How to Paraphrase Effectively

Paraphrasing means using the ideas of other writers but putting them into your own words. As a general rule, you should paraphrase other people's ideas far more frequently than you quote their actual words.

Quoting

Quoting is commonly done when giving a definition of a key word or phrase. You always need to use quotation marks when quoting, and where possible you should also include the page number in your citation. For example:

Smith (2019, p.187) defines globalisation as "a process of global interconnectedness through trade, migration and cultural exchange."

Paraphrasing

Paraphrasing is important because it shows the reader that you have understood what you've read, as well as ensuring that your whole text is written in a cohesive style.

For example, look at this original text:

> **The use of strategies and prior planning in the production of an academic essay is generally considered a crucial step in the composition of any academic text.**
>
> **Source:** *Munoz-Luna R (2015) Main Ingredients for Success in L2 Academic Writing: Outlining, Drafting and Proofreading. PLoSONE10(6). doi:10.1371/journal.pone.0128309*

The following paraphrase changes the sentence structure and keeps only the key words, which have been bolded to help you see which words were considered important in this paraphrase. Some of the keywords have also been paraphrased by using a synonym.

> *Munoz-Luna (2015) suggests that a **key part** of the **assignment** writing **process** is **planning** what to write and **how to** structure it appropriately.*

Importantly, the paraphrase keeps the essential meaning of the original text, while also telling the reader where this information came from.

Steps for effective paraphrasing

1. **Read the original sentence(s) several times**

Make sure that you fully understand what you have read. <u>Underline the key words</u> that you must keep to ensure that the same meaning stays the same.

2. Write it in your own words without looking at the original text.

Ensure that you are changing the sentence structure as well as most of the words.

3. Compare your paraphrase with the original text.

You should check that the essential meaning is still the same, but the words and sentence structure are significantly different.

4. Ensure you have appropriately cited and referenced the original text.

You need both an in-text citation and a reference list entry to show the reader where this information originally came from.