

Paraphrasing and summarizing

Paraphrase

Rephrasing or restating information from another source in your own words without changing the meaning, usually shorter than the original passage.

Summary

Summary includes only the main ideas of someone else's writing, restated in your own words, much shorter than the original text. Always acknowledge the original author when using a paraphrase or summary.

Paraphrasing techniques

Steps to effective paraphrasing and summarizing:

1. Read your text/paragraph and ensure that you understand it.
2. Write down your ideas without looking at the original.
3. Use synonyms or change the word order of your sentence.
4. Compare with the original to see whether you are conveying the same meaning.
5. Note down the source so you can easily cite it later.

Example

Original Text

The most common improvement strategy is upgrading management. Modern mythology promises that organizations will work splendidly if well managed. Managers are supposed to have the big picture and look out for their organization's overall health and productivity. Unfortunately, they have not always been equal to the task, even when armed with computers, information systems, flowcharts, quality programs, and panoply of other tools and techniques. They go forth with this rational arsenal to try and tame our wild and primitive workplaces. Yet in the end, irrational forces too often prevail.

Paraphrase

Developing management is the most common strategy used to improve the overall health and productivity of an organisation; however, this does not always work due to ability or uncontrollable forces, regardless of the tools or technology employed (Bolman & Deal, 2013).

Summary

Bolman and Deal (2013) recognise that renewing management is the most common strategy for an organization's improvement; however, managers are not always able to find solutions and there are often uncontrollable forces that influence the outcome.