

SUMMARIZING AND PARAPHRASING

SMART SHOP



QUICK DEFINITIONS

Summarize: to capture only the main ideas of another author's words, resulting in a shorter version than the original

Paraphrase: to capture the exact ideas of another in your own words, in roughly the same number of words.



SUMMARY TIPS

- Capture all the main ideas in your own words
- Change the sentence structure to avoid plagiarism
- Changing the order of ideas can help avoid using the same sentence structure
- Credit the author with an in-text citation, like when quoting
- There is more than one way to summarize a passage

STEPS FOR SUMMARIZING

1. Give the name of the essay and the author in the first sentence
2. Report the overall topic right away (and main idea)
3. Give the main points covered in the text (how much detail will depend on the length and depth of the summary desired)
4. Mention any important conclusions drawn by the author

Use language that shows the information is being **reported on** rather than being your own opinion/ideas.

Remember

Use plenty of reporting verbs

Write in present tense

REPORTING VERBS

The article/ The author
 reports on states focuses on claims
 examines argues covers criticizes
 describes describes address
 concludes by saying

STEPS FOR PARAPHRASING

1. Read the assigned text carefully
2. Look up and define key words that impede meaning
3. Capture everything from the original in roughly the same number of words (do not add or take away information)
4. Do not copy the original or even use the same sentence structure

PARAPHRASE TIPS

- Use your own words
- Use your own sentence structure
- Use roughly the same number of words as the original passage
- Include all ideas from the original passage
- There is more than one way to paraphrase a passage

academic integrity



AVOIDING PLAGIARISM TIPS

- Give yourself sufficient time to do all your reading
- Adjust reading speed to match level of difficulty
- Credit all your sources, even when summarizing or paraphrasing
- Don't copy information from the internet and try to pass it off as your own intellectual property
- Take pride in doing your own work and own thinking
- Ask for help from your instructor or the Tutorial Center:
<http://www.laspositacollege.edu/tutorialcenter/>

Summary Pre-write Exercise

1. What is the author's name?
2. What is the title?
3. What is the main point?
4. What are three major supporting points?
5. How does the author get the point across to the reader?
6. What are the author's concluding thoughts?