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

Welcome to Academic Skills!

LCLM4001 Academic Skills

Week 5

Remembering last week

We learnt:

- Referencing and why it is important
- Integrity in academic and business work
- In text citations using (Author, Year)
- What plagiarism is and how to avoid it
- Using AI and library tools in an honest way

Why this matters:

- It helps people trust your work
- It protects you from plagiarism
- It supports clear business writing

From last week to this week

- Let’s go to VEVOX

What today is about

- Paraphrasing, which means using your own words
- Understanding the difference between copying and paraphrasing
- Learning simple steps to paraphrase safely
- Practising paraphrasing with business and academic texts

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

Paraphrasing

Why Paraphrasing Matters when Writing

In a paragraph:

- your main idea
- evidence from a source
- explanation in your own words
- link ideas together/link back to the question or business decision
- This is also known as a **TEEL paragraph structure** (more on this next week!)

Paraphrasing helps you:

- Use evidence safely
- Show understanding, not copying
- Write clear business paragraphs

Paragraphs need your words, not copied text.

What Is Paraphrasing? What Is It Not?

Paraphrasing IS:

- Using your own words
- Keeping the same meaning
- Showing understanding
- Used in the E and E of TEEL

Paraphrasing is NOT:

- Copying the sentence
- Changing only one or two words
- Keeping the same sentence structure

If it looks like the original, it is not paraphrasing.

Nick & Sarah: Who Did it Better?

Nick and Sarah are Business students working on their referencing.

Go to the worksheet and decide who paraphrased better and why.

With a partner, decide and discuss:

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?

Copying vs Paraphrasing vs Summarising

Original (from a source):

- Customer complaints increased by 15 percent last month.

Copying:

- Customer complaints increased by 15 percent last month.

Paraphrasing

- There was a clear rise in customer complaints during the last month.

Summarising

- Customer complaints are increasing.

How Paraphrasing Fits into a TEEL Paragraph

T

Customer complaints are becoming a serious business issue.

E

Reports show a noticeable increase in complaints **(Smith, 2023).**

E

This suggests customers are less satisfied with the service.

L

If the business does not respond, sales may fall.

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

Spot the Difference

What are the differences?

You will see:

One original source sentence

- Three student versions

We are learning to choose the best option, not just what is allowed.

Your task is to decide:

- Which version is allowed
- Which version is preferred for TEEL writing
- Which version is risky
- Talk about
  - Which words changed
  - Whether the meaning stayed the same
  - Which version sounds most like the student's own writing

Here are the sentences

- **Original**: Employees who receive regular training are more productive and make fewer mistakes at work.
- **Version A**: “Employees who receive regular training are more productive and make fewer mistakes at work” (Doe, 2017, p. 4).
- **Version B**: Regular staff training can improve productivity and reduce errors in the workplace (Doe, 2017).
- **Version C:** Employees who get regular training are more productive and make fewer mistakes in their work (Doe, 2017).

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

Paraphrasing step-by-step

How Do We Paraphrase? Step by Step

We will do this together

- Read a short paragraph
- Find the key ideas
- Hide the original text
- Look at a paraphrase
- Spot what changed
- Learn simple techniques

Paraphrasing is a skill. We learn it step by step.

Original Paragraph

Many small businesses struggle to keep customers. Long waiting times and poor communication often cause customer dissatisfaction. When customers feel unhappy, they are less likely to return or recommend the business to others. This shows that customer loyalty is important for business success.

Your task:

- Read the paragraph
- List the key ideas
- Do not worry about grammar or spelling

Focus on meaning, not wording.

Possible key ideas

- Small businesses can lose customers easily
- Poor service (slow or unclear communication) leads to dissatisfaction
- Unhappy customers are less likely to recommend the business
- Customer loyalty is important for business success
- Good service helps businesses keep customers and grow

Paraphrasing starts with ideas, not copying sentences.

Spot the Difference: Paraphrasing Techniques

Work in pairs. Look at the two texts next to each other and try and spot what has changed. Make note of the changes.

Original:

Many small businesses struggle to keep customers. Long waiting times and poor communication often cause customer dissatisfaction. When customers feel unhappy, they are less likely to return or recommend the business to others. This shows that customer loyalty is important for business success.

Paraphrased Text:

Long waits and unclear communication can make customers dissatisfied, which can make it harder for small businesses to keep them. Customers who have a negative experience may not visit the business again or suggest it to other people. Overall, loyal customers are important for businesses to succeed.

What did you notice?

- Look at your notes from the activity
- What differences did you find?
- Talk with another pair

Think:

- What changed in the wording?
- What stayed the same?

Simple Paraphrasing Techniques

You can paraphrase by:

1) Using synonyms: **unhappy → dissatisfied; poor → unclear**

2) Changing word order

3) Combining sentences

4) Changing word form:

The business is a success→ The business is **successful**.

customer dissatisfaction → customers become **dissatisfied**

Back to Nick

Remember Nick?

He's been working on his paraphrasing after feedback from his last report. In his next report he has paraphrased the below:

"Teamwork in business helps employees complete tasks more efficiently" (Brown, 2025, p.5)

Nick changes this to:

Cooperation in business helps employees finish tasks more efficiently (Brown, 2025).

Discuss with a partner:

1) What has Nick changed from the original?
2) Will Nick's teacher be happy with this? Why or why not?

Back to Nick

1) What has Nick changed from the original?

'Teamwork' → 'Cooperation', 'finish'→ 'complete'

2) Will Nick's teacher be happy with this? Why or why not?

No!

Nick has not changed enough of the original.

He has only selected two key words and used synonyms. This is not enough of a change.

REMEMBER:

Effective paraphrasing is a **combination** of paraphrasing techniques!

Changing only a few key words still keeps the majority of the paraphrase the same!

Break time!

See you in 10 minutes ☺

Check Your Understanding!

- Let’s go to VEVOX

vevox

Let’s try it together: Gallery Walk

- **Move around the room and visit each poster.**
- At each poster:
- Read the sentence.
- Think about the **meaning** first.
- Write your own paraphrase.
- Try to use **more than one paraphrasing technique**.
- Keep the same meaning.

- After you have completed at least **three posters**, go back to your first one and look at the other answers and how they compare to yours.
- Then try at least 1-2 more posters.
- Remember:
  There is more than one correct paraphrase.
- You do not need perfect English! **Just try your best.**

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

Guided Practice

Paraphrasing Paragraphs

- Work in pairs
- You will:
  - Read a short business paragraph
  - Identify the main ideas
  - Paraphrase the paragraph using your own words
- Remember:
  - Focus on meaning, not copying
  - You do not need long sentences
  - There is more than one correct paraphrase

Exchange and Notice

- Now work with another pair
- Exchange your paraphrased paragraph
- Read the other version quietly
- Do not correct grammar
- Do not rewrite their text

- Talk about
  - Is the meaning the same as the original?
  - What is different from your paraphrase?
  - What wording or structure works well?

Vevox – What Did We Notice?

vevox

Break time!

See you in 5 minutes ☺

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

Independent Paraphrasing Practice

Let’s paraphrase!

- Work on your own
- You will:
  - Read a short business paragraph on resilience
  - Identify the main ideas
  - Paraphrase the paragraph in your own words

Important:

- Focus on key ideas, not replacing every word
- You can write fewer sentences than the original
- Simple language is fine

What Did We Practise?

Today you practised:

- Finding main ideas in a source
- Letting go of the original wording
- Explaining ideas in your own words
- Paraphrasing without copying

What matters

- There is more than one good paraphrase
- Simple language is OK
- Paraphrasing improves with practice

vevox

Reflection

Please answer:

- What did you learn about paraphrasing today?

- What part of paraphrasing do you still find difficult, and what would help you?

05:00

- Write full and short sentences. Use simple English.
- You will post your answers on Moodle in the forum “Reflection Space – Individual”.
- Only you and the tutor can see your post.
- This is not marked.
- You do not need to share with the class.

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

Recap

Today we learnt:

- What paraphrasing is
- Why paraphrasing matters
- How to use our own words
- How to find key ideas in a text
- How to write a short summary
- Why summaries help business decisions

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

Next Week: Writing in a business context

Homework for Week 6

Open Moodle

- Go to this module (Academic Skills)
- Click Assessment Information and Submission
- If you haven't yet done so, complete the lesson:

AS2: Paragraph Writing: Assessment Information and Help

- Your teacher WILL be checking if this is complete by next week!

Open Moodle

- Go to this module (Academic Skills)
- Click Week 5
- Complete the 2 tasks identified.