

**National University of Modern Languages  
Islamabad  
DEPARTMENT OF SOFTWARE ENGINEERING  
FACULTY OF ENGINEERING & CS**



**T&B Communication  
Assignment # 3**

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### **1.1 Question: What is paraphrasing? Explain the important steps for paraphrasing any technical report.**

Paraphrasing is the process of rephrasing or rewording someone else's thoughts or ideas while maintaining the same essential meaning. It involves using your own words and sentence structures to convey the same information without simply copying the original text. Paraphrasing is an important skill for academic writing, as it allows you to demonstrate your understanding of a source material while avoiding plagiarism.

#### **Important Steps for Paraphrasing a Technical Report**

- **Read the original text carefully and make sure you understand its meaning.** Before you can paraphrase a text, you need to have a clear understanding of what it is saying. This means reading the text carefully and multiple times, taking notes, and identifying the key points.
- **Break down the text into smaller chunks.** Once you understand the overall meaning of the text, break it down into smaller chunks, such as individual sentences or paragraphs. This will make it easier to paraphrase each chunk separately.
- **Identify the key ideas in each chunk.** For each chunk of text, identify the key ideas or main points. These are the essential elements that you need to convey in your paraphrase.
- **Put the key ideas into your own words.** For each key idea, use your own words to express the same meaning. Do not simply copy the words from the original text. Avoid using synonyms or simply changing the word order. Instead, try to restructure the sentence or use different phrases to convey the same information.
- **Check your paraphrase for accuracy.** Once you have paraphrased all of the key ideas, check your work to make sure that your paraphrase accurately conveys the meaning of the original text. This means checking for any errors in fact or logic, as well as ensuring that your language is clear and concise.
- **Use a variety of sentence structures and vocabulary.** This will help to make your paraphrase more original and engaging.
- **Cite your sources correctly.** Even if you paraphrase a source, you still need to give the original author credit for their work. Use a citation style guide, such as APA or MLA, to format your citations correctly.