

# bad news message draft version Ebook

## Understanding the Bad News Message Draft Version: A Comprehensive Guide

In the realm of business communication, delivering bad news is often one of the most challenging tasks. Whether it involves informing a client about a project delay, notifying an employee of a termination, or communicating unfavorable financial results, the way the message is crafted can significantly impact relationships, reputation, and future interactions. This is where the concept of a **bad news message draft version** becomes crucial. It serves as a preliminary version that allows writers to plan, refine, and ensure the message is clear, empathetic, and effective before delivering the final version to the recipient.

## What Is a Bad News Message Draft Version?

### Definition and Purpose

A *bad news message draft version* is an initial, provisional draft of a communication intended to deliver unfavorable information. Its primary purpose is to provide a foundation for editing and refining the message to ensure it is tactful, professional, and considerate of the recipient's feelings. Drafting helps identify potential pitfalls in tone, clarity, and structure, reducing the risk of miscommunication or unintended offense.

### Importance of Drafting in Bad News Communication

- **Ensures Clarity:** Drafting allows writers to organize their thoughts clearly, avoiding ambiguity.
- **Maintains Professionalism:** It provides an opportunity to review tone and language to remain respectful and empathetic.
- **Reduces Errors:** Multiple drafts help catch mistakes, awkward phrasing, or unintended negative implications.
- **Enhances Effectiveness:** Well-crafted drafts lead to messages that are more likely to be understood and accepted.
- **Facilitates Feedback:** Draft versions can be shared with colleagues or supervisors for input before finalizing.

## Steps to Creating an Effective Bad News Message Draft

### 1. Analyze the Situation

Before drafting, understand the context thoroughly:

- Identify the reason for the bad news.
- Understand the recipient's perspective and potential reactions.
- Determine the appropriate channel of communication (email, letter, face-to-face).
- Decide on the key points that must be conveyed.

## 2. Plan the Structure of Your Message

A well-structured message typically includes:

- **Buffer or Cushion:** Start with a neutral or positive opening to prepare the recipient.
- **Clear Explanation:** State the bad news explicitly but tactfully.
- **Reasoning:** Provide context or reasons for the decision, avoiding blame.
- **Alternative Solutions or Next Steps:** Offer options or suggestions to mitigate the impact.
- **Closing:** End on a respectful, empathetic note, maintaining goodwill.

## 3. Draft the Initial Version

Based on the plan, write an initial draft focusing on:

- Using clear, concise language.
- Maintaining a professional and empathetic tone.
- Avoiding negative or harsh words.
- Being honest but tactful.

## 4. Review and Edit the Draft

This step involves critical evaluation to refine the message:

- Check for clarity and coherence.
- Ensure the tone is respectful and empathetic.
- Remove any language that could be perceived as blaming or insensitive.
- Verify factual accuracy and completeness.
- Adjust the structure if needed for better flow.

## 5. Seek Feedback

Share the draft with colleagues or supervisors to gather input, especially on tone and appropriateness. Incorporate their suggestions to improve the message further.

## Key Features of an Effective Bad News Message Draft

### Clarity and Directness

While delivering bad news, clarity is essential. The message should be direct enough to avoid confusion but delivered with tact. The draft process helps strike this balance by allowing multiple revisions.

### Empathy and Respect

Using empathetic language demonstrates understanding of the recipient's feelings. Phrases like "I understand this may be disappointing" or "We appreciate your efforts" can soften the impact.

### Constructive Tone

The tone should remain constructive, focusing on solutions or future steps rather than solely on the negative aspects.

### Consistency in Message

Drafting ensures the message remains consistent across different parts, avoiding mixed messages or contradictions.

## Examples of Bad News Message Drafts

### Example 1: Employee Termination

Initial Draft:

Dear John,

We regret to inform you that your employment with the company will be terminated effective immediately. This decision was made due to performance issues that have not improved despite previous warnings. We appreciate your contributions, but we must prioritize the company's standards. Please contact HR for your final paycheck and exit procedures.

Sincerely,

Management

Revised Draft (after review):

Dear John,

I want to thank you for your efforts during your time with us. After careful consideration, we have made the difficult decision to end your employment, effective immediately. This decision was based on ongoing performance concerns, and we understand this may be upsetting. We are committed to supporting you through this transition and encourage you to reach out to HR for assistance with final payments and next steps. We wish you the best in your future endeavors.

Sincerely,

Management

## **Example 2: Project Delay Notification**

Initial Draft:

Dear Client,

We regret to inform you that your project will be delayed by two weeks due to unforeseen circumstances. We apologize for any inconvenience caused and will keep you updated on the progress.

Best regards,

Your Company

Revised Draft (after review):

Dear [Client Name],

Thank you for your patience and understanding. We would like to inform you that, due to unforeseen

circumstances, the delivery of your project will be delayed by approximately two weeks. We sincerely apologize for this inconvenience and are actively working to minimize the delay. We will keep you updated on our progress and appreciate your continued trust in our services.

Please feel free to contact us if you have any questions or concerns.

Sincerely,

Your Company

## Best Practices for Developing a Bad News Message Draft

### 1. Use a Positive and Respectful Tone

Even when delivering unfavorable news, maintaining a positive, respectful tone helps preserve relationships and encourages understanding.

### 2. Focus on Facts and Reasons

Stick to factual information and avoid emotional language. Providing reasons for the bad news adds transparency and credibility.

### 3. Offer Alternatives or Support

Whenever possible, suggest solutions or support options to help the recipient cope or find alternative paths.

### 4. Proofread and Edit Multiple Times

Multiple revisions ensure the message is polished, empathetic, and aligned with company policies and communication standards.

### 5. Consider Cultural and Individual Differences

Adapt the tone and content to suit the recipient's cultural background and individual sensitivities.

## Conclusion: The Role of Drafting in Effective Bad News Communication

The **bad news message draft version** is an essential step in crafting effective, respectful, and

impactful communication. It offers the opportunity to analyze, refine, and perfect the message before it reaches the recipient. By investing time and effort into drafting, organizations and individuals can deliver difficult news in a manner that minimizes hurt feelings, maintains professionalism, and preserves relationships. Remember, the goal is not just to convey bad news but to do so with dignity, empathy, and clarity?making the draft process an invaluable tool in achieving that objective.

## Bad News Message Draft Version: A Comprehensive Guide to Effective Communication

Effective communication is at the heart of any successful organization, especially when delivering unfavorable or unwelcome news. Crafting a bad news message draft is a delicate process that requires careful planning, empathetic tone, and strategic organization to minimize negative reactions and maintain positive relationships. This detailed review explores the essential elements, best practices, common pitfalls, and step-by-step approaches to creating impactful bad news message drafts.

## Understanding the Purpose of a Bad News Message

Before diving into drafting techniques, it's vital to comprehend why and when a bad news message is necessary. These messages serve to inform, explain, and sometimes justify unfavorable decisions or circumstances, such as policy changes, rejections, layoffs, or service disruptions.

Key Objectives of a Bad News Message:

- Deliver the message clearly and professionally
- Minimize negative emotional impact
- Maintain goodwill and trust
- Provide explanations or context where appropriate
- Offer alternative solutions or next steps if possible

## Core Principles of Drafting Bad News Messages

Crafting a bad news message requires adherence to several fundamental principles:

### 1. Clarity and Directness

- Be straightforward; avoid ambiguity or vague language.
- Clearly state the bad news early to prevent confusion.
- Use simple, precise language to ensure understanding.

## 2. Empathy and Respect

- Recognize recipient's feelings and perspectives.
- Use a tone that conveys understanding and concern.
- Avoid language that could be perceived as dismissive or harsh.

## 3. Professionalism and Objectivity

- Maintain a professional tone throughout.
- Focus on facts and avoid emotional outbursts.
- Present information objectively, backed by data or policies.

## 4. Positive Framing and Constructive Approach

- Whenever possible, frame the message positively.
- Offer solutions, alternatives, or ways forward.
- Encourage future collaboration or understanding.

## 5. Confidentiality and Sensitivity

- Respect privacy and sensitive information.
- Be mindful of how the message might affect the recipient.

## Steps to Draft an Effective Bad News Message

Creating a well-crafted bad news message involves a structured approach. Here is a step-by-step guide:

### Step 1: Analyze the Situation

- Understand the context thoroughly.
- Gather all relevant facts and data.
- Anticipate recipient reactions and questions.

### Step 2: Decide on the Message Structure

- Choose between direct or indirect approach based on the situation.
- Direct approach is often suitable for straightforward bad news.
- Indirect approach works better when delivering sensitive or unexpected bad news.

### **Step 3: Draft the Opening**

- For direct approach: State the bad news early and clearly.
- For indirect approach: Start with a buffer or neutral statement before revealing the bad news.

### **Step 4: Provide Explanation and Context**

- Explain reasons behind the decision or situation.
- Offer background information to foster understanding.
- Be honest but tactful; avoid over-explaining or justifying excessively.

### **Step 5: Express Empathy and Acknowledge Impact**

- Show understanding of how the news affects the recipient.
- Use empathetic language like "We understand this may be disappointing."

### **Step 6: Offer Alternatives or Next Steps**

- Suggest possible remedies, alternatives, or future opportunities.
- Provide guidance on how to move forward.

### **Step 7: Close on a Positive or Supportive Note**

- Reinforce your willingness to assist.
- Express appreciation for understanding or cooperation.

## **Sample Structure of a Bad News Message Draft**

While specific content varies, a typical draft follows this pattern:

- Opening Buffer or Neutral Statement

Example: ?Thank you for reaching out regarding your recent request.?

- State the Bad News Clearly and Concisely

Example: ?Regrettably, we are unable to approve your application at this time.?

- Provide Explanation or Justification

Example: ?This decision was made due to the current capacity limitations and existing commitments.?

- Express Empathy and Acknowledge the Recipient?s Position

Example: ?We understand that this news may be disappointing, and we appreciate your interest.?

- Offer Alternatives or Next Steps

Example: ?We encourage you to reapply in the future or consider other available options.?

- Close Politely and Supportively

Example: ?Please feel free to contact us if you have further questions or need assistance.?

## **Common Language and Phrasing Strategies**

Effective bad news messages rely heavily on the choice of words. Here are some tips:

- Use neutral or positive language: ?unfortunately? instead of ?refused?
- Soften the impact: ?We regret to inform you?? rather than blunt statements
- Show appreciation: ?Thank you for your understanding?
- Avoid blame or negative judgments: focus on policies or circumstances

## **Common Pitfalls to Avoid in Drafting Bad News Messages**

Despite best intentions, certain mistakes can exacerbate negative reactions:

- Being Vague or Ambiguous
- Leads to confusion and frustration.
- Using Blame or Defensive Language
- Erodes trust and damages relationships.
- Overly Formal or Cold Tone
- May seem dismissive or uncaring.
- Failing to Show Empathy
- Can make the message feel insincere.
- Ignoring the Recipient's Feelings
- May result in resentment or dissatisfaction.
- Not Providing Alternatives or Next Steps
- Leaves the recipient without guidance or options.

## **Best Practices for Reviewing and Finalizing the Draft**

Once a draft is prepared, review it thoroughly:

- Check for clarity and tone consistency.

- Ensure the message is respectful and empathetic.
- Confirm all factual information is accurate.
- Remove any language that might seem harsh or insensitive.
- Seek feedback from colleagues if possible.
- Adjust based on recipient's profile and context.

## Conclusion: The Art of Delivering Bad News Effectively

Drafting a bad news message is not merely about conveying unfortunate information; it's an exercise in tact, professionalism, and strategic communication. An effective draft balances honesty with compassion, clarity with tact, and directness with diplomacy. When done correctly, it preserves relationships, upholds the organization's reputation, and lays the groundwork for future positive interactions.

Remember, the goal isn't just to deliver bad news; it's to do so in a way that acknowledges the recipient's feelings, provides clarity, and fosters understanding. With careful planning, empathetic language, and strategic structure, your bad news message draft can turn a challenging communication into an opportunity for trust and respect.

**Question** What are the key elements to include in a draft version of a bad news message? A draft should include a clear statement of the bad news, a brief explanation or context, an expression of empathy or understanding, possible alternatives or solutions if applicable, and a professional tone to maintain good relationships. How can I ensure my bad news message draft remains empathetic and respectful? Use empathetic language, acknowledge the recipient's feelings, avoid blunt or harsh words, and focus on maintaining a respectful tone throughout the draft to show understanding and professionalism. What common mistakes should I avoid when drafting a bad news message? Avoid being overly blunt or vague, neglecting to explain the reasons for the bad news, failing to show empathy, and not considering the recipient's perspective. Also, avoid making the message too lengthy or overly technical. How can I revise my bad news message draft to improve clarity and tone? Review the draft for clarity by ensuring the message is straightforward and the reasons are clearly explained. Enhance tone by adding empathetic language, softening negative expressions, and requesting feedback or offering support if appropriate. Why is it important to have a draft version before sending a bad news message? Creating a draft allows you to carefully craft your message, ensure the tone is appropriate, correct any errors, and consider the recipient's perspective, ultimately helping to deliver the bad news effectively and professionally.

**Related keywords:** bad news communication, message draft, negative message, delivering bad news, professional email, message revision, communication strategy, message template, tone adjustment, message clarity

## The short news making news fun one brick at a time

**The short news making news fun one brick at a time** is a catchy phrase that encapsulates the innovative approach of transforming traditional news delivery into an engaging, interactive, and enjoyable experience. In today's fast-paced digital age, capturing the audience's attention requires more than just plain text; it demands creativity, interactivity, and a touch of fun. This article explores how the concept of "making news fun one brick at a time" is revolutionizing the way we consume news, blending education, entertainment, and engagement seamlessly.

## Understanding the Concept: Making News Fun One Brick at a Time

### Origins and Inspiration

The phrase "making news fun one brick at a time" draws inspiration from the idea of building something solid and enjoyable piece by piece—much like constructing a Lego masterpiece or laying bricks to build a structure. It signifies a gradual, methodical approach to transforming the often-serious world of news into an entertaining and accessible format. The concept emphasizes breaking down complex stories into manageable, engaging segments that captivate audiences of all ages.

### The Philosophy Behind the Approach

At its core, this approach champions:

- **Engagement over passivity:** Encouraging audiences to actively participate rather than passively consume news.
- **Educational entertainment:** Making learning about current events enjoyable.
- **Interactive storytelling:** Using innovative tools and formats to tell compelling stories.
- **Incremental learning:** Building understanding over time, one "brick" at a time.

## Methods and Strategies to Make News Fun

### 1. Gamification of News Content

Gamification involves integrating game-like elements into news dissemination to boost engagement.

- **Quizzes and Trivia:** Interactive quizzes about recent news events.
- **Rewards and Badges:** Awarding digital badges for completing certain news-related challenges.

- **Leaderboards:** Encouraging friendly competition among readers or viewers.

## 2. Visual and Interactive Media

Transforming plain articles into visually appealing and interactive formats makes news more digestible.

- **Infographics:** Simplify complex data through engaging visuals.
- **Interactive Maps:** Explore news stories geographically with clickable maps.
- **Videos and Animations:** Short, engaging videos explaining news stories.

## 3. Incorporating Creative Storytelling Techniques

Storytelling is a powerful tool to make news relatable and memorable.

- **Personal Narratives:** Sharing human-interest stories to connect emotionally.
- **Humor and Satire:** Lightening serious topics through satire or humorous commentary.
- **Serial Stories:** Breaking news into a series, encouraging ongoing engagement.

## 4. Utilizing Brick-Themed Educational Kits

Taking inspiration from building blocks, some news outlets have created educational kits or activities that allow users to build their understanding.

- **Build-your-own News Projects:** Hands-on activities where participants assemble news stories using physical or digital bricks.
- **Educational Workshops:** Teaching children about current events via interactive building exercises.

## The Impact of Making News Fun

### Enhanced Engagement and Retention

By making news fun and interactive, audiences are more likely to retain information, leading to better-informed citizens.

### Attracting Younger Audiences

Young people are more inclined to engage with news that is presented in a playful, visually stimulating manner.

## Promoting Critical Thinking

Interactive and gamified news formats encourage users to think critically about current events and their implications.

## Fostering Community and Dialogue

Fun and engaging news platforms often include comment sections, forums, or social media integration, fostering community discussions.

## Examples of Innovative News Platforms Making News Fun

### 1. News Games and Apps

Several apps have been developed to gamify news consumption:

- **NewsQuizzes:** Apps offering daily trivia on current events.
- **Fact-Checking Games:** Interactive tools where users verify news stories.

### 2. Educational Initiatives

Organizations and educators are integrating news-based activities:

- **School Programs:** Using building blocks or puzzles to teach about current events.
- **Community Workshops:** Creating interactive news projects with local residents.

### 3. Social Media Campaigns

Platforms like TikTok, Instagram, and Twitter have popularized short, fun news segments that are shareable and engaging.

## Future Trends in Making News Fun

### 1. Augmented Reality (AR) and Virtual Reality (VR)

The integration of AR and VR will create immersive news experiences, allowing users to explore

stories in a 3D environment.

## **2. Personalized News Experiences**

Using AI, news platforms will tailor interactive content to individual preferences, making news more relevant and engaging.

## **3. Collaborative Building Projects**

Communities may participate in collective "building" activities, constructing digital or physical representations of current events.

## **Challenges and Considerations**

### **Maintaining Credibility and Accuracy**

While making news fun, it is crucial to prioritize factual accuracy and journalistic integrity.

### **Balancing Entertainment and Information**

Ensuring that entertainment does not overshadow the importance of delivering truthful and comprehensive news.

### **Accessibility**

Designing interactive news platforms that are accessible to all, including those with disabilities.

## **Conclusion: Building a Better News Future, One Brick at a Time**

The philosophy of making news fun one brick at a time symbolizes a paradigm shift in journalism and news dissemination. By adopting innovative, interactive, and engaging methods, news organizations can foster a more informed, motivated, and connected audience. Whether through gamification, visual storytelling, or immersive experiences, transforming news into a fun and educational activity ensures that vital information reaches a broader demographic, especially younger generations. As technology continues to evolve, the possibilities for creating compelling, fun, and meaningful news experiences are virtually limitless. Embracing this approach not only enhances the way we consume news but also reinvigorates the very essence of journalism?informing, educating, and inspiring society, one brick at a time.

The Short News Making News Fun One Brick at a Time

In an era dominated by rapid-fire information and fleeting headlines, a new approach to news delivery is emerging—one that transforms the act of consuming news into an engaging, playful, and memorable experience. The phrase “the short news making news fun one brick at a time” encapsulates this innovative trend: delivering condensed, impactful news snippets that build a bigger picture with each “brick,” making the process not only informative but also enjoyable. This movement seeks to bridge the gap between traditional journalism and modern-day content consumption, emphasizing brevity, clarity, and interactivity.

In this article, we explore how this approach is revolutionizing news dissemination, the mechanisms behind it, its benefits, potential challenges, and what it might mean for the future of journalism.

## The Rise of Short, Engaging News Formats

### The Shift from Lengthy Articles to Bite-Sized Content

Historically, news outlets have relied on comprehensive articles, in-depth reports, and investigative journalism to inform the public. While these formats serve important functions, they often require significant time investment from readers—something increasingly scarce in today’s fast-paced digital environment.

Enter short news snippets: concise summaries, quick updates, or single facts designed to deliver essential information swiftly. Platforms like Twitter, TikTok, and Instagram have popularized this style, where users prefer quick, digestible content over lengthy reads.

### The Concept of “One Brick at a Time”

The phrase emphasizes building understanding incrementally—each news snippet or “brick” adds to a broader narrative or knowledge base. This modular approach allows consumers to piece together complex stories over time, fostering a sense of mastery and engagement. For example, a series of short updates about climate change can gradually shape a comprehensive understanding, engaging audiences who might otherwise ignore lengthy reports.

### Why Short News is Making News Fun

Making news fun isn’t just about entertainment; it’s about reimagining how information is consumed. Incorporating humor, interactive elements, visual aids, and gamification transforms passive reading into active participation. When news is presented as a series of small, fun “bricks,” it becomes more accessible, memorable, and likely to be shared.

### Mechanisms Behind the Movement

## Innovative Platforms and Technologies

Several technological advances underpin this trend:

- Microlearning and Microcontent Platforms: Apps and websites are designed to present news in small, digestible units?think of news cards, brief videos, or infographics.
- Gamification: Incorporating quizzes, badges, or challenges encourages users to engage repeatedly, turning learning into a game.
- Interactive Media: Polls, comment sections, and augmented reality features foster community and interactivity.
- AI and Personalization: Algorithms curate content tailored to individual interests, ensuring relevance and increasing engagement.

## Content Strategy: Building a Narrative One Brick at a Time

Content creators leverage storytelling techniques to assemble these bricks into coherent narratives. This involves:

- Thematic Series: Covering a topic in a series of short posts or videos, each adding a new layer.
- Sequential Updates: Providing real-time or near-real-time updates that gradually reveal the full story.
- Visual Storytelling: Using images, GIFs, and short clips to convey messages quickly and effectively.

## Engagement and Feedback Loops

User interaction is central: comments, shares, and reactions inform creators about what resonates. This feedback helps refine content, making it more fun and relevant.

## Benefits of Making News Fun One Brick at a Time

### Increased Accessibility and Reach

Short, engaging content lowers barriers for diverse audiences?including those with limited time, attention spans, or literacy skills. It democratizes access to information, reaching demographics that traditional journalism might overlook.

### Enhanced Retention and Recall

Humorous, visual, or interactive bricks tend to stick in memory longer than lengthy articles. This is crucial in an age where misinformation spreads rapidly; memorable, well-crafted snippets can reinforce accurate information.

### Promotes Continuous Learning

The incremental 'build-up' encourages users to return regularly, fostering a habit of continuous learning. As each new brick adds to their understanding, users develop a cumulative knowledge base.

### Fosters Community and Engagement

Interactive elements create a sense of community among followers, turning passive consumers into active participants. This social aspect increases loyalty and advocacy.

### Challenges and Criticisms

While the 'brick-by-brick' approach offers many advantages, it also faces hurdles:

#### Risk of Oversimplification

Condensing complex issues into short snippets may lead to loss of nuance, oversimplification, or misrepresentation. It's essential to balance brevity with accuracy.

#### Potential for Misinformation

In quick formats, fact-checking can be compromised, making it easier for false information to spread. Responsible content moderation and verification are critical.

#### Audience Fragmentation

Focusing on bite-sized content might fragment audiences, making it harder to present comprehensive stories that require context and depth.

#### Commercial Pressures

The drive for virality can incentivize sensationalism or clickbait, undermining journalistic integrity.

#### Future Perspectives

#### Integration with Traditional Journalism

The most promising future lies in hybrid models?where short, fun snippets serve as gateways to deeper, more comprehensive stories. News organizations might employ the ?brick? approach for initial updates, followed by detailed reports.

### Educational Applications

Educators can leverage this method to teach complex topics incrementally, making learning engaging and accessible.

### Technological Innovations

Advances in AI, AR, and VR could lead to even more immersive ?brick? experiences?interactive stories that combine short snippets with virtual environments or personalized learning paths.

### Ethical Considerations

As with all media, the importance of maintaining journalistic standards remains paramount. Fact-checking, transparency, and accountability must underpin these innovative formats.

### Conclusion

The phrase ?the short news making news fun one brick at a time? encapsulates a transformative approach to journalism?one that prioritizes clarity, engagement, and incremental knowledge building. By breaking down complex stories into manageable, fun, and interactive ?bricks,? news outlets can make information more accessible and memorable, fostering a more informed and engaged public.

As technology continues to evolve, and audiences seek more dynamic ways to stay informed, this movement is poised to redefine the landscape of journalism. While challenges remain, the potential for creating a more inclusive, engaging, and truthful media environment makes this approach a promising avenue for the future of news. Ultimately, making news fun one brick at a time isn't just about entertainment?it's about empowering people with the knowledge they need to navigate an increasingly complex world.

**Question** What is the main focus of 'The Short News Making News Fun One Brick at a Time'? It focuses on delivering quick, engaging news updates that make current events fun and easy to understand, often using creative or humorous approaches. How does 'The Short News Making News Fun One Brick at a Time' engage its audience? It uses short, snappy news segments combined with entertaining visuals and humorous commentary to keep viewers interested and entertained. Why is the phrase 'One Brick at a Time' significant in the context of this news platform? It signifies building understanding gradually, emphasizing that each small piece of news contributes

to the bigger picture in an accessible and fun way. What social media platforms are most effective for sharing content from 'The Short News Making News Fun One Brick at a Time'? Platforms like TikTok, Instagram, and Twitter are highly effective due to their short-form content formats that align with the platform's quick and engaging news style. Are there any specific topics or themes that this news segment tends to focus on? It typically covers trending topics, pop culture, viral stories, and current events, all presented in a fun and digestible manner.

**Related keywords:** news updates, fun news, quick headlines, trending stories, daily news, entertainment news, breaking updates, viral news, short news segments, news humor

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