**Paraphrasing**

***What is it?***

“Paraphrasing involves taking a set of facts or opinions and rewording them. When paraphrasing, it is important to keep the original meaning and to present it in a new form. Basically, you are simply writing something in your own words that expresses the original idea.”

**A paraphrase is...**

* Sentence containing information and ideas communicated by someone else written in a new and unique way.
* Proper way to borrow information from a source (must give credit)
* More detail than a summary but still focuses on the main idea.

**Paraphrasing is a valuable skill because...**

* It is better than quoting from a common source.
* It helps control the temptation to quote too much.
* It helps you understanding the material better

**7 Steps to Effective Paraphrasing**

1. Reread the original passage until you understand its full meaning.
2. Without looking at the original source, write your paraphrase on paper
3. Jot down a few words below your paraphrase to remind you later how you are going to use it. At the top of the paper, write a key word to remind you of the subject of your paraphrase.
4. Check your written version with the original to make sure that your version accurately expresses all the important information in a new and unique way.
5. Use quotation marks to identify any unique term or phrase you have borrowed word for word from the source.
6. Record the source, so that you can credit it easily if you decide to use the material in your paper.
7. Reference your paraphrase using APA format (in-text & references page)

#### *Some examples to compare…*

**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.

**When to paraphrase….**

* To simplify a complicated text (i.e. explaining an experiment conducted in a lab)
* To establish credibility of the author
* Maintain the flow of writing
* Eliminate less relevant information
* Communication relevant statistics and numerical data