

Paraphrasing

Paraphrasing is **expressing someone else’s idea in your own words, while keeping the MEANING of the original text.** Writing successfully depends on our ability to comprehend information. Being able to comprehend the original text is essential when paraphrasing, because our reading comprehension strategies are explicitly linked to our writing.

Paraphrasing involves being able to divide complex passages, reorganise sentence parts, question specific phrases, translate difficult wording, analyse the connections between ideas, reword and compare with original text, and assess whether the original passage is represented completely and fairly in our own writing.

Why do you need to paraphrase?

- Paraphrasing allows you to convey ideas from academic sources
- Paraphrasing helps you to clarify ideas
- Paraphrasing shows you understand concepts
- Paraphrasing demonstrates deep knowledge

The Dos and Don’ts of Effective Paraphrasing

Do...	Don’t...
<p>Do make sure you understand the original</p> <p>Do use your own words and sentence structures</p> <p>Do identify the source</p> <p>Do enclosed quoted words and phrases in quotation marks</p>	<p>Don’t interject your own views</p> <p>Don’t change or distort the meaning or intent of the original text</p> <p>Don’t leave out significant information</p> <p>Don’t quote large sections that could be rephrased</p> <p>Don’t present paraphrased material as your own</p>

(Youngstown State University Writing Centre, n.d.)

Steps for Effective Paraphrasing

Steps		Instructions
1	Read	Read quickly through the text once to gain a general understanding of it. Don't worry about taking notes or highlighting yet.
2	Retell	What is this text about? Write it down in one sentence (this helps to identify the key ideas and words)
3	Re-focus and read	Read the text closely, focusing on information relevant to the key ideas identified in your sentence. Highlight relevant information and underline new words.
4	Reorganize and Record	<p>Use key or repeated words as subheadings to reorganize the information. You can map out your notes in a visual way (i.e. a mind map or a table) using these headings.</p> <p>Then start recording notes and definitions from highlighted and underlined text. Record this information under the relevant subheadings.</p> <p>Reorganizing information under subheadings in our notes, and moving away from the original sentence structure, allows us to transition to writing more smoothly while also allowing us time to comprehend the material. We have broken down the text, now we can pull it back together in our own writing</p>
5	Recall and Rewrite	<p>Now it's time to write up the main ideas and information from your notes, using your own words.</p> <p>When planning to write, recall what is your purpose for writing? What is your purpose for using information from the original text? You can use your purpose to identify how to start your sentences.</p> <p>If your purpose is focus on a particular concept or idea, you could begin your sentence with the key words for that concept or idea.</p> <p>If your purpose is to highlight the original author's main ideas, you could begin your sentence by focusing on the author.</p> <p>If your purpose is to synthesis ideas or show comparison of ideas from the work of multiple authors, you can consider how the information relates and connects, and how it could be ordered logically.</p>
6	Review	<p>Does your paraphrase represent the ideas and information from the original text accurately?</p> <p>Is it clear how the information and ideas from the original text apply to your purpose?</p>
7	Reference	The final step is to check through your written work and ensure you have included appropriate citations for the sources you have paraphrased. Using a referencing guide from the library webpage will help with formatting your citations.