

PARAPHRASING

Why is Paraphrasing important?

This skill is important to develop early in your academic career because your **paraphrased notes are what will become the words and paragraphs in your essay.**

TOP TIP

There are times that direct quotes are used, but they can easily be over-used. Your assignments should not be reliant on quotes. You have to demonstrate an understanding of the subject to gain marks. Then to increase your marks, apply the ideas and theories to something else.

What is Paraphrasing?

Paraphrasing is basically **your own version of information or ideas expressed by someone else and you have presented them in a new form or way.** That means you should be **rethinking other people's ideas and arguments!**

How to Paraphrase?

Step 1: Understanding

Read the material until you understand it. That might mean you have to read a few sentences, **a couple of times**, but once you understand it properly, you will have no problem paraphrasing what the author is saying!

Step 2: Key Words

Pull out the key words by underlining or noting them. If you are unsure of some of the meaning of the words, you need to look it up. This will help you to do the following:

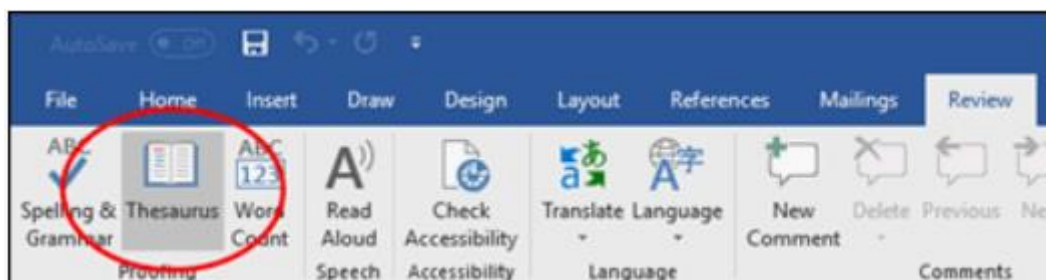
- **Remember the content.**
- **focus on eliminating overly descriptive content.**

Step 3: Summarising

Write the sentences using the key words and what you are now left with. Summarise by **removing excess information.** Ask yourself **is the material relevant to the assignment you have been given?**

🔍 TOP TIP

You should simplify the sentence structure and the vocabulary but not change the meaning. You can find synonyms for words by using thesaurus. This is in the Review Tab on the left-hand side in Microsoft Word. It can be located in Google Docs within the define tool or simply highlighted the word and right-clicking, which will allow you to select the “define” option. Remember, not all synonyms are appropriate.



Step 4: Comparison

Compare your text to the original text and ask yourself, “does this reflect the original material?” If it does - you have successfully paraphrased!

🔍 TOP TIP

Remember, this is NOT your idea, even though it is your own words. So, if you are using this information in an essay it MUST be referenced.

Assess your Paraphrased Material

- The meaning is the same.
- Most of the words have been changed.
- The sentences have been significantly restructured.
- The material relates to the question/ assignment.
- This information is correctly referenced.

Useful Links

- UCC Library, 'Academic Integrity: Referencing', Available at: <https://lib-guides.ucc.ie/academicintegrity/referencing>
- University of Manchester, 'Academic Phrasebank' Available at: <http://www.phrasebank.manchester.ac.uk/>
- Enago Academy, 'How to Avoid Plagiarism in Research Papers', Available at: <https://www.enago.com/academy/how-to-avoid-plagiarism-in-research-papers/>
- Purdue OWL, 'Paraphrasing Exercises', Available at: <https://prod.owl.english.purdue.edu/owl/resource/619/1/>
- Lester, James D. Writing Research Papers. 2nd ed. (1976): 46-47, Available at: https://farname.ir/upload/posts/1396-08/James_D_Lester_Writing_Research.pdf

Other Relevant PDFs

- Notetaking for Academic Reading
- Plagiarism
- Cite-Seeing: A Quick Guide to Referencing