

# ***PARAPHRASING***

## **What is paraphrasing?**

It is putting information into your own words.

## **How does paraphrasing differ from quoting and summarizing?**

1. Quoting is an exact excerpt of an original. The author must be credited and the wording set off with quotation marks.
2. Summarizing is the attempt to put the main idea of the information into your own words, citing the original source. A summary is shorter than the original, but usually gives a bigger view of the whole idea.
3. Paraphrasing is a reworded version of the original that documents the author and is not as short as a summary. It may include certain words or phrases from the original when necessary. (The exact words or phrases are put in quotation marks and the source is documented.)

## **Why use paraphrasing?**

1. It will help to put complicated or highly technical information into a form that is more easily understood.
2. It helps avoid excessive use of direct quotations.
3. It demonstrates your understanding of the subject matter.

## **How do I paraphrase successfully?**

1. Read and reread the part you intend to paraphrase until you know its meaning.
2. Without looking at the original, write your own paraphrased version.
3. Using a note card or the bottom of your paraphrased section, indicate in one or two words, where in your paper this might be used. There's nothing worse than creating a perfectly good paraphrased portion of text and then forgetting how or where you want to use it.

4. Go back to the original and compare it to your paraphrase, making sure you haven't changed its meaning.
5. If your original material contains specific terms that you cannot paraphrase or do not wish to change, be sure to put these words in quotation marks in your new version.
6. Thoroughly document your original source.

## Examples:

### Quote

"Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all his sentences short, or that he avoid all detail and treat his subjects only in outline, but that every word tell."

~~ William Strunk, Jr., *The Elements of Style*, p.23

### Summary

In *The Elements of Style*, William Strunk states that the clearest writing is brief. Without sacrificing style, all words, sentences, and paragraphs are kept to the barest essentials. Just like quality artwork and machinery, the clearest writing is pure, simple and precise. (23)

### Paraphrase

William Strunk, in *The Elements of Style*, says that the clearest writing is brief, and specific. There should be no added words or phrases that would detract from the essential meaning of the work. The same could be said for a piece of artwork or well-made equipment. It is not his intention to suggest that the written work should be without exposition and that the material should be stripped of any parts of speech, but that everything serve a precise purpose. (23)

Strunk took his own advice and simplified his whole original paragraph by saying, "Omit needless words." (23)

Sources:

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