

## Tip Sheet: Paraphrasing and Summarizing

Paraphrase and summary are important components of academic writing because teachers regard successful work something like a “conversation” between students and the different texts they encounter in a course (such as text books, articles, handouts from the teacher). Unfortunately, students who lack these skills often run into the potential for plagiarism, as they do not give proper credit to the original source materials. The following excerpts come from *Between Worlds*, a handbook/reader used in many college writing courses.

### Giving Credit and Avoiding Plagiarism

“Even if she *paraphrased the material*—put the ideas in her own words—Rachel knew she had to give the author credit for the idea or concept. Had she neglected to do this, she would have inadvertently plagiarized those ideas. . . .

“Remember, giving credit means the following:

- Using quotation marks around borrowed words or phrases
- Acknowledging the source and page number of any borrowed words or paraphrased ideas immediately afterward
- Including the complete source—author, title, and publishing information—in the list of works at the end of the paper. . . .” (Bachmann and Barth 368).

### Organizing and Developing a Summary

“Reread your summary to be certain that you use quotation marks around any key words or phrases that you have taken from the text. **Most of the summary should be in your own words, but a particularly memorable phrase or expression will resist [changing]. You will want to include this memorable language in your summary within quotation marks.** Check for spelling, mechanical errors, and sentence correctness. Insert necessary transition words and phrases prior to your final writing” (Bachmann and Barth 405).

### Transitions

“Even when material is carefully organized, well-chosen transition words and devices will help you connect sentences and paragraphs and will help your points cohere. You are familiar with most of these words and expressions. But if you have been trying for more than five minutes to find a specific word to connect two ideas or sentence in your essay, the following list of transition terms will at one time or another enable you to gain unity in your essay” (Bachmann and Barth 388).

- *Time relationship*: first, second, before, then, next, meantime, meanwhile, finally, at last, eventually, later, afterward, frequently, often, occasionally, during, now, subsequently, concurrently
- *Spatial relationships*: above, below, inside, outside, across, along, in front of, behind, beyond, there, here, in the distance, alongside, near, next to, close to, adjacent, within
- *Contrast*: in contrast, on the contrary, on the other hand, still, however, yet, but, nevertheless, despite, even so, even though, whereas
- *Comparison*: similarly, in the same way
- *Examples or illustrations*: for example, for instance, to illustrate, to show, in particular, specifically, that is, in addition, moreover
- *Causes or effects*: as a result, accordingly, therefore, then, because, so thus, consequently, hence, since
- *Conclusions or summaries*: in conclusion, finally, in summary, evidently, clearly, of course, to sum up, therefore” (388).