

Paraphrasing and Summarizing:

In academic writing, the work of other writers can provide you with information, evidence, and ideas, but must be incorporated into your work carefully. Paraphrasing and summarizing are all different ways of including works of others into your assignment. Paraphrasing and summarizing allow you to develop and demonstrate your understanding and interpretation of a text and to avoid plagiarism.

Paraphrasing: paraphrasing as way of presenting a text, keeping the same meaning, but using different words and phrasing. Paraphrasing is used with short sections of a text, such as phrases and sentences. A paraphrase may result in a longer, rather than a shorter, version of the original text. It offers an alternative to using direct quotations and helps students to integrate evidence/ source materials into assignments.

How to paraphrase:

- Read the source carefully. It is essential that you understand it fully.
- Identify 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. Consider each point; how could you rephrase it:
- **Meaning:** ensure that you keep the original meaning meaning and maintain the same relationship between main ideas and supporting points.
- **Words:** use synonyms where appropriate. Key words that are specialized subject vocabulary do not need to be changed. If you want to unique or specialist phrase, use quotation marks(“...”).

- Change the grammar and sentence structure. Break up a long sentence into two shorter ones or combine two short sentences into one. Change the voice(active/ passive) or change the word forms(nouns, adjectives).
- Identify the attitude of the authors to their subject(certain, uncertain, critical ...etc.)

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

How to summarize: the amount of detail you include in a summary will vary according to the length of the original text, how much information you need and how selective you are:

- Start by reading the text and highlighting the main points as you read.
- Focus on the topic sentences as these provide the main ideas of the paragraphs.
- Reread the text and make notes of the main points, leaving out examples, evidence.
- Restate the main idea at the beginning and include all major points.
- Use quotation marks for original phrases you have used from the original text.

Techniques used in summarizing:

- Nominalization; i.e. changing a verb into a noun.
- Changing adverbs into adjectives.
- Breaking up long sentences into shorter ones.
- Joining short sentences together with linking words.