

# SUMMARIZING, PARAPHRASING

## SUMMARY

- A summary condenses information from a source
- It may be as short as one sentence.
- Avoid shuffling the author's words and borrowing the author's sentence structure

### **Three Step Rule**

- DELETE material that is unnecessary to understanding and repetitive information
- SUBSTITUTE general terms for lists (such as "flowers" instead of "daisies, roses and violets.")
- KEEP - Main ideas. Select a topic sentence or invent one if it is missing. KK

## PARAPHRASE

A paraphrase is...

- A more detailed restatement than a summary, which focuses concisely on a single main idea.
- A paraphrase reports information in roughly the same number or words used by the source
- When paraphrasing, avoid shuffling the author's words and borrowing the author's sentence structure.

### 4 Step Process

1. Reread the original passage until you understand its full meaning.
2. Set the original aside, and write your own focused paraphrase from memory.
4. Check your version with the original to make sure that your version accurately expresses the essential information in a new form.
5. Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source. Be sure that you have a good reason to include a direct quotation when you decide to do so