

Summarising and paraphrasing

1 Choose true (T) or false (F) for these sentences.

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|---|-------|
| 1 Both paraphrasing and summarising involve using your own words. | T / F |
| 2 In both paraphrasing and summarising you don't change the original meaning of the text. | T / F |
| 3 Summarising involves identifying the key ideas from a text. | T / F |
| 4 A summarised text is usually of a similar length to the original. | T / F |
| 5 A paraphrased text can be similar in length to the original. | T / F |
| 6 Paraphrasing means changing all the words in a phrase from a text. | T / F |
| 7 In both paraphrasing and summarising you should reference the original source. | T / F |

2 Read the Study tip and check your answers from 1. According to the tip, why do we use summarising and paraphrasing?

STUDY TIP

When producing academic writing, such as essays, you will often need to use the ideas of other authors without copying their ideas word for word. This can be done by **summarising** or **paraphrasing**.

Summarising refers to taking the main ideas found in a text and producing a shortened version. The meaning is the same but the text is reduced significantly and put into your own words.

Paraphrasing on the other hand focuses on rewriting specific phrases or sentences using different words and changing the sentence order, while keeping the meaning the same. You may keep some specific words, such as specialised vocabulary that cannot be reworded.

In both cases you should mention the original author by way of reference.

3 Read the introduction of an article. What is the main idea of this paragraph? Choose the best answer (a–d).

Reclaim your life

Peter Callaghan

Since the Internet and smart phones were first introduced there is always something trying to get our attention, which usually ends up with us buying something or liking someone else's page. Many people are so hooked on following what their inbox or social media feed tells them to do, that they have literally stopped living their own lives.

- a Nowadays people buy a lot on the Internet.
- b The Internet and smart phones distract us from our own lives.
- c Many people are obsessed with other people's lives.
- d We are so busy opening emails that we don't have any time.

- 4** Read the Study tip and a student's paraphrase of the first sentence of the article in 3. Find examples of the Study tips (1–5) and write them below.

Callaghan (2016) suggests that since the introduction of digital technology our attention is constantly being directed away from what we are doing, resulting in us either purchasing a product or clicking the 'like' button on someone else's social media page.

STUDY TIP

Here are some ways to paraphrase.

- 1 Change the form of the words, e.g. adjectives to nouns or nouns to adjectives.
- 2 Use synonyms of words and phrases.
- 3 Change the order of the words, e.g. active to passive or passive to active.
- 4 Add in your own words to improve the text.
- 5 Use different linking words.

- 1
- 2
- 3
- 4
- 5

- 5** Use the Study tip in 4 to paraphrase the second sentence of the article in 3.

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- 6** Find an article in English and summarise the main ideas. Choose one paragraph from the article and paraphrase it. Use the Study tips in 2 and 4 to help you.

