**Summarizing and paraphrasing**

 Summarising and paraphrasing are important tools for reshaping information to suit the many varied university writing tasks. They allow you to develop and demonstrate your understanding and interpretation of a text and to avoid plagiarism. They require analytical and writing skills which are crucial to success at university.

**What is summarising?**

Summarising is using your own words to shorten a piece of text so that it includes only the essential information. Summaries have fewer words that the original, yet they still provide a clear indication of the main points made by the author.

**How to summarise?**

-Start by reading the text and highlight the main points as you read.

-Focus on the topic sentence as these provide the main ideas of the paragraphs

-Reread the text and make notes of the main points leaving out examples, evidence...etc.

-Restate the main idea at beginning and include all major points.

**Techniques used in summarising**

-Nominalisation, i.e. changing a verb into a noun.

-Changing adverbs to adjectives.

-Breaking up long sentences into shorter sentences.

-Joining short sentences together with linking words.

**What is paraphrasing?**

Paraphrasing is a way of presenting a text, keeping the same meaning but using different words and phrasing. Paraphrasing is used with short sections of text such as phrases and sentences. A paraphrase may result in a longer rather than shorter version of the original text. It is also considered as a useful skill for explaining information in tables, charts and diagrams in form of paragraphs.

**How to paraphrase?**

-read the carefully. It is essential that you understand it fully.

-Identity the main points and key words.

-Cover the original text and rewrite it in your own words. Check that you have included the main points and essential information.

-write the paraphrase in your own style.

**Techniques used in paraphrasing**

-Meaning: ensure that you keep the original meaning and maintain the same relationship between main ideas and supporting points.

-Words: use synonyms

-Change the order in which ideas are presented as long as they still make sense in a different order.

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|  Summarising  |  Paraphrasing  |
| -doesn’t match the source word for word-involves putting main ideas in your own words, but including only the main points -presents a broad overview, so is usually much shorter than the original text.-must be attributed to the original source. | -doesn’t match the source word for word.-involves putting a passage from a source into your own words.-changes the words or phrasing of a passage, but retains and fully communicates the original meaning.-must be attributed to the original source. |