

PARAPHRASING

Writing

ENGLISH FOR ACADEMIC SUPPORT



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WHAT IS A PARAPHRASE

- Restatement of all the original source idea(s) and meaning(s) using your own words
- Same length as original source
- Careful selection of different words and structure to match the context, emphasis, and tone
- Demonstration of material comprehension and skill to convey material to an audience (reading and writing skill)

COMBINE ALL TECHNIQUES

- 1) Change vocabulary using appropriate word substitutes (synonyms).

***Note: Not all synonym choices have the exact meaning.**

- 2) Change part of speech (e.g. noun to verb).
- 3) Change clauses to phrases AND phrases to clauses.
- 4) Change sentence structure.
- 5) Use other grammatical structures to indicate relationships.

WHY PARAPHRASE

Academic writing requires writers to produce reliable and effective responses using paraphrasing.

Writers need to restate ideas to address a prompt, thereby showing clear comprehension of materials and avoiding plagiarism.

Provides further explanation and simplification for ideas that are difficult to understand.

Provides credibility and knowledge, building trust with the audience.

GUIDELINES

- Restate only what the source states.
- Do not paraphrase word by word.
- Do not add new ideas within the paraphrase.
- Keep your evaluations separate.
- When specialized terms do not have appropriate substitutes, use quotations – but sparingly.
- Be cautious that the original meaning does not change and remains accurate.
- Combine each paraphrase with others carefully with appropriate linking devices.
- Check for plagiarism.
- Use appropriate citation style.

STEPS

1. Carefully read and understand the information. Do not be intimidated by the terminology. Use a dictionary to check our understanding before you paraphrase.
2. Record word substitutes and word forms.
3. Using your notes, rewrite the selection using a different sentence structure. Avoid looking at the original.
4. Check the paraphrase for signs of patch plagiarism - identical words, phrases, word order, and sentence structure.
5. Confirm content is retained.
6. Confirm new content is NOT added.
7. Revise if necessary.
8. Recheck paraphrase with original selection.
9. Add transitional signals to connect a series of paraphrased ideas.
10. Add appropriate citation style (documentation).

EXAMPLES

Original

Time management is essential for post-secondary students.

Unacceptable Paraphrase

Interval management is essential for university students.

- Replaced original words with synonyms
BUT
- Incorrect synonym (different meaning)
- Same word order in sentence

Unacceptable Paraphrase

Managing time is key for university students.

- Replaced original words with synonyms
BUT
- Same word order in sentence

Unacceptable Paraphrase

Post-secondary students need time management.

- Changed sentence structure with new verb
BUT
- Same key words

Unacceptable Paraphrase

Post-secondary students need time management to be successful.

- Changed sentence structure with new verb
BUT
- Same key words
- New idea added

Unacceptable Paraphrase

University students manage their time.

- Changed sentence structure
- Original words replaced
- Word form changes
BUT
- Meaning changed

Acceptable Paraphrase

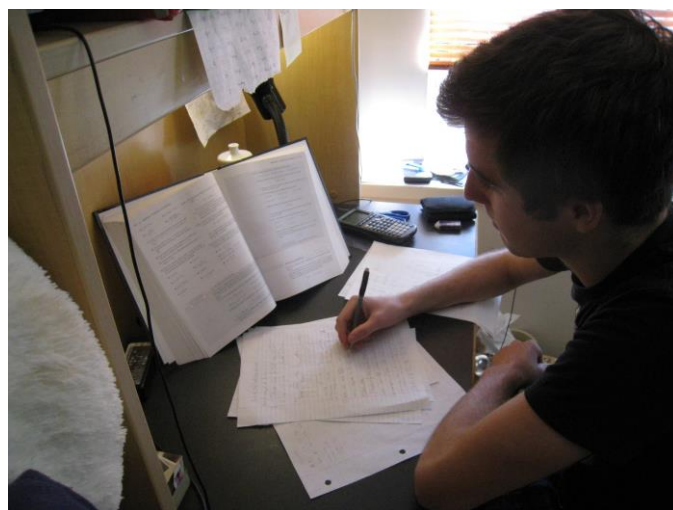
University students must manage their time.

*Be sure to cite the source using the appropriate citation style.

Sources

MLA9th

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