

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**Lesya Ukrainka Volyn National University**  
**Foreign Languages and Translation Department**  
**International Relations Faculty**

**SYLLABUS**  
**of a normative academic component**

**BUSINESS TRANSLATION (ENGLISH)**

**Bachelor Training**

**Specialty** 292 International Economic Relations

**Education and professional programme** International Business

**The syllabus of the academic component *Business Translation (English)*, Education Level *Bachelor*, Field of Knowledge 29 *International Relations*, Specialty 292 *International Economic Relations*, Educational and professional programme *International Business*.**

**Developers:** PhD in Philology, Associate Professor, Head of the Foreign Languages and Translation Department **Olena Kruhlij**

**Approved**

by the Guarantor of Education and Professional Programme:



Andrii Boiar

**The syllabus of the academic component *First Foreign Language (English)* was approved at the meeting of the Foreign Languages and Translation Department Protocol No. 1 as of September 02, 2022**

The Head of the Department:



Olena Kruhlij

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## 1. THE DESCRIPTION OF ACADEMIC COMPONENT

Таблиця 1.

Indicator Name	Field of knowledge, educational and professional programme, education level	Characteristics of academic component
Full-time form of education	<b>29 International Relations, Specialty 292 International Economic Relations, International Business, Bachelor</b>	<b>Normative</b>
Number of hours / credits 180/6		<b>Year of study</b> 3, 4
		<b>Semester</b> 6, 7
Individual Student's Work: no		<b>Lectures</b> – 30 hours
		<b>Practical classes</b> – 98 hours <b>7 semester</b> – 38 hours <b>8 semester</b> – 60 hours
		<b>Independent work</b> – 42 hours
		<b>Consultations</b> – 10 hours
		<b>Form of control:</b> 6, 7 semester – exam
<b>Language of study:</b> English		

## II. INFORMATION ABOUT THE INSTRUCTOR

Table 2.

Name	<b>Olena Kruhlij</b>
Scientific Degree	PhD in Philology (Candidate of Sciences)
Academic Title	Associate Professor
Title	Associate Professor, Head of the Foreign Languages and Translation Department
Contacts	+380501070157, <a href="mailto:Kruhlij.Olena@vnu.edu.ua">Kruhlij.Olena@vnu.edu.ua</a>
Days Classes	<a href="http://194.44.187.20/cgi-bin/timetable.cgi">http://194.44.187.20/cgi-bin/timetable.cgi</a>
	Face-to-face consultations are held on the days of practical classes (by prior agreement). All questions can be sent to the e-mail addresses indicated in the syllabus.

### III. DESCRIPTION OF THE ACADEMIC COMPONENT

Table 3.

<b>A COURSE ABSTRACT</b>	<p>The programme of the academic component <i>Business Translation (English)</i> was compiled in accordance with the educational and professional training program for bachelors of specialty 292 International economic relations under the educational and professional program International Business.</p> <p>The subject of the academic discipline is lexical and grammatical aspects of translation, pragmatic and stylistic features of conferences and public events translation, oral and written translation of specialized texts from English to Ukrainian and vice versa in the spheres of diplomacy and business.</p>	
<b>PREREQUISITES</b>	<p>The educational discipline is based on the knowledge, skills and abilities obtained as a result of learning academic component <i>First Foreign Language (English)</i>.</p>	
<b>POSTREQUISITES</b>	<p>The knowledge, skills and abilities that the student acquires during the course <i>Business Translation (English)</i> will become the necessary basis for passing translation practice, writing an annotation in a foreign language for the qualification work. It will contribute to free communication in the state and foreign languages at a professional level necessary for professional discussion, preparation of analytical and research documents.</p>	
<b>GOAL AND TASKS OF THE ACADEMIC COMPONENT</b>	<p>The main goal of the training course is to master the students' skills and abilities of translation taking into account the lexical and grammatical features of the interpretation of a foreign text. It enables practical application of knowledge from the theory of translation, formation of oral and written translation skills of professional, specialized texts and business documentation from English to Ukrainian and vice versa as well as acquisition of communicative, linguistic and sociocultural competence. To achieve the set goal, the course involves the following tasks: both oral and written, spontaneous and prepared within the lexical and grammatical material; reading non-adapted and specialized texts with full understanding; oral and written translation, original texts adequate interpretation.</p>	
<b>LEARNING OUTCOMES (COMPETENCIES)</b>	<b>GENERAL COMPETENCIES</b>	<b>SPECIAL (PROFESSIONAL) COMPETENCIES</b>
	<p><b>GC1.</b> The ability to realize one's rights and responsibilities as a member of society, to realize the values of a civil (free democratic) society and the need for its sustainable development, the rule of law, the rights and freedoms of a person and a citizen in Ukraine.</p>	<p><b>SC12.</b> Ability to use regulatory documents and reference materials when performing professional activities in the field of international economic relations.</p>
	<p><b>GC3.</b> Ability to learn and be up-to-date.</p>	<p><b>SC14.</b> Ability to communicate on a professional and social level using professional terminology, including oral and written communication in national and foreign languages.</p>
	<p><b>GC4.</b> Ability to plan and manage time.</p>	<p><b>SC16.</b> The ability to apply the principles of diplomatic and consular service, diplomatic protocol and etiquette, ability to conduct diplomatic and business correspondence (in Ukrainian and foreign languages).</p>
	<p><b>GC5.</b> Ability to communicate</p>	

	in the national language both orally and in writing.	
	<b>GC6.</b> Ability to communicate in foreign languages.	
	<b>GC10.</b> Ability to communicate with representatives of other professional groups at different levels (with experts from other fields of knowledge/types of economic activity).	
	<b>GC12.</b> Knowledge and understanding of the subject area and understanding of professional activity.	
	<b>Criterion code</b>	<b>Effects</b>
<b>LEARNING OUTCOMES</b>	<b>LO 01.</b>	Be responsible for professional self-improvement, realizing the need for lifelong learning, show tolerance and readiness for innovative changes.
	<b>LO 02.</b>	Communicate freely on professional issues in national and foreign languages orally and in writing, use economic terminology professionally.
	<b>LO 19.</b>	Understand and apply current legislation, international regulatory documents and agreements, reference materials, current standards and technical conditions, etc. in the field of international economic relations.
	<b>LO 21.</b>	Understand and have skills in conducting business protocol and business etiquette in the field of international economic relations, taking into account the peculiarities of intercultural communication at the professional and social levels, both in state and foreign languages.
	<b>LO 25.</b>	Present the results of the research, on the basis of which recommendations and measures for adaptation to changes in the international environment are developed.

## 5. STRUCTURE OF THE ACADEMIC COMPONENT

*Table 4.*

Name of the content Module and topic	Total	Lectures	Practical classes	Independent student's work	Consultations	Form of control / Grades
<b>6 semester</b>						
<b>Content Module 1. Intercultural Communication and Translation in the Context of Globalization.</b>						
<b>Topic 1. Subject, tasks of the linguistic theory of translation.</b>	<b>4</b>	2	2			<b>DC/ PM</b>

<i>Its relationship with other sciences.</i>						
<b>Topic 2.</b> <i>The role and place of translation in the development of human civilization. The history of translation studies.</i>	<b>8</b>	4	2	2		<b>DC/ PM</b>
<b>Topic 3.</b> <i>Outline of the definition: translation vs. interpretation. Leading translators and schools.</i>	<b>4</b>	2	2			<b>DS/ PM / T/ ISW</b>
<b>Topic 4.</b> <i>Outline of definitions: natural language, artificial language, mixed language, translation/target language, original/source language.</i>	<b>7</b>	4	2		1	<b>DS/ PM / T/ ISW</b>
<b>Topic 5.</b> <i>The concept of text, bilingualism and basic knowledge. Basic translation difficulties.</i>	<b>7</b>	2	2	2	1	<b>DS/ PM / ISW</b>
Module Test Paper						<b>MTP 20</b>
<b>Total for Module 1</b>	<b>30</b>	<b>14</b>	<b>10</b>	<b>4</b>	<b>2</b>	
<b>Content Module 2. Translation Types</b>						
<b>Topic 6.</b> <i>Written translation. Stylistic norms, usage.</i>	<b>8</b>	2	4	2		<b>DS/ PM / ISW</b>
<b>Topic 7.</b> <i>Consecutive, simultaneous interpreting. Techniques of Consecutive Interpreting.</i>	<b>8</b>	2	4	2		<b>DS/ PM / ISW</b>
<b>Topic 8.</b> <i>Oral translation of written text. Typology, ways of translation.</i>	<b>9</b>	2	4	2	1	<b>DS/ PM / ISW</b>
<b>Topic 9.</b> <i>Written translation of an oral text. Typology, ways of translation.</i>	<b>9</b>	2	4	2	1	<b>DS/ PM / ISW</b>
Module Test Paper						<b>MTP 20</b>
<b>Total for Module 2</b>	<b>34</b>	<b>8</b>	<b>16</b>	<b>8</b>	<b>2</b>	
<b>Content Module 3. Translation Activity.</b>						
<b>Topic 10.</b> <i>Translator ethics. Psycholinguistic personality traits of the translator.</i>	<b>8</b>	2	4	2		<b>DS/ PM / ISW</b>
<b>Topic 11.</b> <i>The role of dictionaries in translation activities. Translation quality assessment criteria and methods.</i>	<b>9</b>	2	4	2	1	<b>DS/ PM / T/ ISW</b>
<b>Topic 12.</b> <i>Relativity as translation tool and the translator's professional competence.</i>	<b>11</b>	4	4	2	1	<b>DS/ PM / T/ ISW</b>
Module Test Paper						<b>MTP 20</b>
<b>Total for Module 3</b>	<b>28</b>	<b>8</b>	<b>12</b>	<b>6</b>	<b>2</b>	
<b>Total hours / grades Semester 6</b>	<b>94</b>	<b>30</b>	<b>38</b>	<b>20</b>	<b>6</b>	<b>100</b>
<b>7 semester</b>						
<b>Content Module 4. Use of Contemporary English in Business (Translation Issues): Stages of Formation, Problems and Development Prospects.</b>						
<b>Topic 1.</b> <i>Features of the official style, its background and genres. Basic concepts of language culture.</i>	4		4			<b>DS/ PM / T/ ISW</b>
<b>Topic 2.</b> <i>Language norm in modern language. Communication situation. Social roles. Public speeches.</i>	6		4	2		<b>DS/ PM / T/ ISW</b>

<b>Topic 3.</b> <i>Oral business speech. Tone/pitch. Voice (volume, range, timbre, purity). Articulation. The concept of phonostylistics.</i>	9		6	2		<b>DS/ PM / T/ ISW</b>
<b>Topic 4.</b> <i>Vocabulary resources in the Business, International Relations and Public Calendar.</i>	9		6	2	1	<b>DS/ PM / T/ ISW</b>
Module Test Paper						<b>MTP 20</b>
<b>Total for Module 4</b>	<b>28</b>		<b>20</b>	<b>6</b>	<b>1</b>	
<b>Content Module 5. Forms of Diplomatic Communication. Diplomatic Texts Typology.</b>						
<b>Topic 5.</b> <i>Classification of contemporary diplomatic texts, documents and their characteristics. The document as the basis of a business statement. Document props. General requirements for document creation and record keeping.</i>	4		4			<b>DS/ PM / T/ ISW</b>
<b>Topic 6.</b> <i>Techniques and methods of diplomatic texts translating and preparing documents related to business.</i>	4		2	2		<b>DS/ PM / T/ ISW</b>
<b>Topic 7.</b> <i>Documentation related to public events.</i>	6		4	2		<b>DS/ PM / T/ ISW</b>
<b>Topic 8.</b> <i>Preparation of a translation of official documents.</i>	4		2	2		<b>DS/ PM / T/ ISW</b>
<b>Topic 9.</b> <i>Certified translations. Standards and legal regulations in the profession of a translator (PN-EN 15038 - a pan-European standard regulating the quality of translation services and the profession of a sworn translator).</i>	10		4	4	2	<b>DS/ PM / T/ ISW</b>
Module Test Paper						<b>MTP 20</b>
<b>Total for Module 5</b>	<b>30</b>		<b>24</b>	<b>8</b>	<b>2</b>	
<b>Content Module 6. Intercultural Communication and Interpreting</b>						
<b>Topic 10.</b> <i>Morphological transformations in official text. Word order in a sentence. Irregular variety.</i>	10		8	2		<b>DS/ PM / T/ ISW</b>
<b>Topic 11.</b> <i>Syntax transformations in official text. Main and minor sentences in translation.</i>	9		6	4		<b>DS/ PM / T/ ISW</b>
<b>Topic 12.</b> <i>Lexicological transformations in official text. Cliches, idioms, omononyms, neologisms.</i>	9		6	2	1	<b>DS/ PM / T/ ISW</b>
Module Test Paper						<b>MTP 20</b>
<b>Total for Module 6</b>	<b>28</b>		<b>20</b>	<b>8</b>	<b>1</b>	
<b>Total hours / grades Semester 7</b>	<b>86</b>		<b>60</b>	<b>20</b>	<b>6</b>	<b>100</b>
<b>Total</b>	<b>180</b>	<b>30</b>	<b>98</b>	<b>42</b>	<b>10</b>	

Control methods: DS – discussion, DB – debate, T – tests, TR – training, PM/CM – problems/cases management, IST/ISW – individual task/individual work of the student, SGW – work in small groups, MTP/TP – module test paper/test paper, Ab – abstract, analytical note, analytical essay, analysis of the work.

## 5. TASKS FOR INDEPENDENT WORK

The student's independent work includes:

- preparation for practical classes: performance of oral and written tasks, study of basic and additional lexical and grammatical material;
- systematization of the studied material for writing creative works, control works, dictations, translations, essays, tests;
- listening and performing tasks to the listened texts;
- performance of the proposed tasks within the relevant content modules;
- doing homework and preparing for practical classes.

*Table 5.*

Tasks	Hours	Semester
1. Ukrainian texts summarizing. Vocabulary compiling.	5	6, 7
2. English texts summarizing. Vocabulary compiling.	5	6, 7
3. Working out the video materials and speeches, radio programs, television programmes with the aim of forming oral (synchronous, sequential) translation skills Vocabulary compiling.	5	6, 7
4. Analysis and editing of translations into English (translation strategies, possible errors, translation variability).	5	6
5. Creating projects, presentations, writing creative works. Suggested topics: 1. <i>Intercultural communication and translation in the context of globalization.</i> (3M 1). 2. <i>Translation types</i> (3M 2). 3. <i>Translation activities</i> (3M 3). 4. <i>Use of Contemporary English in Business (translation issues): stages of formation, problems and development prospects.</i> (3M 4). 5. <i>Forms of Business Communication. Business Texts Typology</i> (3M 5). 6. <i>Intercultural Communication and Interpreting</i> (3M 6).	20	6, 7

## IV. EVALUATION POLICY

**The teacher's policy regarding the student.** The educational process and control of its results is carried out in accordance with the Regulation on the current and final evaluation of the students' knowledge at Lesya Ukrainka Volyn National University.

The specificity of teaching AC is the use of two types of control: current and final. Current control includes tasks such as writing tests and essays, surveys, exercises, working in pairs and small groups, leading a discussion, composing dialogues, performing additional current and test tasks on the online platform Office 365 in Teams. Such forms of control allow the teacher to check the level of students' preparation for each lesson, the ability to process, assimilate and operate the studied material. It enables to monitor the ability to answer the questions logically and consistently, to solve various educational tasks, to check the ability of students to process a certain amount of educational material independently, singling out the main and secondary information, ask questions and discuss new material with other participants in the educational process.

When studying the *AC Conferences and Public Events Translation (English)*, the student performs the following types of work: study of theoretical material, work on the development of speaking, writing, listening, translation skills in the main language, preparation of projects and presentations, abstracting and summarizing of articles, writing tests and an oral exam. Students master topics and perform tasks according to the stages and terms specified in the syllabus. The students may be credited with learning results obtained in formal, informal and/or informal education (professional (specialist) courses/trainings, civic education, online education, internships).

**Academic Integrity Policy.** While learning, teaching and carrying out scientific activities, participants of the educational process should be guided by the rules defined by law, observe educational ethics and academic integrity, as well as time limits and limits of the educational process, treat others tolerantly. In order to ensure confidence in the learning results, it is strictly forbidden to write off during



tests or exams. All written works performed by a student in the presence of doubts about academic integrity can be checked with the help of anti-plagiarism systems. Observance of academic integrity by students involves:

- independent performance of current and final control tasks;
- references to sources of information in case of use of ideas, findings, statements, information;
- compliance with the legislation on copyright and related rights;
- provision of reliable information about the results of one's own educational (scientific, creative) activities, used research methods and sources of information.

Any form of academic integrity breach will not be tolerated. The main types of responsibility of education seekers for violation of academic integrity (Part 6 of Article 42 of the Law of Ukraine On Education):

- repeated assessment (test, exam, credit, etc.);
- repeating the relevant educational component of the educational program;
- expulsion from the university (except for persons who obtain a general secondary education);
- academic integrity deprivation of an academic scholarship;
- academic integrity deprivation of tuition benefits provided by the university.

The general principles, values, principles and rules of ethical behavior of the participants of the educational process can be found in the Code of Academic Integrity of Lesya Ukrainka Volyn National University.

**Deadlines and retaking policy.** A student's absence from class during the preparation of projects, writing test and control papers, essays without a valid reason is assessed as «0» points. If there is an objective reason for the absence, which is documented, the student has the right to rewrite a test, a test, an essay or prepare a presentation outside of class time and pay the debt within a week from the day of returning to studies. All tasks must be completed within the set time. Works submitted in violation of the deadlines set by the teacher will be given a lower grade (-10% of the grade).

## V. FINAL CONTROL

The form of final semester control is an exam.

The maximum number of points for the current control is 40 points. It is calculated as the arithmetic mean of all points for oral and written answers in classroom classes (from 0 to 5 points), while the average point is multiplied by a factor of 8 ( $8 \times 5 = 40$ ). The maximum number of points for the current control is 40, for the final (module control tests) is 60. The instructor carries out comprehensive assessment of knowledge by on a 100-point scale.

- The grade «excellent» corresponds to 5 points for oral answers in classroom classes, writing written works (dictations, translations, tasks, exercises) and is given for broad and systematic knowledge of theoretical and practical material from a second foreign language.

- The grade «good» corresponds to 4 points for oral answers in classroom classes and writing written works (dictations, translations, tasks, exercises) and is given for good knowledge of theoretical and practical material from a second foreign language.

- The grade «satisfactory» corresponds to 3 points for oral answers in classroom classes and writing written works (dictations, translations, tasks, exercises) and is given for basic knowledge of theoretical and practical material from a second foreign language.

- The grade «unsatisfactory» corresponds to 0-2 points for oral answers in classroom classes and writing written works (dictations, translations, tasks, exercises) and is given in case of failure to complete practical tasks and lack of knowledge of theoretical material from the first foreign language.

Students are expected to attend all classes. In case of absence from the class or failure to perform one of the types of mandatory work on the topic, the student receives «0» points for the uncompleted type of work. Assignments that are submitted late without good reason are assigned a lower grade. In case of a good reason, the student can retake the topic/module during the consultations.

The teacher issues a final grade without taking an exam based on the results of current and module control if the student has successfully completed all the tasks provided by the programme of the academic discipline and received at least 75 points. Such a grade is issued on the day of the exam. Presence of the student is mandatory. The student must take the exam if he scored less than 75 points during the semester, or if he wants to improve his result. The final semester grade in the case of taking an exam is defined as the sum of the current semester and exam grades in points without taking into account module control tests. Exam cards are approved at the meeting of the Foreign Languages and Translation Department every semester.

When setting the final grade, the student's presence and activity in classes must be taken into account. The terms of final control, liquidation of academic debt are determined by the schedule of the credit and examination session. Retaking credits and exams in the case of receiving an unsatisfactory grade is allowed no more than twice for each academic component: once by the instructor, the second time by the commission created by the dean of the Faculty.

## VI. GRADING SCALE

Table 6

### Exam

Scores	Linguistic Grade	ECTS Grading Scale	
		Grade	Definition
90-100	Excellent	A	outstanding performance
82-89	Very good	B	above the average standard
75-81	Good	C	generally sound work
67-74	Satisfactory	D	not bad
60-66	Sufficiently	E	performance meets the minimum criteria
1-59	Fail	Fx	needed to retake

## VIII. RECOMMENDED LITERATURE

### Basic literature

1. Коптілов В. В. Теорія і практика перекладу. Київ: Вища школа, Вид-во при Київському університеті, 2001. 166 с.
2. Корунець І. В. Вступ до перекладознавства. Вінниця: Нова книга, 2008. 512с.
3. Круглій О. Р. Етикетні формули в документах дипломатичного спілкування. *Мовні універсалії у міжкультурній комунікації*: матеріали XII Міжнародного науково-практичного семінару, 18 березня 2022 р. Луцьк : ВНУ імені Лесі Українки, 2022. С. 92-94.
4. Круглій О. Р. Переклад англомовних дипломатичних термінів (на прикладі законодавчих актів ЄС). *Актуальні проблеми міжкультурної комунікації*: зб. матеріалів I Міжнародної науково-практичної конференції. Луцьк, 06 квітня 2022 року / Луцький національний технічний університет. Луцьк: ІВВ Луцького НТУ, 2022. С. 135-137.
5. Круглій О. Р. Особливості перекладу військових термінів (на прикладі військово-промислової термінології). *Світ наукових досліджень. Випуск 12*: матеріали Міжнародної мультидисциплінарної наукової інтернет-конференції наукової інтернет-конференції, м. Тернопіль, Україна – м. Переворськ, Польща, 29-30 вересня 2022 р. [редкол. : О. Патрик та ін.] ; ГО "Наукова спільнота"; WSS G w. Pizeworsku. Тернопіль: ФО-П Шпак В.Б., 2022. С. 207-210.
6. Круглій О. Р. Особливості перекладу політичних промов. *Перекладознавство і міжкультурна комунікація: теоретичні та практичні аспекти досліджень*: зб. тез доповідей ; Луцьк, 16 травня 2022 р. Луцьк : Вежа-Друк, 2022. С. 126-128.
7. Круглій О. Переклад англомовних термінів у зовнішньополітичних і дипломатичних текстах, документах ЄС та законодавчих актах. *Мовні універсалії у міжкультурній комунікації*: матеріали XII Міжнародного науково-практичного семінару, 18 березня 2022 р. Луцьк : ВНУ імені Лесі Українки, 2022. С. 207-210.
8. Кучер З. І., Орлова М.О., Редчиць Т.В. Практика перекладу. Вінниця : Нова книга, 2013. 504 с.
9. Мірам Г.Е., Дейнеко В.В. Основи перекладу. Київ: Ніка-Центр, 2002. 237 с.

10. Новосьолова А., Гураль М. Теоретико-практичні аспекти перекладу іменних частин мови: Навчальний посібник. Чернівці: Рута, 2003. 72 с.
11. Пилипчук М. Л. Перекладацькі макростратегії відтворення національно-культурного компоненту в аудіовізуальному перекладі. Фаховий та художній переклад: теорія, методологія, практика: зб. наук. праць. К.: Аграр Медіа Груп, 2017. С. 300-304.
12. Сітко А. В., Струк І. В. Адекватність та еквівалентність у перекладі мовних особливостей. *Sciences of Europe*. Прага (Чехія), 2016. Вип. 10 (10). С. 122-126.
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15. Черноватий Л. М. Основи розробки системи вправ для навчання професійно спрямованого письмового перекладу. 2011. № 6-7 (16-17). С. 320-329.
16. Черноватий Л. М. Методика викладання перекладу як спеціальності: підручник для студ. вищих навч. закладів освіти за спеціальністю «Переклад». Вінниця: Нова книга, 2013. 368 с.
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### **Internet resources**

1. Гудзь Н.О. Інтернет-дискурс: структурна специфіка та конститутивні ознаки [Електронний ресурс] Режим доступу: [https://dokupdf.com/download/-2013-10-35-35-pp-5a03254ed64ab2b9bdf01516\\_pdf](https://dokupdf.com/download/-2013-10-35-35-pp-5a03254ed64ab2b9bdf01516_pdf)
2. Єфименко В. А. Класифікація перекладацьких помилок та її використання для оцінки якості перекладів [Електронний ресурс] Режим доступу: [http://archive.nbuv.gov.ua/portal/soc\\_gum/Mikks/2011\\_33/169\\_173.pdf](http://archive.nbuv.gov.ua/portal/soc_gum/Mikks/2011_33/169_173.pdf)
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