

# HOW TO:

## Paraphrase

### Why do we use Paraphrasing?

To restate another writer's or speaker's ideas in your own words, including source material, while maintaining your own voice and tone. Paraphrasing also allows you to control the emphasis or relevance of what is being said.

### For Example (Cited in MLA):

“

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. *Writing Research Papers*. 2nd ed., 1976, pp. 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).

### Note:

- Replacing a word with a synonym does not count as a genuine paraphrase.
- Paraphrasing still needs to be cited!

### References:

- [https://owl.purdue.edu/owl/research\\_and\\_citation/using\\_research/quoting\\_paraphrasing\\_and\\_summarizing/paraphrasing.html](https://owl.purdue.edu/owl/research_and_citation/using_research/quoting_paraphrasing_and_summarizing/paraphrasing.html)

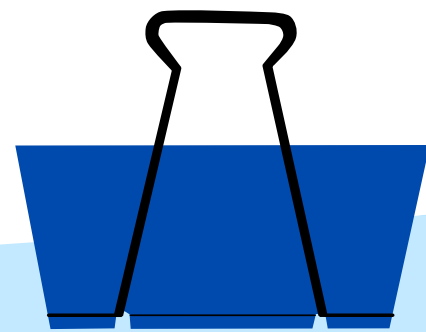
# Why is Paraphrasing a Valuable Skill?

- It is better than quoting when language is not the subject.
- It helps you avoid quoting too much.
- It helps grasp the full meaning of the original.

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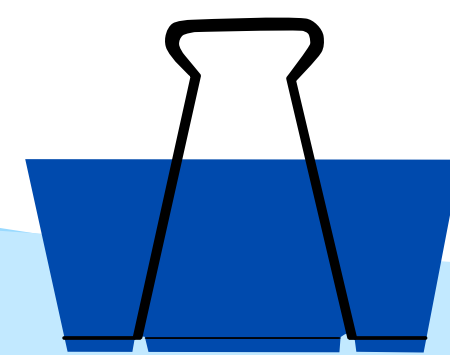
## 6 Steps to Effectively Paraphrase:



1. Reread the original passage until you understand its full meaning.

2. Set the original aside, and write your paraphrase on a note card.

3. Jot down a few words below your paraphrase to remind you later how you envision using this material. At the top of the note card, write a keyword or phrase to indicate the subject of your paraphrase.



4. Check your rendition against the original to ensure your version accurately conveys all essential information in a new form.

5. Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.

6. Record the source (including the page) on your note card so that you can credit it easily if you decide to incorporate the material into your paper.

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## Other Tips for Paraphrasing:

- Refer explicitly to the author in your paraphrase to clarify the source of the original ideas.
- Don't just repeat, analyze. Find ways that it can be structured into your argument.
- Be selective but fair: only use what is relevant and don't change the original meaning.
- Only use entire phrases when they are crucial to the discourse of your field.

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### References:

- [https://owl.purdue.edu/owl/research\\_and\\_citation/using\\_research/quoting\\_paraphrasing\\_and\\_summarizing/paraphrasing.html](https://owl.purdue.edu/owl/research_and_citation/using_research/quoting_paraphrasing_and_summarizing/paraphrasing.html)
- <https://advice.writingutoronto.ca/wp-content/uploads/sites/2/paraphrase-1.pdf>