



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Academic Skills (ACS)

Week 5: Paraphrasing and Paragraphs

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

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Discuss

With a partner, discuss:

- 1) Which paraphrasing technique last week was new to you?
- 2) What did you think was challenging about paraphrasing last week (if anything)?

Then, work together to paraphrase the following two sentences (make sure at least one of you writes the answers down on a piece of paper!):

- 1) Companies that train their staff perform more effectively and often earn more money.
- 2) By focusing on the environment, companies can build a better reputation and attract loyal customers.

Share

- Switch your paraphrasing answers with another pair.
- Look at the other pair's answers and discuss with your partner which techniques they used to paraphrase.
- How does the other pair's answers compare to you and your partner's answers?

Techniques Reminder

- 1. Use of synonyms**
- 2. Word order**
- 3. Change of word form (e.g. verb to a noun)**
- 4. Sentence structure/grammar/combining sentences**

Why do we paraphrase in academic writing?

- Your class's answers here:
-
-
-

Back to Nick....

Remember Nick? The poor guy has another report to write, this time on companies and the way they invest in the training of their employees. Go to the Week 5 Paraphrasing and Paragraph Worksheet and look at Activity 1.

- 1) What claim is Nick making? Highlight it.
- 2) What is missing from Nick's paragraph?

Investing in employee training is essential for a company's success. This makes the company more competitive and helps it achieve its goals. Therefore, companies should make training a priority for all employees.

Activity 1, B-C

- Work with a partner. If you only have a phone, make sure to write your answers down in your notes.

Nick's Paragraph

In the end, despite many good drafts, this is the paragraph Nick ended up with.

Investing in employee training is essential for a company's success. This makes the company more competitive and helps it achieve its goals. Providing structured training helps employees improve how they manage tasks. It also allows them to take on additional responsibilities, despite difficulties when learning new skills (Buster, 2024). For example, if a retail employee receives training in stock management software, they can reduce ordering errors and ensure products are available for customers. As a result, the business operates more efficiently and customer satisfaction improves. Therefore, companies should make training a priority for all employees.

- Which sentence **tells you the main idea?**
- Which sentence **gives examples?**
- Which sentences **provide evidence?**
- Which sentences **offer explanation or further details?**
- Which sentence **wraps things up** or links back to the main idea?

Nick's Paragraph

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Investing in employee training is essential for a company's success. This makes the company more competitive and helps it achieve its goals. Providing structured training helps employees improve how they manage tasks. It also allows them to take on additional responsibilities, despite difficulties when learning new skills (Buster, 2024). For example, if a retail employee receives training in stock management software, they can reduce ordering errors and ensure products are available for customers. As a result, the business operates more efficiently and customer satisfaction improves. Therefore, companies should make training a priority for all employees.

- Which sentence tells you the main idea? (This is also known as the **TOPIC sentence**)
- Which sentence gives examples?
- Which sentences provide evidence?
- Which sentences offer explanation or further details?
- Which sentence wraps things up or links back to the main idea?

Paragraphs

More on paragraphs next week! To conclude, share with a partner:

- 1) Do you think you can write effective paragraphs already? Why or why not?**
- 2) If you had to pick one challenge you have with writing (just one!) what would your strongest challenge be?**
- 3) What are you hoping to learn about writing paragraphs next week?**

Possible Answers for Paraphrases

1. Companies that train their staff improve their performance and often earn more money
 - A) Training staff helps companies perform well. It also often increases their profits.
 - B) When companies provide training for their staff, they often achieve higher performance and earn increased revenue.
 - C) Organisations that provide training for their employees increase their efficiency and frequently gain higher profits.
 - D) Providing training for staff leads to improved performance and a rise in company income
2. By focusing on the environment, companies can build a better reputation and attract loyal customers
 - A) Companies that care for the environment often gain a strong reputation and retain loyal clients
 - B) By taking steps to protect the environment, companies improve their reputation and gain loyal customers.
 - C) Focusing on environmental issues helps companies gain a strong reputation. It also encourages customers to stay loyal.