

4. Paraphrasing and summarising :

4.1. Paraphrasing :

To paraphrase is to rewrite something using different words without changing the original meaning.

This is what is usually meant by the phrase 'in your own words'. The paraphrase should be clearer and more easily understood than the original and is often about the same length.

Paraphrases are a good alternative to using direct quotations.

In your writing, you may make a [paraphrase](#) of:

- short sections of text (e.g. phrases, sentences)
- longer sections of text (e.g. a [paragraph](#))
- information contained in tables or figures.

Steps for paraphrasing

1. Read the text carefully. Underline, or note, any important [subject](#)-specific words.
2. Look up any difficult words, and try to find synonyms for them.
3. Try to find different ways of expressing the information in the groups of words (phrases).
4. Rewrite each [sentence](#). Try to simplify the [sentence](#) structure and the vocabulary without changing the meaning.
5. Put your text out of sight and write your [paraphrase](#) from memory.
6. Revise what you have written, comparing it to the original. Your [paraphrase](#) should clarify the original, but be written clearly in your own words.
7. Do not forget to use an in-text reference at the start or end of your [paraphrase](#).

4.2. Key techniques for paraphrasing :

A- Change vocabulary by using synonyms :

asserts - claims, argues, maintains

twentieth century - 1900s

illustrates - explains, emphasises, clarifies

B- Change word class:

analyse - analysis, analysing

create - creating, creation

assume - assumption, assuming, assumed

C- Change word order

ASSESS YOUR PARAPHRASE

- ✓ The MEANING is the same.
- ✓ Most of the words have been changed.
- ✓ The sentences have been significantly restructured.
- ✓ This is about the same length as the original writing
- ✓ The information is correctly referenced.

4.2. Summarising :

A summary includes only the main ideas of someone else's writing, restated in your own words.

Much shorter than the original text.

Steps for summarising

1. If you are reading longer texts (e.g. a chapter, a journal [article](#)), skim read the information. Note sub-headings, the first and last paragraphs and topic sentences.
2. Read the text carefully using a dictionary.
3. Reread a difficult text several times.
4. Write notes in point form using key words and ideas.
5. Put your text away and write your [summary](#) from your notes.
6. Refer back to the original to make sure that your [summary](#) truly reflects the writer's ideas and strength of opinion (their degree of certainty on this topic).
7. Do not forget to use an in-text reference at the start or end of your [summary](#).

ASSESS YOUR SUMMARY

- ✓ The MEANING is the same.
- ✓ The summary keeps the degree of certainty of the writer.
- ✓ This is a much shorter version of the original writing.
- ✓ The source/s of information is/are clearly referenced.