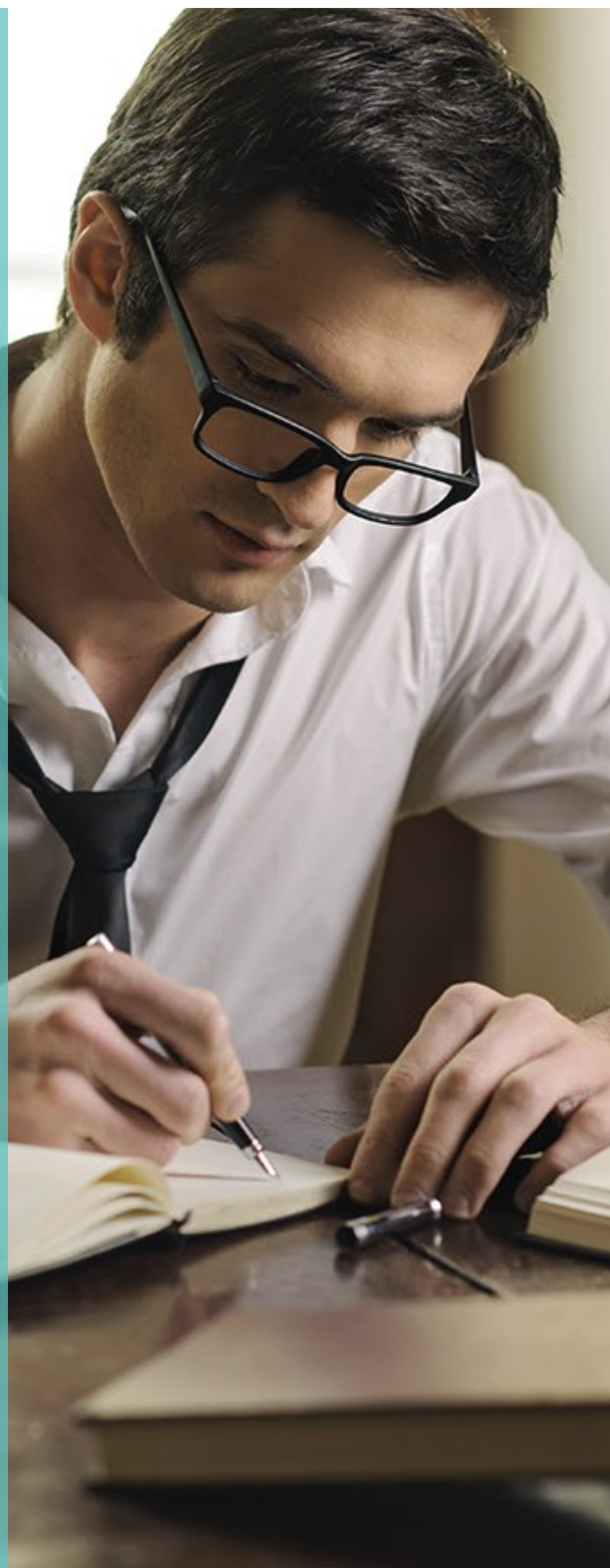


WHY AND HOW TO PARAPH- RASE



**Reasons, Numbers, Tips,
Exercises**





WHY PARAPHRASE?

Paraphrasing isn't just something that academics need to learn how to do. It's something that can benefit writers and speakers of all trades. Whether you're writing an essay or crafting a letter, paraphrasing is a useful skill that improves the way you communicate.

Paraphrasing is especially handy if you've got a deadline looming for a paper and you're stuck for ideas. Instead of racking your brain for an original idea, you could load up a similar article and paraphrase the heck out of it.

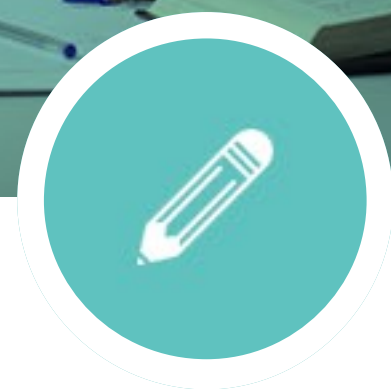
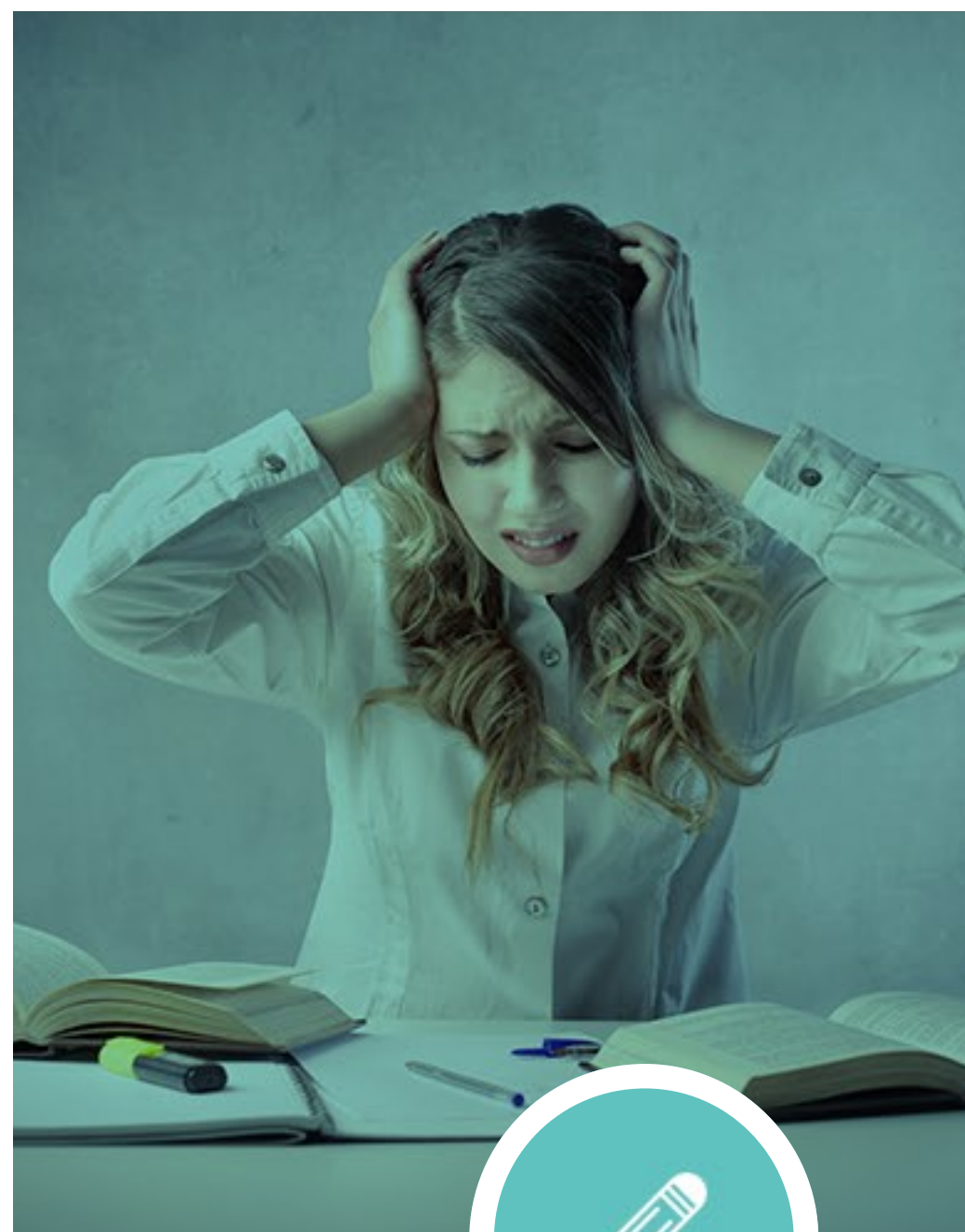
BUT WHAT IS PARAPHRASING?

Have you ever watched a movie or listened to a political speech, before telling your friends all about it the next day? You can't remember the exact words used on television or spoken by the politicians, so instead you paint a picture by recounting the general gist of things in your own words.

This is pretty easy and we've all done it. It's called paraphrasing. Simple. Right?

It's the same when you've got an essay to write and the words just won't come. You could continue struggling to come up with something entirely original, or you could research an existing article on the same topic and turn the words into your own.

This is the essence of paraphrasing - you use your own words to express what has already been said or written by someone else. You retain the original meaning behind the material, but put your own personal shine on things.

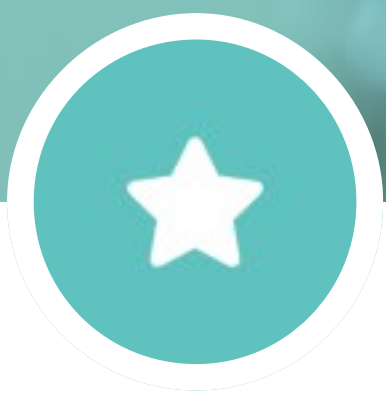


If you copied the material outright, you would be guilty of quoting — or even plagiarising — other people.

Many of us paraphrase everyday when we talk to others, but tips for paraphrasing are particularly useful when writing. It can be really tempting to borrow someone else's words, but unless you put your own twist on things you're guilty of stealing.

Paraphrasing, then, is the skill of maintaining meaning but putting it into your own words.

WHY IS PARAPHRASING IMPORTANT?



If you're running low on time, paraphrasing could be your saving grace. Instead of spending hours and hours trying to craft a paper from scratch, you could paraphrase instead.

Paraphrasing is super useful because it means that you find an existing article and simply turn it into your own words. Paraphrasing a piece of text or source saves you a lot of time, hassle and it means that you're retaining a powerful original meaning.

It's really important that you paraphrase rather than directly copy existing text, because if you do this you will be guilty of plagiarism — which can land you in

a spot of bother, particularly legal troubles.

Paraphrasing is also important in communication because it allows you to summarise and condense information. Instead of long-winding text that nobody really wants to spend half their day reading, you could paraphrase so that you trim thousands of words down to just a few hundred.

Paraphrasing also means you are highlighting the best and ignoring the rest. Paraphrasing the meat of a subject and eliminating the fat means that you are getting to the point and saving you and others lots of time.

PLAGIARISM RULES

HOW TO AVOID PLAGIARISING



Plagiarism is actually illegal and could land you in a heap of trouble. But what actually is it?

Put simply, plagiarism is the act of taking what someone else has written, and pretending that it's your own original work. It's variously described as an infringement of copyright, piracy, and even theft and stealing.

It isn't just a simple line of text that can be plagiarised. Whole web pages and books can be plagiarised, as can quotes that you pass off as your own and even song lyrics.

Naturally, it isn't always easy to know where the line is drawn when it comes to plagiarism rules. Just how much of a percentage can you get away with?

Generally speaking, 0% of your paper should be plagiarised. Even just 1% can be enough to damage your reputation and trigger a rejection.

The main reason people plagiarise is because they don't know how to properly paraphrase. Indeed, it's often really tempting to plagiarise because we don't know how to turn a piece of text into our own words while retaining the original meaning.

Paraphrasing strategies help. Once you embark on a series of paraphrasing exercise and learn a few paraphrasing tips, you should be in a better position to turn in papers that are free from plagiarism.

PLAGIARISM RULES

HOW TO AVOID PLAGIARISING



There are steps you can take to make sure that you engage in the rules of non-plagiarism. These include:

- Understanding exactly what plagiarism is
- Growing your knowledge in the area you're writing about
- Repeating the subject to yourself over and over until you know it intimately
- Referencing your quotes and sources
- Learning how to properly cite.

When paraphrasing, we sometimes come very close to plagiarism if we don't modify the original source enough. Sometimes, we mistakenly plagiarise because our paraphrasing strategies haven't worked.

For this reason, it's also good idea to run your work through online plagiarism detectors that will tell you whether or not your text is plagiarised. Doing this will sure save you from a lot of potential headaches in the future.

Plagiarism is actually illegal and could land you in a heap of trouble

PROFESSIONAL PARAPHRASING TIPS



Perhaps you've already tried paraphrasing but just can't seem to do it. Deadlines are looming and you know that you can't plagiarise. So what do you do? You could start by developing strategies for paraphrasing:

THE FIRST THING YOU NEED TO DO IS

CLEAR YOUR HEAD — Nobody can paraphrase if their mind is tired. If this means working in a different room, then so be it. You could also try listening to music that improves your mood, and you should switch your phone off.

READ THE ORIGINAL PASSAGE A FEW TIMES—

It's important to read it until you've fully grasped its meaning. If you don't understand it completely, it's going to be really difficult to turn it into your own words without losing the original meaning.

HIDE THE PASSAGE AWAY — You understand it completely, so you no longer need to see it in front of you, right? Close it off, navigate away from the website. Do what you have to do. This should ensure that you don't plagiarise any of it, but still return the original

meaning — because you fully understand it, of course!

PROCEED TO WRITE THE TEXT IN YOUR OWN

WORDS — Always retain the original meaning, and don't attempt to come up with a new interpretation.

COMPARE YOUR TEXT WITH THE ORIGINAL—

Ask yourself if the original meaning is still intact, and also ask yourself if your rewrite is most definitely YOUR voice.

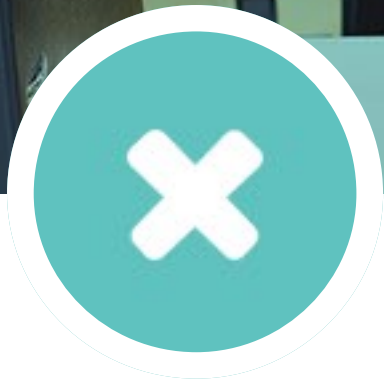
It might be that you failed to strike gold the first time around and your meaning is a little too vague. If so, **REWRITE IT AGAIN** — Think of rewriting as a sort of paraphrasing exercise that will help to turn you into a paraphrasing machine. The more you paraphrase, the more it will become second nature.

Lastly, it's important that you always

INCLUDE CITATIONS, QUOTES AND

REFERENCES IF AND WHERE NECESSARY —

Failure to do so is a rookie mistake that could land you in trouble. If any of the text has been quoted completely, you need to be honest and say so.



I Paraphrasing is an acquired skill that takes time to develop. Let's take a look at some of the most common mistakes that you need to avoid:

REPRODUCED SENTENCES THAT HAVE ZERO FLOW AND ARE UNREADABLE — One of the most common mistakes people tend to make is failing to reproduce a sentence that flows well. Although you're trying not to copy someone else's work outright, it's still crucial that you write a sentence that has flow and is readable.

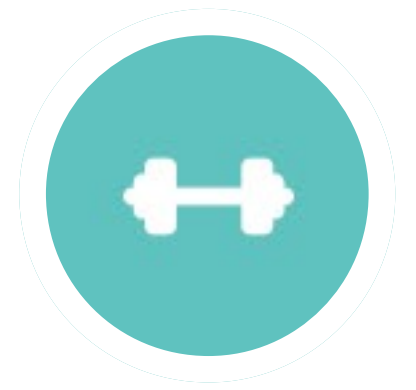
FORGETTING KEY WORDS THAT RETAIN THE ORIGINAL MEANING — Make sure that you don't fail to highlight key words and include them in your paraphrased text. For example, if text contains the term "civic hub" and you fail to include it, you will lose the original meaning of the text.

FAILING TO MAKE SURE YOUR WORK IS 100% ORIGINAL — It's important that you read through your work and put it through an online plagiarism checker to make absolutely sure that your work is 100% original. Plagiarism can be a really easy mistake to make, and while most of us associate it with students, the truth is that professionals are just as guilty of it.

FAILING TO TAKE PLAGIARISM SERIOUSLY — You might assume that plagiarism is harmless and that a little bit is no big deal. But poor paraphrasing might mean that you unnecessarily duplicate material that nobody actually needs, and which could cost your company needless costs. It will also cost you a lot of time.

To help you avoid mistakes, you could run through a paraphrasing worksheet.

PRACTICE IN PARAPHRASING



The more you do something, the better you become. If you practice paraphrasing as often as you can, you'll eventually get to the point where you won't even need to worry about plagiarism anymore. You'll be that good.

The more you practice paraphrasing, the better you'll become at summarising text. Moreover, you'll also become a pro at watering down jargon so that the reader can better understand it.

For example, it might be that your job is to interview an engineer for a blog. Because he's an engineer, he's going to speak to you in technical jargon. What he says to you is likely going to be difficult for your readership to understand.

This is where paraphrasing comes in handy. You retain the engineers' core meaning, but you translate it into simple English that your readers will understand.

Doing this is not easy, especially if you haven't paraphrased before. But the more you practice paraphrasing, the better you

will get at it.

Constant paraphrasing will also quicken your game. Right now, it might take you a good few hours to paraphrase a document. This is obviously going to slow you down. The more you paraphrase, the quicker you will become so that eventually you can breeze through papers.

There are many methods you can employ and tips for paraphrasing that help you to practice and hone your skill. In your spare time, it's a good idea to get as much practice in as possible.

You could, for example, paraphrase paragraphs from essays, rewrite blog posts in your own words, paraphrase pages from novels, or turn academic papers into your own words.

You could also make use of a paraphrasing worksheet that helps you to develop your skills and improve your practice. Below is a piece of text; why don't you reread it until you've fully grasped its meaning, before hiding it away and writing a paraphrase?

"The twenties were the years when drinking was against the law, and the law was a bad joke because everyone knew of a local bar where liquor could be had. They were the years when organized crime ruled the cities, and the police seemed powerless to do anything against it. Classical music was forgotten while jazz spread throughout the land, and men like Bix Beiderbecke, Louis Armstrong, and Count Basie became the heroes of the young. The flapper was born in the twenties, and with her bobbed hair and short skirts, she symbolized, perhaps more than anyone or anything else, America's break with the past." Text taken from Kathleen Yancey, English 102 Supplemental Guide (1989)



CONCLUSION

Paraphrasing gets you out of a jam. When a deadline is looming and you're fresh out of ideas, pulling up a source and turning the words into your own voice is a good idea. And it works every time - as long as you know how to paraphrase like a pro.

Follow our top paraphrasing tips and you'll always be in a position of strength whenever you've got a paper to write. Say no to plagiarism and be the best writer you can be who always speaks in your own voice. For more paraphrasing help, feel free to contact us today.

GOOD LUCK!



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