

MRHS English

Summarizing Paraphrasing Quoting

Summarizing

- When you summarize, you condense the original material, using less words to cover the same idea.
 - Summaries are significantly shorter than the original and take a broad overview of the source material.
- A summary of someone else's idea must be cited in your text and in your **References** page.
- **Summarize When:**
 - you want to establish background or offer a quick overview of a topic.
 - you want to describe knowledge (from several sources) about a topic.
 - you want to determine the main ideas of a single source.

Paraphrasing

- When you paraphrase, you use roughly the same number of words to restate the original idea.
 - Paraphrasing is stating an idea in your own words.
 - You must significantly change the wording, phrasing, and sentence structure of the source (not just a few words).
 - Paraphrases must be cited in your text and in your **References** page.
- **Paraphrase When:**
 - you want to clarify a short passage from a text
 - you want to avoid overusing quotations
 - you want to explain a point when exact wording isn't important
 - you want to explain the main points of a passage
 - you want to report numerical data or statistics

Important!

- The most important thing to remember, whether you are summarizing or paraphrasing, is that you must not borrow too much from your original source.
 - You must use your own words and your own phrasing.
 - If you do not change enough of the vocabulary and sentence structure of the original passage, you have plagiarized.

Also Important

- You must always indicate (using in-text citations) those sections where you include summarized or paraphrased information.
- The basic rule is this: if you are including information you **didn't** know before researching, it **must** be cited.

Direct Quoting

- Quotations are the exact words of the author, copied directly from a source (book, web page, interview, etc.), word-for-word.
 - Quotations must be cited in your text (using in-text citations) and in References page.
- Use Quotations When:
 - you want to add the power of an author's/expert's words to support your argument
 - you want to disagree with an author's/expert's argument
 - you want to highlight particularly eloquent or powerful phrases or passages
 - you are comparing and contrasting specific points of view
 - you want to note the important research that precedes (was completed before) your own

When to Cite

- When you use someone else's words, ideas and opinions from a magazine, book, newspaper, song, TV program, movie, web page, computer program, letter, advertisement, or any other medium.
 - When you use information from interviews, conversations, or e-mails.
 - When you copy the exact words or a unique phrase from somewhere.
 - When you reproduce any diagrams, illustrations, designs, charts, drawings, pictures or any other graphic element produced by someone else.

When to Cite

- When you use facts, figures, statistics, and graphs that are not common knowledge.
- When you paraphrase another person's spoken or written words.
- When you use music, dance, photography and other artistic or technical work created by someone else.