

Paraphrasing Texts

One Page Reference Guide

You might want to paraphrase in order to...

- 1.) work through a difficult concept
- 2.) assess if you understand what is being said
- 3.) reduce the amount of quoted material in your paper
- 4.) simplify complex ideas for yourself and your readers

Remember: If the idea is not yours, you must give credit to the original author by stating both the author's name and the text from which you got the idea. When paraphrasing, you must also use a parenthetical reference as a way of acknowledging that the idea is not yours and that it came from a specific text.

Guidelines for writing a *good* paraphrase:

- 1.) Carefully read the passage you intend to use in your paper
- 2.) Define unfamiliar words
- 3.) Clarify complex ideas
- 4.) Replace common words with synonyms
- 5.) Replace unfamiliar or esoteric language with more familiar terms
- 6.) Provide examples to explain difficult concepts
- 7.) Avoid using the same sentence structure as the original
- 8.) Reread the paraphrase to ensure it is accurate

On a separate sheet of paper, construct the following chart to help you paraphrase.

| Original Passage | Paraphrase |
|------------------|------------|
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