

Paraphrasing

What is paraphrasing?

- Paraphrasing is re-writing the ideas from a piece of text into your own words as far as possible.
- When paraphrasing, the meaning in the original information source has to be retained.
- Proper paraphrasing requires correct referencing of the source(s) of the ideas.

Why paraphrase?

- You show your clear understanding of the information.
- You avoid plagiarism. Plagiarism is when you use someone else's ideas or words without acknowledging where you got them from. This is academic misconduct that has serious consequences.

How to paraphrase?

1. Read the text carefully to understand it well. Read more than once if necessary. Find out the meaning of any unknown words or terms.
2. Ask yourself: "What are the main points of this text?" The first sentence of a paragraph (the topic sentence) will usually introduce the main idea of that paragraph. Look for other key points by referring to the topic sentences.
3. Write down these keywords and main ideas.
4. Create your own sentences using just these main ideas. Write the information in the way it makes sense for you, as if you were explaining it to someone. Ensure the information is in a *logical sequence*; you do not need to put it in the same order as it was in the original.
Crucial tip: *Do not look at the original text* when paraphrasing, because you will tend to copy the author's words and sentence construction.
5. Once your draft paraphrase is done, compare it with the original to ensure you have the important points.
6. Check that you have expressed the key information *accurately* (you must not change the author's ideas).
7. Check that you have used *your own words* and *your way* of expressing ideas or information (Do not just move words or sentences into a different order, because this is not paraphrasing).
8. Cite the original author(s) in your paraphrase, and include the information source in your reference list.

Note. Adapted from *Integrating sources by paraphrasing and summarising* by University of Auckland, n.d..
(<https://learningessentials.auckland.ac.nz/writing-effectively/paraphrasing-summarising/>)

Examples of unacceptable and acceptable paraphrasing

Here is the ORIGINAL text from page 350 in:

Hill, C. W. (1994). *International business: Competing in the global marketplace*. Irwin.

For example, McDonald's has expanded rapidly overseas in recent years. Its skill in managing fast-food operations has proven to be just as valuable in countries as diverse as France, Russia, China, Germany, and Brazil as they have been in the United States. Prior to McDonald's entry, none of these countries had American-style fast-food chains, so McDonald's brought a unique product as well as unique skills to each country (Hill, 1994).

Here is an UNACCEPTABLE paraphrase that is PLAGIARISM:

In recent years, McDonald's has expanded rapidly overseas. In countries as diverse as France, Russia, China, Germany and Brazil they have proven to be just as valuable at managing fast-food chains as in the United States. Previously, none of these countries had American-style fast-food chains. McDonald's brought unique skills and a unique product to these countries. 😞

Why is the above paraphrase unacceptable?

- The original information is largely copied; only some words and phrases have been changed.
- The information source is not cited.

If you do either or both these things, you are plagiarising.

Here is an ACCEPTABLE paraphrase:

Hill (1994) suggested that McDonald's is an example of a company that has achieved fast international growth. McDonald's has created a global impact with its American-style fast-food products, and different countries have benefitted from its particular brand of management practices. 😊

Note. Adapted from *Integrating sources by paraphrasing and summarising* by University of Auckland, n.d.. (<https://learningessentials.auckland.ac.nz/writing-effectively/paraphrasing-summarising/>)

Why is this paraphrase acceptable?

- The original information is accurately expressed.
- The writer uses their own words and sentence structure as far as possible.
- The information source is properly cited.

References

University of Auckland. (n.d.). *Integrating sources by paraphrasing and summarising*.

<https://learningessentials.auckland.ac.nz/writing-effectively/paraphrasing-summarising/>

Writing Tutorial Services, Indiana University. (n.d.). *Plagiarism: What it is and how to recognize and avoid it*. <https://wts.indiana.edu/writing-guides/plagiarism.html>