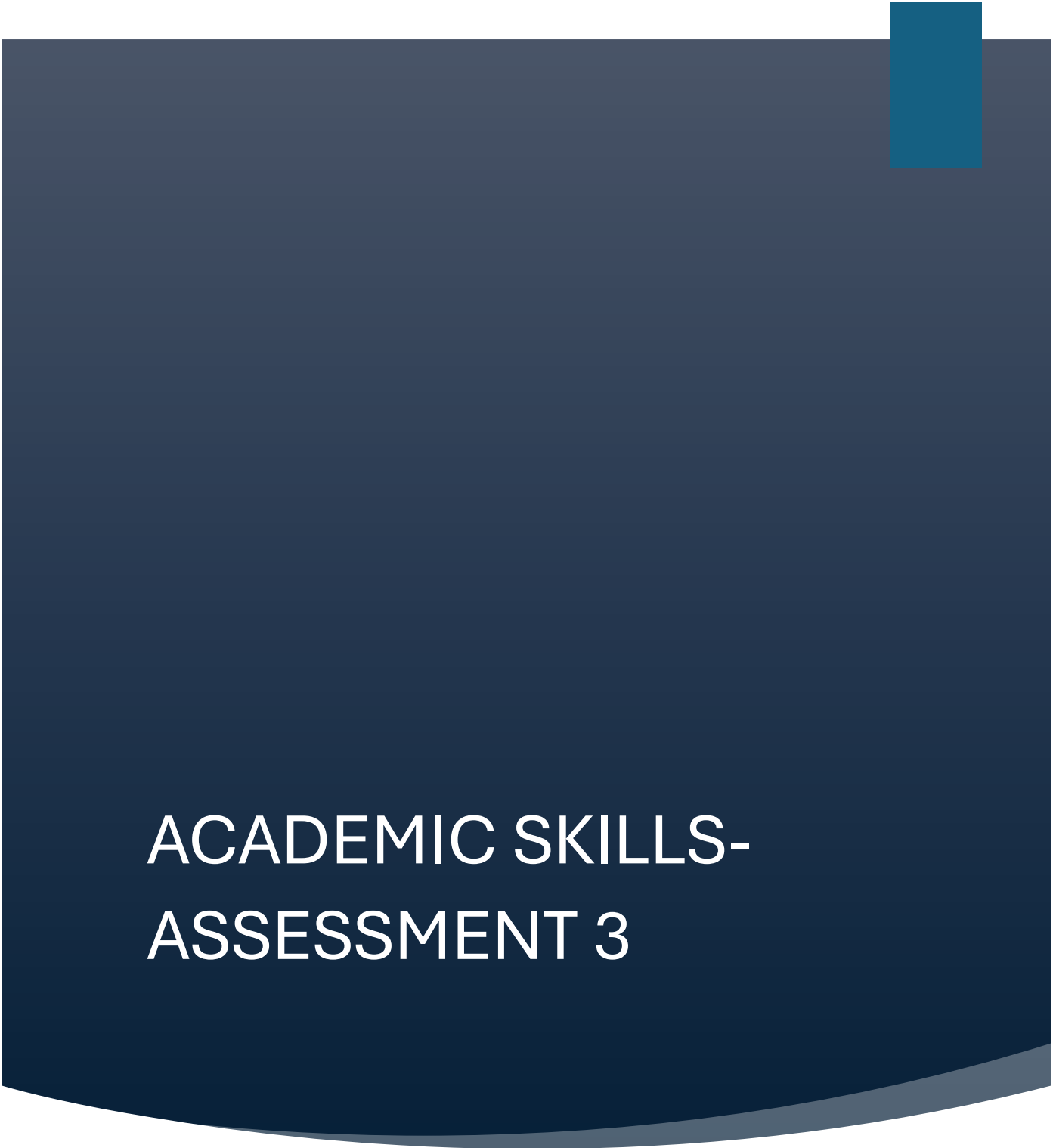




ACADEMIC SKILLS- ASSESSMENT 3

PARAPHRASING SKILLS, REFERENCING SKILLS,
SUMMARISING SKILLS.

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Table of Contents

1.Paraphrasing.....	2
1.1 Introduction	2
1.2. Contextualisation	3
Research methods.....	3
The process of paraphrasing according to Tammy Guy B. in “The Tsuda Review”	3
Steps to paraphrase correctly:	3
1.3. Conclusions	4
Paraphrased sentences practiced.....	4
2.Referencing	5
2.1 Introduction	5
Plagiarism definition:	5
2.2 Contextualization	6
2.3 Overall conclusions:	7
3. Summarising.....	8
3.1 Introduction	8
3.2 Contextualization	9
To summarise academically, we need to keep in mind the followings:	9
3.3 Conclusions.....	10
Referencing	11

1.Paraphrasing

1.1.1 Introduction

According to Tammy Guy H. (2012) in “ The Tsuda Review”, paraphrasing is a complex process, requiring advanced grammar skills and a large vocabulary, to be able to restate effectively the information.

He believes that, if writers have little or no experience at all paraphrasing, and if they lack the grammar and vocabulary skills to properly paraphrase, they might find it difficult to do so.

Irmadamayanti (2018) pointed out that, paraphrasing is an essential academic writing approach, because it lets someone explain the primary concept of the original text, into their own words, while keeping the source and the paraphrased version distinct. This procedure entails, rearranging and modifying sentences, to improve readers comprehension while maintaining correct citation. But even though it's so important, paraphrasing for academic writing, its frequently harder than it sums.

1.2. Contextualisation

Research methods.

Almalki (2016), emphasises the benefits of using methods in research, stating how it's a natural way to collect data, from a range of sources, using different approaches, which can help create a thorough and effective design. Still, there are drawbacks to this approach, such as the significant time and skill required to successfully combine different data sites and the potential for inconsistencies, that call for additional analysis or study when described, elucidating or assessing complicated situation, is one of the research aims, mixed-methods study design, is especially considered acceptable. Leavy (2017) p. 164

The process of paraphrasing according to Tammy Guy B. in "The Tsuda Review":

- To remind the reader of the thesis statement, or to summarise the main ideas.
- Is used in research papers to give support, examples, summarise or, as an alternative to a quote.
- The reader shows that a writer understands what he's reading and has the vocabulary and grammar skills needed to write it out.
- It's a difficult skill, requiring a large vocabulary, good thesaurus and dictionary skills, and a very good understanding of English grammar.
- Prevents plagiarism when it's done correctly.

Steps to paraphrase correctly:

- Find synonyms to the key words.
- Do not copy the original sentence.
- Don't take too much of the original words.
- Don't change the meaning of the first sentence.
- Don't omit important details.

1.3. Conclusions

Yoga. P, Anjar P., Fridolini (2022) explained that, in formal education and at higher levels of study, academic writing is extremely important and requires a deep comprehension of writing techniques. One talent that is essential in this field, is paraphrasing. To prevent plagiarism, writers must use efficient techniques for rewording and properly referencing source text. The writer's language may be used to change the original data, but the essential of the source, material, must remain unchanged, for readers to understand the paraphrased version. (p. 26)

I think that paraphrasing, it's a difficult skill, requiring large vocabulary, a very good knowledge of grammar skills and a good understanding of English.

With a lot of practice and exercises, you can achieve the best assignment, by putting together all the knowledges you have learned, during classes.

This skill has encouraged me, to create a better version of writing academically. It will help me to get a better job and to perform into carrier.

Some during classes examples:

Verbs to nouns/ adverbs to adjectives:(Module)

- The bomb **exploded** and caused many casualties.
- The **explosion** caused many casualties.

Change adverbs to adjectives:

- He wrote **frequently**.
- He wrote on **frequently** occasions.

Paraphrased sentences practiced:

"Swot is especially powerful to help you to uncover opportunities. Understand your weaknesses and eliminate threads".

Show is particularly effective in assisting you, in identifying opportunities.

Recognise your vulnerability and cut off any weak points. (Module)

2. Referencing

2.1 Introduction

According to the researchers found by Janet H. in “*Critical reading, writing and referencing*” referencing is where your information comes from, to provide credit for the effort and specify the location of additional information. If you do not write the information source, you will recognise that all the writing, is your own words. Finally, this is called “dishonesty” and is suspected of plagiarism, which could result to major violation, that may lead to a cheating accusation.

Plagiarism definition:

Plagiarism is defined by not giving reference from the source you have inspired from. This implies that you purposefully or unintentionally, are giving the perception, that the material you have wrote and the concepts, are yours. Janet H. (p. 56)

Other from citing the original author of your content, this is also a chance to prove to the reader, the authenticity and the power of the information, that you are writing about. (Janet H. p.57)

Referencing makes sure that, you give credit to the authors research, for the examples.

Ario S. (2018) explained in “*The Journal of Critical Care Medicine*” that, replicating, utilizing, or the misapplication of another individual's ideas, language or concepts, without appropriate citation, is forbidden. Citation and sources demonstrate, the calibre of the content, specify the main origin and reveal the depth of knowledge on the topic. Ario S. (2018) claimed that: “Changing the word order of a sentence is unacceptable, as is the use of synonyms”.

2.2 Contextualization

Ario S. (2018) pointed out, that inadequate citation, this mistake frequently results from omitting to provide all the information required from each citation, such as : page number or publication details, or from ignoring important sources that could support your claims. This mistakes not only damage your works reputation but could open you to charges for plagiarism or academic dishonesty. As a result, before turning your work, make sure your references are correct and comprehensive, by carefully going over them.

When referencing, always use an alphabetic way to write the authors names.

After you are done with paraphrasing your desired text, at the end of your work, if there are more than 4 authors named, referenced into your research, then you will write the 1st one who contributed most and after, add, et. al. To let the reader know who the main writer is.

Example:

Juan C.P.S. PASSA et. al.” *Summarising techniques in the English language*”

Available [ONLINE] at:

<https://digital.car.chula.ac.th/cgi/viewcontent.cgi?article=1206&context=pasaa> Last

accessed: 26th May 2024

2.3 Overall conclusions:

Referencing is a list, covering authors names, from the information found, giving credit for their findings.

Always add reference list at the end of your work, to avoid being called out for plagiarism.

Writers with a lot of practice and exercises, can achieve a very good reference list, if they follow the authors names from the information provided, carefully.

Reference= source of information

Use an alphabetic way to write the authors names, year of publication, title, volume, page nr., and a hyperlink to a website page and last accessed. (Module)

3. Summarising

3.1 Introduction

From the point of view of McNulty (1981, p.50), explained:

“ An abridgement is a condensed version, in one’s words, of the writing of someone else, reproducing the thought, emphasis, and the tone of the original source text, and the abstracting all its significant facts (overall thesis, main points, important supporting details, etc), as well as getting rid of all the irrelevant ones”.

Juan C. P. S in PASSA, Vol. 34, dec. 2003 in the research found in: “ *Summarising techniques in the English language*” note that, summarising isn’t an easy activity. To excerpt a data, is to decrease the complex and duration of a unique section of the discourse, while keeping the important attributes.

3.2 Contextualization

The development of organising skills, which is predicated on rearranging the data in an understandable and appealing manner, is also linked to the creation of summaries. We should draft and edit the summary we are working on, to ensure it is accurate and correct. (Juan C.P.S.Vol.34 dec 2003)

To summarise academically, we need to keep in mind the followings:

- Improving understanding abilities.
- Organizing and processing data.
- Acquiring academic abilities
- Using communications techniques.

Summarising is a must ability, for any academic studies. That means, when a person is required to excerpt a paragraph from a book, he should provide an abbreviated version, of the text, discussion. This duty will support the writer, to reduce subsequent attempts, when prompted to recollect key details.

3.3 Conclusions

Generating a summary, is additionally recognised with growth and organisational skills, depending on reorganisation of the data, in a manner that is pleasant and straightforward. (Juan C.P.S Vol.34, dec 2003)

I think that summarising, is not the hardest technique known by the writers. All you must do is to read the data, highlight the thesis, then central points. After getting all the main information needed, omit useless data, be concerned on the subject and the meaning of it. And then start to place all the information together to create like a short story, needs to be straight to the point.

Writers should have to practice more during classes, or at home.

Read the data several times, until you can fully understand all the information provided.

According to Juan C.P.S. (2003), there are some easy ways to convert your data, into a summary, ex: tables and graphics, memorise the most important data, into a small graphic (only using the thesis and the main points).

Referencing

Ario S. (2018) " *The Journal of Critical Care Medicine*" 4(1):3-4 Available [Online] at: <https://www.semanticscholar.org/paper/The-Importance-of-Referencing-Santini/d7e0f294cf863918c7a5983b04ffe067153a429d> Last accessed: 22nd April 2022.

Janeth H. " Critical reading, writing and referencing" Available [Online] at : https://books.google.co.uk/books?hl=en&lr=&id=94-CDwAAQBAJ&oi=fnd&pg=PA55&dq=referencing+skills&ots=fDvnUj3PkE&sig=-9Tvk4LHxIzIQC_YEY1pkLdhhWo&redir_esc=y#v=onepage&q=referencing%20skills&f=false Last accessed: 21st April 2024.

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Tammy G. H(2012) " *The Tsuda Review*" Available [Online] at: [file:///C:/Tsuda_Review_057_20121130_067-094_Harshbarger%20\(3\).pdf](file:///C:/Tsuda_Review_057_20121130_067-094_Harshbarger%20(3).pdf)

Yoga P, Anjar P, Fridolini (2022) " *Gatsempena English Education Journal*" (Vol. 9; Nr. 1; pp 13-28) Available [Online] at: <https://ejournal.bbg.ac.id/geej/article/view/1711/1383> Last accessed: 19th April 2024.

