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**МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ**

**РОССИЙСКОЙ ФЕДЕРАЦИИ**

**Федеральное государственное бюджетное образовательное учреждение**

**высшего образования**

**«Уфимский государственный нефтяной технический университет»**

**Филиал УГНТУ в г. Салавате**

**Кафедра «Информационные технологии»**

**Времена английского глагола**

**Учебно-методическое пособие  
для базового, среднего и продвинутого уровней английского языка**

**Салават  
2021**

Данное учебно-методическое пособие содержит грамматические упражнения и тесты разного уровня, направленных на повторение и закрепление знаний по основным разделам грамматики.

Учебно-методическое пособие предназначено для студентов технических вузов всех специальностей, профилей и направлений подготовки, очной, очно-заочной, заочной форм обучения и может быть использовано как для проведения практических занятий, так и для самостоятельной работы обучающихся.

*Публикуется в авторской редакции.*

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## **ВВЕДЕНИЕ**

Учебно-методическое пособие содержит таблицы, схемы употребления английского глагола во всех формах действительного и страдательного залога, упражнения, позволяющие сформировать навыки использования этих форм в речи, тесты для выявления базового, среднего и продвинутого уровней обученности студентов.

Настоящее учебно-методическое пособие предназначено для студентов технических вузов различных направлений и профилей подготовки.

Цель учебно-методического пособия заключается в систематизации имеющихся знаний студентов о грамматике английского языка и дальнейшем развитии навыков употребления видовременных форм английского глагола в устной и письменной речи.

Материал учебно-методического пособия включает сводные таблицы видовременных форм глагола в действительном и страдательном залогах, позволяющих получить целостное представление студентов об употреблении времен в английском языке. Упражнения и тесты, представленные в учебно-методическом пособии, направлены на развитие лексико-грамматических навыков студентов.

## 1 SIMPLE, CONTINUOUS, PERFECT (ACTIVE)

Tenses	Simple	Continuous	Perfect	Perfect Continuous
<b>Present</b>	<b>V</b>	<b>to be + Ving</b>	<b>to have + V3</b>	<b>to have been + Ving</b>
	I, we, you, they <b>V (do)</b> he, she, it <b>V(e)s (does)</b>  usually, often, always, sometimes, every day / week (month, year)	<b>I am + Ving</b> he, she, it <b>is + Ving</b> we, you, they <b>are + Ving</b> now, at the moment	I, we, you, they <b>have + V3</b> he, she, it <b>has + V3</b>  ever, never, just, already, yet, recently	I, we, you, they <b>have been + Ving</b> he, she, it <b>has been + Ving</b>  since, for
<b>Past</b>	I, we, you, they, he, she, it <b>V2</b>  yesterday, last week (month, year), ... ago	I, he, she, it <b>was + Ving</b> we, you, they <b>were + Ving</b>  at ... o'clock, from... till..., when he came	I, he, she, it, we, you, they <b>had + V3</b>  by..., when he came	I, he, she, it, we, you, they <b>had been + Ving</b>  when he came, since, for
<b>Future</b>	I, he, she, it, we, you, they <b>will + V</b>  tomorrow, next week (month, year)	I, he, she, it, we, you, they <b>will be + Ving</b>  at ... o'clock, from... till..., when he comes	I, he, she, it, we, you, they <b>will have + V3</b>  by..., when he comes	I, he, she, it, we, you, they <b>will have been + Ving</b>  since, for, when he comes

## 2 PRESENT, PAST, FUTURE (PASSIVE)

Tenses	Present	Past	Future
	<b>to be + V<sub>3</sub> (to be asked, written)</b>		
<b>Simple</b>	<b>am/is/are asked</b>  He is asked, written every day.	<b>was/were asked</b>  He was asked, written yesterday.	<b>will be asked</b>  He will be asked, written tomorrow.
<b>Continuous</b>	<b>am/ i s / a r e being asked, written</b>  He is being asked, written right now.	<b>was/were being asked, written</b>  He was being asked, written yesterday from 5 to 6 p.m.	—
<b>Perfect</b>	<b>have / has been asked, written</b>  He has been asked, written already.	<b>had been asked, written</b>  He had been asked, written before he left.	<b>will have been asked, written</b>  He will have been asked written tomorrow by 5 p.m.

## 3 BASIC

### 3.1 Present Simple

#### 1. Put the verb in the correct form.

- 1 We (not/speak) German.
- 2 My sister and I never (get up) at six a.m.
- 3 A lot of students (play) computer games.
- 4 Do (you/study) English every day?
- 5 I often (to play) chess.

#### 2. Correct the mistakes if necessary.

- 1 Many people are fat.
- 2 I never don't go to school on Sunday.
- 3 My brother and my sister is at home.
- 4 Not many people plays tennis.
- 5 John watchs television in the evenings.

#### 3. Choose the correct item.

- 1 Michael and his sister ... tennis.  
a) play b) is playing c) plays d) are play
- 2 A lot of teenagers ... dogs or cats.  
a) has b) to have c) is having d) have
- 3 A lot of pupils ... their homework every day.  
a) do b) doing c) is doing d) does
- 4 My mother never... football matches.  
a) doesn't watch b) watch c) is watching d) watches
- 5 My parents ... a computer.  
a) doesn't have b) has c) hasn't d) don't have

## 3.2 Present Continuous

### 1. Put the verb in the correct form.

- 1 They (not/draw) anything at this moment.
- 2 The students (look) at the professor with great surprise.
- 3 Listen, you (walk) slowly.
- 4 He (work) at a chemical plant at present.
- 5 ... it (snow) now?

### 2 Correct the mistakes if necessary.

- 1 He reads a book now.
- 2 My brother opens the window right now.
- 3 She works in the garden at this moment.
- 4 Listen, my sister is playing the guitar.
- 5 Look! Somebody sits in the room.

### 2. Choose the correct item.

- 1 Jim ... his computer at the moment.  
a) is using b) uses c) use d) are used
- 2 Robert and Kate ... their homework now.  
a) is doing b) are doing c) does d) do
- 3 Look out of the window! It ... .  
a) rains b) rain c) is raining d) are raining
- 4 Listen! Somebody ... at the door.  
a) are knocking b) is knocking c) knocks d) knock
- 5 I ... dinner, open the window, please.  
a) is cooking b) cook c) cooks d) am cooking

### 3.3 Test Yourself

- 1 Julia is very good at language. She ... four languages very well.  
a) doesn't speaks b) speaks c) is speaking d) speak
- 2 Hurry up! Everybody ... for you.  
a) wait b) waits c) is waiting d) are waiting
- 3 'How is your English?' 'Not bad. It ..... (improve) slowly.'  
a) is improving b) improve c) are improving d) improves
- 4 John seldom ... his relatives.  
a) visits b) visit c) is visiting d) are visiting.
- 5 Bill ... his bike now.  
a) ride b) doesn't ride c) is riding d) rides
- 6 When ... your working day ...?  
a) does... begin b) do... begin c) is... beginning d) do... beginning
- 7 The Earth ... round the Sun.  
a) go b) goes c) is... going d) doesn't... go
- 8 What ... they ... to discuss at the conference?  
a) do... going b) don't... going c) are... going d) is... going
- 9 She usually ... to work by bus.  
a) goes b) go c) don't go d) is going
- 10 Alan ... in Prague at the moment.  
a) works b) doesn't work c) is working d) are working



### 3.4 Past Simple

#### 1. Put the verb in the correct form.

- 1 They (buy) a new computer in June.
- 2 ... (she/pass) her exam last week?
- 3 Ann (not/go) to University yesterday.
- 4 Mr Whitmore (study) Computer Science when he was young.
- 5 He (work) for his company for ten years.

#### 2 Correct the mistakes if necessary.

- 1 Mr Brown saw the manager yesterday.
- 2 We reads the device three times a day.
- 3 Paul didn't wanted to go to the disco.
- 4 Did you went to Moscow last summer?
- 5 It took us three hours to complete the experiment.

#### 3. Choose the correct item.

- 1 He ... on a holiday last month.  
a) is going b) goes c) went d) go
- 2 I ... that book last night.  
a) read b) is reading c) reads d) reading
- 3 They ... the experiment last year.  
a) makes b) made c) make d) have made
- 4 The project ... many advantages.  
a) are having b) have had c) have d) had
- 5 What methods ... they consider in detail?  
a) does b) did c) doesn't d) is doing

### 3.5 Past Continuous

#### 1. Put the verb in the correct form.

- 1 The students (sit) at a lecture at 4 o'clock yesterday.
- 2 Who (call) when I came into the room?
- 3 She phoned two days ago and said she (not/come).
- 4 It (rain) the whole day yesterday.
- 5 The reaction (run) very quickly.

#### 2 Correct the mistakes if necessary.

- 1 They was trying to answer my question.
- 2 We were talking about the same thing.
- 3 When the phone rang she had dinner.
- 4 Who is calling you all day long yesterday?
- 5 He was translating a long technical article when his friends came.

#### 3. Choose the correct item.

- 1 While he ... his work, the telephone rang.  
a) is doing b) do c) was doing d) does
- 2 Yesterday at 13 o'clock we ...lunch.  
a) have b) was having c) were having d) had
- 3 They ... to music the whole evening.  
a) was listening b) were listening c) listen d) listens
- 4 While we ... coffee, somebody knocked at the door.  
a) were drinking b) was drinking c) drink d) drank
- 5 It was a nice day yesterday, the sun... brightly.  
a) shine b) shines c) were shining d) was shining

### 3.6 Present Perfect

#### 1. Put the verb in the correct form.

- 1 My laptop (brake) down.
- 2 ... (you/open) the window?
- 3 He (not/finish) his work yet.
- 4 His friend (call) me twice today.
- 5 We (know) each other since childhood.

#### 2 Correct the mistakes if necessary.

- 1 We didn't visit England yet.
- 2 She lives with her parents for 16 years.
- 3 I haven't been to Washington since five years.
- 4 The film have just started.
- 5 He has already done his work.

#### 3. Choose the correct item.

- 1 I ... just ... to open the box.  
a) has... tried b) have... tried c) have... tryed d) have... tryded
- 2 ...you ever ... to New York?  
a) Has...been b) Hasn't...been c) Have...been d) Have...was
- 3 I ... in Salavat for 20 years.  
a) has lived b) have lived c) live d) lives
- 4 She ... never ... me.  
a) have ... believed b) haven't ... believed c) has ... believed  
d) hasn't ... believed
- 5 They ... school this year.  
a) finished b) had finished c) finishes d) have finished

### 3.7 Future Simple, Continuous

#### 1. Put the verb in the correct form (Future Simple or Future Continuous).

- 1 I (do) my best to help her.
- 2 It's 10 o'clock, dear - he (not come) now.
- 3 ... John (invite) his friends to the party tomorrow?
- 4 She (not/study) English next month.
- 5 He (work) all day tomorrow.

#### 2. Correct the mistakes if necessary.

- 1 This suitcase is very heavy, I'll help you carry it.
- 2 He come, he is ill.
- 3 She will at the railway station in an hour.
- 4 I'll never late again.
- 5 There won't be no lessons tomorrow.

#### 3. Choose the correct item.

- 1 They ... these problems at the next meeting.  
a) discussed b) will discussed c) will discuss d) discusses
- 2 What ...you ... when you finish your work today?  
a) will... do b) will not... do c) do...will d) will... don't
- 3 George ... to see you on Sunday.  
a) will came b) will come c) won't came d) don't come
- 4 If I take a taxi, I ...in time at my office.  
a) will be b) will c) will not d) be will
- 5 He ... never... television any more.  
a) will not... watch b) will... watched c) will... watch d) will be... watch

### 3.8 Test Yourself

- 1 Nowadays a lot of people ... personal computers at home.  
a) has b) have c) hasn't d) have not
- 2 ... many friends at University?  
a) Have you got b) Do you have got c) Has you d) Do you got
- 3 He never ... at weekends.  
a) is working b) works c) work d) isn't working
- 4 The plane from London ... two hours ago.  
a) landed b) lands c) is landing d) has landed.
- 5 The discussion of the problem ... from 5 till 6 o'clock.  
a) go on b) was going on c) were going on d) was go on
- 6 ... you ... to work when I ... you yesterday?  
a) Was... going, met b) Do... go, meet  
c) Were... going, met d) Are... going, met
- 7 ...you ever ... abroad?  
a) Have ...be b) Have ... been c) Has ... been d) Do ... been
- 8 We ... to the exhibition next Saturday.  
a) will go b) went c) doesn't... go d) didn't go
- 9 While she ... the Internet, he ...a football match on TV.  
a) was surfing, were watching b) was surfing, was watching  
c) were surfing, was watching d) was surfing, is watching
- 10 The students ...a technical text when he ... in.  
a) were translating, came b) was translating, came  
c) were translated, comes d) were translating, come

## 4 INTERMEDIATE

### 4.1 Present Perfect Continuous

#### 1. Put the verb in the correct form.

- 1 He (repair) his car since the morning.
- 2 I (learn) English for five years.
- 3 How long (type) you this letter?
- 4 Mary (not/study) much recently.
- 5 They (talk) about it all morning.

#### 2. Correct the mistakes if necessary.

- 1 We took English lessons all this time.
- 2 Somebody has been using my computer and now it is not working.
- 3 How long do you stay here?
- 4 He has already been watching movies for more than three hours.
- 5 Jack read a book all night.

#### 3. Choose the correct item.

- 1 Jenny ... how to sew. Now she can make pretty clothes for her kids.  
a) has been learning b) has learnt c) hasn't been learning d) has learning
- 2 He ... his car for three years and so far it has never broken down.  
a) has been using b) has used c) have been using d) have used
- 3 Helen ... dinner for three hours and it isn't ready yet.  
a) has cooked b) have cooked c) have been cooking d) has been cooking
- 4 Nick ... this article since Tuesday.  
a) has written b) has been writing c) have written d) have been writing
- 5 We... the house for three hours and we need a rest now.  
a) have been cleaning b) have cleaned c) has cleaned d) has been cleaning

## 4.2 Past Perfect, Past Simple

### 1. Put the verb in the correct form (Past Perfect, Past Simple).

- 1 She (finish) the article by 11 o'clock a.m.
- 2 John (remember) that he also (talk) a good deal about it at his second year at Cambridge.
- 3 The plane (to arrive) by 9 o'clock p.m.
- 4 She (mention) that she (not/play) the flute for two years.
- 5 How long ... Ed (be) in Chicago before he (meet) Kate?

### 2. Correct the mistakes if necessary.

- 1 We knew each other for four years when we got married in 2020.
- 2 When he arrived at University, the test has already started.
- 3 I told the policeman I had never seen that woman before.
- 4 She suddenly understood that he had loved her all his life.
- 5 He was concerned with why the machine was not run the day before.

### 3. Choose the correct item.

- 1 By the time our manager ... at the meeting we ... the problem.  
a) arrives, had discussed    b) arrived, discussed  
c) arrived, had discussed    d) had arrived, discussed
- 2 Michael ... for three years as an engineer when Julie first ... him.  
a) had worked, met    b) worked, had met  
c) works, met    d) worked, met
- 3 She ... me for the postcard I ... her from Brazil the previous year.  
a) had thanked, sent    b) thanked, had send  
c) thanked, had sent    d) thanked, sent
- 4 They ... 150 km before they finally ... their destination.  
a) drove, reached    b) had driven, reached

c) driven, had reached    d) drove, had reached

5 When Ted ... the door, he ... that someone ... into his house.

a) opened, realized, broke    b) had opened, realized, broke

c) opened, had realized, broke    d) opened, realized, had broken

### **4.3 Past Perfect Continuous, Past Simple**

#### **1. Put the verb in the correct form (Past Perfect Continuous, Past Simple).**

1 I (understand) that you (wait) since 8 a.m.

2 He (work) for an international company for two years when he (meet) Mary.

3 We (think) you (work) in that laboratory since early morning.

4 ... it still (rain) when you (go) for a walk that morning?

5 She (work) before she (see) me and that's why she really (be tired).

#### **2. Correct the mistakes if necessary.**

1 Joan had said she has been doing her assignment for two hours.

2 We have been living in Berlin for three months when we had to leave.

3 She had risen from the chair in which she is sitting.

4 We had known what he is thinking about since he has received that message.

5 Jimmy, who had been helping his father, now joined us.

#### **3. Choose the correct item.**

1 She ... by the fire for nearly an hour when her cousin ... into the room.

a) have been sitting, came    b) had been sitting, came

c) has been sitting, came    d) had been sitting, had come

2 Over tea he ... to find out whether I ... Jenny.

a) tryed, I had been seeing    b) tried, I have been seeing

c) tried, I had been seeing    d) tried, I have seen

3 We ... for less than an hour when the moon suddenly ...



between the heavy clouds.

- a) have been walking, appeared    b) had been walking, appeared  
c) walked, appeared    d) had been walking, had appeared

4 The pavement ..., it ... rain.

- a) was wet, had been raining                      b) wet, had been raining  
c) had been wet, had been raining                d) had been wet, was raining

5 The students ... for the exam, that's why they ... it.

- a) had been practising, failed                      b) hadn't been practising, had failed  
c) hadn't been practising, failed                      d) hadn't been practising, fail

#### **4.4 Passive Voice**

##### **1. Change these sentences into the passive.**

1 Everybody speaks English in this country. English ...

2 She asked me to call the manager. I ...

3 Someone will iron your trousers. Your trousers ...

4 He is repairing his car. His car...

5 Somebody has stolen her bike. Her bike ...

##### **2. Correct the mistakes if necessary.**

1 The experiment is carried out at the moment.

2 The room is been cleaned once a week.

3 The message was being written at 9 o'clock yesterday.

4 The program will recorded next week.

5 He had been left an immense fortune.

##### **3. Choose the correct item.**

1 This document ... when you ....

- a) will have been prepared, come    b) will have been prepared, came

c) have been prepared, come      d) has been prepared, come

2 When the manager ... the office the contract ... by the legal adviser.

a) enters, was being checked      b) enter, was being checked

c) entered, was being checked      d) entered, is being checked

3 The equipment ... by train today.

a) have been delivered      b) has been delivered

c) will delivered      d) had been delivered

4 I ... that she ... for me in the reading room.

a) was told, was waiting      b) is told, was waiting

c) were told, was waiting      d) had been told, was waiting

5 She ... him when he ... his job there.

a) disliked, has been given      b) dislikes, had been given

c) disliked, had been given      d) had disliked, has been given

## 4.5 Test Yourself

- 1 She ... me how long I ... English.  
a) asked, I have been learning    b) asked, I am learning  
c) asked, I had been learning    d) asks, I had been learning
- 2 Mr Brown is known to ... on this problem for many years.  
a) have been working    b) has been working    c) had been working  
d) having worked
- 3 Jane ... that she ... her exams by the second of July.  
a) said, will have taken    b) said, will be taken  
c) says, would have taken    d) said, would have taken
- 4 The train ...by the time we ... to the railway station.  
a) will have left, get    b) will have left, get  
c) will leave, get    d) has left, get
- 5 The goods ... before he ....  
a) had been examined, came    b) have been examined, came  
c) have examined, comes    d) has been examined, came
- 6 We ... that this agreement ... at.  
a) hope, arrive    b) hoped, arrived  
c) hope, will be arrived    d) hoped, will arrive
- 7 The first part of this book ... in China at the moment.  
a) is printed    b) is being printed  
c) was printed    d) will printed
- 8 He ... that I ... him that I ... to go to Manchester.  
a) was surprised, had not told, intended    b) was surprised, did not tell, intended  
c) was surprised, have not told, intended    d) was surprised, had not told, intend
- 9 We ... for hours when we finally ... that house.  
a) have been walking, had found    b) walked, found  
c) had been walking, found    d) had walked, found

10 When the car ... sight of he ... home.

a) was lost, went b) was lost, goes

c) lost, had gone d) was lost, has gone

## 5 ADVANCED

### 5.1 Future Perfect, Future Perfect Continuous

#### 1. Put the verb in the correct form (Future Perfect, Future Perfect Continuous).

- 1 The company (employ) 80 people by October.
- 2 Bob (look) for a job for three weeks soon.
- 3 In five minutes' time Mary (talk) on the phone to her friend for two hours.
- 4 By the end of this year they (move) to their new house.
- 5 Don't phone me before 7 p.m. I (not/get).

#### 2. Correct the mistakes if necessary.

- 1 By this time tomorrow she will have read this book.
- 2 Our director will hold his post for ten years next month.
- 3 He said he will have translated the text by seven p.m.
- 4 By the second of July, 2021, she will have been working at our plant for 30 years.
- 5 I started saving in October and I think I will save eight hundred dollars by Christmas.

#### 3. Choose the correct item.

- 1 Come at 12 o'clock. The director ... your documents by that time.  
a) will be signed    b) will have signed  
c) have signed    d) will sign
- 2 By noon they... digging the garden.  
a) will finish                      b) will finished  
c) will have finished    d) finish
- 3 They ...in the field for two hours when their relatives come to help them.  
a) will have been working    b) have been working  
c) have worked    d) will work

4 He ... you ... the decision by Friday.

- a) hope, will have made      b) hopes, will make  
c) hopes, will have made      d) hopes, will made

5 John ... for more than three hours when Ann's plane finally arrives.

- a) haven't been waiting      b) will not have been waiting  
c) will not wait      d) will wait

## 5.2 Reporting Verbs

**1. Choose the correct verb from the box and complete the sentences.**

<b>refuse, inform, remind, admit, advise</b>
--

1 'Your application will be discussed tomorrow.' The secretary ... me that my application would be discussed the next day. 2 'If I were you, I would take a day off', my friend said. My friend ...me to take a day off. 3 'No, I am not going to take part in this enterprise and that's final,' said James. James ...to take part in that enterprise. 4 'Do you remember that you have a dental appointment on Thursday?' Jane asked. Jane ... me of my dental appointment on Thursday. 5 'Yes, I was involved in the robbery,' Mike told us. Mike ... to being involved/having been involved in the robbery.

## 5.3 Inversion

**1. Rewrite the sentences so that their meanings remain the same.**

1 She had no sooner entered the office than the alarm went off. No sooner... 2 You must not open the safe under any circumstances. Under no circumstances... 3 He had scarcely started the engine when he realized that somebody had set the alarm on. Scarcely... 4 The police did not suspect at all that the sheriff was bribed by gangsters. Little... 5 Professor Brown not only came late, but he had also left behind his glasses. Not only...

**2. Read the description of the situation and write suitable conditionals using inversion in the conditional clause. Make all other necessary changes.**

1 Jim didn't take enough time to think it over. That's why he didn't accept the offer.

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2 We have found a willing sponsor. That's why we could go on a high school trip to England.

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3 The driver of the truck reacted quickly. Otherwise the accident would have been much worse.

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4 He borrowed a lawn- mower from his neighbour. That's why he was able to mow his lawn.

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5 Because of her laziness she has not finished her scientific article yet.

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## 5.4 Test Yourself

- 1 She ... car for four hours soon.  
a) will repair            b) will have been repairing  
c) will be repairing    d) won't repair
- 2 At this time tomorrow the students .... their exam.  
a) sit                    b) will sit  
c) won't sit    d) will be sitting
- 3 If he were you, he ... from this job.  
a) would resign            b) will be resigned  
c) will resign            d) won't be resigned
- 4 Hardly ... when the manager gave them another project.  
a) they had finished    b) they have finished  
c) they finished            d) had they finished
- 5 If his friend ... his car last year, he could drive to work now.  
a) didn't sell            b) have not sold  
c) had not sold            d) has not sold
- 6 I miss you. I wish I ... you tomorrow.  
a) could meet            b) would meet  
c) will meet            d) meet
- 7 She ... her new dish to check if it isn't too salty.  
a) tastes            b) doesn't taste  
c) is tasting            d) tasted
- 8 I'm sure you ... your passport. You always have it in your handbag.  
a) couldn't forget    b) can't have forgotten  
c) could forget            d) may forget
- 9 How much ...this engine lathe ...?  
a) is... weighing            b) do... weigh  
c) was... weighing            d) does... weigh



10 He ... the job if he ...late for the interview.

- a) will be given, will be                      b) would have been given, hadn't been  
c) would have been given, was not        d) won't be given, won't be

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