



Paraphrasing Tips

1. Work to understand the passage as much as you can before attempting to paraphrase
2. Don't look at the original while paraphrasing
3. Always compare your paraphrase to the original, assessing your paraphrase for accuracy, completeness, fairness, and the right level of generality/specificity.
4. Don't try to paraphrase word-by-word, phrase-by-phrase, from beginning to end. Instead, think about what your reader would need to know first to understand the ideas in the passage and start with that.
5. Don't use a thesaurus to paraphrase. Use the every-day language at your command unless you're using technical terms that are specific to a field or profession.
6. Do use a dictionary to look up key words you need to paraphrase. Be sure to read all definitions to find the sense of the word that is active in the sentence you're trying to paraphrase.
7. Don't use the sentence structure or pattern of organization of the original passage.
8. Break ideas down into separate sentences.
9. Know that paraphrased passages are often longer than the original.

Sample

Original Passage: *Whereas high school writing is largely about demonstrating understanding by expressing personal opinions or by summarizing, college writing demands pointed analysis and carefully crafted arguments.*

Paraphrase: The writing assignments typically given in high school tend to ask students to “show what they know” by way of giving their own view point or by repeating what others have said. In contrast, the assignments typically given in college require students to approach a question, problem, issue or phenomenon with a purpose and to see all of its components, and then to make evidence-supported claims about their observation, which other people will likely agree are reasonable claims to make.

Source: Eric Drown, UNE SASC