



RESEARCH SKILLS

INTRODUCTORY COURSE

Materials and exercises

USING THE WORK OF OTHERS TO SUPPORT YOUR OWN VIEW – CITING AND PARAPHRASING

From http://www.uefap.com/writing/report/rep_para.htm

The following stages may be useful:

1. Read carefully .
2. Think about the main idea until you..
3. Understand the text well enough to explain to someone else without looking at it again.
4. Take a break from the text.
5. Return to your own work without referring to the original text.
6. Write down in your own words.
7. Check original to your paraphrase.
 - a. Find the important ideas - the important words/phrases. In some way mark them - write them down, underline or highlight them.
 - b. Find alternative words/synonyms for these words/phrases - do not change specialised vocabulary and common words.
 - c. Change the structure of the text. Identify the meaning relationships between the words/ideas - e.g. cause/effect, generalisation, contrast.
 - d. Express these relationships in a different way.
 - e. Change the grammar of the text: change nouns to verbs, adjectives to adverbs, etc., break up long sentences, combine short sentences.
 - f. Make sure the style is your own.
 - g. **MAKE SURE THE MEANING IS THE SAME!**
8. Cite original source in paraphrase and reference list.

Examples

Read and understand the text

Text	This means what?
Memory is the capacity for storing and retrieving information.	

Make a list of the main ideas.

- a. Find the important ideas - the important words/phrases. In some way mark them - write them down, underline or highlight them.
- b. Find alternative words/synonyms for these words/phrases - do not change specialised vocabulary and common words.

Text	Important words – do not change	Important words - change
Memory is the capacity for storing and retrieving information.	Memory is the facility for keeping and recovering data.

Note: this is not enough

Change the structure of the text. Identify the meaning relationships between the words/ideas - e.g. cause/effect, generalisation, contrast. Express these relationships in a different way.

Text	Meaning relationship
Similarly, the muscles will not grow in length unless they are attached to tendons and bones so that as the bones lengthen, they are stretched.	Similarly --- Likewise, equally, also, too Not ... unless --- not ... so, only ... if

Note: this is also not enough. You need to change the structure of the text

Change the grammar of the text, e.g.

Change nouns to verbs	Change into:
The Norman invasion took place in 1066.	The Normans invaded in 1066.
Change verbs to nouns	
.. the muscles will not grow in length unless they are attached to tendons and bones	Growth of the muscles is conditional on their attachment to ...
Change adverbs to adjectives	
Statistically, this was a bad idea.	From a statistical point of view, this was a bad idea.
Change active to passive	
... the muscles will not grow in length unless they are attached to tendons and bones	Being attached to tendons and bones is a precondition for muscles to grow ...
Break up sentences	
Similarly, the muscles will not grow in length unless they are attached to tendons and bones so that as the bones lengthen, they are stretched.	Likewise, muscles are stretched as the bones lengthen. Therefore, being attached to tendons and bones is a precondition for muscles to grow.
Combine sentences	
Tropical forests are defined here as evergreen or partly evergreen forests. They grow in areas receiving not less than 100 mm of precipitation in any month for two out of three years. The mean annual temperature is 24-plus degrees Celsius. The area is essentially frost-free.	Tropical forests are defined here as evergreen or partly evergreen forests, in areas receiving not less than 100 mm of precipitation in any month for two out of three years, with mean annual temperature of 24-plus degrees Celsius, and essentially frost-free.

Note: this is not enough in itself. You also need to change words and structure of the text.

USING THE WORK OF OTHERS TO SUPPORT YOUR OWN VIEW – SUMMARIZING

Reporting uses paraphrase and summary to acknowledge another author's ideas. You can extract and summarise important points, while at the same time making it clear from whom and where you have got the ideas you are discussing and what your point of view is.

Text	Summary
People whose professional activity lies in the field of politics are not, on the whole, conspicuous for their respect for factual accuracy.	Politicians often lie.
<p>(David Carroll: Psychology of Language. Brooks/Cole Publishing Company, New York. 1994, pages 345-6.): "The disorder BROCA'S APHASIA, also known as EXPRESSIVE APHASIA, was discovered by and named after the French surgeon Paul Broca. Broca studied individuals who, after a stroke or accident, displayed halting, agrammatic speech. These individuals were often unable to express themselves by more than a single word at a time. Moreover, some parts of their speech were more affected than others: content words such as nouns and verbs were usually well preserved, whereas function words such as adjectives and articles were not.</p> <p>The clear difficulty in articulating speech by Broca's aphasics might lead us to believe its agrammatic nature is due to a voluntary economy of effort. That is, since articulation is so difficult - they speak slowly and often confuse related sounds - perhaps Broca's aphasics are trying to save effort by expressing only the most important words. Although this factor may have some role in the disorder, it is not the most important feature since many Broca's aphasics do no better after repeated self-correction. Moreover, the writing of these patients is usually at least as impaired as their speech, and individual words of grammatical context are spared. These considerations suggest that the main feature of this disorder is the loss of the ability to express grammatical relationships, either in speech or in writing."</p>	

