

# Paraphrasing

## Paraphrasing:

Putting an author's ideas into your own words

## It's Helpful For...

- Checking your understanding of what you read
- Remembering what you read

## How it compares to quoting and summarizing:

### Quoting

Citing an author's ideas exactly as they appear in the text without changing any words

### Paraphrasing

Putting an author's ideas into your own words

### Summarizing

Condensing the meaning of an entire text or lengthy passage into a brief statement that reviews the main ideas in your own words

## Use Paraphrasing For

- Writing notes and annotations
- Writing a research paper

## Tips for Paraphrasing

- Identify the exact passage you want to paraphrase
- Look away from the text when paraphrasing so that you don't repeat the author's words
- Restate the author's ideas in different words that are equally specific
- Change the order of ideas and the sentence structure
- Reuse words that can't be replaced, such as names, titles, and special terminology
- Place exact phrases or specialized terminology from the original text in quotation marks
- Provide a citation for the paraphrase and make a note of complete publication info for the source