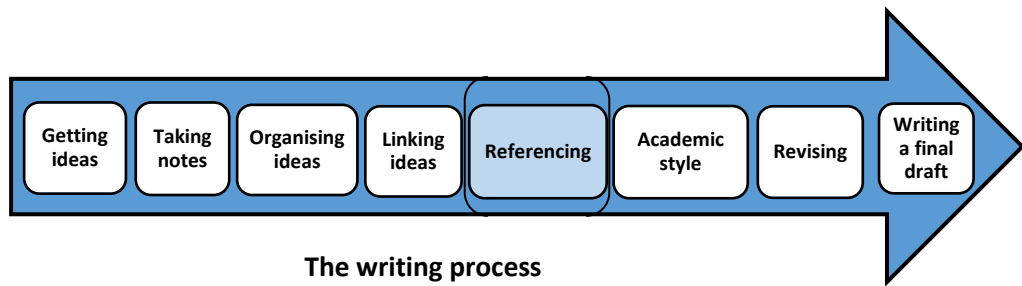


Unit 5 Referencing: Paraphrasing and Summarising



Session 1

In this session you will learn how to do the following:

- Recognise when to use references in your writing
- Paraphrase information and ideas from sources

Activity 1: Find out about referencing



Read the text, underline the key words and answer in short the questions to check your understanding about referencing.

Referencing

Referencing is very important in academic writing. You use paraphrase*, summary or direct quotation when you want to refer to other people's ideas as evidence to support your ideas. To use other people's ideas, words, research findings or any information without acknowledging the source is called plagiarism* which is a serious academic offence. Plagiarism can be avoided by including the details of the sources you have paraphrased, summarised or quoted from in your writing. You should do this both in the body of your essay or report (this is called 'in-text citation'*) and by providing a detailed list of those sources at the end of your essay/report in a Bibliography* or References* list.

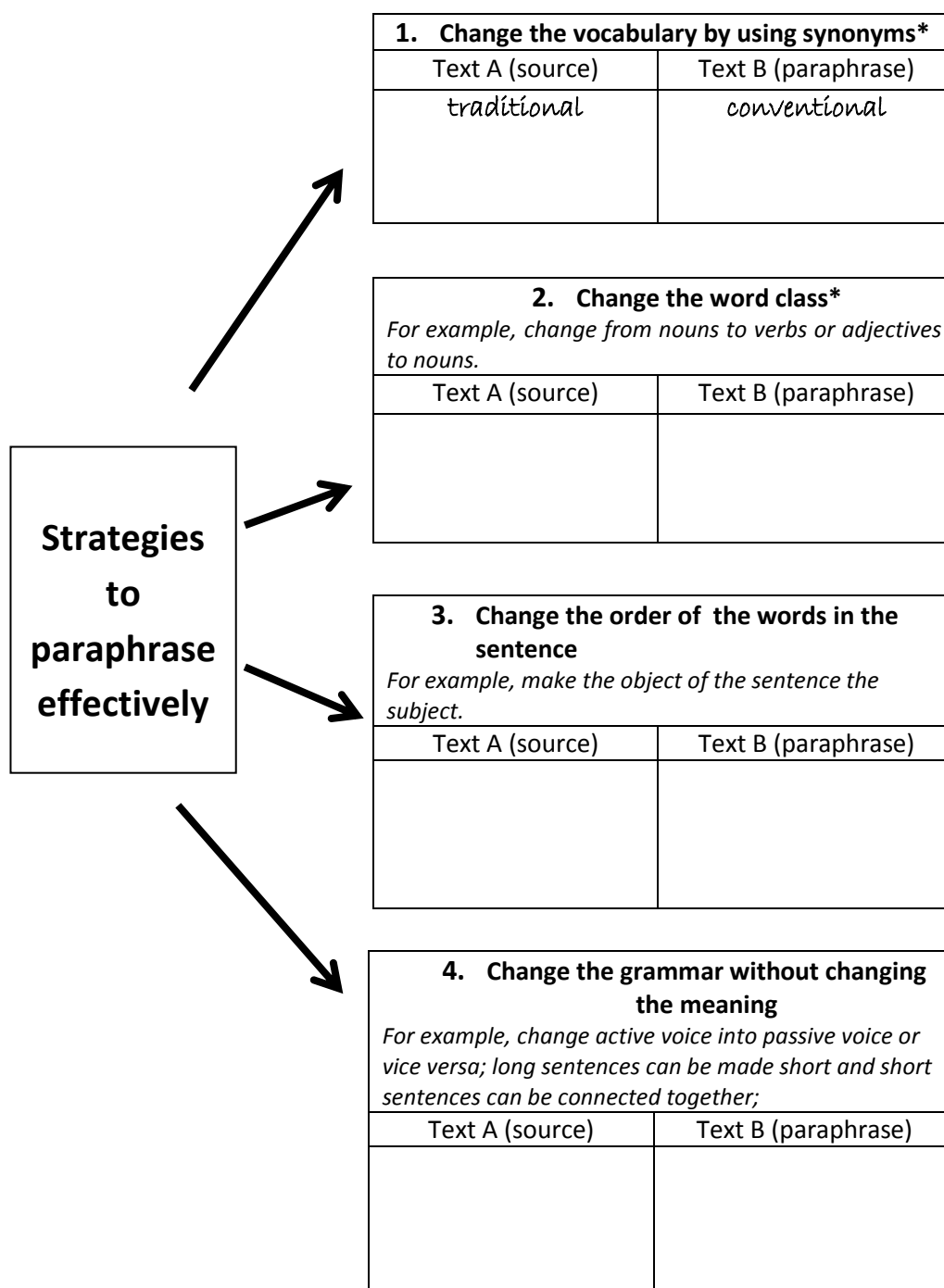
1. What is referencing? _____
2. What is plagiarism? _____
3. How can you avoid plagiarism? _____
4. What is in-text citation? _____
5. Look at the glossary and write the difference between Bibliography* and References*. _____

Activity 2: What is paraphrasing?



Work in pairs.

Paraphrasing* is a common technique which we use when we refer to other people's work in our writing. When you paraphrase, you rewrite someone's ideas in your own way, but you retain the main idea, and you must also cite the original author. The diagram shows four common strategies for paraphrasing successfully.



Compare the text below (A) and its paraphrase (B). Find the differences and write them in the diagram above.

A

Cubism developed as an important art style in the early twentieth century. Cubist painters abandoned the traditional approach of painting people, objects and landscapes as they appear in real life in favour of a technique using lines and geometric shapes to give a portrayal of their subject from multiple perspectives. Pablo Picasso was a leading figure in the Cubist movement.



B

At the beginning of the twentieth century, a new approach to art of great importance emerged, namely Cubism. Conventional methods of representing nature, humankind and objects were rejected by painters who were followers of Cubism. Instead lines and geometric shapes were used to portray the subject of their paintings from several different positions at the same time. An influential artist in this new movement was Pablo Picasso.

Study Tip

To paraphrase, read the original text carefully and take notes. Then use your notes to write the paraphrase. This will help you write in your own words

Activity 3: Can you paraphrase?



Read the topic sentence below. Provide support for this sentence from the information in the text which follows. First make notes and then paraphrase the ideas.

TOPIC SENTENCE: Because of high population, public facilities in Dhaka city will be under great strain.

Greater Dhaka is one of the fastest-growing mega cities in the world. An estimated 300,000 to 400,000 migrants, mostly poor people from rural areas, arrive in the metropolitan area annually. Since 2000, its population has more than doubled and it is projected to grow to 25 million by 2025. With the population growing at this pace, civic amenities are likely to fall apart leading to anarchy and lawlessness.

Text source: (Extract from) Ahmad, W. (2012) *Dhaka: The city wronged*
<http://opinion.bdnews24.com/2012/09/01/dhaka-the-city-wronged/>

My Notes

My paraphrase:

Because of the high population, public facilities in Dhaka city will be under great strain.

Share your paraphrase with a partner.

Extension: Paraphrasing recap



A student, Mithila, has some questions about paraphrasing. From what you have learnt in this session, can you answer her questions?

Mithila's questions.

Your answers

When I want to use an idea from a source in my essay, can I just copy it, or do I have to make some changes to how it is written?

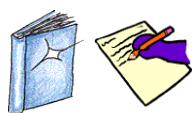
What sort of changes do I make?

When I paraphrase, why must I always cite the original author?

Home task



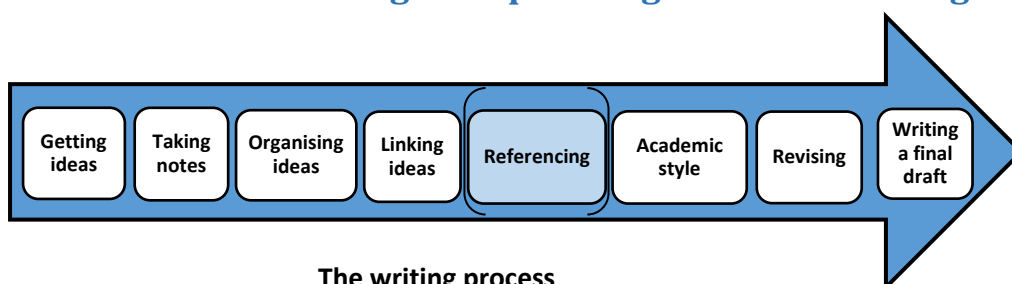
a) Portfolio task



Write a paraphrase of the text below for your portfolio.

The popularity of e-commerce is rapidly increasing in Bangladesh. E-commerce is the process of buying or selling products and / or services online. More and more people are now becoming conscious of the benefits and security of e-commerce. Mobile phone companies are using e-commerce for bill payment and other customer services; banks are providing ATM and online banking facilities and shopping malls have introduced the facility for buying products by using debit/credit cards. Rokhsana Begum, a housewife in Chittagong, says, 'I don't like carrying cash when I go to buy something in a shopping mall'. It is interesting to note that more and more people in sectors like education, public health and taxation are conducting their activities through e-commerce.

Unit 5 Referencing: Paraphrasing and Summarising



Session 2

In this session you will learn how to do the following:

- Paraphrase and summarise information and ideas from sources

Activity 1: What is a summary?



Work in pairs

You can summarise the main idea, a point of view or even a whole text in just one sentence or a few sentences in your academic writing. Look at both the texts and identify which one is the summary. How are text A and B different?

Text A	Text B
The popularity of e-commerce is rapidly increasing in Bangladesh. E-commerce is the process of buying or selling products and/or services online. More and more people are now becoming conscious of the benefits and security of e-commerce. Mobile phone companies are using e-commerce for bill payment and other customer services; banks are providing ATM and online banking facilities and shopping malls have introduced the facility for buying products by using debit/credit cards. Rokhsana Begum, a housewife in Chittagong, says, 'I don't like carrying cash when I go to buy something in a shopping mall'. It is interesting to note that more and more people in sectors like education, public health and taxation are conducting their activities through e-commerce.	Because of the benefits and security of e-commerce, it is becoming more and more popular in Bangladesh. Mobile phone companies, banks, and shopping malls are enabling customers to pay bills and access other customer services online. Interestingly, an increasing number of people, for example working in education, public health and taxation are using e-commerce in their daily lives.

Activity 2: How to Summarise?



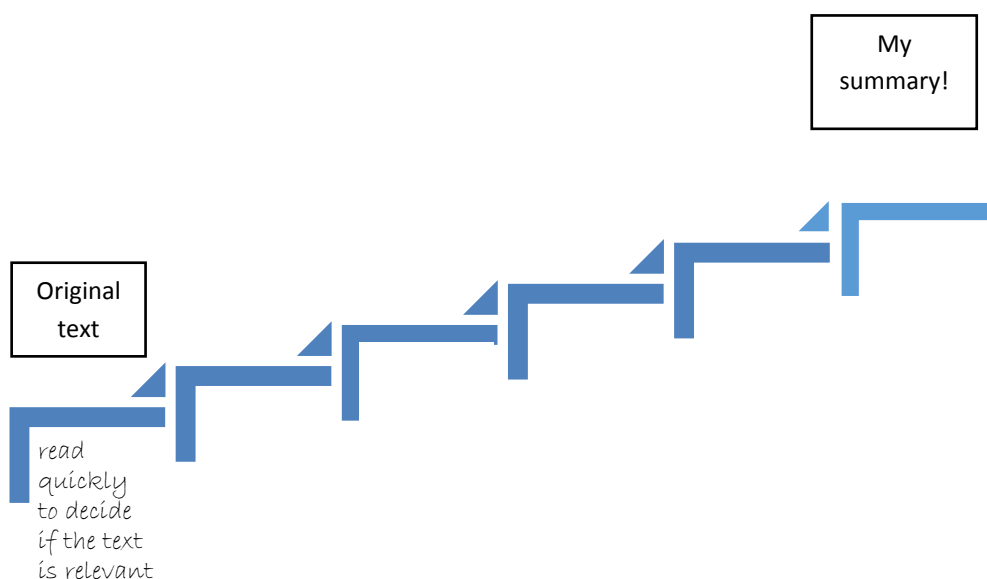
Work in pairs.

Look carefully at the summary text in Activity 1 and discuss together.

- a) How did the writer make the summary?
- b) What do you notice about quotes, details and sentence structure?
- c) Decide if the following statements about summarising are true or false.

1. You should first check quickly to see if the text is useful for your essay. T
2. You should note down as many examples as possible. ____
3. You can use note-taking strategies, such as writing down key words. ____
4. You can underline the main points to help you find them. ____
5. You should copy out the useful parts. ____
6. You can use the paraphrasing strategies you have learnt to help you write your summary. ____
7. You should check your summary matches the focus and meaning of the original text. ____
8. You must use your own words to write the summary. ____
9. A summary should be almost as long as the original text. ____

- d) Now in your own words, use what you have learnt about summarising to complete the steps for writing a successful summary



Activity 3: Summarising a text



Summarise the text below using the steps from Activity 2. (Use no more than 25 words).

Tissue culture for seedling multiplication and other biotechnological innovations has had a huge impact on modern agriculture. Hybrid seeds of rice, maize, vegetables and other crops have also made a great contribution to overall agricultural production. If all the modern technologies in agriculture that are available in Bangladesh are adopted judiciously, it is expected that in spite of the 1.36 per cent population growth and one per cent reduction of cultivable land every year, farmers, agricultural scientists and extension personnel will be able to feed the growing population.

Text source (adapted from) 'High tech agriculture in Bangladesh' The Daily Star 26 June, 2012
<http://archive.thedailystar.net/newDesign/cache/cached-news-details-239708.html>

My notes:

My summary

Share your summary with a partner

Activity 4: Developing academic vocabulary



Here are some useful academic words you are meeting in the units.

- a) Find them in the word search.
- b) Check their meaning in a dictionary

Here are some useful academic words you are meeting in the units.

complex	element
principle	relevant
strategy	income
evidence	positive
primary	



- c) Choose any five of these words to make sentences which clearly show the meaning of the word.

1. _____
2. _____
3. _____
4. _____
5. _____

Extension: What is the difference between summary and paraphrase



Work in pairs.

Discuss together: What is the difference between summary and paraphrase?

Now complete the gap fill together.

Summarising	Paraphrasing
-------------	--------------

- | |
|--|
| <ul style="list-style-type: none">• _____ is helpful when you want to use the detail of a writer's research findings or opinion to support your argument.• _____ saves you rewriting long passages. |
|--|

Home task



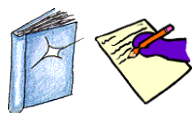
a) Critical reflection



Think back on what you have learnt in this unit and reflect on the experience.

1. Do you think that you can paraphrase and summarise a text?
2. How will these skills be useful when you will write a report or essay?
3. Do you think that you are now more equipped to avoid plagiarism in your writing? Why do you think so?

b) Portfolio task



Now read the text that follows about how to do well in undergraduate study. Write a summary AND a paraphrase of the text. Add the completed task to your portfolio.

How to do well in undergraduate study

Learning is enhanced when it is more like a team effort than a solo race. Good learning, like good work, is collaborative and social, not competitive and isolated. Working with others often increases involvement in learning. Sharing one's own ideas and responding to others' reactions sharpens thinking and deepens understanding.

Text source: (Extract from) Chickering, W. & Gamson, Z. (1987) 'Seven Principles for Good Practice in Undergraduate Education' *AAHE Bulletin*, p3-7 Mar 1987.
<http://files.eric.ed.gov/fulltext/ED282491.pdf>

c) New vocabulary



Use your dictionary to search the meaning of the following words which you will encounter in the next unit, and write in the table.

Words	Meaning
contingent	
eternal	
fleeting	
transient	
yardstick	