



Paraphrasing

Paraphrasing:

Putting an author's ideas into your own words

IT'S
HELPFUL
FOR...

- Checking your understanding of what you read
- Remembering what you read

How it compares to quoting and summarizing:

Quoting

Citing an author's ideas exactly as they appear in the text without changing any words

Paraphrasing

Putting an author's ideas into your own words

Summarizing

Condensing the meaning of an entire text or lengthy passage into a brief statement that reviews the main ideas in your own words

USE PARAPHRASING FOR

- Writing notes and annotations
- Writing a research paper

TIPS FOR PARAPHRASING

- Identify the exact passage you want to paraphrase
- Look away from the text when paraphrasing so that you don't repeat the author's words
- Restate the author's ideas in different words that are equally specific
- Change the order of ideas and the sentence structure
- Reuse words that can't be replaced, such as names, titles, and special terminology
- Place exact phrases or specialized terminology from the original text in quotation marks
- Provide a citation for the paraphrase and make a note of complete publication info for the source