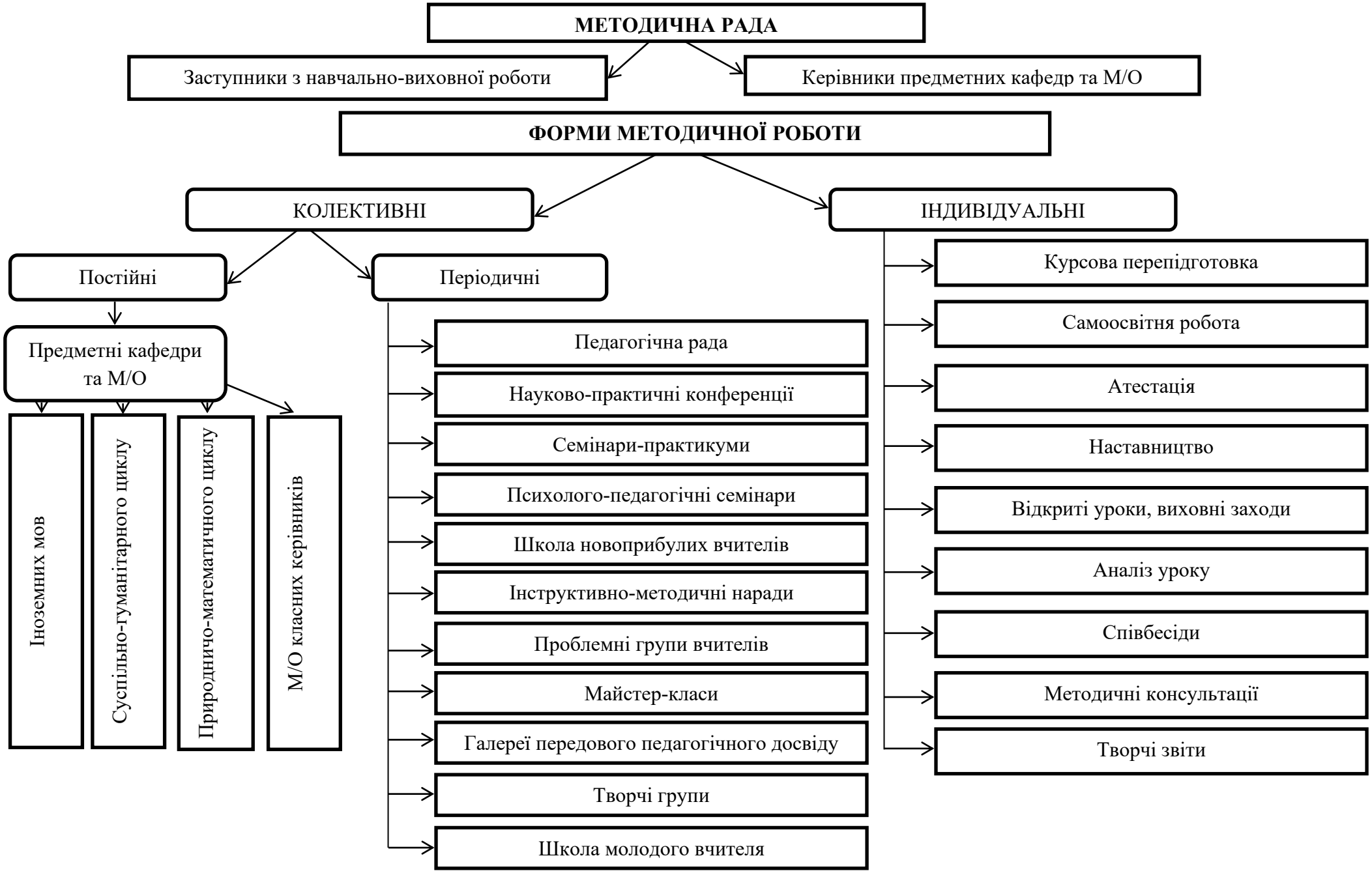СТРУКТУРА МЕТОДИЧНОЇ РОБОТИ