**Paraphrasing and summarizing techniques**

Paraphrasing and summarising require a considerable amount of re-writing. To do this effectively we can use the following techniques.

The government implemented food checks on all major meat groups.

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The authorities introduced food screening on all meats including poultry, pork and beef.

Good health is important.

↓

Remaining healthy is essential.

Tracking food supply chains…

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Tracing the movement / distribution of food…

It appears that monitoring alone is generally not effective.

↓

It seems that monitoring without other checks is largely ineffective.

The government monitored 49 major food suppliers in China.

↓

Almost fifty food companies were monitored by the Chinese authorities.

Use words like…

**he she it they their its**

**this that these those such**

…to replace nouns, noun phrases, clauses and even sentences

**Here are some more examples of these techniques.** ☟☟☟

**1. SUBSTITUTION – use synonyms and words of similar meaning** **to replace the original**

**Original text**

One of the major health related problems with modern bra design is the focus on appearance at the expense of design and comfort.

major main / key

health related problems health concerns/ issues

convenience food pre-packaged food/ processed food

focus prioritise

modern today

processed meat such as canned pork tinned meat and other mass produced food

**Rewrite**

One of the main health concerns with the design of bras today is the way manufacturers prioritise the look over the form and feel.

**2. WORD CLASS – change the part of speech eg. use a verb instead of a noun or vice-versa**

A key food transportation problem is … → One of the main issues with transporting food is …

One solution is to … → One way of solving this problem involves …

**3. PASSIVE ⇄ ACTIVE VOICE**

**Original text**

Some consider monitoring of food supply chains to be essential in maintaining food safety and accountability.

↓

**Rewrite**

Tracking food transportation routes is also considered by many to be a critical factor in ensuring the safety level of food by holding transporters and suppliers accountable.

**4. NEGATIVE ⇄ POSITIVE – use antonyms and words of similar opposite meaning to rewrite the original**

**Original text**

Some manufacturers do not see the reselling ‘flawed products’ as being morally wrong.

↓

**Rewrite**

A number of producers see the sale of ‘flawed products’ as being legitimate/ commercially acceptable.

**5. USE PRONOUNS – this is a simple way of reducing repetition**

Product quality → it Product suppliers → they Product quality problems → such / these problems

**6. GENERALISING OR USING EXAMPLES – use one or more examples to illustrate the original text or alternatively use a generalization to sum up the examples given in the original text**

Original text – Food safety issues are a major concern.

Rewrite – ***Fake eggs, tainted baby milk powder and counterfeit beer*** are just a few examples of the key issues surrounding food safety.