**Paraphrasing**

**TO QUOTE OR PARAPHRASE?**
Occasionally, the original source words are necessary. For instance, a politician’s exact words or a particular sentence in a company’s mission statement might be important. Otherwise, you must paraphrase to show that you understand what the source material means. Also, for legal or technically-worded documents, paraphrasing will make the reading easier for your client, co-worker, etc.).

*Hint: Your professor knows what the source material says but wants to know if you UNDERSTAND WHAT IT MEANS.*

<table>
<thead>
<tr>
<th>A proper paraphrase must:</th>
<th>Paraphrasing Steps</th>
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| 1. Maintain the meaning | 1. Restructure the sentence.  
If you can’t start with what’s at the beginning, start with what’s in the middle or at the end. Rewrite the sentence. |
| 2. Change the sentence structure | 2. Identify shared language.  
Circle or highlight. |
| 3. Include a full reference | 3. Reword the sentence.  
Rewrite, changing all words except shared language, articles, short prepositions and conjunctions, and some forms of the verb, to be (is, was, etc.) |
| 4. Include a citation in the text | |
| 5. Change EVERY WORD except shared language | |

**Words You Can Use (YAY!)**

*Shared language*: Words that are exclusive to a particular industry or field of study

*Some forms of ‘to be’*: is, are, was, etc.

*Articles and small conjunctions and prepositions*: a, an, the, and, or, of, from (none over 4 letters)

*Proper nouns and adjectives*: Deloitte, Chinese

**Example**

**Original Text**: Long known for squeezing its vast network of suppliers, Wal-Mart Stores Inc. is about to step up the pressure.

**Restructured**: Wal-Mart Stores Inc. is about to step up the pressure suppliers, even though the company has been long known for squeezing its vast network of suppliers.

**Shared Language**: No shared language is in the sentence.

**Reworded**: Wal-Mart Stores Inc. is increasing demands on its many vendors even though the company already has a reputation for high expectations.

**Citation**: Wal-Mart Stores Inc. is increasing demands on its many vendors even though the company already has a reputation for high expectations (Boyle, 2017).