



Prifysgol Cymru
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University of Wales
Trinity Saint David

Academic Skills (ACS)

Week 4: Paraphrasing

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

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Discuss

1. How would you personally define paraphrasing?
2. Can you think of any times you might need to paraphrase in daily life? What are they?
3. Why do you think it might be important to put someone else's idea into your own words rather than just copying it?

Activity 1: Worksheet

Go to Part 2 Paraphrasing Worksheet and complete Activity 1

Please note, if you are on a phone, you might want to access the PDF version of the worksheet (in the PDFs folder on the Week 4 tile) and write your answers by hand

Paraphrasing: How do we do it?

Text A: 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)

Discuss:

1) What are the key ideas of this text? (there are 4)

Paraphrasing: How do we do it?

Text A: 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)

Text B: Effective communication in business is important for the prevention of errors and ensuring understanding among colleagues. How messages are perceived is also affected by body language, including gestures and eye contact. Careful listening guarantees comprehension of the intended meaning by all participants (Taylor, 2023).

Discuss:

1) What has changed from the original? Try and spot at least 3 differences

(example: 'essential' has changed to 'important'. What is it called when a word has the same meaning as another?)

Paraphrasing: How do we do it?

1) Use of synonyms

'Clear' → 'Effective', 'essential' → 'important', 'mistakes' → 'errors'

2) Word order

'Listening carefully ensures everyone understands the intended meaning' → 'Careful listening guarantees comprehension of the intended meaning by all participants'

3) Change of word form (e.g. verb to a noun)

'reduces mistakes' → 'the prevention of errors'

4) Sentence structure/grammar/combining sentences

'Clear communication is essential in business. It helps colleagues understand each other and reduces mistakes' → 'Effective communication in business is important for the prevention of errors and ensuring understanding among colleagues'

Paraphrasing: How Do We Do It?

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

With a partner, practice each technique with the sentence below:

Good customer service improves client satisfaction, reduces complaints, and helps a company succeed in a competitive market.

Paraphrasing: How Do We Do It?

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).

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

Paraphrasing: How Do We Do It?

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Nick changes this to:

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

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!

Paraphrase Practice

Your teacher will hand you blank paper to practice paraphrasing with a partner. Choose two of the below and paraphrase them. If you finish early you can complete the others!

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.

Paraphrasing: How Do We Do It?

Techniques: Possible Answers

- **Synonyms:** Good → Excellent, improves → increases, reduces → lowers, helps → supports, succeed → thrive
- **Word order:** Can shift phrases: “In a competitive market, excellent customer service increases client satisfaction and lowers complaints.”
- **Word form changes:** Improves → improvement, reduces complaints → complaint reduction, helps a company succeed → supports company success
- **Sentence structure / combining:** Can break into two sentences or rephrase as one longer sentence with clauses: “By providing excellent customer service, a company can increase client satisfaction, lower complaints, and achieve success in a competitive market.”

Paraphrasing: How Do We Do It?

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Paraphrasing: How Do We Do It?

POSSIBLE ANSWERS

1. Clear communication improves teamwork in a company.

A) Effective communication within an organisation leads to improved collaboration among staff.

B) Strong workplace communication contributes to better cooperation between employees.

2. Good planning saves time. It reduces business problems.

A) Effective planning accelerates business processes and helps prevent issues within a company.

B) Through careful planning, businesses can improve efficiency and reduce potential problems.

3. Customer feedback is important for improving products.

A) Feedback from customers plays a significant role in product development.

B) Product improvement depends on the valuable input provided by customers.

4. Strong leadership builds trust. Employees feel more motivated.

A) Strong leadership develops trust, which increases employee motivation.

B) When leaders create trust, staff members are more likely to feel motivated.