



Summarizing and paraphrasing

TIPS AND TRICKS

four Rules



- ▶ Brevity – concise and exact use of words in writing or speech.
- ▶ Precision – the quality, condition, or fact of being exact and accurate
- ▶ Paraphrase in your own words
- ▶ Maintain the sequence of events

Steps to Write a Summary

- Read the paragraph and count the words.
- Write important points and link them.
- Start writing the first draft of the paragraph and review it.
- While writing, don't go back and read the paragraph again
- Reread once you have done your first draft
- Make changes and modify
- Make the final version of summary

How to write a summary

- ▶ Find important facts, statements and ideas
- ▶ The summary is usually written in the present tense.
- ▶ But past events may be reported in the past, future events may be reported in the future.
- ▶ Statements or questions which were made in the past may be reported in the past tense or the past perfect.

Things that can omitted

We can Leave following things while writing the summary :

- a) All statistics,
- b) Dates and names,
- c) Quotations,
- d) Details and comparisons,
- e) Examples, opinions, and
- f) Decorating expressions, e.g Idiomatic Phrases

Tips for effective summary writing

- ▶ The number of words in the summary should be 2/3 of the actual Paragraph.
- ▶ Don't change the central idea of the paragraph.
- ▶ Do not insert any of your own opinions, interpretations, deductions or comments into a summary.
- ▶ Retain the keywords of the paragraph, however paraphrase the passage.
- ▶ Don't waste your time in counting words, instead count lines.
- ▶ Your summary should be completed in one paragraph only.
- ▶ Avoid weak sentences.
- ▶ Do not give a title.

PARAPHRASING

- ▶ Paraphrasing is when you use your own words to express someone else's message or ideas. When you paraphrase, you keep the same meaning of the original text, but you use different words and phrasing to convey that meaning.

Paraphrase VS Summary

- ▶ Paraphrasing does not lessen the length of the given text
- ▶ Summary is 2/3 of the original text
- ▶ Paraphrasing does not omit any detail summary does omit irrelevant detail
- ▶ Paraphrasing mainly part of research and summary is part of general English writing
- ▶ Inappropriate Paraphrasing may lead to plagiarism , however summary won't

Quoting

- ▶ involves copying short sentences or passages from the original text word-for-word
- ▶ places copied wording within “quotation marks”

Paraphrasing

- ▶ involves putting a section of a text into your own words
- ▶ changes the words and phrasing of the original text, but keeps the original meaning of the text

Summarizing

- ▶ involves stating the main ideas and findings of a text into your own words
- ▶ presents a general overview, so is usually much shorter than the original text

Rules for paraphrasing

- ▶ Start your first sentence at a different point from that of the original source
- ▶ Use synonyms (words that mean the same thing)
- ▶ Change the sentence structure (e.g. from active to passive voice)
- ▶ Break the information into separate

Example

The original passage:

- ▶ Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes. Lester, James D. *Writing Research Papers*. 2nd ed. (1976): 46-47.



- ▶ A legitimate paraphrase:

In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).

- ▶ An acceptable summary:

Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester 46-47).

- ▶ A plagiarized version:

Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material. So it is important to limit the amount of source material copied while taking notes.