

PARAPHRASING SKILLS

What you need to know:

- What is paraphrasing
- When is paraphrasing done
- What should be considered when paraphrasing

PARAPHRASING IS DONE WHEN YOU WANT TO:

- avoid plagiarism
- avoid overuse of quotations
- use your own voice to present information

PARAPHRASING IS:

- our own rendition of essential information and ideas expressed by someone else, presented in a new form.
- one legitimate way (when accompanied by accurate documentation) to borrow from a source
- a more detailed restatement than a summary, which focuses concisely on a single main idea.

WHAT SHOULD BE CONSIDERED WHEN PARAPHRASING:

- they should not be written using the author's original vocabulary
- they should reflect thorough understanding of the ideas
- they should reflect the real meaning of the text
- they should be written in correct mechanics, usage and grammar

EXAMPLE OF PARAPHRASING:

Original Passage:	A legitimate Paragraph:
Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes. Lester, James D. <u>Writing Research Papers</u> . 2nd ed. (1976): 46-47.	In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).