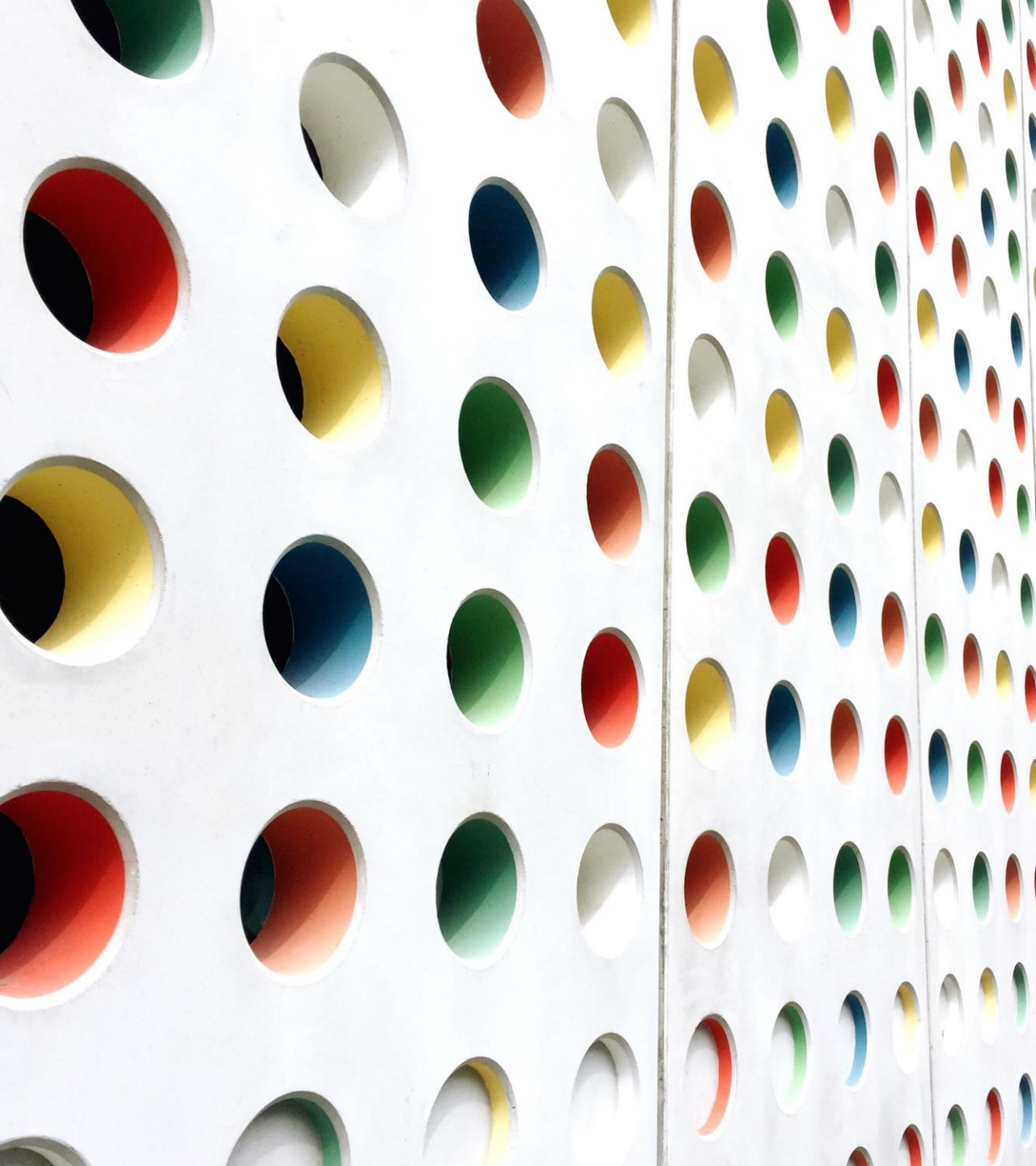
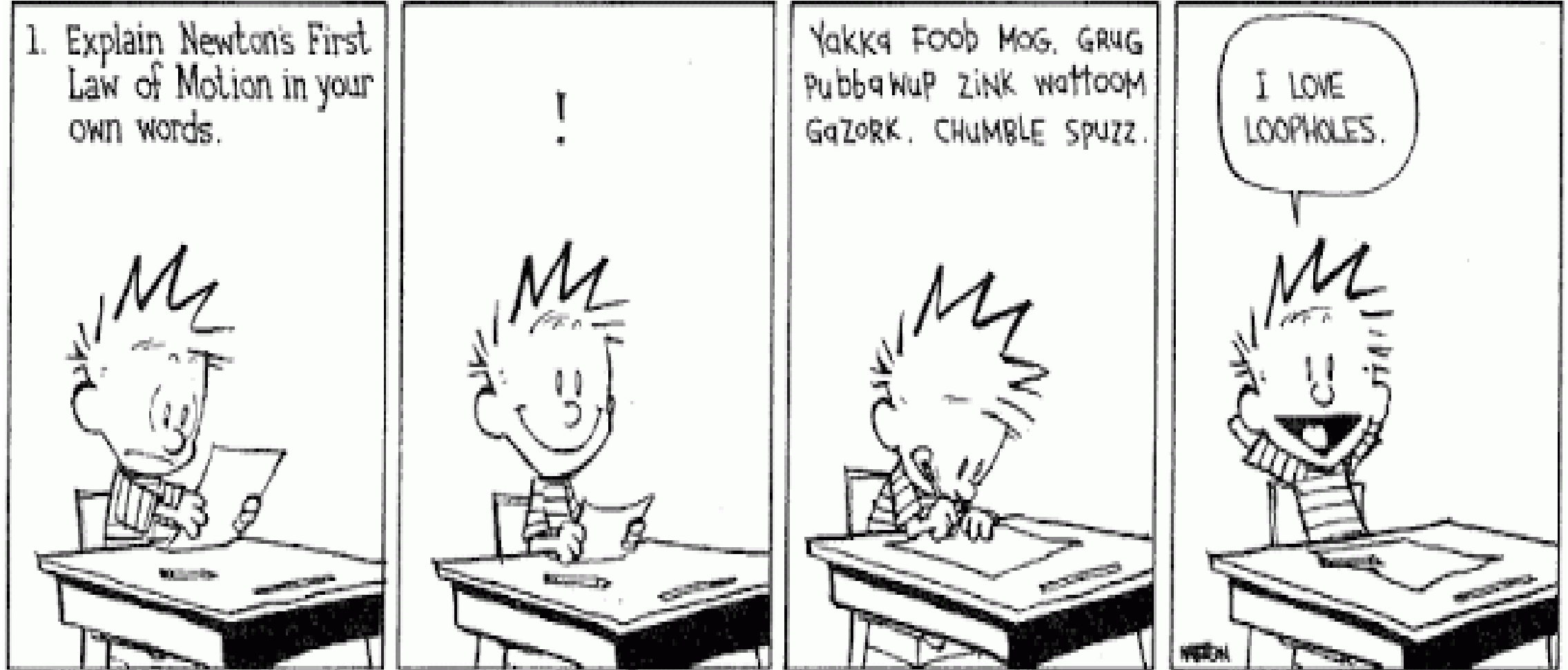




QUOTING, PARAPHRASING & SUMMARISING



Quoting, Paraphrasing and Summarising



WHAT IS THE DIFFERENCE BETWEEN QUOTING, PARAPHRASING, AND SUMMARISING?

- Quoting - using the source word-for-word; exactly the same words/sentence, with exactly the same punctuation. Shown using “quotation marks”.
- Paraphrasing - putting the material in your own words; involves substantial reworking of the original text while retaining the same meaning
- Summarising - when you condense whole paragraphs, pages, articles or books into a single sentence.

The basic conditions for effective teamwork include having a real team whose membership is clear, which is of the right size, relatively stable in membership and working on a task that requires teamwork. The team must have an overall purpose that adds value and which is translated into clear, challenging team objectives. And the team needs the right people as team members with the required skills in the right roles. They must be enablers not derailleurs- people who support effective team working through their behaviours, not people who sabotage, undermine or obstruct team functioning.

EXAMPLE

West, M. A. (2012) Effective Teamwork: Practical Lessons from Organizational Research, 3rd edition. Oxford: Blackwell Page 4

Quoting

As West notes, teamwork requires “having a real team whose membership is clear, which is of the right size, relatively stable in membership and working on a task that requires teamwork” (2012)

EXAMPLE

West, M. A. (2012) *Effective Teamwork: Practical Lessons from Organizational Research*, 3rd edition. Oxford: Blackwell Page 4

The basic conditions for effective teamwork include having a real team whose membership is clear, which of the right size, relatively stable in membership and working on a task that requires teamwork. The team must have an overall purpose that adds value and which is translated into clear, challenging team objectives. And the team needs the right people as team members with the required skills in the right roles. They must be enablers not derailleurs- people who support effective team working through their behaviours, not people who sabotage, undermine or obstruct team functioning.

Paraphrase

For West (2012), successful teamwork requires evident membership in a stable team of a suitable size, and working on something that needs collaboration .

EXAMPLE

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The basic conditions for effective teamwork include having a real team whose membership is clear, which of the right size, relatively stable in membership and working on a task that requires teamwork. The team must have an overall purpose that adds value and which is translated into clear, challenging team objectives. And the team needs the right people as team members with the required skills in the right roles. They must be enablers not derailleurs-people who support effective team working through their behaviours, not people who sabotage, undermine or obstruct team functioning.

Summary

Teamwork requires a group of people of the right size with the correct skills in the right roles who enable teamwork; membership needs to be clear, the team needs to have a purpose and the team members must have appropriate knowledge and behaviour



WHEN SHOULD I PARAPHRASE AND WHEN SHOULD I QUOTE?

When you have found some interesting information you may want to include in your written work, ask yourself the following questions:

IS IT INTERESTING
BUT NOT QUITE ON
MY TOPIC?



Quote



Paraphrase



Dump

CAN I EXPRESS IT
IN MY OWN
WORDS WITHOUT
IT LOSING IMPACT
AND MEANING?



Quote



Paraphrase



Dump

IS IT A FAMOUS
QUOTE?



Quote



Paraphrase



Dump

DOES IT INTRODUCE OR DEFINE A KEY TERM?

Quoting

As West notes, teamwork requires “having a real team whose membership is clear, which is of the right size, relatively stable in membership and working on a task that requires teamwork” [1(p.4)].



Quote



Paraphrase



Dump

IS IT A MAJOR
STATEMENT WHICH
WILL BE FURTHER
DISCUSSED?



Quote



Paraphrase



Dump

HOW DO I QUOTE CORRECTLY?

Quotation marks must be placed accurately to indicate exactly where a quote begins and ends.

e.g. As Eveline says, “the merit of a university employee, student or written product is viewed as being assessed on objective, rational criteria” [2(p.102)].

Note: Use only as much of the text as you need, make sure to keep the quote exact

INTRODUCING QUOTATIONS

As X points out...

According to X...

X states/suggests/indicates/argues that...

X tells/shows us that...

In *Name of Text*, X makes the point that...

Writing in *Name of Text*, X explained that...

X (date) argued that...

- argues
- agrees
- asserts
- claims
- comments
- compares
- declares
- disagrees
- disputes
- demonstrates
- emphasizes
- illustrates
- implies
- observes
- notes
- responds
- states
- suggests

INTRODUCING QUOTATIONS



As West notes, teamwork requires “having a real team whose membership is clear, which is of the right size, relatively stable in membership and working on a task that requires teamwork” [1 (p.5)].



“The basic conditions for effective teamwork include having a real team whose membership is clear, which is of the right size, relatively stable in membership and working on a task that requires teamwork” [1 (p.5)]. West’s definition suggests...

QUOTING

Exact – same language and punctuation

Used less than paraphrasing

When the original words are particularly important / special

Integrated and introduced in sentences

Discuss the quotation – why is it significant? Justify the use of it.

Paraphrasing - putting the material in your own words; involves substantial reworking of the original text while retaining the same meaning

A GOOD PARAPHRASE MUST BE

original

accurate

be distinctly different from the original source (no more than 4 words in a row which are the same)

grammatically correct

referenced properly

PARAPHRASING

Some benefits of paraphrasing:

- Allows you to use and synthesise information from various sources to strengthen your argument
- Helps you to better understand the subject matter from the original text
- Shows your understanding of the original text

PARAPHRASING — THE PROCESS

1. Read the source
2. Make notes of the main points
3. Write in your own words
4. Check against article for accuracy
5. Redraft using appropriate academic style, vocabulary and structure.
6. Cite the source

TIPS ON PARAPHRASING

Identify words which can't be changed

- Subject specific
- Jargon
- Proper nouns
- **Identify what can be deleted**
- **For what's left:**
 - Synonyms
 - Rearranging the sentence
 - Changing the word class

Remember: You must keep the same meaning as the original text

CONSIDER THE FOLLOWING TEXT:

What words would you leave unchanged?

Media bias has become a fixture in our newsfeed. Donald Trump has some legitimate complaints about the press, too. Because he tells whopping lies all the time, journalists are predisposed to believe the worst about him and his administration. But if we automatically assume that Trump is the one in the wrong, we may end up with egg on our faces. For example, when Trump claimed that millions of non-citizens voted illegally in the 2016 election, the Washington Post called him out in a “factcheck”. But it turned out the Washington Post itself had published an article making this very same claim. The factcheckers were so sure Trump invented the lie that they didn’t notice they had spread it themselves.

CONSIDER THE FOLLOWING TEXT:

Suggested Answers

Media bias has become a fixture in our newsfeed. Donald Trump has some legitimate complaints about the press, too. Because he tells whopping lies all the time, journalists are predisposed to believe the worst about him and his administration. But if we automatically assume that Trump is the one in the wrong, we may end up with egg on our faces. For example, when Trump claimed that millions of non-citizens voted illegally in the 2016 election, the Washington Post called him out in a “factcheck”. But it turned out the Washington Post itself had published an article making this very same claim. The factcheckers were so sure Trump invented the lie that they didn’t notice they had spread it themselves.

PARAPHRASING TECHNIQUES

Approximately 80% of low-income families will be assisted by the proposed 'free lunch' program. (Health Canada, 2015)

1. Use Synonyms [Use a thesaurus]

According to Health Canada, roughly 80% of poor families will be helped by the suggested 'free lunch' campaign.

2. Change from Active to Passive or vice-versa

According to Health Canada, the suggested 'free lunch' campaign will help roughly 80% of poor families.

3. Change from Positive to Negative

According to Health Canada, only roughly twenty percent of poor families will not benefit from the program.

Approximately 80% of low-income families will be assisted by the proposed 'free lunch' program. (Health Canada, 2015)

4. Change Word Forms

According to Health Canada, the suggested 'free lunch' campaign will provide assistance to roughly 80% of poor families.

5. Change the Order of Information

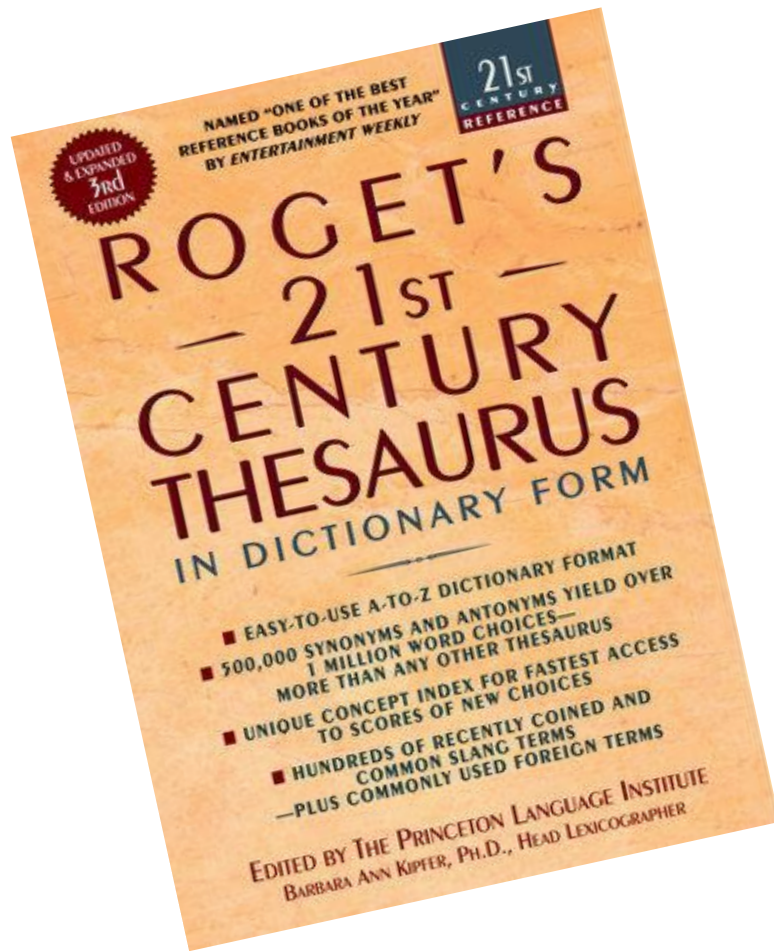
The suggested 'free lunch' campaign will provide assistance to roughly 80% of poor families according to Health Canada.

FINDING SYNONYMS

- Use a thesaurus
- Be sure that the synonym you select doesn't alter the meaning, or carry a different connotation.

Consider the different connotations between the synonyms:

1. thrifty; frugal; careful; stingy; cheap; conserving
2. inquisitive; interested; prying; nosy; questioning



USING A THESAURUS

← → ↻ thesaurus.com/browse/decision?s=t

Dictionary.com Thesaurus.com

 SYNONYMS ▾ decision

Synonyms for *decision*

accord	judgment	settlement	end	adjudicature
agreement	opinion	verdict	prearrangement	the call
arrangement	outcome	accommodation	preference	the nod
choice	resolution	adjudication	reconciliation	
compromise	result	adjustment	sentence	
determination	ruling	arbitration	showdown	
finding	selection	declaration	understanding	

■ MOST RELEVANT

CHANGING WORD CLASS

Noun	Verb	Adjective	Adverb
caution	caution	cautious	cautiously
worry	worry	worrisome	worryingly
description	describe	descriptive	descriptively
challenge	challenge	challenging	challengingly

**NOTE: JUST REPLACING SOME WORDS FROM THE
TEXT WITH SYNONYMS IS NOT ENOUGH!**

