

Summarizing and Paraphrasing

What is plagiarism?

- Plagiarism is taking someone else's work or ideas and passing them off as your own.

Importance of Summarizing and Paraphrasing

- Paraphrasing and Summarizing are useful tools in writing academic research that students should use in essay writing.
- Paraphrasing and Summarizing allow you to express someone else's ideas in your own words in order to avoid plagiarism.

When to Summarize...

- Summarize when you need to provide a brief overview of a text. The summary is very flexible.
- Summarize to distill only the most essential points of someone else's work

When to Paraphrase...

- To paraphrase means to express someone else's ideas in your own language.
- A paraphrase may be the best option when you need your document to be more detailed and specific.

Summarizing

- ❑ Summarizing involves putting the main idea(s) into your own words, including only the main point(s).
- ❑ You should focus on the *central idea* of the passage.

Summarizing...

- Summaries are significantly shorter than the original and take a broad overview of the source material.
- Summarize when you want to present the main points of a lengthy passage. A summary should be brief, complete and objective.
- A summary should be attributed to the original source.

Summarizing...

- Identify main points.
- Condense the main points without losing the essence of the material.
- Use your own words to condense the message. If certain synonyms are awkward, quote the words.
- Keep your summary short.

Summarizing...

- Do not plagiarize.
- Write down all documentation facts so that you can document your source when you use it in your writing.

(taken from *Simon and Schuster Handbook for Writers* (Troyka 1995)

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Paraphrasing

- ❑ Paraphrasing involves putting a passage from source material into your own words.
- ❑ A paraphrase must be also attributed to the original source.

Paraphrasing...

- In paraphrasing one doesn't only restate the writer's main points, but, follows the progression of a writer's ideas sentence by sentence.
- The paraphrase, is usually almost the same length as the original (longer than the summary).
- Paraphrasing is used most effectively when you want to present material written in language that is abstract, archaic, or highly technical.

Paraphrasing...

- Say what the source says, but no more.
- Reproduce the source's order of ideas and emphasis.
- Use your own words and paraphrasing to restate the message.
- Read over your sentences to make sure they make sense.
- Do not distort the sources meaning.

Paraphrasing...

- Expect your material to be as long as (and possibly longer than) the original.
- Do not plagiarize.
- Write down all documentation facts so that you can document your source when you use it in your writing.

(taken from *Simon and Schuster Handbook for Writers* (Troyka 1995))

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The End



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