Paraphrasing

Whether using an English or non-English source, you will need to make sure that you do not use only quoted speech in your writing when referring to these sources.

Paraphrasing will help you to avoid using too many direct quotes. Paraphrasing is writing the ideas of published authors or creators in your own words without changing the original meaning.

When paraphrasing, here are some basic guidelines which can assist in creating a quality paraphrase:

- Read the original text and make sure you understand the meaning
- Circle specialized words (such as terminology or jargon) that do not have synonyms or cannot be changed because changing them will change the meaning
- Underline key words that do have synonyms or can be changed
- Find words or phrases with similar meanings to the underlined words
- Change the sentence structure where possible
- Make sure that you write down the referencing information of the source of the paraphrased information and cite the source when you write the paraphrase in your assignment.