Sample Acknowledgement Form For Project Report Tutorial

Sample Acknowledgement Form for Project Report

When preparing a comprehensive project report, including an acknowledgment section is essential. It not only shows appreciation to those who contributed but also adds professionalism and credibility to your work. A well-crafted *sample acknowledgement form for project report* serves as a useful template that guides students, researchers, and professionals in acknowledging the support received during their project. This article provides an in-depth overview of what an acknowledgment form is, its significance, key components, and a sample template to help you craft an effective acknowledgment section for your project report.

Understanding the Acknowledgement Section in a Project Report

What is an Acknowledgement Section?

The acknowledgment section of a project report is a dedicated space where the author expresses gratitude to individuals, organizations, and institutions that provided assistance, support, or resources. It reflects professionalism, humility, and appreciation, fostering positive relationships among those involved.

Why is the Acknowledgement Section Important?

Including an acknowledgment section enhances the credibility and completeness of your report. It demonstrates:

- Recognition of the collaborative effort behind the project
- Respect and gratitude towards advisors, mentors, and peers
- Appreciation of financial or material support from institutions or sponsors
- Politeness and professionalism in academic and research contexts

Key Components of a Sample Acknowledgement Form for Project Report

1. Introduction

Begin with a brief statement expressing gratitude and the purpose of the acknowledgment. For example:

- "I am deeply grateful to all those who supported me throughout this project..."
- "This acknowledgment section is dedicated to expressing my sincere appreciation..."

2. Acknowledging Academic and Research Advisors

Recognize the guidance and mentorship provided by your supervisor or faculty members:

- Mentors? names and titles
- Specific guidance or support received

3. Expressing Gratitude to Colleagues and Peers

Mention friends, classmates, or colleagues who offered assistance, feedback, or encouragement:

- Peer reviewers or collaborators
- Team members involved in group projects

4. Recognizing Institutional Support

Acknowledge the role of institutions, labs, or departments:

- Funding agencies or grants
- Laboratories or facilities used
- Administrative support staff

5. Thanking Family and Personal Support

Optionally, express gratitude to family members or personal supporters:

- Family members? encouragement and patience
- Personal motivation and moral support

6. Concluding Remarks

End with a closing statement that summarizes your appreciation and signals the conclusion of the section.

Sample Acknowledgement Form for Project Report

Below is a well-structured sample acknowledgment template that can be customized according to individual project needs:

```plaintext

ACKNOWLEDGEMENT

I am sincerely grateful to all those who have supported me throughout the course of this project. Without their guidance, encouragement, and assistance, this work would not have been possible.

First and foremost, I would like to express my deepest gratitude to my project supervisor, Dr. Jane Smith, for her invaluable guidance, constant encouragement, and insightful feedback. Her expertise and unwavering support have been instrumental in shaping this project from inception to completion.

I also extend my heartfelt thanks to the faculty members of the Department of Environmental Science for their stimulating discussions and suggestions that enriched my research.

My sincere appreciation goes to my colleagues and friends, John Doe and Emily Davis, for their collaborative efforts, constructive feedback, and moral support during challenging times.

I am also grateful to the XYZ Research Institute for providing the necessary facilities and resources, as well as funding support through the Research Grant Number 12345.

Special thanks to the administrative staff of the department, Ms. Lisa Johnson, for her assistance with administrative procedures and documentation.

Lastly, I would like to thank my family for their unwavering encouragement, patience, and understanding throughout this journey.

This project would not have been successful without the collective effort and support of all these individuals and organizations. I am truly thankful for their contributions.

[Your Name]

[Date]
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## Tips for Creating an Effective Acknowledgement Section

### Be Concise and Sincere

- Keep your acknowledgment brief but heartfelt.
- Avoid excessive flattery or overly formal language.

### Personalize Your Acknowledgment

- Mention specific contributions of individuals or organizations.
- Use their proper titles and names.

### Organize Logically

- Start with academic figures (supervisors, mentors).
- Proceed to colleagues, institutions, and personal acknowledgments.

### Maintain Professional Tone

- Use polite and respectful language.
- Avoid overly casual expressions.

### Customize According to Context

- Adjust the tone and content based on the nature of your project and audience.

## Conclusion

A well-crafted *sample acknowledgement form for project report* serves as an essential part of your overall report, reflecting professionalism and gratitude. It provides an opportunity to recognize the efforts and support of those who contributed to your project's success. By following a clear structure, acknowledging key contributors, and maintaining sincerity, you can create an acknowledgment section that effectively expresses appreciation and enhances the quality of your report.
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Remember, the acknowledgment is not just a formality but a reflection of your ethical and professional standards. Use the sample template provided as a guide, and personalize it to fit your specific project context. With thoughtful preparation, your acknowledgment section can leave a positive impression and demonstrate your gratitude to everyone who supported your journey.

Sample Acknowledgement Form for Project Report: A Comprehensive Guide

In the realm of academic and professional projects, the acknowledgment section holds a significant place. It serves as a formal opportunity for project authors to recognize the support, guidance, and resources that contributed to the successful completion of their work. A well-structured acknowledgment not only reflects professionalism but also demonstrates gratitude and respect towards mentors, institutions, peers, and others involved. For those preparing a project report, understanding the nuances of drafting an effective acknowledgment section?and the accompanying acknowledgment form?is crucial. This article provides an in-depth exploration of the sample acknowledgment form for project reports, guiding readers through its purpose, structure, and best practices.

Understanding the Purpose of an Acknowledgment in a Project Report

Before diving into the specifics of the acknowledgment form, it is essential to grasp its fundamental purpose within a project report.

Recognizing Support and Contributions

The acknowledgment section offers a platform to formally thank individuals and organizations that provided:

- Academic guidance and mentorship
- Financial support or grants
- Resources such as laboratories, equipment, or data
- Technical or emotional support during challenging phases

Demonstrating Professionalism and Gratitude

Including an acknowledgment reflects courteousness and professionalism. It showcases the author's appreciation and maintains good relationships, which can be beneficial for future collaborations.

Enhancing Credibility and Integrity

Proper acknowledgment helps establish transparency about the sources of support, thereby reinforcing the integrity of the research process.

Key Components of a Sample Acknowledgment Form for Project Report

A typical acknowledgment form, though customizable based on context, generally includes specific elements that ensure completeness and clarity.

1. Title of the Section

- Usually titled ?Acknowledgment? or ?Acknowledgements.?
- Placed prominently near the beginning of the report, often after the abstract or introduction.

2. Personal Expression of Gratitude

- A concise paragraph expressing thanks.
- Can be formal or semi-formal depending on institutional guidelines.

3. Specific Names and Roles

- Names of supervisors, advisors, or mentors.
- Names of organizations or institutions providing support.
- Specific contributions of each individual or entity.

4. Funding and Sponsorship Details

- Mention of grants, scholarships, or funding agencies.
- Grants' official names or reference numbers.

5. Additional Support or Resources

- Contributions like technical assistance, data access, or facilities.
- Support from peers or colleagues, if applicable.

6. Formal Closing Statement

- A concluding remark expressing overall gratitude.
- Sign-off with the author's name and date, if necessary.

Sample Acknowledgment Form for Project Report: Template and Examples

Below is a generic template for an acknowledgment section that can be adapted to various project types:

Acknowledgment

I would like to express my sincere gratitude to my project supervisor, Dr. Jane Doe, for her invaluable guidance, continuous support, and constructive feedback throughout the course of this project. Her expertise and encouragement significantly contributed to the successful completion of this work.

I am also grateful to the Department of Engineering at XYZ University for providing the necessary facilities and resources. Special thanks to Mr. John Smith, my technical assistant, for his assistance with data collection and analysis.

This project was made possible through the financial support of the ABC Research Grant (Grant No. 12345), awarded by the National Science Foundation. I appreciate their generous funding, which facilitated the procurement of equipment and materials.

Additionally, I extend my appreciation to my colleagues and friends for their moral support and encouragement during challenging times.

Finally, I thank my family for their patience and unwavering support throughout this academic journey.

[Author's Name]

[Date]

This template can be customized to suit specific project contexts, adding or removing elements as appropriate.

Best Practices for Drafting an Effective Acknowledgment Section

To craft an acknowledgment that is both professional and heartfelt, consider the following guidelines:

Keep It Concise and Focused

- Limit the acknowledgment to relevant parties.
- Avoid overly lengthy or generic expressions.

Be Specific and Personal

- Mention specific contributions or support.
- Use names and titles correctly to avoid ambiguity.

Maintain Formality but Add a Personal Touch

- Use respectful language.
- Express genuine gratitude.

Follow Institutional Guidelines

- Check if there are prescribed formats or word limits.
- Adhere to formatting standards required by your institution or publisher.

Proofread Carefully

- Ensure correct spelling of names and titles.
- Avoid grammatical mistakes to uphold professionalism.

Legal and Ethical Considerations

While drafting acknowledgments, it's vital to observe certain ethical standards:

- Avoid Overstatement: Be honest about contributions; avoid exaggerating support.
- Obtain Consent: Seek permission from individuals before mentioning their names.
- Disclose Funding Sources Transparently: Clearly state all financial support to maintain transparency.
- Respect Confidentiality: Do not disclose sensitive or proprietary information.

Integrating the Acknowledgment Form into Your Project Report

The acknowledgment section typically appears directly after the abstract or table of contents, serving as a bridge between the opening sections and the main content. When integrating an acknowledgment form:

- Use a dedicated page or section heading ("Acknowledgment" or "Acknowledgements").
- Keep formatting consistent with the rest of the report.
- Ensure legibility and clarity.

In some cases, especially in formal or institutional settings, an acknowledgment form may be a separate document accompanying the main report. This form may include fields for signatures or official approvals.

Sample Acknowledgment Form for Project Report: A Formal Document Format

In addition to the acknowledgment section within the report, some institutions or projects require an acknowledgment form to be filled out as a separate document. Such a form typically includes:

- Title: A clear heading indicating it is an acknowledgment form.
- Author?s Details: Name, student ID, course or project title.
- Supervisor?s Details: Name, designation.
- Support Details: Description of assistance received.
- Declaration Statement: A statement confirming the acknowledgment?s accuracy.
- Signatures: Author?s signature and date; supervisor?s signature if required.

Sample Acknowledgment Form:

Acknowledgment Form for Project Report

Project Title: _____

Author Name: _____

Student ID: _____

Course/Department: _____

Supervisor Name: _____

Support and Assistance Details:

I, the undersigned, confirm that the acknowledgment provided above accurately reflects the support and contributions received during the course of this project.

Signature of Author: _____ Date: _____

Signature of Supervisor (if applicable): _____ Date: _____

This form serves as a formal record and should be submitted as per institutional guidelines.

Conclusion: The Significance of a Well-Structured Acknowledgment

A thoughtful, accurately crafted acknowledgment section?bolstered by a proper acknowledgment form?can enhance the professionalism of a project report. It demonstrates appreciation, clarifies support sources, and fosters ethical transparency. Whether included within the report itself or as a separate formal document, the acknowledgment reflects the collaborative effort behind research, development, or project work.

By understanding the essential components, following best practices, and respecting ethical standards, students and professionals can effectively communicate their gratitude while maintaining the integrity of their work. As projects become more complex and collaborative, mastering the art of acknowledgment becomes increasingly important, underscoring its role as a cornerstone of scholarly and professional communication.

QuestionAnswer What is a sample acknowledgement form for a project report? A sample acknowledgement form for a project report is a template that students or researchers use to formally thank individuals or organizations who contributed to their project, ensuring proper recognition and professionalism. Why is including an acknowledgement section important in a project report? Including an acknowledgement section is important because it shows gratitude to those who provided support, guidance, or resources, and adds credibility and professionalism to the report. What are the key components to include in a sample acknowledgement form? Key components typically include expressions of gratitude, names of individuals or organizations supported, specific contributions, and formal closing statements. Can I customize a sample acknowledgement form for my specific project? Yes, a sample acknowledgement form is meant to be customized to suit the specific contributors and context of your project, making it more personalized and appropriate. Are there any official guidelines for writing an acknowledgement for a project report? While there are no strict official guidelines, it is recommended to be concise, respectful, specific about contributions, and professional in tone when writing acknowledgements. Where can I find free downloadable

templates for sample acknowledgement forms? You can find free templates on educational websites, university resource pages, template platforms like Canva, or academic writing blogs that offer sample acknowledgement formats. How long should a sample acknowledgement section typically be? Typically, an acknowledgement section should be brief, usually one paragraph or a few sentences, focusing on the most important contributions and support received. Is it necessary to include all contributors in the acknowledgement form? No, it?s not necessary to include everyone; you should acknowledge those who had a significant impact or provided meaningful support to your project.

Related keywords: project acknowledgment template, acknowledgment letter sample, report acknowledgment form, project gratitude statement, acknowledgment section example, acknowledgment template for thesis, project report thank you note, acknowledgment wording for report, sample acknowledgment letter, project recognition form

example acknowledgement for industrial training report

Introduction to Acknowledgement in Industrial Training Reports

example acknowledgement for industrial training report serves as a vital component of any professional training documentation. It provides an opportunity for students to express gratitude to individuals and organizations that supported them during their industrial training period. A well-crafted acknowledgement not only reflects professionalism and humility but also emphasizes the importance of teamwork, mentorship, and organizational support in achieving educational and career goals. This article aims to guide students and professionals in preparing an effective and comprehensive acknowledgement section for their industrial training reports, complete with sample phrases and best practices.

What is an Acknowledgement in an Industrial Training Report?

An acknowledgement in an industrial training report is a formal section where the trainee recognizes the contributions of various stakeholders who assisted or supported them during their training. It is usually placed at the beginning or after the executive summary of the report and serves as a courteous gesture to appreciate the efforts and guidance received.

Purpose of an Acknowledgement:

- To show gratitude to the organization and mentors

- To recognize the support and cooperation received
- To reflect professionalism and positive attitude
- To build good relationships for future opportunities

Key Elements of an Effective Acknowledgement:

- Specific mentions of individuals and organizations
- Clear expression of gratitude
- Appropriate tone and language
- Conciseness and sincerity

Components to Include in an Acknowledgement for Industrial Training Report

When drafting an acknowledgement, consider including the following key components:

1. Appreciation to the Organization

Express gratitude to the company or organization where the training was undertaken. Mention the name of the organization and briefly describe the training environment.

2. Thanks to the Supervisors and Mentors

Acknowledge the guidance, supervision, and support provided by your trainers, supervisors, or mentors throughout the training period.

3. Gratitude to Faculty and Institution

Recognize the academic institution or faculty members who facilitated or encouraged the industrial training experience.

4. Acknowledgement of Colleagues and Team Members

Mention fellow trainees, colleagues, or team members who contributed to a positive and productive training environment.

5. Personal Appreciation

Optionally, include any personal notes of appreciation, encouragement, or inspiration that motivated you during the training.

Sample Acknowledgement for Industrial Training Report

Below are several sample phrases and templates that can be adapted to suit specific experiences and relationships.

Sample 1: Formal Acknowledgement

> I would like to express my sincere gratitude to [Organization Name] for providing me with the opportunity to undertake my industrial training. I am especially thankful to Mr./Ms. [Supervisor's Name], my supervisor, for their continuous guidance, support, and valuable insights throughout the training period. I also extend my appreciation to the entire team at [Department Name], whose cooperation made my learning experience enriching and memorable. I am grateful to my faculty members at [Institution Name] for their encouragement and guidance, which motivated me to make the most of this training opportunity. Lastly, I thank my colleagues and friends for their constant support and encouragement during this journey.

Sample 2: Brief and Concise Acknowledgement

> I sincerely thank [Organization Name] and my supervisor, [Supervisor's Name], for their support and guidance during my industrial training. I also appreciate the assistance provided by my colleagues and the faculty at [Institution Name]. This experience has been highly beneficial for my academic and professional development.

Sample 3: Personal Touch Acknowledgement

> I am deeply grateful to [Organization Name] for offering me the chance to undertake my industrial training. I am especially thankful to [Supervisor's Name] for their patience and mentorship. My heartfelt thanks also go to my friends and family for their unwavering support. This training has been a valuable learning experience that I will cherish throughout my career.

Best Practices for Writing an Acknowledgement

To create an impactful acknowledgement section, consider the following best practices:

- **Be sincere:** Use genuine language that reflects your true feelings of gratitude.
- **Be specific:** Mention names, roles, and contributions clearly.
- **Keep it concise:** Avoid overly lengthy acknowledgements; aim for clarity and brevity.
- **Maintain professionalism:** Use formal language and appropriate tone.
- **Personalize your message:** Tailor the acknowledgement to your specific experience and relationships.

Tips for Crafting an Effective Acknowledgement

- Start early: Don?t leave the acknowledgement until the last minute; draft it once your training is complete.
- Use proper titles and names: Respect the hierarchy and use correct designations.
- Avoid exaggeration: Be honest and sincere without overdoing praise.
- Proofread: Check for grammatical errors and ensure clarity.
- Align with the report tone: Match the formality of the acknowledgement with that of the overall report.

Common Mistakes to Avoid

- Being too vague or generic in expressions of gratitude.
- Omitting key individuals or organizations who contributed significantly.
- Making the acknowledgement overly lengthy or informal.
- Using inappropriate language or tone.
- Forgetting to proofread for grammatical accuracy.

Conclusion

An effective **example acknowledgement for industrial training report** not only reflects your appreciation for the support received but also showcases your professionalism and gratitude. It sets a positive tone for your report and leaves a good impression on evaluators and readers. Remember to personalize your acknowledgement, be sincere, and follow best practices to craft a compelling and respectful section that appropriately recognizes the efforts of everyone involved in your training journey.

By following the guidelines and samples provided in this article, you can confidently prepare an acknowledgement that enhances your industrial training report and demonstrates your appreciation in a professional manner.

Example Acknowledgement for Industrial Training Report: An In-Depth Analysis

In the realm of academic and professional development, the acknowledgement section of an industrial training report holds a significant position. It is not merely a courteous gesture but a strategic component that reflects gratitude, professionalism, and the recognition of collaborative efforts. This comprehensive exploration aims to dissect the nuances of crafting an effective example acknowledgement for industrial training report, offering insights into its structure, purpose, and best practices for students and professionals alike.

Understanding the Purpose of the Acknowledgement Section

Before delving into the specifics of an exemplary acknowledgment, it?s vital to comprehend its fundamental purpose within an industrial training report.

Expressing Gratitude

The primary aim is to formally thank individuals or organizations that provided support, guidance, or resources during the training period. It fosters professionalism and demonstrates appreciation for collaborative efforts.

Highlighting Collaboration

Acknowledgements serve as a testament to the teamwork and mentorship involved in the training process, showcasing the interconnectedness between students and industry professionals.

Reflecting on Personal and Professional Growth

A well-crafted acknowledgment subtly indicates the individual's recognition of the opportunities and mentorship received, reflecting maturity and gratitude.

Key Elements of an Effective Acknowledgement for Industrial Training Report

A successful acknowledgment balances professionalism with sincerity. Here are essential components to include:

1. Opening Statement

Begin with a broad expression of gratitude, setting a respectful tone.

2. Recognition of Supervisors and Mentors

Specifically mention supervisors, mentors, or instructors who provided guidance.

3. Appreciation for the Organization

Acknowledge the organization or company where the training was undertaken, highlighting the opportunity provided.

4. Mention of Specific Contributions

If applicable, refer to particular assistance, resources, or projects that significantly impacted your training experience.

5. Personal Reflection

Include a brief statement about how the experience contributed to your growth.

6. Formal Closure

Conclude with a respectful note of thanks.

Sample Structure of an Acknowledgement for Industrial Training Report

While acknowledging that each report may differ based on individual experiences, the following structure serves as an effective template:

- Introduction of Gratitude

Express general thanks to the organization and individuals involved.

- Specific Recognition

Mention supervisors, mentors, or team members who contributed significantly.

- Institutional or Academic Acknowledgement

Recognize the educational institution or faculty support.

- Personal Reflection

Briefly describe how the training impacted your academic and professional development.

- Closing Remarks

Conclude with final thanks.

Example Acknowledgment for Industrial Training Report

Below is a comprehensive example of an acknowledgment section suitable for an industrial training report, illustrating the key elements discussed:

> I would like to express my sincere gratitude to all those who have supported me during my industrial training at XYZ Corporation. First and foremost, I am deeply thankful to Mr. John Doe, my training supervisor, for his invaluable guidance, constant encouragement, and insightful feedback throughout my internship. His expertise and patience greatly enhanced my learning experience and motivated me to explore new areas within the industry.

>

> I am also grateful to the entire team at XYZ Corporation for providing a conducive environment for learning and for sharing their knowledge and experiences generously. The opportunity to work on real-world projects has significantly contributed to my understanding of industrial operations, technical skills, and professional ethics.

>

> I would like to extend my appreciation to my academic advisor, Professor Jane Smith, and the faculty of the Department of Mechanical Engineering at ABC University, for their continuous support and for facilitating this training opportunity. Their guidance has been instrumental in shaping my academic journey and career aspirations.

>

> Finally, I am thankful to my family and friends for their unwavering support and encouragement, which motivated me to complete this training successfully.

>

> This industrial training has been a pivotal step in my educational path, providing practical insights that complement my theoretical knowledge. I am confident that the skills and experiences gained will serve as a solid foundation for my future endeavors.

Best Practices for Writing an Effective Acknowledgement

To ensure your acknowledgment section is impactful and professional, consider the following tips:

- Be Genuine and Sincere: Avoid overly generic phrases; personalize your gratitude.
- Maintain Formal Tone: Use respectful language suitable for academic and professional contexts.
- Be Concise but Comprehensive: Cover all significant contributors without unnecessary elaboration.
- Avoid Excessive Details: Focus on key individuals and organizations rather than exhaustive lists.
- Proofread Carefully: Ensure clarity, correct spelling, and grammatical accuracy.

Common Mistakes to Avoid

Even with good intentions, some pitfalls can diminish the effectiveness of your acknowledgment:

- Overly Lengthy Sections: Keep the acknowledgment concise; it should complement the report, not overshadow it.
- Neglecting Key Contributors: Ensure that supervisors, mentors, and organization representatives are acknowledged.
- Using Informal Language: Maintain professionalism; avoid slang or casual expressions.
- Lack of Specificity: Generic statements like ?Thanks to everyone? lack sincerity; specify contributions where possible.
- Omitting Names and Titles: Properly identify individuals with their titles or roles to show respect.

Conclusion: The Significance of a Well-Written Acknowledgement

An example acknowledgement for industrial training report exemplifies professionalism, gratitude, and recognition. While often brief, it reflects the trainee?s attitude towards collaboration and learning. A thoughtfully crafted acknowledgment not only leaves a positive impression but also underlines the trainee?s respect for the support system that facilitated their growth.

In essence, this section bridges the personal and professional, highlighting the collaborative essence of industrial training. Whether you are a student preparing your first report or a seasoned professional reviewing a peer?s work, understanding and appreciating the importance of a well-structured acknowledgment can elevate the quality of your documentation and foster meaningful professional relationships.

In summary, the example acknowledgement for industrial training report serves as a vital component that encapsulates gratitude, professionalism, and reflection. Its thoughtful construction can significantly enhance the overall quality and presentation of your report, leaving a lasting positive impression on evaluators and readers alike.

QuestionAnswer What is the purpose of including an acknowledgement in an industrial training report? The acknowledgement section expresses gratitude to individuals and organizations that supported and facilitated the completion of the industrial training, reflecting appreciation and professionalism. What are some common elements to include in an acknowledgement for an industrial training report? Common elements include thanking the training supervisor, company management, mentors, colleagues, and educational institution staff for their guidance, support, and opportunities provided. Can you provide a sample acknowledgement statement for an industrial training report? Certainly. Example: 'I would like to express my sincere gratitude to Mr. John Doe, my training supervisor, for his valuable guidance and support throughout my industrial training at XYZ Company. I am also thankful to all staff members who assisted me during this period.' How formal should an acknowledgement for an industrial training report be? The acknowledgement should be formal and professional, maintaining respectful language and a tone that reflects appreciation without being overly personal or casual. Are there any specific guidelines or templates for writing an acknowledgement for industrial training reports? While there are no strict templates, it is recommended to keep the acknowledgement concise, focused, and professional. Many universities or institutions provide sample templates that can be adapted to your experience. Should I include personal feelings or emotions in the acknowledgement section of my industrial training report? It is best to keep the acknowledgement professional and avoid overly personal feelings. Focus on expressing genuine gratitude towards those who contributed to your training experience.

Related keywords: acknowledgement sample, industrial training report, thank you note, training completion acknowledgment, gratitude statement, internship acknowledgment, report acknowledgement format, professional acknowledgment sample, internship gratitude message, training supervisor thanks

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