

Week 5: Paraphrasing and Paragraphs

Activity 1:

A) 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. This is what Nick has so far.

- 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.

B) Nick has three pieces of evidence from his notes to support his claim. Which evidence is best suited for the paragraph and how can Nick paraphrase it?

- 1) “Introducing new office technologies sometimes causes confusion among staff, but it can lead to increased efficiency over time.” (Barnes, 2023, p.172)
- 2) “Employees who receive structured training often learn how to manage their tasks better and take on new responsibilities, overcoming initial difficulties with new skills.” (Buster, 2024, p. 4)
- 3) “Employees who attend team-building workshops often improve their communication skills, which helps them work better with colleagues.” (Taylor, 2024, p.18)

Paraphrase (don’t forget the citation!):

C) Place your paraphrase in the appropriate place in Nick’s draft 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.