# Paraphrasing

## **A paraphrase is...**

* Your own rendition of essential information and ideas expressed by someone else, presented in a new form.
* One legitimate way (when accompanied by accurate documentation) to borrow from a source.
* A more detailed restatement than a summary, which focuses concisely on a single main idea.

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

* It is better than quoting information from an undistinguished passage.
* It helps you control the temptation to quote too much.
* The mental process required for successful paraphrasing helps you to grasp the full meaning of the original.

## **How to paraphrase**

Step 1: Read the text carefully. Be sure you understand the text fully.

Step 2: Put the original text aside and write your paraphrase in your own words. Consider each point of the original text, how could you rephrase it? Do not simply replace every third or fourth word of the original passage.

\*Change BOTH the *wording* and the *structure* of the passage.

Step 3: Review your paraphrase. Does it reflect the original text but is in your own words and style? Did you include all the main points and essential information?

Step 4: Include an in-text citation that states the author’s last name and page number (if there is a page number).