

Paraphrasing

TO QUOTE OR PARAPHRASE?

Occasionally, the original source words are necessary. For instance, one sentence in a company's vision statement or a politician's exact words might be important. Otherwise, you must paraphrase to show that you understand what the source material means. Also, for technical or legally-worded documents, paraphrasing will make the reading easier for your reader (client, co-worker, etc.).



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

A proper paraphrase must:

- Maintain the meaning,
- Change the sentence structure,
- Include a citation in the text,
- Include a full reference, and
- Change EVERY WORD except shared lan-



Paraphrasing Steps

The simplest way to paraphrase is by following these steps.



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. Identify shared language .

Circle or highlight.

3. Reword the sentence.

Rewrite, changing all words except shared language.

4. Add the citation.

Words You Can Use (YAY!)

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

Common knowledge: Paraphrasing may change meaning (sun, river, flamingo)

Some forms of 'to be': is, are, was, etc.

Articles and small conjunctions and prepositions: a, an, the, and, or, of, for (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 on 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).

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