

PARAPHRASING

When you paraphrase, you precisely restate in your own words a passage written or spoken by another person. You may paraphrase to simplify, to clarify, or for emphasis.

GUIDELINES:

- 1. Say what the source says, but no more.**
- 2. Reproduce the source's emphases.**
- 3. Use your own words, phrasing, and sentence structure to restate the message.**
- 4. Read over your sentences to make sure that they do not distort the source's meaning.**
- 5. Avoid plagiarism. As you take notes, record all documentation facts about your source so that you can prevent plagiarism.**
- 6. Use verbs effectively to integrate paraphrases into your prose**

CAUTIONS:

- 1. Avoid changing just some of the words.**
- 2. Do not just change the words. Also, change sentence structure.**
- 3. Do not add new ideas.**
- 4. Avoid judging the source or adding your own interpretation.**
- 5. Do not exaggerate or misrepresent the source.**

SOURCE:

Morris, Desmond. Manwatching. New York: Abrams, 1977: 131.

ORIGINAL:

Unfortunately, different countries have different ideas about exactly how close is close. It is easy enough to test your own “space reaction”: when you are talking to someone in the street or in any open space, reach out with your arm and see where the nearest point on his body comes. If you hail from western Europe, you will find that he is at roughly fingertip distance from you. In other words, as you reach out, your fingertips will just about make contact with his shoulder. If you come from eastern Europe, you will find you are standing at “wrist distance.” If you come from the Mediterranean region, you will find that you are much closer to your companion, at little more than “elbow distance.”

UNACCEPTABLE PARAPHRASE (UNDERLINED WORDS ARE PLAGIARIZED):

Regrettably, different nations think differently about exactly how close is close. Test yourself: when you are talking to someone in the street or in any open space, stretch your arm out to measure how close that person is to you. If you are from western Europe, you will find that your fingertips will just about make contact with the person’s shoulder. If you are from eastern Europe, your wrist will reach the person’s shoulder. If you are from the Mediterranean region, you will found that you are much closer to your companion, when you elbow will reach that person’s shoulder (Morris 131).

ACCEPTABLE PARAPHRASE:

People from different nations think that “close” means different things. You can easily see what your reaction is to how close to you people stand by reaching out the length of your arm to measure how close someone is as the two of you talk. When people from western Europe stand on the street and talk together, the space between them is the distance it would take one person’s fingertips to reach to the other person’s shoulder. People from eastern Europe converse at a wrist-to-shoulder distance. People from the Mediterranean, however, prefer an elbow-to-shoulder distance (Morris 131).