Paraphrasing and Summarizing

EN2106 – Communication Skills I

Level I - Semester 2

Quoting, Paraphrasing and Summarizing

Why quote/ paraphrase/ summarize?

➢ All sources cited must be properly acknowledged. One cannot use the exact wording or phrases from another source without quoting or acknowledging that source . If all or part of the original wording is reproduced from another source, the passage must be:

  ➢ Quoted word-for-word, placed well within quotation marks, including an author-date -page reference, ie (Gunasinghe 2000: 42) *and* with a full reference to the source added to the References list

OR

➢ Paraphrased or summarized in the writer's own words, including an author-date- page reference, ie (Gunasinghe 2000: 42) *and* with a full reference to the source added to the References list

What is plagiarism?

➢ Plagiarism means using someone else's words or ideas without properly crediting the original author.

Follow these four steps to avoid plagiarism:

➢ **Paraphrase or quote** from your sources (and add your own ideas).

➢ Credit the original author in an in-text **citation** and in the reference list/ bibliography.

4

How to quote

➢ **When quoting, you have to copy someone else's words and credit the source. In academic writing, we use quotes to define concepts, provide evidence or analyze language.**

How to quote?

➢ Surround the quoted text with quotation marks.

➢ The original author should be correctly cited.

➢ When using direct quotations, you must reproduce the author's exact words *including all spelling, capitalization, punctuation, and errors.*

➢ In order to show the reader that you have identified an error and that you are correctly quoting the author by placing the term 'sic' in brackets after the error.

Sample Quote

<u>Original Text</u>

"… there are two ways to be wealthy: to create wealth or to take wealth away from others. The former adds to society. The latter typically subtracts from it, for in the process of taking it away, wealth gets destroyed. A monopolist who overcharges for his product takes away money from those whom he is overcharging and at the same time, destroys value. To get his monopoly price, he has to restrict production."

Stiglitz, J.E. (2013). The price of inequality. London: Penguin, pp 40

<u>Quote</u>

Considering the two methods to become wealthy; generating wealth contributes to the society whereas snatching wealth from others, "typically subtracts from it, for in the process of taking it away, wealth gets destroyed" (Stiglitz, 2013:40).

How to paraphrase

➢ Paraphrasing means putting someone else's ideas in your own words. When you paraphrase a source, you have to write the passage in your own words *without changing the meaning of the original text*.

➢ Paraphrasing is a good alternative to quoting. It is usually better to paraphrase than quote, because it not only indicates that you have understood the source but also makes your work more original.

➢ When you paraphrase, it is important to cite the source. You should also be careful not to use wording that is too similar to the original. Using an online thesaurus to find synonyms could be a great idea else, you could be at risk of committing plagiarism.

How to paraphrase

➢ Read the passage *well* until you understand the meaning

➢ Note down main points

➢ Write down your version of the passage without looking at the original

➢ Use suitable synonyms when writing so that you do not copy the exact words of the original author

➢ Now, compare your paraphrased text with the original passage and make necessary adjustments.

➢ Cite the source using a standard referencing style

Paraphrasing example

Original passage

Below is a passage taken from Raymond S. Nickerson's "How We Know-and Sometimes Misjudge-What Others Know: Imputing One's Own Knowledge to Others." Psychological Bulletin 125.6 (1999): p737.

"In order to communicate effectively with other people, one must have a reasonably accurate idea of what they do and do not know that is pertinent to the communication. Treating people as though they have knowledge that they do not have can result in miscommunication and perhaps embarrassment. On the other hand, a fundamental rule of conversation, at least according to a Gricean view, is that one generally does not convey to others information that one can assume they already have."

Paraphrasing example…

<u>Paraphrased version</u>

Nickerson (1999) suggests that effective communication depends on a generally accurate knowledge of what the audience knows. If a speaker assumes too much knowledge about the subject, the audience will either misunderstand or be bewildered; however, assuming too little knowledge among those in the audience may cause them to feel patronized (Nickerson 1999: 737).

> ➢ The text is rewritten in your own words

> ➢ The meaning of the text did not change

> ➢ The source is cited correctly

Paraphrasing tips

➢ Writing an idea in a different way is challenging. Here are a few tricks you could use

➢ Start your first sentence at a different point from that of the original source (not compulsory)

➢ Use synonyms (words that mean the same thing)

➢ Change the sentence structure (e.g. from active to passive voice [not compulsory])

➢ Break the information into separate sentences (not compulsory)

These four tips have been applied to the example below.

➤ **Original :**

> Willy Wonka was famous for his delicious candy.
> Children and adults loved to eat it.

➤ **Paraphrased version:**

The fictional character called, "Willy Wonka", was known among many because everyone was fond of eating the tasty candy he made.

1. Start your first sentence at a different point from that of the original source (not compulsory)

This example consists of a short source passage. Therefore, the paraphrased version does not really open with a different point but with a different wording plus a bit of information (that Willy Wonka is a fictional character) which is perfectly all right !

2. Use as many synonyms as possible

➤ Synonyms are words or phrases that means the same thing. The example uses several synonyms:

➤ "famous"→ "known among many"

➤ "delicious" → "tasty"

➤ "children and adults" → "everyone"

➤ "loved to eat it" → "fond of eating"

➤ Use an online thesaurus to help you find synonyms. However, you *should not* replace every word with synonyms! For example, it would be confusing to replace words such as "eat" and "candy" with synonyms. Most of the times it is acceptable to leave technical terms as they are!

3. Change the sentence structure (not compulsory)

➢ As this is a very short example, there is not much to do regrading changing sentence structure here. However, the paraphrased version seems to have taken passive voice.

4. Break the information into separate sentences (not compulsory)

➢ Since the source example is too brief, the paraphrased version has not been divided into separate sentences.

Paraphrasing vs. quoting

➢ Paraphrasing indicates that you have fully understood the meaning of a text

➢ Your voice will remain dominant throughout your paper

➢ Using too many quotes reduces the readability of your text

Quotes are appropriate when:

➢ Defining something

➢ Commenting on the author's language or style

➢ Providing evidence in support of an argument, etc.

What is summarizing

➢ A summary is a brief overview of an entire discussion or argument.

➢ We often summarize when the original material is too long, or when we need to emphasize key facts or points.

➢ Summaries include only the main points and leave out other details that may distract the reader from the most important information.

➢ Summaries should make the original text more simple and easier to understand.

➢ Summaries also give authority and credibility to your work.

➢ Summaries are used when the overall meaning of the source is more important than its wording.

How to summarize?

➢ Preview and read

➢ Make a list of main points

➢ Write a summary

➢ Re–read and edit

➢ Credit the original author in an in-text citation and in the reference list/ bibliography.

1. Preview and Read

➢ Preview and read the paragraph closely until you clearly understand the text and identify the main points

➢ For better understanding, you may need to read the source more than once.

2. Make a list of main points

➢ Identify the main points and supporting details of the source.

➢ Make a list or outline these ideas/ points.

3. **Write a summary**

➢ Now, use your list to write a summary of the source.

➢ The summary should be shorter than the original text.

4. **Re-read and edit**

➢ Read your summary again, along with the original text. Ensure that you have included the main points clearly in your summary.

5. **Credit the original author in an in-text citation and in the reference list/ bibliography.**

➢ Use a standard referencing style for this purpose. For example; Harvard, IEEE, APA, etc.

When should I summarize?

➢ We use the summarizing technique when the overall meaning of the source is more important than the wording of the source.

➢ The paraphrase and summary help to maintain continuity of style in your paper and show your mastery of source material.

➢ The summary is very flexible. For example, you could summarize a book in a sentence, or in several paragraphs, depending on your writing situation and audience.

➢ You may use the summary often for the following reasons:

➢ To condense the material. You may have to condense or to reduce the source material to draw out the points that relate to your paper.

➢ To omit extras from the material. You may have to omit extra information from the source material to focus on the author's main points.

➢ To simplify the material. You may have to simplify the most important complex arguments, sentences, or vocabulary in the source material.

Paraphrasing vs. summarizing

➢ A paraphrase is a rewriting of the source passage (from someone else), so it will be approximately the same length as the source's original quote.

➢ When you completely or partially describe the outcome of a more substantial part of the research, it is called a summary.

➢ There is a distinct difference between paraphrasing and summarizing. However, in certain universities across the world, both maybe referred to as paraphrasing.

➢ When you summarize, avoid keeping the same structure of ideas and/or sentence structure.

➢ Also avoid just changing only a few of the words. However, do not add your ideas into the summary and be faithful to the meaning of the source material.

Quoting	Paraphrasing	Summarizing
Identical to the words found	Constructing a passage into your own words	Putting main ideas / points into your own words
Other person's idea and words	Use your own sentence structure	Presents only the most important ideas of a source
" " Quotation marks must be used	Attribute to your original source	Attribute to your original source

Key Points

➢ Paraphrasing means rephrasing text or speech in your own words, without changing its meaning.

➢ Summarizing means cutting it down to its key points.

➢ Both techniques could be used to clarify and simplify complex information or ideas.

➢ To paraphrase text:

➢ Read and make notes.

➢ Find different terms.

➢ Put the text into your own words.

➢ Check your work.

➢ You can also use paraphrasing in a meeting or conversation, by listening carefully to what is being said and repeating it to the speaker to check that you have understood it correctly.

➢ To summarize text or speech:

➢ Get a general idea of the original.

➢ Check your understanding.

➢ Make notes.

➢ Write your summary.

Summarizing: an Example

Original

Key point The number of overweight children is predicted to rise significantly around the word by the end of the decade. Research conducted in 25 countries has concluded that almost every country showed significant increases in childhood obesity. Also 50% of children in the US, Canada and Latin America will be overweight by 2020: In China this figure is estimated to be one in five. Scientists believe this will mean that **healthcare services will be seriously affected in the future**. Many obese children will become obese adults, which will result in many of them suffering from heart disease, stroke and other weight related ailments. **Key point**

Summary

By 2020, the healthcare services are foreseen to be significantly affected due to the unhealthy population on Earth, as childhood obesity would undergo a notable increase.

The End.