

How do I Paraphrase? When paraphrasing, follow the guidelines listed below:

- Include all important ideas mentioned in the original passage but not in the same order.
- Keep the length approximately the same as the original.
- Do not stress any single point more than another.
- Do not change the meaning by adding your own thoughts or views.
- Do not use the original sentence structure.

You may find it helpful to use the following five steps when paraphrasing:

1. Understand the meaning of the passage thoroughly. You may have to read the passage several times and consult a dictionary.

2. Outline the passage or subdivide the information into smaller sections. Remember that the paraphrase must include all the important ideas mentioned in the original passage.

3. Restate the information remembering the following:

a. Replace as many of the words as possible with appropriate synonyms. Sometimes you may have to substitute a phrase in place of a word, or a word in place of a phrase.

b. Change the order and structure of the ideas or argument.

c. Change the structure of the sentences. All of us have our own writing style. Be careful not to change the meaning by adding or leaving out any important information.

d. Make sure that you are faithful to the meaning of the source and that you have accurately represented the main ideas.

Ex/ Original: Statements that seem complimentary in one context may be inappropriate in another. For example, women in business are usually uncomfortable if male colleagues or superiors compliment them on their appearance: the comments suggest that the women are being treated as visual decoration rather than as contributing workers.

Paraphrase : Women may feel uneasy upon receiving ordinarily positive comments on their appearance from male coworkers or supervisors. To these women, the remarks carry an implied meaning: instead of being thought of as productive employees, they are actually being viewed as just a pretty part of the atmosphere. Depending on the situation, words or expressions which appear favorable may actually be unsuitable in a conversation (Locker, 2003, p. 323).

[This paraphrase is effective. In addition to changing both the wording and sentence structure, it includes all points and retains the meaning of the original passage. It also changes the order of ideas.]

Adapted from:

Staff of University of Houston. (2003). *Learn to Paraphrase*. Retrieved 11, 2006, from

<http://www.uhv.edu/ac/researchingworkshop/cite/learnparaphrase.htm>

Staff of University of Houston. (2006). *Learn to paraphrase*. Retrieved

December 11, 2007, from ,

<http://www.uhv.edu/ac/research/write/paraphrasesample.asp>