented or imagined, rather than based on real events or people.	<b>Definition</b> Non-fiction is a genre of literature that is based on real events, people, and facts.
<b>Characteristics</b> Fiction is characterized by its imaginative and creative nature, often featuring fictional characters and settings. It is designed to entertain and engage the reader.	<b>Characteristics</b> Non-fiction is characterized by its factual and informative nature, often featuring real events and people. It is designed to educate and inform the reader.
<b>Examples</b> Fiction includes novels, short stories, and plays. Examples include <i>Pride and Prejudice</i> by Jane Austen, <i>The Great Gatsby</i> by F. Scott Fitzgerald, and <i>Hamlet</i> by William Shakespeare.	<b>Examples</b> Non-fiction includes biographies, autobiographies, and historical accounts. Examples include <i>The Diary of Anne Frank</i> , <i>Walden</i> by Henry David Thoreau, and <i>The American Revolution</i> by David Mervin.
<b>Language</b> Fiction often uses a more descriptive and imaginative language, with a focus on creating a vivid and engaging narrative.	<b>Language</b> Non-fiction often uses a more factual and informative language, with a focus on presenting information in a clear and concise manner.
<b>Structure</b> Fiction often follows a narrative structure, with a focus on character development and plot progression.	<b>Structure</b> Non-fiction often follows a logical structure, with a focus on presenting information in a clear and organized manner.
<b>Themes</b> Fiction often explores themes of human experience, such as love, death, and the struggle for power.	<b>Themes</b> Non-fiction often explores themes of social and political issues, such as the American Revolution and the civil rights movement.
<b>Style</b> Fiction often uses a more creative and imaginative style, with a focus on creating a unique and engaging narrative.	<b>Style</b> Non-fiction often uses a more factual and informative style, with a focus on presenting information in a clear and concise manner.
<b>Impact</b> Fiction has a significant impact on culture and society, often reflecting and shaping the values and beliefs of the time.	<b>Impact</b> Non-fiction has a significant impact on culture and society, often providing a record of historical events and a source of information for future generations.

REVISE	
<b>A</b>	<b>ADD</b> Add words, sentences or details.
<b>R</b>	<b>REMOVE</b> Remove unnecessary words, sentences or details.
<b>M</b>	<b>MOVE</b> Move sentences or word groups.
<b>S</b>	<b>SUBSTITUTE</b> Substitute words or sentences for others.

<b>C</b>	<b>EDIT</b> <b>CAPITAL LETTERS</b> Don't forget the letters where this belongs!
<b>U</b>	<b>UNDERSTANDING</b> Does it make sense? It might be in the wrong place and they understand it!
<b>P</b>	<b>PUNCTUATION</b> Do you know where this belongs? <a href="http://www.grammarworkbooks.com">www.grammarworkbooks.com</a>
<b>S</b>	<b>SPELLING</b> Don't spell it the wrong way!

## DIALOGUE

**THE CHINESE AND QUOTED CHINESE**

**CHINESE** (ALL) INDICATE WHEN ANY-ONE (ALL) SPOKE (SOME) WITH THE CHINESE

"The beautiful day you're in for! It's the best day of the year!" **CHINESE** said.

**Heard** implied "Heard/heard me, we heard the strange star again, today's first word."

"That's what I heard," **CHINESE** said. "I hope your prediction comes."

**CHINESE** (ALL) AT THE CHINESE

**ONE**

Chinese (ALL) AT THE CHINESE

"I'm surprised at the others, because we should..."

**CHINESE** (ALL) AT THE CHINESE

**TWO**

Chinese (ALL) AT THE CHINESE

"I'm surprised at the others, because we should..."

**SEQUENCING**

**SEQUENCING WORKSHEET**

**Sequencing**

Put the words in order from first to last.

1. The first word is 'The'.

2. The second word is 'cat'.

3. The third word is 'sat'.

4. The fourth word is 'on'.

5. The fifth word is 'the'.

6. The sixth word is 'mat'.

7. The seventh word is 'and'.

8. The eighth word is 'the'.

9. The ninth word is 'dog'.

10. The tenth word is 'was'.

11. The eleventh word is 'the'.

12. The twelfth word is 'cat'.

13. The thirteenth word is 'sat'.

14. The fourteenth word is 'on'.

15. The fifteenth word is 'the'.

16. The sixteenth word is 'mat'.

17. The seventeenth word is 'and'.

18. The eighteenth word is 'the'.

19. The nineteenth word is 'dog'.

20. The twentieth word is 'was'.

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### POINT OF VIEW

WHICH POINT OF VIEW IS THIS NARRATIVE?		
<b>1<sup>ST</sup> PERSON</b>	<b>2<sup>ND</sup> PERSON</b>	<b>3<sup>RD</sup> PERSON</b>
<p>The narrator is a character in the story, and the events are told from his or her perspective.</p> <p><i>Example:</i> "I walked down the street, feeling nervous about the first day of school."</p>	<p>The narrator is not a character in the story, but the events are told from the perspective of one of the characters.</p> <p><i>Example:</i> "She looked at her watch and saw it was time to go to school."</p>	<p>The narrator is not a character in the story, and the events are told from an objective, all-knowing perspective.</p> <p><i>Example:</i> "The sun shined brightly over the town of Springfield."</p>

**1<sup>ST</sup> PERSON** The narrator is a character in the story, and the events are told from his or her perspective.  
*Example:* "I walked down the street, feeling nervous about the first day of school."

**2<sup>ND</sup> PERSON** The narrator is not a character in the story, but the events are told from the perspective of one of the characters.  
*Example:* "She looked at her watch and saw it was time to go to school."

**3<sup>RD</sup> PERSON** The narrator is not a character in the story, and the events are told from an objective, all-knowing perspective.  
*Example:* "The sun shined brightly over the town of Springfield."

## FACT VS. OPINION

### FACT

● Fact is something that you can observe or that can be proven to be true.

### OPINION

● Opinion is what you think about something, and it can be different for every person.

### FACT

● The temperature of water is 100 degrees Celsius.

### OPINION

● Water is the best drink.

### FACT

● The Earth is round.

### OPINION

● I like pizza.

### FACT

● The sun is a star.

### OPINION

● I think cats are cute.

### FACT

● Water freezes at 0 degrees Celsius.

### OPINION

● I love chocolate.

**COMPARE VS. CONTRAST**

**WORLDLY COMPARE**

**WORLDLY CONTRAST**

**15 POSTS**

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**12 POSTERS**

# Mastering Writing Essentials

**Pasquale De Marco**



## **Mastering Writing Essentials:**

**Mastering Writing Essentials** Andrew MacDonald, Gina MacDonald, 1996-12 This 700 page introduction to academic writing provides comprehensive writing instruction for ESL learners Teaches critical thinking skills and includes effective tested prewriting exercises and writing assignments For advanced ESL learners [Grant Writing Essentials](#) Viriversity Online Courses, 2025-05-21 Grant Writing Essentials is a comprehensive online course designed to equip you with the practical skills and knowledge needed to secure funding for nonprofit organizations Whether you are new to grant writing or looking to enhance your fundraising capabilities this course empowers you to develop compelling proposals and build lasting relationships with funders Master the Fundamentals and Techniques of Grant Writing Understand the structure and mission of nonprofit organizations Learn to identify various types of grants and match them to organizational needs Develop skills to research and interpret grant guidelines effectively Create persuasive proposals with clear goals budgets and supporting evidence Gain insider strategies for engaging funders and managing grant compliance Explore sustainable fundraising tactics beyond grant funding Comprehensive training focused on nonprofit fundraising and grant proposal development This course begins by grounding you in nonprofit fundamentals helping you grasp how these organizations operate and the critical role philanthropy plays in supporting their missions By understanding the landscape of giving and fundraising you will be better positioned to navigate the complexities of grant sources Next you will explore the different types of grants available and learn how to research opportunities that align with your organization's goals The course emphasizes interpreting funder guidelines carefully to increase your chances of success Through step by step instruction you will develop a strong case for support by crafting a compelling organizational story that resonates with potential funders You will further refine your skills by creating clear measurable goals and constructing realistic budgets that accurately reflect project needs Writing the grant proposal narrative will be a focus teaching you how to structure your request and use data effectively to strengthen your argument Additionally training on relationship building techniques will equip you with the tools to communicate confidently with funders and navigate the application process smoothly The course also covers essential post award knowledge including grant reporting compliance requirements and evaluating the impact of your projects Finally you will explore strategies to diversify your nonprofit's funding sources ensuring long term sustainability beyond individual grants By the end of Grant Writing Essentials you will be transformed into a confident capable grant professional who can deliver persuasive proposals manage funding relationships and contribute to the ongoing success of your nonprofit This course offers the practical expertise and strategic insight needed to make a measurable difference in your organization's funding outcomes

**French Grammar Handbook: A Modern Approach to Mastering the Basics** Pasquale De Marco, 2025-04-28 Embark on a linguistic adventure with French Grammar Handbook A Modern Approach to Mastering the Basics your comprehensive guide to unlocking the intricacies of the French language This book is meticulously crafted to

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**French Grammar Handbook: A Modern Approach to Mastering the Basics** is your key to unlocking the beauty and expressiveness of the French language. Bon voyage! If you like this book, write a review on Google Books.

**Mastering Metasploit**, Nipun Jaswal, 2018-05-28. Discover the next level of network defense with the Metasploit framework. Key Features: Gain the skills to carry out penetration testing in complex and highly secured environments. Become a master using the Metasploit framework to develop exploits and generate modules for a variety of real-world scenarios. Get this completely updated edition with new useful methods and techniques to make your network robust and resilient.

**Book Description:** We start by reminding you about the basic functionalities of Metasploit and its use in the most traditional ways. You'll get to know about the basics of programming Metasploit modules as a refresher and then dive into carrying out exploitation as well as building and porting exploits of various kinds in Metasploit. In the next section, you'll develop the ability to perform testing on various services such as databases, Cloud environment, IoT, mobile tablets, and similar more services. After this training, we jump into real-world sophisticated scenarios where performing penetration tests are a challenge. With real-life case studies, we take you on a journey through client-side attacks using Metasploit and various scripts built on the Metasploit framework. By the end of the book, you will be trained specifically on time-saving techniques using Metasploit. What you will learn: Develop advanced and sophisticated auxiliary modules; Port exploits from PERL, Python, and many more programming languages; Test services such as databases, SCADA, and many more; Attack the client side with highly advanced techniques; Test mobile and tablet devices.

with Metasploit Bypass modern protections such as an AntiVirus and IDS with Metasploit Simulate attacks on web servers and systems with Armitage GUI Script attacks in Armitage using CORTANA scripting Who this book is for This book is a hands on guide to penetration testing using Metasploit and covers its complete development It shows a number of techniques and methodologies that will help you master the Metasploit framework and explore approaches to carrying out advanced penetration testing in highly secured environments

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**Chicago Style Essentials: A Handbook for Writing Research Papers, Theses, and Dissertations** Erwin Yang, Chicago Style Essentials A Comprehensive Guide to

Academic Writing This comprehensive handbook provides an indispensable guide to Chicago style the widely accepted standard for academic writing in the humanities and social sciences Designed to empower students and researchers alike this book offers clear and concise instructions for formatting research papers theses and dissertations according to the latest guidelines Covering a wide range of topics including Formatting Instructions for proper paper margins font sizes and headings Citations and References Comprehensive guidance on citing sources and creating bibliographies Endnotes and Footnotes Guidance on using endnotes and footnotes for further information Quoting and Paraphrasing Tips for accurately quoting and paraphrasing sources Grammar and Punctuation A thorough review of grammar and punctuation rules specifically relevant to academic writing Why Choose This Book Authoritative and Up to Date Written by experts with years of experience in academia this book provides the most accurate and current information on Chicago style Comprehensive and Accessible Covers all aspects of Chicago style in a clear and easy to understand manner making it an essential resource for all levels of academic writing Real World Examples Features numerous examples and exercises to reinforce concepts and enhance understanding

Murder 101 Edward J. Rielly, 2009-01-09 This collection of essays examines how college professors teach the genre of detective fiction and provides insight into how the reader may apply such strategies to his or her own courses Multi disciplinary in scope the essays cover teaching in the areas of literature law history sociology anthropology architecture gender studies cultural studies and literary theory Also included are sample syllabi writing assignments questions for further discussion reading lists and further aids for course instruction

**Professional Writing Skills** Wan Ezrin, 2024-11-27 Professional Writing Skills by Wan Ezrin Effective communication begins with strong writing Professional Writing Skills by Wan Ezrin is a must read for anyone seeking to elevate their ability to craft impactful professional and polished written content This book provides a clear and inspiring roadmap for mastering the art of writing with confidence and precision In an engaging and easy to follow style Wan Ezrin explores the fundamental principles of professional writing guiding readers through the nuances of clarity brevity and simplicity Whether you're drafting an email preparing a report or creating technical documents this book equips you with practical tools to write with purpose and impact Key topics include understanding your audience structuring your ideas and using punctuation effectively to polish your work You'll discover the power of active voice precision in word choice and techniques to avoid common pitfalls The book also delves into critical aspects of writing such as ethical considerations the importance of planning and organization and the often overlooked influence of fonts and typefaces on professional documents What sets this book apart is its focus on writing as a process From inquiry based writing to editing for perfection Wan Ezrin emphasizes that great writing is built on a mindset of continuous improvement This forward looking approach culminates in a discussion of the future of professional writing ensuring that readers are prepared to adapt to an evolving landscape Perfect for professionals students and anyone aspiring to communicate effectively Professional Writing Skills is a catalyst for transforming how you write and present your

ideas Unlock the tools to inspire inform and connect with your readers through the power of professional writing

**Fast-Track Spanish Grammar: Master the Basics Without Breaking a Sweat** Pasquale De Marco,2025-04-10 Fast Track Spanish Grammar Master the Basics Without Breaking a Sweat is the ultimate guide to mastering Spanish grammar designed for learners of all levels Whether you re a complete beginner or looking to brush up on your skills this comprehensive book has everything you need to achieve fluency and confidence in Spanish Inside you ll find a step by step approach that takes you from the fundamentals of Spanish grammar to more advanced concepts ensuring a solid foundation and steady progress With clear and concise explanations engaging examples and interactive exercises this book makes learning Spanish grammar a breeze Coverage includes all the essential grammar topics including Nouns Learn about different types of nouns their gender and how to use them correctly in sentences Verbs Master verb conjugations tenses and moods to express actions states and conditions Adjectives and Adverbs Discover how to use adjectives and adverbs to describe and modify nouns and verbs adding detail and clarity to your speech and writing Pronouns Understand the different types of pronouns and their functions including personal possessive demonstrative and indefinite pronouns Prepositions Learn how to use prepositions to show relationships between words and phrases indicating location direction time and more Conjunctions Master the art of connecting words phrases and clauses using coordinating subordinating and correlative conjunctions Fast Track Spanish Grammar goes beyond just teaching grammar rules It provides real life examples and interactive exercises that reinforce your learning and help you apply your knowledge in practical situations With this book you ll be able to communicate effectively and confidently in Spanish whether you re traveling studying or pursuing business opportunities So if you re ready to take your Spanish grammar skills to the next level Fast Track Spanish Grammar is the perfect companion for your language learning journey Get your copy today and start speaking Spanish like a pro If you like this book write a review [★★★★★★★★](#) [📖](#),2020-08-13

**Writing Chinese: From the Basics to the Advanced** Pasquale De Marco,2025-04-06 In a world where communication spans continents and cultures the ability to express oneself in a language other than one s own has become an invaluable asset For those seeking to master the art of Chinese writing Writing Chinese From the Basics to the Advanced offers a comprehensive and engaging guide to this fascinating and expressive language Journey through the chapters of this book and discover the intricacies of Chinese characters unlocking the secrets of their formation stroke order and cultural significance With clear explanations and abundant practice exercises you ll build a solid foundation in the basics of Chinese writing gaining the confidence to communicate effectively in this language As you progress delve deeper into the nuances of Chinese composition and style learning how to craft sentences and paragraphs that convey your thoughts and ideas with precision and eloquence Explore the different types of Chinese writing from formal essays to informal letters and discover the techniques for writing effectively in various contexts Writing Chinese From the Basics to the Advanced also takes you on a cultural journey revealing the rich heritage and traditions that

have shaped Chinese characters and writing Unravel the stories behind common idioms and proverbs uncover the symbolism embedded within characters and gain insights into the values and beliefs that have influenced Chinese culture for centuries With its comprehensive approach engaging exercises and insightful cultural commentary this book is an indispensable resource for anyone serious about learning to write Chinese Whether you re a student a business professional or simply someone with a passion for languages Writing Chinese From the Basics to the Advanced will guide you on your journey to mastering this beautiful and expressive language Embark on this linguistic adventure today and unlock the world of Chinese writing expanding your horizons and enriching your understanding of this vibrant and dynamic culture If you like this book write a review

*Speed With Gregg Shorthand: Writing Made Simple* Pasquale De Marco,2025-04-07 Speed with Gregg Shorthand Writing Made Simple is the ultimate guide to mastering Gregg shorthand a time tested system that has empowered professionals for over a century This comprehensive book takes you on a journey from the basics to advanced techniques providing you with the skills and confidence to write with speed accuracy and elegance In this book you will discover the history and benefits of Gregg shorthand as well as the essential tools you need to get started You will learn how to write Gregg shorthand symbols letters and words and practice writing simple phrases and sentences As you progress you will expand your vocabulary learn specialized vocabularies and master advanced techniques such as writing at higher speeds and taking dictation Speed with Gregg Shorthand Writing Made Simple is not just a textbook it is a practical guide that helps you apply your skills in real world situations You will learn how to use Gregg shorthand for note taking business and professional settings education and even creative writing With this book you will gain the confidence to use Gregg shorthand in any situation where speed and accuracy are essential This book is designed for learners of all levels whether you are a beginner or an experienced shorthand writer It includes numerous examples exercises and practice drills to help you reinforce your understanding and improve your skills You will also find troubleshooting tips to help you overcome common challenges and achieve writing automation With Speed with Gregg Shorthand Writing Made Simple you will unlock a new level of writing efficiency and open up a world of possibilities Join us on this exciting journey to master Gregg shorthand and transform your writing skills If you like this book write a review

**A Journey In Russian: Exploring Grammar, Vocabulary, and Conversation** Pasquale De Marco,2025-03-09 Embark on a linguistic adventure with A Journey In Russian Exploring Grammar Vocabulary and Conversation This comprehensive guide is meticulously crafted for English speaking learners seeking to master the intricacies of the Russian language Delve into the depths of Russian grammar expanding your understanding of its unique alphabet pronunciation and sentence structure Conquer verb conjugations declensions and cases like a pro enabling you to express yourself accurately and confidently in Russian But our exploration doesn t stop there We ll immerse you in the vibrant world of Russian vocabulary introducing you to an array of words that capture the essence of Russian culture history and everyday life From essential nouns verbs and adjectives to colorful idioms and colloquialisms you

ll build a robust vocabulary that allows you to engage in meaningful conversations and comprehend authentic Russian texts To further enhance your fluency we ll equip you with the skills necessary to navigate various social situations in Russian Practice everyday dialogues covering a wide range of topics from introducing yourself and making polite requests to expressing opinions and emotions Learn how to ask and answer questions engage in discussions and make suggestions like a native speaker Our journey doesn't end there Together we ll explore the captivating tapestry of Russian culture delving into the depths of its literature art music and traditions Discover the works of renowned Russian authors marvel at the beauty of Russian architecture immerse yourself in the melodies of Russian music and gain insights into the rich tapestry of Russian customs and traditions A Journey In Russian is more than just a language learning guide it's an invitation to immerse yourself in the captivating world of Russian culture and history With its engaging exercises interactive elements and real world scenarios this book promises an enjoyable and effective learning experience Embrace the challenge embark on this linguistic odyssey and unlock the gateway to the vast and captivating world of Russian Let this book be your guide as you transform from a novice learner into a confident speaker of Russian ready to engage with the world in a new and exciting way If you like this book write a review

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**Realtime Computerized Shorthand Writing for Beginners** Pasquale De Marco,2025-04-19 In an era of rapid communication and instant transcription realtime shorthand writing has emerged as an indispensable skill transforming spoken words into written text with unparalleled speed and accuracy This comprehensive guide unlocks the secrets of realtime shorthand writing empowering aspiring professionals and enthusiasts alike to master this dynamic art Embark on a journey through the fascinating world of realtime shorthand writing where technology and human ingenuity converge to create a symphony of efficiency Discover the myriad applications of realtime shorthand writing from court reporting and captioning to broadcasting and transcription and delve into the exciting career opportunities that await skilled practitioners With this

guide as your trusted companion you will embark on a transformative learning experience mastering the fundamentals of realtime shorthand writing Explore the different systems available gaining a comprehensive understanding of their unique features and advantages Familiarize yourself with the keyboard layout basic strokes and symbols and common words and phrases laying the foundation for your realtime shorthand writing journey Progress beyond the basics and delve into advanced techniques for speed enhancement accuracy improvement and effective punctuation and formatting Engage in captivating exercises and drills designed to reinforce your learning and build muscle memory Hone your skills through mock transcriptions simulating real life scenarios and preparing you for the demands of the profession This comprehensive guide is more than just a collection of theories and techniques it is an immersive experience that propels you into the real world of realtime shorthand writing Learn from industry experts gain insights into the latest trends and innovations and discover invaluable tips and tricks to optimize your performance Whether you aspire to become a court reporter a captioner a broadcaster or a transcriptionist this guide equips you with the knowledge skills and confidence to succeed Join the ranks of skilled realtime shorthand writers unlocking a world of possibilities and transforming your career trajectory With dedication and perseverance you will witness your skills flourish reaping the rewards of this dynamic and fulfilling profession If you like this book write a review on google books

*English Grammar: The Basics* Michael McCarthy, 2021-05-25 English Grammar The Basics offers a clear non jargonistic introduction to English grammar and its place in society Rather than taking a prescriptive approach this book helps the reader become aware of the social implications of choices they make to use standard or non standard regional dialect forms Readers will consider what grammar is and how it fits into the structure of language how grammar functions in the school curriculum the press broadcasting and social media as well as how these outlets reflect and reinforce our attitudes towards grammar differences between speech and writing as well as between formality and informality major different approaches to theorising and describing grammar from important grammarians including Noam Chomsky and Michael Halliday Featuring a glossary of key terms and practical tips and insights from the author's 50 years of language teaching experience around the world this book is for anyone who has ever found themselves questioning the rules of the English language

Grammar Basics Harrison Stewart, AI, 2025-03-06 Grammar Basics offers a comprehensive exploration of English grammar focusing on the core principles that underpin effective communication This language arts textbook clarifies sentence structure punctuation and parts of speech Did you know that mastering punctuation can add nuance and rhythm to your writing guiding readers through complex thoughts or that a firm grasp of grammar enhances critical thinking enabling individuals to analyze information more accurately The book argues that understanding grammar unlocks the full potential of language It emphasizes not just the rules but also the why and how of grammar through practical exercises and real world examples Beginning with an introduction to parts of speech it progresses to sentence construction punctuation and common grammatical errors culminating in applying grammatical knowledge to

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