

# PARAPHRASING SUMMARY

II/I BTECH  
IIT(ISM)

# PARAPHRASING

## Borrowing ideas

### Paraphrasing

- A restatement of an idea in language that keeps the meaning but changes the exact wording
- used when borrowing maximum two or three sentence-long information

### Summarizing

- a short restatement in your own words of the main points in a passage, an article, or a book
- Used when borrowing information from various sources ranging from the length of one paragraph to an article or even a book

### Direct Quoting

- A word-for-word transcription of what an author says
- used when the original has a memorable, clear, or economical language.

# WHEN SHOULD I...

...Paraphrase?	...Quote?	...Summarize?
1. The <b>author's</b> words will be difficult for <b>your reader</b> to understand	1. Everything the author writes is important	1. <b>Not all the author's words are necessary</b> e.g. If the author gives examples or explanations that you don't need to put in your text
2. to know if you understand the author correctly	2. The quotation will not make your text too long	2. If paraphrasing or quoting will make your text too long
	3. You haven't used many quotations already	

# PARAPHRASING

Paraphrasing means **putting information** from a source into your own words. A paraphrase is generally the **same length** or slightly shorter than the original source. For this example, let's try paraphrasing the following section.

- ❑ **To** paraphrase is to say the **same thing** in another way, **using your own words**.
- ❑ length – same / or 2/3 of the original
- ❑ data and information should **not be excluded**
- ❑ examples shown in original – same
- ❑ *Change grammatical structures.*

# PARAPHRASING TECHNIQUES

1. Change from a Clause to a Phrase (or vice versa)
2. Change from Quoted Speech to Indirect Speech (or vice versa)
3. Change from Active Voice to Passive Voice (or vice versa)
4. Change to Synonyms
5. Change Word Forms
6. divide the longer sentences into shorter ones,
7. join shorter ones with sentence connectors,  
or make other grammatical changes.

**NO changes in ideas and argumentative pattern**

# PARAPHRASING:

## Change word form or part of speech

### ORIGINAL

- "American news **coverage** is frequently **biased** in favor of Western views."

### BECOMES

- ◉ When American journalists **cover** events, they often display a Western **bias**.

## Use synonyms of phrases and words

"Job interviews **put** many people **on edge**."

Many applicants **feel nervous** about job interviews

## Use synonyms of "relationship words"

"Budget shortfalls at the state level have **resulted in** higher tuition costs at universities."

University tuition fees have increased **because of** the state's financial problems.

# WHAT IF YOU DON'T UNDERSTAND A TEXT?

You can even use paraphrasing as a tool for explaining to yourself the main ideas of a difficult passage 😊

## HERE'S HOW:

- ⦿ Rewrite the parts that you have understood, and
- ⦿ Pinpoint the ones that you did not fully understand.
- ⦿ Try to bubble ideas that you don't understand
- ⦿ Then relate those bubbles with ideas you understand
- ⦿ It's easier to understand long texts in smaller groups of sentences of your own.

**Therefore, paraphrasing can be a learning tool as well.**



A decade ago, most job search authorities would have said showing off tattoos and body piercings is a surefire way to get your resumé placed in the “No Way!” pile. However, times have changed. With some surveys indicating that more than one-third of young people now sport tattoos and other forms of body art,

*Just 10 years ago, people in charge of hiring would have placed resumes of people with visible tattoos and body piercings in the discard pile. Today, that policy has changed. A significant percentage of younger generation employees have tattoos or other body marks. (USA Today, April 2006 ,10pp)*

# PLAGIARISM

Ten years ago, *most job search authorities would have said* that tattoos would have eliminated you from possible contention for a position. *Times have changed. More than one-third of the younger generation now sport tattoos.*

A decade ago, most job search authorities would have said showing off tattoos and body piercings is a surefire way to get your resumé placed in the “No Way!” pile. However, times have changed. With some surveys indicating that more than one-third of young people now sport tattoos and other forms of body art,

# HOW TO DO IT - IN 4 STEPS:

**STEP 1:** Read the selection carefully several times until you understand it fully.

**STEP 2:** Look up any words you do not understand; find synonyms for them.

**STEP 3:** Write a brief outline, including:

- a. The main idea (topic and controlling idea)
- b. The main supporting points
- c. Primary and secondary supporting details
- d. data/ statistics + examples

**STEP 4:** Write the paraphrase. Use your own words and do not omit any essential ideas.

**CITATION -**

# ORIGINAL -OUTLINE - PARAPHRASE

- ◉ **Original:**

When Maracãna soccer stadium [in Rio de Janeiro, Brazil] was opened to the public in 1950, and Brazil lost the World Cup to the Uruguayan team, the Brazilians were so disheartened that one had the impression that the country itself had died. And people did die of sadness. Mere threats of defeat in a championship match can cause heart attacks and the despair of the public is so great that many beat their heads against the cement posts. Such is the Brazilian's passion for soccer.

- **Outline:**

- A.** Brazil lost the World Cup in 1950.

- 1. Entire country was sad.
    - 2. Some people died.

- B.** Possible defeat causes strong reaction.

- 1. Some experience heart attacks.
    - 2. Some beat their heads.

- C.** Brazilians are very emotional about soccer.

# A MODEL PARAPHRASE

- **Outline:**

- A. Brazil lost the World Cup in 1950.

- 1. Entire country was sad.

- 2. Some people died.

- B. Possible defeat causes strong reaction.

- 1. Some experience heart attacks.

- 2. Some beat their heads.

- C. Brazilians are very emotional about soccer.

- ◉ **Paraphrase:**

In 1950, Brazil lost the World Cup in soccer to Uruguay in Rio de Janeiro. The entire country was overcome by sadness; some people even died from it. Brazilians react very strongly to potential defeat in championship soccer games. Some people have heart attacks, and others beat their heads against cement posts. Brazilians are very emotional about soccer.

# SUMMARY

# SUMMARY

## ○ A Summary:

- Is a general restatement of **the main idea** of a passage.
- Is the most general of the three techniques.
- Requires that you clearly understand the original passage so you do not **distort its meaning**.
- Uses your own original wording and sentence structure—otherwise, it's plagiarism.
- **Is much shorter (1/2 or 1/4) in length than the original.**

# SUMMARIZING

- ⦿ Involves putting the main idea(s) into your own words, including only the main points
- ⦿ Summaries must also be attributed to the source
- ⦿ Summaries are significantly shorter than the original and give a broad overview of the source material



# KEEP AND DELETE

## KEEPING

Keep only the  
*important* information  
and main ideas

Argument (HOW  
REACHED  
CONCLUSION)

## DELETE

*Do not* include  
*supporting details*  
in your summary.

Supporting detail  
Sample detail .  
Data, example

# HOW TO DO - STEP 1: TOPIC

- ⦿ Locate the **topic**.
- ⦿ The topic is a word or phrase that says what the text is about.
- ⦿ Try to be as specific as possible about the topic.

## STEP 2: PURPOSE

- ◉ What is the **purpose** of the text.
- ◉ Does it tell a story (narrate)? Inform? Persuade or raise readers' awareness of an issue?

## STEP 3: WHAT IS THE THESIS?

- ⦿ Look for the thesis (what the author is saying about the topic).
- ⦿ Look first in the introduction, then in the conclusion; writers often write explicit thesis statements.
- ⦿ Write the thesis in your own words (and make sure it matches your sense of the author's purpose).

## **STEP 4: DIVISIONS IN THE TEXT**

- ◉ Look for the major divisions of the text. In your own words, summarize each division in one sentence.
- ◉ (That may mean summarizing each paragraph, but often several paragraphs go together).
- ◉ Make a list of all major points.

## STEP 5: ORGANIZING SENTENCES

- ◉ Work with the sentences you have created to produce a summary.
- ◉ **Be ruthless: a good summary is SUCCINCT** (you may leave some information out -- as long as it is 'extraneous')
- ◉ **Make sure you reveal the relationships between the ideas.** Are there contrasts or comparisons between some of the ideas?

# Tattoo, Bling Craze Raises Hiring Issues

A decade ago, most job search authorities would have said showing off tattoos and body piercings is a surefire way to get your resumé placed in the "No Way!" pile. However, times have changed. With some surveys indicating that more than one-third of young people now sport tattoos and other forms of body art, John A. Challenger, chief executive officer of the global outplacement firm Challenger, Gray & Christmas, Inc., Chicago, feels that companies will be forced to become more accepting.

"Some employers are already having trouble finding skilled workers—they are not going to let some body art get in the way of hiring the best qualified candidate. Plus, a growing number of employers recognize the benefits of diversity in all its forms and are embracing the unique attributes that make people stand out from the crowd," notes Challenger.

At one time, the issue of tattoos and body piercings in the job interview or workplace would have been nonexistent unless the job was with a punk rock band. However, body art is going mainstream and growing in popularity, particularly

among young people. One study by the Mayo Clinic found that 23% of university students had one to three tattoos, and 51% had one or more piercings (other than women's earlobes). A Harris Interactive poll found that 36% of 25- to 29-year-olds have tattoos, compared to 16% of Americans at all ages.

"Most tattoos are hidden, but some are prominently displayed on people's hands, lower arms, and

necks," notes Challenger.

"Body piercings can be anywhere. As a job seeker, you have to judge whether the employer you are interviewing with is going to be accepting of your body art. If that is not the case, and that is where you really want to work, then you will have to make an effort to conceal



your tattoos and take out your piercings.

"The best way to determine if body art is acceptable is by asking someone, preferably not the person you are to meet. However, if you know someone else at the company or if you have established rapport with a secretary or receptionist, you can ask that person."

# OUR SUMMARY

This article quotes John A. Challenger, a chief executive officer for an outsourcing firm, on his views about tattoos and other body art. He believes that times have changed and that companies will have to become more accepting of body art if they want to hire young people. However, he recommends that job seekers find out about a future employer's acceptance of body art when interviewing for a position. (USA Today, April 2006, page 10)



# REMEMBER

- ◉ Summaries are short restatements of a work's **main points**.
- ◉ When writing a summary, be sure to record the work's **major ideas**.
- ◉ Summaries condense a text's main ideas into a few concise sentences.
- ◉ A summarized work is always much shorter than the original. **(1/2 OR 1/4)**
- ◉ **DELETE** - supporting ideas (loose ideas)
  - examples , data, statistics

# THE DIFFERENCE BETWEEN PARAPHRASING AND SUMMARIZING

- ◉ To paraphrase means to express someone else's ideas in your own language.  
(AUTHOR'S IDEA, ARGUMENT)
- ◉ To summarize means to distill only the most essential points of someone else's work. (IDEA - NO AUTHOR'S VOICE)
- ◉ Think about how much of the **DETAIL** from your source is relevant. If all your reader needs to know is the 'bare bones', then summarize.

# PARAPHRASING & SUMMARY

Paraphrasing is re-writing another writer's words or ideas in your own words without altering the meaning.

- The paraphrase is about the same length as the original since the purpose is to rephrase without leaving out anything, and not to shorten.

Summarizing, on the other hand, is putting down the main ideas of someone else's work in your own words.

- A summary is always shorter than the original since the idea is to include only the main points of the original work and to leave out the irrelevant. A summary is usually about one-third the size of the original.

### 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 material while taking notes.

Lester, James D. *Writing Research Papers*. 2nd ed. (1976): 4647.

### 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 4647).

### 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 4647).

### 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.

END