

## Paraphrasing vs. Summarizing

### What a Paraphrase?

A paraphrase is putting a portion of a text such as ideas, statements, and facts and putting them in your own words. This is different from summarizing as you are taking ideas or borrowing words from the author.

### What is a Summary?

A summary is processing and condensing information taken from a source without changing words or using the same amount of words as the original text.

### Tips for Paraphrasing:

- Change first person pronouns to introduce the paraphrased idea
- Make sure to shift verb tenses (present to past or past to present)
- Avoid direct questions
- Remember to cite the page number and author *after every paraphrased section*

### Tips for Summarizing:

- Put yourself in the author’s shoes (Your reader should not be able to tell if you agree or disagree with the author based on a summary)
- Balance what the author said with what you want to highlight in your writing
- Use “the author says” or “x says”
- Avoid using “I think” or “I believe”
- Focus on the main takeaway
- Explain the main ideas

### Verbs for Introducing a Summary:

Argue	Insist
Assert	Observe
Believe	Remind us
Claim	Report
Emphasize	Suggest

### Introducing Paraphrases:

They say	She believes
She says	He believes
He says	X believes
X says	She argues
	He argues
	X argues

### Paraphrasing Examples:

“Smith says...”

“They write...”

“Sally believes...”

### Summarizing Examples:

“Martin Luther King Jr. believed...”

“The author claims...”

“The report reminds us that...”

### Paraphrasing in Context:

“He builds on this idea by stating that the natives actually aided the New World creation by constructing it through remnants of their old values while keeping their traditions” (Merrell 544).

### Summarizing in Context:

“As eloquently **described** in the book *Superintelligence: Paths, Dangers, Strategies* by FLI advisory board member and Oxford-based philosopher Nick Bostrom, **the plot unfolds in three parts.**”