

Paraphrasing Worksheet

Activity 1:

By chance, Sarah and Nick have both found the same source to use in their report about business communication, and have both used the same part of the source. However, one of them received lower marks on their Engagement with Literature (how a student cites and references their research) mark than the other. Discuss and decide:

- 1) Which part of the extract both students used (highlight in the original)?
- 2) Who received the lower marks and why?
- 3) What are the differences between Sarah and Nick's use of sources?

Original Source:

Clear communication is essential in business. It helps colleagues understand each other and reduces mistakes. Non-verbal cues, like gestures and eye contact, influence how messages are interpreted. Listening carefully to others ensures everyone understands the intended meaning (Taylor, 2023)

Sarah's work:

Strong communication skills are vital in business because conveying ideas clearly enables colleagues to comprehend each other and prevents errors (Taylor, 2023)

Nick's work:

Effective communication is crucial for any workplace, and clear communication is essential in business, as it helps colleagues understand each other and reduces mistakes (Taylor, 2023).

Activity 2

Practice paraphrasing with a partner. Choose two of the below and paraphrase them.

Remember: Effective paraphrasing is MORE than just using synonyms!

Paraphrasing Techniques:

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

Sentences to paraphrase:

- 1) **Clear communication improves teamwork in a company.**
- 2) **Good planning saves time. It reduces business problems.**
- 3) **Customer feedback is important for improving products.**
- 4) **Strong leadership builds trust. Employees feel more motivated.**