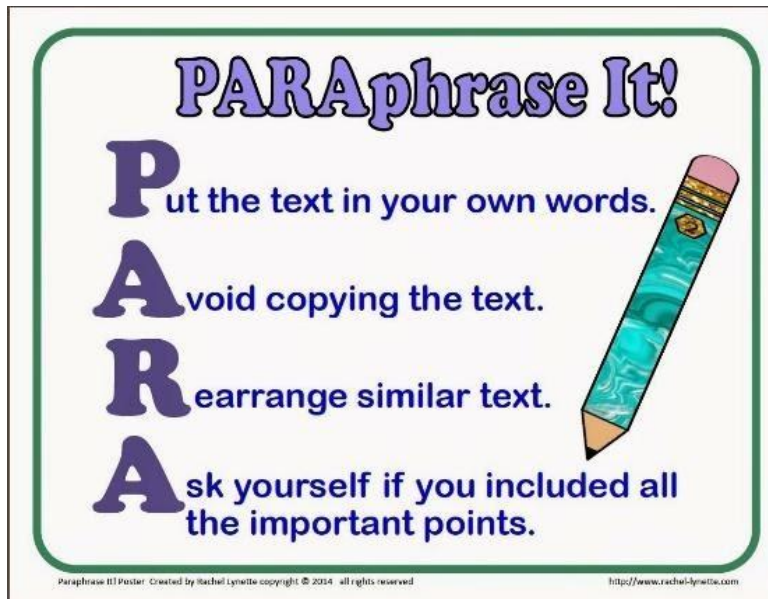


Introduction

Previously, we learnt that annotating a text while you are reading it, is a good way of engaging actively with the text. Annotation is a good way of identifying important words, phrases and sentences that are contained in a text. But annotation does not give you the opportunity to express what you are reading in your own words. This is important for retaining the content of what you read at a deeper level. Paraphrasing allows you to internalise what you are reading. It is important to paraphrase the text in your own words, as this will help you understand the concepts and opinions of the author better. Paraphrasing is simply that act of restating what someone else has said in your own words.



As the diagram above shows, paraphrasing requires you to (1) put the text into your own words. As you are doing this you should (2) avoid copying the text as it, because this is closer to being annotation than paraphrasing. Another important activity is to (3) rearrange the ideas contained in a text, so that they follow in an order that makes intuitive sense to you. Lastly, before you finish paraphrasing a text you should always ensure that you have (4) included all the ideas that are important to you. With this basic description in mind, we can move on to some examples and additional content.



Learning Content

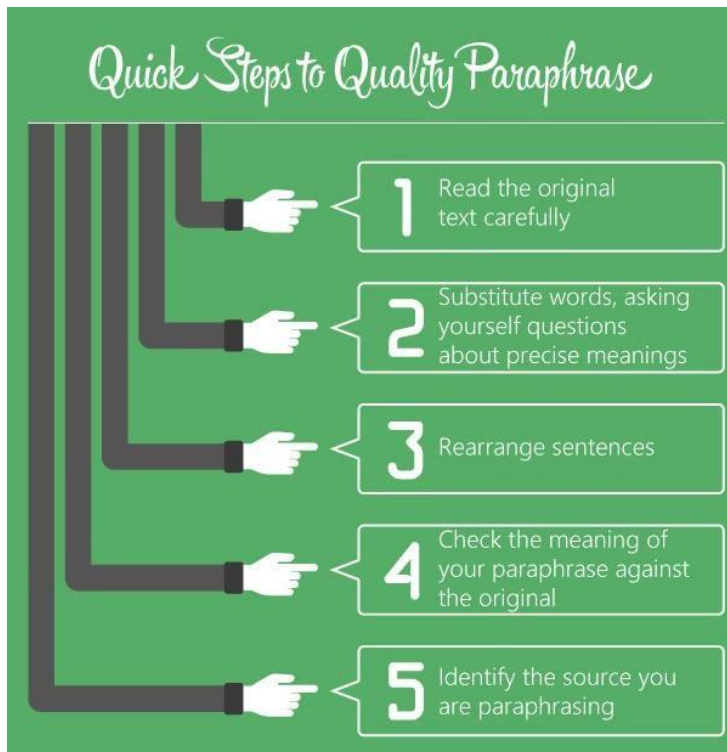
Paraphrasing explained in 9 simple principles:

1. It is a restatement of what is said in a text, but in different words.
2. Its purpose is to clarify, rather than to condense.
3. It requires close scrutiny of the original text.
4. Simpler language may be used, but the ideas must remain the same.
5. Re-ordering of ideas is allowed.
6. Do not add your opinion.
7. Write full sentences.
8. It will usually be as long as, or longer than, the original text.
9. It can be used as a study technique to clarify meaning, or as a way of presenting other writers' ideas – here you need to rewrite the original text.

Click on this link to see an example of how paraphrasing is done:

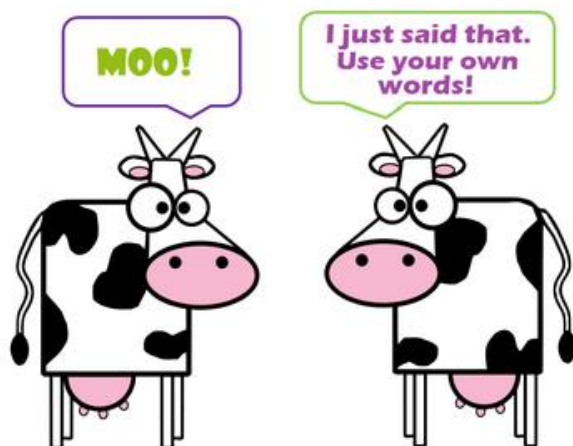
https://drive.google.com/open?id=1dx_WU_V1YVb-HO79uc7dICTcFEs-841C

Now it is important to highlight the steps taken in paraphrasing.



Now for some tips!

You can also begin with skimming the text in order to get an overview of the content. Then when you have a general idea of what the text means read one or two paragraphs at a time very carefully. Making sure understand the main ideas and major supporting details. When you are at this point you are reading to rewrite each main point in your own words. Do not try to paraphrase word by word, but rather idea by idea. Try to follow the development of ideas in the text.



It may be useful to apply the following check list when paraphrasing:

- Use short sections
- Break up a long sentence into two or more sentences
- Use a simple sentence structure
- Change the voice from active to passive
- Change the order in which ideas are presented in a paragraph
- But do not to change the original meaning.
- Review the original text to ensure that you have used your own words
- Ensure that all the important ideas have been included.

Resources

Resource	Format	Time needed	Link
The Art of Paraphrasing	Video	9 mins	https://www.youtube.com/watch?v=H1qo10dG5Gw
Paraphrasing in 5 Easy Steps	Video	4 mins	https://www.youtube.com/watch?v=oiM0x0ApVL8
What is paraphrasing?	Website	5 mins	https://www.homeworkminutes.com/infographics/what-is-paraphrasing/
What is paraphrasing?	Power point	10 mins	https://drive.google.com/open?id=1lkIKPy1teg33pnf0Z-glGeApzIQp_SO0

Summary

In this unit, you learned about, why we paraphrase, what paraphrasing is, different techniques for paraphrasing and paraphrasing tips.